

# **LEAGUE OF WOMEN VOTERS CHAFFEE COUNTY, COLORADO BYLAWS (Leadership Team) Updated July 11, 2018**

**Mission Statement.** Empowering Voters - Defending Democracy.

**Vision Statement.** We envision a democracy where every person has the desire, the right, the knowledge and the confidence to participate.

**Value Statement.** We believe in the power of individuals to create a more perfect democracy.

**Non-discrimination Clause.** The LWVCC Board and membership should reflect the diversity of the organization, constituencies, and the broader community. To this end there should be no barriers to participation in any activity of the LWVCC on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, socioeconomic status or political beliefs. The LWVCC, in all its activities, reflects these principles in values and practice.

## **ARTICLE I**

### **Name**

The name of this organization shall be League of Women Voters of Chaffee County, hereinafter referred to in these bylaws as LWVCC or as the League. This local League is an integral part of the League of Women Voters of the United States, hereinafter referred to in these bylaws as LWVUS, and of the League of Women Voters of Colorado. The LWVCC is an unincorporated nonprofit association subject to the Uniform Unincorporated Nonprofit Association Act (C.R.S. §7-30-101 *et seq.*)

## **ARTICLE II**

### **Purposes and Policy**

Sec. 1. **Purposes.** The purposes of the LWVCC are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Sec. 2. **Political Policy.** The League shall not support or oppose any political party or any candidate.

## **ARTICLE III**

### **Membership**

Sec. 1. **Eligibility.** Any person who subscribes to the purposes and policy of the League of Women Voters shall be eligible for membership.

Sec. 2. **Types of Membership.**

A. **Voting Members.** Citizens at least 18 years of age who join the LWVCC and pay dues pursuant to Article VIII shall be Voting Members of the local and state Leagues of their place of joining and of the LWVUS. Those who have been members of the League for 50 years or more shall be honorary life members, excused from the payment of dues.

B. **Associate Members.** All others who join the League shall be associate members.

## ARTICLE IV

### Leadership Team

Sec. 1. **Election, Qualifications and Term.** The Leadership Team of LWVCC shall consist of five (5) to ten (10) directors elected by the Voting Members at the annual business meeting. All directors shall be voting members of the Leadership Team and Voting Members of the League. Vacancies may be filled by vote of the remaining members of the Leadership Team.

Sec. 2. **Officers.** The Leadership Team shall act as officers of the League. The Leadership Team shall meet as soon as possible after the annual meeting to designate which members shall perform such duties as customarily pertain to the office of president, secretary and spokesperson for the League. The treasurer shall be elected by the Voting Members at the annual meeting and is authorized to sign and endorse checks and drafts, maintain deposits in authorized financial institutions and arrange for an annual internal finance review of the treasurer's records. The treasurer may or may not be a member of the Leadership Team at the discretion of the Leadership Team.

Sec. 3. **Powers.** The Leadership Team shall manage and supervise the business, affairs and activities of the LWVCC, subject to the direction given at the annual business meeting. It may accept responsibility for such other matters as the national or state board may from time to time delegate to it. It shall have the power to create such special committees, as it deems necessary and shall perform such other duties as are specified in these bylaws.

Sec. 4. **Duties.** As a condition of recognition by the state and national boards, the Leadership Team of LWVCC shall designate a member or members to perform each of the following tasks:

- a. Preside over Leadership Team, membership and public meetings and to serve as spokesperson for the LWVCC.
- b. Handle any and all money matters for the LWVCC. The Leadership Team will appoint a finance committee made up of one Leadership Team member and two general members. The finance committee with the help of the elected treasurer shall prepare financial statements, develop plans to raise funds and prepare the annual budget.
- c. Create and maintain a website and other social media with input from the members of the Leadership Team or any appropriate off-board committee. The LWVCC website will be the depository for meeting minutes, policies, other documents and videos used in doing LWVCC business. Members will have access to these documents via the website.
- d. Maintain regular contact with members, including new members, to notify members of meetings, recruit members to serve on standing and ad hoc committees and for other activities of the LWVCC.
- e. Create, with input from the members of the Leadership Team and the general membership, a community-based program, using member volunteers and community partners that may include observing local government, advocating on a local issue or studying the local community and local government.
- f. Handle any and all matters relating to the voter service needs of the communities using guidelines developed by the national, state and local leagues as directed by the Leadership Team.
- g. Conduct an annual review of the following documents at the first meeting of the Leadership Team: LWVCC Non-Partisan Policy, Video and Audio Recording of League Sponsored Events Policy, Petitions and Partisan Material Policy and Social Media Policy.

Sec. 5. **Meetings.** At least four regular board meetings of the Leadership Team shall be held annually. The Leadership Team may designate one member or the members may share the responsibility for preparing an agenda for each such meeting, with input from the members of the Leadership Team or the chair of any appropriate off-board committee and for insuring that the minutes are kept of all meetings of the Leadership Team and of the annual business meeting. Any Leadership Team member may call special Leadership Team meetings with 72 hours' notice. Either written notice (including email) or oral notice is acceptable. Three consecutive absences from regular team meetings, without excuse, shall constitute a resignation.

Sec. 6. **Quorum.** A majority of the members of the Leadership Team of the LWVCC shall constitute a quorum. Any one or more members of the team may participate in a meeting by means of conference telephone or similar equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

## **ARTICLE V**

### **Meetings**

Sec. 1. **General Membership Meetings.** There shall be at least six meetings of the membership and/or public each year. The Leadership Team shall determine the time and place of the meetings. These six meetings shall include an Annual Meeting at which the Leadership Team is elected and the budget, non-partisan statement and bylaws are approved. Special meetings of the membership may be called by the Leadership Team or upon written request of 10 percent of the Voting Members.

Sec. 2. **Quorum.** 51% of the Voting Members present shall constitute a quorum at the membership meetings of the LWVCC, provided that written notice (including email) of the meeting is sent to the membership at least one week in advance.

## **ARTICLE VI**

### **Nominations and Elections**

Sec. 1. **Nominating Committee.** The Leadership Team is responsible for succession planning.

Sec. 2. **Report of the Nominating Committee.** The Leadership team shall appoint a nominating committee in January. It will consist of one Leadership Team member and two others from the general membership. The report of the nominating committee, containing its nominations for the Leadership Team and treasurer, shall be sent to the members one month before the annual business meeting. The report of the nominating committee shall be presented at the annual business meeting. Nominations may be made from the floor immediately thereafter, provided the consent of the nominee has been obtained.

Sec. 3. **Elections.** Election shall be by ballot, except that if there is only one nominee for each Leadership Team position, it shall be by voice vote. A majority vote shall constitute election.

## **ARTICLE VII**

### **Principles and Program**

Sec. 1. **Principles.** The Principles are concepts of government adopted by the national convention and supported by the League as a whole. They are the authorization for the adoption of national, state and local programs.

Sec. 2. **Local Programs.** The programs of the LWVCC shall consist of action to implement the principles and those governmental issues chosen by the membership for concerted study and action. LWVCC may take positions only on existing local positions or state or national positions. The annual planning meeting shall be held at the earliest convenience of the general membership after the Annual Meeting in April. The members present shall recommend a program of work focused on the local community. Program of work, as used in these bylaws, may be in the form of observing local government, advocating on a local issue or educating the membership and the community on the structure and services of local government and other topics of interest.

Sec. 3. **Program Action.** A member or members may act in the name of the LWVCC only when authorized to do so by the Leadership Team. They act only in conformity with, and not contrary to, a position taken by the LWVCC, the LWV of Colorado (LWVCO) and the LWVUS.

## **ARTICLE VIII**

### **Financial Administration**

Sec. 1. **Fiscal Year.** The fiscal year of the LWVCC shall commence on April first.

Sec. 2. **Dues.** Annual dues shall be payable on the first day of September of each year. Any member who fails to pay dues by the end of December shall no longer qualify as a Voting Member.

Sec. 3. **Budget.** An annual budget shall be prepared by the finance committee and shall be given to the Leadership Team for review in February. This budget will be given to the general membership in March for review. The budget, as amended, will be presented at the annual meeting in April for adoption.

Sec. 4. **Distribution of Funds on Dissolution.** In the event of the dissolution of the LWVCC, all moneys and securities which may at the time be owned by or under the control of the LWVCC shall be paid to the LWV Colorado after the state and national per member payments and other obligations have been met. All other property of whatsoever nature, whether real, personal, or mixed that may at the time be owned by or under the control of the LWVCC shall be disposed of to such nonpartisan charitable organization as the Leadership Team in its absolute discretion may designate.

## ARTICLE IX

**Committees**The Leadership Team shall endeavor to appoint the following committees as needed. Each committee shall consist of two or more members who may determine the chair or co-chairs. For each board meeting of the Leadership Team, each committee shall submit an email report of any committee business was conducted.

A. **Membership.** Recruits and maintains membership large and diverse enough to further the LWVCC mission and carry out its program. Maintains and submits accurate records to the LWVUS.

B. **Voter Service.** Oversees and coordinates the LWVCC efforts to provide non-partisan information to voters and promote citizen participation in elections.

C. **Finance.** Plans and directs fund-raising efforts necessary to carry out the LWVCC programs. Develops a budget to be adopted at the annual meeting. The Treasurer shall serve as an ex-officio member of the Finance Committee. (see Article IV (section 4.b) and Article VIII)

D. **Publicity and Social Media.** Promotes the LWVCC identity, mission and activities to its members and to the community. Informs the public of the LWVCC meetings, positions, services, and opportunities.

E. **Program.** Oversees and coordinates the LWVCC programs and/or advocacy efforts to implement LWVCC, LWVCO or LWVUS positions.

F. **Legislative Coordinator.** Reviews current legislation, including the state legislative newsletter, and presents items of interest and possible action to the membership.

G. **Nominating.** Meets at least two months prior to Annual Meeting to prepare a list of nominees for officers. (See Article VI)

H. **Bylaws.** Meets at least two months prior to Annual Meeting to review and, if necessary, revise bylaws based on suggestions made during the preceding year.

I. **Annual Dinner.** Oversees the planning and program for the annual meeting. **J. Special or Ad Hoc Committees.** The Leadership Team may form temporary committees as needed.

**ARTICLE X Amendments**These bylaws may be amended by a two-thirds vote of the Voting Members present at the annual business meeting, provided that the proposed amendments were submitted to the membership in writing at least one

month in advance of the meeting.