

**BYLAWS
LEAGUE OF WOMEN VOTERS
OF THE MOUNT PLEASANT AREA**

**ARTICLE I
Name**

Section 1. Name. The name of this organization shall be the League of Women Voters of the Mount Pleasant Area. This local League is an integral part of the League of Women Voters of the United States (LWVUS) and of the League of Women Voters of Michigan (LWVMI).

**ARTICLE II
Purpose and Policies**

Section 1. Purposes. The purposes of the League of Women Voters of the Mount Pleasant Area are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Section 2. Policies.

a. **Political Policy.** The League of Women Voters of the Mt. Pleasant Area shall not support or oppose any political party or any candidate.

b. **Diversity, Equity & Inclusion Policy.** The League of Women Voters of the Mt. Pleasant Area is fully committed to ensure compliance – in principle and in practice – with LWVUS’ Diversity, Equity and Inclusion Policy.

**ARTICLE III
Membership**

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

Section 2. Types of Membership. The membership of the League of Women Voters of the Mount Pleasant Area shall be composed of voting members and associate members.

a. **Voting Members.** Persons at least 16 years of age who join the League shall be voting members of the League of Women Voters of the Mt. Pleasant Area, the LWVUS and the LWVMI.

(1) individuals who live within an area of this local League may join that League or any other local League.

(2) those who reside outside the area of any local League may join a local League or shall be state members-at-large;

(3) those who have been members of the League for 50 years or more shall be life members excused from the payment of dues;

(4) Those who are students are defined as individuals enrolled either as full or part time with an accredited institution.

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

ARTICLE IV

Administrative Team

Section 1. Number, Manner of Selection and Term of Office. The Administrative Team shall consist of at least 5 members. The Administrative Team shall share responsibility within the Team and collectively provide a Spokesperson/Convener, LWVMI and LWVUS Contact Person, Recorder/Secretary, Treasurer, Membership Coordinator, Webmaster, Communication/PR Coordinator, Fundraising/Financial Development Coordinator, Voter Service Coordinator, Program Planning Coordinator. A team member may assume more than one of these roles. The Administrative Team may, by majority vote, assign some of these responsibilities to the general membership except that the Spokesperson, Contact Person, Recorder/Secretary and Treasurer must always be a part of the Administrative Team. Administrative Team members are elected for staggered two-year terms which shall expire at the conclusion of the next annual meeting.

Section 2. Qualifications. No person shall be elected or appointed or continue to serve as a leader of this organization who is not a voting member of the League of Women Voters of the Mt. Pleasant Area.

Section 3. Vacancies. Any vacancy occurring on the Administrative Team by reason of resignation, death or disqualification of an officer or elected member may be filled, until the next annual meeting, by a majority vote of the remaining members of the Administrative Team.

Section 4. Powers and Duties. The Administrative Team shall have full charge of property and business of the organization, with full power and authority to manage and conduct same, subject to the instructions of the general membership. It shall plan and direct the work necessary to carry out the program as adopted by the national convention, the state convention, and the annual meeting. The Team shall create and designate such special committees as it may deem necessary.

Section 5. Meetings. There shall be at least 6 regular meetings of the Administrative Team annually. Three consecutive absences from Team meetings of any member without a valid reason shall be deemed a resignation. Team members are also expected to attend general meetings on a regular basis. The Spokesperson may call special meeting of the Administrative Team and shall call a special meeting upon the written request of 3 members of the team.

Section 6. Quorum. A majority of members of the Administrative Team shall constitute a quorum.

Section 7. Expedited Decisions. When timely decisions are required, email or virtual meetings are an acceptable meeting alternative. Decisions reached via email shall be recorded in the minutes of the next regularly scheduled board meeting. Minutes of virtual meetings shall be recorded as any regular meeting.

ARTICLE V
Administrative Team Responsibilities

Section 1. The Spokesperson. The Spokesperson shall preside at all meetings of the general membership of the organization and of the Administrative Team. The Spokesperson shall be authorized to sign all contracts and official documents on behalf of the LWVMPA. A second member of the Administrative Team, named by the Team, shall also be authorized to sign contracts and official documents when the Spokesperson is unable to perform such duties. The Spokesperson shall be, ex officio, a member of all committees except the Nominating Committee. The Spokesperson shall have such powers of supervision and management as may pertain to the office of the Spokesperson and perform such other duties as may be designated by the Team.

Section 2. The Recorder/Secretary. The Recorder/Secretary shall keep minutes of all general membership meetings of the League and of all meetings of the Administrative Team. The Secretary shall perform such other functions as may be incidental to the office.

Section 3. The Treasurer. The Treasurer shall collect and receive all the monies due. The Treasurer shall be the custodian of these monies, shall deposit them in a bank designated by the Administrative Team, and shall disburse the same only upon order of the Team. The Treasurer and one other Administrative Team member named by the Administrative Team shall be authorized to sign checks, drafts, notes and similar financial documents on behalf of the LWVMPA. The Treasurer shall present statements to the Administrative Team at their regular meetings and an annual report to the annual meeting. The books of the Treasurer shall be audited annually, and this report shall be submitted to the annual meeting.

Section 4. Membership Coordinator: shall be responsible for maintaining an accurate record of local league membership and of reporting that information to LWVUS per LWVUS procedures.

Section 5. Webmaster: shall be responsible for maintaining an up-to-date web presence and ensuring that all licensing and agreements are renewed in a timely manner.

Section 6. Communications and PR Coordinator: shall maintain regular communication with the membership through a variety of platforms and also work with traditional and social media sites to publicize League activities.

Section 7. Voter Service Coordinator: coordinates election related activities including candidate forums and voters' guides.

Section 8. Program planning coordinator: coordinates state and local studies and prepares for program review before convention

Section 9. Financial development/fundraising: works on methods for maintaining long term financial stability for local league.

Section 10. LWVMI/LWVUS Contacts: responsible for all official communication with the National and State Leagues.

ARTICLE VI

Financial Administration

Section 1. Fiscal Year. The fiscal year of the League of Women Voters of the Mount Pleasant Area shall be from July 1 to June 30 of each year.

Section 2. Financial Organization. The League of Women Voters of the Mount Pleasant Area is a nonprofit organization whose net income does not benefit any individual or private corporation.

Section 3. Dues. The amount of dues shall be submitted by the Administrative Team to the annual meeting for adoption. A member who fails to pay dues within two months after they become payable may be dropped from the membership roll. Student members shall pay a reduced amount as set by the League of Women Voters of the Mount Pleasant Area.

Section 4. National and State Per Member Payment. The League of Women Voters of the Mt. Pleasant Area shall make a national Per Member Payment in the amount to be determined by the delegates at the biannual LWVUS convention and shall make a state Per Member Payment in the amount to be determined by the delegates at the biannual LWVMI convention. LWVUS excuses local leagues from making per member payments for life members and students.

Section 5. Budget Committee. A Budget Committee shall be appointed by the Administrative Team at least two months prior to the annual meeting to prepare a budget for the ensuing year. The proposed budget will be submitted to the Administrative Team for review. The Treasurer shall be an ex officio member of the Budget Committee, but shall not serve as chairperson.

Section 6. Budget. A budget for the ensuing year shall be submitted by the Administrative Team to the membership for adoption at least one month before the annual meeting.

Section 7. Distribution of Funds on Dissolution. In the event of the dissolution of the LWVMPA all moneys, securities, and other property of whatsoever nature, whether real, personal, or mixed which may at the time be owned or under the control of the LWVMPA shall, after the state and national per member payments and other obligations have been met, be distributed to LWVMI, LWVUS or LWVMIEF as appropriate. Dissolution shall follow local, state and federal law.

ARTICLE VII

Meetings

Section 1. Meetings. All meetings may be traditional (face to face) or virtual (Audio or Video conference).

Section 2. Membership Meetings. There shall be at least four meetings of the general membership each year. Time and place shall be determined by the Administrative Team.

Section 3. Annual Meeting. An annual meeting shall be held by the end of May, the exact date to be determined by the Administrative Team.

The annual meeting shall

- a. adopt a local program for the ensuing year,
- b. elect Administrative Team members and the chairperson of the Nominating Committee,
- c. adopt an adequate budget, and
- d. transact such business as may properly come before it.

Section 4. Quorum. The voting members present shall constitute a quorum at general membership and annual meetings of the League of Women Voters of the Mount Pleasant Area.

ARTICLE VIII Nominations and Elections

Section 1. Nominating Committee. The Nominating Committee shall consist of three members, one of whom shall be a member of the Administrative Team and a second shall be appointed by the Administrative Team from the general membership. The chairperson shall be elected at the annual meeting and nominated by the current Nominating Committee. Suggestions for nominations for Administrative Team members may be sent to the Nominating Committee by any voting member.

Section 2. Report of Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations shall be sent to all members one month before the date of the annual meeting. Immediately following the presentation of this report, nominations may be made from the floor by any voting member, provided the consent of the nominee has been secured.

Section 3. Elections. The election shall be by ballot, provided that when there is but one nominee for each office, it may be oral. A majority vote of those present and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

ARTICLE IX Principles and Program

Section 1. Authorization. The governmental principles adopted by the national convention, and supported by the League as a whole, constitute the authorization for the adoption of the program.

Section 2. Program. The program of the League of Women Voters of the Mount Pleasant Area shall consist of (a) action to implement the principles and (b) those governmental issues chosen for concerted study and action.

Section 3. Action by the Annual Meeting. The annual meeting shall act upon the program using the following procedures:

- a. The Administrative Team shall consider the recommendations sent in by the voting

members two months prior to the annual meeting and shall formulate a proposed program.

b. The proposed program shall be sent to all members one month before the annual meeting.

c. A majority vote of voting members present and voting at the annual meeting shall be required for adoption of subjects in the proposed program as presented to the annual meeting by the Administrative Team.

d. Recommendations for the program submitted by voting members two months prior to the annual meeting but not recommended by the Administrative Team may be considered by the annual meeting provided that: (1) the annual meeting shall order consideration by a majority vote and (2) the annual meeting shall adopt the item by two-thirds vote.

e. Changes in the program, in the case of altered conditions, may be made provided that: (1) information concerning the proposed changes has been sent to all members at least two weeks prior to a general membership meeting at which the change is to be discussed and (2) the final action by the membership is taken at a succeeding meeting.

Section 4. Action.

a. The League of Women Voters of the Mt. Pleasant Area may act on program only in conformity with positions taken by the League of Women Voters of the United States, the League of Women Voters of Michigan, and the League of Women Voters of the Mt. Pleasant Area.

b. Members may act in the name of the League of Women Voters only when authorized to do so by the Administrative Team.

ARTICLE X

National Convention, State Convention and Council

Section 1. National Convention. The Administrative Team shall elect delegates to that convention in the number allowed the League of Women Voters of the Mount Pleasant Area under provisions of the Bylaws of the League of Women Voters of the United States.

Section 2. State Convention and State Council. The Administrative Team shall elect delegates to that convention and Council in the number allowed the League of Women Voters of the Mount Pleasant Area under the provisions of the Bylaws of the League of Women Voters of Michigan.

ARTICLE XI

Parliamentary Authority

Section 1. Parliamentary Authority. The rules contained in Robert's Rules of Order Revised shall govern the organization in all cases to which they are not inconsistent with these Bylaws.

ARTICLE XII
Archives

Section 1. Archives. Pursuant to the continued agreement with the Clarke Historical Library, the League of Women Voters of the Mt. Pleasant Area's records are to be archived at this location at Central Michigan University. These records include but are not limited to programming notes, and annual reports. The League of Women Voters of the Mt. Pleasant Administrative Team will remit these records to the Clarke Historical Library each year following the annual meeting.

ARTICLE XIII
Amendments

Section 1. Amendments. These Bylaws may be amended by two-thirds vote of the voting members present and voting at the annual meeting, provided the proposed amendments were submitted to the membership in writing at least one month in advance of the meeting.

Adopted September 1969

Amended May 1971, May 1972, May 1974, May 1978, May 1981, May 1983, May 1985, May 1988, May 1989, May 1999, May 2000, May 2007, May 2011, May 2014, May 2016, May 2017, May 2020, May 2021.