

**League of Women Voters of Mason County  
By-Laws**

**A reminder: The League of Women Voters is a nonpartisan, political organization that encourages active participation in government. The League seeks to influence public policy through education and advocacy and supports legislation that aims to further League principles. Decisions on particular issues are decided through a consensus process. We host candidate forums and do not support or oppose candidates, but individual members may do so. Members may seek office or make public statements as individuals. Informed discussion and debate is highly valued. See national, state, and local League websites for details.**

**Article I**

**Section 1. Name.**

The name of this organization shall be the League of Women Voters of Mason County (LWVMC). This local League is an integral part of the League of Women Voters of the United States and of the League of Women Voters of Washington.

**Article II–Purpose and Policies**

**Section 1. Purpose.**

The purpose of the LWVMC shall be to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

**Section 2. Policy–Non-Partisan.**

The LWVMC may take action on local governmental measures and policies in the public interest in conformity with the Principles of the League of Women Voters of the United States. It shall not support or oppose any political party or any candidate (see attached full Non-Partisan Policy 5-20-03).

**Section 3. Policy–Diversity.**

The LWVMC recognizes the diverse perspectives are important and necessary for responsible and representative decision-making. The Mason County League of Women Voters is committed to diversity in its membership, on its Board of Directors, and in all of its projects and activities (see attached full Diversity Policy 5-20-03).

**Article III–Membership**

**Section 1. Eligibility.**

Any person who subscribes to the purpose and policies of the League of Women Voters shall be eligible for membership.

**Section 2. Types of Membership.**

The membership of the LWVMC shall be composed of voting members and associate members.

- a. Voting members shall be citizens at least 18 years of age and current with dues.
- b. Associate members shall be all other members.

#### **Article IV–Board of Directors**

##### **Section 1. Number, manner of selection, and terms of office.**

The Board of Directors shall consist of four elected officers (President, Vice-President, Secretary, and Treasurer), committee chairs, and past presidents. The elected offices and committee chairs may be co-chaired by two persons. Each elected office will serve a term of one year and will be elected by the general membership at the regularly scheduled meeting in May.

##### **Section 2. Qualifications.**

All officers must be voting member of the LWVMC.

##### **Section 3. Vacancies.**

Any vacancy occurring in the Board of directors may be filled, until the next Annual Business Meeting, by a majority vote of the remaining members of the Board of Directors.

##### **Section 4. Powers and Duties of the Board, Officers, and Committee Chairs.**

**Board of Directors.** The Board of Directors shall have full charge of the 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/Council, and the LMVMC Annual Business Meeting. The Board shall create and designate such special committees, as it may deem necessary. All actions of the Board shall be reported at the next meeting of general membership. All actions of the Board shall be subject to the approval of general membership at the next meeting.

**President.** The president shall preside at all meetings of the organization and of the Board of Directors; may, in the absence of disability of the Treasurer, sign or endorse checks, drafts, and notes; shall be an ex-officio member of all committees; shall have such powers of supervision and management as may pertain to the office of the President and perform such other duties as may be designated by the Board.

**Vice-President.** The Vice-President shall, in the event of absence, disability, resignation, or death of the President, possess all the powers and perform all the duties of that office until such time as the Board shall select one of its members to fill the vacancy. The Vice-President shall perform such other duties as the President and the Board may designate.

**Secretary.** The Secretary shall keep minutes of all formal meetings of the League and of all the meetings of the Board; shall sign, with the President, all contracts and other instruments

when so authorized by the Board and shall perform such other functions as may be incident to the office. The duties of this office shall include responsibility for the website, the online newsletter, and e-mail notification to membership of meetings and various announcements, distribution of minutes and similar notifications of interest.

**Treasurer.** The Treasurer shall collect and receive all monies due; shall be the custodian of these monies, shall deposit them in a bank designated by the Board, shall invest them as directed by the Board, and shall disburse the same only upon order of the Board; shall present statements to the general membership at their regular meetings, and shall arrange for periodic audits or reviews of the books.

**Voter Services Chair.** The Voter Services Chair is responsible for coordinating LWVMC voter registration efforts. The basic principle of voters service is nonpartisanship-- providing unbiased, factual information to help citizens make their own informed decisions on election day. It is always separate from advocacy.

**Member Services Chair.** The Member Services chair will register LWVMC members and orient new members regarding periodic publications, record and distribute member contact information, assure that members are on the appropriate and necessary e-mail/ mailing lists, and notify by telephone or U.S. Postal Service those members without e-mail of upcoming meetings, events, and/or other materials distributed by e-mail.

**Program Chair.** The Program Chair is responsible for coordinating the program portion of monthly meetings, candidate forums held prior to elections, and any other forums to study issues as directed by the Board. This includes contacting and confirming with speaking and candidates, advertising these programs and forums through the local media, and notifying the LWVMC secretary so that members are informed.

### **Section 5. Meetings.**

There shall be at least three regular meetings of the Board of Directors annually. The Directors may call special meetings of the Board of Directors and shall call a special meeting upon the request of three members of the Board. All Board of Directors meetings shall be open to all LWVMC members.

### **Section 6. Quorum.**

Five members of the Board of Directors shall constitute a quorum.

## **Article V--Financial Administration**

### **Section 1. Fiscal Year.**

The fiscal year of the LWVMC shall commence on the first day of July each year.

### **Section 2. Dues.**

The amount of dues shall be determined at the Annual Business Meeting. Annual dues shall be payable October 1 of each year. Any member who fails to pay dues within two (2) months after they become payable shall be dropped from the membership rolls. There will be no pro-rating and/or reimbursement of dues.

### **Section 3. Fiscal Reporting.**

The Treasurer shall report to the general membership at their regular meetings all balances, revenues, and expenditures. All expenditures shall be subject to the approval of membership at large.

### **Section 4. Audit and Review.**

Books shall be reviewed annually by a second party and audited upon request of the Board or a majority of membership.

## **Article VI–Meetings**

### **Section 1. Membership Meetings.**

The general membership shall meet monthly between the months of September and June, unless otherwise announced by the President.

### **Section 2. Annual Business Meeting.**

The Annual Business Meeting shall be a regularly scheduled meeting in the spring.

### **Section 3. Quorum.**

Eleven (11) members shall constitute a quorum at all general membership meetings of the LWVMC for the purpose of conducting business.

## **Article VII–Nominations and Elections**

### **Section 1. Nominating Committee.**

The Nominating Committee shall consist of at least three members, one of whom and not more than one of whom shall be a member of the Board of Directors. For purposes of this Committee, past Presidents shall not be considered as Board members. The current President may not be on the Nominating Committee. The President shall appoint the Nominating Committee at the regularly scheduled March meeting. Suggestions for nominations for Directors may be sent to this Committee by any voting members.

### **Section 2. Report of Nominating Committee and Nominations from the Floor.**

The Nominating Committee will report its slate of candidates at the regularly scheduled April meeting. Nominations from the floor may be made by any voting member at either the April or May meeting, providing the nominee consents.

### **Section 3. Elections.**

The election shall be by ballot at the regularly scheduled meeting in May. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy votes shall not be permitted.

## **Article VIII–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 a Program.

**Section 2. Program.**

The Program of the LWVMC shall consist of:

- a. Action to protect the right to vote and that every citizen's vote be counted; and
- b. Those governmental issues chosen for concerted study and action.

**Section 3. Program Selection.**

Governmental issues for concerted study and action shall be selected using the following procedures:

- a. The Board of Directors shall consider the recommendations from the voting members and shall formulate a proposed program.
- b. The proposed program shall be presented to all members for discussion and approval.
- c. Changes in the program, in case of altered conditions, may be made provided that:
  1. Information concerning the proposed changes is presented and discussed at a meeting of the general membership, and
  2. Final action by the membership is taken at a succeeding meeting.

**Section 4. Member Action.**

Members may act in the name of the LWVMC only when authorized to do so by the Board of Directors.

**Article IX—Parliamentary Authority**

**Section 1. Parliamentary Authority.**

The rules contained in the most current Roberts Rules of Order Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the By-Laws.

**Article X—Amendments**

**Section 1. Amendments.**

These By-Laws may be amended by a two-thirds vote of the voting members, providing the amendment(s) were submitted at the previous meeting of the general membership.

**Article XI—Dissolution**

**Section 1. Distribution of Assets on dissolution.**

Upon dissolution, any assets remaining after payment of or provision for LWV of Mason County debts and liabilities shall, consistent with the purposes of the organization, be paid to the LWV of Washington's Education Fund.

**Policies**

Non-Partisan (5-20-03)

Diversity (5-20-03)

**Standing rules**

**Meetings:** Regular meetings are held the third Tuesday of each month, September through June, from 11:30AM to 1:30PM. The Annual Business Meeting is held in the spring.

**adopted May 16, 2006**

**amended June 16, 2009**

**amended October 19, 2010**

**amended May 15, 2012**

**amended April 15, 2014**