

**League of Women Voters of Lee County, Florida**  
**BYLAWS**

**ARTICLE I**  
**Name**

1.1 Name. The name of this organization shall be the League of Women Voters of Lee County, Florida. This local League is an integral part of the League of Women Voters of the United States and the League of Women Voters of Florida.

**ARTICLE II**  
**Policy**

2.1 Political Policy. The League shall not support or oppose any political party or candidate.

**ARTICLE III**  
**Membership**

3.1 Eligibility. Any person who subscribes to the purpose and policy of the League shall be eligible for membership.

3.2 Types of Membership. The membership of the League of Women Voters of Lee County shall be composed of three types:

3.2.a Voting members shall be citizens at least 18 years of age.

3.2.b Full time student members.

3.2.c Associate members must have membership in another local league.

3.2.d Life Membership may be granted to any voting member of the League of Women Voters who attains 50 years as a member of the LWVUS. No further dues will be collected and all privileges of voting membership will be retained.

**ARTICLE IV**  
**Board of Directors**

4.1 Number, Manner of Selection, and Terms of Office. The Board of Directors shall consist of the officers of the League plus 6 elected directors and not more than 6 appointed directors. One-half of the elected directors (3) shall be elected by the general membership at each annual meeting and shall serve for a term of two years or until their successors have been elected and qualified. The elected members shall appoint such additional directors, not exceeding 6, as they deem necessary to carry on the work of the League. The terms of office of the appointed directors shall be one year and shall expire at the conclusion of the next annual meeting.

4.2 Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless she/he is a member of the

League of Women Voters of Lee County, Florida.

4.3 Vacancies. Any vacancy occurring on the Board of Directors by reason of the 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 Board of Directors. Three consecutive absences from a board meeting of any member without a valid reason shall be deemed a resignation.

4.4 Powers and Duties. 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, and the annual meeting. The Board shall create and designate such special committees as it may deem necessary.

4.5 Meetings. There shall be at least 6 regular meetings of the Board of Directors annually. The president may call special meetings of the Board of Directors and shall call a special meeting upon the request of 4 members of the Board.

4.6 Quorum. A majority of the members of the Board of Directors shall constitute a quorum.

**ARTICLE V**  
**Officers**

5.1 Enumeration and Election of Officers. The officers of the League of Women Voters of Lee County, Florida shall be a president or co-presidents, a first vice-president, a second vice-president, a secretary, and a treasurer who shall be elected for terms of two years by the general membership at an annual meeting and take office immediately. The president, the first vice-president and the secretary shall be elected in odd-numbered years. The second vice-president, and the treasurer shall be elected in even-numbered years.

5.2 The President and/or Co-presidents. The president shall preside at all meetings of the organization and of the Board of Directors. She/he may, in the absence or disability of the treasurer, sign or endorse checks, drafts, and notes. She/he shall be, ex officio, a member of all committees except the Nominating Committee.

She/he shall have such usual 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.

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5.3 The Vice-Presidents. The two vice-presidents, in the order of their rank, shall, in the event of absence, disability, resignation or death of the president or co-president, possess all the powers and perform all the duties of that office until such time as the Board of Directors shall select one of its members to fill the vacancy. The vice-president(s) shall perform such other duties as the president and Board may designate.

5.4 The Secretary. The secretary shall keep minutes of all meetings of the League and of all meetings of the Board of Directors. She/he shall notify all officers and directors of their election. She/he 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.

5.5 The Treasurer. The treasurer shall collect and receive all moneys due. She/he shall be the custodian of those moneys, shall deposit them in a bank or other financial institution, designated by the Board of Directors, and shall disburse the same only upon order of the Board. She/he shall present statements to the Board at their regular meetings and at the annual meeting. In the event of absence, disability, resignation or death of the treasurer, the position may be filled, until the next annual meeting, by a majority vote of the remaining members of the Board of Directors. During these circumstances the president has signature authority for checks and any necessary business transactions.

**ARTICLE VI**  
**Financial Administration**

6.1 Fiscal Year. The fiscal year of the League of Women Voters of Lee County, Florida shall commence on the first day of April each year.

6.2 Dues. The amount of the annual dues shall be determined at the annual meeting. Any member who fails to pay her/his dues by December 31<sup>st</sup> shall be dropped from the membership roll.

6.3 Budget. A budget for the ensuing year shall be submitted by the Board of Directors to the annual meeting for adoption. The budget shall include support for the work of the League as a whole.

6.4 Budget Committee. The budget shall be prepared by a committee which shall be appointed for that purpose at least three months before the annual meeting. The treasurer shall be, ex officio, a member of the Budget Committee but not be eligible to serve as chair. The proposed budget for the next fiscal year shall be sent to all members one month before the annual meeting.

**ARTICLE VII**  
**MEETINGS**

7.1 Membership Meetings. There shall be at least 5 meetings of the membership each year. Time and place shall be determined by the Board of Directors.

7.2 Annual Meeting. An Annual meeting shall be held between January and May, the exact date to be determined by the Board of Directors. The annual meeting shall

- a. adopt a local program for the ensuing year,
- b. elect officers, directors and members of the Nominating Committee,
- c. adopt an adequate budget, and
- d. transact such other business as may properly come before it (considering proposed amendments to Local League Bylaws, for example).

7.3 Quorum. Twenty percent of the voting members shall constitute a quorum at all business meetings of the League of Women Voters of Lee County, Florida.

**ARTICLE VIII**  
**Nominations and Elections**

8.1 Nominating Committee. The Nominating Committee shall consist of 5 members. The chair and two members, who shall not be members of the Board, shall be elected at the annual meeting. Immediately after the annual meeting, the Board shall appoint 2 of its members to the committee. Vacancies shall be filled by appointment by the Board.

8.2 Report of Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for officers, directors and the members of the succeeding Nominating Committee 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 shall have been secured.

8.3 Elections. The elections shall be by ballot, with the exception that when there is but one nominee for each office, the secretary may be instructed to cast the ballot for every nominee. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

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**ARTICLE IX**  
**Program**

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

9.2 Program. The program of the League of Women Voters of Lee County, Florida shall consist of:

- a. action to implement the Principles of the League of Women Voters of the United States
- b. those local governmental issues chosen for concerted study and action.

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

- a. the Board of Directors 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 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 Board of Directors;
- d. recommendations for program submitted by voting members two months prior to the annual meeting but not included in the proposed program recommended by the Board of Directors 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 a majority 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) final action by the membership is taken at a succeeding meeting.

9.4 Member Action. Members may act in the name of the League of Women Voters only when authorized to do so by the proper Board of Directors.

**ARTICLE X**  
**National Convention, State Convention and Council**

10.1 National Convention. The Board of Directors of the Lee County League, at a meeting before the date on which the names of delegates must be sent to the national office, shall select delegates to that convention in the number allotted to the League of Women Voters of Lee County, Florida under the provisions of the bylaws of the League of Women Voters of the United States.

10.2 State Convention. The Board of Directors of Lee County, Florida, at a meeting before the date on which the names of delegates must be sent to the state office, shall select delegates to that convention in the number allotted to the League of Women Voters of Lee County, Florida under the provisions of the bylaws of the League of Women Voters of Florida.

10.3 State Council. The Board of Directors of Lee County, at a meeting before the date on which the names of delegates must be sent to the state office, shall select delegates to that council in the number allotted the League of Women Voters of Lee County, Florida under the provisions of the bylaws of the League of Women Voters of Florida.

**ARTICLE XI**  
**Parliamentary Authority**

11.1 Parliamentary Authority. The rules contained in ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

**ARTICLE XII**  
**Amendments**

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

Approved: April, 1990  
Revised: February 25, 2004  
Approved at Annual Meeting: April 3, 2004  
Revised/Approved at Annual Meeting April 2, 2016