

BYLAWS
of the
LEAGUE OF WOMEN VOTERS OF SKAGIT COUNTY

Amended April 2019, Revised May 2021

ARTICLE I. NAME

The name of this organization shall be the League of Women Voters of Skagit County, hereinafter referred to as LWVSC. LWVSC is an integral part of the League of Women Voters of the United States (LWVUS) and of the League of Women Voters of Washington State (LWVWA).

ARTICLE II. PURPOSES AND POLICY

SECTION 1. Purposes. The purposes of LWVSC are to promote political responsibility through informed and active participation in government and to act on selected governmental issues. LWVSC is organized and operated exclusively for the promotion of social welfare purposes under Section 501(c)4 of the Internal Revenue Code.

SECTION 2. Policies. The policies of the LWVSC are

1. Political Policy. LWVSC shall not support or oppose any political party or any candidate.
2. Diversity, Equity & Inclusion Policy. LWVSC 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 purposes and policies of LWVSC, LWVWA, and LWVUS shall be eligible for membership.

SECTION 2. Types of Membership.

1. Persons at least 16 years of age who join the League shall be voting members of local Leagues, state Leagues and of the LWVUS; (1) those who live within an area of a 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.
2. Associate Members. All others who join the League shall be associate members.

ARTICLE IV. OFFICERS

SECTION 1. Election, Qualifications and Terms. The officers of LWVSC shall be president (or co-presidents), vice president (or co-vice presidents), secretary, and treasurer, who shall be elected for a one-year term by the general membership at an annual meeting and take office the day after the annual meeting.

SECTION 2. President(s). The president(s) shall (1) preside at all meetings of the organization and of the Board of Directors; (2) may, in the absence or disability of the treasurer, sign or endorse checks, drafts and notes; (3) shall be an ex officio member of all committees except the Nominating Committee; (4) shall have such usual powers of supervision and management as may pertain to the office of president and (5) shall perform such other duties as may be designated by the Board.

SECTION 3. Vice President(s). The vice president (or alternately a co-president) shall, in the event of absence, disability, resignation or death of the president(s), 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(s) and Board may designate.

SECTION 4. Secretary. The secretary shall (1) keep minutes of the annual meeting of LWVSC and of all meetings of the Board of Directors; (2) notify all officers and directors of their election; (3) sign, with the president(s) all contracts and other instruments, when so authorized by the Board and (4) perform such other functions as may be incident to the office. The secretary shall not also serve as the president.

SECTION 5. Treasurer. The treasurer shall (1) collect and receive all monies; (2) deposit them in a bank designated by the Board of Directors; and (3) disburse the same in accordance with the adopted budget. Any expense that exceeds the adopted budget requires Board approval. The treasurer shall present statements to the Board at their regular meetings and an annual report to the annual meeting.

ARTICLE V. BOARD OF DIRECTORS

SECTION 1. Number, Manner of Selection and Term of Office. The Board of Directors, hereinafter referred to as the Board, shall consist of the officers of LWVSC, elected Directors which include Membership Chair, Program Chair, Voter Services Chair, and the immediate past President. The Board shall be elected by the general membership at each annual meeting. Board members shall serve for a one-year term which begins the day after the annual meeting and shall expire at the adjournment of the annual meeting or the appointment of the successor director or on a director's resignation. The elected members may appoint such additional Directors as they deem necessary to carry on the work of LWVSC.

SECTION 2. Qualifications. All directors and officers shall be members of LWVSC and at least 18 years of age.

SECTION 3. Vacancies. To fill vacancies other than the office of the president, the Nominating Committee shall propose candidates who will be confirmed by a majority vote of the remaining members of the Board.

SECTION 4. Powers and Duties. The Board 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 adopted by the national convention, the state convention and the annual meeting. It shall have the power to create special committees as it deems necessary.

SECTION 5. Meetings. There shall be at least four regular meetings of the Board annually. The president may call special meetings of the Board and shall call a special meeting upon the written request of one third of the members of the Board.

SECTION 6. Quorum. A majority of the members of the LWVSC Board shall constitute a quorum.

SECTION 7. Executive Committee. An Executive Committee shall consist of the officers of the LWVSC. The Executive Committee may act for the Board in an emergency between Board meetings to address issues that need prompt attention. The Executive Committee shall notify the Board as soon as possible after any emergency action.

ARTICLE VI. FINANCIAL ADMINISTRATION

SECTION 1. Fiscal Year. The fiscal year of LWVSC shall commence on the first day of January of each year.

SECTION 2. Dues. Annual dues for voting members and associate members shall be set by the membership at the annual meeting by adoption of the forthcoming year's budget.

1. Dues shall be payable on the member's annual anniversary of joining.
2. National and State Per Member payment. LWVSC shall make a national Per Member Payment (PMP) in the amount to be determined by the LWVUS and a Per Member Payment to the State League to be determined by the LWVWA.

SECTION 3. Budget. At least one month prior to the annual meeting, the Treasurer and one other person appointed by the Executive Committee shall prepare a budget for the ensuing year.

SECTION 4. Financial Review. At least annually and at any change of Treasurer, there will be a review of the books conducted by the current Treasurer and two Board members.

ARTICLE VII. MEETINGS

SECTION 1. Membership Meetings. When requested, meetings of the membership will be held. There shall be at least three meetings of the membership each year. The time and place shall be determined by the Board. If the members need to vote on by laws changes at a membership meeting, proposed changes to the by-laws will be sent at least 14 days in advance of the meeting.

SECTION 2. Annual Meeting.

- 1. Meeting Date: An annual meeting shall be scheduled by the end of May, the exact date to be determined by the Board. Notice of the annual meeting shall be provided to the membership at least two weeks prior to the meeting.
- 2. Meeting materials shall be distributed to the membership no later than 14 days in advance of the meeting and shall include: An Agenda; Slate of Officers put forward by the Nominating Committee; Proposed Budget for the following year; and the minutes from the previous year’s annual meeting.
- 3. The annual meeting shall:
 - a) Elect officers, directors, and two members of the Nominating Committee.
 - b) Adopt an adequate budget.
 - c) Transact such other business as may properly come before it.

SECTION 3. Quorum. Twenty (20) percent of the total membership shall constitute a quorum at all membership meetings of LWVSC.

SECTION 4. Electronic Meetings. Members of the Board or any committee designated by the board may participate in a meeting by means of a conference telephone or any electronic method which allows for all persons participating in the meeting to hear and respond to each other at the same time. Participation by such means shall constitute presence at a meeting.

SECTION 5. Action without a meeting. When necessary, members of the Executive Committee may take action between meetings by email ballot. To be approved, the proposal must receive unanimous consent. A record of the proposal and action by email shall be part of the official minutes of the next meeting of the Executive Committee.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

SECTION 1. Nominating Committee. The Nominating Committee shall consist of three members: two shall be elected by the membership at the Annual meeting and one shall be a LWVSC Board member designated by the Board. Vacancies shall be filled by appointment by the Board. Nominating Committee will ensure all efforts are made to provide a diverse, equitable and inclusive slate of officers and Board

SECTION 2. Report of the 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 at least two weeks before the date of the annual meeting. The report of the Nominating Committee shall be presented at the annual meeting. Immediately following the presentation of this report, nominations may be made from the floor by any voting members, provided the consent of the nominee has been secured.

SECTION 3. Elections. Unless there is more than one nominee for any office, the election may be conducted by a show of hands, approving the slate. For offices with more than one nominee, the election may be conducted by secret ballot. A majority of those members present and voting shall constitute an election.

ARTICLE IX. NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL

SECTION 1. National Convention. The Board shall select delegates to the convention in the number allotted to LWVSC under the provisions of the bylaws of the LWVUS.

SECTION 2. State Convention. The Board shall select delegates to the convention in the number allotted to LWVSC under the provisions of the bylaws of the LWVWA.

SECTION 3. State Council. The Board shall select delegates to the council in the number allotted to LWVSC under the provisions of the bylaws of the LWVWA.

ARTICLE X. 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. A two-thirds majority vote of those present and voting is required to dispense with Robert's Rules of Order at any given meeting.

ARTICLE XI. AMENDMENTS

These bylaws may be amended by a two-thirds vote of the voting members present and voting at a special meeting or the Annual Meeting, provided the amendments are submitted to the membership in writing at least two weeks in advance of the meeting.

ARTICLE XII. DISSOLUTION

Distribution of assets if the LWVSC dissolves: In the event of the merger or dissolution of this corporation for any reason, all money and securities or other property of whatsoever nature which at the time be owned or under the absolute control of the corporation shall be distributed at the discretion of the Board or other such persons as charged with the liquidation or winding up of the corporation and its affairs, to any member organization of the LWVUS national organization.

Adopted May 1, 2021