

Bylaws of the League of Women Voters of Grosse Pointe

ARTICLE I Name

Section 1. Name

The name of this organization shall be the League of Women Voters of Grosse Pointe, hereafter referred to in these bylaws as LWVGP. This local league is an integral part of the League of Women Voters of the United States (LWVUS) and the League of Women Voters of Michigan (LWVMI).

ARTICLE II Purposes and Policies

Section 1. Purposes

The purposes of the LWVGP are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Section 2. Political Policy

The LWVGP shall not support or oppose any political party or any candidate.

Section 3. Diversity, Equity and Inclusion Policy

The LWVGP shall engage in purposeful action to advance diversity, equity and inclusion that will empower voters and defend democracy.

ARTICLE III Membership

Section 1. Eligibility

Any person who subscribes to the purposes and policies of the LWVGP shall be eligible for membership.

Section 2. Types of Membership

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

a. Voting Members. Individuals at least 16 years of age, who join the League, shall be voting members of the local League, state Leagues and of the LWVUS.

(1) individuals 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 honorary life members excused from payment of dues.

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

ARTICLE IV Board of Directors

Section 1. Qualifications

Only voting members of the LWVGP may be elected or appointed as an officer, director or board member. The LWVGP Non-Partisan policy and the Conflict of Interest policy impose some limitations on officers.

Section 2. Number, Manner of Selection and Term of Office

A. There are four categories of leadership:

1. Elected officers (five)
2. Elected directors (four)
3. Appointed directors (up to seven)
4. Off-board members, who attend board meetings, but do not constitute a quorum or have voting privileges.

B. The Board of Directors (Board) shall consist of the officers of LWVGP, four elected directors, and not more than seven appointed directors.

C. The Executive Committee consists of the elected officers and elected directors (see Section 3).

D. The elected officers and elected directors are for two-year terms.

E. The President-Elect and appointed directors are for one-year terms.

F. The President appoints, with the approval of the Executive Committee, up to seven additional board members deemed necessary to carry on the work of LWVGP.

G. Elections take place at the Annual Meeting.

1. The following are elected in odd years:
 - A. President (co-president)
 - B. First Vice- President
 - C. Secretary
 - D. Director
 - E. Director
2. The following are elected in even years:
 - A. Second Vice- President
 - B. Treasurer
 - C. Director
 - D. Director
 - E. President-Elect (one-year term, becomes president after the one year)

Section 3. Executive Committee

1. The Executive Committee includes elected officers and elected directors.
2. The Executive Committee may conduct emergency business in person or electronically, including a vote on emergency issues and shall report at the next board meeting. This information shall be included in the minutes.

Section 4. Vacancies

- A. Any vacancy occurring on the Board of Directors by reason of resignation, death, or disqualification of an officer or elected member, may be filled by a majority vote of the remaining members of the executive committee.
- B. Three consecutive absences from a board meeting of any elected member without a valid reason shall be deemed a resignation.

Section 5. Powers and Duties

- A. The Board shall manage, hold, and conduct all property and business of the organization, subject to the instruction of the general membership.
- B. The Board shall plan and direct the work necessary to carry out the program as adopted by the National Convention, the State Convention, and at the LWVGP Annual Meeting.
- C. The Board shall create and designate special committees as deemed necessary.

Section 6. Meetings. The Board shall meet at least five times annually. All Board meetings shall be open to all members. Board meetings may be held in person or electronically.

Special meetings of the Board may be called by the President or by the written request of five Board members. Board members must have at least 24-hours notice of any special meeting.

Section 7. Quorum. A majority of the members of the Board shall constitute a quorum.

ARTICLE V Officers

Section 1. Election and Terms of Office

- A. The officers of LWVGP shall be a President or Co-Presidents, President-Elect, a first Vice-President (Program), a Second Vice-President (Voter Services), a Secretary, and a Treasurer, who shall be elected for terms of two years by the general membership at an Annual Meeting and shall take office on or before July 1. The officers shall also include a President-Elect who shall be elected for a one-year term in even numbered years.
- B. In the event of resignation, inability to serve, or death, the order of succession is Co-President, if applicable, President-Elect, First Vice-President, Second Vice-President. This person shall serve until the next election. In the event that none of the above is able to serve in this capacity, the Board of Directors shall elect one of its members to fill the vacancy.

Section 2. The President or Co-Presidents

- A. The President shall preside at all meetings of the Board and of LWVGP.
- B. The President shall be an ex-officio member of all committees except the Nominating Committee.
- C. In the event of the Treasurer's inability to conduct financial business, the President will handle those transactions as needed.
- D. The President, with a Vice-President, shall sign contracts for goods and services, in consultation with the appropriate committee chair(s).
- E. The President 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.

Section 3. The Vice Presidents

- A. The Vice Presidents are elected to conduct Voter Services and Program.
- B. The Vice-Presidents shall perform such other duties as the President and Board may designate.

Section 4. The Secretary

- A. The Secretary is the official recorder of LWVGP business, documenting LWVGP decisions and providing a record of LWVGP deliberations and actions for present and future reference.
- B. The Secretary shall take minutes of all LWVGP meetings, Board meetings and all other meetings of the Board.
- C. The Secretary shall perform such other duties as the President and Board may designate.

Section 5. The Treasurer

- A. The Treasurer is the custodian of LWVGP funds and shall disburse funds only with Board approval.
- B. The Treasurer shall present statements to the Board at its regular meetings and a budget to actual comparison report at least quarterly.
- C. The Treasurer shall present a report and budget comparison for the Annual Meeting.
- D. The Treasurer, along with the President, signs financial documents.
- E. The President shall appoint an Assistant Treasurer to collect and deposit all monies and submit a report to the Treasurer.
- F. The Treasurer shall perform such other duties as the President and Board may designate.

ARTICLE VI Financial Administration

Section 1. Fiscal Year

The fiscal year of the LWVGP shall be from July 1 to June 30 of each year.

Section 2. Dues

Annual dues shall be payable by July 1. Any member failing to pay dues by November 1 shall be dropped from the membership roster. Dues are set by the board and voted on at the Annual Meeting.

Section 3. Budget and Budget Committee

- A. The Board shall annually appoint a Budget Committee. The treasurer is a member ex-officio of the committee, but not eligible to serve as chairperson.
- B. The budget shall include support for the work of the LWVGP as a whole.
- C. The Board shall send the proposed budget to all members at least one month prior to the Annual Meeting. The membership adopts the proposed budget at the Annual Meeting.

Section 4. Treasurer's Record Verification. The President shall annually appoint a person(s) to verify the consistency of the Treasurer's record. A report of the verification shall be presented to the membership by February 1 of the subsequent fiscal year.

Section 5. National and State Member Payments

The LWVGP shall make national and state Per Member Payment (PMP) in the amounts determined by the LWVUS and LWVMI.

Section 6. Distribution of Funds on Dissolution

In the event of a dissolution of LWVGP for any cause, all money and securities which may at the time be owned or under the control of the LWVGP shall be paid to the League of Women Voters of Michigan, after the Board of Directors has paid or made provision for payment of all liabilities of LWVGP.

All other property of whatsoever nature, whether real, personal, or mixed which may at the time be owned or under the control of the LWVGP shall be disposed of by any officer or employee of the organization having possession of same to such person, organization, or corporation, for such public, charitable, or educational uses and purposes as may be designated by the ~~then~~ LWVGP Board of Directors.

Article VII Meetings

Section 1. General Meetings

- A. The Board shall schedule at least three membership meetings per year and an annual meeting.
- B. The Board shall determine the time and place of these meetings.
- C. General membership meetings may be held in person or electronically.
- D. The meetings should provide accessibility and electronic access for attendees.

- E. The meeting locations will be published in the LWVGP newsletter, *The Voter*.

Section 2. Membership Meeting

- A. The meeting program should include a brief business meeting (call to order, minutes, treasurer's report, adjournment).
- B. The quorum shall be the members present.

Section 3. Annual Meeting

- A. One month prior to the annual meeting, members will be sent information on the proposed budget, the nominating report, the local program, and any other business deemed appropriate, such as bylaws.
- B. At the annual meeting, the members shall:
 - a. Adopt a local program for the coming year.
 - b. Elect officers, directors and members of the Nominating Committee.
 - c. Adopt an annual budget.
 - d. Transact any other business as deemed appropriate.
- C. In an emergency, the annual meeting may be held electronically. The Board of Directors will determine the method for voting.
- D. The quorum shall be those present

ARTICLE VIII Nominations and Elections

Section 1. Nominating Committee

The Nominating Committee shall consist of at least three members, two of whom are elected at the annual meeting, and one appointed from the Board at the first board meeting following the annual meeting. The chair may solicit additional nominating committee members. Vacancies shall be filled by Board appointment.

Section 2. Call for Nominations

The Nominating Committee shall initiate a call for nominations to the voting membership for elected positions (officers, Board, Nominating Committee) scheduled for election in the coming year. Any voting member may send nomination suggestions, in writing, to the Nominating Committee for review and consideration. The nominating committee will establish an appropriate timeline.

Section 3. Nominating Committee Report and Nominations from the Floor

- A. The Nominating Committee shall report to the board its report no later than March 1. The report will be reviewed by the board and then sent to the membership at least one month prior to the Annual Meeting.
- B. Nominations may be made from the floor at the Annual Meeting, with the consent of the nominee.

Section 4. Elections

- A. The election shall be by ballot at the Annual Meeting. Absentee or proxy voting is not permitted.
- B. A majority of those qualified to vote and voting shall constitute an election.
- C. When there is only one nominee for each position, the President is empowered to take a voice vote. If there is more than one nominee for a position, there shall be separate votes.

ARTICLE IX Community Action and Local Program (Advocacy Positions)

Section 1. Authorization

The positions adopted at the National Convention, and supported by the League as a whole, constitute the authorization for the adoption of the Program.

Section 2. Program

The LWVGP may not take actions contrary to the positions of the LWVMI or LWVUS.

The program of the LWVGP shall consist of:

- A. action to protect the right to vote of every citizen
- B. those governmental issues chosen for concerted study and action
- C. those positions on local governmental issues to which the LWVGP has given sustained attention and on which it may continue to act.

Section 3. Method of Choosing Local Program (Advocacy)

The program shall be limited to such local governmental issues as the membership shall choose in the following manner:

- A. Two months prior to the Annual Meeting, the Board shall consider the recommendations sent in by voting members and 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 those present and voting at the Annual Meeting shall be required for adoption of the proposed Program, as presented at the Annual Meeting.
- D. Recommendations for Program submitted by voting members two months prior to the Annual Meeting, but not recommended by the Board, may be considered at 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 three-fifths 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 change shall be approved by a majority vote at the next general membership meeting.

Section 4. Member Action

Members may act in the name of the LWVUS only when authorized to do so by the appropriate Board of Directors, local, regional, state, or national.

ARTICLE X National and State Conventions

Section 1. Selection of Delegates

The LWVGP Board shall elect the allotted number of delegates for LWVUS and LWVMI conventions at a board meeting prior to the due date.

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 applicable and in which they are not inconsistent with these bylaws.

ARTICLE XII Amendments

Section 1. Amendments

These bylaws may be amended by the board, with 30 days notice to the membership.

Adopted January 31, 1951
Amended March 1952
Amended March 1955
Amended April 1960
Amended April 1962
Amended April, 1963
Amended March 1966
Amended March 1967
Amended March 1972
Amended April 1978

Amended April 1981
Amended April 1983
Amended April 1985
Amended April 1988
Amended April 1989
Amended May 1999
Amended May 2003
Amended May 2005
Amended May 2007
Amended May 2009

Amended May 2011

Amended January 2013

Amended May 2017

Amended May 2018

Amended September 2018

Amended September 2019

Amended May 2020