

**League of Women Voters of Spartanburg County
Bylaws**

**ARTICLE I
Name**

Sec. 1. Name. The name of this organization shall be the League of Women Voters of Spartanburg County, hereinafter referred to in these bylaws as LWV Spartanburg County. This local League is an integral part of the League of Women Voters of the United States and the League of Women Voters of South Carolina.

**ARTICLE II
Purpose and Policy**

Sec. 1. Purpose. The purpose of LWV Spartanburg County shall be to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Sec. 2. Political Policy. L WV Spartanburg County shall not support or oppose any political party or any candidate.

**ARTICLE III
Membership**

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

Sec. 2. Types of Membership. The membership of L WV Spartanburg County shall be composed of voting members and associate members.

- a. Voting Members.** Citizens at least 18 years of age who join the League shall be voting members of LWV Spartanburg County, the League of Women Voters of South Carolina, and of the League of Women Voters of the United States.
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 make a lump-sum life membership payment to the League of Women Voters of the United States shall be paid life members and those who have been members of the League for 50 years or more shall be honorary life members excused from

the payment of dues.

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

ARTICLE IV

Board of Directors

Sec. 1. Number, Manner of Selection, and Term of Office. The Board of Directors shall consist of the officers of the League, six (6) elected directors, and not more than six (6) appointed directors. Elected directors shall be elected by the general membership at the annual meeting and shall serve for a one (1) year term that is concurrent with the fiscal year. At least one-half of the directors shall have previously served on the Board of Directors. The elected board members shall appoint such additional directors, not exceeding six (6), as they deem necessary to carry on the work of the League. The terms of office of the appointed directors shall expire at the conclusion of the fiscal year.

Sec. 2. Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of the organization unless she/he is a voting member of LWV Spartanburg County.

Sec.3. Vacancies. Any vacancy occurring in the Board of Directors by reason of the resignation, death, or disqualification of an officer or elected member may be filled by a majority vote of the remaining members of the Board. Three consecutive absences from meetings without a valid excuse shall be deemed a resignation.

Sec. 4. Powers. 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 instruction of the general membership. The Board 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.

Sec. 5. Meetings. There shall be at least eight (8) 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 written request of five (5) members of the Board. Notice of special meetings shall be given at least twenty-four (24) hours in advance.

Sec. 6. Quorum. A majority of the members of the Board of Directors shall constitute a quorum

ARTLCLE V
Officers

Sec. 1. Enumeration and Election of Officers. The officers of L WV Spartanburg County shall be a president, first vice-president, second vice-president, secretary, and treasurer. They shall be elected for terms of one (1) year by the general membership at the annual meeting and shall take office at the beginning of the fiscal year.

Sec. 2. The President. 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 shall perform such other duties as may be designated by the Board.

Sec. 3. The Vice-Presidents. The two Vice-Presidents, in order of their rank, 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 of Directors shall select one of its members to fill the vacancy. The First Vice-President shall act as Program Chair. The Second Vice-President shall act as Membership Chair.

Sec. 4. The Secretary. The Secretary shall keep minutes of all meetings of the Board of Directors and the Annual Member meeting. 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 her/his office.

Sec. 5. The Treasurer. The Treasurer shall collect and receive all moneys due. She/He shall be the custodian of these moneys, shall deposit them in a bank 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 its regular meetings and to the membership at the annual meeting. The Treasurer will prepare the budget for review by the Budget Committee in March of each year. The Board will submit the approved budget to the membership at the Annual Meeting for final approval.

ARTICLE VI
Financial Administration

Sec. 1. Fiscal Year. The fiscal year of LWV Spartanburg County shall coincide with the fiscal year of the League of Women Voters of the United States which shall be from July 1 to June 30 of each year.

Sec. 2. Dues. The amount of annual dues will be set by the Board of Directors and approved by the membership at the annual meeting. The primary members will pay full annual dues and each household member will pay 1/2 of the annual dues. For renewing members to maintain active membership, dues must be paid no later than January 15. New members who pay after January 31 will not have to pay dues again until the fall of the following year. A member or prospective member financially unable to pay dues, but still wishing to be a member, may request financial assistance in the form of a membership grant. Student members enrolled in an accredited institution full or part-time will pay one-half of the annual dues.

Sec. 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.

Sec. 4. Budget Committee. A budget committee shall be appointed by the Board of Directors at least two months prior to the annual meeting to review the budget prepared by the Treasurer. The proposed budget shall be sent to all members one month before the annual meeting. The President and the Treasurer shall be *ex officio* members.

ARTICLE VII
Meetings

Sec. 1. Membership Meetings. There shall be at least two (2) meetings of the general membership each year, including the annual meeting.

Sec. 2. Annual Meeting. An annual meeting shall be held between March 1st and April 30th, 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 and directors and members of the nominating committee,
- c. adopt an adequate budget,
- d. and transact such other business as may properly come before it.

Sec.3. Quorum. Fifteen percent (15%) of the total voting membership shall constitute a quorum at all business meetings of the LWV Spartanburg County.

ARTICLE VIII Nominations and Elections

Sec. 1. Nominating Committee. The Nominating Committee shall consist of five members, two of whom shall be members of the Board of Directors. The Chair and two members, who shall not be members of the Board, shall be elected at the annual meeting. Nominations for these offices shall be made by the current Nominating Committee. The other two members shall be appointed by the Board of Directors. Any vacancy in the Nominating Committee shall be filled by the Board of Directors. Suggestions for nominations for officers and directors may be sent to this committee by any voting member.

Sec.2. Report of Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for officers, directors, and members of the succeeding Nominating Committee shall be sent to all members one month before the date of the annual meeting. The report of the Nominating Committee shall be presented to 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.

Sec. 3. Elections. The election shall be by ballot, unless there is but one nominee for each office, in which case the Secretary may be instructed to cast the ballot for every nominee. A majority of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

ARTICLE IX Program

Sec. 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.

Sec. 2. Program. The program of L WV Spartanburg County shall consist of the following:

- a. action to protect the right to vote of every citizen
- b. and study and action on chosen governmental issues.
- c. L WV Spartanburg County 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.

Sec. 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 the program submitted by voting members two months prior to the annual meeting but not recommended by the Board may be considered by the annual meeting provided that
 1. the annual meeting shall order consideration by majority vote,
 2. and the annual meeting shall adopt the item by majority vote.
- e. Changes in the program, in 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;
 2. and final action by the membership is taken at a succeeding meeting.

Sec. 4. Member Action. Members may act in the name of LWV Spartanburg County only when authorized to do so by the Board of Directors.

ARTICLE X

National Convention, State Convention, and State Council

Sec. 1. National Convention. The Board of Directors 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 LWV Spartanburg County under the provisions of the Bylaws of the League of Women Voters of the United States.

Sec. 2. State Convention. The Board of Directors 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 LWV Spartanburg County under the provisions of the Bylaws of the League of Women Voters of South Carolina.

Sec. 3. State Council. The Board of Directors 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 LWV Spartanburg County under

the provisions of the Bylaws of the League of Women Voters of South Carolina.

ARTICLE XI
Parliamentary Authority

Sec. 1. Parliamentary Authority. The rules contained in the current edition of *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

Sec. 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 the amendments were submitted to the membership in writing at least one month in advance of the meeting.

Revised April, 1988
Revised April, 1993
Revised April, 2001 By Judith A. Harris
Revised May, 2007 By Dianne S. Fergusson
Revised April, 2008 By Dianne S. Fergusson
Revised April 17, 2012 by vote of members