

**BYLAWS  
OF THE  
LEAGUE OF WOMEN VOTERS OF CENTRE COUNTY  
June 2020**

**ARTICLE I. NAME\*<sup>1</sup>**

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

**ARTICLE II. PURPOSES AND POLICY\*<sup>1&3</sup>**

**Section A. Purposes.** The purposes of the LWVCC are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

**Section B. Policy.** The LWVCC shall not support or oppose any political party or any candidate.

**ARTICLE III. MEMBERSHIP\*<sup>1&3</sup>**

**Section A. Eligibility.** Any person who subscribes to the purposes and policy of the LWVCC shall be eligible for membership.

**Section B. Types of Membership.**

1. Voting Members.

(a) Persons at least 16 years of age who join the League shall be voting members of local leagues, state leagues, and of the LWVUS. Individuals who live within an area of a local League may join that League or any other local league;

(b) Those who reside outside the area of any local league may join a local League or shall be state members at large;

(c) Those who have been members of the league for 50 years or more shall be honorary life members excused from the payment of dues.

2. Associate Members. All others who join the League shall be associate members. Those residing outside the United States shall be members of the United States League.

**ARTICLE IV. OFFICERS**

**Section A. Enumeration and Election of Officers.** The officers of the LWVCC shall be Presiding Officer(s), Vice-Presiding Officer(s), Secretary, and Treasurer, who shall be elected for terms of one year by the general membership at the annual meeting and take office immediately.

**Section B. Presiding Officer(s).** The Presiding Officer(s) shall preside and prepare an agenda for all meetings of the organization and of the Steering Committee. The Presiding Officer(s) may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes. The Presiding Officer(s) may be an ex officio member(s) of all committees except the Nominating Committee; shall have such powers of

supervision and management as may be necessary; and perform such other duties as he/she/they may accept.

**Section C. Vice Presiding Officer(s).** The Vice-Presiding Officer(s) shall receive and distribute all written material from formal sources and help the Presiding Officer(s) organize agendas for meetings. The ~~Reader~~ Vice-Presiding Officer(s) can conduct a meeting to fill the vacancy in the event the Presiding Officer(s) is/are unable to serve

**Section D. Secretary.** The Secretary shall keep minutes of all meetings of the LWVCC and the Steering Committee, shall notify officers of their election, and shall sign, with the Presiding Officer, all contracts and other instruments when so authorized by the Steering Committee. The Secretary shall perform other such functions as may be incident to the office.

**Section E. Treasurer.** The Treasurer shall collect and receive all monies due; shall be custodian of the monies; shall deposit them in a bank designated by the Steering Committee; and shall disburse the same upon order of the Steering Committee. The Treasurer shall present statements to the Steering Committee at their regular meetings and a report to League members at the annual meeting.

## **ARTICLE V. STEERING COMMITTEE**

**Section A.** The Steering Committee shall consist of the officers of the LWVCC and committee chairs appointed by the officer. The officer may appoint up to three additional members-at-large to the Steering Committee covering designated areas such as the officers deem necessary to carry out the work of the LWVCC.

**Section B. Qualifications.** No person shall be elected or appointed or shall continue to serve as an officer of this organization unless he or she is a voting member of the LWVCC.

**Section C. Vacancies.** Any vacancy occurring in the Steering Committee may be filled until the next annual meeting by a majority vote of the remaining members of the Steering Committee.

Three consecutive absences from the Steering Committee meetings by any member without a valid reason shall be deemed a resignation.

**Section D. Powers and Duties.** The Steering Committee 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 programs as adopted by the National Convention, the State Convention, and League members at the annual meeting. The Steering Committee shall create and designate such special committees as it may deem necessary.

**Section E. Meetings.** There shall be at least seven regular meetings of the Steering Committee annually. The Presiding Officer may call a special meeting of the Steering Committee and shall call a special meeting upon the written request of five members. With the approval of a majority of Steering Committee members, any/all meetings may be held virtually (e.g. via email, telephone, video teleconferencing or other media).

**Section F. Quorum.** Five members of the Steering Committee shall constitute a quorum.

**Section G. Voting at Steering Committee Meetings.**<sup>4</sup> Whenever possible, Steering Committee members will meet in person and votes will be taken in accordance with Roberts Rules of Order. If a vote is needed before the Steering Committee can meet in person or if a quorum cannot gather in person, regular or special meetings may be held and/or votes taken by electronic means, including but not limited to telephone conferencing, video conferencing and email. All Steering Committee members must have access to the electronic medium being used in order for electronic discussion and voting to be used.

## **ARTICLE VI. FINANCIAL ADMINISTRATION**

**Section A. Fiscal Year.** The fiscal year of the LWVCC shall be from July 1 to June 30 of each year.

**Section B. Dues.** The amount of annual dues shall be determined at the annual meeting, and the due date shall be set by the Steering Committee. The League of Women Voters of Centre County will assess dues at a rate determined by the Steering Committee for student and associate (non-voting) members as well as for each additional member in the household of a member paying full dues.<sup>5</sup>

**Section C. Budget.** A budget for the ensuing year shall be submitted by the Treasurer for adoption by the Steering Committee and presented at the annual meeting. The budget shall include support for the work of the LWVCC as a whole.

## **ARTICLE VII. MEETINGS**

**Section A. Membership Meetings.** There shall be at least two meetings of the membership each year. Time and place shall be determined by the Steering Committee. The Steering Committee may determine that any/all membership meetings be held virtually (e.g. via email, telephone, video teleconferencing or other media).

**Section B. Annual Meeting.** An annual meeting shall be held between April 15 and June 30, the exact date to be determined by the Steering Committee. At the annual meeting, members shall:

1. adopt a local program for the ensuing year;
2. elect officers of the Steering Committee;
3. adopt an adequate budget; and
4. transact such other business as may properly come before the members.

**Section C. Quorum.** Ten members shall constitute a quorum at all annual meetings of the LWVCC.

## **ARTICLE VIII. NOMINATIONS AND ELECTIONS**

**Section A. Nominating Committee.** The Nominating Committee shall consist of three members. The Chair shall be elected at the annual meeting. Nominations for this office shall be made by the current Nominating Committee. The other members shall be appointed by the Steering Committee immediately following the annual meeting. Any vacancy on the Nominating Committee shall be filled by the Steering Committee. Suggestions for nominations may be sent to the committee by any voting member.

**Section B. Report of the Nominating Committee.** The report of the Nominating Committee for offices, committee chairs, 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. Following the report, nominations may be made from the floor by any voting member provided that the consent of the nominee has been secured.

**Section C. Elections.** For each nominee, a majority vote of voting members present shall constitute an election. Absentee or proxy voting shall not be permitted.

## **ARTICLE IX. ANNUAL PROGRAM**

**Section A. Authorization.** The governmental principles adopted by the National Convention and supported by the League as a whole, shall constitute the authorization for the adoption of the program.

**Section B. Topics.** The local program of the LWVCC shall consist of those local governmental issues chosen for concerted study and action.

**Section C. Action.** The membership shall act upon the program using the following procedure at the annual meeting:

1. The Steering Committee shall consider the recommendations sent in by voting members two months prior to the annual meeting and shall formulate a proposed program.
2. The proposed program shall be sent to all members one month before the annual meeting.
3. A majority vote of members present at the annual meeting shall be required for adoption of subjects in the proposed program as presented by the Steering Committee.
4. Recommendations for the program, submitted by voting members two months prior to the annual meeting, but not recommended by the Steering Committee, may be considered at the annual meeting provided that:
  - (a) members at the annual meeting shall order consideration by a majority vote;
  - and
  - (b) members at the annual meeting shall adopt the item by a two-thirds vote.

**Section D. Program Changes.** Changes in the program may be made provided that information concerning the proposed changes has been sent to all members at least two weeks prior to a meeting of the general membership at which the change is to be discussed and acted upon.

**Section E. Member Action.** Members may act in the name of the League of Women Voters only when authorized to do so by the appropriate Steering Committee.

## **ARTICLE X. NATIONAL AND STATE CONVENTIONS AND STATE COUNCIL**

**Section A. National Convention.** The Steering Committee, at a meeting before the date on which the names of delegates must be sent to the national office, shall select delegates to the convention in the number allotted to the LWVCC under the provisions of the bylaws of the League of Women Voters of the United States.

**Section B. State Convention.** The Steering Committee, at a meeting before the date on which the names of delegates must be sent to the State office, shall select delegates to the convention in the number allotted to the LWVCC under the provisions of the bylaws of the League of Women Voters of Pennsylvania.

**Section C. State Council.** The Steering Committee, at a meeting before the date on which the names of delegates must be sent to the State office, shall select delegates to the Council in the number allotted to the LWVCC under the provisions of the bylaws of the League of Women Voters of Pennsylvania.

## **ARTICLE XI. 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<sup>2&6</sup>**

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

1. The first three articles of these local bylaws must be kept consistent with the first three articles of the national bylaws, which define the names, purposes and policy and membership in the League of Women Voters of the United States.
2. These bylaws were amended in April 1988, May 1977, April 2005, May 2006 and June 2020.
3. Articles II.A, and III.B.1(a), (b), and (c) were amended by the LWVUS at the 2006 Convention, ratified by the LWVPA and approved as housekeeping changes by the LWVCC at the annual meeting held May 11, 2007.
4. Article V.H was added at the annual meeting held April 30, 2008.
5. Article VI.B was amended at the annual meeting held May 30, 2009.
6. At the annual meeting on June 16, 2020 Article IV was amended to rename Reader to Vice-Presiding Officer and provide for multiple Co-Presiding Officers and Vice-Presiding Officers, Article VI was amended to delete the Budget Committee, Article V(E) and VII (A) were amended to provide for electronic meetings, and Article VIII was amended to reduce membership in the Nominating Committee from five to three members.