

Bylaws

League of Women Voters of Tanana Valley

ARTICLE I

Name

Sec.1. The name of this organization shall be the League of Women Voters of Tanana Valley (LWVTV). This local League is an integral part of the League of Women Voters of Alaska (LWVAK) and the League of Women Voters of the United States (LWVUS).

ARTICLE II

Purpose and Policy

Sec.1. Purpose. The purpose of the League of Women Voters of Tanana Valley is to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Sec.2. Political Policy. The League shall not support or oppose any political party or candidate.

Sec. 3 Diversity, Equity and Inclusion. The League is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy. Membership is open to all who support the principles of the LWVUS. There shall be no barriers to full participation in this organization on the basis of race, gender, ethnicity, age, religion, sexual orientation or expression, ability status, political perspective or affiliation and/or any other characteristic that can be identified as recognizing or illustrating diversity.

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 the League shall be composed of voting members and associate members.

- a. Voting members shall be those citizens at least 16 years of age who are enrolled in the League at the local, state, or national level and whose dues are not delinquent; members who have been enrolled in the League for 50 years or more shall be Life members and shall not be required to pay annual dues.
- b. All others who enroll in the League shall be associate members.

ARTICLE IV

Officers

Sec.1. Enumeration and Election of Officers. The officers of the League of Women Voters of Tanana Valley shall be a President, a Vice President, a Secretary, a Treasurer, and a Past President. The President and Vice President shall be elected to a term of one year, and the Secretary and Treasurer shall be elected for terms of two years. All directly elected officers

shall be elected by the General Membership at an Annual Meeting, and all officers shall take office at the close of the Annual Meeting. The Secretary shall be elected in odd-numbered years. The Treasurer shall be elected in even-numbered years. The President and Vice President shall be elected annually. If the Nominating Committee recommends and the membership so approves, the President position may be held by two Co-Presidents. The Past President is not elected but is the immediate past president available to serve.

Sec.2. President. The President shall preside at all meetings of the organization and of the Board of Directors. The President may, in the absence or disability of the Treasurer, sign or endorse checks, drafts and notes. The President may be, ex officio, a member of all committees except the Nominating Committee and 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.

Sec.3. Vice President. The Vice President shall endeavor to gain familiarity with the President's duties and responsibilities. The Vice President shall, in the event of absence, disability 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 Vice President shall perform such other duties as may be designated by the President and the Board.

Sec.4. Secretary. The Secretary shall keep minutes of all Annual Meetings of the League and of all meetings of the Board of Directors. The Secretary shall notify all officers and directors of meetings of the Board and 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.

Sec.5. Treasurer. The Treasurer shall collect and receive all moneys due and shall be the custodian of these moneys, depositing them in a bank designated by the Board of Directors, and disbursing the same only upon the order of the Board. The Treasurer shall present quarterly statements to the Board at their regular meetings and an annual report to the Annual Meeting.

Sec. 6. Past President. The Past President shall serve as a consultant to the President and advisor to the Board regarding League policy and procedure. The Past President shall be a voting member of the Board.

ARTICLE V 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, the most recent Past President able to serve, six elected directors, and not more than six appointed directors. One-half of the elected directors 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 may appoint such additional directors as they deem necessary to carry on the work of the League. The term of office of the appointed directors shall be one year and shall expire at the conclusion of the next Annual Meeting.

Sec.2. Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless that person is a voting member of the League of Women Voters of Tanana Valley.

Sec.3. Vacancies. Any vacancy occurring on the Board of Directors by reason of 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. Said Board member will be notified in writing that their resignation has been assumed.

Sec.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. Duties of the Historian will be assigned to an elected board member, an appointed director or an off-board member. The Historian shall keep an ongoing record of the activities of the League.

Sec.5. Meetings. There shall be at least nine 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 members of the Board. The meetings may be held in person, virtually using Internet-based teleconferencing services or by telephone. Board members may vote in person, using electronic means or by telephone.

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

Sec. 7. Records. The Board shall keep correct and complete books and records of account and shall keep minutes of its proceedings and of any committees having authority of the Board of Directors and shall keep a record of the names and addresses of its members entitled to vote.

ARTICLE VI Financial Administration

Sec.1. Fiscal Year. The fiscal year of the League of Women Voters of Tanana Valley shall commence on the first day of April each year.

Sec 2. Dues. Annual dues, as determined at the Annual Meeting, shall be payable on October 1st for continuing members, or at the time a new member joins. Annual dues cover the period October 1 – September 30. Dues for a new member joining after January 31 shall have their membership extended into and through the following membership year. Dues shall be set for the following categories:

- a. Individual membership.
- b. Household membership for two or more members residing at the same address.
- c. Student membership for high school, college or trade school students enrolled at least half time.
- d. Life Members for members who have been enrolled in the League of Women Voters for 50 years or more and who shall not be required to pay annual dues.
- e. New citizen introductory member.

- f. The Board may issue scholarships for persons unable to pay the annual dues.

Sec.3. Budget. A balanced budget for the ensuing fiscal year shall be submitted by the Board of Directors at the Annual Meeting for adoption. The proposed budget shall be sent to all members one month before the Annual Meeting. 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 prepare a budget for the ensuing fiscal year. The Treasurer shall be an ex-officio member of the Budget Committee but shall not be eligible to serve as the Chair.

ARTICLE VII Meetings

Sec.1. Membership Meetings. There shall be at least four General meetings of the membership each year. Time and place shall be determined by the Board of Directors. The official Call to Annual Meeting shall be sent to all members one month prior to the date of the meeting.

Sec.2. Annual Meeting. An Annual Meeting shall be held between April 1st and May 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 that specifies the amount for dues, and,
- d. transact such other business as may properly come before it.

The Annual Meetings may be held in person, virtually using Internet-based teleconferencing services or by telephone. Voting members may vote in person, using electronic means or by telephone.

In the event of a local, state, or national emergency the Board of Directors may suspend the Annual Meeting until such time as the emergency is lifted and the meeting may be properly scheduled and notification to the members made. The Board shall make all effort to schedule the Annual Meeting as soon as it is feasible. Suspending the Annual Meeting shall require a two-thirds vote by the Board of Directors.

Sec.3. Quorum. Fifteen percent of the Voting Membership shall constitute a quorum at all meetings of the League of Women Voters of Tanana Valley. The number of voting members for quorum purposes shall be the number fixed by LWVUS for Per Member Payment purposes in January of the current calendar year.

Sec.4. Special Meeting. A Special Meeting may be called.

ARTICLE VIII Nominations and Elections

Sec.1. Nominating Committee. The Nominating Committee shall consist of three members, one of whom shall be a member of the Board of Directors. The Chair and one member, who shall not be members of the Board, shall be elected at the Annual Meeting. Nominations for these officers shall be made by the current Nominating Committee. The other member shall

be appointed by the Board of Directors following the Annual Meeting. Any vacancy on 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 the 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 shall have been secured.

Sec.3. Election. The election shall be by ballot, provided 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 shall constitute an election. Voting members may vote in person, using electronic means or by telephone. Absentee or proxy voting shall not be permitted.

ARTICLE IX Program

Sec.1. Authorization. The adoption of governmental issues for concerted study and action by the National Convention and action constitutes the authorization for the adoption of the same issues by League of Women Voters of the Tanana Valley. The adoption of State governmental issues for concerted study and action by the State Convention constitutes the authorization for the adoption of the same issues by League of Women Voters of the Tanana Valley. No additional authorization shall be necessary at the local level.

Sec.2. Local Program. The local Program of the League of Women Voters of Tanana Valley shall consist of the Current Agenda and Continuing Responsibilities as hereinafter defined:

- a. The Current Agenda shall consist of such current local governmental issues as the membership shall choose for concerted study and action.
- b. The Continuing Responsibilities shall consist of those positions on local governmental issues to which the League of Women Voters of Tanana Valley has given sustained attention and on which it may continue to act.

Sec. 3. Program Selection. The Annual Meeting shall select the local governmental issues for concerted study and action using the following procedures:

- a. Voting members may make recommendations to the Board of Directors at least two months prior to the Annual Meeting.
- b. The Board of Directors shall consider recommendations and formulate a Proposed Program that shall be sent to all members one month prior to the Annual Meeting.
- c. A majority vote of voting members present and voting at the Annual Meeting shall be required for adoption of the Proposed Program as presented to the Annual Meeting by the Board of Directors
- d. Any recommendations for the Program submitted to the Board of Directors at least two months prior to the Annual Meeting, but not recommended by the Board of Directors, may be considered by the Annual Meeting provided consideration is ordered by a majority vote. Adoption shall require a two-thirds vote.
- e. Changes in the Program because of altered conditions may be made, provided that information of any proposed change shall have been sent to all members at least two

weeks prior to a general membership meeting. Adoption of the Program change shall require a majority vote.

Sec. 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 and State Convention

Sec.1. National Convention/Council. The Board of Directors shall select delegates to the National Convention/Council at a meeting before the date on which names of delegates must be sent to the National Office. The number of delegates shall be that allotted to the Tanana Valley League by the League of Women Voters of the United States.

Sec.2. State Convention. The Board of Directors shall select delegates to the State Convention at a meeting before the date on which the names of delegates must be sent to the State Office. The number of delegates shall be that allotted to the League of Women Voters of Tanana Valley by the League of Women Voters of Alaska.

ARTICLE XI Parliamentary Authority

Sec.1. The rules contained in the most recent revision of Roberts Rules of Order 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 or at a Special Meeting called by three-fourths majority of the Board, provided the amendments were submitted to the membership in writing at least one month in advance of the meeting.

Sec. 2. Bylaws Committee. A committee to review the Bylaws shall be appointed by the Board of Directors at least two months prior to the Annual Meeting.

Adopted 1964; Last amended 2021