**LEAGUE OF WOMEN VOTERS OF WINCHESTER**

**BY-LAWS**

Amended 1976, 1978, 1983, 1985, 1986, 1988, 1989, 1993, 1998, 2004, 2014, 2015,

2017, 2021

RED = ADD YELLOW = REMOVE

Articles I, II, and III must be identical to those in the LWVUS bylaws.

**Article I**

**Name**

The name of this organization shall be League of Women Voters of Winchester, hereinafter referred to in these bylaws as LWVW.

**Article II**

**Purposes and Policies**

**Section 1. Purposes**

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

**Section 2. Policies – The policies of the LWVW are**

1. **Political Policy**. The League shall not support or oppose any political party or any candidate.
2. **Diversity, Equity, and Inclusion Policy.** The League is fully committed to ensure compliance—in principle and in practice—with LWV Diversity, Equity, and Inclusion policy.

**Article III**

**Membership**

**Section 1. Eligibility**

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

**Section 2. Types of Membership**

**a. Voting Members.** Persons at least 16 years of age who join the League shall be voting members of the LWVW, the LWVMA, 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.

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

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**Article IV**

**Steering Committee**

**Section 1. Number, Manner of Selection, Term of Office**

The Steering Committee shall consist of the Treasurer of the League and a minimum of seven other members elected at Annual Meeting for a two-year term. The total shall at no time be fewer than seven or more than fifteen. Each member may serve for two successive terms and be elected again only after at least a one-year absence. The Steering Committee may appoint members for a one-year term. All terms end at Annual Meeting.

**Section 2. Qualifications**

Only voting members of the League of Women Voters of Winchester shall be elected or appointed or shall continue to serve as officers of this organization or as members of the Steering Committee.

**Section 3. Vacancies**

Any vacancy on 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 a Steering Committee meeting of any member without a valid reason shall be deemed a resignation, after adequate notification.

**Section 4. Powers and Duties**

The Steering Committee…

1. shall have charge of the property and business of the organization, with full powers and authority for its management and conduct, subject to the instructions of the membership given at a general meeting.
2. shall plan and direct the work necessary to carry out the program adopted by the National Convention, the State Convention, and the Annual Meeting.
3. shall select a public accountant for the bi-annual audit.
4. shall create and designate such sub-committees as it may deem necessary.
5. No one shall speak for the League or take a public position in its name unless authorized by a vote of the Steering Committee.

Section 3. Duties of Elected Steering Committee Members

1. Any member of the Steering Committee may chair a meeting; any member may carry out the duties of a secretary, such as keeping minutes, notifying Steering Committee members, conducting correspondence, or co-signing documents when so authorized by the Steering Committee.
2. All members of the Steering Committee shall organize themselves in order to perform or delegate effectively the remaining duties required of the organization, such as making arrangements for Steering Committee and general meetings, voter service duties, membership tasks, public relations, planning local events, fundraising, maintaining communication with members, and maintaining contact with the State and National Leagues.

**Section 5. Quorum**

A majority of the members of the Steering Committee shall constitute a quorum.

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**Section 6. Meetings**

There shall be at least nine regular meetings of the Steering Committee annually. Anymember of the Steering Committee may call a special meeting of the Committee upon the request of a majority of the Steering Committee.

**Article V**

**Withdrawal of Recognition and/or Dissolution**

**Section 1. Withdrawal of Recognition**

Withdrawal of recognition shall occur only as provided in the Bylaws of the League of Women Voters of the United States- Article VI, Sec. 1, Sec. 2, and Sec. 3.

**Section 2. Dissolution**

Voluntary dissolution of the Winchester League of Women Voters shall take place only by a 2/3 vote of the membership at large after published notification at least one month in advance of a scheduled general meeting or Annual Meeting. All funds in the name of the League of Women Voters of Winchester shall be payable to the League of Women Voters of Massachusetts upon the act to dissolve as heretofore provided.

**Article VI**

**Treasurer**

**Section 1. Election of the Treasurer**

The treasurer shall be elected for a term of two years by the general membership at the Annual Meeting and shall take office immediately. The treasurer may serve for two successive two-year terms and be elected again only after at least a one year absence.

**Section 2. Duties of the Treasurer**

a) The Treasurer shall collect and receive all monies due, shall be the custodian of these monies, shall deposit them in a bank designated by the Steering Committee and disburse the same only upon order of the Steering Committee, and shall present statements to the Steering Committee for their regular meetings and an annual report at the Annual Meeting.

b) Every check over the amount of $500.00 should be co-signed by at least one other authorized signator, to be selected by a quorum of the Steering Committee.

c) The Treasurer may be removed for cause as determined by a vote of 2/3 of the Steering Committee, not including the Treasurer if that person is a member of the Steering Committee.

**Article VII**

**Financial Administration**

**Section 1. Calendar**

1. The fiscal year of the League of Women Voters of Winchester shall commence on the first day of July each year.
2. The membership year shall be the calendar year.

**Section 2. Dues**

1. Annual dues shall be determined at Annual Meeting by a majority vote of those in attendance.
2. Dues shall be collected in advance of the membership year to which they will apply.
3. A member whose dues are not paid by December 1 shall, after notification, be dropped from the membership no later than ten days before the membership list is due at the state or national office.

**Section 3. Budget**

A budget for the ensuing year shall be submitted by theSteering Committee to the Annual Meeting for adoption. The budget shall include support for work of the local league as well as the state and national leagues.

**Section 4. Budget Committee**

A budget committee shall be appointed by the Steering Committee at least two months prior to the Annual Meeting to prepare a budget for the ensuing year. The Treasurer shall not be eligible to serve as chair of the budget committee. The Steering Committee shall consider the proposed budget and recommend a budget, which shall be sent to the members at least two weeks before the Annual Meeting.

**Section 5. Audit or Review**

The books of the treasurer shall be reviewed bi-annually by a public accountant and shall be available in the files of the League of Women Voters of Winchester, along with the audit reports.

**Article VIII**

**Meetings**

**Section 1. Eligibility**

Meetings open to all members shall be held at least three times a year.

**Section 2. Annual Meeting**

Annual Meeting shall be held before July 1 in each year*.* Members shall (a) be asked to provide input for local programming (b) elect a Treasurer and the Steering Committee, (c) adopt an adequate budget, (d) transact such other business as may properly come before it.

**Section 3. Quorum**

Fifteen percent of the members shall constitute a quorum at the Annual Meeting.

**Article IX**

**Elections**

**Section 1. Notification**

At least two weeks before the Annual Meeting, the Steering Committee shall present to the membership a slate of Steering Committee members, including when their terms shall end.

**Section 2. Elections**

The election shall be held at Annual Meeting. A majority of those present and voting shall constitute an election, provided a quorum is present. Absentee or proxy voting shall not be permitted.

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**Article X**

**Program**

**Section 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.

**Section 2. Program**

The Program of the League of Women Voters of Winchester shall consist of:

1. Action to protect the right to vote of every citizen.
2. Local governmental issues chosen for concerted study and action.
3. Study or action on those items chosen by the state or national leagues.

**Section 3. Action by the Annual Meeting and Summer Planning**

The Annual Meeting shall act upon the Program using the following procedures:

The Steering Committee shall consider the recommendations for local programming discussed at the Annual Meeting as well as state and national issues. and shall formulate a proposed Program. A consensus of Suggestions made by voting members present at the Annual Meeting shall be considered by the Steering Committee in its summer planning and adoption of subjects for local programs.

1. Recommendations for local Programming submitted by voting members after the Annual Meeting shall be considered for adoption by the Steering Committee.
2. Changes in the Program may be made and will be communicated to the membership in a timely fashion.

**Section 4. Member Action**

Members act in the name of the League of Women Voters only when authorized to do so by the Steering Committee. They may act only in conformity with, and not contrary to, a position taken by the Winchester League, the State League, or the National League.

**Article XI**

**National Convention, State Convention, and State Council**

**Section 1. 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 that Convention in the number allotted by the League of Women Voters of the United States.

**Section 2. State Convention**

The Steering Committee*,* at a meeting before the date on which the names of the delegates must be sent to the state office, shall select delegates to that Convention in the number allotted by the League of Women Voters of Massachusetts.

**Section 3. 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 that Council in the number allotted by the League of Women Voters of Massachusetts.

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**Article XII**

**Parliamentary Authority**

The rules contained in the most recent edition of *Robert’s 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 XIII**

**Amendments**

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

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