

LEAGUE OF WOMEN VOTERS OF METROPOLITAN DES MOINES BYLAWS
*Adopted at the April 2019 Annual Meeting
and May 2021 Annual Meeting*

ARTICLE I – NAME, PURPOSE, POLICY

The name of this organization shall be the League of Women Voters of Metropolitan Des Moines. This local league is an integral part of the League of Women Voters of the United States and the League of Women Voters of Iowa.

ARTICLE II – PURPOSE AND POLICY

Section 1. PURPOSES.

The purpose of the League of Women Voters of Metropolitan Des Moines shall be to promote political responsibility through informed and active participation in government and to act on the selected governmental issues.

Section 2. POLITICAL POLICY.

The League of Women Voters of Metropolitan Des Moines shall not support or oppose any political party or candidate.

Section 3. DIVERSITY, EQUITY, and INCLUSION STATEMENT

LWV is an organization fully committed to diversity, equity and inclusion in principle and 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.

There shall be no barriers to full participation in this organization on the basis of gender, gender identity, ethnicity, race, native or indigenous origin, age, generation, sexual orientation, culture, religion, belief systems, marital status, parental status, socioeconomic status, language, accent, ability status, mental health, educational level or background, geography, nationality, work style, work experience, job role function, thinking style, personality type, physical appearance, political perspective or affiliation and/or any other characteristic that can be identified as recognizing or illustrating diversity.

ARTICLE III – MEMBERSHIP

Section 1. Eligibility

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

Section 2 – Types of Membership (2016 bylaws amendments)

A. Voting Members: Persons at least 16 years of age who join the League shall be voting members of local Leagues, state Leagues, 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 member of the League for 50 years or more shall be life members excused from payment of dues.

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

ARTICLE IV – OFFICERS

Section 1 – Enumeration and Election of Officers

The officers of the League of Women Voters of Metropolitan Des Moines shall be a President, or Co-Presidents of a number to be determined by the Nominating Committee, a Vice President, a Secretary, and a Treasurer elected by the general membership at an annual Meeting. All officers, except the Treasurer shall take office at the close of the Annual Meeting.

- a) The President or Co-Presidents shall be elected annually to serve one year terms.
- b) One Vice President shall be elected annually to serve two year terms.
- c) The Secretary shall be elected in odd numbered years to serve two year terms.
- d) The Treasurer shall be elected in even numbered years to serve for a two year term and shall take office on July 1st.

Section 2 – The President

The President or a Co-President shall preside at all meetings of the organization and of the Board of Directors and may because of the absence or disability of the Treasurer, sign or endorse checks, drafts and notes. The President or a Co-President shall be an ex-officio member of all committees except the Nominating Committee and shall have such usual powers of supervision may be designated by the Board. In case no elected Board member can serve as president, a special membership meeting shall be called to fill the vacancy.

Section 3 – Vice Presidents

There shall be two Vice Presidents. A vice President shall perform the duties of membership chair and such other duties as the President and the Board may designate. A Vice President shall, in the event of the absence, disability or death of the President(s), possess all the powers and perform all the duties of that office until such time as the Board of Directors shall elect one of its members to fill the vacancy.

Section 4 – SECRETARY

The Secretary shall keep minutes of all meetings of the League and all meetings of the Board of Directors. The Secretary 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 incidental to the office. A Corresponding Secretary may also be appointed by the President. The Corresponding Secretary shall distribute communications on behalf of the League, by request of the President and the Board of Directors. The terms of office of the corresponding secretary shall expire at the next annual meeting.

Section 5 – TREASURER

The Treasurer shall collect and receive all money due. The Treasurer shall be the custodian of this money, shall deposit it in a bank designated by the Board of Directors, and shall disburse the same only upon order of the Board. The Treasurer shall present statements to the Board at every regular meeting and shall make a financial report at the Annual Meeting.

ARTICLE V – BOARD OF DIRECTORS

Section 1 – Number, manner of selections and term of office

The Board of Directors shall consist of the officers of the League, and two (2) elected directors. One (1) director shall be elected by the general membership at each Annual Meeting, one in even years and one in odd years, and shall serve for a term of two (2) years or until that director’s successor has been elected and qualified. The elected Board of Directors or President 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 next annual meeting.

Section 2 – Executive Committee

The Executive Committee shall consist of the officers of the League. The Executive Committee shall exercise such power and authority as may be delegated to it by the Board of Directors and shall report to the Board on all actions taken by it between regular meetings of the Board. A majority of the members of the Executive Committee shall constitute a quorum.

Section 3 – Qualifications

No person shall be elected or appointed or shall continue to serve as an office or director of this organization unless that person is a voting member of the League of Women Voters of Metropolitan Des Moines.

Section 4 – Vacancies

Any vacancy occurring in the Board of Directors, except that of the president, shall be filled until the next annual meeting by a majority vote of the members of the Executive Committee. Three consecutive absences from board meetings without a valid excuse shall be deemed resignation.

Section 5 – 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 local annual meeting. The Board shall create and designate such special committees as it deems necessary. Additionally, the Executive Committee shall meet as necessary. All Board members may attend all meetings of the Executive Committee.

Section 6 – Regular Board Meetings

There shall be at least four regular meetings of the Board of Directors annually. Time, place and number of these meetings shall be determined by the Board with written notice given at least one month before the meeting. The use of electronic meetings in place of a regular scheduled face-

to-face board meeting shall be reserved for emergent situations only- such as inclement weather, and will require the agreement of a quorum of board members. Board members barred from physically attending a meeting may, by special request and approval of the board at said meeting, attend via electronic or telephonic means. Any member of the League of Women Voters or guest may attend a regular board meeting.

Section 7 – Special Board Meetings

The President(s) may call special meetings of the Board of Directors, defined as meetings in addition to scheduled meetings. Notice of all special meetings shall be so given at least six days prior to the meeting. Upon the written (including email) request of five members of the board, the president shall call a special meeting. Special meetings may be conducted by electronic means, such as telephone conference call, video conferencing or e-mail. The use of electronic meetings shall be reserved for those issues needing a decision before an in-person meeting is scheduled.

Section 8 – Quorum

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

ARTICLE VI – FINANCE

Section 1 – Fiscal Year

The fiscal year of the League of Women Voters of Metropolitan Des Moines shall commence on the first day of July each year.

Section 2 – Dues

Annual dues as determined by the Annual Meeting shall be payable on October 31st. A person who joins after March 1st shall be assessed for half of the annual dues for that year. Any member who fails to pay the dues within two months after they become payable shall be dropped from the membership rolls. When two or more members reside at the same address in a common household, for each member after the first member, dues shall be one half of the rate for an individual member. Each member who pays under the household rate structure receives full membership privileges. The household shall receive one mailing. Annual dues shall be determined by the annual meeting and are payable upon application.

Section 3 – Audit/Review

A review of the financial accounts shall be done every year by a person deemed qualified by the Board of Directors, with the option of an audit by a CPA. This annual review shall occur by August 31st.

Section 4 – 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.

Section 5 – Budget Committee

A budget committee shall be appointed by the Board of Directors at least three months before the annual meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all

members one month before the annual meeting. The Treasurer shall not be eligible to serve as the chairperson of the budget committee.

Section 6 – Distribution of Funds on Dissolution

In the event of dissolution for any cause of the League of Women Voters of Metropolitan Des Moines, all monies and securities which may at the time be owned or under the absolute control of the League of Women Voters of Metropolitan Des Moines shall be paid to the League of Women Voters of Iowa. All other property of whatsoever nature, whether real, personal, or mixed, which may at the time be owned or under the control of the League of Women Voters of Metropolitan Des Moines 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 Board of Directors of the League of Women Voters of Metropolitan Des Moines.

ARTICLE VII – MEETINGS

Section 1 – Membership Meetings

There shall be at least one general meeting of the membership each year. Time and place shall be determined by the Board of Directors.

Section 2 – Annual Meeting

An annual meeting shall be held before the end of the fiscal year, 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, members of the nominating committee and delegates to the national and state convention in the appropriate years.
- c) Adopt an adequate budget.
- d) Transact business that may come before it.

Section 3 – Board Meetings

See Article V, Sections 6 & 7

Section 4 – Quorum

Twenty percent of the members shall constitute a quorum at all general meeting of the League of Women Voters of Metropolitan Des Moines.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1 – Nominating Committee

The nominating committee shall consist of three (3) members, a current vice president, a past president, and a member of the League of Women Voters Metropolitan Des Moines. Suggestions for nominations for officers and directors may be sent to the committee by a voting member. Any vacancy on the nominating committee shall be filed by the Board of Directors. The immediate past president shall serve as chair of the nominating committee.

Section 2 – Report of the Nominating Committee and Nominations from the Floor

The report of the nominating committee of 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. Immediately following the presentation of the report, nominations may be made from the floor by any voting member provided the consent of the nominee shall have been secured.

Section 3 – Elections

The elections shall be by ballot when there is more than one nominee for an office. When there is only one nominee for each office, the secretary may be instructed to case the ballot for all nominees. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

ARTICLE IX – PROGRAM

Section 1 – Principles

The Principles are concepts of government supported by the League and are the authorization for adoption of national, state and local program.

Section 2 – Program

The program of the League of Women Voters of Metropolitan Des Moines shall consist of:

- a) Action to implement the Principles, and
- b) Those local governmental issues chosen by membership for concerted study and action.

Section 3 – Program Selection

The annual meeting shall act upon the program using the following procedures:

- a) The Executive Committee shall consider the recommendations submitted by the voting members and shall formulate a proposed program.
- b) One month before the annual meeting the proposed program and not recommended program items shall be provided to all members.
- c) A majority vote of voting members present and voting at the annual meeting shall be required for the adoption of items in the proposed program as presented to the annual meeting by the Board of Directors.
- d) Not recommended program.
- e) Changes in the program, in case.

Section 4 – Program Action

No member may act in the name of the League of the League of Women Voters of Metropolitan Des Moines except when authorized to do so by the appropriate Board of Directors.

ARTICLE X – CONVENTION DELEGATES

Section 1 – Nominations

The Executive Committee of the League of Women Voters of Metropolitan Des Moines shall make nominations for delegates and alternates to national and state conventions in the number

allotted to this League, and shall present the report of these nominations to the appropriate Annual Meeting. Nominations may be made from the floor by any voting member provided the consent of the nominee shall have been secured.

Section 2 – Election of Delegates

At the annual meeting in the even numbered years, the membership shall elect the delegates to national convention allotted to the League of the League of Women Voters of Metropolitan Des Moines under the provisions of the bylaws of the League of the League of Women Voters of the United States. One of these delegates shall be the President.

At the annual meeting in all years, the membership shall elect the delegates to state convention allotted to the League of Women Voters of Metropolitan Des Moines under the provisions of the bylaws of the League of the League of Women Voters of Iowa. One of the delegates shall be the President.

Section 3 – Exceptions

If in any year the annual meeting is held after the national convention or state convention, the delegates shall be elected by the Board of Directors.

Section 4 – Vacancies

In all instances, the Board shall have the authority to fill vacancies in order to provide the maximum number of delegates.

ARTICLE XI – AMENDMENTS

These bylaws may be amended at any Annual Meeting by a two-thirds vote of the voting members present and voting, provided the proposed amendments were submitted to the Board at least six weeks prior to the Annual Meeting. Any proposed amendment to these bylaws shall be sent to membership in writing at least one month before the Annual Meeting.

ARTICLE XII – PARLIMENTARY PROCEDURE

The current edition of rules in the Roberts Rules of Order shall govern the organization in all cases in which they are applicable and which they are not inconsistent with these bylaws.