LEAGUE OF WOMEN VOTERS OF METROPOLITAN DES MOINES BYLAWS

2024 – 6b – By-laws – as amended

*Adopted at the April 2019 Annual Meeting*

*Amended at 2021 Annual Meeting*

*Amended at 2023 Annual Meeting – 5-13-23*

 **Amended at 2024 Annual Meeting 4-27-24**

**ARTICLE I – NAME, PURPOSE, POLICY**

The name of this organization shall be the League of Women Voters of Metropolitan Des Moines (hereafter LWVMDM). This local league is an integral part of the League of Women Voters of the United States (hereafter LWVUS) and the League of Women Voters of Iowa (hereafter LWV-IA).

**ARTICLE II – PURPOSES AND POLICY**

**Section 1. PURPOSES.**

The purposes of the League of Women Voters of Metropolitan Des Moines are to promote political responsibility through informed and active participation in government and to act on ~~the~~ selected governmental issues in a non-partisan fashion.

**Section 2. POLICIES. The policies of the League of Women Voters Metropolitan Des Moines are:**

1. **Political Policy**. The League of Women Voters of Metropolitan Des Moines shall not support or oppose any political party or candidate.
2. **Diversity, Equity & Inclusion Policy**. The League of Women Voters Metropolitan Des Moines is fully committed to ensure compliance – in principle and in practice – with LWVUS’ Diversity Equity and Inclusion Policy:

Discrimination or harassment of any kind will not be accepted within the League, including but not limited to race, socio-economic status, age, ability status, religion, sexual orientation, national origin, gender identity, or marital status. The League is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, access, and belonging for all people. The League is an organization that respects and values the richness of our community and our members. The collective
sum of our individual differences and life experiences represents not only our culture,
but our reputation and the organization's mission and achievements as well.

**ARTICLE III – MEMBERSHIP**

**Section 1. ELIGIBILITY**

Any person who subscribes to the purposes and policies of the League (LWVUS) shall be eligible for membership.

**Section 2 – TYPES OF MEMBERSHIP**

1. 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;
2. Those who live within an area of a local League may join that League or any other local League;
3. Those who reside outside the area of any local League may join a local League or shall be state members-at-large;
4. Those who have been a member of the League for 50 years or more shall be life members and excused from payment of dues.
5. Those who are students are defined as individuals enrolled as full or part time with an accredited institution.
6. Associate Members. All others who join the League shall be associate members

**ARTICLE IV – OFFICERS**

**Section 1 –ELECTION, QUALIFICATIONS and TERM**

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 or Co-Vice Presidents of a number to be determined by the Nominating Committee, 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.

1. The President or Co-Presidents shall be elected to serve one year or staggered one-year terms.
2. The Vice President or Co-Vice Presidents shall be elected to serve two years or staggered two-year terms.
3. The Secretary shall be elected in odd numbered years to serve a two-year term.
4. The Treasurer shall be elected in even numbered years to serve for a two-year term and shall take office on July 1st or earlier upon exit of the previous Treasurer.

**Section 2 – THE PRESIDENT**

The President or a Co-President shall have such powers of supervision and management as customarily pertain to the office; 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. In the event of the absence, disability, resignation or death of the president, the vice-president, in order of their rank, shall assume the office. If no vice-president is able to serve as president the board shall fill the vacancy from among the elected directors. If 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.

**Section 4 – SECRETARY**

The Secretary shall keep minutes of all meetings of the membership and all meetings of the Board of Directors. The secretary shall notify all officers and directors of their election and shall sign, with the President, all contracts and other instruments when so authorized by the Board, and shall perform such other duties.as the president and board shall direct.

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 perform such duties as customarily pertain to the office; arrange for an annual audit of the books; and, at the direction of the board, maintain deposits in authorized financial institutions.

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 –SELECTION, QUALIFICATIONS and TERM.**

The Board of Directors shall consist of the officers of the League of Women Voters Metropolitan Des Moines, and two (2) directors elected at the annual meeting. One (1) director shall be elected by the general membership in even years and one in odd years. Each 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.

All directors (elected or appointed) shall be voting members of the League.

**Section 2 – POWERS**

The Board shall manage and supervise the business, affairs, and activities of the League of Women Voters Metropolitan Des Moines, subject to the instructions of the annual meeting. It shall select delegates to state convention and council and to national convention. Preference for delegate selection may be based on level of activity within the LWVMDM or on specific expertise in matters to be discussed that year.

* **Nomination of delegates** - The Executive Committee of the League of Women Voters of Metropolitan Des Moines shall make nominations for delegates and alternates to national and state convention and state council in the number allotted to this League as per direction from LWVIA and LWVUS. The Executive Committee of the League of Women Voters of Metropolitan Des Moines shall present the report of these nominations at 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.
* **Election of Delegates -**At the annual meeting in the **even** numbered years, the member-ship 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.

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

The Board shall accept responsibility for such other matters as the national or state board may from time to time delegate to it. It shall have the power to create such special committees as it deems necessary and shall perform such other duties as are specified in these bylaws.

**Section 3– 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 at Executive Committee meetings.

**Section 4** - **MEETINGS**

At least 4 regular meetings of the Board shall be held annually. The president may call special meetings and shall call a special meeting upon the written request of members of the Board.

Three consecutive absences from regular Board meetings without excuse shall constitute a

resignation

Time, place and number of regular Board meetings shall be determined by the Board with written notice given at least one month before the meeting (electronic notice is sufficient). The use of electronic meetings in place of a regular scheduled face-to-face board meeting shall be utilized at the Board’s discretion.

Any member of the LWVUS or their guest may attend a regular board meeting.

**Section 5** – **QUORUM**

A majority of the members of the Board of the League of Women Voters Metropolitan Des Moines shall constitute a quorum. Any one or more members of the Board may participate in a meeting by means of conference telephone or other similar equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

 **ARTICLE VI - MEETINGS**

**Section 1**. **MEMBERSHIP MEETINGS**. There shall be at least one meeting of the membership each year. The time and place shall be determined by the board. Special meetings of the members may be called by the president, the board of directors or upon written request of ten percent of the voting members.

**Section 2**. **ANNUAL MEETING**. The annual meeting of the LWVMDM shall be held between (April 1) and (June 1), the exact date to be determined by the board. At the annual meeting, the LWVMDM shall adopt a local program for the ensuing year; elect officers and directors, the chair and two members of the nominating committee; adopt a budget; and transact such other business as may properly come before it. Absentee or proxy voting shall not be permitted.

**Section 3**. **QUORUM**. A majority of the Board of Directors members shall constitute a quorum at all Board business meetings of the League of Women Voters of Metropolitan Des Moines, provided written or electronic notice of the meeting is sent to the membership at least one week in advance.

A quorum of 20% of the membership of the League of Women Voters of Metropolitan Des Moines will be required at the Annual meeting.

 **ARTICLE VII – NOMINATIONS AND ELECTIONS**

**Section 1**. **NOMINATING COMMITTEE.**The nominating committee shall consist of five members. The chair and two members, who shall not be members of the board, shall be elected at the annual meeting. Immediately following the annual meeting, the board shall appoint two of its members to the committee. The term of office for the chair and members of the nominating committee shall be one year. Vacancies shall be filled by appointment by the board.

**Section 2**. **REPORT OF THE NOMINATING COMMITTEE.**The report of the nominating committee, containing its nominations for officers and directors and the chair and two members of the next nominating committee shall be sent to the members one month before the annual meeting. The report of the nominating committee shall be presented at the annual meeting. Nominations may be made from the floor immediately thereafter, provided the consent of the nominee has been obtained.

**Section 3**. **ELECTION.**Election shall be by ballot, except that if there is only one nominee for an office, it shall be by voice vote. A majority vote shall constitute election.

 **ARTICLE VIII – PRINCIPLES AND PROGRAM**

**Section 1**. **PRINCIPLES.**The Principles are concepts of government adopted by the national convention and supported by the League as a whole. They are the authorization for the adoption of national, state, and local program.

**Section 2**.  **PROGRAM.**The program of the League of Women Voters Metropolitan Des Moines shall consist of action to implement the Principles and those governmental issues chosen by the annual meeting for concerted study and action as follows:

1. Voting members resident within the jurisdiction(s) of the local government(s) concerned may make recommendations to the board two months before the annual meeting.
2. The board shall consider these recommendations and formulate a proposed program, which shall be sent to the members at least one month before the annual meeting.
3. Issues that relate to specific jurisdiction(s) in the program as presented to the annual meeting by the board shall require for adoption a majority vote of members resident within the jurisdiction(s) of the local government(s) concerned and followed by a majority vote of concurrence of the members resident outside the jurisdiction(s) of the local government(s) concerned.
4. Recommendations for program submitted by members resident within the jurisdiction(s) of the local government(s) concerned but not included in the program recommended by the board may be considered at the annual meeting, provided that
 (1) they were submitted two months before the annual meeting,
 (2) the annual meeting shall order consideration by a majority vote of members
 resident within the jurisdiction(s) of the local government(s) concerned,
 (3) the annual meeting shall adopt the item by a majority vote of the members
 resident within the jurisdiction(s) of the local government(s) concerned, and
 followed by a majority vote of concurrence of the members resident outside the
 jurisdiction(s) of the local government(s) concerned.

**Section 3**. **CHANGES IN PROGRAM**. Changes in program, in the 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 changes are discussed, (2) final action by the membership resident within the jurisdiction(s) of the local government(s) concerned is taken at a succeeding meeting, with concurrence by the membership residing outside the jurisdiction(s) of the local government(s).

**Section 4**. **PROGRAM ACTION.**Members may act in the name of the League of Women Voters Metropolitan Des Moines only when authorized to do so by the appropriate Board. They may act only in conformity with, and not contrary to, a position taken by the LWV Metro Des Moines, the LWV of Iowa and the LWVUS.

**ARTICLE IX–FINANCIAL INFORMATION**

**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**. **BUDGET COMMITTEE**. The budget shall be prepared by a committee that shall be appointed for that purpose at least two months before the annual meeting. The treasurer shall be, ex officio, a member of the budget committee but shall not be eligible to serve as chair. The board shall consider the proposed budget and recommend a budget, which shall be sent to the members at least one month before the annual meeting.

**Section 4 – DISTRIBUTION OF FUNDS UPON 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 after any outstanding obligations have been met. 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 donated to such person, organization or corporation for such public, charitable, or educational use~~s~~ and purposes the Board of Directors of the League of Women Voters of Metropolitan Des Moines in its absolute discretion may designate.

 **ARTICLE X – PARLIAMENTARY AUTHORITY**

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

 **ARTICLE XI - AMENDMENTS**

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

Adopted 4-27-24, Amended 4-27-24