

# LEAGUE OF WOMEN VOTERS OF THE MORRISTOWN AREA BYLAWS

## ARTICLE I: NAME

**Name:** The name of this organization shall be the League of Women Voters of the Morristown Area (LWVMA). It is incorporated as a 501c(4) corporation with the Internal Revenue Service. This local League is an integral part of the League of Women Voters of the United States (LWVUS) and the League of Women Voters of New Jersey (LWVNJ).

## ARTICLE II: PURPOSE AND POLICY

**2.1 Purpose:** The purpose of the LWVMA shall be to promote political responsibility through informed and active participation of citizens in government and to act on selected government issues.

**2.2 Policy:** The LWVMA may take action on local governmental measures and policies in the public interest and in conformity with the principles of the LWVUS and of the LWVNJ. It shall not support or oppose any political party or any candidate.

## ARTICLE III: MEMBERSHIP

### *Types of Membership:*

- A. Persons at least 16 years of age who join the League shall be voting members of the local Leagues, state Leagues and of the LWVUS;
  - (1) individuals 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 make a lump-sum life membership payment to the LWVUS shall be paid life members and those who have been members of the US, NJ, or any local League combined for fifty (50) years or more shall be honorary life members excused from the payment of dues to all levels of League.
- B. All others who join the League shall be associate members. Associate members are not voting members.

## ARTICLE IV: BOARD OF DIRECTORS

**4.1 Number, Manner of Selection and Term of Office:** The Board of Directors shall consist of the officers of the League and eight (8) elected directors: these positions may be filled by a single person and/or by two (2) co-officers or co-directors elected by the general membership at each Annual Meeting. The total serving elected officers and directors shall serve for a term of two (2) years or until their successors have been elected and qualified.

**4.2 *Qualifications:*** Only voting members of the LWVMA shall be elected or appointed or shall continue to serve as an officer or director of the organization.

**4.3 *Vacancies:*** Any vacancy occurring on the Board of Directors by reason of resignation, death, or disqualification of any officer or Board member may be filled, until the next annual meeting, by a majority vote of the remaining members of the Board of Directors. If such an appointment is made in the first year of a two-year term, the Nominating Committee shall, at the next Annual Meeting, include on the slate of officers and directors the name of a candidate to fill out the one-year unexpired portion of the term. Three consecutive absences from a Board meeting of any member without a valid reason shall be deemed a resignation.

**4.4 *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 and the direction of the LWVUS and the LWVNJ. It shall plan, direct, and finance 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.

**4.5 *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 special meetings upon the written request of five Board members. Board members may participate in Board meetings by conference call or any other electronic method of communication, provided all persons participating in the meeting are able to communicate with each other.

**4.6 *Quorum:*** Six members of the Board of Directors or one half on the total number plus one shall constitute a quorum.

## **ARTICLE V: OFFICERS AND DUTIES OF OFFICERS**

**5.1 *Enumeration and Election of Officers:*** The officers of the LWVMA shall be a President or Co-Presidents, a Secretary, and a Treasurer, who shall be elected for terms of two years by the general membership at the Annual Meeting and take office immediately. The President, or Co-Presidents, and Treasurer shall be elected in odd-numbered years. The Secretary shall be elected in even-numbered years. In the event of the resignation, absence, disability, or death of the President, the Co-President shall possess all the powers and perform all the duties of the office of the President. If there is no Co-President the Secretary shall fill this position until such time as the Board of Directors shall elect one of its members to fill the vacancy.

**5.2 *The President or Co-Presidents:*** The (Co-)President(s) shall preside at all meetings of the organization and of the Board. The (Co-)President(s) may, in the absence or disability of the Treasurer, sign or endorse checks. The (Co-)President(s) shall be, ex-officio, a member of all committees except the Nominating Committee and may nominate the chairs and members of other committees established by the Board, subject to Board approval.

**5.3 *The Secretary:*** The Secretary shall keep minutes of all meetings of the Board of Directors, give notice of the time and place of Board meetings, and perform such other duties as may be designated by the Board, including filling the President's position as enumerated in section 5.1.

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

## **ARTICLE VI: DUTIES OF THE ELECTED DIRECTORS**

**6.1** *The Board of Directors of the League of Woman Voters of the Morristown Area* shall be composed of four (4) elected officers plus eight (8) elected positions. Each Director may act as a committee chair and select additional members to support their work. The position may consist of a single Director or Co-Directors. Co-Directors shall each have an individual vote on Board of Director actions. Each Co-Director may be counted individually for purposes of establishing a quorum at meetings.

- A. Membership
- B. Voters Service
- C. Communications
- D. Government Issues
- E. Area Planning
- F. Education
- G. Natural Resources and Environment
- H. Women and Family Issues

### **6.2 Membership**

- A. The Membership Director(s) shall work with the Treasurer to recruit new members and maintain an ongoing relationship with existing members.
- B. The Treasurer shall provide the Membership Director with a list of members as needed, indicating their membership status and their contact information.
- C. The Membership Director(s) shall organize recruitment activities during other regularly scheduled League events or convene separate membership activities at other community events.

### **6.3 Voters Service**

- A. The Voters Service Director(s) shall organize public candidate forums prior to each contested primary and general election. These events shall only take place when candidates from each major political party have agreed to participate.
- B. The Voters Service Director(s) shall work with the Chair of the **Vote 411** Committee to gather, update, and maintain the **Vote 411** website soliciting campaign positions from all local, county, and state candidates.
- C. The Voters Service Director(s) shall maintain a supply of voter registration materials and Vote by Mail applications and inform the membership about registration deadlines.
- D. Voter registration events shall be organized at public venues such as local high schools and colleges, senior citizen centers and public community gatherings across the entire calendar year.

### **6.4 Communications**

- A. The Communications Directors(s) shall maintain a list of media contacts, which may be used by the officers, other directors and committee chairs for press release development and distribution.
- B. The Communications Director(s) shall direct all public information notices concerning League sponsored events to those persons maintaining our local and state websites and social media accounts.

### **6.5 Government Issues**

- A. The Government Issues Director(s) shall maintain a schedule of and report on local, county, and state government deliberations pertinent to League interests in the

- municipalities served by the Morristown Area League.
- B. The Government Issues Director(s) shall also keep the Morristown Area League Apprised of any redistricting developments connected with the State League Fair Districts initiatives.
  - C. There are seven (7) local municipalities primarily covered by the Morristown Area League: Chatham Borough, Chatham Township, Madison, Morristown, Morris Township, Morris Plains, and Randolph. The Government Issues Director(s) may organize sub-committees to address the needs of each municipality.

#### **6.6 Area Planning**

- A. The Area Planning Director(s) shall maintain a schedule of and report on local, county, and state government Master Plans and the types of developments that are authorized by each of these levels of government.
- B. The Area Planning Director(s) shall alert members when response may be needed to proposed developments in each of the municipal areas served by the Morristown Area League. The Area Planning Director(s) may organize sub-committees to address the needs of each municipality.

#### **6.7 Education**

- A. The Education Director(s) shall monitor and explain developments announced by the New Jersey State Department of Education and by the local school districts served by The Morristown Area League. These developments include curriculum initiatives, learning standards, and equity of access to educational services for the general, career, and technical and special education student populations.
- B. The Education Director(s) shall support actions to advance civic literacy, civic engagement, and citizen empowerment within the areas served by the Morristown Area League.

#### **6.8 Natural Resources and Environment**

- A. The Natural Resources and Environment Director(s) shall monitor actions of the municipal environmental committees in the areas served by the Morristown Area League.
- B. The Natural Resources and Environment Director(s) shall organize programs to inform League members and the general public dealing with clean water, air, energy, sanitation, sewage, and recycling initiatives on the municipal, county, and state levels.
- C. This Director may also organize and/or promote public programs related to maintaining stable and nutritious food supplies, water reserves, and protecting our rivers, streams, lakes, and ponds from pollution such as dangerous algae blooms.

#### **6.9 Women and Family Issues**

- A. The Women and Family Issues Director(s) shall monitor actions directed at meeting and sustaining the needs of families, with an emphasis on the needs of women. These issues may include, but are not limited to, maternal mortality, family planning, affordable housing, quality affordable childcare, and mental health initiatives.
- B. The Women and Family Issues Director(s) may also organize and promote public programs related to these and other related topics.

## ARTICLE VII STANDING AND AD HOC COMMITTEES

**7.1 *The Following Standing Committees*** shall be created. The Chairs of the Standing Committees shall not be voting members of the Board of Directors. These committees will be assigned responsibilities by and report to the Board of Directors on their actions.

- A. Bylaws
- B. Book Group
- C. Fair Districts
- D. Vote 411

### **7.2 *Duties of the Standing Committees***

- A. The Bylaws Committee
  - (1) The Bylaws Committee shall be composed of two or three members selected annually by the Board of Directors at the annual meeting.
  - (2) The Bylaws Committee is responsible for regularly reviewing the League of Women Voters of the Morristown Area Bylaws to make certain that League meetings and activities are conducted in consonance with the spirit and intent of the Bylaws and to recommend amendments when necessary.
- B. Book Group
  - (1) The Book Group Chair shall be selected annually by the Board of Directors at The annual meeting.
  - (2) The Book Group is open to any LWVMA member, who wishes to participate.
  - (3) The Book Group Chair shall schedule regular Book Group discussions.
- C. Fair Districts
  - (1) The Fair Districts Committee will report to the Government Issues Director and share information concerning statewide actions related to redistricting legislation.
  - (2) The Fair Districts Committee will rally support for legislation, solicit public communications with legislators, and organize activities to share this information.
- D. Vote 411
  - (1) The Vote 411 committee Chair will work with the Voters Service Director(s) to organize a group of individuals to contact candidates and gather information from primary and general election candidates and upload that information on the Vote 411 website.
  - (2) The information that has been uploaded on the website must also be removed After the elections are over, in preparation for the next election season.

**7.3 *The following Ad Hoc Committees*** will be created by the Board of Directors to serve short term duties as needed.

- A. Budget Committee
- B. Community Outreach
- C. Nominating Committee

### **7.4 *Duties of the Ad Hoc Committees***

- A. Budget Committee
  - (1) The Board of Directors shall appoint a Budget Committee at least one (1) month before the annual meeting. The Treasurer shall not be eligible to serve as Chair of the Budget Committee, but the Treasurer and the officers of the Board shall assist in the preparation of the budget.

- (2) The Budget Committee shall prepare a proposed budget for the upcoming annual year composed of anticipated revenues and expenditures.
- (3) The Budget Committee report shall be presented to the officers at least three (3) weeks prior to the scheduled annual meeting, and after approval by the officers shall be distributed to the membership two (2) weeks prior to the annual meeting.
- B. The Community Outreach Committee shall be convened six (6) weeks prior to each League sponsored program. The Chair of the committee shall recruit membership as needed to help publicize the event and meet the staffing needs for the event registration.
- C. The Nominating Committee shall consist of three members who shall be elected at the annual meeting; one shall be a board member, preferably the Membership Director, and two additional persons not Board members. The term of office shall be one year. Vacancies shall be filled by appointment by the Board.

## **ARTICLE VIII: FINANCIAL ADMINISTRATION**

**8.1 Fiscal Year:** The fiscal year of the LWVMA shall commence on the first day of July of each year.

**8.2 Dues:** Annual dues shall be payable July 1. Any member who fails to pay dues within three months after they become payable shall be dropped from the membership rolls. The amount of annual dues must be approved by the membership at the annual meeting. The membership year and fiscal year for this League shall be the same. Members who join this League after January 1 shall be considered members through June 30 of the current year.

**8.3 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.

**8.4 Use of Monies:** All League monies shall be devoted exclusively to League activities, organization, and education.

**8.5 National and State Per Member Payment:** The LWVMA shall make a national Per Member Payment (PMP) in the amount to be determined by the LWVUS and a (PMP) to the State League to be determined by the LWNJ.

**8.6 Distribution of Funds on Dissolution:** In the event of the dissolution of the LWVMA for any cause, all monies and securities, which at the time are owned by or under the absolute control of the LWVMA shall be paid to the LWNJ. All other property of whatsoever nature whether real, personal, or mixed which may at the time be owned by or under the control of the LWVMA, shall be disposed of to such person, organization, or corporation for such public, charitable, or educational uses and purposes as maybe designated by the then Board of Directors of the LWVMA.

## **ARTICLE IX: MEETINGS**

**9.1 Membership Meetings:** There shall be at least two (2) meetings of the membership each year. Time and place shall be determined by the Board of Directors.

**9.2 Annual Meeting:** The annual meeting of the League of Women Voters of the Morristown Area shall be held between April 15 and June 15, the exact date to be determined by the Board of



Directors. The Board of Directors may determine if the meeting will be held in person, by conference call, or by any other electronic method of communications, provided all persons participating in the meeting are able to communicate with each other.

The annual meeting shall:

- A. approve minutes of the previous annual meeting.
- B. adopt a local program for the coming year.
- C. elect officers, directors, and members of the Nominating Committee.
- D. adopt a budget that will support the program of the LVWMA.
- E. transact such other business as may properly come before it.

Written notice of the annual meeting shall be mailed or distributed by the Board of Directors to all members at least two weeks before the date of the meeting and shall include the following:

- A. minutes of the previous annual meeting.
- B. proposed local programs.
- C. proposed Bylaws changes, if any.
- D. annual reports as directed by the Board.
- E. Nominating Committee report.

Twenty percent (20%) of the then-current membership shall constitute a quorum at all annual meetings.

## **ARTICLE X: NOMINATIONS AND ELECTIONS**

**10.1 *Report of Nominating Committee and Nominations from the floor:*** The report of the Nominating Committee of its nominations for officers, directors, and members of the succeeding Nominating Committee shall be presented to the Board and sent to all members at least two weeks before the annual meeting. When this report is presented at the annual meeting, nominations may be made from the floor by any voting member, provided that the consent of the nominee shall have been secured.

**10.2 *Elections:*** Election shall be by ballot, electronic if necessary. When there is a single slate and no nominations from the floor, the Secretary may be instructed to cast a single ballot for the slate. A majority vote of those qualified to vote and voting shall constitute an election. Absentee proxy voting shall not be permitted.

## **ARTICLE XI: PROGRAM**

**11.1 *Authorization:*** The Principles adopted by the National Convention of the LWVUS and supported by the League as a whole shall constitute the authorization for adoption of the Local Program of the LWVMA.

**11.2 *Program:*** The program of the LWVMA shall consist of:

- A. action to implement the principles of the LWVUS.
- B. action to implement the principles of the LWVNJ.
- C. those local governmental issues chosen for concerted study and action.

**11.3 *Local Program Selection:*** The membership, at its annual meeting, shall select the program for the following year using the following procedures:

- A. the Board of Directors shall consider any recommendations for local programs

- submitted by the membership at least one (1) month before the annual meeting.
- B. the proposed program shall be sent to all members at least two weeks before the annual meeting.
  - C. a majority vote of the voting members present and voting shall be required for adoption of the proposed program as presented to the annual meeting by the Board of Directors.
  - D. recommendations for program items submitted by voting members at least one (1) month prior to the annual meeting, but not recommended by the Board of Directors may be considered at the annual meeting provided that
    - (1) the membership at the annual meeting, by a majority vote of those voting members present and voting, shall approve consideration of the item, and
    - (2) by a majority vote of those voting members present and voting, the proposed program item shall be adopted.
  - E. changes in the program necessitated by altered condition may be considered provided that
    - (1) approval is received from the Board of Directors,
    - (2) information concerning proposed changes has been sent to all members at least two weeks prior to a general meeting at which the proposed change is to be considered, and
    - (3) the proposed program change is approved by a majority vote of those voting members present and voting.

**11.4 Program Action:** Members may act in the name of the LWVMA only when authorized to do so by the Board of Directors of the LWVMA. They may act only in conformity with, and not contrary to, a position taken by the LWVMA, the LWNJ and the LWVUS.

## **ARTICLE XII: NATIONAL, STATE and COUNTY CONVENTIONS**

**12.1 National Conventions:** The Board of Directors shall select delegates to the Convention of the LWVUS as provided by the LWVUS.

**12.2 State Convention and/or Council:** The Board of Directors shall select delegates to the Convention and/or Council of the LWNJ as provided by the LWNJ.

## **ARTICLE XIII: PARLIAMENTARY AUTHORITY**

**Parliamentary Authority:** the rules contained in the most recent edition of *Roberts' Rules of Order* shall govern the organization in all cases to which they are applicable and when they are not inconsistent with these bylaws.

## **ARTICLE XIV: AMENDMENTS**

**Amendments:** These Bylaws may be amended by a two-thirds vote of the 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.