

BYLAWS OF THE LEAGUE OF WOMEN VOTERS OF TOMPKINS COUNTY

June 2026

ARTICLE I

Name

The name of this organization shall be League of Women Voters of Tompkins County, hereinafter referred to in these bylaws as LWVTC or as the League.

This local League is an integral part of the League of Women Voters of the United States, hereinafter referred to in these bylaws as LWVUS and of the League of Women Voters of New York hereinafter referred to in these bylaws as LWVNYS.

ARTICLE II

Purposes and Policy

Section 1. Purposes. The purposes of the LWVTC 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 LWVTC are

Political Policy. The LWVTC shall not support or oppose any political party or any candidate.

Diversity, Equity & Inclusion Policy. The LWVTC is fully committed to ensure compliance - in principle and in practice - with LWVUS' Diversity, Equity, and Inclusion Policy.

ARTICLE III

Membership

Section 1. Eligibility. Any person who subscribes to the purposes and policy of the League of Women Voters shall be eligible for membership.

Section 2. Types of Membership.

Voting Members. Persons at least 16 years of age who join the LWVTC shall be voting members of the League and state Leagues of their place of joining. Those who have been members of the League for 50 years or more shall be honorary life members, excused from the payment of dues. Those who are students are defined as individuals enrolled as full or part time with an accredited institution.

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 LWVTC shall be a president, a vice-president, a secretary, and a treasurer. Additionally, a fifth officer may be added as second vice-president, for a total of up to five officers. They shall be voting members of the LWVTC and shall normally be elected for a term of two years by the general membership at the annual meeting and shall take office on July 1. If, for whatever reason, there are more than three officer vacancies to be filled by the election, three shall be elected for terms of two years and the remaining for a single-year term.

Section 2. The President.

The president or their designee shall preside at all meetings of the members and of the board of directors (hereafter denoted as the board). They may, in the absence or disability of the treasurer, sign or endorse checks, drafts, and notes. They shall be, ex officio, a member of all committees except the nominating committee. They 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.

Section 3. The Vice-President or Vice-Presidents.

The vice-president(s) shall perform such duties as the president and board may designate. The vice-president shall, in the event of the absence, disability, resignation, or death of the president assume that office temporarily or until an appointment is made by the board or at the next election.

Section 4. The Secretary.

The secretary shall keep minutes of all board and members meetings of the LWVTC. They shall notify all officers and directors of their election. They 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 their office. If the secretary is unable or unwilling to perform a particular task, the board can appoint a substitute, either temporarily or on a longer basis.

Section 5. The Treasurer.

The treasurer shall perform such duties as customarily pertain to the office or are assigned by the board. They shall receive all monies due, shall be the custodian of these monies, shall deposit them in a bank or banks designated by the board and shall disburse the same to meet adopted League budget items or upon special order of the board. They shall present statements to the board at their regular meetings and a final financial report at the first meeting held after March 31. They shall also present a proposed budget for the following year for approval at that board meeting. At the annual meeting thereafter, they shall present the final financial report and the proposed budget for the following year to the general membership for approval. During the first three weeks of March the treasurer must file a report concerning sales taxes with NYS. Within four and one half months of the end of the LWVTC fiscal year, which is March 31, the treasurer must file a report concerning income with the IRS. The treasurer shall be, ex officio, a member of the budget committee, but may not be its chair.

ARTICLE V.

Board of Directors

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

The board of directors (the board) shall consist of up to five officers of the LWVTC, up to five elected directors, and not more than five appointed directors. These directors shall be elected by the general membership at each annual meeting and they shall normally serve for a term of two years, beginning July 1, or until their successors have been elected and qualified. If more than three vacancies are to be filled, three will be for two-year terms and the remaining for a single-year term. The elected members of the board shall appoint such additional directors, not exceeding five, as they deem necessary to carry out the work of the League, for terms of up to two years.

Section 2. Qualifications.

No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless they are a voting member of the LWVTC.

Section 3. Vacancies.

Any vacancy occurring in the board by reason of resignation, death, removal or disqualification of an elected member may be filled until the next annual meeting by a majority vote of the remaining members of the board. Three consecutive absences from a board meeting of any member without a valid reason, as determined by the board, shall be deemed a resignation.

Section 4. Powers and Duties.

The board shall have full charge of the property and business of the organization with full power and authority to manage and conduct the same, subject to the instructions of the general membership. It shall plan and direct the work necessary to carry out the program adopted by the LWVUS convention and the LWVNYS convention and designate such special committees as it may deem necessary.

The board shall from time to time adopt administrative policies which shall be stated in a policy sheet appended to the bylaws. Whenever the board adopts, creates, or modifies a policy, that policy shall be communicated to the membership in an appropriate manner.

Section 5. Meetings.

There shall be at least nine regular meetings of the board annually. The president may call special meetings of the board and shall call a special meeting upon the written request of two members of the board. Members are welcome at board meetings unless specified otherwise. When attending board meetings, members are encouraged to participate in discussion but may not vote on decisions.

Any meeting, including the annual meeting, may be conducted using videoconference or other technology, provided that all members are able to participate. In addition, the board will make every effort to facilitate attendance by any member who is unable to attend a meeting in person.

Section 6. Quorum.

A majority of the members of the board shall constitute a quorum.

Section 7. Shared Position.

Every member of the board has one vote, even if their position is a shared position.

Section 8. Executive Committee.

The board may appoint an executive committee consisting of no fewer than 3 members who are officers. The executive committee shall exercise such power and authority as may be delegated to it by the board and shall report at the earliest opportunity on all actions taken by it between regular meetings of the board. The executive committee may meet independently if necessary.

Section 9. Advisory Group.

The board may appoint an advisory group. The advisory group, if constituted, shall be made up of knowledgeable members of the LWVTC who are able to give historical context and advice on policy.

Section 10. Rapid Response.

When a member wishes timely action to be taken on behalf of the LWVTC between board meetings, a board member may request permission on behalf of that member for that action to be taken, upon approval (verbal or via email, for example) from not fewer than 5 members of board including 3 officers, as long as the action does not go in a new direction not previously taken by the LWVTC. The board would then be given the opportunity to react and discuss at the next meeting.

Section 11. Removal of a Board Member

Any board member may be removed by a majority vote of the board at any regular or special meeting of the board. The board member subject to removal shall be given notice and the opportunity to be heard at the meeting, either in person or by written statement, before the vote is taken

ARTICLE VI.

Financial Administration

Section 1. Fiscal Year.

The fiscal year of the LWVTC shall be from April 1- March 31.

Section 2. Budget.

The board shall submit a budget for the ensuing year to the membership for adoption at the annual meeting. The proposed budget shall be reviewed by the board and then sent to all members at least 20 days before the annual meeting.

Section 3. Budget Committee.

A budget committee shall be appointed by the board at least two months prior to the annual meeting to prepare a budget for the ensuing year. The treasurer shall be a member, ex officio, of the budget committee, but may not serve as its chair.

Section 4. Audit.

The board shall choose an auditor who, as soon as possible after the close of the fiscal year,

shall audit the LWVTC's books. The auditor's report should be dated and signed by the auditor and presented to the board for acceptance; the auditor's report shall be included in the information presented at the annual meeting.

Section 5. Distribution of Funds on Dissolution.

In the event of the dissolution of the LWVTC, all moneys and securities which may at the time be owned by or under the control of the LWVTC shall be paid to the League of Women Voters of New York State after the state and national per member payments and other obligations have been met. All other property of whatsoever nature, whether real, personal, or mixed that may at the time be owned or under the control of the LWVTC shall be disposed of to such person, organization, or corporation for such public, charitable or educational use and purposes as the board in its absolute discretion may designate.

ARTICLE VII.

Meetings

Section 1. Membership Meetings.

There shall be regular meetings of the general membership no fewer than 3 times each year. Time and place shall be determined by the board.

Section 2. Annual Meeting.

An annual meeting shall be held between April 1 and June 31.

At the annual meeting the membership shall:

- a. adopt a local program for the ensuing year;
- b. elect officers, directors, and members of the nominating committee;
- c. adopt a budget; and
- d. transact such other business as may properly come before it.

Section 3. Quorum.

Fifteen percent of the general membership shall constitute a quorum at all-members' meetings of the LWVTC.

ARTICLE VIII.

Nominations and Elections

Section 1. Nominating Committee.

It is recommended that the nominating committee consist of five members, only two of whom shall be members of the board. Alternatively, the board may approve a nominating committee consisting of three members, only one of whom shall be a member of the board. The chair shall not be a member of the board.

Nominations for the chair and non-board members shall be made by the current nominating committee and shall be elected at the annual meeting. The on-board members shall be appointed by the board not later than the September board meeting. Any vacancy on the nominating committee shall be filled by the board. Suggestions for nominations for officers,

directors, and members of the nominating committee may be sent to the nominating committee by any voting member.

Section 2. Report of the Nominating Committee and Nominations from the Floor. The report of the nominating committee of its slate of nominations for officers, directors and members of the new nominating committee shall be submitted to the board for their review and sent to all members 20 days before 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.

Section 3. Elections.

The election shall be by ballot, except that if there is but one nominee for each office it shall be by voice vote. A majority vote of those present and qualified to vote is required for election, a quorum being present.

ARTICLE IX.

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 program.

Section 2. Program.

The program of the LWVTC shall consist, to the extent possible, of:

- a. action to implement the principles of the LWVUS;
- b. those governmental issues chosen for concerted study and action by state and national conventions of the LWVUS and LWVNYS; and
- c. those local governmental issues chosen for concerted study and action plus those local governmental issues to which the LWVTC has given sustained attention and on which it might continue to act.

Section 3. Action by the Annual Meeting.

- The annual meeting shall act upon the program using the following procedures:
- a. The board shall consider the recommendations sent in by the voting members two months prior to the annual meeting and shall formulate a proposed program.
 - b. The proposed program shall be sent to all members not fewer than 20 days before the annual meeting.
 - c. A majority of voting members present and voting at the annual meeting shall be required for adoption of subjects in the proposed program as presented to the annual meeting by the board.
 - d. Recommendations for program submitted by voting members two months prior to the annual meeting but not included in the proposed program recommended by the board may be considered by the annual meeting provided that:
 - i. the annual meeting shall order consideration by a majority vote,and

- ii. the annual meeting shall adopt the item by a 2/3 vote.
- e. Changes in the program, in the case of altered conditions, may be made provided that:
 - i. information concerning the proposed changes has been sent to all members at least two weeks prior to a general membership meeting, and
 - ii. final action by the membership is taken at a subsequent meeting.

Section 4. Member Action.

Members may act in the name of the League only when authorized to do so by the board.

Section 5. Local League Action.

The LWVTC may act only in conformity with, and not contrary to, the position taken by the LWVUS and the LWVNYS.

ARTICLE X

National Convention, State Convention and Council

Section 1. National Convention.

The board, 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 under the provisions of the bylaws of the LWVUS and our local policy.

Section 2. State Convention.

The board, at a meeting before the date on which the names of delegates must be sent to the state office, shall select delegates to that convention under the provisions of the bylaws of the LWVNYS and our local policy.

Section 3. State Council.

The board, at a meeting before the date on which the names of delegates must be sent to the state office, shall select delegates to the Council under the provisions of the bylaws of the LWVNYS and our local policy.

ARTICLE XI.

Parliamentary Authority

Section 1. Parliamentary Authority.

The rules contained in Roberts Rules of Order Revised 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

Section 1. 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 not fewer than 20 days in advance of the meeting.

As amended April 2007; May 2, 2011; May 4, 2015; May 7, 2018; May 6, 2019; May 10, 2021; May 2, 2022, and June 3, 2026.