

BYLAWS OF THE LEAGUE OF WOMEN VOTERS OF PORTLAND, OREGON

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ARTICLE I

Name

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

ARTICLE II

Purposes and Policy

Section 1. *Purposes.* The purposes of the Portland League are to promote political responsibility through informed and active participation in government, and to act on selected governmental issues.

Section 2. *Political Policy.* The League shall not support or oppose any political party or any candidate.

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*

A. **Voting Members.** Persons at least 16 years of age who join the Portland League shall be voting members of the Portland League, the League of Women Voters of Oregon (LWVOR) and of the League of Women Voters of the United States (LWVUS); those who have been members 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

Board of Directors

Section 1. *Number, Manner of Selection and Term of Office.* The Board of Directors shall consist of the officers of the League, seven elected directors, and not more than seven appointed directors. At least three directors shall be elected by the general membership at the Local Convention in odd-numbered years and at least four in even-numbered years. All elected officers and directors, with the exception of the Treasurer, shall take office immediately following the conclusion of the Local Convention. The Treasurer shall assume office at the beginning of the fiscal year.

The elected members shall appoint such additional directors, not exceeding seven, as they deem necessary to carry on the work of the League. The term of office of the appointed directors shall be one year and shall expire at the close of the Local Convention.

Section 2. *Qualifications.* No person shall be elected or appointed or shall continue to serve as an officer or director of this organization who is not a voting member of the Portland League. All board members must abide by the Nonpartisan Policy of the League of Women Voters of Portland, which is spelled out in detail in our "Policies and Procedures.

Section 3. *Vacancies.* Any vacancy occurring by reason of the resignation, death, or disqualification of any officer or elected member may be filled, until the next Local Convention, by a majority vote of the remaining members of the Board of Directors. At the Local Convention the vacancy will be filled for the balance of the original term.

Three consecutive absences from a board meeting of any member without valid reason, as determined by the Board, shall constitute grounds for removal.

Section 4. *Powers and Duties*

a. 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 at the Local Convention. It is the duty of the Board to protect the nonpartisan policy of the League. Except as permitted by Article IV, Sec. 4b and Sec. 4c, no one officer or member or group of members shall commit the Portland League to an action, a project or a financial obligation without prior approval of a majority of board members at a regular or special meeting of the Board. The Board shall select delegates to State Convention and Council and to National Convention. 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 Convention. It shall carry out action on League program in accordance with established policy. The Board shall create and designate such special committees as it may deem necessary.

In the event that co-presidents are elected, the Executive Committee shall consult with the co-presidents and advise them on the division of duties. The final decision for division of duties shall be made by the elected co-presidents.

b. The Executive Committee shall be composed of the President(s), the Vice Presidents, the Secretary, the Treasurer, and a member of the Communications Team. The Executive Committee shall meet prior to the regular board meeting with enough time for the Board to receive, read, and consider the minutes of the Executive Committee meeting and any requests for Board action.. The Executive Committee shall exercise such power and authority as may be delegated to it by the LWV Board or by these Bylaws and shall report to the Board of Directors on all actions taken by it between regular meetings of the Board. The Executive Committee may advise the President on whether to give or withhold consent for Action when a decision on Action must be reached before the Board is scheduled to meet. The Executive Committee may meet by electronic means and/or members of the Committee may participate by conference call or other similar methods allowing all persons participating in the meeting to hear each other at the same time.

c. The Board of Directors has a duty to oversee and protect the reputation and financial health of the League. However, the Board may delegate responsibilities for planning and carrying out the details of projects or actions to committees. All committees shall work to accomplish goals set by the membership and/or the Board and shall report on their activities regularly to the Board and annually to the membership. The Board approves 1) changes in committee projects or actions, 2) expenses and charges to attendees for events with catering, and 3) committee expenses that exceed previously approved amounts or the funds available. If the Board is not able to approve a committee request in a timely manner, the Executive Committee may approve it with notification to the Board, which may appeal the decision.

Section 5. *Board Meetings.* There shall be at least nine regular meetings of the Board of Directors annually. The President(s) may call special meetings of the Board of Directors and shall call a special meeting upon the written request of five members of the Board. Special meetings may be conducted by electronic means, such as telephone conference calls, 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. Notice of all regular meetings shall be sent at least six days before the meeting and notice of all special meetings shall be sent at least three days prior to the meeting. In an emergency, previously scheduled regular or special in-person meetings may be conducted by electronic means if the business is urgent. In all cases, time and opportunities must be provided for all board members to discuss and comment upon a proposed action before a vote is taken.

Section 6. *Quorum.* A majority of the members of the Board of Directors 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

methods 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 V

Officers

Section 1. *Enumeration and Election of Officers.* The officers of the Portland League shall be: a President(s), at least two but not more than three Vice Presidents, Secretary and Treasurer. They shall be elected for terms of two years by the general membership at the Local Convention. The President(s), the Second Vice President, and the Secretary shall be elected in odd-numbered years. The First Vice President, the Third Vice President, and the Treasurer shall be elected in even-numbered years.

Section 2. *The President(s).* Duties: Shall preside at all meetings of the organization and of the Board of Directors; may in the absence or disability of the Treasurer, sign or endorse checks, drafts and notes; shall be—ex-officio—a member of all committees except the Nominating Committee; shall have such usual powers of supervision and management as may pertain to the office of the President(s) and perform such other duties as may be designated by the Board.

Section 3. *The Vice-Presidents.* Duties: The Vice Presidents, in the order of their rank, shall, in the event of absence, disability or death of the President(s), possess all the powers and perform all the duties of that office. In the event that no vice-president is able to serve in this capacity, the Board of Directors shall elect one of their elected members to fill the vacancy. The Vice-Presidents shall perform such duties as the President(s) and the Board may designate.

Section 4. *The Secretary.* Duties: The Secretary shall keep minutes of all meetings of the membership, of the Board of Directors and of the Executive Committee; shall notify all officers and directors of their election or appointment to the Board; shall sign, with the President(s), all contracts and other instruments when so authorized by the Board and shall perform such other functions as directed by the President(s) or the Board.

Section 5. *The Treasurer.* Duties: The duties of depositing and disbursing of funds shall be separate. All moneys shall be deposited by the members or staff designated by the Board of Directors. The Treasurer shall be responsible for disbursements as approved by committee chairs or by the President(s); shall keep a record of all receipts and disbursements; shall present statements to the Board at its regular meetings and an annual report to the Local Convention. The Treasurer shall serve as a member of the Budget Committee and as a member, ex-officio, of the Endowment Fund Committee.

ARTICLE VI

Meetings

Section 1. *Membership Meetings.* The number, time and place of membership meetings other than the Local Convention shall be determined by the Board of Directors and notice sent at least one week in advance.

Section 2. *Local Convention.* The Local Convention shall be held between April 15 and May 31, the exact date to be determined by the Board of Directors. Notice of the Local Convention shall be sent to all members at least one month in advance.

The Local Convention shall: a.) Adopt a Local Program for the ensuing year; b.) Elect and install officers and directors, Budget Committee Chair, Endowment Fund Committee Chair or Treasurer, and members of the Nominating Committee; c.) Adopt a budget; d.) Set the annual dues; e.) Transact such other business as may properly come before it. Absentee or proxy voting shall not be permitted.

Section 3. *Quorum.* Fifteen percent (15%) of the membership as of January 1 of that year shall constitute a quorum at all business meetings of the Portland League.

ARTICLE VII
Nominations and Elections

Section 1. *Nominating Committee.* The Nominating Committee shall consist of five members, two of whom shall be members of and appointed by the Board of Directors for a one-year term. The Chair, two members and an alternate shall be elected by the general membership at the Local Convention. The two elected members and the alternate shall not be members of the Board of Directors. The Chair, two elected members and the alternate shall serve two-year terms on a staggered basis and may not serve two consecutive terms. Nominations for these offices shall be made by the current Nominating Committee. Nominations for officers and directors may be sent to this committee by any voting member. The Chair, two elected members and alternate shall take office immediately following the conclusion of the Local Convention. Vacancies shall be filled by the alternate or by appointment by the Board.

Section 2. *Report of Nominating Committee and Nominations from the Floor.* The report of the Nominating Committee of its nominations for officers, directors, Budget Committee Chair, Endowment Fund Committee Chair or Endowment Fund Treasurer and the members of the succeeding Nominating Committee shall be sent to all members one month before election. The report of the Nominating Committee shall be presented at the time of election at the Local Convention. 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.

The Nominating Committee may nominate co-presidents in order to fill the office.

Section 3. *Elections.* The election shall be by ballot, except when nominees are unopposed. In this case, the election can be by ballot, or the Chair (President) at her/his discretion may call for a voice vote to elect all the unopposed nominees. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

ARTICLE VIII
Program

Section 1. *Authorization.* The 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 Portland League shall consist of concerted study of chosen local public policy issues and action to implement the Principles, using LWVUS, LWVOR and LWVPDX positions adopted after study. The Portland League may take action on local governmental measures and policies in the public interest in conformity with the Principles of the LWVUS.

Section 3. *Action by the Local Convention.* The Local Convention shall act upon the Program using the following procedures:

- a.) The Board of Directors shall consider the recommendations sent in by the voting members two months prior to the Local Convention and shall formulate a Proposed Program;
- b.) The Proposed Program shall be sent to all members one month before the Local Convention;
- c.) A majority vote of voting members present and voting at the Local Convention shall be required for adoption of subjects in the proposed program as presented to the Local Convention by the Board of Directors;
- d.) Recommendations for Program submitted by voting members two months prior to the Local Convention but not recommended by the Board of Directors may be considered by the Local Convention provided that:
 1. The Local Convention shall order consideration by a majority vote, and
 2. The Local Convention shall adopt the item by a majority vote.

e.) In the case of altered conditions during the year, a change in the adopted Program may be made provided that:

1. Information concerning the proposed change has been sent to all members at least two weeks prior to a board meeting at which the change is to be discussed, and voted upon, and the general membership has had an opportunity to respond.

2. At the next Local Convention, members may ratify or modify the Board's decision.

Section 4. Member Action. Members may act in the name of the Portland League only when authorized to do so by the President(s) or the Board of Directors. They may act only in conformity with and not contrary to a position taken by the Portland League, the LWVOR and the LWVUS.

ARTICLE IX

Financial Administration

Section 1. Fiscal Year. The fiscal year of the Portland League shall commence on the first day of July of each year.

Section 2. Dues. The annual dues as recommended by the Budget Committee shall be set by a majority vote of voting members present at the Local Convention. When two or more members reside at the same address in a common household, the dues payment shall be made for the first member; a payment equal to one-half the dues shall be paid for each other member. The annual dues shall be payable beginning July 1. New members joining between February 1 and June 30 shall be considered paid up through that fiscal year and the following year.

Section 3. Budget. A budget for the ensuing year shall be submitted by the Board of Directors to the Local Convention for adoption. The budget shall include support for the work of the League as a whole.

Section 4. Budget Committee. The chair shall be elected at the Local Convention in odd-numbered years and shall take office at the beginning of the fiscal year. The Budget Committee shall be appointed by the Board of Directors as a standing committee and shall serve for one year. At least two months prior to the Local Convention, the Committee shall present to the Board a budget including an annual dues recommendation for the ensuing year. The proposed budget shall be sent to all members one month before the Local Convention. The Treasurer shall be a member of the Committee, but may not serve as chair.

Section 5. Endowment Fund Committee. The Endowment Fund Committee shall consist of a Chair, a Treasurer, and at least two members appointed by the Board. The Chair, the Treasurer and the appointed members will each serve two-year terms. The general membership shall elect the Chair in odd-numbered years, and the Treasurer in even-numbered years. The board-appointed members shall serve for two-year staggered terms. The League Treasurer shall serve ex officio. All committee members shall assume duties at the beginning of the fiscal year.

The Endowment Fund Committee is charged with overseeing the management of the Endowment Fund and the Sara Frewing Memorial Fund, implementing the policies of the Board and the membership. The Committee will report on the Funds' status to the Board of Directors on a quarterly basis, and to the Executive Committee if an emergency occurs that requires immediate action. The Committee Chair shall make an annual report to the membership at the Local Convention.

The Endowment Fund may receive non-tax-deductible donations in the form of 1) donor-designated contributions and bequests, 2) undesignated bequests, and 3) other contributions designated by the Board. The investment objective of the Endowment Fund is to retain and, when possible, increase the purchasing power of the fund, while at the same time producing a reasonable return for distribution. Therefore, the Fund will be invested by the Endowment Fund Committee with long-term growth and total return as the highest priorities. Endowment Fund moneys will not be co-mingled with the League's general operating funds.

The Board of Directors shall set a general guidelines policy for the Endowment Fund. Changes in the Endowment Fund Guidelines shall be ratified at the Local Convention. Any vacancies occurring in the Endowment Fund Committee shall be filled by appointment by the Board of Directors for the unexpired term.

Section 6. *Distribution of Funds on Dissolution.* In the event of the dissolution of the Portland League all moneys and securities which may at the time be owned by or under the control of the Portland League shall be paid to the LWVOR 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 Portland League 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 X
National Convention
State Convention and Council

Section 1. *National Convention.* The Board of Directors shall select delegates to the Convention of the LWVUS in the number allotted the Portland League under the provisions of the Bylaws of the LWVUS.

Section 2. *National Council.* The Board of Directors may select delegate(s) to the Council of the LWVUS.

Section 3. *State Convention.* The Board of Directors shall select delegates to that Convention in the number allotted the Portland League under the provisions of the Bylaws of the LWVOR. Delegates shall be suggested by the Board and the general membership. An equal number of Board and non-Board delegates is preferable.

Section 4. *State Council.* The Board of Directors shall select two delegates to the State Council.

ARTICLE XI
Parliamentary Authority

Section 1. *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 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 at the Local Convention provided the amendments were submitted to the Board of Directors at least two months prior to the Local Convention and were submitted to the membership in writing at least one month in advance of the Local Convention.