

**THE LEAGUE OF WOMEN VOTERS OF THE SPACE COAST, INC.
BYLAWS**

ARTICLE I

Name

The name of this corporation shall be The League of Women Voters of the Space Coast, Inc., hereinafter referred to in these bylaws as LWVSC. This local League is an integral part of The League of Women Voters of the United States and The League of Women Voters of Florida, Inc., hereinafter referred to in these bylaws as LWVUS and LWVF respectively.

ARTICLE II

Purpose and Policy

Sec. 1. Purpose: The purpose of the LWVSC is to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Sec. 2. Political Policy: The LWVSC shall neither support nor oppose any political party or candidate for public office.

ARTICLE III

Membership

Sec. 1. Eligibility: Any person who subscribes to the purpose and policy of the LWVSC shall be eligible for membership.

Sec. 2. Types of Membership:

a. Voting Members. All persons, including non-U.S. citizens, at least 16 years of age who join the LWVSC shall be voting members of the LWVSC. Those who have been members of the LWVSC continuously for 50 years or more shall be life members excused from the payment of dues.

b. Associate Members. All others who join the LWVSC shall be non-voting associate members.

ARTICLE IV

Officers

Sec. 1. Enumeration and Election of Officers: The Officers of the LWVSC shall be President (or Co-Presidents), First Vice-President, Second Vice-President, Secretary and Treasurer. The President (or Co-Presidents), First Vice President and Secretary shall be elected by the general membership at the Annual Meeting in odd-numbered years for a term of two years and shall take office immediately. The Second Vice-President and Treasurer shall be elected by the general membership at the Annual Meeting in even-numbered years for a term of two years and shall take office immediately.

Sec. 2. Duties and Responsibilities of Officers:

a. The President (or Co-Presidents) shall:

1) preside at all meetings of the corporation and the Board of Directors, hereinafter referred to in these bylaws as the Board.

2) in the absence or disability of the Treasurer, sign or endorse checks, drafts or notes.

3) be, ex-officio, a member of all committees except the Nominating Committee.

4) be responsible for disseminating news releases from the LWVF and the LWVUS offices to local news media.

5) ascertain completion of annual reports and submit all required reports to the LWVF office.

6) have such usual powers of supervision and management as may pertain to the office and perform such other duties as may be designated by the Board.

- b.** In the event that there are Co-Presidents, duties shall be shared or divided by mutual consent, but the Office of President whether filled by a single individual or two Co-Presidents shall have only one vote on matters before the Board or Executive Committee or General Membership. The individual exercising the voting privilege shall declare such intention to the Board or Executive Committee or General Membership prior to any meeting at which a vote may be cast.
- c.** In the event there are Co-Presidents and one becomes disabled, resigns, or dies, the remaining Co-President shall become the President and shall assume the full duties of the office.
- d.** In the absence, disability, resignation or death of either the President or both Co-Presidents, the Vice Presidents, in order of their rank, shall assume the office.
- e.** In the event neither Vice President is able to serve in this capacity the Board shall elect one or more of its members to fill the vacancy or vacancies.
- f. The First Vice-President** shall:
 - 1)** be available for consultation with Program Chairs.
 - 2)** coordinate the LWVSC calendar with the President and Program Chairs.
 - 3)** In the absence or at the request of the President (or Co-Presidents), preside at all meetings of the Board.
 - 4)** perform such other duties as the President (or Co-Presidents) or Board designate.
- g. The Second Vice President** shall:
 - 1)** assist the President (or Co-Presidents) and first Vice-President in the performance of their duties.
 - 2)** coordinate LWVSC Voter Services and Advocacy Activities.
 - 3)** perform such other duties as the President (or Co-Presidents) or Board designate.
- h. The Secretary** shall:
 - 1)** keep minutes of all meetings of the LWVSC, the Board, and the Executive Committee
 - 2)** sign, with the President (or either Co-President), all contracts and other instruments when so authorized by the Board.
 - 3)** perform such other functions as may be incident to the office.
- i. The Treasurer** shall:
 - 1)** send dues notices.
 - 2)** delete member's name from the roster after dues are delinquent for 90 days.
 - 3)** collect and receive all monies due.
 - 4)** be custodian of these monies.
 - 5)** deposit monies in a FDIC insured financial institution.
 - 6)** make distributions above the budgeted amount only upon order of the Board.
 - 7)** forward, at the specified time, all dues collected for the LWVF and the LWVUS.
 - 8)** present to the Board a monthly report and a quarterly budget comparison.
 - 9)** present an annual report to the Annual Meeting.
 - 10)** be responsible for the maintenance of LWVSC member information in the LWVF and LWVUS databases.

ARTICLE V

Board of Directors

Sec. 1. Number, Manner of Selection and Terms of Office:

- a.** The Board shall consist of the Officers of the LWVSC, six elected directors and not more than seven appointed directors.

b. One half of the elected directors shall be elected by the general membership at each Annual Meeting and shall serve for a term of two years, or until their successors have been elected and duly qualified.

c. The elected members of the Board shall appoint such additional directors, not exceeding seven, as they deem necessary to carry out the work of the LWVSC.

d. The terms of office of the appointed directors shall be one year and shall expire at the conclusion of the next Annual Meeting.

e. Up to 5 appointed director positions shall be reserved for the Chairs of the Program Committees studying formally-adopted state or local program issues.

f. In the event a Program Committee selects Co-Chairs, only one may be designated as a Member of the Board, and only that individual shall have a vote on issues coming before the Board. The designated voting Program Committee Co-Chair may delegate his/her Co-Chair as the proxy voting member, provided the Board approves such delegation in each instance.

Sec. 2. Qualifications: No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless that person is 18 years of age or older and a voting member of the LWVSC.

Sec. 3. Vacancies:

a. Any vacancy occurring on the Board by reason of the resignation, death or disqualification of an officer or elected member may be filled, until the next Annual Meeting, by a majority vote of the remaining members of the Board.

b. Absence from three consecutive Board meetings without a valid reason approved by the President (or Co-Presidents) shall be deemed a resignation from the Board.

Sec. 4. Powers and Duties:

a. The Board shall have full charge of the property and business of the corporation, with full power and authority to manage and conduct same, subject to the instructions of the general membership. No person shall have any severable right to all or part of the funds, assets or property of the LWVSC.

b. The Board shall plan and direct the work necessary to carry out the program as adopted by the LWVUS Convention, the LWVF Convention and the LWVSC Annual Meeting.

c. The Board shall create and designate such special committees as it may deem necessary.

Sec. 5. The Executive Committee:

a. shall consist of the Officers.

b. shall exercise such power and authority as may be delegated to it by the Board and shall report to the Board, in writing, all actions taken by it between regular meetings of the Board.

Sec. 6. Meetings:

a. There shall be at least nine regular meetings of the Board annually.

b. All Board meetings are open to all LWVSC members.

c. The President may call special meetings of the Board or shall call a special meeting upon the written request of five members of the Board. Any special meeting of the Board shall be preceded by a notice to all Board members at least 24 hours prior to the proposed meeting date. Such notice shall include date, time, and location of the special meeting.

d. Special meetings may be held in person or by electronic means including but not limited to telephone, video and web conferencing. Such electronic meetings shall be authorized to facilitate action on timely items that cannot wait until a regular Board meeting. Special meetings must be conducted with a quorum as designated by the bylaws. All Board meetings shall be conducted by a means of communication that is available to all members participating and that allow all persons participating to hear each other at the same time.

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

f. The President shall ensure that the Secretary has a record of the vote.

ARTICLE VI
Financial Administration

Sec. 1. Fiscal Year: The Fiscal year of the LWVSC shall commence on April 1.

Sec. 2. Dues:

- a. Annual dues shall be in accordance with the amount established at the Annual Meeting and assessed on April 1 of the following fiscal year. Members who fail to pay dues within three months after they become payable shall be dropped from the membership rolls.
- b. First-time members of the LWVSC joining in April through August will pay the full year's dues. First-time members joining the LWVSC in September through December shall pay one half of the annual dues for the fiscal year in which they join. First-time members joining in January through March will pay a full year's dues that will cover the following year that begins in April.
- c. Student members will pay a reduced amount that will be determined periodically by the Board.

Sec. 3. Budget Committee:

- a. A budget committee shall be appointed by the Board at least three months prior to the Annual Meeting to prepare a budget for the ensuing fiscal year.
- b. The Treasurer shall be a member of the Budget Committee, but shall not be eligible to serve as chair.
- c. The proposed budget shall be sent to all members one month before the Annual Meeting.

Sec. 4. Budget: A budget for the ensuing fiscal year shall be submitted by the Board to the Annual Meeting for adoption. The budget shall include support for the work of the LWVSC as a whole.

Sec. 5. Review: The financial books of the LWVSC shall be reviewed annually at the direction of the Board within one (1) month prior to the beginning of the new fiscal year.

Sec. 6. Dissolution: In the event of dissolution of the LWVSC, all monies owned by the LWVSC shall be paid to the LWVF. Other property shall be disposed of by action of the Board, and any net proceeds thereof shall be donated to the LWVF Education Fund.

ARTICLE VII
Meetings

Sec. 1. Membership Meetings:

- a. The general membership of the LWVSC shall meet at least once each year.
- b. The Board shall determine the date, time, and place for the meeting.
- c. The President (or Co-Presidents) may call emergency general meetings.
- d. All members of the LWVSC may attend any meeting of the organization.

Sec. 2. Annual Meeting: An annual meeting shall:

- a. be held within thirty days after the close of the fiscal year; the exact date to be determined by the Board.
- b. adopt a local program for the ensuing year.
- c. elect officers, directors, and the Chair and two members of the Nominating Committee.
- d. adopt an adequate budget.
- e. transact such other business as may properly come before it.

Sec. 3. Quorum: Ten percent (10%) of the membership shall constitute a quorum at any membership meeting of the LWVSC.

ARTICLE VIII
Nominations and Elections

Sec. 1. Nominating Committee:

- a. The Nominating Committee shall consist of five members, two of whom shall be members of the Board.
- b. The Chair and two members, who shall not be members of the Board, shall be elected at the Annual Meeting. The current Nominating Committee shall make nominations for those offices.
- c. The other members of the Nominating Committee shall be appointed by the Board immediately following the Annual Meeting.
- d. The Board shall fill any vacancy on the Nominating Committee.
- e. Any voting member of the LWVSC may submit to the Nominating Committee suggestions for nominations for officers and directors.
- f. The Nominating Committee shall nominate an individual as President or may submit the names of two members who agree to serve as Co-Presidents.

Sec. 2. Report of the Nominating Committee and Nominations from the floor:

- a. The report of the Nominating Committee on its nominations for officers, directors, and Chair and two members of the succeeding Nominating Committee shall be sent to all members one month before the date of the Annual Meeting.
- b. The report of the Nominating Committee shall be presented at the Annual Meeting.
- c. Immediately following the presentation of this report, a nomination(s) may be made from the floor by any voting member(s), provided that the consent of the nominee(s) has been secured.

Sec. 3. Elections:

- a. Elections shall be by secret ballot for any contested office or slate or by voice for any uncontested office or slate.
- b. A majority vote of those qualified to vote and voting shall constitute an election.
- c. Absentee or proxy voting shall not be permitted.

ARTICLE IX

Program

Sec. 1. Authorization: The governmental positions and principles adopted by the National Convention and supported by the LWVUS as a whole constitute the authorization for adoption of program.

Sec. 2. Program: The program of the LWVSC shall consist of:

- a. action to implement the positions and principles of the LWVUS.
- b. those state or local government issues chosen by LWVF or LWVSC for concerted study, consensus and action.

Sec. 3. Action by the Annual Meeting: The Annual Meeting shall act upon the program using the following procedures:

- a. The Board shall consider any recommendations submitted by the voting members two months prior to the Annual Meeting.
- b. The Board's recommendations shall be sent to all members one month prior to the Annual Meeting.
- c. A majority of voting members present and voting at the Annual Meeting shall be required for adoption of the proposed program as presented by the Board.
- d. Recommendations for program items submitted by voting members two months prior to the Annual Meeting, but not included in the program recommended by the Board may be considered at the Annual Meeting. A majority vote is required for consideration of a member-proposed program item. The Annual Meeting shall adopt the item by a two-thirds majority vote.

Sec. 4. Changes in the Program: Changes in the program may be made provided that:

- a. changes have been presented to the Board.

- b. information concerning the proposed changes has been sent to all members (with or without Board recommendation for the change) at least two weeks prior to a General Membership Meeting at which the changes are to be discussed.
- c. the General Membership Meeting approves the proposed changes by a simple majority vote for a Board recommended change or by a two-thirds majority vote for a change not recommended by the Board.

Sec. 5. Member Action:

- a. Members may act in the name of the LWV only when authorized to do so by the appropriate Board of LWVUS, LWVF, or LWVSC.
- b. Notwithstanding any other section in these bylaws, when the appropriate Board is the Board of LWVSC, the Executive Committee may approve acting in the name of LWVSC if it is to occur prior to the next Board meeting.

ARTICLE X

National Convention, State Convention or Council

Sec. 1. National Convention: The Board, at a meeting before the date on which the names of the delegates must be submitted to the LWVUS, shall select delegates to that convention in the number allotted the LWVSC under the provisions of the bylaws of the LWVUS.

Sec. 2. State Convention or Council: The Board, at a meeting before the date on which the names of delegates must be sent to the LWVF, shall select delegates to that convention or council in the number allotted the LWVSC under the provisions of the bylaws of LWVF.

ARTICLE XI

Parliamentary Authority

Roberts Rules of Order: The most recent edition of Robert’s Rules of Order shall govern in all instances in which they are applicable and not inconsistent with the rules of LWVF, these bylaws, and the LWVSC policies and procedures.

ARTICLE XII

Amendments to the Bylaws

Sec. 1. These bylaws may be amended provided:

- a. notice of the proposed amendment is given to members at least one month prior to the Annual Meeting.
- b. two thirds of those present and voting at the Annual Meeting approve the amendment.

Sec. 2. Notification: New amendments shall be sent to the LWVF Board for review by January 1 of the next year.

- Amended and adopted: 4/19/1986
- Amended and adopted: 11/9/1987
- Amended and adopted: 2/26/1990
- Amended and adopted: 4/27/1994
- Amended and adopted: 4/23/1998
- Amended and adopted: 4/21/2001
- Amended and adopted: 4/03/2004
- Amended and adopted: 4/14/2007
- Amended and adopted: 4/10/2010
- Amended and adopted: 4/09/2017
- Amended and adopted: 4/07/2018