ARTICLE I - NAME

Section I. The name of this organization shall be the League of Women Voters of Albany County. This local League is an integral part of the League of Women Voters of the United States and of the League of Women Voters of New York State.

ARTICLE II - PURPOSE AND POLICY

Section I. Purpose. The purposes of the League of Women Voters of Albany County shall be to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Section 2. Political Policy. The League of Women Voters of Albany County shall not support or oppose any political party or candidate.

ARTICLE III - MEMBERSHIP

Section I. Eligibility. Any person who subscribes to the purpose and policy of the League shall be eligible for membership.

Section 2. Types of membership. The membership of the League of Women Voters of Albany County shall be composed of voting members and associate members.
A) Voting members shall be persons at least 16 years of age who have joined to the League of Women Voters at any level; local, state or national. Individuals who live within an area of a local League may join that League or another local League. Those who reside outside the area of a local League may join a local League or shall be a member-at-large of the State League. Those who have been members of the League for 50 years or more shall be life members exempted from paying dues.

B) Associate Members: All others who join the League, but who do not meet the criteria shall be Associate Members.

Section 3. Inclusion Policy: The League of Women Voters of Albany County shall not discriminate based on gender, race, ability, age, sexual orientation, creed, economic position, or national origin.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. Qualifications: Persons elected or appointed to the Board of Directors must be voting members of the League of Women Voters of Albany County as stated in Article III.

Section 2. Manner of Selection and Term of Office:

A) The Board of Directors shall consist of its officers and no more than 10 other elected directors. Elected directors shall serve a term of two years with half elected every year. The elected Board of Directors may appoint up to 10 other directors, not to exceed the number of elected directors. Appointed directors shall serve a one-year term which shall expire at the conclusion of the Annual Meeting following the appointment. The Board may also appoint “Off Board” chairs.

B) The immediate past president shall serve in an ex-officio capacity on the Board, but may not vote.
Section 3. Absences and Vacancies:

A) Three consecutive absences from Board meetings, without a valid reason, shall be deemed a resignation.

B) Any vacancy of an office shall be filled for the duration of the officer leaving within 60 days of the vacancy by a majority vote of the remaining Board members.

C) Other vacancies on the Board may be filled at the discretion of the Board.

D) Officers or directors who have been selected to fill a vacancy shall serve until the next Annual Meeting.

Section 4. Powers and Duties: The Board of Directors shall:

A) Have full power and authority to manage the property and conduct business of the organization subject to the instructions of the general membership;

B) Plan and direct the work necessary to carry out the program as adopted by the National and New York State Conventions and by the membership of the League of Women Voters of Albany County;

C) Create and appoint special committees as it may deem necessary;

D) Have fiduciary responsibility for the League of Women Voters of Albany County.

E) Accept responsibility for carrying out the program as assigned by the board.

Section 5. Executive Committee: The Board may appoint an Executive Committee consisting of no fewer than five members of the board. The Executive Committee shall exercise such power and authority as may be delegated to it and shall report on all actions it takes between regular meetings of the Board.

Section 6. Meetings. There shall be at least nine regular board meetings of the Board of Directors annually. The President 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.

Section 7. Quorum. A majority of members of the Board of Directors shall constitute a quorum.

ARTICLE V – OFFICERS
Section 1. Enumeration of Officers: The officers of the League of Women Voters of Albany County shall be a President or Co-presidents, First Vice President, Second Vice President, a Recording Secretary, and a Treasurer. They shall be elected for terms of two years (as stated in Section VIII) by the general membership at the Annual Meeting and shall take office immediately.

Section 2. President and Co-presidents

A) Co-presidents shall share power and duties.

B) The President(s) shall:
   1. Preside at all meetings of the organization and of the Board of Directors;
   2. Have such usual powers of supervision and management as may pertain to the office of the President;
   3. Perform such other duties as designated by the Board;
   4. Be an ex-officio member of all committees except the nominating committee.
   5. In the absence or disability of the Treasurer, the President(s) shall sign or endorse checks, drafts and notes.

Section 3. The Vice Presidents

A) If the presidency is vacant, the First Vice President shall possess all the powers and perform all the duties of that office, until such time as the Board of Directors shall elect one of its members to fill the vacancy.

B) The Vice Presidents shall perform such other duties as the President(s) and Board may designate.

Section 4. Recording Secretary: The Recording Secretary shall:

A) Keep minutes of all meetings of the Board of Directors and Membership meetings where business is conducted and appropriately distribute them for approval.

B) Notify all Officers and Directors of their election;

C) Sign with the President all contracts and other instruments when so authorized by the Board;

D) Perform such other functions as may be incident to the office;

E) Properly archive all official records and minutes where business takes place.
Section 5. The Treasurer: The Treasurer shall:

A) Collect and receive all monies due;

B) Be the custodian of these monies and deposit them in a bank or credit union designated by the Board of Directors; and disburse them only upon the direction of the Board;

C) Presents a treasurer’s report to the Board at their regular meetings and a report on the fiscal condition of the organization at the Annual Meeting;

D) Present the organization’s financial records for the audit committee for review at the close of each fiscal year or sooner when deemed necessary by the Board.

ARTICLE VI - FINANCIAL ADMINISTRATION

Section I. The fiscal year of the League of Women Voters of Albany County and the membership year shall be from July 1st until June 30th.

Section 2. Dues: Annual dues shall be payable July 1st.

A) Any member who fails to pay dues by October 1st shall be dropped from the membership rolls. Dues paid by new members joining after December 31st will be applied to the following year.

B) The annual dues for each category of membership shall be determined by the membership at a general meeting. Notification of a proposed change in annual dues shall be mailed to all members at least 30 days prior to a general meeting.

C) Two or more members residing at the same address shall be considered “Household Members.”

Section 3. Budget: A budget for the following 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.

Section 4. Budget Committee: The Board of Directors shall appoint a Budget Committee at least 60 days prior to the Annual Meeting to prepare a budget for the following fiscal year. The treasurer shall be an ex-officio member of the committee but
shall neither chair the committee nor vote on the budget. The proposed budget shall be sent to all members at least 30 days prior to the Annual Meeting.

Section 5. Audits:

A) The Board of Directors shall appoint an Audit Committee to examine the Treasurer’s books 30 days prior to the Annual Meeting. The committee shall consist of at least three voting League members, at least one of whom is not an elected Board member. The Board may select an outside auditor any time it deems necessary.

B) An audit report will be presented at the first general meeting after the Annual Meeting

Section 6. Disposition of Funds: Upon dissolution, the funds of the Albany County League shall be paid to the New York State League of Women Voters.

ARTICLE VII – MEETINGS

Section 1. Membership Meetings: There shall be at least two general meetings of the membership each year, including the Annual Meeting. Time and place shall be determined by the Board of Directors.

Section 2. Annual Meeting: An Annual Meeting shall be held between April 15 and June 30, the exact date to be determined by the Board of Directors. At the Annual Meeting voting members shall:

A) Adopt a local program for the following year;
B) Elect officers, directors, and elected members of the Nominating Committee;
C) Adopt an adequate budget;
D) Transact such other business as properly comes before it.

Section 3. Quorum. Ten percent (10%) of the voting members of the organization shall constitute a quorum for a general meeting.
ARTICLE VIII - NOMINATIONS AND ELECTIONS

Section I. The President(s), First Vice President, Recording Secretary and half of the Directors shall be elected in even numbered years. The Second Vice President, the Treasurer and the other half of the Directors shall be elected in odd numbered years.

Section 2. Nominating Committee:

A) The Nominating Committee shall consist of five members.

B) The Chair and two members of the Nominating Committee shall not be Board members. They shall be nominated by the current Nominating Committee and presented at the Annual Meeting for election.

C) The Board of Directors shall appoint two elected Board members to serve on the Nominating Committee at the first Board Meeting following the Annual Meeting.

D) Any vacancy on the Nominating Committee shall be filled by the Board of Directors with the appropriate Board or non-board member at its first meeting after the vacancy occurs.

E) Suggestions for nominations for officers and directors may be sent to the Nominating Committee by any voting member.

F) The Nominating Committee shall notify the membership that they are seeking nominations for positions that have expired and for the non-board nominating committee members at least 45 days prior to Board Meeting just before the Annual Meeting.

Section 3. Report of the Nominating Committee and Nominations from the Floor:

A) The report of the Nominating Committee shall include officers, directors, and the three of following year’s nominating committee members and be sent to the membership at least 30 days prior to the Annual Meeting.

B) Immediately following the presentation of this report, nominations may be made from the floor by any voting member provided the nominee’s consent has been secured.
Section 4. Elections: The election shall be by ballot, except if there is but one nominee for each office, it shall be by voice vote.

ARTICLE IX – PROGRAM

Section I. Authorization: The Governmental Principles adopted by the National Convention, and supported by the League, constitute the authorization for the adoption of Program

Section 2. Program: The Program of the League of Women Voters of Albany County shall consist of:

A) Those local government issues chosen for concerted study and action at the Annual Meeting, and

B) Action to implement the Principles.

C) Program issues may cover the County of Albany or any municipality or special district within Albany County. Members living in a specific area may make suggestions for local program concerned with that jurisdiction.

Section 3. Action by the Annual Meeting: The Annual Meeting shall act upon the Program using the following procedures:

A) The Board of Directors shall consider the recommendations submitted by voting members at least 60 days before the Annual Meeting and shall develop a Proposed Program for those it approves.

B) The Proposed Program shall be sent to all members one month before the Annual Meeting.

C) A majority of members present at the Annual Meeting shall be required for adoption of subjects in the Proposed Program as presented to the Annual Meeting by the Board of Directors. However, in connection with program relating to a specific area within the jurisdiction of the League of Women Voters of Albany County, a majority vote of voting members present who live within that jurisdiction would be sufficient to adopt the jurisdictional program involved.
D) Program suggestions submitted by voting members at least 60 days before the Annual Meeting but not recommended by the Board of Directors may be adopted by the Annual Meeting provided that:

1. A majority of members at the Annual Meeting orders consideration of the item, and
2. Two-thirds of the members present approve adoption of the item.
3. In the case of program suggestions relating to a specific jurisdiction within Albany County which have not been recommended by the Board of Directors, adoption of such an item at the Annual Meeting shall be by a two-thirds vote of the jurisdictional members present and voting.

E) During the year, if conditions have altered, changes may be made to Program items, provided that:

1) Information concerning the proposed changes has been sent to all members at least 14 days prior to a general membership meeting at which the change is to be discussed.
2) Final action by the membership is taken at a succeeding meeting.

Section 4. Member Action: Members may act in the name of the League of Women Voters only when authorized to do so by the Board of Directors.

Section 5. Local League Action: The League of Women Voters of Albany County may act only in conformity with, not contrary to the position taken by the League of Women Voters as stated in the Program.

ARTICLE X - NATIONAL CONVENTION, STATE CONVENTION, COUNCIL

Section I. National Convention: At a meeting before the date on which the names of delegates must be sent to the National office, the Board of Directors shall select delegates to that Convention in the number allotted to the League of Women Voters of Albany County under the provisions of the Bylaws of the League of Women Voters of the United States.
Section 2. State Convention: At a meeting before the date on which the names of delegates must be sent to the state office, the Board of Directors shall select delegates to that Convention in the number allotted to the League of Women Voters of Albany County under the provisions of the Bylaws of the League of Women Voters of New York State.

Section 3. State Council: At a meeting before the date on which the names of delegates must be sent to the state office, the Board of Directors shall select delegates to that Council in the number allotted to the League of Women Voters of Albany County under the provisions of the Bylaws of the League of Women Voters of New York State.

ARTICLE XI - PARLIMENTARY AUTHORITY

Section I  Parliamentary Authority: Robert’s 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.

Section I. These Bylaws may be amended by a two-thirds vote of voting members present at a membership meeting provided the amendments were submitted to the membership in writing at least 30 days in advance of the meeting, or were read at a previous meeting and written notice of such reading was sent to all members.