

LEAGUE OF WOMEN VOTERS OF HAWAII STATE BY-LAWS - 1999

ARTICLE I NAME

The name of this organization shall be League of Women Voters of Hawaii, hereinafter referred to in these by-laws as LWVHI, or, as the state League. This state League is an integral part of the League of Women Voters of the United States, hereinafter referred to in these by-laws as LWVUS.

ARTICLE II PURPOSES AND POLICY

Section 1. Purposes. The purposes of the LWVHI are to promote political responsibility through informed and active participation of citizens 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 purposes and policy of the League shall be eligible for membership.

Section 2. Types of Membership.

a. Voting Members. Citizens at least 18 years of age who join the LWVHI shall be voting members of the local and state Leagues of their place of joining and of the LWVUS; (1) those who reside outside the area of any local League may join a local League or shall be state members-at-large; (2) 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 League for 50 years or more shall be honorary life members excused from the payment of dues.

b. 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 LWVHI shall be President, Vice-President, Secretary, and a Treasurer. All officers shall be elected for terms of two

years at the convention held in odd numbered years and shall serve until their successors have been elected and qualified.

Section 2. The President. The President shall preside at all meetings of the organization and of the state board unless the President shall designate someone to preside instead. The President may in the absence or disability of the Treasurer sign or endorse checks, drafts and notes and shall be ex officio a member of all committees except the Nominating Committee. The President shall have such usual powers of supervisions and management as may pertain to the office of the President and perform such other duties as may be designated by the state board.

Section 3. The Vice-President. The Vice-President shall in the event of the absence, resignation, disability, or death of the President possess all the powers and perform all the duties of that office. In the event that the Vice President is unable to serve in this capacity the state board shall elect one of its members to fill the vacancy. The Vice-President shall perform such other duties as the President and state board may designate.

Section 4. The Secretary. The Secretary or a duly appointed assistant shall keep minutes of all conventions and councils of LWVHI and of all meetings of the state board; shall notify all Officers and Directors of their election. The Secretary shall perform all other functions as may be incidental to the office of Secretary.

Section 5. The Treasurer. The Treasurer shall collect and receive all monies due; be the custodian of these monies and deposit them in a bank or banks designated by the state board; disburse the same only upon order of the state board; and present periodic statements to the state board at its regular meetings and sign with the President all contracts and other instruments when so authorized by the state board. The books of the corporation shall be audited annually prior to the convention or council. The Treasurer shall perform all other functions as may be incidental to the office of Treasurer.

ARTICLE V BOARD OF DIRECTORS

Section 1. Number, Manner of Selection and Term of Office. The Board of Directors (state Board) shall consist of the Officers of LWVHI, four elected directors and not more than four appointed Directors plus the president or an assigned designee of each local League. The elected Directors shall be elected for terms of two years at convention in odd-numbered years and shall serve until their successors have been elected and qualified. The elected members shall appoint such additional Directors not exceeding four as they deem necessary to carry on the work of LWVHI. The term of office of the appointed Directors shall expire concurrently with the term of office of the elected Directors.

Section 2. Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless the person is a voting member enrolled in a local League of the state of Hawaii or a member-at-large of LWVHI.

Section 3. Vacancies. Any vacancy other than in the office of the President may be filled until the next election of Directors by a majority vote of the remaining members of the state board.

Section 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 the same subject to the instruction of the convention. The state board shall plan and direct the work necessary to carry out the program on state governmental matters as adopted by the convention. It shall accept responsibility delegated to it by the Board of Directors of the LWVUS for the organization and development of local Leagues for the carrying out of the program and for promotion in the local Leagues of finance programs requisite to further the work of the League as a whole including transmission of funds toward the support of an adequate national budget. The state board shall create and designate such special committees, as it may deem necessary.

Section 5. Regular Meetings. There shall be at least four regular meetings of the state board annually. The President shall notify each member of the state board of all regular meetings by mailing to each member's last known post office address at least two weeks before any such meeting notice thereof giving the time and the place of the meeting. No action taken at any regular state board meeting attended by a quorum of the members of the state board shall be invalidated because of the failure of any member or members of the state board to receive any notice properly sent or because of any irregularity in any notice actually received.

Section 6. Special Meetings. The President may call special meetings of the state board and shall call a special meeting upon the written request of three members of the state board. Members of the state board shall be notified of the time and place of special meetings by telegram or letter sent at least six days prior to such meeting provided, however, that during a convention the President may or upon the request of three members of the state board shall call a special meeting of the state board by handing the members of the state board a written notice of the time and place of said meeting.

Section 7. Quorum. A majority of the members off the state board shall constitute a quorum and a majority of the members in attendance at any state board meeting shall in the presence of a quorum decide its action.

ARTICLE VI RECOGNITION OF LOCAL AND MAL LEAGUES

Section 1. Local Leagues.

a. Local Leagues are those Leagues within the State of Hawaii which have been so recognized by the LWVUS.

b. The state board shall recommend to the national board that the national board recognize as a local League any group of members of the LWVUS in any community within the state, provided the group meets qualifying standards for local Leagues as adopted by the national convention.

c. In the event of recurring failure of a local League to meet qualifying standards, the state board shall recommend to the national board that the national board withdraw recognition from the local League. All funds held by the local League from which recognition has been withdrawn shall be paid to the LWVHI.

Section 2. Members-At-Large (MAL) Unit.

a. A Members-At-Large (MAL) Unit is a State League-recognized group of members in an area where there is no Local League.

b. The state board has responsibility for the establishment of new Leagues. For that purpose, in a community in which no local League exists, the state board may organize into a MAL Unit a number of League members that the state board deems appropriate for that locale. The state board shall recognize the MAL Unit's formation when it meets the qualifying standards for MAL Units adopted by the state board.

c. In the event of recurring failure of a MAL Unit to maintain qualifying standards, the state board may withdraw recognition from the MAL Unit. All funds held by a MAL Unit from which recognition has been withdrawn shall be paid to the state board.

d. The state board shall recommend the MAL Unit for recognition as local League to the LWVUS when it meets the qualifying standards for local Leagues adopted by the national convention.

ARTICLE VII FINANCIAL ADMINISTRATION

Section 1. Fiscal year. The fiscal year of the LWVHI shall commence on the first day of June each year,

Section 2. Financial Support.

a. Each local League and MAL Unit shall make an annual per member payments (PMP) to the LWVHI. When two members reside at the same address in a common household, a payment equal to one and one-half times the payments determined by convention or council shall be made. The amount of the PMP shall be adopted at convention or council. The date for determining local League membership shall be January 1 of the same year.

b. Each MAL Unit shall pay one-half of such PMP to the LWVHI for a period deemed by the state board to be appropriate for that locale or until it is fully recognized, whichever shall come sooner.

c. The record in the state office of paid members shall determine the official membership count for this purpose.

Section 3. Budget. The state board shall submit to the convention or council for adoption a budget for the ensuing fiscal year. This budget shall provide for the support of the LWVHI. A copy of the budget shall be sent to each local League president at least two months in advance of the convention or council.

Section 4. Budget Committee. The budget shall be prepared by a committee which shall be appointed for that purpose at least four months in advance of the convention or council. The Treasurer shall be an ex-officio member of the Budget committee but shall not be eligible to serve as chair.

ARTICLE VIII CONVENTION

Section 1. Place, Date, Call and Notification. A convention of the LWVHI shall be held in odd-numbered years at a time and place to be determined by the state board. The President shall send a first call to the convention to the president of the local Leagues not less than four months prior to the convention fixed in said call. Thereafter, the state board may advance or postpone the convention not more than two weeks. A final call for convention shall be sent by the President to the president of local Leagues at least two months before convention.

Section 2. Composition. The delegates to the convention shall consist of: a) the members of the state board, b) the presidents of the local Leagues or a designee if the president sits on the state board, and c) the delegates chosen by the members enrolled in the local Leagues as provided in Section 4 of this Article.

Section 3. Qualifications of Delegates and Voting. Each delegate shall be a voting member enrolled in a recognized local League of the LWVHI. Each delegate shall be entitled to one vote only at the convention even though the delegate may be attending in two or more capacities. Absentee or proxy voting shall not be permitted. The convention shall be the sole judge of whether a delegate is qualified to vote.

Section 4, Representation. The members of the LWVUS who are organized into recognized local Leagues in the state of Hawaii shall be entitled to one delegate for every 15 voting members or fraction thereof belonging to said local League on January 1st of said year. The record in the state office of paid voting members shall determine the official membership count for this purpose.

Section 5. Authorization for Action. The convention shall adopt a program, shall elect officers and directors, shall adopt a budget for the ensuing fiscal year and shall transact such other business as may be presented. The program shall be adopted by the following procedures:

a. Local League boards may make suggestions for state program to the state board at least three months prior to the convention.

b. The state board shall consider the recommendations and shall formulate proposed recommended program which shall be submitted to the local league boards at least two months prior to the opening date of convention.

c. A majority vote of those present and voting shall be required for adoption of subjects in the proposed program as presented to the convention by the state board.

d. Any suggestions for the state program submitted to the state board at least three months before the convention but not recommended by the state board may be adopted by the convention provided that: 1) the convention shall order consideration by a majority vote; 2) the vote on the proposed change shall not be taken at the same session as the order for consideration; and 3) the convention adopts the change by a three-fifths vote.

ARTICLE IX COUNCIL

Section 1. Place, Date, Call and Notification. A meeting of the Council shall be held in the interim year between conventions, approximately 12 months after the preceding convention, at a time and place to be determined by the state board, A formal call shall be sent by the President to the president of the local Leagues at least 30 days before a council meeting. Special meetings may be called in the event of extreme emergency.

Section 2. Composition. The council shall be composed of the presidents of the local Leagues, or a designee if the president is currently sitting on the state board, one delegate chosen by each local League, and the state board.

Section 3, Qualifications of Delegates and Voting. Each delegate shall be a voting member enrolled in a recognized local League of the LWVHI. Each local League delegate shall be entitled to one vote at the council. Each state board member shall be entitled to one-half vote. In the case of a delegate attending as both a local League representative and as a state board member, the delegate shall be entitled to one vote only.

Section 4. Powers.

a. The council shall give guidance to the state board on program, methods of work, and budget as submitted by the state board. The council is authorized to change the program upon the recommendations of the state board or local League only in the event of an emergency provided that a) notice of proposed changes shall have been sent to the state board at least two months in advance of the meeting of the council; b) the state board shall have sent notice to the president of the local Leagues at least six weeks in advance of the meeting of the council; and c) the change is adopted by a two-thirds vote.

b. The council shall adopt a budget for the ensuing fiscal year and shall transact such other business as shall be presented by the state board.

Section 5. Quorum. A quorum shall consist of a majority or the delegates registered at the council provided that not less than two local Leagues are represented.

ARTICLE X NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee.

a. The Nominating Committee shall consist of five members, two of which shall be members of the state board. The chair and two members, who shall not be members of the state board, shall be elected by the convention. Nominations for these offices shall be made by the current Nominating Committee. Further nominations may be made from the floor of the convention. They shall hold office for a term of two years or until their successors are elected and qualified. The other members of the committee shall be appointed by the state board at the first regular meeting of the state board following the convention, and their term of office shall expire concurrently with the term of office of the elected members. No member of the current Nominating Committee shall be nominated to serve in the succeeding year.

b. Any vacancy occurring in the Nominating Committee by reason of death, resignation, or disqualification shall be filled by the state board. The President of the LWVHI shall send the name and address of the chair of the Nominating Committee to the president of each recognized local League. It shall be the duty of the chair of the Nominating Committee to solicit from each local League, through the president, suggestion for nominations for the offices to be filled.

Section 2. Suggestions for Nominations. Suggestions for nominations by the local Leagues shall be sent by the president or secretary of such local Leagues to the chair of the Nominating Committee at least three months before the convention. Any member may send suggestions to the chair of the Nominating Committee.

Section 3. Report of the Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for officers, directors, and the chair and two members of the succeeding Nominating Committee shall be sent to local Leagues two months before the date of the convention. The report of the Nominating Committee shall be presented to the convention at the first session of the convention. Immediately following the presentation of this report, nominations may be made from the floor by any member of the convention, provided that the consent of the nominee shall have been secured.

Section 4. Election. The election shall be in the charge of the Election Committee appointed by the President at the first session of the convention. The election shall be by ballot, except that when there is but one nominee for each office, it shall be in order to move that the Secretary cast the ballot for every candidate. A majority vote of those present and voting shall constitute an election. Newly elected Officers and Directors assume office at the conclusion of the convention at which they are elected.

ARTICLE XI PROGRAM

Section 1. Principles. 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 LWVHI shall consist of a) action to implement the Principles and b) those state government issues chosen for concerted study and action.

Section 3. Convention Action. The convention shall act upon the state program using the procedures as provided in Article VIII.

Section 4. Council Action. The council may change the program as provided in Article IX.

Section 5. Member Action. Members may act in the name of the LWVHI only when authorized to do so by the state board.

Section 6. Local League Action. Local Leagues may take action at the state government level only when authorized by the state board. Local Leagues may take action at the local government level on state and national positions in conformity with, and not contrary to, a position taken by the LWVHI and/or the LWVUS.

ARTICLE XII NATIONAL CONVENTION AND COUNCIL

Section 1 National Convention. The state board at a meeting before the date on which names of delegate must be sent to the national office shall elect delegates to the convention in the number allowed the LWVHI under the provisions of the by-laws of the LWVUS.

Section 2. National Council. The state board shall elect delegates to the meeting of the Council of the LWVUS at its meeting immediately preceding such council meeting in the number allowed the LWVHI under the provisions of the by-laws of the LWVUS.

ARTICLE XIII PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority. The rules contained in Roberts Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE XIV AMENDMENTS

Section 1. Amendments. These by-laws may be amended by a two-thirds majority of those present and voting at any convention of the LWVHI using the following procedures:

a. Proposals for change shall be submitted by any local League board to the state board at least three months prior to the convention.

b. All such proposed amendments together with the recommendations of the state board shall be sent to the president of the local Leagues at least two months prior to convention.

c. The president of all local Leagues shall notify the members in their respective Leagues of the proposed amendments. The failure of a local League president to give notice to the members or the failure of any member to receive such notice shall not invalidate amendments voted by the convention.

d. A two-thirds majority of those present and voting shall be required for the adoption of any amendment to the by-laws.

REVISED 1989 TO BE CONSISTENT WITH THE BY-LAWS OF THE LWVUS

Amended at State Conventions 1995 and 1999.