



# BYLAWS

*Amended June 13, 2021*

## ARTICLE I: NAME

**Section 1. Name.** The name of this organization shall be the League of Women Voters of Monmouth County commonly known as the Monmouth County ILO (Inter-League Organization). The Monmouth County ILO is an integral part of the League of Women Voters of New Jersey and of the League of Women Voters of the United States.

## ARTICLE II: PURPOSE AND POLICY

**Section 1. Purpose.** The purpose of the Monmouth County ILO is to promote political responsibility through informed and active participation in government and to act on selected issues.

### Section 2. Policies

- a) **Political Policy.** The Monmouth County ILO shall not support or oppose any political party or any candidate.
- b) **Diversity, Equity & Inclusion Policy.** The Monmouth County ILO is fully committed to ensure compliance - in principle and in practice - with LWVUS' Diversity, Equity, and Inclusion Policy.

## ARTICLE III: MEMBERSHIP

**Section 1. How Composed.** The Monmouth County ILO shall be composed of members of the Local Leagues within Monmouth County, New Jersey. In these bylaws, all references to Local Leagues shall be deemed to include State Administered Local Leagues (SALLs).

## ARTICLE IV: GOVERNANCE

**Section 1. Make-up of the ILO Board.** The Monmouth County ILO shall be governed by a Board made up of a Leadership Team (the presidents of the Local Leagues), a Treasurer, and other members up to an all-inclusive total of 15 members. The members of the Leadership Team shall rotate the responsibility to convene and chair Board meetings. They shall be the face of the ILO to the public and co-sign any official documents issued by the ILO. Those serving on the ILO Board must be members of one of the Monmouth County Local Leagues.

**Section 2. Manner of Selection and Term of Office of Elected Board.** Each Local League shall propose three members to the ILO Board: two prescribed, one non-prescribed. For each Local League, the two prescribed members are the Local League president and the voter service chair. The third, non-prescribed member is a nominee chosen by that Local League. The current ILO Board shall propose a candidate for Treasurer. These names will make up the slate presented to the membership at the ILO Convention. The slate must be sent to the members of all the Monmouth County Local Leagues at least 30 days before the ILO Convention at which the election is scheduled. At the ILO Convention, the membership can offer additional nominations from the floor for the non-prescribed slots and Treasurer. The membership votes on the resulting slate, both proscribed and non-proscribed. The elected members of the Board shall serve one-year terms, beginning July 1.

**Section 3. Appointment and Term of Office of Additional ILO Board Members.** At its first meeting after the ILO Convention, the ILO Board shall appoint additional members to the Board from the local LWV membership as needed to execute its program and priorities. Appointments can be made by the Board throughout the year to replace vacancies or to add members (not to exceed a total of 15 Board members) as need arises. Terms of appointed Board members expire the first June 30th following the appointment.

**Section 4. Powers and Duties.**

- a. It is the function of the ILO Board to: 1) plan and oversee county-level programs and projects consistent with county-level positions and priorities as well as the positions and priorities of LWVNJ and LWVUS; 2) coordinate, where appropriate, the programs and activities of the Monmouth County Local Leagues in order to magnify their impact, expand their coverage, improve their efficiency, foster institutional learning, and avoid overlap and redundancies.
- b. The ILO Board ensures that a record of its meetings is made and retained.
- c. The Treasurer collects and receives monies, deposits them in a bank designated by the Board, and disperses them as directed by the ILO Board. The Treasurer presents statements to the Board at its meetings and an annual report to the membership at the ILO Convention.
- d. The ILO Board shall designate a member of the Leadership Team who will be authorized to sign or endorse checks, drafts, and notes in the absence or disability of the treasurer.
- e. The ILO Board shall authorize an annual financial review of the account books of the organization.

**Section 5. Meetings.** The ILO Board shall meet at least four times a year and hold an ILO Convention between May 1st and June 30th of each year to which the members of the Monmouth County Local Leagues are invited.

**Section 6. Special Meetings.** The Leadership Team may call special meetings of the ILO Board, and shall call a special meeting upon the written request of three members of the ILO Board.

**Section 7. Quorum.** A majority of the members of the ILO Board shall constitute a quorum. In the presence of a quorum, a majority of the members in attendance at any board meeting shall decide its action.

**Section 8. Virtual Meetings.** The Leadership Team may call for any meeting of the ILO Board to be held virtually, either in lieu of or in addition to in person.

**ARTICLE V: ILO CONVENTION**

**Section 1. Place, Date, Call and Notification.** The annual convention of the Monmouth County ILO shall be held between May 1st and June 30th. The time and place of the convention shall be determined by the ILO Board. The Leadership team shall create in writing a call for the convention and send it to all Local Leagues at least 14 days prior to the proposed opening of the convention. Thereafter the ILO Board may advance or postpone the opening date of the convention, not more than two weeks from the date fixed in the call, with prompt notification to Local Leagues. The failure of a Local League president to give such notice, or failure of any member to receive such notice, shall not invalidate the final call to convention.

**Section 2. Composition.** The convention shall consist of the delegates chosen by the members enrolled in the Local League or their alternate and the members of the Board of the Monmouth County ILO.

**Section 3. Delegates.** Each recognized Local League in Monmouth County shall be entitled to two (2) delegates for each twenty (20) voting members or major fraction thereof, that is, eleven (11) or more. There may be one (1) alternate for each two (2) delegates. The record in the state office of the paid-up voting members as of January 31<sup>st</sup> shall determine the official membership count. In addition, the members of the Board of the Monmouth County ILO, made up of the Local League presidents, Local League voters service chairs, and the elected and appointed ILO directors, shall also be delegates to the ILO Convention.

**Section 4. Qualification of Delegates and Voting.** Each delegate and alternate shall be a voting member enrolled in a local league in Monmouth County. Each delegate shall be entitled to one vote at the convention. Absentee or proxy voting shall not be permitted. The convention shall be the sole judge of whether a delegate is qualified to vote.

**Section 5. Authorization for Action.** The ILO convention may consider program(s), which if adopted, may authorize action. The convention shall elect a slate (as described in Article IV, section 2); shall adopt a budget for the ensuing year; shall give guidance to the ILO on program, methods of work, and coordination of activities; and shall transact such other business as may properly come before it. The failure of any member to receive such notice

shall not invalidate these proposed modifications. Two-thirds majority of the members of the convention present and voting shall be required to adopt the modification.

**Section 6. Quorum.** A quorum shall consist of a majority of the delegates eligible to attend, provided a majority of the Local Leagues is represented.

**Section 7. Virtual Convention.** The Leadership Team may call for the ILO Convention to be held virtually, either in lieu of or in addition to in person.

## **ARTICLE VI: 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. Selection of Program.** The program may be proposed at any ILO Convention. The program shall consist of (a) action to implement the principles, and (b) those county governmental issues as the convention shall choose for concerted study and action.

**Section 3. Adoption.** The convention shall act upon the program using the following procedures:

- a. The ILO Board shall consider the program proposals which have been sent in by Local Leagues two months prior to the convention and shall formulate a recommended program. The ILO Board's recommended program plus any non-ILO-Board recommended proposals shall be distributed to the membership at least 14 days prior to the convention.
- b. A majority of votes cast by the convention shall be required for adoption of the program recommended by the ILO Board.
- c. A two-thirds majority of votes cast at the convention shall be required for adoption of the non-recommended program proposals provided the convention has ordered consideration by a majority vote cast.

**Section 4. Member Action.** Members may act in the name of the Monmouth County ILO only when authorized to do so by the ILO Board.

**Section 5. Local League Action.** Local Leagues may take action on county governmental matters only when authorized by the Board of the Monmouth County ILO. Local Leagues may act only in conformity with, or not contrary to, the position taken by Monmouth County ILO.

## **ARTICLE VII: FINANCIAL ADMINISTRATION**

**Section 1. Fiscal Year.** The fiscal year of the Monmouth County ILO shall begin the first of July of each year.

**Section 2. Budget.** The ILO Board shall submit to the convention for adoption a budget for the ensuing year.

**Section 3. Budget Committee.** The budget shall be prepared by a committee which shall be appointed for that purpose by the ILO Board at least two months in advance of the convention. A budget chair shall be appointed by the ILO Board after the annual convention and serve a one-year term. The treasurer shall be an ex-officio member of the Budget Committee.

**Section 4. Financial Support.** Financial responsibility for the work of the Monmouth County ILO shall be assumed annually by the Local Leagues. The ILO Board may also conduct a county-wide finance drive and seek other community support not in conflict with local league finance drives.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

**Section 1. Parliamentary Authority.** The rules contained in Robert's Rules of Order Newly Revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **ARTICLE IX: NATIONAL AND STATE CONVENTION AND COUNCIL**

**Section 1. National Convention.** The ILO Board, at a meeting before the date on which the names of delegates must be sent to the national office, may select a delegate to that convention under the provisions of the bylaws of the League of Women Voters of the United States.

**Section 2. State Convention.** The ILO Board, at a meeting before the date on which the names of delegates must be sent to the state office, may select a delegate to that convention under the provisions of the bylaws of the League of Women Voters of New Jersey.

**Section 3. State Council.** The ILO Board, at a meeting before the date on which the names of delegates must be sent to the state office, may select a delegate to that council under the provisions of the bylaws of the League of Women Voters of New Jersey.

## **ARTICLE X: AMENDMENTS**

**Section 1. Amendments.** These bylaws may be amended at any convention by a two-thirds majority of the votes cast. Amendments may be proposed by the ILO Board or any Local League. Amendments proposed by Local Leagues shall be submitted to the ILO Board at least two months prior to the convention. All proposed amendments shall be sent to the membership via the Local League presidents at least 30 days prior to the convention. The failure of a Local League president to give such notice or failure of any member to receive such notice shall not invalidate such amendments.

Revised October 1981, Oct. & Dec. 1982, July 1983, Oct. 1988, Oct. 1989, Aug. 1993 & March 1993, May 2007.  
June 2011, June 2020, June 2021