



BYLAWS

ARTICLE I

Name

The name of this organization shall be League of Women Voters of the Fredericksburg Area hereinafter referred to in these bylaws as LWVFRA or as the League. The LWVFRA encompasses Fredericksburg and the counties of Stafford, Spotsylvania, Caroline and King George. This local League is an integral part of the League of Women Voters of the United States, hereinafter referred to in these bylaws as LWVUS, and of the League of Women Voters of Virginia (LWV-VA).

ARTICLE II

Purposes and Policy

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

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

Sec. 3. **Diversity, Equity and Inclusion.** The LWVFRA is an organization fully committed to diversity, equity and inclusion in principle and in practice. Diversity, equity and inclusion are central to the organization's current and future success in engaging all individuals, households, communities and policy makers in creating a more perfect democracy. It is a fundamental value of the organization and belongs alongside our hallmark of nonpartisanship.

ARTICLE III

Membership

Sec. 1. **Eligibility.** Any person who subscribes to the purposes and policy of the League of Women Voters shall be eligible for membership.

Sec. 2. Types of Membership.

Voting Members. Persons at least sixteen (16) years of age who join the LWVFRA shall be voting members of the local and state Leagues of their place of joining and of the LWVUS. Those who have been members of the League for fifty (50) years or more shall be Honorary Life Members, excused from the payment of dues.

Sec. 3. Action. Members may speak or act in the name of the League of Women Voters only when authorized to do so by the President (or president's designee). Actions shall conform with, and not be contrary to, positions adopted by the LWVFRA, the LWV-VA and LWVUS.

ARTICLE IV

Officers

Sec. 1. Election, Qualifications and Term. The officers of the LWVFRA shall be a president, a vice-president, a secretary and a treasurer. When circumstances dictate, an alternative structure may be allowed if approved by the Board and confirmed by the membership. The officers shall be elected for a term of two years by the general membership at an Annual Meeting and shall take office July 1. They shall be voting members of the League and shall serve for a term of two (2) years or until their successors have been elected or appointed and qualified. The president and the secretary shall be elected in the even-numbered years. The vice-president and the treasurer shall be elected in the odd-numbered years.

Sec. 2. The President. The President shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization and the Board or designate another person to do so; shall be, ex officio, a member of all committees except the nominating committee; may sign or endorse checks, drafts and notes in the absence of the treasurer; and shall perform such other duties as the Board may direct. In the event of the absence, disability, resignation or death of the president, the vice-president shall assume the office. If the vice-president is not able to serve as president, the Board shall fill the vacancy from among the elected directors.

Sec. 3. The Vice-President The vice-president shall perform such duties as the president and board shall direct.

Sec. 4. The Secretary. The secretary shall keep minutes of the meetings of the membership and of the Board. The secretary shall maintain archives of the League at a designated location such as the Central Rappahannock Regional Library. The secretary shall notify all officers and directors of their election and shall sign with the president all contracts and other instruments when so authorized by the board and shall perform such other duties as the president and board shall direct.

Sec. 5. The Treasurer. The treasurer shall perform such duties as customarily pertain to the office, arrange for an annual audit of the books, and, at the direction of the Board, maintain deposits in authorized financial institutions.

ARTICLE V

Board of Directors

Sec. 1. Selection, Qualifications and Term. The Board of Directors shall consist of the officers of the LWVFRA and four (4) directors (voter services, membership, program, communications) elected at an annual meeting. Board members may hold multiple positions on the board (e.g., vice-president and director of voter services). Two directors shall be elected in the even-numbered years, and two directors shall be elected in the odd-numbered years. Vacancies other than the presidency may be filled by vote of the remaining members of the Board. At-Large directors may be appointed by the president.

Sec. 2. Duties and Responsibilities of Directors

A. Voter Services Director

The Voter Services Director is responsible for overseeing and implementing initiatives that educate, engage, and empower voters. Their primary duties include:

1. Voter Education & Outreach:

- Develops programs to educate the public on voter registration, election dates, and voting procedures.
- Organizes informational sessions, forums, and workshops about voting rights and processes.

- Works to ensure materials are accessible and easy to understand for all voters.

2. Voter Registration Efforts:

- Plans and execute voter registration drives in collaboration with other community organizations.
- Provides accurate and up-to-date registration information.
- Ensures compliance with all legal requirements for voter registration activities.

3. Election Engagement & Turnout:

- Develops strategies to increase voter participation in local, state, and national elections.
- Promotes early voting, absentee voting, and polling place resources.
- Works with volunteers to provide voter assistance on election days.

4. Candidate & Issue Information:

- Works with other groups to organize nonpartisan candidate forums and debates to help voters make informed decisions.
- Provides unbiased information on ballot initiatives and referendums.
- Distributes voter guides and educational materials.

5. Community & Organizational Partnerships:

- Collaborate with civic groups, schools, and other organizations to expand voter education efforts.
- Engages with local election officials to stay informed about election laws and procedures.
- Build relationships with community leaders to enhance outreach efforts.

6. Compliance & Reporting:

- Ensures all voter services activities adhere to legal and ethical standards.
- Maintains records of voter engagement efforts and report on impact.
- Monitors changes in election laws and update materials accordingly.

The Voter Services Director plays a vital role in strengthening democracy by ensuring that citizens have the knowledge, resources, and opportunities to participate in elections.

B. Membership Director

The Membership Director is responsible for overseeing and implementing strategies to recruit, engage, and retain members within the LWVFRA. Primarily, the Director:

1. Recruitment & Outreach:

- Develops and executes a plan for membership growth.
- Organizes recruitment campaigns and promotional activities.
- Creates marketing/outreach materials.

2. Member Engagement & Retention:

- Fosters a welcoming environment for new and existing members.
- Coordinates orientation and networking events.
- Maintain regular communication to keep members informed and involved.

3. Record-Keeping & Reporting:

- Track membership statistics and trends.
- Maintain an updated database of members.
- Provide reports and recommendations to the Board of Directors on membership growth and retention.

4. Collaboration & Coordination:

- Work with the Board of Directors to align membership goals with the LWV's mission.
- Encourages participation in organizational events.

5. Recognition & Appreciation:

- Develops initiatives/activities to recognize and reward dedicated members.
- Surveys member satisfaction and involvement.

The Membership Director is key to ensuring the LWVFRA thrives by fostering a strong, active, and engaged membership base.

C. Communications Director

The Communications Director is responsible for managing and overseeing the LWVFRA's internal and external communications to ensure clear, consistent, and effective messaging. Their primary duties include:

1. Messaging & Public Relations:

- Developing a strong and positive public image for the organization.
- Serves as the primary point of contact for media inquiries and press releases.
- Ensure all communications align with the LWV's mission and values.

2. Content Creation & Distribution:

- Creates and manages newsletters, announcements, and promotional materials.

- Oversees the LWVFRA's website, social media, and other digital platforms.
 - Develops engaging content to inform and engage members and the public.
- 3. Internal Communications:**
- Facilitates communication between the Board of Directors, committees, and members.
 - Ensures timely dissemination of important updates and information.
- 4. Social Media & Online Presence:**
- Maintains active and engaging social media accounts.
 - Develops strategies for increasing online engagement.
 - Monitors and reports comments and inquiries.
- 5. Event Promotion & Support:**
- Publicizes upcoming events and meetings.
 - Collaborates on creating marketing materials such as flyers, brochures, and digital content.
- 6. Collaboration & Strategy:**
- Works closely with the Board of Directors to ensure cohesive messaging.
 - Assess communication efforts and recommends improvements.

The Communications Director is crucial to keeping members informed, engaged, and connected while promoting the LWV's mission and activities to a wider audience.

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 a voting member of the LWVFRA.

Sec. 3. Powers. The Board shall manage and supervise the business, affairs, and activities of the LWVFRA, subject to the instructions at the annual meeting. It shall select delegates to state convention and council and to national convention. It shall accept responsibility for such other matters as the national or state board may from time to time delegate to it. It shall have the power to create such special committees as it deems necessary and shall perform such other duties as are specified in these bylaws.

Sec. 4. Executive Committee. The board may appoint an executive committee consisting of three (3) members of the board, with at least one (1) officer

serving on the committee. The executive committee shall exercise such power and authority as may be delegated to it by the Board and shall report to the Board on all actions taken by it between regular meetings of the Board.

Sec. 5. **Meetings.** At least five (5) regular meetings of the Board shall be held annually. The president may call special meetings and shall call a special meeting upon the written request of two (2) members of the Board. Three (3) consecutive absences from regular board meetings without excuse shall constitute a resignation of any board member.

Sec. 6. **Quorum.** A majority of the members of the Board of the LWVFRA shall constitute a quorum at the Board of Director meetings. Any one or more members of the board may participate in a meeting by means of conference telephone or other similar equipment 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 VI

Meetings

Sec. 1. **General Meetings.** There shall be at least four (4) meetings of the membership each year. The time and place shall be determined by the board. Special meetings of the members may be called by the president, the board of directors or upon written request of ten percent of the voting members.

Sec. 2. **Annual Meeting.** An annual meeting shall be held prior to the end of the fiscal year, June 30, the exact date to be determined by the Board of Directors. The membership at the Annual Meeting shall:

- a. Adopt a local program for the subsequent year;
- b. Elect officers, directors, and the chair of the nominating committee;
- c. Adopt a budget; and
- d. Transact such other business as may properly come before it. Absentee or proxy voting shall not be permitted.

Sec. 3. **Quorum.** Ten (10) percent of the voting members shall constitute a quorum at all annual, general and special-called meetings of the LWVFRA,

provided written notice of the meeting is sent to the membership at least one week in advance.

ARTICLE VII

Nominations and Elections

Sec. 1. Nominating Committee. The nominating committee shall consist of three (3) members. The chair and two (2) members, who shall not be members of the board, shall be elected by the annual meeting. The term of office for the chair and members of the nominating committee shall be one year. Vacancies shall be filled by appointment by the board to the end of vacated term. Nominations for officers will be received by board based on recommendations from members at least two (2) months prior to the annual meeting.

Sec. 2. Report of the Nominating Committee. The report of the nominating committee, containing its nominations for officers shall be sent to the members one month before the annual meeting. At the annual meeting nominations may be made from the floor immediately thereafter, provided the consent of the nominee has been obtained.

Sec. 3. Election. Election shall be by ballot, except that if there is only one nominee for an office, it shall be by voice vote. A majority vote shall constitute election.

ARTICLE VIII

Principles and Program

Sec. 1. Principles. The Principles are concepts of government adopted by the national convention and supported by the League as a whole. They are the authorization for the adoption of national, state and local program.

Sec. 2. Program. The program of the League of Women Voters of the Fredericksburg Area shall consist of:

- a. Action to implement the Principles of the League;
- b. Those governmental issues (if any) chosen for concerted study (with consensus or concurrence) and action at the local, regional, state and national levels.

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

- a. The Board of Directors shall consider recommendations for any new program study sent in by the voting members two (2) months prior to the Annual Meeting and shall formulate a proposed program.
- b. The Proposed Program shall be sent to all members one (1) month before the Annual meeting
- c. A majority vote of voting members present and voting at the Annual Meeting shall be required for adoption of subjects in the proposed programs presented to the Annual Meeting by the Board of Directors. Studies should last not more than two (2) years.
- d. Recommendations for Program submitted by voting members two (2) months prior to the Annual Meeting but not recommended by the Board of Directors may be considered by the Annual Meeting provided that:
 - the Annual Meeting shall order consideration by a majority vote, and
 - the Annual Meeting shall adopt the item by a three-fifths (3/5th) vote.
- e. Ratification of program positions approved by the membership at a general meeting prior to the Annual Meeting shall take place at the Annual Meeting. A copy of the previously-adopted program position shall be sent to all members one (2) month before the Annual Meeting

Sec. 4. Change in Program. Changes in Program, in the case of altered conditions, may be made provided that information concerning the changes, as proposed by the Board, is sent to all members at least two (2) weeks prior to the general meeting at which the changes are to be discussed, and final adoption shall be by a majority of those members present and voting.

ARTICLE IX

Financial Administration

Sec. 1. Fiscal Year. The fiscal year of the LWVFRA shall commence on the first of July each year.

Sec. 2. Dues. All members shall pay membership dues except those exempted from paying dues in Article III. Net revenue collected through membership dues will be shared by LWVUS, LWV-VA and the LWVFRA. Allocation to LWVUS shall not exceed one-third.

Sec. 3. Budget Committee. The budget shall be prepared by a committee that shall be appointed for that purpose at least two (2) months before the annual meeting. The treasurer shall be, ex officio, a member of the budget committee. The board shall consider the proposed budget and recommend a budget, which shall be sent to the members at least one (1) month before the annual meeting.

Sec. 4. Distribution of Funds on Dissolution. In the event of the dissolution of the LWVFRA, all moneys and securities which may at the time be owned by or under the control of the LWVFRA shall be paid to the LWV-VA 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 LWVFRA 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

Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and not inconsistent with these bylaws

ARTICLE XI

Amendments

These bylaws may be amended by a two-thirds vote of the voting members at the annual meeting, provided that the proposed amendments were

submitted to the membership in writing at least one month (1) in advance of the meeting.

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Revised February 2025

Revised May 3, 2025 (as ratified)

League of Women Voters of the Fredericksburg Area