

LEAGUE OF WOMEN VOTERS  
OF THE FREDERICKSBURG AREA  
ORGANIZATIONAL BYLAWS

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## 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.***

- (1) *Voting Members.* Persons at least sixteen (16) years of age who join the LWVFRA shall be voting members of the LWVFRA, the LWV-VA, and 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.
- (2) *Associate Members.* All others who join the League shall be associate members.

## 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. All officers shall be voting members of the League. They shall be elected by the Annual Meeting for terms of two (2) years, shall take office on July 1, and shall serve until their successors are elected or appointed and qualified. The President and Secretary shall be elected in even-numbered years. The Vice President and Treasurer shall be elected in odd-numbered years.

#### ***Sec. 2. The President.***

The President shall be the chief elected officer of the LWVFRA; shall preside at all meetings of the organization and of the Board of Directors, or designate another person to preside; shall have general supervision of the business and affairs of the League, subject to the direction of the Board; shall, together with the Vice President, oversee the day-to-day operations of the League and lead the coordination and implementation of Board-approved plans, priorities, and goals; shall be an ex officio member of all committees except the nominating committee; may sign or endorse checks, drafts, notes, contracts, and other instruments as authorized by the Board or in the absence of the Treasurer; and shall perform such other duties as may be assigned by the Board.

#### ***Sec. 3. The Vice President.***

The Vice President shall assist the President in the oversight of the day-to-day operations of the League; shall support coordination among officers, directors, committees, and appointed coordinators; shall assist in the development and implementation of Board-approved plans and priorities; shall perform such other duties as may be assigned by the Board; and, in the event of the absence, disability, resignation, or death of the President, shall assume the office of President. If the Vice President is unable to serve as President, the Board shall fill the vacancy until the next Annual Meeting.

#### ***Sec. 4. The Secretary.***

The Secretary shall keep minutes of meetings of the membership and of the Board; shall maintain or cause to be maintained the records and archives of the League in such manner and location as the Board may designate; shall notify officers and directors of their election or appointment; shall sign with the President such contracts and other instruments as are authorized by the Board; and shall perform such other duties as may be assigned by the Board.

#### ***Sec. 5. The Treasurer.***

The Treasurer shall perform the duties customarily pertaining to the office; shall receive and be custodian of League funds; shall deposit such funds in financial institutions approved by the Board; shall disburse funds as authorized by the Board; shall present regular financial reports to the Board and an annual report to the membership; and shall arrange for an annual financial review of the books, or an audit if required by law or directed by the Board.

## ARTICLE V

### **Board of Directors**

#### ***Sec. 1. Selection, Qualifications, and Term.***

The Board of Directors shall consist of the officers of the LWVFRA and six (6) elected directors: Director of Program, Director of Voter Services, Director of Membership, Director of Communications, Director of Student Engagement, and Director of Community Engagement. All officers and directors shall be voting members of the LWVFRA. Directors shall be elected by the Annual Meeting for terms of two (2) years, shall take office on July 1, and shall serve until their successors are elected or appointed and qualified. The Director of Program, Director of Voter Services, and Director of Student Engagement shall be elected in odd-numbered years. The Director of Membership, Director of Communications, and Director of Community Engagement shall be elected in even-numbered years. Vacancies other than the presidency may be filled by vote of the remaining members of the Board until the next Annual Meeting.

#### ***Sec. 2. Duties of Directors.***

##### *(a) Director of Program.*

The Director of Program shall coordinate the development and administration of the League's local program; oversee League studies, consensus and concurrence processes, and position-development work as authorized by the membership and Board; and assist the Board in preparing program recommendations for the Annual Meeting.

##### *(b) Director of Voter Services.*

The Director of Voter Services shall oversee the League's voter education, voter registration, election information, candidate forum, and other nonpartisan voter engagement activities; and shall work to ensure that such activities are lawful, accessible, accurate, and consistent with League policy.

##### *(c) Director of Membership.*

The Director of Membership shall lead efforts to recruit, welcome, engage, and retain members; maintain or oversee membership engagement systems and practices; and work with the Board to strengthen member participation and leadership development.

##### *(d) Director of Communications.*

The Director of Communications shall oversee the League's internal and external communications; guide public messaging and media relations; supervise or coordinate the League's website, newsletters, social media, and other communication platforms; and coordinate the work of any appointed digital content personnel.

*(e) Director of Student Engagement.*

The Director of Student Engagement shall serve as the League's primary liaison to educational institutions; shall coordinate student and youth civic engagement initiatives; shall coordinate with the Director of Voter Services on high school and student voter registration and civic education efforts; shall develop partnerships with colleges, universities, schools, and other educational organizations; shall oversee the development of youth programming and civic education curriculum; and, when active, shall serve as the Board's liaison to any recognized student affiliate organization of the League, including the League of Women Voters of the University of Mary Washington.

*(f) Director of Community Engagement.*

The Director of Community Engagement shall coordinate regional outreach, partnership development, and community event programming; work to ensure that the League is effectively engaging all parts of the Fredericksburg-area region; and support sustained relationships with community organizations, localities, and constituencies across the League's service area.

***Sec. 3. Powers.***

The Board shall manage and supervise the business, affairs, and activities of the LWVFRA, subject to the instructions of the membership at the Annual Meeting. It shall select delegates to state convention, council, and national convention when required; shall create and dissolve committees as authorized by these bylaws; may create appointed non-Board positions to support the work of the League; 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, at least one (1) of whom shall be an officer. The executive committee shall exercise such power and authority as may be delegated to it by the Board and shall report all actions taken to the Board at its next regular meeting.

***Sec. 5. Appointed Coordinators and Board-Support Positions.***

The Board may create appointed, nonvoting positions as needed to support the work of the League and may authorize the President to appoint members to fill such positions, subject to Board confirmation. Such positions are not officers or directors and shall serve at the pleasure of the Board. The duties of appointed positions shall be prescribed by the Board or by policies adopted by the Board. Appointed positions may include, but are not limited to:

- (1) Vote411 Coordinator, who shall coordinate with LWV-VA and LWVUS and oversee the timely and accurate updating of Vote411 information for applicable local elections; and
- (2) Digital Content Coordinator, who shall assist the Director of Communications in updating the League's website, social media accounts, and other digital communications.

If an appointed position is vacant, its duties shall be carried out by the appropriate officer, director, committee, or the Board until the position is filled.

### ***Sec. 6. Student Affiliate Organizations.***

The Board may recognize and oversee student affiliate organizations associated with educational institutions within the League's service area. Any such organization shall operate subject to League principles, nonpartisan policy, and such conditions or oversight as the Board may establish. The Director of Student Engagement shall serve as the primary liaison between the Board and any such recognized student affiliate organization.

### ***Sec. 7. Meetings of the Board.***

- (a) At least five (5) regular meetings of the Board shall be held annually.
- (b) The President may call special meetings and shall call a special meeting upon the written request of two (2) members of the Board.
- (c) Three (3) consecutive absences from regular Board meetings without excuse shall constitute a resignation.
- (d) A majority of the members of the Board shall constitute a quorum for the transaction of business.
- (e) Any one or more members of the Board may participate in a meeting by conference telephone, video conference, or similar communications equipment by means of which all persons participating may hear one another at the same time. Participation by such means shall constitute presence in person.
- (f) Reasonable notice shall be given prior to board meetings.

## **ARTICLE VI**

### **Committees**

#### ***Sec. 1. Establishment.***

The Board may establish standing committees, special committees, project committees, task forces, working groups, and such other bodies as it deems necessary to carry out the work of the League.

#### ***Sec. 2. Study and Position-Development Committees.***

The Board may establish committees for the study, research, discussion, consensus, concurrence, and development or review of League positions and program recommendations, consistent with League principles and adopted procedures.

#### ***Sec. 3. Standing Committees.***

Standing committees are ongoing committees for continuing areas of League work. Standing committees shall be established, modified, or dissolved by the Board. The President may recommend the creation or dissolution of standing committees, and officers and directors may propose standing committees within their respective areas of responsibility for Board approval. Each standing committee shall be chaired by one or more officers or directors of the League. Standing committees may include, but are not limited to, committees for civic education, diversity, equity, and inclusion, voter services, regional coordination, events and fundraising, communications support, or other continuing work of the League.

#### ***Sec. 4. Special or Project Committees.***

Special or project committees are committees established for a specific event, project, campaign, initiative, or community undertaking. The Board may establish such committees at any time. The President may also establish special or project committees between Board meetings, subject to Board oversight. Any voting member of the League may be appointed to chair a special or project committee. Such committees shall dissolve upon completion of their assigned work unless continued by action of the Board.

#### ***Sec. 5. Membership, Authority, and Reporting.***

Committee and working group members shall be appointed in the manner determined by the Board or by policies adopted by the Board. Committees and working groups may include members who are not officers or directors. Committees and working groups are advisory to the Board unless specific authority is granted by the Board. No committee, working group, or member thereof shall speak or act in the name of the League unless authorized to do so. Committees and working groups shall report to the Board as necessary or as requested by the Board.

### **ARTICLE VII**

#### **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 and members 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. Notice.***

Written notice of any annual, general, or special meeting of the membership shall be given to the members at least seven (7) days in advance.

##### ***Sec. 4. Quorum.***

Ten percent (10%) of the voting members shall constitute a quorum at any annual, general, or special meeting of the membership.

## ARTICLE VIII

### **Nominations and Elections**

#### ***Sec. 1. Nominating Committee.***

The nominating committee shall consist of three (3) members whom shall not be members of the Board. The chair and two (2) members shall be elected by the Annual Meeting for a term of one (1) year. Vacancies shall be filled by appointment of the Board for the remainder of the term.

The nominating committee shall solicit suggestions from the voting members and shall prepare a slate of nominees for officers, directors, and the chair and members of the succeeding nominating committee.

#### ***Sec. 2. Report of the Nominating Committee.***

The report of the nominating committee, containing its nominations, shall be sent to the members at least one (1) month before the Annual Meeting. At the Annual Meeting, further 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, the nominee may be elected by acclamation. A majority vote shall constitute election.

## ARTICLE IX

### **Principles and Program**

#### ***Sec. 1. Principles.***

League 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 and positions adopted by the League;  
and
- (b) those governmental issues chosen by the membership for concerted study, concurrence, and action at the local, regional, state, and national levels.

#### ***Sec. 3. Program Adoption at the Annual Meeting.***

The Annual Meeting shall act upon the program using the following procedures:

- (a) Voting members may submit recommendations for new program items or studies to the Board at least two (2) months prior to the Annual Meeting.
- (b) The Board shall consider these recommendations and formulate a proposed program, which shall be sent to the members at least 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 the program proposed by the Board.
- (d) Any recommendation submitted to the Board at least two (2) months prior to the Annual Meeting but not recommended by the Board may be considered by the Annual Meeting, provided that the Annual Meeting shall order consideration by a majority vote and adopt the item by a three-fifths (3/5) vote.
- (e) Studies adopted as part of the program should ordinarily be completed within two (2) years.

***Sec. 4. Local Study and Position Development.***

When the membership adopts a local study item as part of the program:

- (a) the Board shall establish or authorize a study committee and provide for its oversight;
- (b) the study committee shall define the preliminary scope, purpose, and timetable of the study;
- (c) the study committee shall conduct objective research and prepare background materials and consensus questions for consideration by the membership;
- (d) the League shall hold one or more consensus meetings or other structured member discussions designed to determine member understanding and agreement, after proper notice, in order to determine member agreement on the issue under study;
- (e) following the consensus process, the study committee shall draft a proposed position statement and submit it to the Board;
- (f) the Board shall review the proposed position for clarity and consistency with the consensus reached and shall transmit the proposed position to the membership, or return it to the committee for revision;
- (g) a local position may be adopted by a majority vote of voting members present and voting at a general meeting or Annual Meeting, provided that the proposed position and supporting background are sent to the membership at least two (2) weeks in advance.

***Sec. 5. Concurrence.***

The League may adopt a position by concurrence with a position reached by another League or League body that has duly adopted the position according to League procedures, provided that the Board recommends the concurrence, supporting information is sent to the membership at least one (1) month before meeting, and the concurrence is approved by the membership at a general meeting or Annual Meeting.

***Sec. 6. Changes in Program.***

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

### ***Sec. 7. Action.***

The League may take action to implement the Principles of the League and positions adopted by the LWVFRA, LWV-VA, and LWVUS. Following adoption of a local position, the Board may authorize and direct action in furtherance of that position, including advocacy, education, coalition work, and public communication, consistent with League policy. Members may speak or act in the name of the League only when authorized to do so by the President, the Board, or their designee. Any such action shall conform with, and not be contrary to, positions adopted by the LWVFRA, the LWV-VA, and LWVUS.

## **ARTICLE X**

### **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 in Article III. Membership dues shall be collected, distributed, and administered in accordance with the then-current membership and dues system of the League of Women Voters.

#### ***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 XI**

### **Parliamentary Authority**

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

## ARTICLE XII

### **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 (1) month in advance of the meeting.

Adopted May 15, 2017

Revised November 19, 2018

Revised June 24, 2019

Revised June 28, 2021

Revised February 2025

Revised May 3, 2025

Revised June 20, 2026 (as ratified)

*League of Women Voters of the Fredericksburg Area*