

THE LEAGUE OF WOMEN VOTERS OF FREDERICKSBURG AREA
STUDENT COUNCIL CLUB CONSTITUTION

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Article I. NAME

The name of this club will be the League of Women Voters of Fredericksburg Area Student Council Club, hereinafter referred to in this constitution as 'LWVFRA-SC' or as 'the Student Council'. This student organization is a direct subsidiary of the League of Women Voters of the Fredericksburg Area (LWVFRA) and operates under the oversight and authority of the LWVFRA Board of Directors.

Article II. PURPOSE

Section 1. The purpose of the LWVFRA-SC shall be to foster civic engagement and democratic participation among University of Mary Washington students through education, advocacy, and nonpartisan political empowerment. The League of Women Voters and all subsidiary organizations are strictly nonpartisan and shall not support or oppose any political party or any candidate. The LWVFRA-SC will work toward its goals by:

- a. Hosting educational workshops and forums open to the student body and public on voting rights, democratic processes, and civic responsibility;
- b. Coordinating roundtable discussions between student leadership, student government members, university administrators, and community leaders to strengthen democratic participation within the university community;
- c. Bolstering student civic engagement in campus governance and external democratic processes including elections, advocacy, and community involvement;
- d. Collaborating with LWVFRA on voter education and registration efforts in the community;
- e. Conducting studies on issues of governmental and civic importance to develop informed position statements through consensus-building processes;
- f. Advocating for positions adopted by the LWVFRA-SC, LWVFRA, League of Women Voters of Virginia (LWV-VA), and League of Women Voters of the United States (LWVUS) in accordance with the League's nonpartisan principles;
- g. Organizing community service projects that strengthen democratic institutions and civic awareness;
- h. Facilitating mentorship opportunities between students and established League members to develop future civic leaders;

- i. Supporting voter registration drives and election information campaigns on campus and in the community.

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

Section 3. Diversity, Equity and Inclusion. The LWVFRA-SC 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. OVERSIGHT AND AUTHORITY

Section 1. The LWVFRA-SC operates as a direct subsidiary organization of the LWVFRA and is subject to the complete oversight and authority of the LWVFRA Board of Directors.

Section 2. The LWVFRA Board of Directors shall have veto power over any and all activities, communications, and decisions of the LWVFRA-SC.

Section 3. The LWVFRA-SC shall not use the League of Women Voters title, association, or branding in any way that compromises the namesake, purpose, mission, or non-profit status of the League of Women Voters organization at any level.

Section 4. All materials and communications must be approved by the President of the LWVFRA-SC in conjunction with the LWVFRA board prior to publication or distribution.

Section 5. The LWVFRA maintains complete control over communications and directives to ensure the LWVFRA-SC acts in accordance with the League's mission, purposes, and nonpartisan principles.

Section 6. All social media accounts, websites, and digital communications platforms used by LWVFRA-SC must be approved by and remain accessible to the LWVFRA board. All posts, publications, and digital content must align with League principles and be subject to LWVFRA review upon request.

Section 7. The LWVFRA may at any time restrict or prohibit the use of League of Women Voters title, branding, name, or association in any and all ways if the LWVFRA-SC is deemed to be misusing the LWV identity or operating in a manner not aligned with League of Women Voters principles, in order to protect the integrity and reputation of the League organization.

Section 8. Emergency Suspension Authority. To shield any student or University entity from liability and to ensure adherence to University policy, LWVFRA Board of Directors shall have the authority to immediately suspend all activities and operations of the LWVFRA-SC in cases of:

- a. Violation of University policies;
- b. Violation of League nonpartisan principles;
- c. Misuse of League name, branding, or association that threatens the integrity of the League organization;
- d. Actions that compromise the tax-exempt status of the League of Women Voters at any level;
- e. Any emergency situation requiring immediate action to protect the League's mission, reputation, or legal standing.

Section 9. Suspension Procedures. In case of emergency suspension:

- a. The LWVFRA-SC shall immediately cease all activities, communications, and use of League branding;
- b. All social media accounts and digital platforms shall be temporarily restricted;
- c. The LWVFRA President shall notify the Club Advisor and University officials within 24 hours;
- d. A hearing shall be scheduled within one week to review the suspension and determine reinstatement conditions;
- e. Reinstatement requires majority vote of the LWVFRA Board of Directors and compliance with any conditions imposed.

Article IV. MEMBERSHIP

Section 1. Membership in the LWVFRA-SC shall be open to any interested undergraduate students at the University of Mary Washington who are at least sixteen (16) years of age and who subscribe to the purposes and nonpartisan policy of the League of Women Voters.

Section 2. UMW graduate students and UMW faculty/administrators may join the club as "Associate Members." Associate members may not run for office and do not have voting rights.

Section 3. Types of Student Organization Membership:

- a. Student Organization Only Members: Students who participate exclusively in LWVFRA-SC activities and events sponsored by the student organization. No membership fee is required for this level of membership.
- b. Dual Membership: Students who choose to become members of both the LWVFRA-SC and the LWVFRA, thereby gain membership in LWV-VA and LWVUS. Dual members must pay annual membership dues as established by the LWVUS pursuant to their bylaws through the League of Women Voters membership portal. This LWVFRA membership is separate from, but concurrent with, LWVFRA-SC membership and continues beyond graduation from the University when the individual is no longer eligible for LWVFRA-SC membership. LWVFRA membership is voluntarily renewable in perpetuity and must be paid to maintain membership.
 - i Dual members may participate in LWVFRA events and activities that are entirely separate from, and not affiliated with, LWVFRA-SC sponsored events. Members and participants attend these events with the understanding that participation in LWVFRA events occurs independently of their LWVFRA-SC membership, activities, or any affiliation with the University of Mary Washington.

Section 4. Members will be listed as either Active or Inactive. Active members are those undergraduate students who attend at least 50% of regular meetings and participate in club activities regularly. Inactive members are those undergraduate students who have requested in writing to maintain their membership but are unable to participate regularly or attend at least 50% of regular meetings.

Section 5. Only active members may vote at meetings.

Section 6. Members may speak or act in the name of the League of Women Voters or LWVFRA-SC only when authorized to do so by the President or President's designee, and only in conformity with positions adopted by the LWVFRA-SC, LWVFRA, LWV-VA, and LWVUS.

Section 7. Membership Loss and Alumni Status:

- a. Membership in LWVFRA-SC shall automatically end upon graduation from the University of Mary Washington or cessation of enrollment status.
- b. Former active members who have graduated from the University while maintaining membership with the LWVFRA-SC in good standing may maintain Alumni Member status and check in from time to time in their Mary Washington alumnus capacity.
 - i. Alumni Members are not official voting members and may not hold office or serve on committees, but may participate in discussions and provide advisory input when recognized by the presiding officer of a meeting.
 - ii. Alumni Members who maintain dual membership with LWVFRA may continue participating in LWVFRA activities independently of their Alumni Member status with LWVFRA-SC.

Article V. OFFICERS

Section 1. When membership reaches ten (10) or more active members, the officers of the LWVFRA-SC shall be the President, Vice President, Treasurer, Secretary, and Communications Director. When membership is below ten (10) active members, governance shall be conducted by a council of five (5) active members elected via special election to serve as equal members under the direction of the advisor and LWVFRA Board of Directors. Once membership reaches ten (10) or more active members, a special election shall be held to re-establish the traditional officer positions.

Section 2. Only UMW undergraduate students in good academic standing, per University Standards, may serve as officers. All officers must maintain dual membership with both the LWVFRA-SC and LWVFRA. Loss of good standing shall result in immediate suspension from office pending resolution.

Section 3. The officers are responsible for representing LWVFRA-SC at all mandatory InterClub Association (ICA) required events in accordance with the rules of the ICA.

Section 4. The duties of the President shall include:

- a. Coordinating meetings of the club as determined by majority vote of the Board of Directors;
- b. Chairing all meetings of the club, unless otherwise appointed;
- c. Calling emergency meetings;
- d. Providing leadership to the club;
- e. Working directly with the Club Advisor and LWVFRA Director of Student Engagement to ensure the club operates within the expectations of the University and LWVFRA;
- f. Acting as the chief spokesperson of the club;
- g. Establishing effective relationships with ICA, SAE, and other University administrative departments;
- h. Ensuring attendance of necessary officers at ICA required events;
- i. Appointing committee chairs as needed with approval of a majority of club officers.

Section 5. The duties of the Vice-President shall include:

- a. Assisting the President with the fulfillment of their duties;
- b. Providing support for the development of club programs and events;
- c. Working with the Treasurer to establish a budget subject to LWVFRA oversight;
- d. Assuming the duties of the President in their absence, disability, resignation, or removal.

Section 6. The duties of the Treasurer shall include:

- a. Keeping a record of all financial transactions;
- b. Meeting with the Advisor and LWVFRA Treasurer on a regular basis to review account balances and financial transactions;
- c. Preparing budgets, financial budget requests, and appeals, and presenting these to the appropriate University committees;
- d. Working with the Vice-President to establish and manage a budget to be approved by LWVFRA-SC;
- e. Responding to audit requests of University Finance Committees, meeting required deadlines;

- f. Attending mandatory finance training sessions held by the University on an annual basis;
- g. Obtaining majority vote approval from LWVFRA-SC all expenditures not within a previously adopted budget.

Section 7. The duties of the Secretary shall include:

- a. Keeping detailed minutes of all meetings;
- b. Ensuring that all changes of officers are reported to appropriate University officials and MyUMW portals;
- c. Copying meeting notes to the advisor and LWVFRA Director of Student Engagement after each official meeting;
- d. Properly notifying the LWVFRA board of all board meetings so they may be invited to attend.

Section 8. The duties of the Communications Director shall include:

- a. Coordinating all press relations of the club, including relations with The Blue and Gray Press;
- b. Managing flyer and poster approval processes in conjunction with LWVFRA board oversight;
- c. Maintaining the Club's MyUMW portal;
- d. Ensuring all materials and external communications are approved by the President in conjunction with the LWVFRA board prior to distribution or publication;
- e. Working with the LWVFRA Communications Director on collaborative communications materials and initiatives;
- f. Protecting the League of Women Voters brand image and ensuring all communications align with League principles and nonpartisan policies;
- g. Managing all social media accounts, websites, and digital communications platforms, which must remain accessible to the LWVFRA board;
- h. Ensuring all posts, publications, and digital content align with League principles and remain subject to LWVFRA review upon request.

Article VI. ADVISOR

Section 1. The Club Officers shall unanimously agree upon and appoint an advisor no later than April 1 to serve a one-year term, subject to approval by the LWVFRA Board of Directors.

Section 2. The Club Advisor must be a UMW faculty member or administrator.

Section 3. The Club Advisor's duties shall include:

- a. Meeting with club officers on a regular basis;
- b. Attending club meetings and activities as needed;
- c. Staying updated on club issues and intentions;
- d. Meeting with the Treasurer regularly to review account balances and financial transactions;
- e. Assisting with officer transition programs;
- f. Serving as liaison between LWVFRA-SC and LWVFRA leadership.

Section 4. The Advisor shall be an ex-officio member of the club without voting rights.

Section 5. The Advisor shall have veto power over any decision made by the club which violates University policy.

Section 6. The Advisor shall have the responsibility to notify the LWVFRA Board of any principle or brand issues of which they become aware of.

Article VII. NOMINATING COMMITTEE AND ELECTIONS

Section 1. The nominating committee shall consist of three (3) members. The chair and two (2) members, who shall not be the President or Vice President, shall be elected at the annual meeting following the election of officers. The nominating committee shall work in consultation with the LWVFRA Director of Student Engagement. 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 in consultation with LWVFRA Board of Directors to the end of the vacated term.

Section 2. The nominating committee shall actively solicit recommendations for officer candidates from the general membership. Nominations for officers will be received by the LWVFRA-SC and LWVFRA Boards of Officers based on recommendations from members at least one (1) month prior to the annual meeting.

Section 3. 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 provided the consent of the nominee has been obtained.

Section 4. All Club Officers shall be elected to serve for one year. Elections will be held at the annual meeting prior to the end of the Spring semester.

Section 5. A teller committee shall be appointed by the president at the annual meeting before the beginning of the vote charged with tallying the votes.

Section 6. Election shall be by ranked choice ballot, except that if there is only one nominee for an office, it shall be by voice vote. A majority vote shall constitute election. The order of elections shall be President, Vice President, Treasurer, Secretary, Communications Director, followed by the Nominating Committee.

Section 7. Only active members present at the annual meeting shall cast ballots.

Article VIII. ANNUAL MEETING

Section 1. An annual meeting shall be held prior to the end of the fiscal year, before the end of the Spring term, yet after the appointment of the advisor; the exact date to be determined by the Board of Directors, dependant upon the Academic Calendar of the University of Mary Washington. The membership at the Annual Meeting shall:

- a. Elect officers and the nominating committee;
- b. Adopt a budget;
- c. Review and vote on position statements;
- d. Vote on any pending amendments to this Constitution;
- e. Transact such other business as may properly come before it.

Section 2. Absentee or proxy voting shall not be permitted.

Article IX. IMPEACHMENT, DISCIPLINE, AND VACANCIES

Section 1. Grounds for impeachment of officers or official disciplinary action include failure to perform duties of office, violation of this constitution, violation of University policies, using the

League image in ways not aligned with League of Women Voters principles, actions that compromise the League's nonpartisan mission, or actions that violate the University Honor Code.

Section 2 Except in cases of extraordinary circumstances or deliberate harm, the board, in conjunction with the advisor, must make an attempt to impose corrective action or discipline in the case of any of the aforementioned violations before pursuing impeachment proceedings.

Section 3. Impeachment proceedings may be initiated by any officer, the advisor, or any officer on the LWVFRA Board of Directors. Accusations must be brought forward through the advisor to ensure due process.

Section 4. Upon accusation, impeachment proceedings shall result in immediate cessation of duties for the accused officer pending resolution. A hearing shall be scheduled for the next regular meeting where quorum is present, and impeachment proceedings shall be the first order of business. The club advisor shall preside over the impeachment proceedings.

Section 5. The accused officer shall have the right to:

- a. Written notice of specific charges at least 48 hours before the hearing;
- b. Present a defense and call witnesses;
- c. Question accusers and witnesses;
- d. Have an advisor present during proceedings.

Section 6. Removal requires a two-thirds (66%) vote of active membership present with agreement of the advisor.

Section 7. Regardless of impeachment or removal, in the case of a suspected breach of Honor Code, that information shall be reported to the Honor Council.

Section 8. In the event of officer removal, resignation, death, academic dismissal, loss of good standing, or any other inability to serve, the remaining Board of Directors shall act as a council to fulfill the duties of the vacant position. A special election shall be scheduled within two weeks of the vacancy occurring. If multiple officers are unable to serve simultaneously, the advisor shall assume temporary leadership responsibilities until emergency elections can be held.

Article X. PRINCIPLES AND PROGRAM

Section 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.

Section 2. Program. The program of the LWVFRA-SC 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.

Section 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 program as 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:
 - i the Annual Meeting shall order consideration by a majority vote, and
 - ii 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 (1) month before the Annual Meeting.

Section 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.

Section 5. All studies, position papers, and advocacy materials must be reviewed and approved by the LWVFRA board before adoption or publication. This ensures alignment with League principles and protects the integrity of the League of Women Voters name and mission at all organizational levels.

Section 6. The LWVFRA-SC shall hold and may advocate for positions adopted by LWVFRA, LWV-VA, and LWVUS. Local advocacy on state or national positions may be established through committee examination of local relevance, followed by member discussion and consensus on specific action steps, as formulated by the Board of Directors.

Article XI. COMMITTEE CHAIRS AND POSITIONS

Section 1. Committee chairs will be appointed by the President, except in the case of the nominating committee, with approval of a majority of club officers.

Section 2. Only students may serve as committee chairs.

Section 3. Committees may be created as needed to conduct studies for position development. All positions shall be developed through the process of study, consensus/concurrence, and position statement creation, followed by membership voting.

Article XII. MEETINGS

Section 1. Meeting dates shall be established by majority vote of the Club Officers and posted on the LWVFRA-SC MyUMW portal no later than two weeks after club carnival.

Section 2. Only active student members may vote at meetings.

Section 3. The LWVFRA holds monthly meetings on the second Monday of each month at 6pm, to which LWVFRA-SC members are invited to attend.

Section 4. Ten percent (10%) of voting members, or four (4) voting members, whichever is greater, shall constitute a quorum at all meetings, provided written notice is sent to membership at least one week in advance.

Section 5. Emergency meetings may be called by the President with agreement of all officers and at least 24 hours notice to all active members. The Secretary is responsible for communicating emergency meetings.

Section 6. Meeting Content and Business. Meetings of the LWVFRA-SC shall conduct business necessary to fulfill the organization's purposes, including planning educational activities and voter engagement initiatives, developing position statements through study and consensus, coordinating with LWVFRA on collaborative efforts, addressing administrative and financial matters, and transacting such other business as may properly come before the membership in accordance with League principles and this constitution.

Article XIII. FISCAL YEAR

The fiscal year of the LWVFRA-SC shall commence on the first of August each year and end on the thirty-first of July.

Article XIV. DISBURSEMENT OF FUNDS

Section 1. All expenditures must be approved by majority vote of LWVFRA-SC and require approval from the LWVFRA Treasurer for expenditures over \$75. All expenditures require original, itemized receipts and expense descriptions.

Section 2. All disbursements must be approved according to current Office of Student Activity and Engagement purchasing processes.

Section 3. All financial transactions will be managed through the University of Mary Washington's accounting system.

Section 4. Only authorized signatories listed on the Student Organization Authorized Signer Form may charge expenses to the club via the University's account charge system.

Article XV. CONFLICT OF INTEREST

Officers and committee chairs must disclose any financial, personal, or professional relationships that could influence their judgment on League matters. This includes employment with political campaigns, elected officials, or organizations that may conflict with League positions. Conflicted individuals must recuse themselves from related discussions and votes.

Article XVI. 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 this constitution or the LWVFRA bylaws.

Article XVII. DISSOLUTION

In the event of dissolution of the LWVFRA-SC, all assets, records, and materials shall be distributed through collaborative agreement between the University of Mary Washington and the LWVFRA, ensuring compliance with both University policies and League requirements. Priority shall be given to transferring materials that bear the League name or relate to League positions to the LWVFRA.

Article XVIII. AMENDMENTS

Section 1. Amendments may be made to this constitution only during the annual meeting and by a two-thirds vote of active club membership.

Section 2. Proposed amendments must be submitted to the President at least ten days before the meeting and distributed to membership at least five days before the vote.

Section 3. Constitutional amendments require approval by the advisor and a member of the LWVFRA Board of Directors before taking effect.

Section 4. Upon receiving the required votes and approvals, the President shall submit the amendment to the ICA Constitution Review Board for final approval.

Section 5. This constitution and any amendments thereto shall not exceed the limits imposed by the LWVFRA bylaws or contradict any provision contained therein.

Article XIX. SUPREMACY CLAUSE

Section 1. This constitution operates under the authority of the University of Mary Washington and must comply with all University policies, procedures, and requirements for student organizations. University policies and requirements shall take precedence over all other provisions in cases of conflict.

Section 2. In matters not governed by University policy, this constitution operates under and shall align with the LWV Constitution and LWVFRA Bylaws. The LWVFRA-SC acknowledges that it operates as a subsidiary organization under the oversight of the LWVFRA, subject to University authority.

Section 3. In any case of conflict between this constitution, University policies, and LWVFRA bylaws, the order of precedence shall be: (1) University of Mary Washington policies and requirements, (2) this constitution as approved by the University, and (3) LWVFRA bylaws in matters of League principles and practices that do not conflict with University authority.

Section 4. In the event of dissolution of the LWVFRA, oversight responsibilities regarding League principles and practices shall transfer to the League of Women Voters of Virginia (LWV-VA), subject to University approval and authority.