

**League of Women Voters  
of  
Palm Beach County**

**Annual Meeting**

**April 17, 2024**

**10:00 AM**

**Airport Hilton Ballroom  
and  
Zoom Teleconference**

**AGENDA**  
**LEAGUE OF WOMEN VOTERS**  
**ANNUAL MEETING**

- I. Call to Order – Kathi Gundlach, President
- II. Confirmation of Quorum – Linda Prior
- III. Appointment of Meeting Officers – Kathi Gundlach
- IV. Minutes of 2023 Annual Meeting – Kathi Gundlach
- V. Financial Report – Melissa Gannon
- VI. State of the League – Kathi Gundlach
- VII. Proposed Budget – Joyce Sullivan
- VIII. By-Law Changes – Dan Lishansky
- IX. Program Adoption – Kathi Gundlach
- X. Nominated Officers and Directors –
- XI. Directions to the Board – Kathi Gundlach
- XII. Adjournment – Kathi Gundlach

**AGENDA**  
**LEAGUE OF WOMEN VOTERS EDUCATION FUND**  
**ANNUAL MEETING**

- I. Call to Order – Melissa Gannon
- II. Confirmation of Quorum – Linda Prior
- III. Minutes of 2023 Annual Education Fund meeting – Melissa Gannon
- IV. Financial Report - Melissa Gannon
- V. Proposed Budget – Dorneth Weir
- VI. By-Law Changes – Dan Lishansky
- VII. 2024 Officers and Directors – Melissa Gannon
- VIII. Adjournment – Melissa Gannon

Rules of the Meetings:

- 1. 55 members shall constitute a quorum based on 543 members as of 1/31/24
- 2. Only members can speak from the floor and/or vote
- 3. If discussion of any business is prolonged, each member may be limited to two minutes to make a remark.

**LEAGUE OF WOMEN VOTERS OF PALM BEACH COUNTY**  
**Mounts Botanical Gardens**  
**In-Person and Zoom Meeting**

**19<sup>th</sup> ANNUAL MEETING MINUTES      April 19, 2023**

**Welcome and Call to Order:** The meeting was called to order at 10:12 A.M. by Kathi Gundlach. President.

**Confirmation of Quorum:** Quorum was confirmed by Debbie Chandler, Parliamentarian.

**Appointment of Meeting Officers:** Debra Chandler was appointed Parliamentarian and Linda Prior was appointed Secretary.

**Minutes of the 2022 Annual Meeting:** Pam Maldonado moved adoption of the 2022 Minutes and the motion was seconded by Catherine Martinez. Motion passed unanimously and minutes of the 2021 Annual Meeting were filed.

**Review of the Financial Report:** Melissa Gannon, Treasurer, reviewed the Balance Sheet and Income Statement included in the Annual Report. LWVPBC ending fiscal year March 31, 2023, with total assets and equity (no liabilities) of \$99,508, a \$3.7k decrease in assets reported in the prior year. Due to the lack of a fundraiser caused by the uncertainties of the waning Covid pandemic, gross profits were \$83,282, or 41%, lower than the \$203,950 projected for the year. Expenses were lower at \$124,528, or 39%, below the \$203,950 projected expenses. The overall effect was a net loss of <\$3,860>. Motion was made to file the financial report by Kathleen Crampton and second by Serena Cummins. Motion carried.

**Committee and Issue Group Reports:** Reports were included in the Annual Report. There were no questions or discussion.

**State of the League:** Kathi Gundlach, President, gave the State of the League speech. She confirmed that LWVPBC is in good financial standing and that our members, our sponsors, and supporters are responsible. She specifically thanked corporate sponsors Searcy Denny/Smith, Ball and Baez, The Post, as well as community supporters and members, for the financial commitments that help sustain us.

Gundlach thanked the officers for continued support and endless hours dedicated to the League. Gundlach recognized the Board of Directors and the Directors of the Ed Fund support and dedication. Gundlach thanked committee chairs for continuing to support LWVPBC's mission of Empowering Voters and Defending Democracy. She also thanked committee members for their commitment to the League of Women Voters of Palm Beach County. Gundlach thanked the producers of the Voters Guide and the Directory of Officials. She relayed that they are the envy of all of the Leagues in Florida for our professional publications. Cecile, the President of the League of Florida, has been so impressed with the commitment and work the Palm Beach County League continues to demonstrate.

Joyce Sullivan and Karen Clarke were recognized for their diligent work as chairs of the Development Committee. Clarke was noted as leaving the Board. Sullivan was thanked for all that she does and will continue to do. Gundlach asked for volunteers for the Development Committee.

Keeter Martinson was recognized for her work on the Special Events Committee as chair and co-chair. Martinson is leaving the Board.

Christene Campbell-Gabor, who is also leaving the Board, was recognized for her work as chair of the Civics/Education Committee and her creative methods in the areas of Civics, Civility, and various other topics. Gundlach asked for volunteers for Education/Civics Education chair.

Gundlach thanked Carol Carnevale for becoming our Newsletters editor and recognized her stellar work in that area.

Gundlach acknowledged upcoming projects including leadership training and a fundraising Luncheon. The event is scheduled for October 18, 2023 at Benvenuto Restaurant in Boynton Beach.

Gundlach asked for continued support for the League by offering your time and talents

**Proposed LWVPBC Budget:** Joyce Sullivan, Development Chair, reported that the total balanced budget is \$161, 844. Over the past few years, we have accumulated funds into our Education Fund to support the budget. Sullivan specifically thanked LWVPBC members, Elayne Goodman, Trudy and Ted Winsberg, Kathleen Crampton, and nonmember donors, and sponsors like Searcy, Denney, Palm Beach Post, Smith, Ball and Baez. Sullivan noted the importance of grants and thanked the grant team led by Karen Clarke and Rebecca Cohen from the Development Committee. With the upcoming election and all of the projects we want to implement, we will have the funds to support our missions, Voter Education and Defending Democracy.

To balance our budget, \$50,794 was drawn from the Ed Fund. Reserves were left intact.

**Income / Expense** – Highlights of the five sources of the largest income and expense.

**Income** - \$161,844

1. Membership Income: \$33,945- Darlene
  - Consists of the membership dues:
    - \$60 for an individual (We receive \$13 after State and National take their cut)
    - \$100 for a Susan B. Anthony membership.
    - \$150 for a family Susan B Anthony membership
0. Donations Income: \$38,870

- In-kind, Sponsorships, grants, designated
- 1. Event Income / Expenses
- Income from Hot Topics and Annual Fundraiser – Considered Education
- Transferred \$50,794 from Ed Fund to balance budget

**Expenses - \$161,84**

- 1. Admin - \$33,566
- 2. Communications - \$29,707
  - Covers website, webmaster and technical support. All comes from the Ed Fund.
- 0. Operations - \$87,931
  - Event expenses (Hot Topics and Fundraiser) plus \$22,400 to state and national for membership expenses

Motion to adopt the proposed budget was made by Mary Jane Range and seconded by Nancy Cohen. The motion carried unanimously.

**Program Adoption:** No new programs or issue groups were suggested. Pam Maldonado made a motion to accept the programs and issue groups. Second by Linda Prior. The motion passed unanimously.

**Nominating Committee Report:** Committee Chair, Mary Mertz, thanked the Nominating Committee, comprised of Darlene Kostrub, Serena Cummins, Rich Bartholomew, & Jill Abbey. Mary presented the proposed slate for the LWVPBC Board of Directors. She presented the nominations for 2023-2024.

Officers:

- |                                |                           |
|--------------------------------|---------------------------|
| President                      | - Kathi Gundlach          |
| 2 <sup>nd</sup> Vice President | - Cathy Einhorn           |
| Treasurer                      | - Melissa Gannon (1 year) |
| Director                       | - Elizabeth Shapiro       |
| Director                       | - Kate Renchin            |

Continuing to serve as Officers and Directors

- |           |                                 |
|-----------|---------------------------------|
| Secretary | - Diane Marks                   |
| Director  | - Debra Chandler                |
| Director  | - Nancy Cohen                   |
| Director  | - Dr. Cassandra Corbin-Thaddies |
| Director  | - Serena Cummins                |
| Director  | - Mary Mertz                    |
| Director  | - Virginia Savietto             |

Nominating Committee 2024: Darlene Kostrub, Jill Abbey, Rick Bartholomew, Mary Mertz, Serena Cummins.

Faith Schullstrom moved to accept the slate as presented. The motion passed unanimously.

**Directions to the Board:**

1. Karen Wilkerson asked that the PBC League make a request to the National League to work with State Leagues concerning proposed changes to membership dues.
2. Geoff Kashdan asked the League to recognize event workers.
3. Arlene Ustin asked that the League change the Susan B. Anthony membership to something more representative of current issues.
4. Nancy Cohen asked that the League work with the Broward League and involve Tom Gabor in efforts to improve gun safety.

**Adjournment:** Pam Maldonado moved to adjourn the meeting. Second by Arlene Ustin. The motion was carried unanimously and the meeting was adjourned at 11:20 AM. The motion passed unanimously.

Respectfully submitted,

Linda Prior, Acting Secretary  
April, 2023

**LWV Palm Beach County**  
**Balance Sheet**  
As of March 31, 2024

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
PNC Bank Checking	3,185
PNC Bank MMA	37,613
<b>Total Bank Accounts</b>	<b>\$ 40,798</b>
<b>Accounts Receivable</b>	9,294
<b>Total Accounts Receivable</b>	<b>\$ 9,294</b>
<b>Other Current Assets</b>	
Schwab Govt Money Investment	36,765
<b>Total Other Current Assets</b>	<b>\$ 36,765</b>
<b>TOTAL ASSETS</b>	<b>\$ 86,857</b>
 <b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Credit Card - Cash Reward Business	485
<b>Total Current Liabilities</b>	<b>485</b>
<b>Total Liabilities</b>	<b>\$ 485</b>
<b>Equity</b>	
Opening Balance Equity	55,377
Unrestricted Net Assets	44,358
Net Income (Loss)	(13,363)
<b>Total Equity</b>	<b>\$ 86,372</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 86,857</b>

**LWV Palm Beach County, FL**  
**Budget vs. Actuals: P&L**  
FY April 2023 - March 2024

	Total		Over/ Under Budget
	Actual	Budget	
<b>Income</b>			
<b>Membership Dues</b>	35,558	33,945	1,613
<b>Donations</b>	10,264	45,230	(34,966)
<b>Event Income</b>	14,382	28,875	(14,493)
<b>Educational Proj. Transfer from Ed Fund</b>	35,032	50,794	(15,762)
<b>Miscellaneous Revenue</b>	2,505	3,000	(495)
<b>Sales of Product Income</b>	2,198	-	2,198
<b>Total Income (Loss)</b>	<b>\$ 99,938</b>	<b>\$ 161,844</b>	<b>\$ (61,906)</b>
<b>Expenses</b>			
<b>Insurance</b>	1,271	1,365	(94)
<b>Business Registration Fees</b>	168	150	18
<b>Contractors</b>	27,800	31,197	(3,397)
<b>Bank Fees</b>	67	70	(3)
<b>Storage</b>	1,334	1,440	(106)
<b>Credit Card Fees</b>	526	2,547	(2,021)
<b>Paypal Fees</b>	103	-	103
<b>Stripe Fees</b>	1,026	-	1,026
<b>Mail chimp</b>	852	840	12
<b>Communications</b>	22,811	28,797	(5,986)
<b>Operations</b>	23,564	62,588	(39,024)
<b>Equipment</b>	551	-	551
<b>Memberships and Dues</b>	21,831	22,975	(1,144)
<b>Travel and Meetings</b>	9,192	9,875	(683)
<b>Purchases - Merchandise Store</b>	2,203	-	2,203
<b>Total Expenses</b>	<b>113,301</b>	<b>161,844</b>	<b>(48,543)</b>
<b>Net Operating Income</b>	<b>\$ (13,363)</b>	<b>\$ -</b>	<b>\$ (13,363)</b>
<b>Net Income (Loss)</b>	<b>\$ (13,363)</b>	<b>\$ -</b>	<b>\$ (13,363)</b>



# State of the League

## 2023 Committee and Issue Group Accomplishments

### ADVOCACY

- Broadened relationships with State and local officials – met with State Legislative Delegation, County Council and some municipal officials.
- Held a press conference with 6 other County organizations to highlight results achieved in Tallahassee
- Researched topics:
  - Multiple State bills/appropriations supported by local officials
  - Transportation – monitored Transportation Planning bodies
  - Homeless student support projects
- Contributed to the Newsletter web page and letters to editors
- Collaborated with Health and Gun Safety Committees

### COMMUNICATIONS

- Set up the on-line Merchandise Store
- Increased the Calendar Events
- Expanded Mailchimp
- Improved online payment systems-more security
- Website Improvements
- Added: Instagram, LinkedIn

### COMMUNITY OUTREACH

- Hosted PBC Library System Director Doug Crane and staff at January Hot Topic Community Outreach table. PBC Administrator Verdenia Baker was the speaker.
- Invited Dress For Success Executive Director to speak and receive donations for her organization at February Hot Topic. Her staff was joined by representatives from Florida Rural Legal Services and PBC Historical Society at the Community Outreach table.
- Collaborated with staff at Opportunity Child Care Center in West Palm Beach and Farmworkers Children Center in Boynton Beach to provide voter education and registration in English and Spanish.
- Collaborated with the Hispanic Human Resources Council for LWVPBC to participate in Fiesta de Primavera and provide voter education and registration in English and Spanish.
- Invited Palm Beach County Mayors to sit at the Community Outreach table at May Hot Topic and hear Meteorologist John Gerard speak about Hurricane Preparedness. Only Juno Beach Mayor D. Halpern attended.

## **EDUCATION/CIVICS EDUCATION**

- Christene Campbell-Gabor and Kathi Gundlach met with school district staff to facilitate working together. They were notified that the 7<sup>th</sup> grade crossword puzzle could no longer be utilized. Information from the district was provided. As the social studies and civics curriculums were new for the year, it was decided to meet in the spring to possibly begin providing speakers to classrooms.

## **FINANCE**

- Conducted a comprehensive review of all expenses to identify those attributed to Operating Company (Advocacy (501c4)) vs. Education Fund (501c3) and began paying expenses directly from each entity.
- Developed the FY 2024/2025 budget using the new accounting methodology.
- Engaged an outside Certified Public Accountant for independent guidance on various issues.
- Tax returns filed on time for both corporations.
- Began a review and rewrite of the LWVPBC Financial Policies and Procedures.

## **GUN SAFETY**

- Took Zoom training by American Foundation for Suicide Prevention (AFSP).
- Developed rack card on connection of easy access to firearms and suicide. Worked with Healthcare Issue Group.
- Tabled at multiple community events to distribute *Lock It Up* and Suicide prevention rack cards and gun locks.
- *Lock It Up* and Suicide Prevention rack cards distributed to libraries.

## **HEALTHCARE**

- Assisted Floridians Protecting Freedom PAC, LWVFL and LWVPBC with abortion rights ballot initiative.
- Supported health Equity with partnership with Women's Health Equity Network, T. Leroy Jefferson Medical Society and Healthy Mothers/Healthy Babies.
- Participated in Out of Darkness walk for Suicide Prevention and NAMI walk for mental health support.
- Partnered with other LWVPBC groups such as Voter Services and Gun Safety.

## **MEMBERSHIP**

- Welcomed 122 new members to the League through emails and phone calls during 2024.
- Facilitated two Taste of the League Orientations on Zoom on April 29 with 23 new members and prospects attending.

- Facilitated a Connect and Reboot event with Carey Haughwout speaking with 101 attending. Twenty-three people addressed cards to returning citizens.
- Provided hospitality and registration for all Hot Topics, a Spotlight Event and the October Fundraiser.
- Raised membership from 505 to 562 over the course of the year.

### **NATIONAL POPULAR VOTE (NPV)**

- We gave 11 presentations, attended by more than 200 people, in 2023.
- Our committee planned and presented a National Popular Vote training session the day before the LWVFL convention in Orlando for League members from across Florida. At the convention, we gave a National Popular Vote presentation to delegates.
- Individual meetings were held with PBC legislators in their district offices and in Tallahassee to discuss National Popular Vote and to request support for the Florida National Popular Vote bills. This led to 26 legislators becoming sponsors of the bills in the 2024 session. Last year there were just 12 sponsors.
- We produced a National Popular Vote Lunch & Learn Training Session at the Capital for all Florida legislators. It was sponsored by the House Minority Leader and more than 30 legislators and staff attended.

### **PUBLICATIONS**

- Secured \$4,000 sponsorship from Searcy, Denny, Scarola, Barnhart and Shipley,
- Secured \$3,000 sponsorship from Extraordinary Charities through the collaboration with this organization and the help of Janet Elinhoff, board member of EC and member of League
- Organized another team of members to begin the 2024 Guide. Total volunteers will excel 52.
- Working with State to assist with securing information on State and National Candidates.

### **SOLAR CO-OP**

- Solar Co-op 4 completed 18 installations. Number of co-op members installing was curtailed by problems keeping home owner's insurance if you added solar.
- Advocated for Solar roof installations and electric vehicles.

### **SPEAKERS BUREAU AND CANDIDATE FORUMS**

- Made 17 presentations to the community on eight topics with six presenters.
- Presented to 537 people.
- Conducted three forums for various municipalities
- Taking reservations for 202

## **SPECIAL EVENTS**

- Coordinated 2 virtual and 9 in-person 'Hot Topic' events, 1 Spotlight and 2 Daytripper events.
- Completed a review of League events and approved a new slate of events for 2024.
- Worked with Committees and Issue Groups in planning Events.

## **VOTING RIGHTS COALITION**

- Added Sandy Kaltman from NCJW to Co-President reaffirm Coalition.
- VRC members wrote LTE's and Op-Eds on voting related issues.
- Co0chairs attended weekly statewide VRC meetings and participated in PBC SOE subgroup.
- Kate Renchin attended Lobby Days in Tallahassee.
- Engaged intern to help with Election Protection recruitment over the summer.
- Prepare Election Protection monitors for presidential preference and elections in March.

## **VOTER SERVICES**

- Registered 2,717 voters along with 1,205 vote-by-mail applications. This was down 24% due to the state legislature's SB 7050, which became effective on July 1.
- Trained our members to do voter registration and vote by mail online and to check people's voter status.
- Presented voter education programs, trained volunteers and supervised voter registration events at local Black churches.
- Participated in the American Association for People with Disabilities (AAPD's) *REV UP the Vote* campaign: presentations on disability voting to When We All Vote and the Unicorn Children's Foundation and did voter registration at the VA Hospital.

## **YOUNG LEAGUERS**

- Focused on getting petitions signed for the reproductive rights ballot amendment.
- Volunteered at Pride, Juneteenth and community events.
- Created a social media campaign called "Be vocal vote local" which highlights how our local offices impact our lives each day.
- Connected with FAU and worked with the college to form a chapter.
- Volunteered to make valentines for Friends of Foster Children.
- Worked on social media Get Out the Vote campaign "Why Vote" video series.

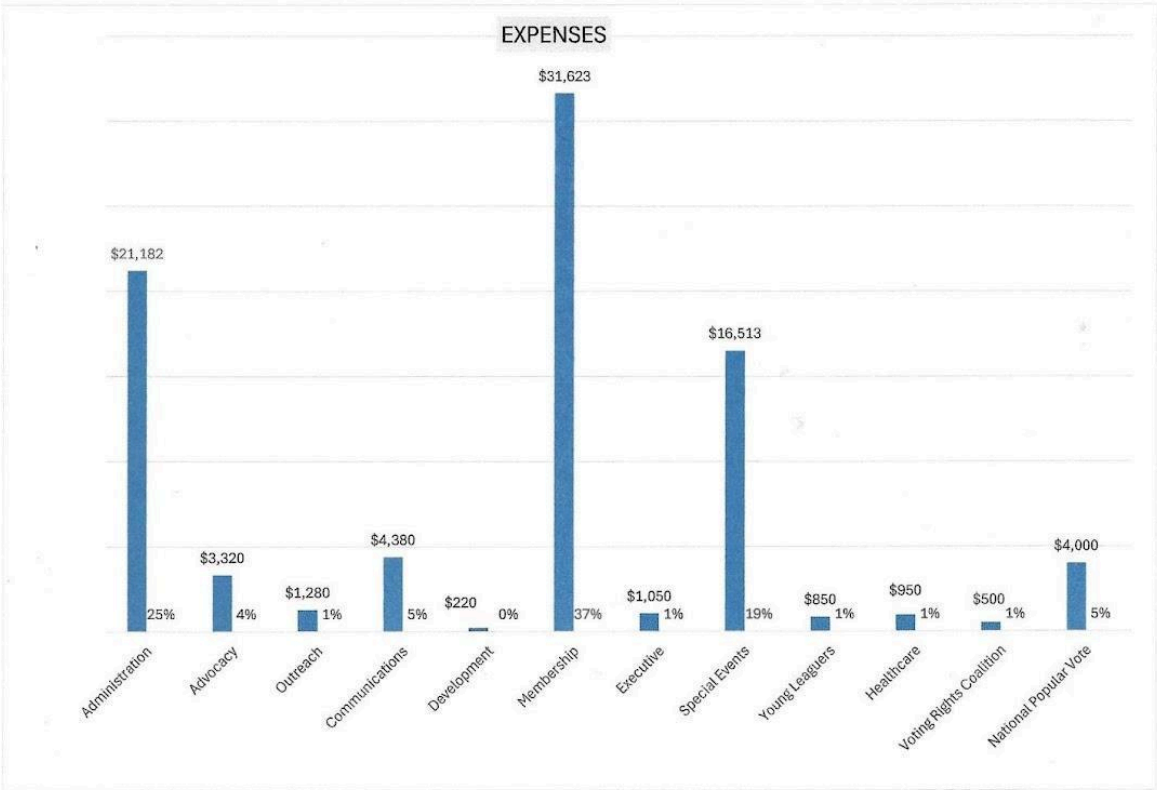
**LWV Palm Beach County (501-c4 Advocacy)  
Proposed Budget FY 2024 - 2025**

		<b>Proposed Budget</b>
		<b>FY 24-25</b>
<b>Income</b>		
Admin	\$	3,500
Development		15,625
Membership		36,165
Special Events		18,525
Healthcare		200
Ed Fund reimbursement NPV		4,000
Reserves		7,853
<b>Total Income</b>	<b>\$</b>	<b>85,868</b>
<b>Expenses</b>		
Admin		21,182
Advocacy		3,320
Outreach		1,280
Communications		4,380
Development		220
Membership		31,623
Executive		1,050
Special Events		16,513
Young Leaguers		850
Healthcare		950
Voting Rights Coalition		500
National Popular Vote		4,000
<b>Total Expenses</b>	<b>\$</b>	<b>85,868</b>
<b>Net Income or Loss</b>	<b>\$</b>	<b>-</b>

**LWV Palm Beach County (501-c4 Advocacy)**  
**Proposed Budget FY 2024 - 2025**

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<b>Net Income or Loss</b>	<b>\$</b>	<b>-</b>

### LWVPBC Proposed Budget FY 2024 - 2025



EXPENSES		
Administration	\$ 21,182.00	25%
Advocacy	3,320	4%
Outreach	1,280	1%
Communications	4,380	5%
Development	220	0%
Membership	31,623	37%
Executive	1,050	1%
Special Events	16,513	19%
Young Leaguers	850	1%
Healthcare	950	1%
Voting Rights Coalition	500	1%
National Popular Vote	4,000	5%
<b>Total Expenses</b>	<u>\$ 85,868</u>	100%

# Bylaws of the League of Women Voters of Palm Beach County

## ARTICLE I Name

### Section 1. Name

The name of this organization shall be the League of Women Voters of Palm Beach County (hereafter called the League). This local League is an integral part of the League of Women Voters of the United States and of the League of Women Voters of Florida.

## ARTICLE II Purposes and Policy

### Section 1. Purposes

The purposes of the League are to promote political responsibility through informed and active participation in government and to act on selected governmental issues, in conformity with the principles of the League of Women Voters of the United States.

### Section 2. Political Policy

The League shall not support or oppose any political party or candidate.

## ARTICLE III Membership

### Section 1. Eligibility

Any person who subscribes to the purpose and policy of the League shall be eligible for membership.

### Section 2. Types of Membership

The membership of the League of Women Voters of Palm Beach County shall be composed of voting and associate members.

a. **Voting members.** Citizens at least 16 years of age residing within the United States, a territory or an associated commonwealth, who join the League shall be voting members of local Leagues, state Leagues and of LWVUS:

1. individuals who live within an area of a local League may join that League or any other local League.
2. those who reside outside the area of any local League may join a local League or shall be state members-at-large.
3. those who have been members of the League for 50 years or more shall be life members excused from payment of dues.

b. **Associate Members.** All others who join the League shall be Associate Members:

1. Businesses & Organizations may join the League as non-voting members at any of four levels based on annual contribution to the League:

.Benefactor requires a minimum contribution of \$5,000.

.Sponsor requires a minimum contribution of \$2,500.

.Supporter requires a minimum contribution of \$1,000.

.Donor requires a minimum contribution of \$500.

.Gratis, non-voting Memberships may be awarded to individuals at the discretion of the Board.



## **ARTICLE IV Officers**

### **Section 1. Enumeration and Election of Officers**

The officers of the League shall be a President, a Vice President, a Secretary, and a Treasurer who shall be elected for terms of two years by the general membership at the Annual Meeting.

- a. The President and the Secretary shall be elected in odd-numbered years.
- a. The Vice President and Treasurer shall be elected in even-numbered years.

### **Section 2. President**

- a. The President shall preside at all general meetings and Board of Directors meetings.
- a. The President may, in the absence or disability of the Treasurer, sign checks, drafts and notes.
- a. The President shall co-sign any checks or authorize in writing any expenditures by the Treasurer greater than \$2,000, except expenditures for the per member payment for state and national assessments.
- a. The President shall be an ex officio member, with voting rights, on all committees except the Nominating Committee.
  - 1. The Nominating Committee, either en banc or by its Chair, shall advise the president regarding all individuals being considered for nomination.
  - 2. The President may communicate with the Nominating Committee to give advice on all people being considered for nomination and all people that the President wants to recommend for consideration.
    - e. The President shall have the usual powers of management and supervision pertaining to that office and perform such other duties as may be designated by the Board.

### **Section 3. Vice President**

- a. In the event of the absence, disability, death, or resignation of the President, the Vice President shall assume the powers and responsibilities of the office of President, until such time as the Board shall select one of its members to fill the vacancy.
- a. The Vice President shall perform such other duties as the President or the Board may designate.

### **Section 4. Secretary**

The Secretary shall keep minutes of all the meetings of the League and all meetings of the Board.

- a. The Secretary shall notify all officers and directors of their election.
- a. The Secretary shall co-sign all contracts and other instruments when so authorized by the Board and shall perform such other functions incident to the office.

### **Section 5. Treasurer**

- a. The Treasurer shall collect and receive all moneys due.
- a. The Treasurer shall be custodian of these moneys, shall deposit them in a bank designated by the Board, and shall disburse money only upon order of the Board.
- a. The Treasurer shall present a financial statement to the Board at its regular meetings and an annual report to the Annual Meeting.

## **ARTICLE V Board of Directors**

### **Section 1. Number, Manner of Selection, and Term of Office**

The Board of Directors (hereafter called the Board) shall consist of the four Officers of the League, seven elected Directors, and not more than six appointed Directors.

a. **Officers** of the League are described in Article IV.

a. **Elected Directors** shall serve two-year terms from date of election with four being elected in even numbered years at the Annual Meeting and three being elected in odd numbered years at the Annual Meeting or until their successors have been elected and qualified.

a. **Appointed Directors** shall be appointed by the President, with the approval of the Board, and not exceed six, as the President deems necessary or appropriate to carry on the work of the League. Appointed Directors shall serve for a period of two years and the term shall expire on the date of the odd-year Annual Meeting, to correspond with the election of the President, unless reappointed by the newly elected President.

### **Section 2. Qualifications**

a. Only a voting member in good standing of the League may be elected or appointed or continue to serve as an Officer or Director of the League. Being in good standing shall include being up to date on all dues payments.

a. A member who has been convicted or pled nolo contendere to any felony or has been convicted or pled nolo contendere to any crime of fraud or dishonesty including, by way of example, larceny, theft, burglary, forgery, perjury, or embezzlement, within the last 10 years and who seeks to be considered for election or appointment shall make their prior conviction or nolo contendere plea known to the parties deciding their election or appointment.

a. A member who is convicted or pleads nolo contendere to any felony or to any crime of fraud or dishonesty while serving as an officer or director of the League shall notify the Board of Directors of such conviction or plea.

### **Section 3. Vacancies**

a. **President.** In the event of absence, resignation, removal, disqualification, disability or death of the President, the Vice President shall possess all the powers and perform all the duties of the office of President. If the Vice President is not able to serve as President, the Board shall elect one of their members to fill the vacancy.

a. **Other Officers and Directors.** Any vacancy occurring in the Board of Directors, other than for President, by reason of absence, resignation, removal, disqualification, disability or death of an Officer or Director shall be filled with a suitable candidate for the remainder of the vacated position's term, by a majority vote of the remaining members of the Board of Directors.

a. **Resignation and Removal of Officers and Members of the Board.** Three consecutive absences from a Regular Meeting, without a valid reason, by any Officer or Director, shall constitute a resignation.

a. **Removal.** Any Officer or Director may be removed with or without cause as determined by a vote of two-thirds of the total membership of the Board. Failure to meet the qualifications in Article V, Section 2 shall be grounds for removal. The subject Officer or Director sought to be

removed shall have the right to vote with respect to any such action. Failure to comply with adopted procedures and policies may be reason for removal from the Board of Directors.

#### **Section 4. Powers and Duties**

The Board shall have full charge of the property and business of the League with full power to conduct same, subject to the instructions of the general membership. It shall plan and direct the work necessary to carry out the Program as adopted by the National Convention, State Convention and the Annual Meeting. The Board shall create and designate such special committees as it may deem necessary. Polling of Board members may be conducted between regular meetings by telephone, electronic media, or mail. Any action resulting from the polling will be confirmed at the next scheduled Board Meeting.

#### **Section 5. Meetings**

- a. There shall be at least nine Board meetings annually.
  1. Special meetings may be called by the President or by written request of five Board members.
  2. The President shall notify each member of the Board of Directors of the time and place of all regular meetings in writing, delivered personally, by mail or email, sent at least two weeks before any such meeting.
  3. Action taken at any regular Board meeting attended by three fourths of the members of the Board shall not be invalidated because of the failure of any member or members of the Board to receive any notice properly sent or because of any irregularity in any notice actually received.
- b. Meetings may be held in person or by electronic means, including but not limited to telephonic conferencing, video conferencing, and email. Telephonic and video conferencing meetings shall be called, noticed, and conducted in the same manner as in person meetings. Meetings via email may extend over a period of time (e.g., 1 week) with procedural requirements to include the following:
  1. The President shall formally call a meeting by notifying each member of the Board of Directors, providing the agenda, and meeting start and end time.
  2. A quorum is established based on the number of Board member responses to the President's call.
  3. A majority of members of the Board shall constitute a quorum.
  4. All motions, debates and votes are sent only to the President, who shall forward them to all members in the order received.
  5. The time allowed for discussion and voting on a motion shall be specified by the President, who shall send out a reminder alert as the vote closing time nears.
  6. The meeting shall end at the specified time unless formally extended.
  7. The President shall ensure that the Secretary has a record of the vote.

#### **Section 6. Quorum**

A majority of the members of the Board shall constitute a quorum.

#### **Section 7. Executive Committee**

The Executive Committee shall be composed of the elected officers: President, Vice President, Secretary, and Treasurer. They shall:

- a. meet in person, by telephone, electronic media, or mail, prior to Board meetings.
- a. advise the President on the agenda.
- a. exercise such power and authority as may be delegated to it by the Board.
- a. report to the Board on all action taken by it between regular meetings.

## **ARTICLE VI Financial Administration**

### **Section 1. Fiscal Year**

The fiscal year of the League shall commence on April 1 of each year.

### **Section 2. Dues**

- a. Annual dues shall be payable on the 1st day of the LWVPBC membership anniversary month. When two members reside in a common household, the annual dues for the second member shall be one-half the dues of the first member.
- a. Dues for students shall be one-half of the regular member rate. A student is defined as an individual enrolled either full time or part time in an accredited institution.
- a. Any member who fails to pay dues during their anniversary month shall be noted on the expired list as being “inactive”. Payments more than three months after the end of the month due will establish that date paid as the new anniversary date.
- a. The dues rate may be changed by a two-thirds vote of the membership present at a membership meeting. Members should receive notice of proposed change four weeks prior to the Annual Meeting.

### **Section 3. Budget**

The budget for the ensuing year shall be submitted for adoption by the Board of Directors at the Annual Meeting. The budget shall include support for the work of the League as a whole.

### **Section 4. Budget Committee**

The President, with the approval of the Board shall appoint a Budget Committee to prepare a budget for the approval of the members at the Annual Meeting. The proposed budget shall be sent to all members four weeks prior to the Annual Meeting. The Budget Committee shall be appointed at least two months prior to the Annual Meeting. The Chair of the Committee shall not be a member of the Board.

### **Section 5. Review of the Treasurer’s Records**

At the direction of the Board, there shall be a review of the Treasurer’s records prior to the Annual Meeting. The Board has the authority to require an outside audit.

### **Section 6. Distribution of Funds on Dissolution**

In the event of a dissolution of the League for any cause, all moneys and securities owned and under absolute control of said League shall be paid to the League of Women Voters of Florida after state and national per member payments and other obligations have been met. All other

property of whatever nature, real or personal or mixed that is owned under control of the League of Women Voters of Palm Beach County shall be disposed of to such person, organization, or corporation for public, charitable, or educational uses and purposes at the discretion of the Board.

## **ARTICLE VII Meetings**

### **Section 1. Annual Meeting**

An Annual Meeting shall be held after the end of the fiscal year but no later than April 30th, the exact date, place, and manner to be determined by the Board. The voting members at the Annual Meeting shall:

- a. adopt a local program for the ensuing year.
- a. elect officers and directors, and members of the Nominating Committee.
- a. adopt an adequate budget.
- a. transact such other business as may properly come before it.

### **Section 2. Membership Meetings**

There may be other meetings of the membership each year at the time, place, and manner as determined by the Board.

### **Section 3. Quorum**

- a. Ten percent of the voting members shall constitute a quorum at the Annual Meeting.
- a. Twenty (20) voting members shall constitute a quorum at all general meetings.

### **Section 4. Voting**

- a. Voting by written proxy (a power of attorney authorizing a member in good standing to vote in the stead of another) is permitted at an annual meeting.
- a. Voting by secure electronic means, as determined by the Board, may be permitted to ensure voting by as many members as possible.

## **ARTICLE VIII Nominations and Elections**

### **Section 1. Nominating Committee**

The Nominating Committee shall consist of five people, a chair and four members of the League.

- a. The Chair shall be nominated by the Board and shall be elected at the Annual Meeting.
- a. Two members, who shall be members of the Board, shall be appointed by the President with approval of the Board.
- a. Two members, who shall not be members of the Board, shall be nominated by the outgoing Nominating Committee and elected at the Annual Meeting.
- a. Any vacancy on the Nominating Committee shall be filled by the President with the approval of a majority of the Board.
- a. Suggestions for nominations of Officers and Directors may be sent to the Committee or Board by any voting member, including any Officer of the League; and members of the Nominating Committee may seek input from any voting member, including members of the Board and any Officer of the League.

## **Section 2. Nominating Committee Procedure**

- a. Members of the Nominating Committee shall ask Officers and Directors whose terms are scheduled to expire whether they would be interested in serving again if selected for the slate, without promising a position on the slate. The Nominating Committee shall also recruit qualified League members to serve as Officers and Directors.
- a. Before the slate is presented to the Board, the Nominating Committee will inform League members willing to serve as Officers and Directors if they were or were not selected for the slate.
- a. The following shall be the schedule of the Nominating Committee:
  - 1. September - First meeting of the Nominating Committee.
  - 2. October to January - Recruit new slate for League Board.
  - 3. Prior to February Board Meeting - Report Slate to the Board for a vote at their vote; otherwise, elections shall be by ballot. Voting by written proxy (a power of attorney authorizing a member in good standing to vote in the stead of another) is permitted.

## **ARTICLE IX Program**

### **Section 1. Authorization**

The governing principles adopted by the National Convention, and supported by the League as a whole, shall constitute authorization for the adoption of a Program.

### **Section 2. Program**

The Program shall consist of those local governmental issues chosen for concerted study and action. Issues shall be chosen annually.

### **Section 3. Action by the Annual Meeting**

The voting members at the Annual Meeting shall act upon the Program using the following procedures:

- a. The Board shall consider the recommendations submitted by voting members two months prior to the Annual Meeting and shall formulate a Proposed Program. Members may propose an item pertaining to a municipality or unincorporated area.
- a. The Proposed Program shall be sent to all members four weeks before the Annual Meeting.
- a. Adoption of the Proposed Program requires a majority vote of the voting members present and voting at the Annual Meeting.
- a. Recommendations for the Program items not previously submitted to the Board may be presented at the Annual Meeting by three or more members provided that voting members order consideration by majority vote.
- a. Adoption of recommendations not previously presented to the Board requires a two-thirds vote of all members present and voting.

### **Section 4. Changes in the Program**

In the case of altered conditions, changes may be made provided that:

- a. the proposed changes are sent to all members at least two weeks prior to the general meeting at which the item is to be discussed, and

- a. final action by the membership is taken at a succeeding meeting.

**Section 5. Member Action**

Members may act in the name of the League only when authorized in writing to do so by the Board or the President.

**ARTICLE X National Convention, State Convention, and State Council**

**Section 1. National Convention**

The Board shall select delegates to the Convention in the number allotted by the League of Women Voters of the United States.

**Section 2. State Convention**

The Board shall select the delegates to the Convention in the number allotted by the League of Women Voters of Florida.

**Section 3. State Council**

The President, or an alternate, and one other delegate appointed with the approval of the Board will serve as representatives to the State Council.

**ARTICLE XI Parliamentary Authority**

**Section 1. Parliamentary Authority**

The most recent edition of Robert’s Rules of Order shall govern the organization in all cases to which they are applicable and in which they are consistent with the Bylaws.

**ARTICLE XII Amendments**

**Section 1. Amendments**

These Bylaws may be amended by a two-thirds vote of voting members present at the Annual Meeting or at a General Membership Meeting, provided the amendments are submitted to the membership in writing at least four weeks in advance of the meeting.

Bylaws amended: 4/17/2024

**Program Adoption:**

No changes at this time.

**LWV PALM BEACH COUNTY  
NOMINATING COMMITTEE'S SLATE OF OFFICERS AND DIRECTORS  
2024-2025**

**Nominating Committee for 2023-2024**

Mary Mertz  
Rich Bartholomew  
Jill Abbey  
Serena Cummins  
Darlene Kostrub

Nominated Officers and Directors for LWVPBC

<b>Position</b>	<b>Nominee</b>
Secretary	Diane Marks
Treasurer	Melissa Gannon (1 year)
Director	Dr. Cassondra Corbin-Thaddies
Director	Patty Whitehill
Director	Marge Holtz
Director	Mark Schneider
Director	Donna Minard

Continuing to serve as Officers and Directors for LWVPBC

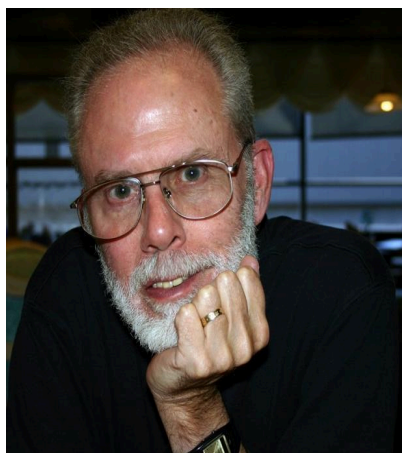
President	Kathi Gundlach
Vice President	Cathy Einhorm
Director	Elizabeth Shapiro
Director	Kate Renchin

**Nominating Committee for 2024-2025**

Darlene Kostrub  
Jill Abbey  
Rich Bartholomew



Mary Mertz  
Serena Cummins



Mark Schneider

Mark Schneider is Professor Emeritus of Sociology from Southern Illinois University. He received his doctorate in sociology from Yale in 1985 and taught at Princeton and the University of Michigan before moving to Southern Illinois. In retirement he was President of the Palm Beach County Chapter of the ACLU of Florida and served on its state board. He has been active with the Palm Beach County Community Remembrance Project, memorializing lynchings that occurred in our county. He also co-chairs the Voting Rights Coalition of LWVPBC, served as moderator of LWV candidate forums and has been a member of the Speaker's Bureau since 2010.



Donna Minard

More than 35 years in development and special events. Excellent Communication skills both in writing and verbally.

2009 – present: Docent and front desk receptionist for the Ann Norton Sculpture Gardens, West Palm Beach.

Served as Director/VP for Development for the following institutions:

2007-2020: The Benjamin School, North Palm Beach

2006-2007: Lighthouse Art Center, Tequesta

2002-2007: American Red Cross, West Palm Beach

1996-2001: Malvern Preparatory School, Malvern, PA

1986-1996: Zoological Society of Philadelphia, Philadelphia, PA

Education: BA in French, cum laude, Phi Beta Kappa, Miami University, Oxford, Ohio.



## MARGE HOLTZ

### EXECUTIVE SUMMARY

I am a retired federal civil servant, artist and volunteer. Retirement takes many forms, and in my case it does not mean doing nothing.

### SPECIALIZATIONS

- Extensive executive management experience
- National and international public relations experience
- Broad expertise working with people of all backgrounds and experience
- Expertise in strategic communication planning
- Skilled writer and editor

### VOLUNTEER ACTIVITIES

- President, Lower Keys League of Women Voters
- Special Assistant & speech writer - Mayor of Key West, Fla.
- Special Assistant - Key West City Manager
- Board member Communications Committee, Navy League of the U.S.
- Directed stage plays
- Stage managed plays - Theater Memphis
- President and active participant in officers' wives clubs
- Tropic Cinema volunteer
- Southernmost Coconut Castaways volunteer

Mobile: 703-473-8870  
margeholtz@hotmail.com  
401 E. Linton Blvd, Apt 472  
Delray Beach, FL 33483

### WORK EXPERIENCE

**Director Public Affairs, Military Sealift Command**  
Managed all public affairs policy, procedures and media relations for the U.S. Navy's noncombatant ships located in 22 time zones. 18 Years

**Director Public Affairs, Naval Facilities Engineering Command & Chief of Civil Engineers for the U.S. Navy**  
Managed all public affairs policy and media relations for Navy civil engineering and major Navy military construction projects nationally and internationally. 3 Years

**Editor, U.S. Navy Family Magazine and Navy News Service**  
Managed all aspects of production of a publication with a press run of more than 300,000 targeted to families, and a news service that provided material for use in various media worldwide. 4 Years

**Adjunct Professor: American University School of Communication, Washington, D.C.**  
Taught undergraduate and graduate classes in communication. 15 Years

**Johns Hopkins University Krieger School of Arts & Sciences, Washington, D.C.**  
Taught graduate level communications in the classroom and in a hybrid online and classroom format. 8 Years

**Consultant:**  
Worked with several large maritime industry corporations that operated U.S. Navy ships. 10 Years

### EDUCATION

George Mason University  
BS Business Administration (Information Systems)

American University Kogod School of Business  
MS Public Relations Management

**Postgraduate Education**  
Harvard University  
U.S. Naval War College

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U.S. Naval War College

Directions to the Board:

**Adjournment:**

**AGENDA  
LEAGUE OF WOMEN VOTERS EDUCATION FUND  
ANNUAL MEETING  
APRIL 17,2024**

- . Call to Order – Melissa Gannon
- . Confirmation of Quorum – Linda Prior
- . Minutes of 2023 Annual Education Fund meeting – Melissa Gannon
- . Financial Report - Melissa Gannon
- . Proposed Budget – Dorneth Weit
- . By-Law Changes – Dan Lishansky
- . 2024 Officers and Directors – Melissa Gannon
- I. Adjournment – Melissa Gannon

**LEAGUE OF WOMEN VOTERS OF PALM BEACH COUNTY**  
**Mounts Botanical Gardens**  
**In-Person and Zoom Meeting**  
**ANNUAL ED FUND MEETING MINUTES      April 19, 2023**

**Welcome and Call to Order:** Melissa Gannon, called the Meeting to order at 11:22 A.M.

**Confirmation of Quorum:** A quorum of LWVPBC members was declared present by Meeting Parliamentarian, Debra Chandler.

**Minutes of the 2022 Annual Education Fund Meeting:** Adoption of the Minutes was moved by Kathleen Crampton and seconded by Pam Maldonado. Motion passed unanimously and Minutes of the 2022 Meeting were filed.

**Education Fund 2022-2023 Financial Report:**

Melissa Gannon, Treasurer, reported the Balance Sheet and Income Statement included in the Annual Report. The LWVPBC Education Fund ended the fiscal year March 31, 2023, with assets, liabilities, and equity of \$95,022, a \$17.1k decrease reported in the prior year. The Education Fund's primary purpose as a 501c(3) is to take in tax-deductible donations and reimburse the Operating Fund for educational pursuits such as the speaker's bureau, voter services, community outreach, communications, and civic education. Overall, gross income was \$42,655 for the fiscal year compared to \$35,900 projected. After reimbursement of education-related expenses to the Operating Company, reported net loss was <\$21,256> compared to <\$42,973> projected for the year.

Motion was made to file the financial report by Pam Maldonado and 2<sup>nd</sup> by Linda Prior.

**Education Fund Proposed Budget:**

Melissa Gannon, Treasurer, reported that the primary purpose of the ed fund is to reimburse the operating fund for its efforts that are educational in nature as opposed to advocacy. Including in such efforts as the speaker's bureau, voter service, community outreach, communications, and civic education. Tax-deductible donations to support these efforts as we ramp up for the 2024 election year are encouraged.

1. Revenues of \$38,000
2. Expenses of \$51,104

Motion to adopt the proposed budget was made by Joyce Sullivan and 2<sup>nd</sup> by Sara Sikes.

**Proposed Slate of Officers and Directors for Ed Fund:**

Melissa Gannon, Treasurer, proposed the following officers and directors:

President	Jill Abbey
Secretary	Linda Prior
Treasurer	Melissa Gannon
Director	Kevin Baker
Director	Sara Haas

Director          Jennifer Ulrich

Proposed slate of officers and directors for the ed fund were approved.

**Adjournment:** Pam Maldonado moved and Kathleen Crampton seconded a motion to adjourn. The meeting was adjourned at 11:45 A.M.

# LWVPBC Education Fund

## Balance Sheet

As of March 31, 2024

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
PNC Bank EF Checking	6,573
PNC Bank EF MMA	112,937
<b>Total Bank Accounts</b>	<u>\$ 119,510</u>
<b>Accounts Receivable</b>	
<b>Total Accounts Receivable</b>	<u>\$ -</u>
<b>Total Current Assets</b>	<u>\$ 119,510</u>
<b>TOTAL ASSETS</b>	<u>\$ 119,510</u>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	9,294
<b>Total Accounts Payable</b>	<u>\$ 9,294</u>
<b>Other Current Liabilities</b>	
Unearned Income	9,875
<b>Total Other Current Liabilities</b>	<u>\$ 9,875</u>
<b>Total Current Liabilities</b>	<u>\$ 19,169</u>
<b>Long-Term Liabilities</b>	
<b>Total Long-Term Liabilities</b>	<u>\$ -</u>
<b>Total Liabilities</b>	<u>\$ 19,169</u>
<b>Equity</b>	
Opening Balance Equity	34,271
Unrestricted Net Assets	51,511
Net Income	14,559
<b>Total Equity</b>	<u>\$ 100,341</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u>\$ 119,510</u>

**LWVPBC Education Fund**  
**Budget vs. Actuals: P&L**  
FY April 2023 - March 2024

	Total		
	Actual	Budget	Over/Under Budget
<b>Income</b>			
Donations	76,338	35,000	41,338
Investments	-	3,000	(3,000)
Interest Income	22	-	22
Event Income	5,886	-	5,886
<b>Total Income</b>	<b>\$ 82,246</b>	<b>\$ 38,000</b>	<b>\$ 44,246</b>
<b>Expenses</b>			
Business Expenses	-	110	(110)
Business Registration Fee	61	150	(89)
Bank Fee	-	50	(50)
Paypal Fee	284	-	284
Stripe Fee	235	-	235
Social Media	1,207	-	1,207
Operations	16,394	-	16,394
Awards and Gifts	500	-	500
Events, Meals & Meetings	9,347	-	9,347
Meeting Expenses	4,100	-	4,100
Travel and Meetings	528	-	528
Education Transfer to LWVPBC	35,032	50,794	(15,762)
<b>Total Expenses</b>	<b>\$ 67,687</b>	<b>\$ 51,104</b>	<b>\$ 16,583</b>
<b>Net Operating Income</b>	<b>\$ 14,559</b>	<b>\$ (13,104)</b>	<b>\$ 27,663</b>
<b>Net Income (Loss)</b>	<b>\$ 14,559</b>	<b>\$ (13,104)</b>	<b>\$ 27,663</b>

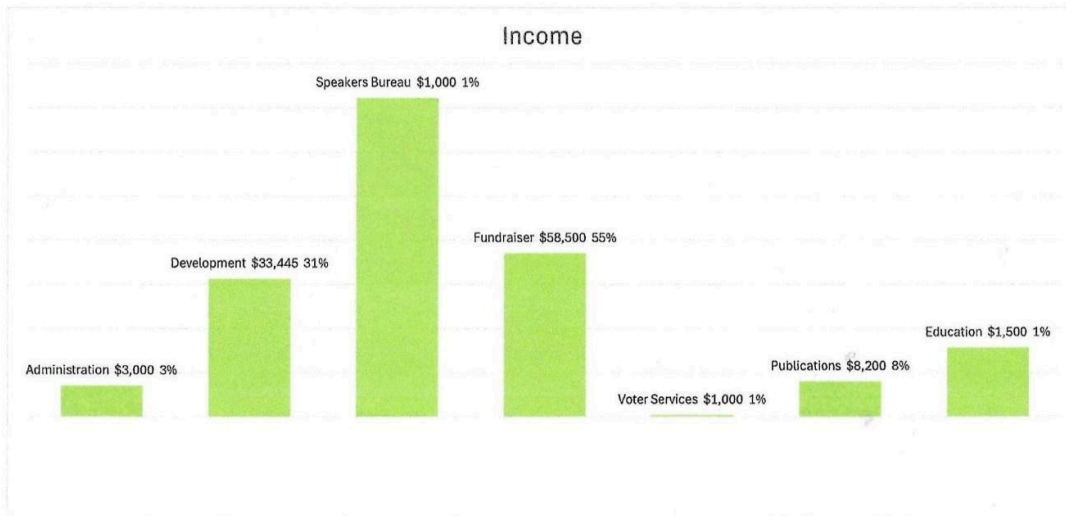




**LWV of Palm Beach County Education Fund (501-c3)  
Proposed Budget for FY 2024 - 2025**

		<b>Proposed Budget FY 24-25</b>
<b><u>Income</u></b>	<b>Cost Centers/Issue Groups</b>	
	Administration/ Interest Income	3,000
	Development/Contributions	33,445
	Speakers Bureau/Honorarium	1,000
	Fundraiser	58,500
	Voter Services/Grants	1,000
	Publications/Sponsors	8,200
	Education & Civics/Grants	1,500
<b>Total Inome</b>	<b>Total</b>	<b><u>\$ 106,645</u></b>
<b><u>Expenses</u></b>		
	Administration (Contractors)	14,970
	Outreach	1,000
	Communications	16,838
	Development	745
	Executive	2,050
	Fundraiser	31,300
	Voter Services	15,100
	Young Leaguers	900
	Publications	12,640
	Education & Civics	2,500
	Gun Safety	650
	Healthcare	400
	National Popular Vote	4,000
<b>Total Expenses</b>		<b><u>\$ 103,623</u></b>
	Surplus	<u>\$ 3,022</u>
<b>Total Expenses and Surplus</b>		<b><u><u>\$ 106,645</u></u></b>

LWVPBC Ed Fund Proposed Budget FY 2024 - 2025



**INCOME**

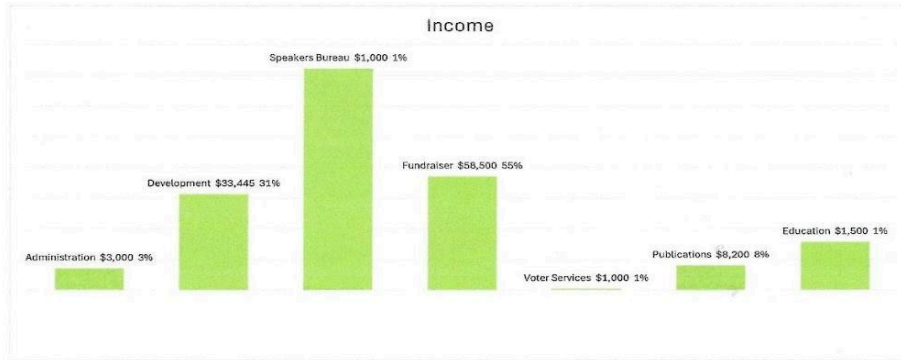
Administration	\$	3,000	3%
Development	\$	33,445	31%
Speakers Bureau	\$	1,000	1%
Fundraiser	\$	58,500	55%
Voter Services	\$	1,000	1%
Publications	\$	8,200	8%
Education	\$	1,500	1%
	<b>\$</b>	<b>106,645</b>	<b>100%</b>

**Proposed Budget**

**LWV of Palm Beach County Education Fund (501-c3)  
Proposed Budget for FY 2024 - 2025**

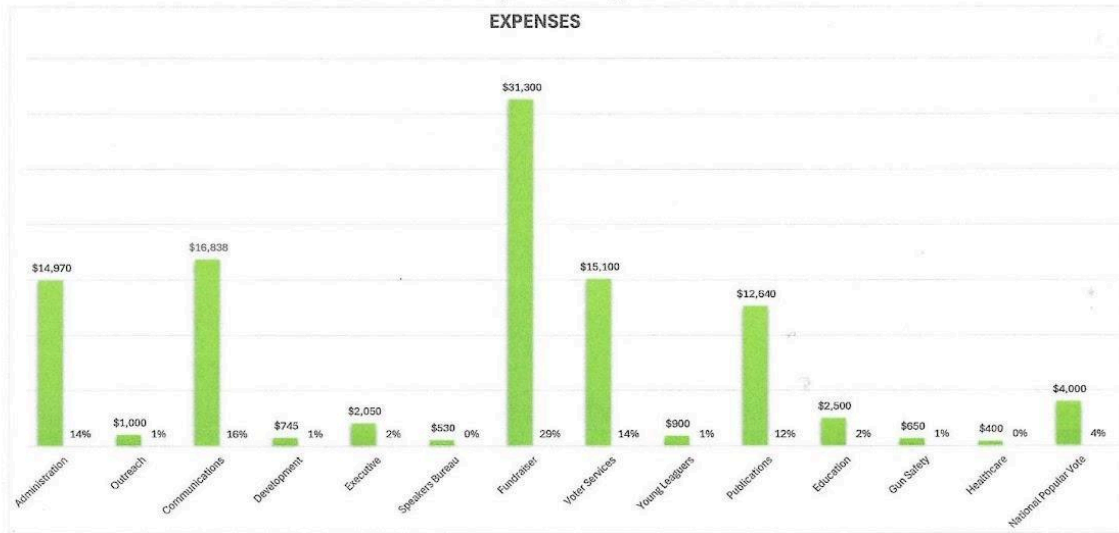
		<b>Proposed Budget</b>
		<b>FY 24-25</b>
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<b>Expenses</b>		
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	Development	745
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	Fundraiser	31,300
	Voter Services	15,100
	Young Leaguers	900
	Publications	12,640
	Education & Civics	2,500
	Gun Safety	650
	Healthcare	400
	National Popular Vote	4,000
<b>Total Expenses</b>		<b>\$ 103,623</b>
	Surplus	\$ 3,022
<b>Total Expenses and Surplus</b>		<b>\$ 106,645</b>

LWVNBC Ed Fund Proposed Budget FY 2024 - 2025



<b>INCOME</b>			
Administration	\$	3,000	3%
Development	\$	33,445	31%
Speakers Bureau	\$	1,000	1%
Fundraiser	\$	58,500	55%
Voter Services	\$	1,000	1%
Publications	\$	8,200	8%
Education	\$	1,500	1%
	\$	<b>106,645</b>	<b>100%</b>

LWVPBC Ed Fund Proposed Budget FY 2024 - 2025



**EXPENSES**

Administration	\$	14,970	14%
Outreach	\$	1,000	1%
Communications	\$	16,838	16%
Development	\$	745	1%
Executive	\$	2,050	2%
Speakers Bureau	\$	530	0%
Fundraiser	\$	31,300	29%
Voter Services	\$	15,100	14%
Young Leaguers	\$	900	1%
Publications	\$	12,640	12%
Education	\$	2,500	2%
Gun Safety	\$	650	1%
Healthcare	\$	400	0%
National Popular Vote	\$	4,000	4%
Surplus	\$	3,022	3%
	\$	<u>106,645</u>	100%

**Proposed Bylaws of the League of Women Voters Palm Beach County Education Fund, Inc.**

**ARTICLE 1 Name and Purpose**

**Section 1. Name**

The name of this corporation shall be League of Women Voters of Palm Beach County Education Fund, Inc., hereinafter may be referred to in these Bylaws as the Education Fund.

**Section 2. Purpose**

This nonprofit corporation is incorporated as a public foundation dedicated to strengthening knowledge of and involvement in representative government and public education. It shall provide reliable non-partisan information on elections, public policy issues, and civic education to a diverse Palm Beach County population through innovative educational approaches.

**ARTICLE II Membership**

The Education Fund shall be composed of members of the League of Women Voters of Palm Beach County, hereinafter may be referred to in these Bylaws as LWVPBC. The membership is the same as that of the LWVPBC.

**ARTICLE III Officers**

**Section 1. Enumeration and Election of Officers**

The Education Fund shall have the same Officers as LWVPBC, and they shall be duly elected to the Education Fund upon election to the LWVPBC. They shall hold office in the same manner and for the same term as the LWVPBC Officers, as stated in the LWVPBC Bylaws.

**Section 2. Nominations and Elections**

The Officers shall be nominated and elected as stated in the Bylaws of the LWVPBC.

**Section 3. Duties of the Officers**

The duties shall be the same as the duties of the Officers of the LWVPBC except as may be required, or prohibited, by the powers and purposes of the Education Fund.

**ARTICLE IV Board of Directors**

**Section 1. Enumeration and Election of Board of Directors**

The Education Fund shall have the same Board of Directors as LWVPBC, and they shall be duly elected to the Education Fund upon election to the LWVPBC. They shall hold office in the same manner and for the same term as the LWVPBC Board of Directors, as stated in LWVPBC Bylaws.

**Section 2. Nominations and Elections**

The Board of Directors shall be nominated and elected as stated in the Bylaws of the LWVPBC.

**Section 3. Duties of the Officers**

The duties shall be the same as the duties of the Board of Directors of the LWVPBC except as may be required, or prohibited, by the powers and purposes of the Education Fund.

#### **Section 4. Powers**

The Board of Directors shall have full power over the property and business of the Education Fund with full power and authority to manage and conduct the same. The Board shall plan and direct the work necessary to carry out the Education Fund program. The Board shall create and designate such special committees as may be necessary.

#### **Section 5. Regular Meetings**

There shall be at least four regular meetings of the Board of Directors annually. The President shall notify each member of the Board of Directors of the time and place of all regular meetings in writing, sent at least two weeks before any such meeting. Action taken at any regular Board meeting attended by three fourths of the members of the Board shall not be invalidated because of the failure of any member or members of the 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 Board of Directors, and shall call a special meeting upon the written request of three members of the Board. Members of the Board shall be notified of the time, place and subject of special meetings, in writing, at least three days prior to such meetings, provided, however, that during an Annual Meeting the President may, or upon the request of three members of the Board shall, call a special meeting of the Board by handing the members of the Board a written notice of the time and place of said meeting.

#### **Section 7. Manner of Meetings**

Meetings may be held in person or by electronic means, including but not limited to telephonic conferencing, video conferencing, and email.

- a. Telephonic and video conferencing meetings shall be called, noticed, and conducted in the same manner as in person meetings.
- a. Meetings via email may extend over a period of time (e.g. 1 week) with procedural requirements to include the following:
  1. The President shall formally call a meeting by notifying each member of the Board of Directors, providing the agenda, and meeting start and end time.
  2. A quorum is established based on the number of Board member responses to the President's call. A majority of members of the Board shall constitute a quorum.
  3. All motions, debates and votes are sent only to the President, who shall forward them to all members in the order received.
  4. The time allowed for discussion and voting on a motion shall be specified by the President, who shall send out a reminder alert as the vote closing time nears.
  5. The meeting shall end at the specified time unless formally extended.
  6. The President shall ensure that the Secretary has a record of the vote.

#### **Section 8. Quorum**

A majority of the members of the Board of Directors shall constitute a quorum.



## **ARTICLE V Financial Administration**

### **Section 1 Fiscal Year**

The fiscal year of the Education Fund shall commence on the first of April of each year.

### **Section 2. Care of Assets**

- a. Moneys shall be deposited in federally insured financial institutions.
  1. The Treasurer and/or President shall be qualified signatories on all accounts.
  2. All expenditures of \$2,000 or more by the Treasurer shall be subject to written pre-approval by the President.
- b. The financial books of the Treasurer shall be reviewed annually by the Budget Committee.
- b. The Board has a fiduciary duty in administration of the finances of the Education Fund.
- b. The Directors have the authority to require an outside review or audit.

### **Section 3. Receipt and Disposition of Gifts**

The Board of Directors is authorized to accept or reject gifts to the Education Fund. Gifts other than monetary (such as stock, real estate, art, or other items of value) shall be appraised within 60 days of receipt. The Board has the final authority to make disposition of assets and gifts, but may designate a committee to make recommendations.

### **Section 4. Budget**

The Board of Directors shall submit to the Annual Meeting for adoption, a budget for the ensuing year.

### **Section 5. Budget Committee**

The budget shall be prepared by a committee that shall be appointed for that purpose at least four months in advance of the Annual Meeting. The Treasurer shall be an ex-officio (with voting rights) member of the Budget Committee, but shall not be eligible to serve as chair. The Budget Committee shall consist of the same members as the Budget Committee for the LWVPBC. A Budget Committee member shall be appointed for the purpose of maintaining a permanent record of all monies controlled by the Education Fund.

### **Section 6. Liquidation or Dissolution**

In the event of the liquidation or dissolution of the Education Fund, whether voluntary or involuntary, no member, Officer, or Trustee shall be entitled to any distribution or division of its remaining property or its proceeds. The balance of all money and other property received by the corporation from any source, after the payment of all debts and obligations of the corporation, shall be distributed to nonprofit charitable, scientific, literary, or educational organizations as are described in Section 501(c)(3) of the Internal Revenue Code, as best able to effectuate the purpose of the Education Fund herein described. The distribution shall be designated by the Board of Directors of the Education Fund.

## **ARTICLE VI Annual Meeting**

Date, place, call, composition, qualifications of voting members in attendance, powers, and quorum shall be the same as those of the LWVPBC regarding the Annual Meeting. The Annual Meeting shall be held contemporaneously with the LWVPBC Annual Meeting.

## **ARTICLE VII Parliamentary Authority**

The rules contained in the most recent edition of Robert's Rules of Order shall govern the Education Fund in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

## **ARTICLE VIII Amendments to Bylaws**

### **Section 1. Regular Board Meeting**

These Bylaws may be amended at any regular Board meeting by a two-thirds vote of the Board, provided however, that notice of the intention to amend the Bylaws and the substance of such amendment must be given to each Board member at least 30 days prior to the date of such regular meeting of the Board of Directors.

### **Section 2. Special Board Meeting**

These Bylaws may be amended at any special Board meeting by a two-thirds vote of the Board, provided however, that notice of the intention to amend the Bylaws and the substance of such amendment must be given at the time and in the same manner of giving notice of such special meeting. Such notice may be waived by unanimous vote of all the members of the Board.

## **ARTICLE IX Powers**

No powers enumerated herein shall exceed the powers permitted nonprofit corporations under Chapter 617 of the Florida Statutes as the same now exists or as they may be hereafter amended. In exercising any one or more of such powers, it must be in furtherance of the exemption purpose for which this corporation has been organized as described in Section 501(c)(3) of the Internal Revenue Code.

Bylaws amended: 03/2024

**LWV Palm Beach County  
Officers and Directors for Ed Fund Board  
FY 2024-2025**

To serve as Officers & Directors

The Officers and Directors of the League of Women Voters of Palm Beach County will serve as Officers and Directors of the Ed Fund Board.

**Adjournment**