

**LEAGUE OF WOMEN VOTERS OF GREATER CLEVELAND
EDUCATION FUND
CODE OF REGULATIONS**

**ARTICLE I
NAME AND PURPOSE**

Section 1. Name. The name of this organization shall be the League of Women Voters of Greater Cleveland Education Fund (“LWVGCEF”).

Section 2. Purpose. The purpose of LWVGCEF is to encourage the active and informed participation of citizens in government and to increase understanding of major policy issues. LWVGCEF shall promote voter registration and participation in elections. LWVGCEF shall promote an informed electorate by collecting and disseminating factual, nonpartisan information about candidates and issues. Such information shall not attempt to influence or advocate for or against public policy, nor shall it encourage or discourage support for any candidate.

**ARTICLE II
MEMBERS**

LWVGCEF shall have no members, and the Trustees of the organization shall have the rights and responsibilities designated to members under Chapter 1702 of the Ohio Revised Code or such successor provisions as the Ohio Legislature may adopt.

**ARTICLE III
BOARD OF TRUSTEES**

Section 1. Number, Manner of Selection, and Term of Office. The Board of Trustees (“Trustees”) shall consist of those persons then serving as Directors of The League of Women Voters of Greater Cleveland (“LWVGC”). Their election or appointment as Directors of LWVGC shall constitute their election as Trustees of LWVGCEF, and they shall serve as Trustees so long as they remain Directors of LWVGC. . There shall be no limit on the number of terms a Trustee may serve.

Section 2. Vacancies. Any vacancy that occurs among the Trustees shall be filled simultaneously with the filling of such vacancy as a Director of LWVGC.

Section 3. Powers and Duties. The Trustees shall have full charge of the property and business of LWVGCEF with full power and authority to manage and conduct the same.

Section 4. Meetings. Regular meetings of the Trustees shall be held on the same day and place as meetings of the Directors of LWVGC. The President may call special meetings and shall call a special meeting upon written request of at least one-third (1/3) of the Trustees.

Section 5. Year-End Meeting. The meeting of the Trustees last preceding the Annual Meeting of LWVGC shall be the Year-End Meeting of the LWVGCEF, at which time the Trustees shall receive any and all reports on business of the preceding year, adopt a budget for the coming year, and act on such other business as may be appropriate.

Section 6. Annual Meeting. The Annual Meeting of LWVGCEF Trustees shall promptly follow the Annual Meeting of LWVGC at which the LWVGC Directors shall have been elected or appointed.

Section 7. Reports to LWVGC Membership. The Trustees shall present the budget and all reports designated in Article III, Section 5 to the LWVGC membership at the Annual Meeting of LWVGC.

Section 8. Quorum and Voting. A majority of the full number of Trustees shall constitute a quorum at any meeting. Each Trustee shall have one vote on any matter before the Trustees. If there are Co-Presidents, each shall have one vote as a Trustee. Adoption of a motion shall require an affirmative vote of a majority of the Trustees who are present and voting.

Any one or more Trustees may participate in a meeting by conference telephone or other electronic means provided all persons participating in the meeting are able to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. Absentee voting by mail or proxy shall not be permitted.

Section 9. Action Without a Meeting. In the period between regular meetings of the Trustees, the Trustees may take an action without a meeting provided that:

- (a) such action is approved by a majority of Trustees, and
- (b) such action is confirmed in a document signed by all Trustees voting to approve it.

ARTICLE IV OFFICERS

Section 1. Enumeration and Terms of Officers. The Officers of LWVGCEF shall be those persons serving as Officers of LWVGC. The terms of the Officers shall coincide with those of the Officers of LWVGC.

In the event of the absence, disability, resignation, removal, or death of an Officer, the new Officer shall be the same individual elected or appointed as the corresponding LWVGC Officer.

Section 2. The President.

The President shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the Trustees unless the President shall designate someone else to preside; may in the absence or disability of the Treasurer sign and endorse checks, drafts, and

notes; shall be an *ex officio* member of all committees; and shall perform such other duties as the Trustees may direct.

Section 3. The Vice-President. The Vice-President shall serve in the capacity of the President in the event that the President is unable to serve and shall perform such other duties as necessary at the direction of the President or Board of Trustees.

Section 4. The Secretary. The Secretary shall keep minutes of all meetings of the Trustees. The Secretary shall notify all Trustees of their election, and shall send necessary materials to the Trustees prior to each meeting. The Secretary shall sign, with the President, all contracts and other instruments when so authorized by the Trustees, and shall perform such other functions as may be incident to this office.

Section 5. The Treasurer. The Treasurer shall be responsible for collection and oversight of all funds of LWVGCEF, depositing them in a financial institution designated by the Trustees, and making appropriate disbursements as directed by the Trustees. The Treasurer shall present financial statements to the Trustees at regular meetings, an annual report and budget to the Year-End Meeting as specified in Article III, Section 5, and a complete financial report to the Trustees at the end of each fiscal year. The Trustees shall appoint an auditor or auditing committee to review the books of the Treasurer at the close of each fiscal year. The Treasurer shall be responsible for the timely filing of state and federal reports as may be required for non-profit organizations.

Section 6. The Voter Services Chair. The Voter Services Chair shall plan and implement events and activities to educate voters and promote participation in the electoral process. The Voter Services Chair shall maintain a working knowledge of state and federal voting and election laws.

ARTICLE V COMMITTEES

The Trustees may appoint such standing and *ad hoc* committees as they see fit for the conduct of their business. Each committee shall report on its activities prior to each scheduled meeting of the Trustees.

ARTICLE VI FINANCIAL ADMINISTRATION

Section 1. Fiscal Year. The fiscal year of LWVGCEF shall coincide with that of LWVGC.

Section 2. Funds. LWVGCEF shall support its activities with donations, contributions, and other funds raised consistent with its tax-exempt charitable purpose. A Chapter may request from the Trustees, and the Trustees may offer to the Chapter, financial support for Chapter activities consistent with the LWVGCEF purpose.

Section 3. Separation of Funds. The Trustees shall maintain all funds in such a manner as to be identifiable and separate from funds of LWVGC. LWVGCEF funds shall be used only as permitted by law. Funds shall not be used for general purposes of LWVGC.

Section 4. Chapter Education Funds. LWVGCEF shall maintain separate identifiable line item accounts for those funds raised by Chapters of LWVGC for activities that qualify as permissible LWVGCEF activities. Any such funds shall be released to the appropriate Chapters upon request, subject to any regulations of investment accounts or institutions holding such accounts.

ARTICLE VII AMENDMENTS

These Regulations may be amended at the Year-End Meeting, or at a special meeting called for that purpose, by a two-thirds (2/3) affirmative vote of the full number of Trustees provided that the proposed amendment shall have been submitted to all Trustees at least thirty (30) days prior to the proposed vote.

Approved August 15, 2015