

Policies of the LWV L-DC Board of Directors (Apr 2014 revision)

The following policies, rules, and practices of the League of Women Voters of Lawrence–Douglas County (LWV L-DC) are intended to serve as a guide for conducting its business. Each board has the authority to amend this document to keep it current and applicable.

1. Diversity statement
2. Meetings
3. Nonpartisanship policy
4. Action
5. Publicity
6. League representatives to other organizations
7. Coalitions and co-sponsorship of programs and events
8. Data privacy and distribution
9. Newsletter
10. Publications
11. Reports
12. Portfolio files
13. Post office box
14. Budget reserves.
15. Bills
16. Expenses Paid by the LWVL-DC
17. Financial contributions
18. Membership scholarships
19. Banking; annual audit
20. Website
21. Document retention
22. Directions to the Board

1. DIVERSITY STATEMENT. The LWVL-DC recognizes that diverse perspectives are important and necessary for responsible and representative decision making. We subscribe to the belief that inclusiveness enhances the organization's ability to respond to changing conditions and needs. The League strives to have membership and programs that reflect the diversity of Douglas County.

2. MEETINGS. LWV-DC bylaws require a minimum of four membership meetings a year. Unit meetings and general meetings will be scheduled at a time and place convenient to the membership. The board will determine the Annual Meeting date in April. The board sets the time and date of its monthly board meetings.

3. NONPARTISANSHIP POLICY. Members are urged to participate fully in the party of their choice. They are encouraged to run for office, to take an active role in support of partisan and nonpartisan candidates, to initiate and stimulate public discourse on election issues, to make financial contributions, or to engage in any other political activity. Because it is essential that the LWVL-DC, as an organization, uphold its policy

of nonpartisanship, the president and Voter Service chair should abstain from endorsing any candidate or party.

4. ACTION. Before taking any public action on behalf of LWVL-DC, a member must consult with the board of directors. If a time constraint exists, the president, in consultation with the executive committee, will decide on the member's proposal. Those who submit a request for action will use the following procedure.

1. Cite the League (Local/State/National) position relevant to the proposed action being requested.
2. Propose a plan for action, including any follow-up action. Letters or other written documents from the LWV L-DC used in the action process must be signed by the president or his/her designee and the appropriate committee chair or chair's designee before dissemination to the public.

5. PUBLICITY. Board members and/or committee chairs are responsible for providing information about League events to the public relations chair in time for the deadlines established by the chair.

6. LEAGUE REPRESENTATIVES TO OTHER ORGANIZATIONS. If a LWV L-DC member is asked to represent the LWV L-DC on a non-LWV L-DC board or commission, the member must make it clear that s/he represents the LWV L-DC and will abide by its positions on issues. The member shall also present written reports to the board as requested. Such representation must be approved by the board.

7. COALITIONS AND CO-SPONSORSHIP OF PROGRAMS AND EVENTS. The Board shall approve in advance LWVL-DC's joining any coalition and shall approve in advance co-sponsorship of any program or event with any other organization(s). Several criteria must be considered:

Either the coalition, program, or event must address a local, state, or national League position or, if the coalition, program, or event does not address a local, state, or national League position, then all sides of the issue must be considered and/or presented. The coalition or program must be nonpartisan. If a coalition of which the League is a member decides to support candidates or a party, the League shall formally and publicly resign from the coalition.

8. DATA PRIVACY AND DISTRIBUTION.

1. General policy on personally identifiable information [name, address, phone number, email.]
LWV-LDC does not publicly reveal ID information it possesses, with the following exceptions:
 - a. Names of individuals may appear in the Voter and in other public statements when relevant to LWV activities.
 - b. LWV leaders will make contact information available from time to time.
2. The Voter.
 - a. Email copies of the Voter are distributed on an open basis to all members, donors, and other selected email addresses, and to other individuals who request information.

- b. The Voter is posted on our website.
 - c. Hard copies of the Voter are mailed to members and donors who specifically request hard copies.
 - d. Additional hard copies may be printed for distribution at recruitment events and for other purposes of public visibility.
3. Roster distribution.
- a. The roster is distributed only to paid-up members. LWV L-DC membership lists are not made public and roster information should not be used for organized non-LWV activities. This statement must appear on the first page of rosters printed or distributed for members' use. Requests to send information to the members from other organizations must have approval of a simple majority of the Executive Committee.
 - b. The roster will include names, PO mail addresses, email addresses, and telephone numbers.
 - c. A hard copy of the Roster will be distributed annually, by hand to members who attend the Annual Meeting and by mail to other members.
 - d. A computer-readable copy of the roster will be distributed by email twice annually to members for whom the LWV-LDC has an email address.
 - e. Any member may receive a current computer-readable copy of the roster by email upon request to the Treasurer.
4. LWVLDC listserv.
- a. All members will be invited and encouraged to enroll in the listserv.
 - b. The names of individuals enrolled in the listserv are not to be made public. From time to time a list of persons enrolled in the listserv (but not their email addresses) shall be published to the listserv.
 - c. Postings to LWV-LDC should not be redistributed elsewhere without consent of their authors.
 - d. Former members and donors may continue on the listserv.
5. Other LWV-LDC listserves
Membership in other LWV-LDC listserves is not shared beyond leadership.
6. Opt out policy.
Any member may request that any designated personal information be withheld from the Voter, from the listserv, and/or from the roster. However as a condition of membership members must make their personal contact information available to the LWV L-DC President and Treasurer.

9. NEWSLETTER. The newsletter is published no fewer than nine times each year; deadlines will be established by the board.

10. PUBLICATIONS. Publications and materials purchased from LWV L-DC funds should be marked as League property when received; they remain the property of the LWVL-DC.

11. REPORTS. Each board member is responsible for submitting written reports of pertinent activity, at, or prior to, each Board meeting. All reports to the board should be in writing and should be emailed to the President at least three days prior to the Board meeting. All reports will appear on the consent agenda in lieu of an oral report, with the

following exceptions: Each written report should begin with a bullet-point list of items for which oral discussion or oral report is needed. The Treasurer's Report will be delivered in full as an oral report. Board members are expected to read all reports prior to the Board meeting. Each Board member with a portfolio is responsible for submitting a written annual report to the president. Unit meeting reports should be filed with the LWV L-DC minutes of the next regular board meeting. All consensus questions must be approved by the board prior to being presented to the members. Consensus, or lack thereof, on the questions must then be reported to the board for approval before it becomes a matter of record.

12. PORTFOLIO FILES. Each board member shall accept a written portfolio of responsibilities. For each portfolio, the Board shall maintain a description of annual or periodic outputs (plus deadlines when known) and other ongoing responsibilities. Each Board member or other portfolio holder should review and update the Portfolio Description annually, subject to approval by the Board. Each board member should keep a record of activities, including material used and expenses incurred. At the conclusion of the board member's term, the portfolio should be turned over to the president, for distribution to new committee chairs at the orientation event for new board members.

13. POST OFFICE BOX. At the start of each League year, the Board shall select a board member to be responsible for opening the PO Box (at least weekly) and for distributing correspondence in a timely manner. Correspondence containing dues and contributions should go directly to the treasurer, who shall be responsible for depositing funds into appropriate accounts and at the same time entering or updating relevant information on the membership list.

14. BUDGET RESERVES. The Board shall maintain an amount equal to approximately one-fourth of LWV L-DC Annual Budget in reserve.

15. BILLS. Vouchers are available from the treasurer to request payment for LWV L-DC expenses incurred by members. Requests should include the total amount of reimbursement and the budget category to be charged. Board and non-Board members should report all out-of-pocket expenses, whether asking for reimbursement or making an in-kind contribution. Significant unbudgeted expenses should be presented to the board in advance.

16. EXPENSES PAID BY THE LWV L-DC. National Convention, and State Convention, and State Council. – The League pays a budgeted amount toward the expenses of delegates to the National Convention, State Convention, and State Council. The number of delegates is determined by the LWVUS and the LWVK bylaws. If the budget allows, a budgeted amount may be paid toward the expenses of delegates to National Council with Board approval. Expenses should be allocated in the following order: National: Current President, Board Member, Member. State: Current President, Past President, Current or Nominated Board Member, Member. **Other Events Workshops and Conferences.** – The League pays only for mileage, turnpike fees, and registration fees for out-of-town meetings. "Other Events" would include, but are not limited to, State League Day at the Capitol, and workshops and conferences that are

applicable to League issues. When the Board determines that the President, or the President's designee, should represent LWVL-DC at other events, the League will reimburse registration fees, and mileage and turnpike fees for out-of-town events, as the budget allows. Mileage is reimbursed in accordance with League best practice.

Hospitality.— The League does not pay honorariums. It will pay for the meal(s) of all speakers—including League members—and their invited guest. Members will be charged for meal reservations not cancelled before the cutoff time established by the meetings chair. Food or beverage at unit meetings will be served at the discretion of the host. Out-of-town speakers may be reimbursed for mileage at a rate to be determined by the Board. **Life Members.**— Life members will be recognized for their 50 years of membership at each Annual Meeting. When a member reaches Life status, s/he shall receive a certificate of recognition from LWV. **Baby-sitting.**— The board will determine the need for baby-sitting on an annual basis. **Special Project Payments.**— If it is necessary to hire someone for a special League project, qualified League members are not prohibited from performing the job and being compensated for it.

17. FINANCIAL CONTRIBUTIONS. League income derives from membership dues and contributions. This income is intended to support League activities at the local, state, and national level. Therefore, the League does not make contributions to other organizations or individuals. There is only one exception to this policy: If League joins a coalition under the guidelines set forth in this document, financial support to the coalition may be given with approval from the Board of Directors. Occasionally, League receives memorial contributions or contributions in honor of a member. The family or honoree may request a specific League use for these funds. If the donor specifies a purpose that is contrary to League's program or purpose, the policy shall be explained and alternatives offered.

18. MEMBER SCHOLARSHIPS. **Interested and eligible individuals should not be prevented from being active in the League for financial reasons.** Dues scholarships from the LWV-LDC Scholarship Fund (which consists of money contributed for the specific purpose of dues scholarships) are available for new and continuing members who would have difficulty affording dues. Because these funds are limited and because LWV members are expected to help support the League, all recipients of scholarships are expected to contribute a token amount toward their dues. They should also explain how they will participate and support the League during the year.

Recipients of awards from the Scholarship Fund may be self-nominated or nominated by a member of the Board. Nominations should be made to a Scholarship Committee comprised of the President, Treasurer, and Membership Chairperson. Nominations should include the name, address, phone number, and email address of the nominee, together with the name of the nominator. Any nomination should be based on a good faith belief that the joining LWV without a scholarship would impose a financial hardship on the nominee.

Scholarships will ordinarily be granted on a first-come, first-serve basis. However, individual contributors to the Scholarship Fund may direct their contributions to recipients of their choosing. Only members of the Scholarship Committee, the nominator, the nominee, and (in the case of a directed contribution) the contributor may know the names of nominees and scholarship recipients.

In the event that the cost of awarding full scholarships to all nominees would exceed available funds, all nominees not selected for a scholarship will be given a complimentary, 1-year, e-mailed subscription to *The Voter* and awarded a scholarship if funds become available within the League membership year. Unfunded nominees are welcome to attend all LWV-LDC functions, including those restricted to members, but do not have a vote in LWV affairs and may not serve as officers or Board members.

Nominations will be considered current for one League membership year. Recipients of continuing scholarship awards must be re-nominated each League membership year.

Scholarships should go to pay for individual dues; they may not be used to pay for household dues.

19. BANKING; ANNUAL AUDIT. The president and the treasurer, or another board member selected by the board if the treasurer is not available, will have authority to write checks and have access to bank records. New bank signature cards should be changed after the Annual Meeting, but prior to the first meeting of the new Board. No individual may serve as Auditor of the books of the Treasurer for more than two consecutive membership years.

20. WEBSITE AND LISTSERVE. At the first board meeting after the Annual Meeting the board will appoint a webmaster and at least two other board members who will be provided with password(s) and directions to access the website and listserv. Responsibilities of the webmaster include regular updating of the calendar of events, addition of new material, and posting *The VOTER* and other information of interest to League members to the website and sending out information to the listserv as needed. However, the webmaster may delegate responsibility for these tasks if she/he is unable to complete them in a timely fashion. To ensure that material on the website complies with the League's non-partisanship policy and other standards, all material must be approved by the president or designee prior to publication on the website. At the end of each League year, the webmaster will deposit an updated set of instructions describing how to access and maintain the website and listserv in the president's files.

21. DOCUMENT RETENTION.

Deposit in file at Spencer Research Library annually.

Annual Meeting program
Annual Meeting minutes
Board meeting minutes
Copies of *The VOTER*
Membership directories
Local study programs

Retain five years (after which time may be discarded).

Annual reports of treasurer and auditor
Vouchers and receipts (*Cancelled checks, bank statements, tax forms*)

Other items for regular deposit in Spencer Research Library.

Updated copies of the Bylaws and Policies

Voter guides, informational pamphlets, information for members, and other ephemera produced by LWV L-DC
Newspaper articles, photographs, other items of historical interest

Guidelines. The following guidelines are recommended for transferring materials from an outgoing president to an incoming president. The guidelines will assist our members in understanding how materials and information are disseminated throughout the organization. It can serve as a guide for delegation of responsibilities and, when followed, will prevent confusion and ensure that the materials are transferred in a consistent, orderly and efficient manner.

Prior to transfer.

1. Each president should review all the boxes of materials in her/his possession and prepare an inventory of the materials.
2. Boxes should be marked "Numerically" on the outside of the Box, with Labels or with a black Magic Marker (Ex: Box #1 of 3, Box #2 of 3, Box #3 of 3, etc.)
3. Each box should contain a separate inventory of the contents that are in that individual box. (Ex: Inventory for Box #1, Inventory for Box #2, Inventory for Box #3, etc.)

Transfer.

1. All materials, along with a description of the responsibilities for that position, are to be transferred to the incoming president on a date certain that has been established by the board.
2. The outgoing president will be available to answer questions that the incoming president may have concerning the materials that are being transferred.
3. Each outgoing president must provide a copy of their inventory to the president to ensure that the president is aware of all materials that are in the League's possession.
4. Board members may obtain copies of the inventory, via e-mail, from the president, if needed.

22. DIRECTIONS TO THE BOARD

The practice of giving directions to the Board is a tradition but not a bylaw. The Board recognizes this tradition as follows.

1. At the conclusion of each annual meeting, the President will offer the membership an opportunity to provide Directions to the Board. Directions to the Board are recorded in the minutes of the annual meeting and constitute binding mandates to the Board in the following sense.
2. During the course of the fiscal year following the annual meeting, the Board shall formally consider and discuss each Direction to the Board as an agenda item at a regular meeting of the Board, and shall take action on that item. Such action shall consist in either:
 - a. Accepting, accepting with modifications, or rejecting any proposal or request included in or implied by the Direction; or
 - b. After detailed discussion, tabling the item either indefinitely or until the Board is reconvened in the subsequent fiscal year.

3. At the conclusion of each fiscal year the Board shall provide a report to the membership describing the action taken on each Direction to the Board.

Local Policies, Rules, and Practices Adopted in 1961. Revised September 1964, May 1969, September 1971, May 1972, November 1975, November 1977, March 1983, December 1990, April 1992, August 1995, December 1997, June 2004, February 2006, February 2012, April 2012, May 2012, October 2012, February 2013, March 2013, April 2013, August 2013, April 2014.