

# Policies and Procedures of LWVIN and LWVIEF

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Policies and procedures are written by the board. In 2006, the board revised most policies and procedures then known as “Policies and Guidelines,” and recompiled them here. The collection is updated after every change. It can be accessed on the LWVIN Web site. This edition is dated **April 16, 2009**.

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## Board of Directors

Approved November 15, 2008

Some parts of this policy are likely to be modified as practices evolve. While the text, by its nature, centers on rules and responsibilities, its main purpose is to prepare for the fruitful and enjoyable life of the board, in the service of League health throughout the state.

### Composition

The board consists of “the officers, seven elected directors, and not more than seven appointed directors” (Bylaws V-1). In practice, there have been few appointments.

### Responsibilities: What the Bylaws Say

LWVIN Bylaws V-4

“The board shall have full charge of the property and business of the organization, subject to the instructions of the convention and the council.

- a. The board shall plan and direct the work necessary to carry out the program adopted by the convention or, as provided in Article XII-5, the council.
- b. The board shall accept responsibilities delegated to it by the board of LWVUS.
- c. The board shall encourage and support the work of local Leagues.
- d. The board is responsible for the organization and guidance of provisional League and member-at-large units.
- e. The board shall support the work of those inter-League organizations of which local Leagues in Indiana are a part.
- f. The board is responsible for the fiscal development of LWVIN.
- g. The board shall create and designate such committees as it may deem necessary.
- h. The board shall adopt state positions and act on those positions.”

### General Guidance from the National League

*League Basics* (pp. 3-4) outlines responsibilities of the boards at all levels, with a focus on local Leagues. General responsibilities are given as follows:

“The board of directors is the administrative and policymaking team for the League. Board members often assume specific duties, but all members of the board are responsible for planning and decision-making in two broad interdependent areas:

1. Organization and Management: membership growth and participation; adequate financing and realistic budgeting; internal/external communications; visibility; and efficient administrative operations.
2. Program: advocacy (including study) and education (including voter services).

The board as a whole:

- Sets priorities and goals for the organization.
- Carries out overall planning and decision-making.
- Supports membership, development and visibility activities.
- Represents and promotes the League in the community.
- Safeguards the League's reputation for nonpartisanship."

### **Responsibilities of Individual LWVIN Board Members**

The same outline (*League Basics*, p. 4) also lists responsibilities of individual board members. We augment that list to our own ends. Details concerning some responsibilities are given in separate policies.

Individual board members:

1. Are knowledgeable about the League's mission and work and about its bylaws, positions and policies. Prior experience provides much of this knowledge. Positions and rules are available on the websites of LWVIN and LWVUS, respectively. LWVIN positions and rules are also provided in hard copy. Hard copies of LWVUS material may be ordered.
2. Understand and abide by the League's nonpartisan policy. Board members must adhere to tighter restrictions than the membership at large.
3. Attend, prepare for, and participate in all board meetings, assigned committee meetings and organizational functions. Because number and length of board meetings are limited, much supporting material is distributed ahead of time. Board members are expected to review the information and the agenda, so that each meeting can focus on informed deliberation. In particular, they should check the draft of board minutes and confer with the secretary about possible corrections, in advance.
4. Support and attend other League activities. Participation at convention, council and Presidents Day is expected, because these events are followed by board meetings. Board members should also participate in regional workshops and in local League activities.
5. Check email nearly every day and respond to League business without delay. Members who expect to be away from email for more than a few days should notify the president.
6. Serve as liaison between the state board and one or more local Leagues.
7. Identify potential nominees for appointment by the board and for the nominating committee.
8. Promote growth and diversity in membership.
9. Assist in fundraising activities. Personal contributions by board members set an example for the membership.
10. Carry out individual assignments, and volunteer for such assignments.
11. Explain and promote the League in the State of Indiana.

## **Communication and Meetings**

**Email is crucial.** It reduces the need for face-to-face meetings. Much information is transmitted by email. A few meetings on single topics are conducted via email.

**Long meetings** of up to six hours including lunch are scheduled four or more times a year, to start at 10 a.m. on a Saturday. (To save time, bring your own lunch.)

**Short meetings**, designed to last one hour, are held at the conclusion of convention, council and Presidents Day.

**Telephone conferences** can sometimes reduce the need for face-to-face meetings. They last for one hour.

**Electronic meetings** may occur whenever one issue requires a decision before the next regular meeting. They consist of a sequence of email exchanges over a period of a few days.

**A training and planning session** for the newly established board is held in May.

**Mileage** for travel to official functions is reimbursed.

## **Electronic Board Meetings**

Approved March 24, 2007

1. Electronic meetings are governed by Bylaws Article V-8.
2. Each board member is responsible for maintaining the common communication channel for electronic meetings. It consists of an e-mail account known to the board, the regular checking of messages, and the ability to respond in time. The board shall seek consensus before instituting other means of communication that may become available.
3. The president presents the single issue permitted in an electronic meeting as a motion. There is no need for a second. The president may modify the motion in response to discussion.
4. Each meeting consists of a discussion phase and a voting phase. No final votes may be cast during the discussion phase.
5. Contributions to either phase are shared with all members, by use of the reply-to-all function of e-mail, or by similarly effective means that may become available.
6. Normally, the discussion phase lasts at least forty-eight hours. Its end may be set by the president at the outset or during the discussion. In the exceptional case that an issue requires very quick resolution, the president may announce a shorter discussion phase.
7. The president may close the voting phase when at least sixty percent of the whole board have agreed on an action or when such agreement has become impossible. The voting phase lasts at most ninety-six hours. If not enough members cast a vote, the meeting is adjourned without action.
8. The president shall immediately announce the outcome to the board.

## **Political Activity**

Revised January 14, 2006

1. State board members must inform the board of all political activities.
2. State board members must consult with the board if the policies given here do not clearly resolve an issue.
3. If a state board member is also a member of a local League board, the stricter of the political activity policies applies.
4. The LWVIN president and voter service chair shall not run for any elective office. State board members shall not run for national or state elective offices. With permission of the state board, state board members may run for local offices.
5. The LWVIN president and voter service chair shall not serve in any position in a political party. State board members shall not hold political party positions at the national or state level.
6. Except for the president and voter service chair, state board members may attend political fundraising events and make campaign contributions.
7. State board members shall not chair or administer political fundraising or political campaigns, chair campaign events, or work in other significant ways in national or state political campaigns.
8. When the president is unable to perform a public function, she or he shall be represented by a member without prohibited political association. The member is to be designated in the planning process.

## **Conflict of Interest**

Revised January 14, 2006

1. The state board shall encourage and assist all League members including themselves to secure appointments to local, state, and national governmental boards, commissions, and committees.
2. State board members may serve on such bodies except in cases where dual connections, League of Women Voters and another responsibility, may cause problems or confusion. If a serious conflict arises between a board member's two commitments, the board member must choose.
3. State board members shall not lobby on behalf of the League for a position in opposition to or in conflict with a LWVUS or LWVIN position, nor for a position the League does not hold at all, except that, as individuals, state board members have the right to lobby on any side of any issue. In doing so, they must make it clear that they are not representing the League if that might be presumed. Wording at the beginning of a public statement might be, "I am Jane Doe. I am speaking for myself today, individually, not as a representative of any group to which I belong."
4. If a conflict-of-interest problem arises from a board member's employment, the member must submit the matter to the state board.
5. Board members may accept honoraria and expense compensation for appearances on behalf of the League.

## **Written Communication within or on Behalf of LWVIN**

Adopted March 4, 2006

1. Written materials should carry the names of the authors and the dates of issuance. Senders of e-mail messages should identify themselves by name even if they did not compose the text.
2. Outside paper correspondence relating to a League position or action shall be sent over the president's signature, unless the president gives approval for another member to sign.
3. Outside e-mail correspondence relating to a League position or action shall be sent by the president or the president's designee.
4. Written communication with all local Leagues or all members must have the approval of the president. It shall be sent by the president or the president's designee.
5. Board members, committees, and members acting on behalf of LWVIN may communicate directly with individual Leagues or members. However, the president or the board shall be informed regularly about work on behalf of LWVIN.
6. E-mail subject entries should contain the sequence "LWVIN" and should facilitate file searches.
7. Preferably there should be only one topic per message. Care should be taken to avoid topic drift in replies.
8. The name of an attached file should begin with "LWVIN" and end with the modification date or version number. The middle part should facilitate file searches. Examples: "LWVIN Fin Report 051213.xls," "LWVIN ABC Study rev 2a.doc."
9. Dates in filenames follow the pattern of *yymmdd*: the first two digits indicate the year, the middle two digits the month, and the last two digits the day of the month. See the example given above; it refers to a file written or modified on December 13, 2005.
10. A reply should include either the original message or a clear reference to its author, date and subject.
11. Confidential or proprietary information, including address lists and financial reports, should be password-protected.
12. Uncommonly large files, notably files containing substantial graphics, should be avoided, because they are difficult to receive through dial-up Internet connection and may cause some inboxes to overflow.

## **Capitalization of Terms**

Adopted March 4, 2006

1. In accordance with LWVUS practice, the word "League" is capitalized when referring to LWVUS itself or to a League within it.
2. The title of an officer is capitalized only when used as (part of) a name.
3. The titles of documents, articles, publications, etc. are capitalized in accordance with general custom.
4. Technical terms, such as "bylaws," "convention," "council," "board," "position," "policy," and "committee," are not capitalized routinely. They may be capitalized as (part of) a title or name, or when capitalization serves comprehension.

5. Example: "I went to see President Birgittsdottir to discuss 'Policies and Procedures,' the bylaws, other League documents, and also Council 2006 and the investment and development committee, but the president was out of town."

## **Board Appointments**

Approved June 3, 2006

1. All LWVIN appointments are made by the board, unless the board delegates the authority to the president in specific instances.
2. Each appointment is for a two-year term, unless set differently by regulation or the board. Reappointment is allowed unless restricted by regulation or the board.
3. Each term begins upon appointment unless set differently by regulation or the board.

## **Statewide Studies and Positions**

Adopted March 4, 2006

1. Bylaws XII-6, XII-7 et al. state that LWVIN, local Leagues and ILOs may act on government issues only under the principles (*Impact on Issues 2006-2008*, p. 80) and under positions taken at their level or a higher level of organization. The creation and care of LWVIN positions counts among the most basic responsibilities of the board.
2. All positions follow the principles. Positions are built on statewide study and agreement, in a process launched by the convention. In an emergency, the council may change the program (Art. IX-4-c).
3. For each study adopted by the convention, a committee created by the board conducts preliminary research and presents to the board the draft of a study for distribution to local Leagues. The draft contains at least a cover statement and either consensus questions or a concurrence statement, or both.
4. The board decides between consensus and concurrence, sets timelines, and authors the final text of the study.
5. The committee prepares a plan for local research and discussion. Because local Leagues are likely to be aware of the project, local work may begin before the study text is finalized.
6. After board approval, the committee disseminates the plan, any study materials, and the study text containing consensus questions or a concurrence statement. This may be done through the *Voter* or in separate mailings to local boards.
7. The committee collects and studies the responses, writes a report and submits a position draft for board approval. The report may be used in the later announcement to the membership.
8. Positions should be formulated broadly so that they tolerate locally varying implementation and some historical change.
9. Positions are written and approved by the board (Art. V-4-h and XII-4).
10. After approval by the board, the president announces the new position to the membership in the *Voter* or through the local presidents.
11. All current positions are available on the LWVIN Web site, with the date of approval. Changes are entered on the Web site within thirty days.

12. In even-numbered years, the president invites local Leagues to review the positions, to see if any should be amended or dropped. Responses from local Leagues should reach the board before the end of the year. Substantive changes may require studies launched by the following convention.
13. The board reviews all positions and the comments of local Leagues early in odd-numbered years.

## **Nominating Committee**

Adopted March 4, 2006

1. Article X of the bylaws governs the composition, duties and selection of the nominating committee. Composition and selection are also addressed in Art. VIII-5.
2. The committee's main reports are governed by Art. XI-1, by Art. VII-5, and by the election schedules in Art. IV-1, V-1 and VII-5.
3. In short, the bylaws require the following nominations for the convention: president, first vice-president, treasurer, three directors, three members of the investment and development committee, and the chair of the next nominating committee. For details, see the bylaws.
4. In short, the bylaws require the following nominations for the council: second vice-president, secretary, four directors, and two members of the investment and development committee. For details, see the bylaws.
5. For the convention, the committee may consider two nominations for nominating committee membership. They should not be publicized. As a rule, nominations other than for the committee chair are to be made only from the floor, not by the committee, but if no or only one member is elected under that procedure, the committee is required to place one or two names in nomination, as needed. For details, see Article X-3-b.
6. Non-board members of the committee are invited to attend several board meetings to learn about the work of the officers and the board.
7. Because nominations are announced to the local Leagues six weeks before an election (Art. XI-1), preparation of a slate should begin at least three to four months before each election.
8. To the extent possible, candidates should be drawn from Leagues throughout the state. They should present a balance of experience and new ideas, and a variety of skills and interests in League work.
9. The committee is independent. Consultations like those given below are helpful, but they do not limit the committee's nominating power.
10. The current president shall be consulted about leadership needs and potential candidates.
11. The presidential nominee shall be consulted about potential candidates for directorship.
12. Most presidents have served for a single term. This is a wise tradition, but it does not limit the committee's nominating power.

## **Rules Committee**

Amended March 5, 2008

1. The committee monitors the rules of LWVIN and LWVIEF, may recommend changes, deletions and additions, and may be charged with preparing relevant motions for the board, the convention or the council.

2. The committee prepares the standing rules for convention and council.
3. The board may direct the board members on the rules committee to serve as the bylaws committee. Under Bylaws XV-1-a-1, only board members may serve on the bylaws committee. This restriction does not apply to other functions of the rules committee.
4. The committee has five or more members. At least three members are appointed from the board, and at least two members are appointed from outside the board.
5. Annually, the board appoints a chair from among the committee members.

## **Local League Action in the Indiana General Assembly**

Revised March 4, 2006

1. A local League may plan to take action on legislation pending in the General Assembly. It must review the text of the proposed legislation.
2. The projected action must be in accord with a local position and must have the support of the local membership.
3. It must not conflict with state or national positions.
4. In case of substantial overlap with state or national positions, or if the proposed legislation may affect other communities in Indiana, the local League shall request action by LWVIN instead.
5. The projected action must have clearance from the LWVIN legislative coordinator. In seeking this clearance, the local League shall address, in detail, the local investigation, the plan of action, and the points of this policy.
6. The local League shall keep the legislative coordinator informed of its activities.

## **Candidate Inclusion in Debates and Forums Sponsored by LWVIEF**

Revised March 4, 2006

1. LWVIEF encourages informed participation of citizens in the election process. To promote discussion of significant public issues, LWVIEF conducts public debates and forums involving competing candidates. These meetings allow a free flow of ideas among legitimate and serious candidates.
2. All debates and forums shall comply with the rules set forth by the Federal Election Commission (FEC) and the Federal Communications Commission (FCC).
3. In a primary campaign, FCC rules limit a debate to candidates of only one party. LWVIEF applies the same restriction to forums. Uncontested primary candidates are not included in debates or forums.
4. In a general campaign, candidates must meet all eligibility requirements of Indiana Code (IC) 3-10-1 et seq. to be invited to debates or forums. A write-in candidate certified under IC 3-8-7-30 need not be presumed qualified for participation.
5. In deciding the seriousness of a candidacy, LWVIEF shall consider evidence of a formal campaign, including: campaign staff and clearly identifiable headquarters; a legally registered campaign committee, the filing of appropriate financial reports, and minimum spending to qualify under FEC regulations; issuance of the candidate's position papers; and campaign appearances.
6. All legitimate and serious candidates shall be invited. Not all candidates must be present.

7. At least two opposing candidates must have accepted the invitation. At least one major party candidate must have accepted the invitation.
8. Candidates must appear in person; they may not substitute a spokesperson. If a candidate is unavailable, LWVIEF, at its sole discretion, may allow a brief written statement to be presented.

## **Coalitions**

Revised March 4, 2006

1. The board approves coalitions and the costs of representation, such as dues or travel.
2. The board shall fully inform itself about a proposed coalition: its membership, its expectations of the League, and its goals, most of which should be in writing.
3. The board shall identify the League positions each coalition involves.
4. The board shall appoint a coalition representative.
5. The representative shall report to the board, in writing or in person, about each meeting of the coalition.
6. The representative shall ensure that the board promptly receives the minutes and relevant records of the coalition, such as bylaws, and major financial information. In conjunction with the board, the representative shall make sure that basic information about the League is made available to the coalition as requested.
7. The representative shall immediately report significant changes in the goals and nature of a coalition to the board.
8. The board shall maintain an up-to-date list of all coalitions involving LWVIN and of our representatives to them.
9. The board shall conduct an annual review of all coalitions.

LWVIN can participate in a coalition only if all of the following conditions are met:

10. The board can monitor activities by involvement and the LWVIN representative's attendance at general meetings. The representative receives minutes even when unable to attend.
11. The coalition is fiscally responsible.
12. Activities do not conflict with the nonpartisan policy of LWVIN.
13. The coalition addresses statewide or interstate concerns, or concerns beyond those of individual local Leagues.
14. LWVIN can dissociate, publicly if necessary, from a partner's policy if the positions come to disagree or if LWVIN has no position.
15. LWVIN controls the communication of the coalition and its partners with League members.

## **Liaison with Local Leagues**

Approved April 1, 2006

1. The president communicates with local Leagues through their presidents and the *Voter*, to foster mutual trust and understanding. This includes occasional reports on work of the board.

2. Each year, soon after election, the board designates board members as liaison (LLL) to one or more local Leagues. The goal is to provide an LLL for each League in Indiana. A related policy will cover MAL units.
3. The president provides the local League and the LLL with contact information. The LLL contacts the local League early, and regularly thereafter. Personal visits, especially near the beginning, are authorized and encouraged.
4. The LLL explores matters of general concern and explains rules, policies and other practices in order to foster a clear understanding of the roles of the local League, the state League, and the national League.
5. The LLL tries to obtain a sense of the productivity and health of the local League, notes accomplishments and concerns, and offers assistance and counsel. To this end, it will be helpful for the LLL to be added to the local League distribution lists to remain informed of local activities and meetings.
6. The LLL can act as a conduit for matters the local League wishes to bring before the state officers or the state board.
7. The LLL encourages and supports the participation of the local League in statewide activities and events, such as studies, coordinated actions, convention, council, workshops and Presidents Day.
8. Each LLL reports to the second vice-president at least every three months. More frequent reports are welcome. The second vice-president presents summary reports to the board, and may call for an individual LLL report whenever the board should know about a specific issue.

## **Membership Coordination**

Approved December 8, 2007

1. Membership service involves all LWVIN members and, in particular, designated volunteers at the state and local level. It comprises development, observation, guidance and specific administrative tasks. Central responsibility rests with a coordinator appointed by the board to a two-year term.
2. The coordinator submits a written quarterly report to the board and recommends changes in membership service and the office of coordinator, as warranted.
3. The coordinator uses and updates the LWVUS membership database throughout the year, transmits changes and corrections to designated state and local officers and to the state office, and serves as membership data consultant to the LLs (local Leagues). Where relevant, such information is also transmitted to the lwvin.org Web master.
4. On the basis of the LWVUS database and any available state and local data and under the direction of the coordinator, the state office maintains contact lists for the following groups, with others to be added as needed: the board, the LL presidents, the MALs, and the total membership. The lists offer email distribution, mailing labels and, in some cases, phone numbers and other information. They must uphold LWVUS and LWVIN rules on confidentiality.
5. In email transmission of proprietary data such as contact lists, LWVIN uses password-protected file attachments. See the policy on "Written Communication Within or on Behalf of LWVIN."
6. On the basis of the January 31 LWVUS membership summary, the coordinator calculates the state-level PMP (per-member-payment) for each LL. In July, the LLs receive a cover letter with the resulting assessment and a set of quarterly coupons.

7. Each year, the Internal Revenue Service issues a contact list of LWVIN “subordinates,” i.e., of LLs. Under the coordinator’s supervision, the state office updates and returns the list.
8. If it becomes necessary to dissolve an LL, the coordinator and the LWVIN treasurer arrange the disposition of funds and records. The membership coordinator and the coordinator of MALs (members-at-large) communicate with the former members of that LL, inviting them to reorganize or to continue as MALs. After LWVUS formally approves dissolution, the membership coordinator oversees the resulting adjustment to the LWVUS database.
9. When a separate MAL coordinator is not appointed, the membership coordinator assumes the responsibilities of that office.

## **Public Relations Coordination**

Approved April 15, 2009.

1. Public visibility enhances the effectiveness of the League’s work. Since visibility depends upon wider media contact than any one person can manage alone, the board appoints a public relations coordinator. The coordinator reports to the president.
2. The coordinator writes and facilitates distribution of press releases, letters and other information either at the president's request or as a help to LWVIN committees. If requested, the coordinator helps the president write editorials and other public statements.
3. As a representative of the president, the coordinator works within the parameters of the policy on “Written Communications within or on Behalf of LWVIN.”
4. The coordinator checks facts independently or confirms them with the originator(s) of material. Questions about appropriateness of content or tone are addressed to the president.
5. The coordinator submits copies of all releases, and informs the president of expected absences of more than a couple of days from electronic contact.
6. The coordinator creates and maintains recipient lists for routine distribution of LWVIN news releases within Indiana, such as
  - major newspapers that are published in an area served by a local League;
  - newspapers of any size that appear in areas served by local Leagues;
  - magazines accepting public service announcements (PSAs) or featuring stories on political topics;
  - radio and television stations accepting PSAs or with active Statehouse reporters.
7. Local Leagues should submit releases for statewide distribution at least two weeks in advance.
8. Unless specific arrangements are made in advance, originators should expect that the material may be edited and that the statement will be released to the media, with a copy to the originators.
9. The coordinator works to establish good relations with key reporters and media offices.

10. The coordinator explores ways to enhance the League's visibility through emerging media.
11. The coordinator maintains a contact list of local League PR representatives. They receive selected releases for area coverage.
12. The coordinator sends updates to the Indiana page of the LWVUS website.

## **MAL (Member-at-Large) Coordination**

Amended February 9, 2008

1. Some League members pay dues directly to LWVIN or LWVUS. If they live in the area of a local League (LL), they are affiliated with, and served by, that LL. "Members living outside the area of, and not enrolled in, a local League are called members-at-large. These members, whether they join at the state or national level, are automatically members of their state League and of the LWVUS" (*Starting Point*, p. 6).
2. To support members-at-large (MALs) and the related development of LLs, the board appoints an MAL coordinator. In the absence of an MAL coordinator, the membership coordinator assumes the responsibilities of the office.
3. The coordinator encourages MALs to participate in state League activities and, as visitors, in local League activities.
4. MAL representation at the LWVIN convention is covered by Bylaws VIII-4-c and by a separate policy.
5. MALs may be independent or may be organized in MAL Units. The coordinator carries responsibility for both.
6. The coordinator encourages communication among independent MALs, oversees their support and serves as their intermediary to LWVIN.
7. MAL Unit formation and supervision are covered by a separate policy.
8. In cooperation with the membership coordinator, the MAL coordinator keeps MAL entries in the LWVUS database current and, for state level MALs, sends annual renewal letters and forms.
9. The coordinator submits a written quarterly report to the board and recommends changes in MAL service and in the office of coordinator as warranted.

## **MAL (Member-at-Large) Units**

Approved January 5, 2008

1. A group of at least eight MALs, living or working in a geographic area not served by a local League (LL), may petition the LWVIN board for recognition as an MAL Unit. Such a Unit may function as a first stage toward the formation of a new LL, or it may exist as a loose organizational form for a long time. Recognition is initially limited to six months.
2. To enhance member cooperation and because LLs grow from MAL Units, LWVIN recruits and encourages such groups. The MAL coordinator bears main responsibility for this effort.
3. MAL Unit formation and supervision are guided by *Starting Point*, issued by LWVUS. This policy enumerates specifications and additions that apply to Indiana.

4. When, either before or through a petition, the board learns that several MALs desire to form a Unit, the board appoints an MAL Unit advisor to the group. The advisor guides the group toward recognition and, later, as a Unit. The advisor reports to the MAL coordinator.
5. To gain recognition as a Unit, the group must agree to follow the principles, rules and policies of LWVUS and LWVIN. It must select a chair, a vice-chair, and at least a secretary-treasurer. It must plan at least three meetings or other events for the six-month period, one of which must serve the general public.
6. If a Unit advisor has been appointed, the group must consult the advisor about the petition. The petition must be approved by an organizational meeting of the group. Advisor and coordinator submit separate statements about the petition to the board.
7. After the initial six-month recognition, the MAL Unit reports to the board on its activities, via the advisor and the coordinator. In this report, the Unit requests recognition as a continuing MAL Unit, guidance on becoming a local League, or withdrawal of recognition. Formation of a local League may also be planned for a later time.
8. MAL Units must maintain a minimum membership of five members, have designated leaders, maintain an activity level of four events per year, conform to principles, rules and policies of LWVUS and LWVIN, and make an annual report to the MAL coordinator on their activities.
9. The board will withdraw recognition at a Unit's request or if the Unit fails to submit two successive annual reports and fails to respond to at least three documented requests for information by the coordinator.

### **MAL Representation at LWVIN Convention**

Approved January 5, 2008

1. At least six weeks before the convention, when members-at-large (MALs) receive the call in accordance with Bylaws VIII-1, the LWVIN office or the MAL coordinator informs them of their right to representation (Bylaws VIII-4-c).
2. MALs who plan to attend the convention should register like other members.
3. The coordinator enables the MALs planning to attend to communicate with each other, so that they may select, or prepare to select, one or more delegates as warranted by their number.
4. If the selection is completed with sufficient lead time, the LWVIN office will send the MAL delegate(s) the applicable convention delegate materials.
5. If the selection is not completed in advance, the coordinator or a representative convenes a brief meeting of the MALs before the opening session, in order to complete the selection. Hour and place of the meeting should be communicated to the MALs in advance.
6. Credentials committee and secretary must be given, in writing, the name(s) and contact information of the MAL delegate(s). Delegate badge(s) and packet(s) are then issued as appropriate.

### **LWVIEF Assistant Treasurer**

Approved December 8, 2007

1. To support the funding of LWVIEF-related activities as separate from those involving LWVIN and to reduce the workload of the treasurer, the LWVIEF board appoints an

assistant treasurer. The assistant treasurer acts under the authority of the LWVIEF treasurer. See LWVIEF Bylaws II-3-d and IV-5. The assistant treasurer serves as LWVIEF consultant to the board, the state office, and the LLs (local Leagues) and members. This includes responses to messages arriving by email or phone.

2. The board encourages the assistant treasurer to recommend changes in the administration of LWVIEF funds and activities and in the office of assistant treasurer.
3. The assistant treasurer maintains a transaction register of LWVIEF investment activity and checking account activity, including a paper record.
4. Quarterly, and at other times as requested, the assistant treasurer submits a financial report to the board. The assistant treasurer makes the financial records available to the board and the tax preparer.
5. The assistant treasurer may be asked to attend board meetings.
6. The assistant treasurer assists the budget committee in preparing the annual LWVIEF budget.
7. Under the supervision of the assistant treasurer, the state office deposits checks made out to “LWVIEF” into the LWVIEF account; informs the assistant treasurer of incoming mail and deposits; creates photocopies of original documents that cannot be retained, such as incoming checks; provides the assistant treasurer with PDF or paper copies upon request; and deposits all documentation in the LWVIEF files.
8. In email transmission of proprietary data such as financial reports, LWVIEF, just like LWVIN, uses password-protected file attachments. The policy on “Written Communication Within or on Behalf of LWVIN” applies to LWVIEF as well, using “LWVIEF” instead of “LWVIN” where appropriate.
9. The assistant treasurer pays the Indiana Secretary of State Business Entity fee when due.
10. The assistant treasurer prepares LWVIEF checks for signature by the treasurer or president and mails them along with adherent documentation, such as board approval.
11. The assistant treasurer keeps *LWVIEF and the Local League* and the forms for donation, project approval request, fund transfer and project report current. LWVIEF maintains separate funds on behalf of LLs. LWVIEF also conducts state-level projects. With respect to both, see *LWVIEF and the Local League*. For state-level projects, the assistant treasurer serves as director, unless the board appoints a separate director.
12. To the LLs with LWVIEF funds, the assistant treasurer offers guidance; provides *LWVIEF and the Local League* and the forms for donation, project approval request, fund transfer and project report; forwards funding requests to the board; and oversees the approval process. For each project, the assistant treasurer maintains a complete paper record including the LL’s final report.
13. Semiannually, the assistant treasurer provides each LL that maintains an LWVIEF fund with a report on its fund balance and LWVIEF activity. Expenses of the assistant treasurer are submitted to the LWVIEF treasurer for reimbursement.

## **Joint Projects of LWVIN and One or More Local Leagues**

Revised March 4, 2006

1. The project under consideration shall be clearly defined at the beginning. Its mission, goals, and objectives shall be put in writing, and its relationship to voter service, positions, education, etc. specified.
2. By written agreement, any of the following regulations may be declared a guideline instead of binding policy.
3. One member shall be designated as overall director, preferably a board member of a participating local League. The project director is responsible for regularly informing all boards; approving expenditures; procuring legal advice if needed; and keeping and storing materials, correspondence and fiscal records. The director may be given additional duties.
4. Activities and commitments by each League shall be specified, e.g., who handles incoming correspondence.
5. Deadlines, priorities, timelines, etc. shall be fixed in writing.
6. All partners shall approve the budget and the potential sources of income. Budgeting and fundraising responsibility shall be clearly assigned. Plans shall be made for the disposition of any funds remaining at the end of the project, and also for any shortfall in funding.
7. If a publication is involved, the partners shall agree on personnel and on such tasks as research, design, layout, editing, writing, illustrations, style, copyright (who obtains it, and in whose name), pricing, if any, promotion and publicity, markets and distribution, credits for work done, choice of printing method, and pick-up and storage of the product.
8. If a conference or workshop is involved, the partners shall determine who is responsible for organizational details such as site, program, agenda, speakers, reservations, food, publicity, and registration staff.

## **Donation Sharing Between LWVIN and a Local League**

Revised March 4, 2006

1. Before making a fundraising solicitation, LWVIN shall confer with the local League president in whose territory the prospect lives. The local League president or a representative shall be invited to accompany the LWVIN solicitor on the solicitation call.
2. When a contribution is received by LWVIN for general support of either LWVIN or IEF from a donor in an area where a local League exists, that contribution shall be shared with the local League. The local League shall receive 20% of the first \$1,000; 10% of the 2nd \$1,000; and 5% of the excess of \$2,000.
3. In the first year, notwithstanding Paragraph 2, the local League shall receive no less than in the year before LWVIN became the recipient, up to the total donation to LWVIN.
4. The revenue-sharing formula does not apply if the donation is earmarked for a specific LWVIN project, or if LWVIN and the local League have planned a related joint project with a separate written agreement.
5. In the case of education fund gifts, the local League's share shall be placed in the local League's designated education fund account.

## **Contributor Assignment among Local Leagues**

Revised March 4, 2006

1. A local League shall not contact a contributor in another League's area unless it first consults with, and receives permission from, the other League.
2. When a contributor moves from one League's area to another League's area, the original League may no longer solicit, but is encouraged to inform, the other League about the contributor.
3. A contributor may wish to give to more than one League. The affected local Leagues shall agree on solicitation plans and should visit the potential contributor together.
4. Other expenses only as approved by the board in advance. They include overnight accommodations, registration fees, and childcare costs if incurred for attending meetings.
5. The League does not pay food costs, unless meals are included as part of a registration fee for meetings.
6. To obtain reimbursement, submit the appropriate voucher (LWVIN or LWVIEF) to the treasurer. Expenditures incurred on several dates may be grouped on one voucher.
7. Alternatively, expenditures may be reported as in-kind contributions. See "Contributions in Lieu of Reimbursement."

## **Reimbursement for Expenses**

Revised January 14, 2006

The following expenses are reimbursed for board members, members of state committees, representatives to coalitions, and members acting on LWVIN or LWVIEF business with prior approval by the board:

1. Mileage at 60% of the IRS business rate (found on [www.irs.gov](http://www.irs.gov), keyword "business mileage rate," or on Google under "IRS mileage rate").
2. Parking. Obtain receipt.
3. Postage, mailing. Obtain receipt if major cost.
4. Tools, publications, supplies, photocopies. Obtain receipt.
5. Long distance telephone expenses. Obtain receipt if major cost.

## **Contributions in Lieu of Reimbursement**

Revised March 4, 2006

1. Members who wish to absorb approved expenses may do so by following one of the two options given below. It is not in the League's interest to leave any expenditure altogether unreported. LWVIN needs to gauge the true cost of any operation and keep full documentation.
2. Under the first option, in-kind contributions for expenses normally paid by LWVIN are made on a separate expense report, with "In-Kind" written across the top. They are not entered on the same expense report as other expenditures. This option does not, however, foster good fiscal accountability, because it encourages the selective and unpredictable lowering of specific costs.
3. Preferably, under a second option, members submit expense reports for all their approved expenses and receive full payment by check. Contributions, even in amounts equal to the reimbursed expenses, may then be made by personal check.

## **Travel Income**

Revised March 4, 2006

Income from arrangements with Travel Concepts International, or with other travel agencies or operators, is shared equally with the local League of each participant.

## **New and Miscellaneous Expenditures**

Adopted March 4, 2006

1. Under the introductory statement of Article V-4, the Board has control over expenditures, except as specified in Art. IV-2 (The President), Art. IV-5 (The Treasurer), and Art. VII.
2. For a new expenditure above \$500.00 or when a continuing expenditure is expected to incur substantial change, LWVIN shall solicit two or more bids or estimates. These shall play a major role in the award process. They shall not override all other considerations.
3. The president may authorize miscellaneous expenditures up to \$100.00 each, up to a total of \$500.00 per year of presidential tenure. The president shall report each such expenditure to the board at its next meeting.

## **Fund Transfers within LWVIN or within LWVIEF**

Approved November 11, 2006

The treasurer may move funds not expected to be used in the subsequent three months from checking accounts to interest-bearing instruments that allow withdrawal without penalty or restriction, and return them as needed. In the treasurer's absence or inability, the president may act in her or his stead.

## **Annual Withdrawal from LWVIN Assets**

Revised November 5, 2008

1. Each spring, the treasurer reports the net worth of LWVIN at the end of the preceding two calendar years.
2. Approximately 5% of the two-year average is budgeted for the work of LWVIN in the following fiscal year. In most years, this will allow for the preservation and continued growth of assets. When earnings dip below 5% of the two-year average, a lower amount may be budgeted for the following year.

## **Annual Withdrawal from LWVIEF Assets**

Revised September 27, 2008

1. Each spring, the treasurer reports the net worth of LWVIEF at the end of the preceding two calendar years. Net worth does not include funds held by LWVIEF on behalf of local Leagues.
2. Approximately 5% of the two-year average is budgeted for the work of LWVIEF in the following fiscal year. In most years, this will allow for the preservation and continued growth of assets. When earnings dip below 5% of the two-year average, a lower amount may be budgeted for the following year.

## **Maintenance of Local Funds in the LWVIEF Account**

Approved January 13, 2007

IEF does not charge local Leagues for the cost of processing and managing their funds in the LWVIEF account. To cover this cost, LWVIEF uses the interest and growth in value of local League funds, as well as funds belonging to LWVIEF itself.