

Policies & Procedures

A Manual for State
and Local League Boards

Revised 2009

League of Women Voters of Texas

League of Women Voters of Texas Education Fund



League of Women Voters of Texas

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Policies & Procedures: A Manual for State and Local League Boards

Adopted as revised by the League of Women Voters of Texas Board of Directors

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INTRODUCTION

Leagues develop policy statements to assist the officers and board of directors in implementing by-laws. Policies are reviewed annually by the board of directors, revised as needed, and adopted by the board. Bylaws and policies together provide the organizational framework for the League and describe the accepted ways of work.

In addition to policies, this guide includes descriptions of procedures, such as appointment of program chairs (page 10), which are done time after time in a routine way and therefore are treated in the same manner as policies. Detailed information for many procedures can be found in a variety of publications from the League of Women Voters of Texas (LWV-TX) and the League of Women Voters of Texas Education Fund (LWV-TEF).

LWV-TX bylaws, charter, and Catalog of Publications are included in the *LWV-TX League Directory & Handbook*. Other publications containing policies and/or procedures include:

- *A Guide to Voters Guides for Local Leagues* (LWV-TEF)
- *Handbook for Local League TEF Projects* (LWV-TEF)
- *State Board Handbook* (LWV-TX)
- *Trustees' Handbook for the Education Fund* (LWV-TEF)

Policies and Procedures: A Manual for State and Local League Boards can assist a local League in its understanding of how truly interrelated the two levels of League are. Further, it can also serve as a guide as to the areas of work where policy statements are necessary and useful.

SECTION 1. POLICIES RELATING TO THE PUBLIC AND GOVERNMENT

1.1 Nonpartisan Political Policy. Members of the state and local League board shall adhere carefully to the nonpartisan political policy of the League of Women Voters of the United States (LWVUS). Specific procedures to implement this policy include:

The president, *Voters Guides* coordinator, the debates coordinator, the Voters Service coordinator and others the public strongly identifies with the League of Women Voters of Texas (LWV-TX), and the local League, such as the administrator, shall avoid political activities that may give the appearance of partisanship.

Other state and local board members are encouraged to participate in political activities but must first consult the board if they are in doubt as to whether their activities could compromise the League's nonpartisanship.

A board member shall NOT run for office in a partisan race, nor accept a partisan appointment.

A state board member may accept appointment to, or run for, a LOCAL political office if

- a. the election does not require a party affiliation;
- b. the board of the local League involved gives approval; and
- c. the state League board approves.

Individuals serving as program portfolio holders shall avoid activities that could compromise the League's nonpartisanship. They are encouraged to participate in political activities, but must first consult the board if they are in doubt as to whether their activities could compromise the League's nonpartisanship.

The LWV-TX Nominating Committee shall explain to prospective board nominees the League's nonpartisan political policy. The state board shall explain to prospective off-board appointees the nonpartisan political policy.

1.2 Diversity Policy. LWV-TX, in both its values and practices, affirms its belief and commitment to diversity and pluralism, which means that there shall be no barriers to participation in any activity of the LWV-TX on the basis of gender, race, creed, age, sexual orientation, national origin, or disability.

The LWV-TX recognizes that diverse perspectives are important and necessary for responsible and representative decision-making. LWV-TX subscribes to the belief that diversity and pluralism are fundamental to the values it upholds and that this inclusiveness enhances the organization's ability to respond more effectively to changing conditions and needs.

LWV-TX affirms its commitment to reflecting the diversity of Americans in its board, staff, and programs.

1.3 Public Relations. The president is the official spokesperson for LWV-TX. Official League statements shall be made only by the president or by a member authorized by the president.

League membership lists shall not be made available for non-League use without prior approval of the state League board. Gender-neutral language shall be used whenever possible in LWV-TX communications.

1.4 Public Boards, Commissions, and Committees. The League shall take the initiative in recommending people to serve on appointed public boards, commissions, and committees. The president shall be consulted on all recommendations. The full board shall approve recommendations if time permits.

League members shall have priority for League support over other candidates with similar qualifications.

When a state League director or off-board chair is appointed to a state board or commission, the state League board shall decide whether or not he/she shall resign any League position(s) due to potential conflict of interest.

1.5 Voters Guides.

Local/State League Responsibilities. *Voters Guides* for statewide ballot issues and candidates are

published by LWV-TEF. A local League produces the part of the *Voters Guide* that concerns ballot issues and candidates only in its geographic area of the state, i.e., county, city and district elections as well as Texas House and Senate and U.S. House of Representative seats. When these jurisdictions overlap two or more local League areas, the Leagues should work together to eliminate confusion. Refer to *LWV-TX Directory & Handbook* for a partial list of shared districts and lead Leagues. Additional policies relating to local League's use of the *Voters Guide* are found in the *Handbook for Local League TEF Projects* (LWV-TEF). Local Leagues reprinting the LWV-TEF Guide must comply with relevant policies.

Voters Guides shall not contain advertisements from political parties, candidates or political groups. Candidates running for office may not contribute financially to the production of the *Voters Guide*.

Instructions to Candidates. As soon after the filing deadline as possible, explicit instructions are sent by certified mail, along with questionnaires, to candidates. All policies are explained in instructions to candidates and are summarized in the *Voters Guide's* masthead. You may request a copy of LWV-TEF's instructions to candidates by contacting the state office.

Candidates' Responses. Candidates' responses are published in *Voters Guides* as received, including spelling and grammatical errors. Responses received in bold typeface or caps are published in a normal upper and lower case typeface. Italics are acceptable for Latin terms such as *habeas corpus*.

Inappropriate Responses. If a candidate's response includes negative references to his/her opponent or another candidate, or is otherwise deemed inappropriate (as explained in the instructions sent to candidates) the entire response to that question will be deleted. The *Voters Guide* coordinator will determine whether the response is deleted. The candidate will be notified in advance of *Voters Guide* publication that the response will not be published as worded. The candidate may be given the opportunity to amend the response by the *Voter Guide* coordinator before the publication deadline. In place of the inappropriate response the guide will state, "Candidate's response did not meet the criteria listed in this *Voters Guide*."

Word Limits. The *Voters Guide* coordinator will cut the portion of the candidate's answer that exceeds the specified word limit for a particular question. This is indicated on the *Voters Guide* with slash (///) marks.

1.5 a Political Advertising

Advertising from candidates, or membership information or announcements from political groups is not permitted in local and state *VOTERS*.

1.6 Guidelines for League Websites

The Internet can be a very useful tool for distributing League information. Guidelines for the creation and/or maintenance of any League website are:

- a. The website should adhere to the League's mission, goals, and purpose.
- b. Web pages are considered a "publication" and should follow the same guidelines for approval as other League publications.
- c. The League should be identified on each page (using text as well as a graphic identifier),

- to prevent copying without attribution.
- d. An e-mail address should be on every index page to allow for inquiries from users.
- e. No phone numbers, addresses, or personal information should be published without permission.
- f. Education and advocacy sections of the site must be distinguished and maintained. Do not “link” or “mix” the education and advocacy areas.
- g. Links to other sites should be closely scrutinized and accompanied by a disclaimer such as “Views expressed by non-League links are not necessarily those of the League. These links are provided as a service to visitors.”

The following are prohibited on a website maintained solely with 501(c)(3) funds or on an area of the homepage that includes voter education (Education Fund) material:

- a. Advocacy for a particular position or any legislative or election issues
- b. Membership information

1.7 Debates/Forums. To ensure that League standards for fairness and nonpartisanship are met LWV-TEF must have sufficient control over such important factors as criteria for candidate participation, debate content, and format in any debate or forum with which the League is publicly identified. LWV-TEF shall determine whether there is sufficient control in a given situation. Local Leagues should consult with LWV-TEF before approving or implementing any local League sponsorship of debates or forums involving candidates for statewide office. Generally, sponsorship of such debates should be the primary responsibility of the state League. There are important logistical and legal considerations that must be evaluated between the various levels of League, and there is often stiff external competition for debates. Where appropriate, LWV-TEF will invite local Leagues to co-sponsor debates involving candidates for statewide office.

1.8 Debate Criteria. LWV-TEF trustees shall consider the following debate criteria and amend as appropriate:

- a. The candidate must meet the requirements of the Texas Constitution and the U.S. Constitution.
- b. The candidate must be on the ballot according to state election laws.
- c. Debates must be accessible to the public.
- d. LWV-TEF will not be publicly identified with a debate or forum unless LWV-TEF has sufficient control over such important factors as criteria for candidate participation, content, and format to ensure that League standards for fairness and nonpartisanship are met.
- e. LWV-TEF reserves the right to cancel debate(s) if any or all candidate(s) of parties holding primaries choose(s) not to participate.

1.9 Coalitions and Collaborations. LWV-TX and/or LWV-TEF membership in coalitions or collaborations with other groups shall be approved by the state board. Coalition/collaboration membership shall be reviewed annually, and local Leagues shall be informed of coalitions/collaborations that the state League chooses to join. Joining or resigning from a coalition/collaboration shall be a decision of the LWV-TX board.

- a. The coalition/collaboration’s major issues should mesh with League position on every issue of coalition/collaboration concern. The aims of the coalition/collaboration must be nonpartisan and must not conflict with League positions.

- c. The coalition/collaboration's activities should bring added effectiveness to the overall efforts to achieve the League's organization, advocacy, or educational goals.
- d. The members of the coalition/collaboration should be organizations with which the League can work effectively. The League should have confidence in the leadership of the coalition/collaboration and may serve in a leadership capacity.
- e. Expenditures for work with the coalition/collaboration, including staff and volunteer time as well as cash and in-kind expenses, should be worth the investment.
- f. The League representative to a coalition/collaboration of which the League is a member must have the prior approval of the state League president or designee before making any formal or public statement of League position on a specific issue. If the League disagrees with a majority opinion of the coalition/collaboration, a public statement of the League's dissension should be issued.
- g. If the coalition/collaboration in any way participates in partisan activity, (i.e., opposing a candidate or party), then the League shall withdraw from the coalition/collaboration.
- h. League participation in a coalition/collaboration and the representative to the coalition/collaboration should be approved annually by the LWV-TX board.
- i. The coalition/collaboration shall never use the League's name on statements, letters, press releases, publications or any other materials without prior League consent. Such consent is required each time the coalition/collaboration wishes to use the League name.
- j. Local Leagues should have a statement in their local League policy regarding membership in local and regional coalitions and collaborations.

SECTION 2. POLICIES RELATING TO MEMBER AT LARGE UNITS, AND LOCAL LEAGUES

2.1 Relation of LWV-TX Board to Local League Boards. The Services to Local Leagues (SLL) Committee of the state board has primary responsibility for providing training of local League leaders.

Members of the state board are expected to give state League responsibilities priority over local League obligations. Serving on both state and local boards simultaneously may result in conflicting priorities.

LWV-TX board members should limit attendance at local League board meetings to those occasions when the local League agrees to include the visit on its agenda.

2.2 Local Leagues shall meet the following minimum requirements:

- a. Adopt and adhere to local League bylaws.**
- b. Pay the current Per Member Payment (PMP) set by the membership at state convention in a timely manner.**
- c. Conduct an Annual Meeting to adopt a budget and elect officers**
- d. Meet regularly as defined by local League bylaws**
- e. Provide state League training for officers periodically.**

2.3 Members at Large (MALs). Individuals who do not reside in the geographic area of a local League may be members at large of the LWV-TX.

The SLL Committee recommends an amount for MAL dues to the LWV-TX Budget Committee. The state board then approves an amount in the proposed budget. Convention delegates adopt a budget that includes the amount of MAL dues.

Member information and MAL dues shall be forwarded to a local League when an individual who has joined the League as a member at large resides in a local League area.

2.4 Member at Large Units (MAL Units). The state board authorizes the establishment of a MAL Unit, composed of members at large living or working within a common geographic area, who have indicated an interest in organizing as a unit and a willingness to meet requirements established for MAL Units. MAL Units shall be established in those communities where feasible. Feasibility is determined jointly by the SLL Committee and the members at large in the community and then approved by the state board.

The state board adopts annually the minimum number of members at large required to establish a MAL Unit.

The state board appoints an advisor to work closely with each MAL Unit for as long as the state board deems it essential to that MAL Unit's understanding of the organization.

MAL Units shall meet the following requirements:

- a. Maintain the current minimum paid membership set by the state board.
- b. Conduct an Annual Meeting to adopt a budget and elect officers: chair, secretary, and treasurer.
- c. Assign responsibility for membership development, fund development, and Voters Service.
- d. Meet regularly—four officer meetings and four membership meetings annually.
- e. Publish, at least quarterly, a newsletter or appropriate substitute.
- f. Provide training for the unit officers at least once every two years.
- g. Conduct a community analysis as defined in the LWVUS publication *Know Your Community*.
- h. The MAL Unit Chair shall not actively campaign or work in a campaign on behalf of a local candidate or local ballot issue during the term of office.

The state League shall supply to each MAL Unit, without charge, 500 state *Voters Guides* or one electronic copy of the state *Voters Guide* for each statewide election.

2.5 Full League Status. To achieve full League status, a MAL unit shall have:

- a. Existed for at least one year
- b. Exhibited membership growth and retention
- c. Provided at least one leadership training session
- d. Accomplished at least one successful finance campaign that involved more than one activity and included community support
- e. Exhibited nonpartisanship
- f. Maintained board stability
- g. Completed the *Know Your Community* study

League shall be called by the local League board for the purpose of discussing and voting on disbandment. The state League shall be notified of the intention to call such a meeting. If the local board is unwilling to call such a meeting, the state board shall call the meeting and notify the local members. Members shall be told the purpose of the meeting and that absence from the meeting shall be considered a silent vote for disbandment, unless prior to the meeting the member communicates otherwise.

Upon a vote by the membership to disband the local League, the state board shall request the national board to withdraw recognition.

Remaining local League or MAL Unit funds shall be handled in accordance with LWV-TX bylaws.

2.7 Local League Bylaws. Local Leagues shall be reminded annually in October that:

The first three articles of all MAL Units, local, and state bylaws must be consistent with those of the League of Women Voters of the United States;

Proposed revisions of local League bylaws shall be submitted to the state bylaws chair for review and comment at least two months before the local League annual meeting.

2.8 Changing the Organizational Basis of a League. A local League is organized either as a municipal League based around a single municipality or as an area League encompassing more than one governmental jurisdiction. Area Leagues may include one or more counties or a large metropolitan area.

A change in the name or organizational basis of a local League requires the approval of LWV-TX and LWVUS.

A study of the proposed new area to be served by the local League must be conducted and presented in writing to the state board.

Following approval of the locally recommended change in name or basis of organization by the local League membership at an annual meeting, the local League shall forward the appropriate forms to the state board for its consideration, approval, and recommendation to LWVUS.

2.9 Cooperation Among Local Leagues in the Same Political Subdivisions. Leagues considering a study that, if a position is reached, would lead to action before a political entity shared by other local League(s) must notify those Leagues of the possible study in time to allow them to consider whether or not they wish to participate in the study. Ideally, such studies should be jointly considered and jointly adopted.

When two or more Leagues are in the same political subdivision, reciprocal approval is required before taking action before shared governing bodies.

2.10 Consensus/Concurrence in Local Leagues. Local League boards shall determine the process by which consensus/concurrence is reached in their local Leagues in keeping with the procedures

found in *In League* (LWVUS).

SECTION 3. ADMINISTRATIVE POLICIES FOR THE STATE BOARD

3.1 Board Meetings. The president shall determine the dates and places for state board meetings with consideration for the cost of the meetings and convenience of all state board members. The written reports of on-board and off-board members to be included in the preboard report shall be in the state office at the time designated in the adopted calendar.

Unexcused absences from two consecutive board meetings or three unexcused absences from board meetings in a biennium shall be considered a resignation from the board. The Secretary shall record absences at the direction of the President. The President shall notify the board member in writing of each unexcused absence.

[Note: Requires a bylaws change to implement the addition of three unexcused absences in a biennium rule.]

3.2 Board Administration. An Executive Committee of the state board may be created to act on behalf of the state board between its regular meetings on items requiring a decision that cannot be postponed until the regular board meeting. The Executive Committee shall consist of the President, Treasurer, Secretary, and the Vice Presidents. The President has the discretion to refer items to the Executive Committee or the full board between the board's regular meetings. A majority of the Executive Committee members shall constitute a quorum.

3.3 Board Nominations. The LWV-TX Nominating Committee should, as a courtesy, prior to contacting any potential new state board nominee, notify the potential nominee's local League president.

3.4 Conflict of Interest. Members of the state board and trustees of LWV-TEF shall not receive compensation, such as salaries or stipends, for services rendered, nor shall they sell professional services or products to LWV-TX/LWV-TEF. (In a not-for-profit organization, it is inappropriate for those who govern to receive material compensation for performing the services they have deemed necessary to carry out the mission of the organization.)

The administrator shall not be a member of the state board. (It is considered inappropriate for those earning a salary or fee to be a part of the decision making body that hires, fires, and determines salary and benefits.)

Members of the state board and trustees of LWV-TEF may accept modest honoraria or gifts for speeches or other activities rendered to others on behalf of LWV-TX/LWV-TEF. Other honoraria or gifts shall be given to LWV-TX/LWV-TEF.

In any matter in which a state board member or a member of her/his family has a substantial financial interest, the board member shall refrain from participating in the discussion prior to a vote and shall refrain from attempting to influence the outcome of a vote, and shall abstain from voting.

3.5 Program. Positions resulting from efforts to reach consensus/concurrence shall be approved by the state board of directors after careful consideration of consensus/concurrence reports, including majority and minority opinions, submitted by all local Leagues, MAL Units, and MALs that responded by the announced consensus/concurrence deadline.

Members at large and MAL Units are encouraged to participate in state and national studies. The combined results of isolated MALs shall be considered as the consensus or concurrence of one local League.

When a MAL consensus/concurrence report on a national study item or on national program planning cannot be approved by the full board, it may be approved by the LWV-TX Executive Committee.

3.6 Periodic Program Review. LWV-TX shall follow LWVUS guidelines for adoption of program. (see Bylaws Article X ,Sec.2) In addition, the following procedures will be used to ensure a systematic review of all current positions:

- a. During state program planning (fall, odd numbered years), local Leagues make recommendations for positions that need updating or restudying
- b. Early in even numbered years, the State Board chooses position(s) for Periodic Program Review. This decision should be based on:
 1. Local League recommendations for position update.
 2. Any relevant discussion or debate during Convention program adoption.
 3. Length of time since the position has been reviewed.
 4. Current legislative positions.
- c. State Board selects a Periodic Program Review committee. Effort should be made to include:
 1. Current and former program chairs for the position.
 2. Members of the original study committee.
 3. Others with knowledge of the subject.
 4. Program VP (ex officio).
- d. PPR committee reviews the selected positions in depth. The committee will do research and perhaps interview other experts. Criteria for the review of the positions include:
 1. Have LWV-Texas goals been achieved with this position?
 2. Is the position still relevant?
 3. Is the position applicable to current public policy issues or concerns? (Have circumstances changed? Are there new laws that impact this position?)
 4. Is the position clear?
 5. Is there still member understanding and agreement concerning this position?
- e. The options open to the committee, with regard to all or any portion of the position, are:
 1. Retain as is (requires Board approval)
 2. Retain with editorial changes (requires Board Approval)
 3. Formulate new position statement for member concurrence if there is a change of intent. Include the new position in fall Program Planning documents to be ratified at convention.
 4. Recommend a re-study for the following biennium (must be approved by Board at winter meeting for vote at convention).
- f. PPR committee makes recommendations to the State Board no later than the Summer

Meeting of odd-numbered years. The Board votes on their recommendations and if member concurrence option is approved, it goes to local Leagues in the Program Planning Process.

- g. Local Leagues obtain consensus on approval/non-approval of PPR recommendation (fall of odd-numbered years)
- h. Program VP presents program recommendation based on local Leagues concurrence, or PPR committee's restudy recommendation to State Board at winter Board Meeting (even-numbered years)
- i. State Board presents recommendation for changes in position or restudy at Convention (even-numbered years).
- j. Convention delegates vote on any recommended changes.

3.7 Appointment of Program Chairs. Before the end of each biennium, the incoming and outgoing LWV-TX presidents, program and advocacy vice-presidents shall consult and determine which program chairs will be recommended for reappointment in the next biennium. They shall also consult with other incoming and/or outgoing directors as appropriate. Following this consultation, before the first meeting of the incoming board, the outgoing president shall write to each program chair, informing her/him that her/his term will end at the end of the biennium. Letters sent to those who have been recommended for reappointment will state that they have been so recommended. The procedure for reappointment of Program Chairs is as follows:

During the last two months of each biennium (immediately after state Convention), the following people will consult and determine which program chairs will be recommended for reappointment during the next biennium: incoming and outgoing presidents, program vice-presidents, advocacy vice-presidents, and other directors, as appropriate.

Immediately following this consultation, two basic types of letters will be sent over outgoing president's signature, as follows:

1. To those being recommended for reappointment:
 - a. Remind them that their two-year term is ending
 - b. Thank them for their service
 - c. Advise them that the outgoing "administration" is recommending to the incoming that they be re-appointed
 - d. Ask them to contact the incoming program or advocacy vice-president prior to the first meeting of the incoming board whether they would accept reappointment
2. To those not being recommended for reappointment:
 - a. Remind them that their two-year term is ending
 - b. Thank them for their service (and personalize to the extent possible by including their accomplishments)

At the first meeting of the new board, the Citizen Education and Advocacy Committees will report to the entire board which incumbent program chairs have been recommended for reappointment and which have not been recommended for reappointment.

3.8 Distribution and Review of *LWV-TX/LWV-TEF Policies & Procedures: A Manual for State and Local League Boards*. Copies of this policy guide shall be sent, after each revision, to state

board members, program portfolio holders, members of the Nominating and Budget Committees, local League presidents, MAL Unit chairs, MAL Unit advisors, those who provide leadership training for local Leagues, and the staff. This policy guide shall be reviewed and adopted by the state board in the middle of each biennium. At the end of each biennium, any addenda shall be published.

3.9 Editing. Material for public distribution shall be edited and cleared according to procedures found in the current edition of the *State Board Handbook*.

Material for distribution to local Leagues and MAL Units shall be edited and cleared according to procedures found in the current edition of the *State Board Handbook*.

For all future state League publications, the following shall appear in whichever format is appropriate: "For permission to reprint, contact the League of Women Voters of Texas (or) the League of Women Voters of Texas Education Fund."

3.10 State Office Environment. In order to promote a health-conscious environment and to protect our investment, the office space owned by the LWV-TEF and rented by LWV-TX shall be a smoke-free environment. The workplace shall be free of illegal drugs and all firearms.

3.11 Record Keeping. The official minutes of the LWV-TX board of directors meetings and LWV-TEF trustees meetings shall be kept in chronological order. They shall be maintained in the state office for a 10-year period, after which they may be transferred to the LWV-TX/LWV-TEF archives located in the library of Texas Tech University at Lubbock, Texas. The secretary shall maintain copies of the approved minutes for a five-year period.

All financial records of the treasurer shall be maintained for a period of seven years in permanent files in the state office. These records shall include, at the minimum, records of deposits, canceled checks, payroll records, and invoices.

Copies of all contracts shall be maintained in the state office for seven years beyond their termination.

Personnel files shall be maintained in the state office for a period of five years after employment by LWV-TX/LWV-TEF.

SECTION 4. FISCAL RESPONSIBILITIES

4.1 Local League Support of the LWV-TX. The LWV-TX receives a portion of its income from local Leagues through a per member payment (PMP)/minimum support payment approved by convention delegates.

Local Leagues' support payments shall be paid in full by June 15 of each LWV-TX fiscal year, or during the fiscal year meeting the following minimum requirements:

First payment due in the state office by July 31. At least one-fourth of total PMP shall be paid by this date.

Second payment due in the state office by October 31. At least one-half of total PMP shall be paid by this date.

Third payment due in the state office by January 31. Three-fourths shall be paid by this date.

Fourth payment due in the state office by March 31. Full amount shall be paid by this date.

Local Leagues may pay up to 50% of their state PMP from their Education Fund account. Local Leagues that maintain Education Fund balances with LWV-TEF should make requests in writing to the Treasurer or state office.

State services may be discontinued to a local League that fails to settle in full its PMP account, by the end of the state League's fiscal year (May 31). The decision to suspend services shall be made by the state Board on a case-by-case basis.

4.2 Student Members. Student members must be enrolled in an accredited high school or enrolled for at least six semester credit hours per semester as an undergraduate or graduate student at an accredited college or university. It is the responsibility of the local Leagues to verify that the person applying for membership is a qualifying student.

LWV-TX grants a \$10.00 reduction in state PMP for each qualified student member who joins for the first time. **The PMP reduction shall apply to each member during the first year as a student member.** To receive the PMP reduction, a local League must report its new student member to LWV-TX.

4.3 Members at Large and MAL Units. The Services to Local Leagues (SLL) Committee recommends publications for beginning MAL Units to be provided by LWV-TX.

4.4 Budget. The state board and those appointed to off-board positions shall monitor their expenditures to ensure that their budget allocations are not exceeded.

Prior to the LWV-TX Budget Committee meeting, input regarding the following year's budget shall be sought from state board members, program portfolio holders, off-board committees, and staff.

4.5 Reserves. Sufficient funds shall be placed in reserve to meet LWV-TX/LWV-TEF operating expenses for a six-month period. The state board shall approve a dollar figure for these reserve funds at the beginning of each fiscal year, and that amount shall be kept in interest-bearing account(s). If funds are withdrawn in case of emergency, they shall be restored as soon as possible.

4.6 Contracts. Contracts with agencies, organizations, or businesses for services rendered by state board members or other representatives of the LWV-TX on behalf of the League shall be in the name of the LWV-TX, not the individual. Usually the administrator, or the president of LWV-TX, is the authorized signatory on all contracts, letters of agreement, and other official documents.

4.7 Personnel Policies. The board of directors, acting upon the recommendation of the Fiscal Management and Administration (FM&A) Committee, has the responsibility to hire and release the

administrator. Further description of personnel policies and procedures is found in *LWV-TX Personnel Policies and Practices*.

4.8 Purchasing and Contracting. When practical, two or more cost estimates shall be obtained when an expenditure of more than \$500 is anticipated.

4.9 Investment Policy.

Preamble: All funds, restricted or unrestricted, are held by the Board of Directors/Trustees as fiduciaries -- that is, as stewards for carrying out the mission of the League. The following investment objectives and directions are to be judged and understood in light of the overall sense of stewardship.

Delegation: The Board of Directors/Trustees has delegated supervisory authority over its financial affairs to the Fiscal Management & Administration (FM&A) Committee. FM&A is responsible for regularly reporting on investments to the full board. In carrying out its responsibilities, FM&A and its agents shall act in accordance with these Investment Policies and all applicable laws and regulations. The Board/Trustees reserve themselves the exclusive right to revise the Policies and/or to grant exceptions to the Policies where appropriate.

Objectives: The primary investment objective is to preserve and protect League assets by earning a total return for each fund appropriate to each fund’s time horizon, liquidity needs, and risk tolerance. The secondary objective is to appreciate the total value of the portfolio over time, exclusive growth derived from investments.

Asset Mix: Asset mix is the primary determinant of the League’s portfolio performance. Asset mix may be changed from time to time based on the economic and security market outlook as well as income requirements. The overall risk level of assets, in terms of potential for price fluctuations should not be extreme. The primary means for achieving such risk profiles are:

- a balanced diversification between equity and fixed income investments;
- careful control of the risk level within each asset class, through avoidance of over-concentration and by not taking extreme positions against the market averages; and,
- a degree of emphasis on stable growth, rather than capital gains.

| | Equities Common/convertible | Fixed Income U.S. and corporate | Short Term Cash and no more than one-year notes |
|---|--|--|--|
| Short Term Reserves | 0% | 0-50% | 50-100% |
| Long Term Reserves | 50-90% | 10-50% | 0-15% |
| Endowment* | 50-80% | 15-50% | 0-15% |
| Education funds held for Local Leagues | 0% | 0% | 100% |

*Endowment is defined as the principal of gifts and bequests accepted with donor stipulations that (a) the principal is to be maintained intact in perpetuity, for a specified period or until a specified event

occurs, and (b) only the income on the fund's investments may be expended by general purposes specified by the donor.

The actual investment limits shall be determined within these limits by FM&A.

Investment Restrictions:

- The Portfolio must be invested at all times in strict compliance with applicable laws and regulations and all investment decisions shall be made in accordance with the "Prudent Person Rule".
- All investment must be US dollar denominated.
- Commercial paper must be rated in the two highest quality classes by Moody's Investor's Service, Inc. (P1 or P2) or Standard and Poor's Corporation (A1 or A2).
- Negotiable certificates of deposit shall be limited in principal amount to FDIC or FSLIC insurance ceilings.
- Not more than 5% of the voting securities of a corporation may be owned.
- No securities may be purchased on margin or leverage.
- No short sale transactions shall be made.
- Transactions in financial futures and options are prohibited.
- No more than 25% of the portfolio shall be invested in any one industry at cost.
- No more than 5% of the portfolio shall be invested in securities (including debt and equities) of one corporation at cost.
- Securities that are traded only in foreign markets shall not be included in the portfolio.
- Only securities listed on the New York Stock Exchange, the American Stock Exchange, or the NASDAQ Over-the-Counter market shall be included in the portfolio.
- All equity investments will satisfy minimum quality rating of B by Standard and Poor's or a 3 safety rating by Value Line.
- No funds ranked below average by Morningstar may be considered.
- Investment in structured notes is prohibited.

Investment Criteria Based on Mission or Social Responsibility: LWV-TX/LWV-TEF intends to invest in companies whose business conduct is consistent with League goals and beliefs. Therefore, FM&A will use its best efforts to avoid investing directly in the securities of any company known to participate in businesses the Board deems to be inconsistent with the goals and beliefs of the League.

Reporting Requirements: The performance of the portfolios with regard to this policy statement will be monitored by FM&A on at least a quarterly basis by:

- Reviewing the assets and net cash flow of the portfolios
- Discussing the current economic outlook and investment plans
- Reviewing the current asset mix, compliance with this policy statement, and authorizing any redirection of cash flow, transfers of assets, or sales/purchases to ensure such compliance within 12 months.
- Receiving and considering statistics on the investment performance.
- Reviewing significant revisions to the expected long-term trade-off between risk and reward on key asset classes, dependent on basic economic/social/political factors
- Reviewing shortcomings of the policy that emerge in its practical operation.

Annually, the Board shall be provided with:

Detailed information about (1) asset allocation, (2) investment performance, (3) future investment strategies, and (4) any other matters of interest to the Board/Trustees; and a summary of all transactions in each fiscal year, together with a report of investment performance for the year of the portfolios.

Cash Flow Requirements: FM&A will be responsible for providing adequate liquidity to meet the League's cash flow requirements in accordance with Board/Trustee policy.

4.10 Fiscal Management. All funds of LWV-TX and LWV-TEF shall be deposited to the credit of the state League in banks and financial institutions chosen by FM&A and recommended for approval to the board.

The president and/or treasurer of LWV-TX and the chair and/or treasurer of LWV-TEF are the authorized signatories on the accounts of the state League. The president/chair and treasurer may authorize additional signatories for special accounts.

The president/chair, treasurer, and administrator of LWV-TX/LWV-TEF shall be bonded.

If new accounts are needed or accounts are to be moved, the institution(s) shall be chosen by FM&A and recommended for approval to the board. Authorized signers shall be the president/chair, treasurer, and any others whom they may jointly designate.

At least quarterly, the LWV-TX/LWV-TEF treasurer shall provide state board members with a budget analysis. Any expenditure significantly in excess of a budget allocation and any revision of the budget must be approved by the state board.

4.11 LWV-TX/LWV-TEF Fundraising. The LWV-TX board of directors, the LWV-TEF trustees and staff shall be responsible for developing the solicitation sources for funding the state League budgets.

4.12 Solicitation Requests in MAL and Local League Areas. When a prospective source for state funding is within the geographic boundaries of a local League, the state League shall inform the local League(s) prior to the solicitation and coordinate solicitation with any local League's planned or pending solicitation.

4.13 Reimbursement. State board members, those elected or appointed to off-board positions, and staff may request full or partial reimbursement from general operating funds for actual expenses incurred in performance of their League duties, within the constraints imposed by the budget and according to policies found in Sections 4.14 and 4.15, at the following rates:

- Telephone, postage, photocopying, and essential supplies at actual cost.
- Travel by means of public transportation at actual cost including tips. The least expensive feasible means of transportation shall be used.
- Travel by private car will be reimbursed at current Internal Revenue Service guidelines. Parking and necessary tips and fees at actual cost. Staff travel may be reimbursed at the rate allowed for business travel by the Internal Revenue Service.
- Lodging at actual cost, allowing one-half room per person unless the board directs otherwise, or unless a single room is required when traveling alone on League business.
- Meals at a maximum of \$5 for breakfast, \$10 for lunch, and \$15 for dinner.

- Convention scheduled meals at actual cost.
- Childcare at actual cost up to a maximum of \$25 per day.
- Registration fees for conferences/workshops at actual cost.
- Other types of actual expenses may be reimbursed if the board permits.

State board members, those elected or appointed to off-board positions, and staff may request reimbursement from RESTRICTED funds at the rates listed in the project's budget. Such budgets shall be based on actual costs in keeping with IRS tax-deduction allowances and the League's conservative attitudes toward spending.

Only those REQUESTED to attend Convention, a state board meeting, or a committee meeting may request reimbursement at the rates allowed. If attendance relates to a project supported by restricted funds, reimbursement shall be according to the project budget.

Those eligible to seek reimbursement shall submit vouchers and supporting documentation to the League treasurer to receive reimbursement and should submit similar information to document expenses for which they are not requesting reimbursement. When those eligible choose not to be reimbursed, they may document their actual expenses without regard to the limits established for reimbursement as long as the expenses are reasonable and customary.

4.15 Financial Policies and Registration Procedures for Convention. No reimbursement from state League funds or Convention funds shall be made for those registered as local League delegates or observers authorized by the local League board.

No **registration fees** shall be paid by those whose expenses are being reimbursed from the Convention account or LWV-TX or LWV-TEF accounts.

The **Nominating Committee chair and Budget Committee chair** are requested to attend Convention. Depending on the nature of business in a given year, the board may request other off-board leaders to attend. Unless the board directs otherwise, reimbursement for such expenses shall come from the Convention budget.

Prior to each Convention, the state board shall determine whether or not the budget permits any reimbursement of those **off-board leaders** encouraged but not requested to attend. Unless the board directs otherwise, reimbursement for such expenses shall come from the Convention budget.

The state board shall invite **nominees** to the new state board to Convention and shall determine in a given year which of their expenses may be reimbursed from LWV-TX or Convention accounts. Any nominee who accepts such reimbursement must attend as an observer authorized by the state board rather than as a local League delegate.

The Convention **parliamentarian** shall be reimbursed from the Convention budget for actual expenses as approved by the state board. The parliamentarian shall be offered a stipend of \$50-\$100 per day for services rendered as long as he or she is a professionally registered parliamentarian. The parliamentarian shall register for Convention as a visitor.

Board members' expenses for Convention are reimbursed from the Board Meetings' line item of the LWV-TX budget. Board members shall register as LWV-TX delegates.

When the **Nominating Committee meets** at a statewide conference, the expenses relating directly to the committee meeting may be reimbursed from the Nominating Committee line item of the LWV-TX budget, as long as committee members register as observers authorized by the state board.

Expenses of the host League **co-chairs** for Convention shall be reimbursed from the Convention account at the rates set for state board members. The co-chairs shall register as observers authorized by the state board.

Special **guests'** expenses shall be paid as agreed upon at actual cost to the guest from the Convention account unless otherwise specified by the state board. Guests shall register as visitors.

LWV-TX **staff** requested by the state board to attend Convention shall not pay the registration fees. Expenses shall be reimbursed from the Board Meeting line item of the LWV-TX budget. Staff shall register as observers authorized by the state board.

SECTION 5. CONVENTION AND STATEWIDE CONFERENCE

5.1 In addition to Convention rules, the following shall apply:

- a. The state board may appoint one of its members as a liaison for Convention to work with the state board and, if appropriate, host League.
- b. LWV-TX shall choose the Convention hotel.
- c. LWV-TX shall adopt the budget, including registration fees for delegates and observers.
- d. LWV-TX shall approve all special events.
- e. LWV-TX shall invite all speakers.
- f. LWV-TX shall develop the schedule of events and order of business.
- g. A host League and LWV-TX shall consult regarding fundraising activities associated with Convention.

5.2 A statewide conference may be called by the State Board, the purpose of which shall be determined by the interest and needs of members, local Leagues, MALs and state board.

SECTION 6. LEGISLATIVE POLICY

This policy applies to all advocacy based on League positions that LWV-TX takes in order to influence any branch of state or federal government.

The LWV-TX board directs overall advocacy efforts by adopting goals and choosing legislative priorities; assigning portfolios; determining how, when, and by whom strategies shall be developed and implemented; entering into litigation; resolving conflicts among local Leagues regarding jurisdictions or action that cannot be settled otherwise; and directing local League advocacy to state government.

The Advocacy Vice President chairs the Advocacy Committee. With the participation of the program coordinators and the program chairs, the Advocacy Committee shall develop and recommend legislative priorities to the Board for adoption and ensure local League and member involvement. Implementation of legislative priorities is the responsibility of the Advocacy Vice-President, the program coordinators and the program chairs with the concurrence of the president.

Testimony and other written statements, as well as Action Alerts and *Legislative Newsletter* articles, shall have prior approval of the Advocacy Vice-President and the president.

Program chairs have the primary responsibility for recommending and implementing action in their areas in conformance with this policy.

Per LWV-TX Bylaws, Article X, Sec. 3, local Leagues or members may take action in the name of the League to influence state government only when authorized to do so by LWV-TX. LWV-TX Action Alerts or other requests for action provide automatic authorization to act as directed.

A local League that wishes to initiate its own action before a state elected official or governmental body must first obtain authorization from the LWV-TX Advocacy Vice President and the president. If the proposed action would affect other local Leagues, the LWV-TX Advocacy Vice President shall advise the local League whether or not they must first obtain clearance to act from those Leagues.

Local Leagues **must not** take action in opposition to state or national program positions. LWV-TX **must not** take action in opposition to national positions.