



THE LEAGUE OF WOMEN VOTERS OF SOUTH CAROLINA
STATE BOARD POLICIES
as updated September 2020

TABLE OF CONTENTS

Board Member Policies

Board Member Responsibilities	3
Nonpartisanship Policy for Board Members	4
Conflict of Interest	5
Off-Board Specialist Responsibilities	8
Representation at National, State, and Other Meetings	8

Communications Policies

Media Relations	8
Social Media	9
Correspondence	9
Newsletter	9

Advocacy Policies

Action Alerts	10
Coalitions and Partnerships	11
Local League Input Regarding State Legislative Action	12

Financial Policies

Budget	12
Authorization of Expenditures	12
Financial Review	12
Loans	13
Operating Reserve	13
Investments	13
Check Signing and Other Financial Procedures	13

Fundraising Policies	
Solicitation	14
Gift Acceptance	14
Membership Policies	
Confidentiality	14
Dues	15
Standards for Local Leagues	15
Standards and Supports for Member at Large (MAL) Units	16
Standards and Support for Isolated Members at Large (MALs not in units)	18
Program Policy	
Study and Consensus	19
Voter Service Policies	
Candidate Questionnaires and Forums	19
Recordkeeping Policies	
Financial Records	19
Minutes	20
Monitoring and Amendment Policy	20

BOARD MEMBER POLICIES

BOARD MEMBER RESPONSIBILITIES

Board members are expected to

- Be familiar with (a) the LWVSC by-laws, board policies, the state Program, the state positions, and the LWVSC website; (b) the LWVUS website and national positions.
- Prepare for, attend, and participate in board meetings, including teleconference meetings. In the event that absence is unavoidable, notify the president or co-president and arrange to call in or submit a written report, with any recommendations for board action, one week before the meeting.
- Ask timely and substantive questions, while supporting the majority decision on issues.
- Review and understand the treasurer's financial reports and ask questions as appropriate.
- Maintain confidentiality of the board's deliberations during executive sessions.
- Serve on committees or task groups as assigned.
- Monitor the need for member action on assigned portfolio issues and initiate consideration of action in a timely manner.
- Read and respond promptly to emails, texts, and other communications, carefully considering whether the response should be to the sender or to all participants on the address line.
- Know who their SC legislators are and be ready to call, email, or write them in support of LWV advocacy efforts.
- Adhere to LWVSC's Nonpartisanship Policy for Board Members.

- Adhere LWVSC's Conflict of Interest Policy and disclose any potential conflict of interest.
- Make a personally meaningful annual financial or in-kind contribution to LWVSC.
- Resign if unable to meet these responsibilities. Resignations from the board shall be given at a regular board meeting by the member resigning, or shall be submitted in writing. Three consecutive unexcused absences shall be considered a resignation.

Adopted 7-11-20

NONPARTISANSHIP POLICY FOR BOARD MEMBERS

As stated on its website and other materials, LWVSC is a nonpartisan organization that does not support or promote the interests of any political party or candidate. Board members will refrain from activities that would cast doubt on the credibility of this central aspect of League identity.

The LWVSC strongly supports civic responsibility and recognizes that the League experience uniquely equips members for public life. It encourages all non-board members to participate fully, on an individual basis, in the activities of the political party of their choice. However, in order to preserve the credibility of the League as a nonpartisan organization, the political activities of board members are constrained. LWVSC places the following limits on state board members:

- Neither the president (co-presidents), the voter services chair/director, LWVSC authorized lobbyists, nor any member who represents and speaks on behalf of LWVSC, shall run for or hold elective office nor serve in any position in a political party, nor shall they undertake any action that will cause them to be identified publicly as supporting any candidate for office or any political party, including on their individual social media feeds. They shall not endorse any party or any candidate for elected office, shall not attend fundraising events, nor make campaign contributions.
- All other board members may attend fundraising events, sign petitions, and make campaign contributions. While they shall not run for state or national elective office, they may run for local office, regardless of political designation, after consultation with the state board. However, no active board member shall chair or administer fundraising or political campaigns, or party

organizations, chair campaign events, or work in a public way in the campaign of a candidate at the national level, and they shall abide by the state board's advice regarding state and local party activities. If their position makes it likely that they may speak on behalf of the League, they are expected to maintain discretion on their social media feeds.

- Board members may serve on any public board, commission, committee, or coalition; however, that board member does not represent the League unless officially designated as a League representative by the board or the League is named as holding a seat on that committee or board.
- The political activities of a spouse or relative of a board member are considered as separate and distinct from the activities of the board member. If a spouse or partner of a state board member runs for any partisan political office, this need not disqualify the state board member from a position on the board, but this issue should be brought before the state board for review and decision.
- Should a board member wish to run for partisan office elected by the general public or by political party membership, or accept appointment to such an office, the member shall resign or take a leave of absence from the Board. In deciding whether it is more appropriate to resign or to take a leave of absence, the board member and the state board should consider the length of time of the commitment and any other factors that would affect public perceptions of the League. Members on leave of absence because of involvement in a partisan campaign should not return to active service in the League until after the relevant election is concluded.
- Any question about the political activity of a state board member should be brought before the state board for review and a decision about the appropriate action.

Monitoring Policy: Each board member shall acknowledge receipt and understanding of this policy annually at the September board meeting and disclose any potential conflict.

Amended 9-12-20

CONFLICT OF INTEREST POLICY

The standard of behavior for the League of Women Voters of South Carolina ("LWVSC") is that all board members and volunteers scrupulously avoid conflicts of interest between the

interests of LWVSC on the one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

- Each board member has a duty to place the interest of LWVSC foremost in any dealings with LWVSC and has a continuing responsibility to comply with the requirements of this policy.
- No member of LWVSC board of directors, or any of its committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with LWVSC.
- Each individual shall disclose to LWVSC any personal interest which he or she may have in any matter pending before LWVSC and shall refrain from participation in any decision on such matter.
- No board member may obtain for her/himself, or for members of her/his immediate family, or for other organizations of which she/he is also a board member or a key staff member, a material interest of any kind from her/his association with LWVSC
- The materials, products, designs, plans, ideas, and data of LWVSC are the property of LWVSC and may not be given to an outside firm or individual except through normal channels and with appropriate authorization.
- If conflicts of interest arise from the employment, business interests, or other activities, interests or obligations of a board member, they must be brought to the attention of LWVSC board for discussion and resolution. The board member shall not be present for any discussion or vote in connection with the matter. The minutes of the meeting shall reflect that the conflict of interest was disclosed and that the interested person was not present during the discussion and decision on the matter.
- Board members may serve on other political boards. While LWVSC boards may encourage and assist LWVSC members to secure appointments to nonpartisan public government boards, commissions, and committees, unless clearly designated such appointees are not official representatives of LWVSC.
- LWVSC board members who are employed by, or who serve on the boards of other organizations, may find it necessary to lobby legislators on a variety of issues. Board members shall not lobby for a position in opposition to or in con-

flict with a LWVSC position. On issues where LWVSC has no position, they must be scrupulous in avoiding the impression that they represent or have the support of LWVSC.

- Board members may not accept stipends, grants, or fees for service for any LWVSC projects because they sit on the policy-making board that is responsible for administering the grant.
- Board members may accept gifts and honoraria on behalf of LWVSC.
- Board members who are employed by businesses or organizations which receive government contracts may not be involved in LWVSC work or stands in that issue area.

DISCLOSURE

A copy of this policy shall be given to each board member at the beginning of her/his term of office. The policy shall be reviewed annually at the first meeting of the duly elected board of directors.

Each LWVSC board member shall submit a Disclosure of Interest Statement, using a designated form, upon her/his appointment to the board of directors. The LWVSC president or co-president shall be responsible for collecting such statements. In the event that there is a material change in the information given in an individual's disclosure statement, she/he shall report the change promptly to the LWVSC president or co-president, and a new form shall be filed with the LWVSC president or co-president.

VIOLATIONS

If the LWVSC board of directors has reasonable cause to believe that a board member has failed to disclose actual or possible conflicts of interest, it shall inform the board member of the basis for such belief and afford the board member an opportunity to explain the alleged failure to disclose. If, after hearing the board member's response and after making further investigation as warranted by the circumstances, the board of directors determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Adopted 7-20-19

Monitoring Policy: The president or co-president shall be responsible for the annual review of this policy as outlined above. Adopted 9-12-20

OFF-BOARD SPECIALISTS' RESPONSIBILITIES

Beginning with the board meeting after the biennial state convention, and at any subsequent board meeting, the newly elected board may decide if any off-board specialists shall be asked to serve the board for terms to terminate no later than June 30 after the next state convention. Off-board specialists offer expertise, experience, and monitoring abilities to promote specific League program issues. They will report to the board member responsible for their portfolio or to the program vice-president. They have a voice at board meetings but no vote. Their attendance at LWVSC board meetings is welcomed but not required.

Off-board specialists are responsible for monitoring the need for member action on their issues and initiating consideration of action in a timely manner, when there is appropriate opportunity to influence decision-making.

Adopted 2016

REPRESENTATION AT NATIONAL, STATE, AND OTHER MEETINGS

The president or co-presidents shall have the first priority as delegate(s) to national councils and conventions; other delegates shall be named by the board.

Board members cannot double as local League or MAL unit delegates at state League conventions and councils.

The president, co-presidents, or their designee, may represent LWVSC at meetings of other organizations.

Adopted 9-12-20

COMMUNICATIONS POLICIES

MEDIA RELATIONS

The president, co-presidents, or their designees are the official spokespersons for LWVSC.

All public statements, including official letters, are made in the name of the president, co-president, or her/his designee and only with her/his knowledge and approval. No publicity material should be released until approved by the president/co-presidents. Action Alerts from LWVUS are exceptions.

Copies of all news releases and formal statements made at press conferences, public hearings, or before legislative committees, should be sent to local League presidents/management teams and MAL unit chairs.

In any public context in which the board member is identified with the League, the Board member shall not indicate her/his political affiliations or candidate preferences to the attending members of the public or to the media.

Amended 9-12-20

SOCIAL MEDIA

Board members who express their political convictions on social media are expected to do so responsibly. It must be clear that the statement represents only a personal opinion, not a statement on behalf of the League.

Adopted 2016

CORRESPONDENCE

Copies of significant correspondence relating to League policy or positions should be sent the president or co-presidents. This correspondence includes that among state board members, between state and local boards, and between state and national board and staff.

Adopted 2016

NEWSLETTER

No more than one item from any one person other than members of the state board will be published in a given *SC Voter*.

Letters to the *SC Voter* editor will be limited to 200 words. No more than four will be published in a given issue of *SC Voter* and no more than two on one side of a given topic.

The *SC Voter* editor in concert with the state League president/co-presidents has the authority to edit material. As necessary, the editor will alert the president or co-president of a submission which needs their joint review and decision as to publication.

Amended 9-12-20

ADVOCACY POLICIES

ACTION ALERTS

Individual board members or off-board specialists may initiate a call for action on a specific legislation or governmental policy by adhering to the following procedures.

- LWVSC Board Directors and Off-Board Specialists wishing to send an action alert on an issue should first email the proposed action alert for approval to the president or co-presidents, and the VP/Issues and Action.
- The person composing an automated or non-automated action alert should include the following information in the form of an electronic MS Word file (PDFs will not be accepted):
 - ▶ The action requested, the issue, bill number, if any, and its status.
 - ▶ Which decision-makers members should contact.
 - ▶ Contact information for reaching officials by phone, postal, and/or email.
 - ▶ The League position(s) supporting this action. The person composing the action alert should provide the source, quote, and page number of the LWV position(s) on which this call to action is based (e.g., from LWVSC *Program and Action Agenda* or LWVUS *Impact on Issues*). The address (URL) of the supporting position on the Web would be helpful, but is not required.
 - ▶ A statement that presents background on the issue. In many cases, the person composing the action alert may have that statement available and can include it in the request.
 - ▶ Talking points or a sample letter for members to use to communicate with their officials by phone, letter, or email.
 - ▶ Language encouraging citizens to communicate with officials in their own words, since officials often discount form letters.
 - ▶ Additional information about the issue and a link to the entire bill.

- The person composing the action alert should then receive approval via email for the final version of the action alert from one of the co-presidents.
- The League officer approving the action alert will email the action alert to the LWVSC Web Action Coordinator who will distribute the document to LWVSC members using the current statewide member roster that she/he downloads from the LWWUS online system.
- Members can opt out of receiving action alerts.

Amended 7-11-20

COALITIONS AND PARTNERSHIPS

The League joins coalitions and more limited partnerships for the accomplishment of defined goals. We are encouraged to do so by LWWUS. The primary caveat is the need for strict nonpartisanship. The LWVSC recognizes two types of such relationships: more formal coalitions in which there is sometimes public action in the name of the group and less formal partnerships in which all participants act cooperatively but only on behalf of their own organization. All such external relationships must be established with careful attention to their purposes and processes to protect both short-term and long-term League goals. Each such opportunity should be examined regarding its own merits, our priorities, and the demand on our limited resources. LWVSC Board Guidelines define specific issues that must be addressed. The following are broad principles to be used when the state board is asked to join a coalition or partnership:

- The coalition or partnership is nonpartisan.
- The coalition or partnership has a well-defined and focused objective, such as passage or defeat of particular bill or legislative advocacy within a defined area of concern that is addressed in LWVSC positions.
- The goals of the coalition or partnership are compatible with our positions and priorities at both national and state levels.
- The partnership has an appropriate organizational structure.
- Resources such as volunteer time, board time, and finances are available without diverting resources from our identified priorities.
- Our integrity as an organization will be preserved through an appropriate level of control of strategy, message, activities, and goals that are associated with the LWVSC.

Adopted 3-7-2020

LOCAL LEAGUE INPUT REGARDING STATE LEGISLATIVE ACTION

Local Leagues have an opportunity for input regarding LWVSC lobbying work in the State-house through use of the "State Legislative Action Request Form," available on the LWVSC website. A local League board is welcome to submit this form if there is a legislative action, based on a LWVUS and/or LWVSC position, that it is particularly interested in furthering. The request will be reviewed by a board-designated subcommittee, including the LWVSC lobbyist, and a determination made as to the possibility of accommodating the request without detriment to the LWVSC focused lobbying activity for that legislative session.

Adopted 9-7-2019

FINANCIAL POLICIES

BUDGET

It is the board's responsibility as a whole to recommend adoption of an annual budget for consideration and approval by delegates at the state council or convention. The appointed budget committee shall submit a proposed budget for board review at least six weeks before the convention or council.

Amended 7-11-20

AUTHORIZATION OF EXPENDITURES

The treasurer is authorized to pay for budgeted expenditures. Non-budgeted expenditures of three (3) percent or more of the annual budget must be approved by the Board. Board members seeking reimbursement for budgeted expenditures should submit an expense voucher to the treasurer as soon as possible after the expense is incurred. Travel for board business will be reimbursed at the mileage rate set by the Board.

Adopted 7-11-20

FINANCIAL REVIEW

It is the board's responsibility as a whole to review monthly financial reports from the treasurer and provide for a bi-annual review in odd years. To that end, the board will designate a financial review committee composed of two off-board members to review LWVSC financial records each biennium. Every effort should be made to enlist at least one member with experience in financial management.

Amended 7-11-20

LOANS

A loan from the state board treasury may be made to a local League in a situation of urgent need. Such a loan must be approved by a majority of the board and requires a clearly written procedure for repayment. A reasonable rate of interest may be assessed by the board.

Adopted 2016

OPERATING RESERVE POLICY

A reserve equal to at least three months of operating expenses shall be maintained in the Carre' Fund interest-bearing account or other accounts. Funds may be transferred by the Treasurer to LWVSC's checking account as needed for cash flow purposes. In addition, funds from the reserve may be withdrawn with board approval for special purposes.

Adopted 7-11--20

INVESTMENT POLICY

It is the policy of the board to invest reserve funds in short-term, highly liquid vehicles. It is the responsibility of the board as a whole to monitor and manage the performance of invested funds annually.

Adopted 7-11-20

CHECK SIGNING AND OTHER FINANCIAL PROCEDURES

The treasurer will sign all checks. The president/co-presidents are also authorized to sign in case the treasurer is incapacitated or otherwise unavailable. Blank checks will be held only by the treasurer and any other authorized signer(s).

The treasurer will receive cash and make authorized payments, recording check numbers in a computerized itemized record

The board will designate a person to pick up mail and forward checks to the treasurer.

Amended 7-11-20

FUNDRAISING POLICIES

FINANCIAL SOLICITATION

When LWVSC solicits for donations from businesses, corporations, organizations, and individual non-member donors, contributions from names suggested to LWVSC by a local League will be allocated as follows: the local League shall receive 40 percent of unrestricted donations to LWVSC; MAL units will receive 40 percent of unrestricted contributions up to a maximum of \$400. Donations restricted by the donor for LWVSC use or for a specific project shall not be shared.

Adopted 1-11-2020

GIFT ACCEPTANCE POLICY

LWVSC solicits and accepts gifts that are consistent with its mission and that support its core programs, as well as special projects.

Donations and other forms of support will generally be accepted from individuals, businesses, corporations, foundations, or other organizations and will support LWVSC's general operating activity unless specifically restricted. However, LWVSC's Board of Directors may refuse a restricted gift that it deems to not reflect its values or goals. In the case of gifts solicited and received for a specific purpose, LWVSC will honor the donor's intent and restrict and/or segregate such funds if appropriate.

Gifts of Real Property, Personal Property, or Securities may only be accepted upon approval of LWVSC's Board of Directors.

Adopted 7-11--20

MEMBERSHIP POLICIES

CONFIDENTIALITY

The membership roster may not be made available for non-League use without the permission of the president or co-president or his/her designees.

Amended 9-12-20

DUES

LWVCSC Member-at-large (MAL) dues will be determined through the budget process. Members-at-large whose dues are more than three months overdue will be dropped.

Amended 9-12-20

STANDARDS FOR LOCAL LEAGUES

LWVSC is responsible for the formation and recognition of new local Leagues in the state of South Carolina; the ongoing monitoring of all local League activities to assure that local Leagues are functioning according to national and state League standards; and, if needed, the recommendation to LWVUS that a local League cease operations through dissolution or by merging with another local League. To this end:

- To gain and retain recognition, local Leagues must meet the standards set by LWVUS, including strict adherence to our nonpartisanship policy by all who publicly represent and/or speak for the League.
- In South Carolina, a group seeking recognition must have a paid up membership of 20 and must show evidence of the ability to carry out League responsibilities as an autonomous group. Leagues that subsequently drop below 10 members for two consecutive years will revert to MAL status.
- Once recognized, a local League, in order to be considered in good standing, must carry out the following fiduciary and governance responsibilities:

1. Fiduciary

- ▶ Provide to LWVSC a copy of its budget and its prior fiscal year's financial statement and balance sheet, listing all assets and any liabilities, within two months after the close of every fiscal year.
- ▶ Maintain its non-profit exempt status with the IRS by annually filing Form 990, 990-EZ, or 990-N (e-postcard) by the 15th day of the fifth month after the end of its fiscal year.
- ▶ Submit the Annual Application for Registration Exemption with the SC Secretary of State four and one-half months after the close of every fiscal year.
- ▶ Pay to LWVSC its annual Per Member Payments on a timely quarterly or annual basis.

2. Governance

- ▶ Provide to LWVSC a copy of its bylaws and any subsequently amended versions within two months of any change.

- ▶ Provide to LWVSC a list of its officers and directors and their contact information by August 15 of every year.
- ▶ Maintain a nonpartisanship policy reflective of LWVSC's nonpartisanship policy as detailed under Nonpartisanship Policy for Board Members in this document. Annually review its nonpartisanship policy with its board and obtain signed acknowledgments.
- ▶ Establish and prominently display a diversity, equity, and inclusion (DEI) policy and make a concerted effort to implement that policy on an ongoing basis.
- ▶ Provide an annual report of activities and statement of membership each spring, which can be published in the workbooks for biennial state council meetings and state conventions.

A local League not fulfilling these requirements will first receive a warning of non-compliance. LWVSC will make every effort to assist local Leagues when non-compliance is related to neglect or poor management, not illegal activity. However, if remedial action is not taken within a reasonable time (e.g. six months), the local League may be denied representation at state meetings and conventions until standards are met. Persistent failure to meet these standards may result in the LWVSC's Board of Directors recommending dissolution of the local League to the LWVUS Board of Directors.

Amended 9-12-20

STANDARDS AND SUPPORTS FOR MEMBER AT LARGE (MAL) UNITS

- A MAL unit must maintain a minimum membership of eight, have three officers, carry out at least one activity or meeting each quarter, and submit quarterly reports to the state board.
- A MAL unit operates under the aegis of LWVSC. Any dues or funds collected, raised, or received through gift or donation will be in the name of LWVSC and will be held in a separate account by LWVSC for supporting the MAL unit exclusively. The Per Member Payment (PMP) owed to LWVUS will be withdrawn from this account, and LWVSC will reimburse the MAL unit for submitted expenses not to exceed the amount in its separate account.
- At such a time that the MAL unit is recognized as a new League by LWVUS and LWVSC, it may apply for an EIN with the IRS and open a bank account in its name.

- LWVSC supports MAL units by offering leadership tools and state local League president mailings. Each member also receives state and national newsletters or mailings, and publications on study issues. LWVSC also appoints a LWVSC board liaison to guide and oversee the MAL unit's activities.
- Nonpartisanship: The LWV strongly supports civic responsibility and recognizes that the League experience uniquely equips members for public life. It encourages all non-board members to participate fully, on an individual basis, in the activities of the political party of their choice. However, in order to preserve the credibility of the League as a nonpartisan organization, the political activities of board members are constrained. LWVSC places the following limits on board members of a MAL unit:
 - ▶ The LWVSC nonpartisanship policy must be stated and carefully adhered to on its website, social media account, and other materials where appropriate.
 - ▶ Neither the President (co-presidents) nor the Voter Services organizer, nor any member who represents and speaks on behalf of the MAL unit, shall run for or hold elective office nor serve in any position in a political party, nor shall they undertake any action that will cause them to be identified publicly as supporting any candidate for office or any political party, including on their individual social media feeds.
 - ▶ Other board members shall not run for state or national elective office; they may run for local office, regardless of political designation, after consultation with the state board, and they may attend fundraising events, sign petitions, and make campaign contributions.
 - ▶ However, no board member shall chair or administer fundraising or political campaigns, chair campaign events, or work in a public way in the campaign of a candidate at the national level, and they shall abide by the state board's advice regarding state and local party activities. If they may ever speak on behalf of the League, they are expected to maintain discretion on their social media feeds.
 - ▶ Board members may serve on any public board, commission, committee, or coalition; however, that board member does not represent the League unless officially designated as a League representative by the board or the League is named as holding a seat on that committee or board.

- ▶ The political activities of a spouse or relative of a board member are considered as separate and distinct from the activities of the board member.
- MAL units are encouraged to participate when the state LWV engages in a consensus process as part of state and national studies, to take local action based on state and national positions with state board approval, and to respond to state and national action alerts. With special permission, units may study and develop a consensus so as to take action on a local issue.
- MAL units are subject to the provisions of the LWVSC bylaws and other sections of these policies. Further guidance on MAL units and transitioning to a new League is provided on the LWVUS website.
- At its inception, a MAL unit will enter into a Memorandum of Understanding (MOU) with LWVSC.
- In the event of the dissolution of a MAL unit, any funds held in its name will reside with LWVSC.

Amended 9-12-20

SUPPORTS FOR ISOLATED MEMBERS AT LARGE (NOT IN UNITS)

- The LWVSC serves isolated MALs (individual members-at-large) by sending them all state League publications, action alerts, national publications on issues being studied, and other appropriate material within the constraints of the budget. LWVSC pays their national PMP.
- Isolated MALs are encouraged to participate in the consensus process for state and national League studies and to respond to state and national action alerts.
- Isolated MALs are subject to the provisions of the state League bylaws and other sections of these policies.

Amended 9-12-20

PROGRAM POLICY

STUDY AND CONSENSUS

Studies will be proposed to LWVSC Council or Convention with justification in terms of a specific need for new or amended position statements for advocacy and lobbying. The state council or convention will decide the feasibility of a state study, approve it, name it, and identify its chair. The chair will form a committee that will develop consensus questions and study materials to be approved by the state board, and work with local boards on their participation in consensus. The state board will review consensus reports from local leagues and formulate a new or revised position to present to state council or convention for approval. Studies should be initiated and completed within the biennium between the meetings of the LWVSC Council or Convention.

Adopted 2016

VOTER SERVICE POLICIES

CANDIDATE QUESTIONNAIRES AND FORUMS

Candidate questionnaires must be sent to all candidates certified by the appropriate election commission for the office being covered and shall not be sent to any write-in candidates.

The following statement shall be sent with questionnaires and included with material for publication: "News media will be expected to preserve the accuracy and completeness of League candidates' questionnaires and replies thereto."

Candidate forums involving candidates for statewide offices require state board approval.

Adopted 2016

RECORDKEEPING POLICIES

FINANCIAL RECORDS

All LWVSC financial records will be maintained by the organization for a minimum of ten years, and thereafter transferred to LWVSC archives at the University of South Carolina Library. The board treasurer is responsible for organizing records of deposits, payments,

invoices, tax returns and related records, and financial review reports; passing them along to his/her successor; and identifying those for archiving and passing along to the board archivist.

Adopted 7-11-20

MINUTES

LWVSC Board minutes will be maintained by the organization for ten years, and thereafter transferred to LWVSC archives at the University of South Carolina Library. The board secretary is responsible for organizing the minutes in chronological order, passing them along to his/her successor, and identifying those for archiving and passing them along to the board archivist.

Adopted 7-11-20

MONITORING AND AMENDMENT POLICY

These policies may be amended by a majority vote at any time at the discretion of the state board, provided that two weeks' notice be given. If required notice is not provided, amendment requires approval by two-thirds of the board members. Unless otherwise indicated, responsibility for enforcing policies lies with the board as a whole.

Amended 9-12-20