

BOARD POLICIES

The League of Women Voters of Benton and Franklin Counties

Nonpartisan Policy: The League of Women Voters of Benton and Franklin Counties retains the responsibility to protect its nonpartisanship image in the community.

Therefore,

1. It shall be the responsibility of any board member filing for or appointed to a partisan elective office, other than precinct chair, to resign from the board, the conflict of interest being declared to the board in advance of the resignation. Reinstatement shall be at the discretion of the board.
2. The president(s) and voter service chair shall not publicly promote any party or candidate.
3. Other board members shall take care that at no time shall their political opinions be construed as League opinion.

Diversity, Equity, and Inclusion (DEI) Policy: The League of Women Voters of Benton and Franklin Counties is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policymakers in creating a more perfect democracy.

Discrimination or harassment of any kind will not be accepted within the League, including but not limited to race, socio-economic status, age, ability status, religion, sexual orientation, national origin, gender, or marital status. The League is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, access, and belonging for all people. The League is an organization that respects and values the richness of our community and our members. The collective sum of our individual differences and life experiences represents not only our culture, but our reputation and the organization's mission/achievements as well. (Paragraph updated by LWV Board of Directors (1/21/2024))

Making Statements in League's Name: Statements must be submitted to the board beforehand. If the action falls between board meetings, the executive committee may approve the statement action.

Executive Committee: The executive committee shall consist of the elected officers.

Officer and Administrator Responsibilities: In order to maintain continuity in the League business matters, the following officers and administrators will be responsible to record, update, and pass along to the next term of elected officers and administrators the following:

1. President – receive copies of business-related user names, account numbers and passwords. Appoint a substitute, with the board approval, if one of the responsible officers is unable to carry out the duties listed below. Pass along the information to the next duly elected president when term of office has expired.
2. 1st Vice President – receive the access information to the LWV-BF's files along with instruction for its use from the outgoing 1st vice president upon election to office. Review files, check with each person responsible to be assured all user names, account numbers and passwords are up to date. If incoming Executive Committee feels it is necessary, then have the passwords changed and update information. Maintain file and see that the president is informed. Pass along access information and instructions to the next duly elected 1st vice president. If 1st vice president is unable to carry out this duty, pass along the information to the substitute as named by the president. As soon as possible, return responsibility to the 1st vice president.
3. 2nd Vice President – if asked to be the substitute for the 1st vice president regarding the responsibilities listed above, carry out the duties and return responsibilities to 1st vice president as soon as feasible. Administer the LWV-BF Google email account of by accessing it on a regular basis and seeing that messages are forwarded to the proper person. Examples are inquiries from the community, the media or others asking for assistance. New members joining through the website information are sent directly to the email account. This message is shared with the treasurer, president and membership chair. Once membership is paid, the new member's email address is to be added to the email Contacts under AA Membership.
4. Secretary – if asked to be the substitute for the 1st vice president as noted above, respond in a like manner. The secretary should be given access to the organization's shared Drive by outgoing secretary with instructions for use so that copies of all meeting minutes, agenda, or other documents can be stored for future access. At the end of the secretary's term, access and instructions should be passed along to the new duly elected secretary.
5. Treasurer – maintain account numbers, user names, passwords for all accounts used by the Treasurer. Maintain timeline for paying State and National Per Member Payments (PMP's) reporting to the IRS and Secretary of State, pay invoices as required. Keep the National Database and League Membership List up to date. Share information with 1st vice president to be added to file for official record of organization's business.
6. Other committee chairs or administrators of organization's accounts – record, update, and share with 1st vice president all accounts, user names, and passwords to be passed along to future chairs or administrators. These accounts may include Employee Identification Number (EIN), LWV membership database, email, Facebook, website, post office box, Zoom or any other account maintained/paid for league business. This information will be recorded in a file maintained by the 1st vice president and updated on a regular basis or when changes are necessary. This file will be stored on the organization's shared Drive.

Membership in/Participation with Other Organizations: The League of Women Voters of Benton and Franklin Counties will not participate in a project until it has been approved by the board. The following factors should be considered:

1. project relation to governmental issues
2. membership interest
3. maintaining the nonpartisanship of League
4. fiscal obligations

Local Publications and Newsletter: Local publications will be approved by the board or- committee with final approval of all publications by the president or designee. The president or a designee is responsible for a final edit on the newsletter.

Local Consensus Questions: The Board must approve consensus questions before the study committee submits them to the membership.

Fiscal Responsibilities: Registration fees and travel expenses for members attending workshops, and delegates attending Council/Convention, etc., will be paid as authorized by the board.

Official Correspondence: All letters utilizing the local League affiliation should be signed by the president(s) or by someone approved by the president(s) or board. When letters are sent to National and State Board members, a copy must also be sent to the local president and to the state office

Membership fees: New members will not owe dues in the following fiscal year if their initial dues were paid on or after February 1.

Policy Adoption: These policies will be reviewed every year following election of officers and directors, but may be changed at any board meeting by a majority vote of the board.

Adopted October 20, 2005
Original On file with JMHobbs
League of Women Voters/Board Policies Oct 2005

Revised JG/SS 2024
LWV-BF Board 1/24
Updated 3/24