

LEAGUE OF WOMEN VOTERS OF GREATER GREEN BAY BOARD POLICIES

I. Non Partisan Policy

- a. The League of women voters of Greater Green Bay is a nonpartisan organization. Its purpose is to promote the informed and active participation of citizens in government. It does not support or oppose candidates for public office.
- b. Board Members: A board member shall take a leave of absence from the board if they become candidates for elective office in a governmental body. They shall resign from the board if elected or if appointed to fill a vacancy for such an office.

Board members in sensitive positions (President and Voter Service Chair) are excluded from taking part in any partisan political activities. They cannot endorse nor contribute to any political campaign. Their frequent exposure to the community and the tendency of the public to equate their actions with League positions makes this distinction necessary. Examples of inappropriate political activity would include participation in activities that promote candidates, such as circulating a nominating petition or sponsoring meetings for a party or candidate. No board members may hold a leadership position with a political party. The responsibility for interpretation and application of this policy remains with the LWVGGB Board of Directors.

- c. General Membership: All members, other than board members specified in Section b, are encouraged to participate in any political party or governmental activity to the fullest degree, provided they act as individuals and not in the name of the League.
- d. Nomination petitions for any candidate cannot be circulated at League meetings or events.
- e. It is the position of the LWVGGB Board of Directors that the activities of spouses and other family members are considered as separate and distinct from those of the board members.

(Adopted Jan. 1973; rev. Apr. 1978; rev, Sept. 1985; rev. Apr. 1995; rev. Dec. 1997; rev. Mar. 2004; rev. Dec. 2013 rev. Nov. 2017)

II. Financial Reimbursement Policy for attendance at LWVUS and LWVWI Functions

- a. Registration fee for the President or an alternate for LWVWI Issues Briefing
- b. Registration fee and up to \$75 towards lodging for 2 delegates attending the LWVWI Annual Meeting.
- c. Registration fee and expenses to LWVUS Convention for the President or an alternate; total stipend being limited to the amount budgeted.

(Policy adopted Mar. 2004, rev. Feb 2005; rev. Aug. 2013; rev. Nov. 2017)

- III. Financial Reimbursement Policy for Travel Expenses
- a. Mileage at the IRS Charitable Deduction Rate for round trips of fifty miles or more to LWVWI functions and to other events in line with League purposes which have been pre-approved by the board.
 - b. A person submitting a request for mileage payment must indicate the event attended and the total round trip mileage.

(Policy adopted Jan. 2005; rev. May 2008; rev. Nov. 2017)

- IV. Member Assistance Policy
- a. PURPOSE: To give financial assistance toward membership for potential new and renewing members.
 - b. AMOUNT OF ASSISTANCE: For both individual and family memberships, the assistance will range from 10% to 90% of the membership fee, depending upon the need of the applicant.
 - c. TERM OF ASSISTANCE: One year and not automatically renewable.
 - d. NUMBER OF RECIPIENTS: There will be no limit on the number of recipients per year. The total amount of assistance given per year will be determined by a line item in the budget under *Membership Assistance*.
 - e. ELIGIBILITY: Recipients must understand the purpose of the League of Women Voters.
 - f. SELECTION PROCESS: Current members who know an individual that meets the above eligibility criteria would: a) with that individual's permission, forward that individual's contact information (name/address/email/phone), together with a brief statement clarifying the ways in which that individual meets the eligibility requirements, to the LWVGGB President, or b) invite that individual to contact the LWVGGB President directly. Once the LWVGGB President receives this information, the President will discuss the request first with the applicant and then with the LWVGGB Treasurer; together they will decide whether to grant the financial assistance, and, if granted, the amount of the assistance.
 - g. CONFIDENTIALITY: Only the President, Treasurer, and the applicant will be made aware of the request and the decision.
 - h. REPORTING: The President will notify the applicant of the decision. If the decision is granted and the individual accepts the assistance and sends to the Treasurer the balance of the membership dues, 1) the Treasurer will notify the Membership Chair that the individual is a new member, current in dues, and 2) the Treasurer will notify the Board of Directors that membership assistance has been granted to an individual, and will report the amount of assistance given.

(Policy adopted Nov. 2005)

V. Expense Reimbursement Policy and Procedures

- a. Only expenditures that support the charitable purpose of the LWVGGB are eligible for reimbursement. Expenditures that result in any personal benefit to the member unless a charitable purpose can be substantiated are not reimbursable expenses. Incidental meals and entertainment do not qualify as reimbursable expenses.
- b. LWVGGB committee may spend up to \$100 on incidental expenses throughout the fiscal year without a formal request for board approval. Expenditures for stationary or postage are a separately budgeted item and don't need approval.
- c. Expenditures for items that normally are subject to Wisconsin Sales Tax are exempt from sales tax for LWVGGB. A Certificate of Exemption Status (CES) will be made available for presentation to the vendor upon request from the Treasurer.
- d. Committees and individuals requesting reimbursement for LWVGGB expenses must complete *Expense Reimbursement and Invoice Approval* form and obtain the required approvals. The Treasurer will bring any concerns to the board for consideration.
- e. Any proposed expenditure not covered above must be discussed with the Treasurer.

(Policy adopted Nov. 2015; Rev. Nov. 2017)

VI. Recordkeeping

- a. Minutes

The official meeting minutes of LWVGGB and the executive committee shall be kept in chronological order and maintained accessible by the Secretary for a minimum of four years, after which they are transferred to the archives at the Green Bay Archives and Area Resource Center located on the UWGB campus. Secretary shall pass the last four years of these to her/his successor. (Adopted Nov. 2017)
- b. Financial Records and Related Matters
 - i. All financial records must be maintained readily accessible for a minimum of seven years. These records shall include, at a minimum, records of deposits, expenditures, bank statements, monthly financial reports and supporting schedules, tax returns and related reports and correspondence. Financial records older than seven years will be transferred to the archives at the Green Bay Archives and Area Resource Center located on the UWGB campus. The Treasurer is the custodian of the financial records. At the direction of the board the records will be audited annually by individual(s) appointed by the board.
 - ii. Copies of all contracts are maintained by the Treasurer for the length of the contract plus seven years.
 - iii. Questions regarding Wisconsin Sales and Use Tax exemption status and charitable contributions to LWVGGB are directed to the Treasurer. The Treasurer maintains records related to I.R.C. 501(c)(3) status and Wisconsin sales tax exemption status.

(Policy adopted Nov. 2017)

VIII. Annual Reports and Membership Rosters

Annual reports and membership rosters are archived at the Green Bay Archives and Area Resource Center located on the UWGB campus.

(Policy adopted Nov. 2017)

IX. Diversity Policy

- a. The LWVGGB, in both its values and practices, affirms its belief and commitment to diversity and pluralism, which means there shall be no barriers to participation in any activity of the LWVGGB on the basis of gender, race, creed, age, sexual orientation, national origin or disability.
- b. The LWVGGB recognizes that diverse perspectives are important and necessary for responsible and representative decision-making. The LWVGGB 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.
- c. The LWVGGB affirms its commitment to reflecting the diversity of the country in its board and programs.

(Policy adopted Nov. 2017)

X. Conflict of Interest Policy

- a. In addition, no LWVGGB board member shall use their position, or the knowledge gained therefrom, in a manner that competes with the interests or concerns of the League of Women Voters. Each board member has a duty to place the interest of the League foremost in any dealings with the League and has a continuing responsibility to comply with the requirements of this policy. No board member may obtain for themselves, or for members of their immediate family, or for other organizations of which they are also a board member or key staff member a material interest of any kind from their association with the League. The materials, products, designs, plans, ideas and data of the LWVGGB are the property of the League and may not be given to an outside firm or individual except through normal channels and with appropriate authorization.
- b. If a board member has an interest in a proposed League transaction that may result in a personal gain for that board member or for their immediate family or that may result in a benefit to another organization to which they have allegiance, they must make full disclosure of such interest before any discussion or negotiation of such transaction. Further, 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.

- c. A copy of this policy shall be given to each board member at the beginning of their term of office.

(Policy adopted Nov. 2017)