



Policies

Fiscal & Entrepreneurial Activities:

Fiscal Operations	The LWV of Anchorage, as an organization, does not participate in fund raising activities of other organizations	Board policy – 1950-1993 Reaffirmed: 8/20/2019
Fiscal Operations	LWV of Anchorage will pay all reasonable expenses for the delegate(s) to State and National Conventions and Councils; allowable expenses shall include registration, transportation, the cost of banquet attendance, and, if feasible, shared accommodations.	Board policy – 1950-1993 Revised & adopted: 8/20/2013
	Two representatives of the Chapter shall receive support to attend the National Convention if financially feasible.	Board policy – 1950-1993 Revised & adopted: 8/20/2013
	Checks written for amounts of \$2,000 or less shall require only the signature of one authorized signer; checks written for more than \$2,000 shall require signatures of two authorized signers.	Adopted July 19, 2017 Reaffirmed: 8/20/2019
	At least four members of the Board shall have check signature authority. They shall include the President, the Treasurer, and two other members of the Board, designated at the Annual meeting or the first meeting following the Annual meeting.	Adopted July 19, 2017 Reaffirmed: 8/20/2019
	No Board member shall be the sole signatory on a check written to her/himself.	Adopted July 19, 2017 Reaffirmed: 8/20/2019
	Requests for financial support should be provided in writing to the Board, along with any back-up materials, at least three days prior to the Board meeting at which approval for the expenditure is sought.	Adopted July 19, 2017 Reaffirmed: 8/20/2019
	Expenditures exceeding budgeted amounts or for unbudgeted items must be approved in advance by the Board or the Executive Committee.	Adopted: 8/20/2019
Grant Budgets	Grant proposals shall include a minimum of 1% of the total grant amount for the purposes of grant administration; a higher amount may be specified.	Adopted: 12/17/2019

Fiscal & Entrepreneurial Activities:

Entrepreneurial Activities	The LWV of Anchorage may monitor elections for unions, utilities, and other entities for a fee.	Board policy – 1950-1993 Simplified & revision adopted: 8/20/2013
	The hourly fee for election monitoring shall be \$40 per League volunteer for non-profit organizations and \$60 per League volunteer for organizations without non-profit status.	Board policy – 1950-1993 Reaffirmed: 8/20/2019

Political Activities:

Political Activities - allowable	League members are encouraged to participate in political campaigns, to seek appointive office or to run for elective office.	Board policy – 1950-1993 Reaffirmed: 8/20/2013
	Board members may seek appointive office.	Board policy – 1950-1993 Reaffirmed – 8/20/2019
	Board members, with the exception of president, treasurer and voter service chair, may be actively involved in campaigns for candidates. Board members may not serve as chairs or treasurers for groups campaigning in opposition to League positions.	Board policy – 1950-1993 Reaffirmed – 8/20/2019
Political Activities - allowable	The LWV of Anchorage is a non-partisan, politically active organization. While the League does not support or oppose any political party or candidate, we welcome members of all parties and independents to our membership. The LWV of Anchorage also takes action on government measures and policies in the public interest.	Board policy – 1950-1993 Reaffirmed: 8/20/2013
Activities non-allowable	Board members may not run for partisan elective office or for such local offices as mayor, municipal assembly, or school board.	Board policy – 1950-1993 Reaffirmed: 8/20/2019
	Board members may not serve as campaign chairs or treasurers for candidates for such local offices as mayor, municipal assembly, or school board.	Board policy – 1950-1993 Reaffirmed: 8/20/2019
	Board members may not hold the offices of chair, vice-chair, treasurer, or secretary of party district or state committees, or hold the office of national committee person or hold the offices of president, vice-president, secretary or treasurer of other politically active groups.	Board policy – 1950-1993 Reaffirmed: 8/20/2019

Political Activities: (continued)

	Board members may not serve as campaign chairs or treasurers for groups taking stands on ballot issues in which the League has no position.	Board policy – 1950-1993 Reaffirmed: 8/20/2019
	Board members may not serve as chairs or treasurers for groups campaigning in opposition to League positions.	Board policy – 1950-1993 Reaffirmed: 8/20/2019

Membership & Dues:

Membership	League’s mailing list will not be given to any organization.	Adopted July 19, 2017 Reaffirmed: 8/20/2019
Membership- Complimentary	Complimentary membership may be granted in cases of financial need at the discretion of the Board and will be funded from the League’s general fund.	Adopted: 8/20/2019
	Individuals who present themselves to the Chapter as having “joined at the National level” will be “complimentary members” and treated as if they have joined the chapter, receiving all chapter communications and being invited to participate in all chapter activities through the end of that membership year (March 31), at which time they will be billed for dues renewal. Complimentary members will be informed that there is no such thing as national membership, that they made a contribution to the LWV, but that, in recognition of their interest in and commitment to the LWV, they will receive all benefits of membership and that they will receive a dues renewal notice during the regular renewal period.	Adopted: 7/10/2018 Reaffirmed: 8/20/2019
	Complimentary members will NOT be reported to the State and National organizations as members until they officially join the local chapter at the end of the year. Once they officially join the local chapter, they will be included in membership reports to the State and National LWV.	Adopted: 7/10/2018 Reaffirmed: 8/20/2019
Membership	Individuals who fail to renew their membership will have their name removed from the chapter, state and national membership rosters on December 15 of the year in which their membership expires.	Adopted: 8/20/2019
Dues	Dues payments shall be acknowledged by the Treasurer or the Membership chair.	Adopted: 8/20/2019

Positions:

Positions	All consensus questions used to determine position on local study items must have prior Board approval before submission to the membership.	Board policy – 1950-1993 Reaffirmed: 8/20/2019
	All position reports must be presented to the Board in written form with copies for Board members, if possible.	Board policy – 1950-1993 Reaffirmed: 8/20/2019
Positions	In conjunction with program planning, local positions and local support for State and National positions shall be reviewed annually by Board and such items as the Board deems in need of change shall be submitted to the membership at program planning meetings.	Board policy – 1950-1993 Revised & adopted: 8/20/2019

General Policies:

Archiving Materials	Minutes, chapter financial documents, positions unique to LWV of Anchorage, descriptions and outcomes of special projects, and membership lists shall be deposited in the Archives maintained at UAA every two years, in January of odd numbered years. Excluded from archival deposit will be specific contact and financial information about individual members.	Adopted: 8/20/2019
Coalitions	The <u>LWV of Anchorage</u> may join <u>non-partisan</u> coalitions while acting on any issue at the discretion of the Board.	Board policy – 1950-1993 Revision adopted: 8/20/2019
	If a non-partisan coalition, with which the LWV of Anchorage has joined, endorses candidates or becomes involved in other issues, the Board <u>shall</u> issue a statement disassociating itself from those additional activities/endorsements of the coalition.	Board policy – 1950-1993 Revision adopted: 8/20/2019
Committees	Committees should consist of a minimum of three members.	Adopted: 8/20/2019
	Committee chairs shall submit recommendations for Board action in writing to the President at least three days in advance of the next regularly scheduled Board meeting	Adopted: 7/19/2017 Reaffirmed: 8/20/2019
Contributions	Contributors' names, without amounts donated, shall be listed in the <i>Anchorage VOTER</i> . If a contributor wishes to remain anonymous, an anonymous contribution will be reported in the <i>Anchorage VOTER</i> .	Board policy – 1950-1993 Revision adopted: 8/20/2019
	Contributions shall be acknowledged by the Treasurer or the Membership chair.	Adopted: 8/20/2019

General Policies: (continued)

Meetings	The scheduling of Board and general membership meetings will be determined by the Board of Directors.	Board policy – 1950-1993 Revised & adopted: 8/20/2013
	Meetings of the Board of Directors shall be open to the general membership of the Chapter.	Adopted: 8/20/2019
	Requests for action should be provided to the Board, along with any backup materials, at least three days prior to the Board meeting.	Adopted July 19, 2017 Reaffirmed: 8/20/2019
Officers	The Board should consider the President as the recognized delegate to National Convention, if it is possible and convenient for the President to attend.	Board policy – 1950-1993 Reaffirmed: 8/20/2013
	The treasurer shall be responsible for preparing tax documents, including income statements to contractors, annually before January 30 and tax filings, annually before August 15.	Adopted: 8/20/2019
	The treasurer shall be responsible for submitting the Biennial Report and paying the associated fee to the Alaska Division of Corporations prior to June 30 of even numbered years.	Adopted: 8/20/2019
Publications	When the Anchorage League pays registration for workshops, seminars, etc. to send a representative in the name of the LWV of Anchorage, that person is responsible for submitting a written report to the Board for inclusion in the next issue of the <i>Anchorage VOTER</i> .	Board policy – 1950-1993 Revised & adopted: 8/20/2019
Speaking for the LWV	Any member participating in a program as a spokesperson for League should have the approval of the President and the appropriate committee chair.	Board policy – 1950-1993 Reaffirmed:8/20/2019
	When League is asked to recommend someone to represent League on a commission, that person must speak for League and be responsible to the Board. If not asked for a recommendation, League may wish to recommend individuals for appointment to certain commissions. The Board should determine in each case whether the person will speak as an individual or for the League. The Board is not bound to support the recommendations of a commission when the League is represented on that body.	Board policy – 1950-1993 Reaffirmed:8/20/2019
	In all cases where individuals represent League, whether on a commission or in presenting testimony, the Board should be sure that the individual understands the League position on the issue.	Board policy – 1950-1993 Reaffirmed: 8/20/2019

General Policies: (continued)

Special Projects	Persons with special projects which they wish to have the League carry out will be required to put their ideas, along with anticipated costs and expected contribution from the Chapter, in writing and submit them to the Board.	Board policy – 1950-1993 Reaffirmed: 8/20/2019
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Records Retention Policy:

Records Retention	<p>Records will be retained as required by law for the time periods specified below:</p> <p><u>Accounting Documents:</u></p> <table border="0"> <tr> <td>1. Bank reconciliations</td> <td>10 years</td> </tr> <tr> <td>2. Annual Financial Statement</td> <td>Permanent</td> </tr> <tr> <td>3. Treasurer’s Reports</td> <td>Permanent</td> </tr> <tr> <td>4. General ledger (electronic; maintained by Treasurer)</td> <td>Permanent</td> </tr> <tr> <td>5. Tax records</td> <td>Permanent</td> </tr> </table> <p><u>Corporate Documents:</u></p> <table border="0"> <tr> <td>1. Articles of incorporation</td> <td>Permanent</td> </tr> <tr> <td>2. Non-Profit Initiation & Renewals</td> <td>Permanent</td> </tr> <tr> <td>3. Bylaws</td> <td>Permanent</td> </tr> <tr> <td>4. Minutes of Board of Directors</td> <td>Permanent</td> </tr> <tr> <td>5. Grants Policies</td> <td>Permanent</td> </tr> <tr> <td>6. Personnel (The Foundation does not have employees)</td> <td>NA</td> </tr> <tr> <td>7. Insurance</td> <td>Annual</td> </tr> </table> <p>For the time being, and unless otherwise specified (e.g., General ledger), documents will be retained in hard copy in the home of the Treasurer, after which they will be stored in the League of Women Voters of Anchorage archives, maintained at the University of Alaska Anchorage Library.</p>	1. Bank reconciliations	10 years	2. Annual Financial Statement	Permanent	3. Treasurer’s Reports	Permanent	4. General ledger (electronic; maintained by Treasurer)	Permanent	5. Tax records	Permanent	1. Articles of incorporation	Permanent	2. Non-Profit Initiation & Renewals	Permanent	3. Bylaws	Permanent	4. Minutes of Board of Directors	Permanent	5. Grants Policies	Permanent	6. Personnel (The Foundation does not have employees)	NA	7. Insurance	Annual	
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Missing Records	It is noted that records regarding some of the above items have not been consistently maintained; hence, the beginning dates of retention of specific items listed above is specified as the date of the approval of this policy.																									

Conflict of Interest Policy:

<p>Article I Purpose</p>	<p>The purpose of the conflict of interest policy is to protect the League of Women Voters or Anchorage’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the League of Women Voters of Anchorage or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.</p>	<p>Adopted: 2/18/2020</p>
<p>Article II Definitions</p>	<p><u>Interested Persons</u>: Any director, principal officer, or member of a committee with governing board or delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.</p> <p><u>Financial Interest</u>: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:</p> <ul style="list-style-type: none"> a. An ownership or investment interest in any entity with which the League of Women Voters of Anchorage has a transaction or arrangement, b. A compensation arrangement with the League of Women Voters of Anchorage or with any entity or individual which the League of Women Voters of Anchorage has a transaction or arrangement, or c. A potential ownership or investment interest in, or compensation arrangement with, an entity or individual with which the League of Women Voters of Anchorage is negotiating a transaction or arrangement. <p>Compensation includes direct and indirect remuneration.</p> <p>A financial interest is not necessarily a conflict of interest, Under Article III, <u>Determining Whether a Conflict Exists</u>, a person who has a financial interest may have a conflict or interest only if the appropriate governing board or committee decides that a conflict of interest exists.</p>	

Conflict of Interest Policy: (continued)

<p>Article III Procedures</p>	<p><u>Duty to Disclose:</u> In Connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegate powers considering the proposed transaction or arrangement.</p> <p><u>Determining Whether a Conflict of Interest Exists:</u> After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.</p> <p><u>Procedures for Addressing the Conflict of Interest:</u></p> <ol style="list-style-type: none"> a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. c. After exercising due diligence, the governing board or committee shall determine whether the League of Women Voters of Anchorage can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the League of Women Voters of Anchorage’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement. 	<p>Adopted: 2/18/2020</p>
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Conflict of Interest Policy: (continued)

<p>Article III Procedures (continued)</p>	<p><u>Violations of the Conflict of Interest Policy:</u></p> <ul style="list-style-type: none"> e. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. f. If, after hearing the member’s response and after making further investigations as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action. 	<p>Adopted 2/18/2020</p>
<p>Article IV Record of Proceedings</p>	<p>The minutes of the governing board and all committees with board delegated powers shall contain:</p> <ul style="list-style-type: none"> a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board’s or committee’s decision as to whether a conflict of interest in fact existed. b. The names of the persons who were present for discussions and votes relating to the transaction or arrangements, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings. 	
<p>Article V Compensation</p>	<ul style="list-style-type: none"> a. A voting member of the governing board who receives compensation, directly or indirectly, from the League of Women Voters of Anchorage for services is precluded from voting on matters pertaining to that member’s compensation. b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the League of Women Voters of Anchorage for services is precluded from voting on matters pertaining to that member’s compensation. c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the League of Women Voters of Anchorage, either individually or collectively, is 	

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	prohibited from providing information to any committee regarding compensation.	
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Conflict of Interest Policy: (continued)

Article VI Annual Statements	<p>Each director, principal officer and member of a committee with governing board delegate powers shall annually sign a statement which affirms such person:</p> <ul style="list-style-type: none">a. Has received a copy of the conflicts of interest policy,b. Has read and understands the policy.c. Has agreed to comply with the policy, andd. Understands the League of Women Voters of Anchorage is a charitable, non-profit entity and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.	Adopted: 2/18/2020
Article VII Periodic Reviews	<p>To ensure the League of Women Voters of Anchorage operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:</p> <ul style="list-style-type: none">a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the League of Women Voters of Anchorage's written policies, are properly recorded, reflect reasonable investment or payments of goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.	
Article VIII Use of Outside Experts	<p>When conducting the periodic reviews as provided for in Article VII, the League of Women Voters of Anchorage may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.</p>	

Whistleblower Policy:

General	The League of Women Voters of Anchorage requires directors, officers and committee members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the League of Women Voters of Anchorage, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.	Adopted: 2/18/2020
Reporting Responsibility	It is the responsibility of all directors, officers and committee members to report ethics violations or suspected violations in accordance with this Whistleblower Policy.	
No Retaliation	No director, officer or other representative who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse consequence. A representative of the League of Women Voters of Anchorage who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal as a representative (Director, officer, or committee member) of the organization. This Whistleblower Policy is intended to encourage and enable individuals to raise serious concerns within the League of Women Voters of Anchorage prior to seeking resolution outside of the organization.	
Reporting Violations	The League of Women Voters of Anchorage has an open-door policy and suggests that concerned individuals share their questions, concerns, suggestions or complaints with a member of the organizations Board of Directors. A Board member who receives a complaint should report suspected ethics violations to the President of the League of Women Voters of Anchorage, who will share the complaint with the full Board and initiate an investigation of the allegation. If the individual with a concern about a possible ethics violation is uncomfortable with reporting the suspected violation to the President, it may be reported to any member of the Board of Directors.	
Compliance Officer	The Board of Directors of the League of Women Voters of Anchorage is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at its discretion, may delegate such investigation to a committee of the Board.	

Whistleblower Policy: (continued)

<p>Acting in Good Faith</p>		<p>Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.</p>	
<p>Confidentiality</p>		<p>Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.</p>	
<p>Handling of Reported Violations</p>		<p>The President of the League of Women Voters of Anchorage will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.</p>	