



# Policies

Updated August 17, 2022

## 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
	Entrepreneurial Activities	The LWV of Anchorage may monitor elections for unions, utilities, and other entities for a fee.

		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
	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
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## 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
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	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
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
	At the first board meeting after Annual Meeting, the Board of Directors shall appoint (pursuant to By-Laws): 1. A “designee” who is authorized to sign all contracts and other instruments when so authorized by the board due to the absence of the president (Article IV-Officers, Section 2, President) ; 2. An executive committee of no fewer than four members (Article V-Board of Directors, Section 7. Executive Committee); 3. A third member to the nominating committee (Article VIII-Nominations and Elections, Section 2. Nominating Committee); and 4. Up to six additional directors (Article V-Board of Directors, Section 1. Number, Manner of Selection and Term of Office).	Reaffirmed 8/17.2022
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	Board policy – 1950-1993 Reaffirmed: 8/20/2019

	League. The Board is not bound to support the recommendations of a commission when the League is represented on that body. <b><i>Carol's minutes have a note on this stating that it was Held.</i></b>	
	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
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

## Deferred

Committees: Chairs will be responsible for a notebook containing the material compiled by their committees. This notebook~ and other pertinent materials, including a list of League of Women Voters of Anchorage Board Policy – program responsibilities will be passed on from one chair to the next arid will provide a permanent record.

Committee Recommendation: Discuss this. The group reviewing the existing policies doesn't think this is being done by any committee. At least one member of the committee thinks the policy should be deleted and that a new policy dictating the that committee reports should be attached to the minutes and deposited in archives. Committee actions should be also reported in *The Voter* and on the website as appropriate.

Fiscal Operations: When applying for grant funds, the budget shall include a minimum administrative fee of from 1% to 5% for the total budget.

Committee Recommendation: Discussion by the Board

Additional recommendations from Committee:

- Consider changing "Publications" category to Communications
- Consider developing a policy regarding the content of the website – specifying that it contains the following: a) Chapter bylaws; b) links to National and State bylaws; c) Chapter Policies; d) Chapter positions; e) links to State and National positions; f) Information about how members can sign up for whatever used to be called DPM. All of these items could be housed under a **RESOURCES** tab.
- Consider developing the following policies: a) Conflict of Interest; b) Whistleblower; c) Making Documents Publicly Accessible; and d) Records Retention – Item "c" might be covered with the policy re the website content and another regarding the content and frequency of the *Anchorage*

*Voter* while item “d” might be covered with the policy regarding Archiving Materials. According to the accountant who prepared the taxes for the Alaska Nurses Foundation, such policies are required by the IRS for 501(c)3 entities.

- Consider developing a policy regarding the content and publication frequency of the *Anchorage Voter*