



Policies and Procedures

Revised December 2021

Policies and Procedures of LWVIN

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Section 1 - Conflict of Interest and Political Activity

Conflict of Interest

1. **The state board shall encourage and assist all League members including themselves to secure appointments to local, state, and national governmental boards, commissions, and committees.**
2. State board members may serve on such bodies except in cases where dual connections, League of Women Voters and another responsibility, may cause problems or confusion. If a serious conflict arises between a board member's two commitments, the board member must choose.
3. **State board members shall not lobby on behalf of the League for a position in opposition to or in conflict with a LWVUS or LWVIN position**, nor for a position the League does not hold at all, except that, as individuals, state board members have the right to lobby on any side of any issue. In doing so, they must make it clear that they are not representing the League if that might be presumed. Wording at the beginning of a public statement might be, "I am Jane Doe. I am speaking for myself today, individually, not as a representative of any group to which I belong."
4. If a conflict-of-interest problem arises from a board member's **employment**, the member must submit the matter to the state board.
5. Board members may accept **honoraria and expense compensation** for appearances on behalf of the League.
6. **The LWVIN president and voter service chair shall not run for any elective office. State board members shall not run for national or state elective offices. With permission of the state board, state board members may run for local offices.**
7. **The LWVIN president and voter service chair shall not serve in any position in a political party. State board members shall not hold political party positions at the national or state level.**
8. Except for the president and voter service chair, state board members may attend political fundraising events and make campaign contributions.
9. **State board members shall not chair or administer political fundraising or political campaigns, chair campaign events, or work in other significant ways in national or state political campaigns.**
10. When the president is unable to perform a public function, she or he shall be represented by a member without prohibited political association. The member is to be designated in the planning process.

Political Activity

1. **State board members must inform the board of all political activities.**
2. State board members must consult with the board if the policies given here do not clearly resolve an issue.
3. If a state board member is also a member of a local League board, the stricter of the political activity policies applies.

Section 2 - Nonpartisanship Policy for a Local League and the State League

The League takes action on governmental measures and policies in the public interest. However, it shall not support or oppose any political party or candidate.

The following applies to both the State and the local Leagues:

Recognizing that the League experience uniquely equips members for public life and wishing to encourage them to utilize their special knowledge and abilities, non-board members are encouraged to participate fully (as individuals) in party politics. The activities of certain board members, however, must be limited to preserve the League's nonpartisan reputation.

The President, the Voter Services Chair, and any other board member whose position is deemed sensitive shall not run for, or hold, elective office. When a board member declares for an elective office, the member shall resign from the board.

Board members shall not undertake any action that will cause them to be identified publicly as supporting any candidate for office or any political party. The president, voter service director and holders of other board positions deemed sensitive shall not participate in any political campaign. No board member shall chair or administer political campaigns or campaign events, or work in a significant way in a candidate's campaign

A board member may serve on any public board, commission, committee, or coalition; however, that board member does not represent the League unless officially designated a League representative by the board.

A board member may not speak in an official capacity, or work in any way, against a League position.

The political activities of a spouse or relative of a board member are to be considered as separate and distinct from the activities of the board member.

Section 3 - Diversity, Equity, and Inclusion Policy

LWV 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 policy makers in creating a more perfect democracy.

There shall be no barriers to full participation in this organization on the basis of gender, gender identity, ethnicity, race, native or indigenous origin, age, generation, sexual orientation, culture, religion, belief system, marital status, parental status, socioeconomic status, language, accent, ability status, mental health, educational level or background, geography, nationality, work style, work experience, job role function, thinking style, personality type, physical appearance, political perspective or affiliation and/or any other characteristic that can be identified as recognizing or illustrating diversity.

Section 4 - Statewide Studies and Positions

1. Bylaws XIII-6, XIII-7 et al. state that LWVIN, local Leagues and ILOs may act on government issues only under the principles (*Impact on Issues 2018-20*) and under positions taken at their level or a higher level of organization. The creation and care of LWVIN positions counts among the most basic responsibilities of the board.
2. All positions follow these principles. Positions are built on statewide study and agreement in a process launched by the convention. In an emergency, the council may change the program (Art. X-4-c).
3. For each study adopted by the convention, a committee created by the board conducts preliminary research and presents to the board the draft of a study for distribution to local Leagues. The draft contains at least a cover statement and either consensus questions or a concurrence statement, or both.
4. The board decides between consensus and concurrence, sets timelines, and authors the final text of the study.
5. The committee prepares a plan for local research and discussion. Because local Leagues are likely to be aware of the project, local work may begin before the study text is finalized.
6. After board approval, the committee disseminates the plan, any study materials, and the study text containing consensus questions or a concurrence statement. This may be done through the *Voter* or in separate mailings to local boards.
7. The committee collects and studies the responses, writes a report and submits a position draft for board approval. The report may be used in the later announcement to the membership.
8. Positions should be formulated broadly so that they tolerate locally varying implementation and some historical change.
9. Positions are written and approved by the board (Art. V-4-h and XIII-4).
10. After approval by the board, the president announces the new position to the membership through the newsletter or through the local presidents.
11. All current positions are available on the LWVIN Web site, with the date of approval. Changes are entered on the website within thirty days.
12. In even-numbered years, the president invites local Leagues to review the positions, to see if any should be amended or dropped. Responses from local Leagues should reach the board before the end of the year. Substantive changes may require studies launched by the following convention.
13. The board reviews all positions and the comments of local Leagues early in odd-numbered years.

Section 5 - Financial Policies

Investment Policy

Preamble

- The investment policy of the League of Women Voters of Indiana (LWVIN) is designed to ensure prudent management of LWVIN assets in order to serve the long-term best interests of the LWVIN. The assets of the LWVIN represent a collection of donations from members, private individuals and organizations.
- The LWVIN maintains two (2) funds. One fund is the LWVIN Operating Fund which provides operating support and capital funds to support the day-to-day operations of the organization. The other fund is the LWVIN Education Fund (EdFund) which is a restricted fund within the general fund. The LWV Education Fund enables local Leagues and the state League to fund educational projects with tax-deductible contributions. Non-deductible contributions from dues and other fundraising events are used for operational needs.
- The investment policy is designed to provide a level of investment sophistication required to preserve the purchasing power of both principal and income in perpetuity. The investment policy was developed with the long-term interests of the LWVIN in mind and adheres to accepted investment principles.
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Objectives

- The primary investment objects of the LWVIN are to:
 - Preserve the real purchasing power of the principal.
 - Provide a growing steady stream of income to be made available for spending, keeping pace with inflation, to sustain the operations of the LWVIN and to fund approved projects with the LWVIN Education Fund.
 - Provide asset growth.

Specific Policies and Restrictions

- The Investment Committee will be responsible for providing oversight and direction to the financial affairs of the LWVIN and the engagement of investment managers, subject to the approval of the Board of Directors of the LWVIN.
- These policies and restrictions are intended to minimize interfering with the manager(s) efforts to attain overall objectives and to minimize excluding him/her from appropriate investment opportunities. The policies allow each manager

discretion within policy limits in the asset allocation and diversification of the assets for the purposes of increasing investment returns and/or reducing risk exposure.

- When appropriate, the Board also gives to the manager broad responsibility within policy limits to shift the commitment of assets among asset classes, industry sectors, and individual securities to pursue opportunities presented by long-term secular changes within capital markets.
- All external managers shall recognize the fiduciary nature of the funds they manage and the significant responsibilities associated with the management of their respective portfolios.
- The investment performance of all managers will be measured on a total return basis which is defined as dividend and interest income, plus realized and unrealized capital appreciation or depreciation. In measuring investment performance, managers will be compared to broad universe of other managers employing similar investment style characteristics.
- All investment managers employed will be held responsible for all investment decisions regarding the assets in their funds and will be held accountable to the investment guidelines and policies adopted by the Investment Committee and board of Directors of the LWVIN.

Asset Allocation

- The Board’s desired long-term asset allocation policy, to achieve its investment objectives is:

Asset Class	Target	Range	Index
Equities	60%	50-70%	S&P 500
Fixed Income	40%	30-50%	LBAB
Cash/Cash Equivalents	0%	0-20%	

Descriptions and Type

Fixed Incomes

- The purpose of fixed income investments is to provide a highly predictable and dependable source of income to reduce the volatility of total portfolio market value and, when appropriate, to provide a source of funds for alternative investments. The term “fixed income” includes any instrument that provides contractual payments, including preferred stocks, and/or has a specific maturity date.
- The following fixed incomes assets are specifically approved for investments:
 - Securities issued by government agencies and instrumentalities.

- Corporate bonds. The quality rating shall be equivalent to Moody’s and Standard and Poor’s “A” rating or better without specific approval of the Investment Committee;
 - Commercial paper rated A or Prime 1;
 - Bank Certificates of Deposit rated Prime 1;
 - Money market funds through an approved financial institution or brokerage firm;
 - Preferred stocks. The quality rating shall be equivalent to Moody’s and Standard and Poor’s
 - “A” rating or better without specific approval of the Investment Committee.
- Other investments may be adopted as specifically approved by the Investment Committee.

Equities

- The purpose of equity investments is to provide current income, growth of incomes and appreciation of principal with the recognition that this requires the assumption of greater market volatility and risk of loss.
- Stock investments are to be made after taking into account the following factors:
 - Quality of company management.
 - Superior marketing capabilities.
 - Balance sheet of company. Expected high and consistent return on equity.
 - Expected future ability to particularly or completely finance future growth through internal cash management.
 - Favorable historical patterns of earnings and divided grown and expected future favorable trends.
- Investments shall be primarily in well-seasoned quality companies whose securities enjoy marketability adequate for the respective portfolio purpose. In order to broaden the investment opportunities for investment managers, they are permitted to invest in equity securities listed on the New York Stock Exchange, American Stock Exchange, and NASDAQ, and other securities as specifically approved by the Investment Committee.

Mutual Funds

- An investment company that raises money from shareholders and invests it in stocks, bonds, or money market securities operates mutual funds. These funds offer the advantages of diversification and professional management. Portfolios are assembled to meet specific objectives: safety of capital, high income, moderate capital appreciation, or fast growth, for example. A fund’s investment policies are

spelled out in its prospectus. Chicago-based Morningstar is the leading provider of mutual fund information. An independent company, Morningstar does not own, operate or hold any interest in mutual funds.

- Mutual fund investments are specifically approved for investments if they meet the following ratings:
 - Morningstar Star Rating of 4 stars or better.
 - Morningstar Category Rating of 4 or better.
 - Other mutual fund investments may be adopted as specifically approved by the Investment Committee.

Cash And Equivalents

- The manager(s) may invest in commercial paper, repurchase agreements, Treasury Bills, certificates of deposit, and money market funds to provide income, liquidity for expense payments, and preservation of the account's principal value. All such assets must represent maturities of one year or less at the time of purchase. Commercial paper assets must be rated A-1 or P-1 by Standard & Poor's and Moody's respectively. The manager(s) may not purchase short-term financial instruments considered to contain speculative characteristics (uncertainty of principal and/or interest). The manager(s) also may not invest more than 5% of the account's market value in the obligations of a single issuer, with the exception of U.S. Government and its agencies. Uninvested cash equivalent reserves should be kept to minimum levels, subject to the cash flow needs of the organization. Within the limitations mentioned above, the manager(s) have complete discretion to allocate and select short-term cash and equivalent securities.

Other Investment Policies

The LWVIN, the Investment Committee or any Investment Manager employed shall not invest or maintain investments that would violate United States or Indiana law.

The LWVIN, the Investment Committee or any Investment Manager employed **shall not** invest in the following:

1. Private placements or restricted securities except as specifically approved by the board of directors of the LWVIN.
2. Puts or calls.
3. Warrants, other options except when acquired as part of a stock purchase or through the ownership of stock.
4. Commodities except as received through donation.
5. Precious metals and gemstones except as received through donations with continued ownership approved by the Development Committee.
6. Other investments not specifically addressed by this statement are forbidden without written consent.

7. Donations of precious metals, gemstones, commodities, or other property not normally acceptable to the aforementioned policies shall be liquidated, by the manager(s), in a timely fashion, and the proceeds invested in accordance with the policies herein, unless specifically directed otherwise by the donor.

The manager(s) is required to give the Investment Committee a quarterly account review detailing investment performance (time-weighted), strategy, and account value. Also, the Investment Committee must receive information about changes in the manager(s)'s investment philosophy, management, ownership and key personnel in a timely fashion, which is not to exceed three months from the change.

Meetings will be held periodically, preferably at least semi-annually, between the Investment Committee and the manager(s) to discuss the performance of the investment portfolio and how the portfolio complies with investment guidelines.

By acknowledging in writing the receipt of this statement, the manager(s) agrees to its terms and conditions. Should the manager believe at any time that changes, additions, or deletions to this statement are advisable, he/she will be responsible for communicating these, in writing, for review by the Investment committee.

This statement shall be reviewed periodically by the Investment Committee. Any modifications to this policy shall be approved by the board of directors of the LWVIN and reviewed with the manager(s) prior to implementation.

Annual Withdrawal from LWVIN Assets

- Each spring, the treasurer reports the net worth of LWVIN at the end of the preceding two calendar years.
- Approximately 5% of the two-year average is budgeted for the work of LWVIN in the following fiscal year. In most years, this will allow for the preservation and continued growth of assets. When earnings dip below 5% of the two-year average, a lower amount may be budgeted for the following year.

Other Financial Policies

Expenditure Approval for Dedicated Grants to LWVIN

Periodically, the LWV of Indiana receives dedicated grants for a specific purpose. These usually come from the LWVUS.

If the Board assigns responsibility for the grant to an existing committee or has established a workgroup or committee to oversee the grant, the following guidelines will apply:

- The committee is authorized to allocate funds as it sees fit within the scope of the grant objectives.
- Expenditures of greater than \$1000 must be reviewed by and approved by the Executive Committee of the Board or the Board as a whole.
- If any questions about the appropriateness of a planned or requested expenditure arise, guidance from the Executive Committee or Board must be obtained.
- Reporting to the Board of all expenditures will be done at the completion of the grant or quarterly if the grant period exceeds 3 months.

New and Miscellaneous Expenditures

1. Under the introductory statement of Article V-4, the Board has control over expenditures, except as specified in Art. IV-2 (The President), Art. IV-5 (The Treasurer), and Art. VIII.
2. For a new expenditure above \$500.00 or when a continuing expenditure is expected to incur substantial change, LWVIN shall solicit two or more bids or estimates. These shall play a major role in the award process. They shall not override all other considerations.
3. The president may authorize miscellaneous expenditures up to \$100.00 each, up to a total of \$500.00 per year of presidential tenure. The president shall report each such expenditure to the board at its next meeting.

Maintenance of Local Funds in the LWVIN Education Fund Account

LWVIN does not charge local Leagues for the cost of processing and managing their funds in the Education Fund account. To cover this cost, LWVIN uses the interest and growth in value of local League funds, as well as funds belonging to LWVIN itself.

Donation Sharing Between LWVIN and a Local League

1. Before making a fundraising solicitation, LWVIN shall confer with the local League president in whose territory the prospect lives. The local League president or a representative shall be invited to accompany the LWVIN solicitor on the solicitation call.

2. When a contribution is received by LWVIN for general support of the LWVIN from a donor in an area where a local League exists, that contribution shall be shared with the local League. The local League shall receive 20% of the first \$1,000; 10% of the 2nd \$1,000; and 5% of the excess of \$2,000.
3. In the first year, notwithstanding Paragraph 2, the local League shall receive no less than in the year before LWVIN became the recipient, up to the total donation to LWVIN.
4. The revenue-sharing formula does not apply if the donation is earmarked for a specific LWVIN project, or if LWVIN and the local League have planned a related joint project with a separate written agreement.
5. In the case of education fund gifts, the local League's share shall be placed in the local League's designated education fund account.

Contributor Assignment among Local Leagues

1. A local League shall not contact a contributor in another League's area unless it first consults with, and receives permission from, the other League.
2. When a contributor moves from one League's area to another League's area, the original League may no longer solicit, but is encouraged to inform, the other League about the contributor.
3. A contributor may wish to give to more than one League. The affected local Leagues shall agree on solicitation plans and should visit the potential contributor together.

Reimbursement for Expenses

The following League related expenses are reimbursed for LWVIN board members, off board portfolio chairs, members of LWVIN committees, and League representatives to coalitions:

1. Mileage
2. Parking - please obtain and keep receipt
3. Postage, mailing - please obtain receipt if major cost
4. Tools, publications, supplies, photocopies - many can be obtained at state office
5. Long distance telephone expenses - keep a log of these, check against your bills and mark bills, include tax
6. Other - there are other expenses which must be approved by the Board in advance. They include overnight accommodations, some registration fees, some childcare costs if incurred for attending Board meetings

Obtain reimbursement forms from LWVIN.org for claiming expenses. Note on the voucher if you wish to donate any of the expenses (important for complete budgeting).

Make a copy of every voucher you submit to the office. Be sure to fill out the vouchers completely, including date. Reimbursements will be made in a timely manner.

Expenses Not Covered:

The League does not pay food costs, including meals which are part of meetings. If the costs are not clearly separable, confer in advance with Board about how to handle them.

Contributions in Lieu of Reimbursement

Members who wish to absorb approved expenses may do so by following one of the two options given below. It is not in the League's interest to leave any expenditure altogether unreported. LWVIN needs to gauge the true cost of any operation and keep full documentation.

1. Under the first option, in-kind contributions for expenses normally paid by LWVIN are made on a separate expense report, with "In-Kind" written across the top. They are not entered on the same expense report as other expenditures. This option does not, however, foster good fiscal accountability, because it encourages the selective and unpredictable lowering of specific costs.
2. Preferably, under a second option, members submit expense reports for all their approved expenses and receive full payment by check. Contributions, even in amounts equal to the reimbursed expenses, may then be made by personal check.

Responsibility for Convention Costs

1. Current state board members, Chair of Nominating Committee, and others designated by state Board pay for their meals during convention - lodging costs are provided for in the LWVIN convention budget.
2. State Board nominees are responsible for the costs of their lodging and meals during convention. If a state Board nominee comes to convention as a delegate from his/her local League, the local League is responsible for that delegate's convention costs (per each local League's budget decision concerning convention delegate assistance).
3. Current state Board members do not pay registration fees.

Section 6 - Communication and Meetings

Communication

- **Email is crucial.** It reduces the need for face-to-face meetings. Much information is transmitted by email. A few meetings on single topics are conducted via email.

Meeting Types Defined

- **Long meetings** of up to six hours including lunch are scheduled four or more times a year, to start at 10 a.m. on a Saturday. (To save time, bring your own lunch.)
- **Short meetings**, designed to last one hour, are held at the conclusion of convention, council and Presidents Day.
- **Telephone conferences** can sometimes reduce the need for face-to-face meetings. They last for one hour.
- **Electronic polling** may occur whenever one issue requires a decision before the next regular meeting. They consist of a sequence of email exchanges over a period of a few days or a survey conducted electronically.
- A **training and planning session** for the newly established board is held in May.
- **Virtual video meetings** can be substituted for any meeting type or purpose, at the discretion of the Board

Mileage for travel to official functions is reimbursed.

Written Communication within or on Behalf of LWVIN

1. Written materials should carry the names of the authors and the dates of issuance. Senders of e-mail messages should identify themselves by name even if they did not compose the text.
2. Outside paper correspondence relating to a League position or action shall be sent over the president's signature, unless the president gives approval for another member to sign.
3. Outside e-mail correspondence relating to a League position or action shall be sent by the president or the president's designee.
4. Written communication with all local Leagues or all members must have the approval of the president. It shall be sent by the president or the president's designee.
5. Board members, committees, and members acting on behalf of LWVIN may communicate directly with individual Leagues or members. However, the president or the board shall be informed regularly about work on behalf of LWVIN.
6. E-mail subject entries should contain the sequence "LWVIN" and should facilitate file searches.
7. Preferably there should be only one topic per message. Care should be taken to avoid topic drift in replies.

8. The name of an attached file should begin with “LWVIN” and end with the modification date or version number. The middle part should facilitate file searches. Examples: “LWVIN Fin Report 2005-1213.xls,” “LWVIN ABC Study rev 2a.doc.”
9. Dates in filenames follow the pattern of yyyy-mmdd: the first four digits indicate the year, the middle two digits the month, and the last two digits the day of the month. See the example given above; it refers to a file written or modified on December 13, 2005.
10. A reply should include either the original message or a clear reference to its author, date and subject.
11. Confidential or proprietary information, including address lists and financial reports, should be password-protected.
12. Uncommonly large files, notably files containing substantial graphics, should be avoided, because they are difficult to receive and may cause some inboxes to overflow.

Capitalization of Terms

1. In accordance with LWVUS practice, the word “League” is capitalized when referring to LWVUS itself or to a League within it.
2. The title of an officer is capitalized only when used as (part of) a name.
3. The titles of documents, articles, publications, etc. are capitalized in accordance with general custom.
4. Technical terms, such as “bylaws,” “convention,” “council,” “board,” “position,” “policy,” and “committee,” are not capitalized routinely. They may be capitalized as (part of) a title or name, or when capitalization serves comprehension.
5. Example: “I went to see President Birgittsdottir to discuss ‘Policies and Procedures,’ the bylaws, other League documents, and also Council 2006 and the investment and development committee, but the president was out of town.”

Section 7 - Debates and Forums

Candidate Inclusion in Debates and Forums Sponsored by LWVIN

1. LWVIN encourages informed participation of citizens in the election process. To promote discussion of significant public issues, LWVIN conducts public debates and forums involving competing candidates. These meetings allow a free flow of ideas among legitimate and serious candidates.
2. All debates and forums shall comply with the rules set forth by the Federal Election Commission (FEC) and the Federal Communications Commission (FCC).
3. In a primary campaign, FEC rules limit a debate to candidates of only one party. LWVIN applies the same restriction to forums. Uncontested primary candidates are not included in debates or forums.
4. In a general campaign, candidates must meet all eligibility requirements of Indiana Code (IC) 310-1 et seq. to be invited to debates or forums. A write-in candidate certified under IC 3-8-7-30 need not be presumed qualified for participation.
5. In deciding the seriousness of a candidacy, LWVIN shall consider evidence of a formal campaign, including: campaign staff and clearly identifiable headquarters; a legally registered campaign committee, the filing of appropriate financial reports, and minimum spending to qualify under FEC regulations; issuance of the candidate's position papers; and campaign appearances.
6. All legitimate and serious candidates shall be invited. Not all candidates must be present.
7. **At least two opposing candidates must have accepted the invitation. At least one major party candidate must have accepted the invitation.**
8. **Candidates must appear in person; they may not substitute a spokesperson.** If a candidate is unavailable, LWVIN, at its sole discretion, may allow a brief written statement to be presented.

Section 8 – Coalitions

- The board approves coalitions and the costs of representation, such as dues or travel.
- The board shall fully inform itself about a proposed coalition: its membership, its expectations of the League, and its goals, most of which should be in writing.
- The board shall identify the League positions each coalition involves.
- The board shall appoint a coalition representative who shall:
 - report to the board, in writing or in person, about each meeting of the coalition.
 - ensure that the board promptly receives the minutes and relevant records of the coalition, such as bylaws, and major financial information. In conjunction with the board, the representative shall make sure that basic information about the League is made available to the coalition as requested.
 - immediately report significant changes in the goals and nature of a coalition to the board.
- The board shall maintain an up-to-date list of all coalitions involving LWVIN and of our representatives to them.
- The board shall conduct an annual review of all coalitions. LWVIN can participate in a coalition only if all of the following conditions are met:
 - The board can monitor activities by involvement and the LWVIN representative's attendance at general meetings. The representative receives minutes even when unable to attend.
 - The coalition is fiscally responsible.
 - Activities do not conflict with the nonpartisan policy of LWVIN.
 - The coalition addresses statewide or interstate concerns, or concerns beyond those of individual local Leagues.
 - LWVIN can dissociate, publicly if necessary, from a partner's policy if the positions come to disagree or if LWVIN has no position.
 - LWVIN controls the communication of the coalition and its partners with League members.

Section 9 - Local Leagues

Liaison with Local Leagues

1. The president communicates with local Leagues through their presidents and the *Voter*, to foster mutual trust and understanding. This includes occasional reports on work of the board.
2. Each year, soon after election, the board designates board members as liaison (LLL) to one or more local Leagues. The goal is to provide an LLL for each League in Indiana.
3. The president provides the local League and the LLL with contact information. The LLL contacts the local League early, and regularly thereafter. Personal visits, especially near the beginning, are authorized and encouraged.
4. The LLL explores matters of general concern and explains rules, policies and other practices in order to foster a clear understanding of the roles of the local League, the state League, and the national League.
5. The LLL tries to obtain a sense of the productivity and health of the local League, notes accomplishments and concerns, and offers assistance and counsel. To this end, it will be helpful for the LLL to be added to the local League distribution lists to remain informed of local activities and meetings.
6. The LLL can act as a conduit for matters the local League wishes to bring before the state officers or the state board.
7. The LLL encourages and supports the participation of the local League in statewide activities and events, such as studies, coordinated actions, convention, council, workshops and Presidents Day.
8. Each LLL reports to the second vice-president at least every three months. More frequent reports are welcome. The second vice-president presents summary reports to the board, and may call for an individual LLL report whenever the board should know about a specific issue.

Joint Projects of LWVIN and One or More Local Leagues

1. The project under consideration shall be clearly defined at the beginning. Its mission, goals, and objectives shall be put in writing, and its relationship to voter service, positions, education, etc. specified.
2. By written agreement, any of the following regulations may be declared a guideline instead of binding policy.
3. One member shall be designated as overall director, preferably a board member of a participating local League. The project director is responsible for regularly informing all boards; approving expenditures; procuring legal advice if needed; and keeping and storing materials, correspondence and fiscal records. The director may be given additional duties.

4. Activities and commitments by each League shall be specified, e.g., who handles incoming correspondence.
5. Deadlines, priorities, timelines, etc. shall be fixed in writing.
6. All partners shall approve the budget and the potential sources of income. Budgeting and fundraising responsibility shall be clearly assigned. Plans shall be made for the disposition of any funds remaining at the end of the project, and also for any shortfall in funding.
7. If a publication is involved, the partners shall agree on personnel and on such tasks as research, design, layout, editing, writing, illustrations, style, copyright (who obtains it, and in whose name), pricing, if any, promotion and publicity, markets and distribution, credits for work done, choice of printing method, and pick-up and storage of the product.
8. If a conference or workshop is involved, the partners shall determine who is responsible for organizational details such as site, program, agenda, speakers, reservations, food, publicity, and registration staff.

Local League Action in the Indiana General Assembly

1. A local League may plan to take action on legislation pending in the General Assembly. It must review the text of the proposed legislation.
2. The projected action must be in accord with a local position and must have the support of the local membership.
3. It must not conflict with state or national positions.
4. In case of substantial overlap with state or national positions, or if the proposed legislation may affect other communities in Indiana, the local League shall request action by LWVIN instead.
5. The projected action must have clearance from the LWVIN legislative coordinator. In seeking this clearance, the local League shall address, in detail, the local investigation, the plan of action, and the points of this policy.
6. The local League shall keep the legislative coordinator informed of its activities.

Membership Coordination

- Membership service involves all LWVIN members and, in particular, designated volunteers at the state and local level. It comprises development, observation, guidance and specific administrative tasks. Central responsibility rests with a coordinator appointed by the board to a two-year term.
- The coordinator submits a written quarterly report to the board and recommends changes in membership service and the office of coordinator, as warranted.

- The coordinator uses and updates the LWVUS membership database throughout the year, transmits changes and corrections to designated state and local officers and to the state office, and serves as membership data consultant to the LLs (local Leagues). Where relevant, such information is also transmitted to the lwvin.org Web master.
- On the basis of the LWVUS database and any available state and local data and under the direction of the coordinator, the state office maintains contact lists for the following groups, with others to be added as needed: the board, the LL presidents, and the total membership. The lists offer email distribution, mailing labels and, in some cases, phone numbers and other information. They must uphold LWVUS and LWVIN rules on confidentiality.
- In email transmission of proprietary data such as contact lists, LWVIN uses password-protected file attachments. See the policy on “Written Communication Within or on Behalf of LWVIN.”
- On the basis of the January 31 LWVUS membership summary, the coordinator calculates the state-level PMP (per-member-payment) for each LL. In July, the LLs receive a cover letter with the resulting assessment and a set of quarterly coupons.
- Each year, the Internal Revenue Service issues a contact list of LWVIN “subordinates,” i.e., of LLs. Under the coordinator’s supervision, the state office updates and returns the list.
- If it becomes necessary to dissolve an LL, the coordinator and the LWVIN treasurer arrange the disposition of funds and records. The membership coordinator communicates with the former members of that LL, inviting them to reorganize or to continue as MALs. After LWVUS formally approves dissolution, the membership coordinator oversees the resulting adjustment to the LWVUS database.

Section 10 - Policies on Office Management, if staffed

Role of the President

The President will act on behalf of the Board in providing general oversight to the work of the office of the League of Women Voters of Indiana. The President will consult regularly with the staff, will assist the staff in establishing priorities for work, and will receive regular reports from the staff. In consultation with the office manager and with others as appropriate, the President will recommend purchase of major office equipment to the Board and the Budget Committee.

Personnel Committee

Annually, the Board will appoint a minimum of two members to serve as a Personnel Committee. The President may not be a member of this committee. At least one of the two members must be an officer. The committee will have the following duties:

1. to recruit and interview candidates for staff positions and to make recommendations to the Board for hiring;
2. to act on Board decision regarding dismissal of employees;
3. to receive and determine action on grievances of employees;
4. to arbitrate disputes between Board members and employees;
5. to conduct performance reviews, at least annually, and report its findings to the Board;
6. to work with the staff in the development, periodic review, and implementation of office procedures and personnel policies;
7. to review annually hours, salary, and benefits of the staff and report its findings and recommendations to the board.

Job Description for Office Manager

The League of Women Voters of Indiana is a not-for-profit organization dedicated to promoting political responsibility through informed and active participation of citizens in government and to studying and taking action on established League position.

Functions

A. Administration

The Office Manager is responsible for the day to day operation of the LWVIN. This includes

1. providing the central point of contact with the LWVIN for local Leagues and the general public;
2. maintaining the office;
3. working with the president of the LWVIN to form a cohesive plan for work;

4. coordinating meetings of board/committee;
5. maintaining calendar.

B. Financial

The Office Manager will be responsible for the financial operation of the LWVIN by:

1. following policies and procedures required;
2. keeping the accounts of the organization;
3. recording and depositing incoming checks promptly;
4. writing checks to pay bills promptly;
 - a. preparing monthly financial statements for the treasurer;
5. preparing routine reports to government agencies (e.g. tax forms).

C. Record Keeping

The Office Manager will keep accurate and updated records of membership, publication, files of the organization, and other records.

D. Office Equipment and Supplies

The Office Manager is responsible for the upkeep of the office equipment. S/he will purchase supplies needed for the operation of the LWVIN office in compliance with the budget.

D. Correspondence and Mailing

The Office Manager handles routine correspondence for the LWVIN/; processes written materials as required; does mailings.

The Office Manager is accountable to the President.

A regular part-time Office Manager is responsible for all above duties. It may be necessary for the part-time Office Manager to occasionally work more hours than previously agreed upon with the president in order to accomplish these duties. If that is the case, s/he is required to do so.

Services Provided By LWVIN Office

Telephone (and voicemail)

- Answering questions from the public about voting, registration, etc.
- Answering questions from the public about contacting public officials
- Answering questions from the public about public services
- Answering questions from the public about the League

- Answering questions and requests for services from local Leagues
- Taking messages for board members; directing messages to appropriate people
- Contacting local League presidents or others at the request of the president(s)

Email

- Providing services similar to those provided by phone

Mail

- Opening and sorting mail
- Giving mail to president(s) or others to answer
- Distributing mail via USPS or email to appropriate party

Correspondence

- Preparing clean copy of letters (or emails) to public officials and others for the president

Membership

- Maintaining a list of League members in Indiana, based on information sent by local Leagues
- Preparing labels for all-member mailings (Voter, fund-raising, etc.)

Public Testimony

- Preparing clean copy of testimony to be presented on behalf of the League
- Making multiple copies of testimony
- Releasing testimony to the press, as appropriate

Committee Support

- Preparing mailings to committee members (copying, collating, etc.)
- Preparing multiple copies of study materials for distributions to local Leagues

Education Fund

- Receiving, depositing, and recording checks from local Leagues
- Receiving, depositing, and recording checks for LWVIN
- Distributing requests for projects from local Leagues; receiving replies; communicating responses from local Leagues
- Receiving and filing reports from local Leagues on EF projects

- Maintaining records on receipts and disbursements from EF accounts
- Writing checks to local Leagues for projects or to providers to L WVIN
- Annually reporting accounts to local Leagues; resolving discrepancies, etc.
- Quarterly reporting on LWVIN accounts to the state Board

LWVIN Finances

- Receiving, depositing, and recording checks from local Leagues and other sources
- Maintaining records on receipts and disbursements from IN account
- Writing checks to pay bills

Supplies

- Keeping track of office supplies (paper, etc.) and purchasing office supplies as needed

Files

- Organizing and maintaining the filing system

Lists

- Maintaining up-to-date lists of local League presidents, state Board members, and committees

Board Support

- Preparing clean copies and duplicating material for Board meetings
- Sending information to Board members prior to meetings
- Preparing clean copies and duplicating materials for post-Board mailings to local League presidents

Voter (printed)

- Providing technical editorial assistance to the content editor
- Arranging for printing

Mailings

- Process letters for fundraising campaigns
- Sending mailings to local League presidents, state Board, committees, etc.
- Mailing payments

Events

- Follow-up contacts with event sites to confirm meeting plans
- Receiving registrations; keeping track of registrations; contacting local Leagues to remind them of registration deadlines
- Preparing meeting packets

Publications

- Preparing clean copy of Positions and other publications
- Duplicating and collating publications

Section 11 – Revision of Policies and Procedures

These Policies and Procedures are dynamic instruments meant to be adapted to the needs of the LWVIN in fulfilling its mission.

They can be modified by 2/3 vote of the Board of Directors at any regular meeting provided the modification is identified in the agenda.