

# Policies & Procedures

A Manual for State  
and Local League Boards

*Revised 2015*

*League of Women Voters of Texas  
League of Women Voters of Texas Education Fund*

The logo consists of the letters 'LWV' in a bold, blue, serif font. A thick, red, brush-stroke-like line sweeps across the bottom of the letters from left to right.

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# Policies & Procedures: A Manual for State and Local Leagues

*Adopted as revised by the League of Women Voters of Texas Board of Directors*

*© July 2005; Revised 2008, 2009, 2011, 2012, 2015*

## INTRODUCTION

Leagues develop policy statements to assist the officers and board of directors in implementing bylaws. Policies are reviewed annually by the board of directors, revised as needed, and adopted by the board. Bylaws and policies together provide the organizational framework for the League and describe the accepted ways of work.

In addition to policies, this guide includes descriptions of procedures, such as appointment of issue chairs, which are done time after time in a routine way and therefore are treated in the same manner as policies. Detailed information for many procedures can be found in a variety of publications from the League of Women Voters of Texas (LWV-TX) and the League of Women Voters of Texas Education Fund (LWV-TEF). LWV-TX bylaws, charter, and a catalog of publications are included in the LWV-TX *League Directory & Handbook*. Other publications containing policies and/or procedures include:

- *A Guide to Voters Guides for Local Leagues* (LWV-TEF)
- *Handbook for Local League TEF Projects* (LWV-TEF)
- *State Board Handbook* (LWV-TX)
- *Trustees' Handbook for the Education Fund* (LWV-TEF)

*Policies and Procedures: A Manual for State and Local League Boards* can assist a local League in its understanding of how truly interrelated the levels of League are. Further, it can also serve as a guide to the areas of work where policy statements are necessary and useful.

## SECTION 1. POLICIES RELATING TO THE PUBLIC AND GOVERNMENT

### 1.1 Nonpartisan Political Policy

Members of the state and local League boards shall adhere carefully to the nonpartisan political policy of the League of Women Voters of the United States (LWVUS). Specific procedures to implement this policy include:

- 1.1.1** The president, the program vice-president, the advocacy vice-president, the Voters Service director, and others the public strongly identifies with the League of Women Voters of Texas (LWV-TX) or the local League, such as the executive director, shall avoid political activities while on the board that may give the appearance of partisanship.
- 1.1.2** All state and local board members are encouraged to vote in the primary of their choice.
- 1.1.3** Other state and local board members are encouraged to participate in political activities but must first consult the board if they are in doubt as to whether their activities could compromise the League's nonpartisanship.
- 1.1.4** A board member shall NOT run for office in a partisan race or accept a partisan appointment.
- 1.1.5** A state board member may accept appointment to, or run for, a LOCAL political office if
  - 1.1.5a** the election does not require a party affiliation;
  - 1.1.5b** the board of the local League involved gives approval; and
  - 1.1.5c** the state League board approves.
- 1.1.6** Individuals serving as issue chairs shall avoid activities that could compromise the League's nonpartisanship. They are encouraged to participate in political activities but must first consult the board if they are in doubt as to whether their activities could compromise the League's nonpartisanship.

- 1.1.7** The LWV-TX Nominating Committee shall explain to prospective board nominees the League's nonpartisan political policy. The state board shall explain to prospective off-board appointees the nonpartisan political policy.

## **1.2 Diversity Policy**

LWV, in both its values and practices, affirms its belief and commitment to diversity and pluralism, which means that there shall be no barriers to participation in any activity of LWV-TX on the basis of gender, race, creed, age, sexual orientation, national origin, or disability.

- 1.2.1** LWV-TX recognizes that diverse perspectives are important and necessary for responsible and representative decision-making. LWV-TX 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.
- 1.2.2** LWV-TX affirms its commitment to reflecting the diversity of Texans in its board, staff, and programs.

## **1.3 Public Relations**

The state board president is the official spokesperson for LWV-TX. Official League statements shall be made only by the president or by a member authorized by the president. Local Leagues should state in their local policies: "The president is the official spokesperson for LWV-XX, or a designated League member authorized by the president."

League membership lists shall not be made available for non-League use without prior approval of the state or local League board. Gender-neutral language shall be used whenever possible in LWV-TX communications.

## **1.4 Public Boards, Commissions, and Committees**

- 1.4.1** The League shall take the initiative in recommending people to serve on appointed public boards, commissions and committees. The president shall be consulted on all recommendations. The full board shall approve recommendations if time permits. League members shall have priority for League support over other candidates with similar qualifications.
- 1.4.2** When a League director or off-board chair is appointed to a state board or commission, the state League board shall decide whether or not he/she shall resign any League position(s) due to potential conflict of interest.
- 1.4.3 Position on support or opposition of political nominees.** Under very special circumstances, the League may support or oppose political appointments to state office, agency, committee, or board with the direct approval of the LWV-TX board. If the board is not to meet in time for the matter to be considered, the board shall be polled by telephone or e-mail. LWV-TX may oppose a nominee only when the nominee clearly has no qualifications for the job—not when the nominee merely holds opinions that differ from positions of the LWV-TX.

## **1.5 Voters Guides**

### **1.5.1 Local and state League responsibilities**

- 1.5.1.a** LWV-TEF will produce a *Voters Guide* that includes all statewide candidates and/or ballot issues. LWV-TEF may also cover candidates for regional office whose regions cover large areas, such as Courts of Appeals judges and State Board of Education members. When reproducing the LWV-TEF *Voters Guide*, local Leagues may exclude those regional candidates who will not be on their local ballot.
- 1.5.1.b** Local Leagues will produce a *Voters Guide* that includes candidates and/or ballot issues that will be on the ballots in its designated area. These will include candidates for U.S. Representative, State Senator and State Representative, county, city, school board, and/or

other district elections. If any jurisdiction overlaps two or more local League areas, those Leagues should work together to eliminate confusion. Refer to *League Handbook and Directory* (LWV-TX) for a list of shared U.S and state districts.

**1.5.1.c** For additional information and policies, refer to *A Guide to Voters Guides for Local Leagues* (LWV-TEF), *Voters Guides Best Practices* (LWVUS), and *Handbook for Local League TEF Projects* (LWV-TEF). Note that local *Voters Guides* for candidates may be paid for with Education Fund money and do not require prior approval or supervision by TEF, but *Voters Guides* for local ballot issues published in a pro/con format do require prior approval and supervision by TEF.

### **1.5.2. Other policies relating to Voters Guides**

**1.5.2.a Nonpartisan policy.** The League's nonpartisan policy should always be printed in a prominent place on the front page of the *Voters Guide*. Questions for candidates should be fair, balanced and nonpartisan.

**1.5.2.b Presidential candidates.** A *Voters Guide* for these candidates may be produced only by LWV-TEF and is copyrighted; therefore it may be published only within the guidelines required by LWVUS. LWV-TEF will publish the LWVUS Presidential *Voters Guide* only if LWVUS guidelines allow LWV-TEF to tailor it to conform to the Texas ballot.

**1.5.2.c Reproduction by other media.** If an LWV-TEF *Voters Guide* is reproduced by local Leagues, newspapers or other organizations in any media—print, electronic or online—the *Voters Guide* must be attributed to LWV-TEF and include a statement of LWV-TEF's nonpartisanship. The *Voters Guide* content concerning candidates and/or issues must be reproduced in its entirety, except that regional races not on the local ballot may be omitted.

**1.5.2.d Online Voters Guides,** such as VOTE411, are subject to the same policies as printed *Voters Guides*. In particular, if fees for the online software are paid by LWV-TEF, all local Leagues will need to notify LWV-TEF if they are going to enter ballot propositions with pro/con arguments. LWV-TEF will assign a supervisor to review the ballot propositions and the pro/con arguments before they are activated in the software.

**1.5.3 Instructions to candidates.** As soon after the filing deadline as possible, explicit instructions and questions are sent to candidates in a traceable form (USPS delivered, signed mail receipt, or email request return receipt option). Clearly articulate the ground rules for inclusion in the League's *Voters Guide*, e.g.:

**1.5.3.a** Word limitations so candidates know that any responses over the word/character limit will be truncated at that number (include rules for counting/printing words, numbers, symbols, abbreviations, dates, caps, boldface, italics). If the answer is cut, it is indicated with slash (///) marks.

**1.5.3.b** No editing for spelling or grammar mistakes so candidates cannot say their answers were changed by the League.

**1.5.3.c** What will be printed if the candidate does not respond, i.e. "No response from the candidate."

**1.5.3.d** References to opponents or specific persons are not allowed. General references to other political parties may be allowed. If a response is deemed inappropriate, the entire response will be deleted. The candidate will be notified in advance of the *Voters Guide* publication and given the opportunity to amend the response before the publication deadline. In place of the inappropriate response, the guide will state, "Candidate's response did not meet the criteria listed in this *Voters Guide*."

**1.5.3.e** References to a candidate's website address should not be allowed as part of the candidate's response. However, a League may publish a complete list of all candidates' website addresses in their *Voters Guide* in the interest of providing information to the voter.

**1.5.3.f** Photos of candidates may be included as an optional part of a *Voters Guide*; videos may be included as part of an online guide. However, if a candidate does not provide an appropriate response to at least one question, the *Voters Guide* should not include his photo or video.

**1.5.3.g** These rules should be summarized in the *Voters Guide*. A copy of the LWV-TEF's instructions to candidates may be requested by contacting the state office.

**1.5.4 Unopposed candidates.** Leagues should decide in advance whether to include unopposed candidates. Space limitations may dictate their exclusion, but their responses may be important in providing information to the voter, especially in *Voters Guides* placed on League websites.

**1.5.5 Write-in candidates.** In statewide races, write-in candidates must file a declaration of write-in candidacy with the Secretary of State and their names are posted in the polling place. However, their names are not on the ballot; so their responses are not included in the LWV-TEF *Voters Guide*. Local Leagues may develop a policy to include local write-in candidates in their *Voters Guide* if the filing deadline permits the inclusion of all candidates. This local policy will not apply to regional candidates included in the LWV-TEF *Voters Guide*.

**1.5.6 Membership ads.** A membership ad for the League should be included in the *Voters Guide* and paid for with general League funds, not tax-deductible funds. For example, if a *Voters Guide* is 5 pages and the membership ad is a half page, general League funds would cover 10% of the printing and distribution costs.

**1.5.7 Candidate ads.** If advertising is used to fund a *Voters Guide*, ads from candidates, political parties, and advocacy groups shall not be allowed. In addition, membership information or announcements from political groups shall not be allowed. Other ads (products, services) may be used, but a disclaimer should be displayed, such as "Reference herein to any specific commercial product, process, or service does not constitute or imply endorsement, recommendation or favoring by the LWV of XX." Candidates shall not be listed as donors in the *Voters Guide* but may be recognized elsewhere.

**1.5.8 Ballot-issue *Voters Guides*.** League positions on Constitutional Amendments or ballot issues must not be included in the *Voters Guide*. If the League publishes a fact sheet on its position, it should not be distributed so that it appears as a supplement to the *Voters Guide*.

**1.5.9 Publication and distribution.** *Voters Guides* may be published and distributed in hard copy and should also be made available online through local League websites, the LWV-TX website, and the LWVUS website on VOTE411.org. Send *Voters Guides* to the state League at [LWVTexas@LWVTexas.org](mailto:LWVTexas@LWVTexas.org) and to LWVUS at [voterinfo@LWV.org](mailto:voterinfo@LWV.org)

## 1.6 Candidate Debates and Forums

### 1.6.1 Leagues' responsibilities for holding debates

**1.6.1.a** The LWV-TEF is responsible for organizing debates or forums for statewide offices, e.g., governor and U.S. senator. Local Leagues without LWV-TEF board approval should not sponsor debates affecting statewide offices. Where appropriate, LWV-TEF will invite local Leagues to cosponsor debates involving candidates for statewide office.

**1.6.1.b Local Leagues** have responsibility for debates or forums for U.S. representative, state senator and state representative, regional candidates, and for all local candidates. Leagues should have a written debate policy, including rules, procedures and criteria, and review it annually.

**1.6.1.c** Since election laws change, LWV-TEF will ascertain before each election cycle information regarding any election law changes from the Federal Election Commission ([www.fec.gov](http://www.fec.gov)), the IRS ([www.irs.gov](http://www.irs.gov)), the Federal Communications Commission ([www.fcc.gov](http://www.fcc.gov)), and the Secretary of State's office and will consult with local counsel as needed.

### 1.6.2 Purpose, definitions and regulations for LWV-Texas Education Fund debates

**1.6.2.a** The purpose of debates and forums is to educate the public about issues, allow face-to-face comparisons of the candidates and their positions, and stimulate and increase voter interest and participation in the election.

**1.6.2.b** The **Federal Election Commission** (FEC) regulates the conduct of corporate, labor and nonprofit organizations—including both 501(c)(3) and 501(c)(4) organizations—in federal elections. LWV-TEF and local League Education Funds are 501(c)(3) organizations; LWV-TX and local Leagues are 501(c)(4) organizations.

**1.6.2.c** FEC regulations define a **debate** as an event that includes at least two candidates; is staged in a way that does not promote or advance one candidate over another; and allows the candidates to appear concurrently, in face-to-face confrontations, with opportunities to respond to each other.

**1.6.2.d** The FEC defines a **forum or other non-debate candidate appearance** as a place, meeting, or medium where ideas and views on particular issues are exchanged.

**1.6.2.e** The **Federal Communications Commission** (FCC) regulates radio, television, and cable broadcasters. Under its regulations, a broadcaster that permits a candidate for any public office—**federal, state, or local**—to use its facilities must provide all other legally qualified candidates for the same office with equal opportunities for use.

**1.6.2.f Internal Revenue Service** (IRS) rules provide that 501(c)(3) organizations "may not participate or intervene, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office." This prohibition applies to campaigns for public office at all levels—**federal, state, and local**. A violation of IRS rules could jeopardize the tax-exempt status of the 501(c)(3) organization responsible.

### **1.6.3 Candidates invited to participate in an LWV-TEF debate must meet the following criteria:**

**1.6.3.a** Requirements of the Texas Constitution and/or the Constitution of the United States,

**1.6.3.b** All requirements to be on the ballot according to Texas election laws, and

**1.6.3.c** Demonstrate significant voter interest and support by being nominated by a recognized political party in Texas, raising sufficient funds to require reporting under FEC rules for federal races, or showing that a formal campaign is being waged by the existence of headquarters and campaign staff.

### **1.6.4 General policies for all debates/forums for State and local Leagues**

**1.6.4.a** Forums and debates must be nonpartisan and ensure that all participating candidates will be treated fairly and equally.

**1.6.4.b** All candidates for the races included on the ballot must be invited to participate. Only qualified candidates should be allowed to participate, and no substitute may stand in for a candidate, either to read a statement or to distribute campaign literature.

**1.6.4.c** A letter of invitation should include the criteria for participation, debate/forum format and rules, candidate's acceptance of format and rules, and a waiver for League distribution of debate content. It should be sent to candidates in a traceable form (USPS delivered, signed mail receipt, or email returned mail receipt.)

**1.6.4.d** The language of the waiver for distribution should be: "The debate or forum content is the property of the LWV and permission must be sought to rebroadcast the debate or forum in its entirety or to print excerpts. Candidates must agree that he/she will not use any portion of the debate or forum in a political advertisement."

**1.6.4.e** Issues of interest to the general public must be included.

**1.6.4.f** Meeting must be open to the public, in a place that will not seem to exclude some potential audience.

**1.6.4.g** Donations from candidates or political parties should not be solicited or accepted.

### **1.6.5 Policies for debates/forums for federal offices (U.S. House and Senate)**

#### **1.6.5.a Candidate participation guidelines**

**1.6.5.a1** A debate or forum must have at least two candidates for each federal office. An empty chair debate (where only one candidate is present) CANNOT be held as it can be considered by the FEC as an "in-kind" contribution or providing "something of value" to a federal candidate and thus subject to the prohibitions of federal election laws. A single candidate for a federal office may not be a speaker at a debate or forum. He/she may be introduced and invited to meet and greet attendees at the end of such meetings; however, he/she should not remain on the stage.

**1.6.5.a2** A debate or forum should not start if only one candidate for a federal office is present. If the debate or forum includes several races, the other races may begin while waiting for the late candidate.

**1.6.5.a3** If a candidate declines, cancels, or does not appear, the debate or forum may proceed if more than one candidate for the federal office is present. If only one is present, the debate or forum for that office must be cancelled. The moderator may present any factual reasons given by the candidate without editorial comment. If the candidate who cancelled provides a statement, the moderator may read it. If no reason is given, the League should state that it was contacted by the candidate or his/her campaign and told the candidate would not be able to appear. The League can state that no reason was given for canceling. Attempts may be made to reschedule the debate or forum.

**1.6.5.a4** If a candidate refuses to participate, the League president may submit a letter to the editor of local/statewide newspapers stating that candidates are expected to participate and if they do not, they are denying the community an opportunity for public education about them and the issues.

**1.6.5.b Debate locations (FEC regulations for federal offices):**

**1.6.5.b1 All non-debate candidate events and appearances** (such as "meet-and-greet") must be held at a tax-exempt school, college, or university, if it is sponsored by the League Education Fund. If the event is sponsored by the League, it may be held in another location.

**1.6.5.b2 Debates** may be held at a public (government or school) facility, in-studio television facility, or in a public community facility, or retirement home with good public access.

**1.6.6 Policies for debates/forums for state and local offices**

**1.6.6.a Candidate participation guidelines**

**1.6.6.a1** If **League Education Fund** money is used, follow the candidate participation guidelines for federal offices.

**1.6.6.a2** If the event is **advertised as a debate**, not a forum or meet-and-greet, follow the candidate participation guidelines for federal offices.

**1.6.6.a3** If the event is **broadcast**, follow the candidate participation guidelines for federal offices.

**1.6.6.a4** If the event is not advertised as a debate and is not broadcast and no League Education Fund money is used, it is still **recommended** to follow the candidate participation guidelines for federal office; however, one candidate for a contested office could appear, speak and answer questions, as long as all candidates for the office were invited and the event would not damage the League's nonpartisan reputation by creating the impression that the League favored one candidate over another.

**1.6.6.b Debate locations.** For nonfederal races, the event may be held in any location that is accessible to the public.

**1.6.7 Cosponsorship for all debates/forums**

**1.6.7.a** Cosponsors cannot have endorsed or be affiliated with a candidate or ballot issue and must be approved by the League Board of Directors. Any group whose leadership has made public statements for or against any candidate, or which is known to support a candidate informally, or that advocates for an issue on the ballot should not be asked to cosponsor.

**1.6.7.b** The League should take the lead in contacting the candidates, negotiating disputes, and controlling the format for a forum that is cosponsored.

**1.6.7.c** The League should provide the moderator and timekeeper or should approve of them in advance. The moderator should not be identified as a member of a political party or a friend of one or more of the candidates.

**1.6.8 Moderating a non-League forum**

**1.6.8.a** A League may moderate a candidates forum sponsored by another organization as long as the forum conforms to League procedures and principles to ensure a nonpartisan event. The League should provide the sponsoring organization with information about its

requirements for candidates forums, including inviting all candidates, allowing equal time for all candidates, placement of any candidate materials, videotaping, etc.

**1.6.8.b** The sponsoring organization cannot have endorsed or be affiliated with a candidate or ballot issue and must be approved by the League Board of Directors. The League should not moderate a forum for any group whose leadership has made public statements for or against any candidate, or which is known to support a candidate informally, or that advocates for an issue on the ballot.

**1.6.8.c** The sponsoring organization may take the lead in contacting the candidates and planning the date, time, and location, although the League may provide help upon request. The format of the forum should be agreed upon by the League and the sponsoring organization.

**1.6.8.d** The League should provide the moderator, timekeeper, and question screener, if possible. The moderator should not be identified as a member of a political party or a friend of one or more of the candidates. Additional volunteers may come from the sponsoring organization.

### **1.6.9 Candidate forums and the Texas Open Meetings Act**

**1.6.9.a** The Texas Open Meetings Act, adopted in 1967, requires meetings of governmental bodies to be open to the public, including informal meetings. If a quorum of a governmental body, generally a majority of its members, is present at a meeting, it may be subject to requirements of the Texas Open Meetings Act. It is the responsibility of the elected officials and their government entity to determine whether a candidates forum constitutes an open meeting under the Texas Open Meetings Act and, if so, to post notice and arrange for minutes or taping of the meeting.

**1.6.9.b** If the forum is considered an open meeting by the governmental entity, the League or sponsoring organization should be in contact with the governmental entity to coordinate any arrangements for taping or otherwise recording the forum and to ensure that notice of the meeting states that it is a candidates forum with questions from those in attendance. The League or sponsoring organization may announce at the beginning that the forum is considered an open meeting under the Texas Open Meetings law and as such is being recorded by the governmental entity and provide information as to how the recording will be available. Anyone who wants to record all or any part of the open meeting should be allowed to do so, according to the provisions of the Texas Open Meetings Act.

**1.6.9.c** If the forum is not posted as an open meeting, the League should follow its own guidelines for broadcasting. (See 1.6.10.)

**1.6.9.d** If the forum is taped or broadcast, the League should not allow an empty chair debate.

### **1.6.10 Broadcast policies for all debates/forums not subject to Texas Open Meetings Act**

**1.6.10.a** A radio, television, or cable broadcaster must not edit the debate or forum, and it must be broadcast in its entirety, either live or reasonably soon after the debate. The Federal Communications Commission (FCC) requires that a debate or forum must include at least two candidates. The exception is news media reporting on the event.

**1.6.10.b** Candidates are not allowed to use or edit the footage for campaign purposes.

**1.6.10.c** Cell phones must be turned off. The moderator should announce that unauthorized videos are not allowed because the FCC requires that the debate must not be edited and must be broadcast in its entirety, except by media reporting on events.

**1.6.10.d** The content of the tape belongs to the League and its cosponsors and any use of the tape requires the approval of the League with the caveat that it must be broadcast in its entirety. The footage can be posted in written or streaming audio/video on the League's website or another website if approved by the League. It can be broken into segments as long as all segments are available.

(Also consult the LWVUS website [www.lwv.org](http://www.lwv.org) for "FAQ's Candidate Forums-Debates" and "Guidelines for State and Local League Debates.")

## 1.7 Guidelines for League Websites

**1.7.1 Privacy.** The League of Women Voters of Texas/League of Women Voters of Texas Education Fund (LWV-TX/LWV-TEF) places a high priority on protecting your privacy. This privacy policy was created in order to demonstrate the LWV-TX/LWV-TEF firm commitment to the privacy of our members and website users. This policy explains what types of information is collected by the LWV-TX and LWV-TEF's website, [www.LWVTexas.org](http://www.LWVTexas.org), and how this information is used.

**1.7.1.a What personally identifiable information is collected.** LWV-TX/LWV-TEF members that register for [www.LWVTexas.org](http://www.LWVTexas.org) and individuals that sign up to receive LWV-TX/LWV-TEF e-communications voluntarily provide us with contact information (such as name and e-mail address). We may use this information for specific, limited purposes. You may always "opt out," either now or at any time in the future, if you do not wish to receive our messages.

**1.7.1.b IP addresses.** LWV-TX/LWV-TEF uses your IP address to help diagnose problems with our server, to administer [www.LWVTexas.org](http://www.LWVTexas.org), and for statistical metrics used to track website visitor traffic.

**1.7.1.c Cookies.** The [www.LWVTexas.org](http://www.LWVTexas.org) website uses "cookie" messages to automatically help provide better services. They remind us who you are and your preferences for our website based on what you've done and told us before. The cookie is placed in your computer and is read when you come back to our website. Cookies let us take you to the information and features you're particularly interested in. They also let us track your usage of [www.LWVTexas.org](http://www.LWVTexas.org), so we know which parts of our sites are most popular. You can reject cookies or cancel them by instructing your Web browser accordingly.

**1.7.1.d How your information may be used.** We use your personal information to provide you with personalized service, send email alerts to you, answer your requests, process your membership application, etc. You may choose to opt out at any time, which will cease all communications from us. We may also use your information to track a visitor of our website. This lets us see which of our features are the most popular so we can better serve our users' needs. It also lets us provide aggregate data about our traffic (not identifying you personally, but showing how many visitors used which features, for example) to outside parties.

**1.7.1.e Email privacy.** Personal information will be shared only with those third-party service providers who perform functions on our behalf, including processing credit card payments, providing customer service, removing repetitive information from customer actions, analyzing data, and providing marketing assistance.

**1.7.1.f External links.** The [www.LWVTexas.org](http://www.LWVTexas.org) website includes links to external websites. These links do not fall under the [www.LWVTexas.org](http://www.LWVTexas.org) domain, and the LWV-TX and LWV-TEF is not responsible for the privacy practices or the content of external websites. Your use of any linked website is solely at your own risk.

**1.7.1.g Modifications.** LWV-TX and LWV-TEF may amend this privacy policy from time to time; please review it periodically. We maintain the option to modify this privacy policy at any time by electronic notice posted on our website. Your continued use of our website after the date that such notices are posted will be deemed to be your agreement to the changed terms.

**1.7.2 Copyright.** The LWV-TX and LWV-TEF website and materials posted via the website shall be copyrighted using the Creative Commons Attribution-Noncommercial-ShareAlike 3.0 United States License or a similar license.

**1.7.3 Disclaimer.** The information contained on the LWV-TX/LWV-TEF website is provided by the organization for general informational purposes only. None of the information on the website is intended or should be construed to be legal advice or a legal opinion. While every effort has been made to ensure that the information contained on the website is as accurate as possible, omissions and errors may occur. Also, because of the nature of website development, maintenance, and updating, the information contained on the website may not reflect the most current developments. The League and its contributing authors expressly disclaim all liability to any person with respect to

the consequences of any act or omission committed based upon reliance in part on any of the contents of the website.

**1.7.4 Links.** At certain places on the LWV-TX/LWV-TEF website, live links to other Internet addresses (aka third-party sites) can be accessed. Such third-party sites contain information created, published, maintained, or otherwise posted by institutions or organizations independent of the League. The League does not endorse, approve, certify, or control these third-party sites and therefore cannot guarantee the accuracy, completeness, efficacy, timeliness, or correct sequencing of information located at such addresses.

**1.7.5 No warranty.** The information on the LWV-TX/LWV-TEF website and third-party sites is provided as is and without warranties of any kind, either express or implied. To the fullest extent permissible pursuant to applicable law, LWV-TX and LWV-TEF disclaim all warranties, express or implied, including but not limited to, implied warranties, express or implied, including but not limited to, implied warranties of merchantability and fitness for a particular purpose. Use of any information obtained from such third-party sites is voluntary and reliance upon it should only be undertaken after an independent review of its accuracy, completeness, efficacy, and timeliness. Reference therein to any specific commercial product, process, or service by trade name, trademark, service mark, manufacturer, or otherwise does not constitute or imply endorsement, recommendation, or favoring by LWV-TX and LWV-TEF.

## 1.8 Guidelines for LWV-TX Social Media

**1.8.1** League writers are expected to take advantage of the multimedia opportunities to communicate League values of civility, respect and nonpartisanship in all writing.

**1.8.2** Board members, issue chairs, or select individuals as appointed by the President may post without approval. The president will appoint administrators.

**1.8.3** Postings will reflect support of League issue positions adopted from study and/or consensus, but not support or oppose any political party or candidate.

**1.8.4** Brand the sites with the official League logo and use the full name of the League. Use a consistent hash tag phrase for official tracking.

**1.8.5** Use good judgment in writing, posting, blogging, and tweeting of information, photos, or video messages. Heed copyrights and fair use regulations.

**1.8.6** The president and administrators have the authority to delete any vulgar or erroneous comment(s).

**1.8.7** Protect personal privacy and account resources from online criminal intent.

**1.8.8** Post frequently when you have something valid to say providing relevant and useful content. Listen and respond to questions and feedback in a timely manner.

**1.8.9** Review LWVUS resources to maximize the LWV online visibility, engage members, connect with other Leagues, and attract new members and supporters (e.g., *LWV Online: Web, Blogs & Social Networking*, *Twitter Guide*, *Twitter Cheat Sheet*, *Facebook Guide*, *Items to Enhance Visibility* and other LWV resources).

## 1.9 Coalitions, Collaborations, and Affiliations

**1.9.1** LWV-TX and/or LWV-TEF membership in coalitions, collaborations and affiliations (hereafter "coalitions") with other groups shall be approved by the state board. Coalition membership shall be reviewed annually, and local Leagues shall be informed of coalitions that the state League chooses to join. Joining or resigning from a coalition shall be a decision of the board based on the following guidelines:

**1.9.1.a** After consultation with the issue chair, the advocacy vice president must present to the board information about a coalition such as purpose, mission, major goals or activities, reasons for membership, and verification or affirmation of the coalition's nonpartisanship.

**1.9.1.b** The League's coalition representative must be identified when the list of coalitions is presented to the board by the advocacy vice president or as soon as possible thereafter, and the representative's role, if any, with the coalition must be described;

**1.9.1.c** Fees for joining should be carefully examined for merit and reviewed annually; and

**1.9.1.d** If the League commits to expending funds other than for dues, the League liaison must ensure that nonpartisanship is maintained in order for the expenses to be covered.

**1.9.2** Definition of terms

**1.9.2.a** *Coalition*. A group with which the League works that is organized around a specific issue or issues and in which the League has an equal opportunity for input into a group's agenda.

**1.9.2.b** *Collaboration*. A group or groups with which the League may conduct a single activity, like a forum or survey, or a specific reform effort, like a sunset or campaign finance reform.

**1.9.2.c** *Affiliation*. A group with which the League may lobby and from which the League receives information or newsletters but does not determine the agenda.

**1.9.3** Criteria for considering League involvement in coalitions include:

**1.9.3.a** The coalition's major issues mesh with League position on every issue of coalition's concern. The aims of the coalition must be nonpartisan and must not conflict with League positions.

**1.9.3.b** The coalition's activities bring added effectiveness to the overall efforts to achieve the League's organizational, advocacy, or educational goals.

**1.9.3.c** The coalition's activities bring added effectiveness to the overall efforts to achieve the League's organizational, advocacy or educational goals.

**1.9.3.d** Expenditures for work with the coalition, including staff and volunteer time as well as cash and in-kind expenses, are worth the investment.

**1.9.4** The League representative to a coalition of which the League is a member must have the prior approval of the state League president or designee before making any formal or public statement of League position on a specific issue. If the League disagrees with a majority opinion of the coalition, a public statement of the League's dissent should be issued.

**1.9.5** If the coalition in any way participates in partisan activity (i.e., opposing or supporting a candidate or party), then the League shall withdraw from the coalition.

**1.9.6** League participation in a coalition and the representative to the coalition should be approved annually by the LWV-TX Board.

**1.9.7** The coalition shall never use the League's name on statements, letters, press releases, publications, or any other materials without prior League consent. Such consent is required each time the coalition wishes to use the League name.

**1.9.8** Local Leagues should have a statement in their local League policies regarding membership in local and regional coalitions.

## **SECTION 2. POLICIES RELATING TO MEMBERS AT LARGE, MAL UNITS, AND LOCAL LEAGUES**

### **2.1 Relation of LWV-TX Board to Local League Boards**

**2.1.1** The Services to Local Leagues (SLL) Committee of the state board has primary responsibility for providing training to local League leaders.

**2.1.2** Members of the state board are expected to give state League responsibilities priority over local League obligations. Serving on both state and local boards simultaneously may result in conflicting priorities.

**2.1.3** LWV-TX board members should limit attendance at local League board meetings to those occasions when the local League agrees to include the visit on its agenda.

## 2.2 Members at Large (MALs)

Individuals who do not reside in the geographic area of a local League may be members at large of the LWV-TX or may choose to join a local League.

**2.2.1** The SLL Committee recommends an amount for MAL dues to the LWV-TX Budget Committee. The state board then approves an amount in the proposed budget. Convention delegates adopt a budget that includes the amount of MAL dues.

**2.2.2** Member information and MAL dues shall be forwarded to a local League when an individual who has joined the League as a member at large resides in a local League area.

## 2.3 Member-at-Large Units (MAL Units)

**2.3.1** The state board authorizes the establishment of a MAL Unit, composed of members at large living or working within a common geographic area who have indicated an interest in organizing as a unit and a willingness to meet requirements established for MAL Units. MAL Units shall be established in those communities where feasible. Feasibility is determined jointly by the SLL Committee and the members at large in the community and then approved by the state board.

**2.3.2** The state board adopts annually the minimum number of members at large required to establish a MAL Unit. The state board appoints an advisor to work closely with each MAL Unit for as long as the state board deems it essential to that MAL Unit's understanding of the organization.

### 2.3.3 MAL Units shall meet the following requirements:

**2.3.3.a** Maintain the current minimum paid membership set by the state board.

**2.3.3.b** Conduct an Annual Meeting to adopt a budget and elect officers: chair, secretary, and treasurer.

**2.3.3.c** Assign responsibility for membership development, fund development, and Voters Service.

**2.3.3.d** Meet regularly—four officer meetings and four membership meetings annually.

**2.3.3.e** Publish, at least quarterly, a newsletter or appropriate substitute.

**2.3.3.f** Provide training for the unit officers at least once every 2 years.

**2.3.3.g** Conduct a community analysis as defined in the LWVUS publication *Know Your Community*.

**2.3.3.h** The MAL Unit chair shall not actively campaign or work in a campaign on behalf of a local candidate or local ballot issue during the term of office.

**2.3.4** The state League shall supply to each MAL Unit, without charge, 500 state *Voters Guides* or one electronic copy of the state *Voters Guide* for each statewide election.

## 2.4 Full League Status

**2.4.1 Minimum requirements for local Leagues.** Local Leagues shall meet the following minimum requirements to remain in good standing:

**2.4.1.a** Adopt and adhere to local League bylaws.

**2.4.1.b** Pay the current Per Member Payment (PMP) set by the membership at state convention in a timely manner.

**2.4.1.c** Conduct an Annual Meeting to adopt a budget and elect officers.

**2.4.1.d** Meet regularly as defined by local League bylaws.

**2.4.1.e** Provide state League training for officers periodically.

**2.4.2** To achieve full League status, a MAL Unit shall have:

**2.4.2.a** Existed for at least 1 year.

**2.4.2.b** Exhibited membership growth and retention.

**2.4.2.c** Provided at least one leadership training session.

**2.4.2.d** Accomplished at least one successful finance campaign that involved more than one activity and included community support.

**2.4.2.e** Exhibited nonpartisanship.

**2.4.2.f** Maintained board stability.

**2.4.2.g** Completed the *Know Your Community* study.

## 2.5 Withdrawing Recognition From Local Leagues and MAL Units

**2.5.1** A meeting of the members of the local League shall be called by the local League board of directors for the purpose of discussing and voting on disbandment.

**2.5.2** The state League shall be notified of the intention to call such a meeting. If the local board is unwilling to call such a meeting, the state board shall call the meeting and notify the local members.

**2.5.3** Members shall be told the purpose of the meeting and that absence from the meeting shall be considered a silent vote to disband unless the member communicates otherwise prior to the meeting.

**2.5.4** Upon a vote by the membership to disband the local League, the state board shall request the national board to withdraw recognition.

**2.5.5** Remaining local League or MAL Unit funds shall be handled in accordance with LWV-TX bylaws.

## 2.6 Local League Bylaws

**2.6.1** The first three articles of all MAL Units, local, and state bylaws must be consistent with those of the League of Women Voters of the United States.

**2.6.2** Proposed revisions of local League bylaws shall be submitted to the state bylaws chair for review and comment at least 2 months before the local League annual meeting.

**2.6.3 Committee.** A committee to review local bylaws should be appointed early in the League year. The bylaws committee is important to keep the local League running smoothly. Three members should be sufficient: one board member, one nonboard member, and a chair selected from either the board or general membership.

### 2.6.3.a Responsibilities

**2.6.3.a1 Proposed changes to local bylaws.** After reviewing suggestions for changes from the local League board and members, the committee is at liberty to propose or not to propose any bylaw changes. Any changes it does propose should be brought to the local board early in the fall, probably no later than the October meeting. Proposed changes approved by the local League board are then submitted to the LWV-TX Bylaws/Policies/Rules (BPR) Committee chair for review and comment. Deadlines for this submission are noted in the Essential Checklist: What to Send to Whom in the LWV-TX *League Handbook and Directory*, published each summer.

**2.6.3.a2 Approval by local League membership.** Proposed changes that have been approved by the LWV-TX BPR Committee are then presented to the membership in accordance with local League bylaws concerning amendments. The membership may amend, adopt, or reject proposals at the annual meeting. Please note that a bylaw takes effect immediately, unless otherwise specified.

**2.6.3.a3 Distribution of amended bylaws.** After the annual meeting, electronic copies of the bylaws as amended are sent to the state office, national office, and national liaison. All local League members should receive copies. However if the changes are minimal, some Leagues publish the information in their newsletter requesting that members update their copies.

### 2.6.3.b Additional responsibilities

**2.6.3.b1 Review of state bylaws.** The local League bylaws committee is charged with reviewing state and national League bylaws in alternating years, and recommending changes. Such changes as the local board approves are submitted for consideration to the state or national League board. The bylaws committee chair should insure that this process is completed in time to meet deadlines for submission of proposed amendments. Please see LWV-TX calendar for dates.

**2.6.3.b2 Review of local policy guide.** The local League bylaws committee should review the local League policy guide as required by that guide. Any changes are submitted to the local board for approval, edited, and approved again, then published in the local League newsletter.

**2.6.4 Contact person.** Questions and proposed bylaws changes should be submitted to the chair of the LWV-TX Bylaws/Policies/Rules Committee by email. See the *League Handbook and Directory* for contact information.

### 2.6.5 Deadlines

#### Bylaws Calendar for Local Leagues

Date	Event
Aug 31	Deadline for local Leagues to appoint bylaws committee
Oct	Notice published in LWV-TX <i>Action News</i> that: <ul style="list-style-type: none"> <li>• First three articles of all MAL Unit and local League bylaws must be consistent with those of the LWVUS</li> <li>• Proposed revisions of local League bylaws shall be submitted to the chair of the state Bylaws/Policies/Rules Committee for review and comment at least 2 months before the local league annual meeting</li> </ul>
Oct 31	Deadline for local League bylaws committee to recommend to the local League board of directors any changes in local League bylaws related to alignment of first three articles of local league bylaws with those of the LWVUS
Dec	Notice published in LWV-TX <i>Action News</i> will remind local Leagues to submit proposed changes in their local League bylaws to the chair of the state Bylaws/Policies/Rules Committee by Dec 31 to receive notification of approval/concerns by Jan 31
Dec 31	Deadline for early submission of proposed changes in local League bylaws to the chair of the state Bylaws/Policies/Rules Committee
Jan 31	Deadline for chair of the state Bylaws/Policies/Rules Committee to notify local League of approval/concerns of proposed amendment(s) to local League bylaws to Leagues that met the early submission deadline
Feb	Notice published in LWV-TX <i>Action News</i> will remind local Leagues that <ul style="list-style-type: none"> <li>• Proposed revisions of local League bylaws shall be submitted to the chair of the state Bylaws/Policies/Rules Committee for review and comment at least 2 months before the local League annual meeting</li> <li>• The chair of the state Bylaws/Policies/Rules Committee will notify local League of approval/concerns of proposed amendment(s) to local League bylaws within 1 month</li> </ul>
Annual meeting	Local League members vote on proposed amendments to each section of the local League bylaws by two-thirds majority. A two-thirds majority is defined as at least two thirds of those present and voting, unless otherwise specified by the local League rules.
May	Notice published in LWV-TX <i>Action News</i> will remind local Leagues to submit amended local League bylaws to the state office, national office, and national liaison by June 1
June 1	Deadline for submission of amended local League bylaws to state office, national office, and national liaison

## 2.7 Changing the Organizational Basis of a League

**2.7.1** A local League is organized either as a municipal League based around a single municipality or as an area League encompassing more than one governmental jurisdiction. Area Leagues may include one or more counties or a large metropolitan area.

**2.7.2** A change in the name or organizational basis of a local League requires the approval of LWV-TX and LWVUS.

**2.7.3** A study of the proposed new area to be served by the local League must be conducted and presented in writing to the state board.

**2.7.4** Following approval of the locally recommended change in name or basis of organization by the local League membership at an annual meeting, the local League shall forward the appropriate forms to the state board for its consideration, approval and recommendation to LWVUS.

## **2.8 Cooperation Among Local Leagues in the Same Political Subdivisions**

**2.8.1** If a League is considering a study that, if a position is reached, would lead to action before a political entity shared by other local League(s), it must notify those Leagues of the possible study in time to allow them to consider whether or not they wish to participate in the study. Ideally, such studies should be jointly considered and jointly adopted.

**2.8.2** When two or more Leagues are in the same political subdivision, reciprocal approval is required before taking action before shared governing bodies.

## **2.9 Consensus/Concurrence in Local Leagues**

Local League boards shall determine the process by which consensus/concurrence is reached in their local Leagues in keeping with the procedures found in LWVUS *League Basics*.

# **SECTION 3. ADMINISTRATIVE POLICIES FOR THE STATE BOARD**

## **3.1 Board Meetings**

**3.1.1** The president shall determine the dates and places for state board meetings with consideration for the cost of the meetings and convenience of all state board members. The written reports of on-board and off-board members to be included in the preboard report shall be in the state office at the time designated in the adopted calendar.

**3.1.2** Unexcused absences from two consecutive board meetings or three unexcused absences from board meetings in a biennium shall be considered a resignation from the board. The secretary shall record absences at the direction of the president. The president shall notify the board member in writing of each unexcused absence.

**3.1.3** The board may vote by email between board meetings, if necessary, and decisions will be ratified on the consent agenda at the next board meeting.

**3.1.4** Board members are serving as members of LWV-TX and not in their professional, executive, or administrative capacity.

## **3.2 Board Administration**

An executive committee of the state board may be created to act on behalf of the state board between its regular meetings on items requiring a decision that cannot be postponed until the regular board meeting. The executive committee shall consist of the president, treasurer, secretary, and the vice presidents. The president has the discretion to refer items to the executive committee or the full board between the board's regular meetings. A majority of the executive committee members shall constitute a quorum. Any decision made by the executive committee of the state board must be confirmed at the next regularly scheduled board meeting and reflected in the official minutes.

## **3.3 Board Nominations**

The LWV-TX Nominating Committee should, as a courtesy, prior to contacting any potential new state board nominee, notify the potential nominee's local League president.

## **3.4 Conflict of Interest**

**3.4.1** Members of the state board and trustees of LWV-TEF shall not receive compensation, such as salaries or stipends, for services rendered, nor shall they sell professional services or products to LWV-TX/LWV-TEF. (In a not-for-profit organization, it is inappropriate for those who govern to

receive material compensation for performing the services they have deemed necessary to carry out the mission of the organization.)

**3.4.2** The executive director shall not be a member of the state board. (It is considered inappropriate for those earning a salary or fee to be a part of the decision making body that hires, fires, and determines salary and benefits.)

**3.4.3** Members of the state board and trustees of LWV-TEF may accept modest honoraria or gifts for speeches or other activities rendered to others on behalf of LWV-TX/LWV-TEF. Other honoraria or gifts shall be given to LWV-TX/LWV-TEF.

**3.4.4** In any matter in which a state board member or a member of her/his family has a substantial financial interest, the board member shall refrain from participating in the discussion prior to a vote, refrain from attempting to influence the outcome of a vote, and abstain from voting.

**3.4.5** In the interest of openness and transparency, all board members, staff, and issue chairs shall sign a Conflict of Interest form and include current employment and current service on other Boards of Directors, whether or not deemed a Conflict of Interest.

## 3.5 Program

**3.5.1** Program vice president presents program recommendations for a new study, concurrence, or review to the state board based on recommendations from issue chairs and from local Leagues in program planning.

**3.5.2** State board formulates its recommendations for a new study, changes in position, or restudy of a state position and sends this proposed program to the presidents of local Leagues and chairs of MAL units at least 30 days before convention or statewide conference.

**3.5.3** Any program recommendation submitted at least 3 months prior to convention, but not included in the board's proposed program, may be brought to the convention floor for consideration by a local League or the state board. A motion to consider requires a majority vote. If consideration passes, the vote to adopt must be held on the following day. A two-thirds vote is required to adopt a non-recommended study, to amend a state position, or to adopt a state position by concurrence on the floor of the convention.

**3.5.4** Any League that plans to propose the adoption of a new position or amendment to a state position by concurrence on the floor of the convention must give notice of its intent to do so at least 6 weeks before the convention. This notice shall be sent to the state League office, which will forward it to all local Leagues, MAL units, and the state board.

**3.5.5** The League that gave notice of intent must then send background information, including pros and cons on the issue, and a rationale for using this form of member agreement to the state office at least 30 days before the convention. The state office will forward this information to all local Leagues, MAL units, and the state board.

**3.5.6** Convention delegates vote first on studies and any recommended changes proposed by the state board, then on any item voted to receive consideration.

**3.5.7** Positions resulting from efforts to reach consensus/concurrence shall be approved by the state board of directors after careful consideration of consensus or concurrence reports, including majority and minority opinions, submitted by all local Leagues, MAL Units, and MALs that responded by the announced deadline.

**3.5.8** Members at large and MAL Units are encouraged to participate in state and national studies. The combined results of isolated MALs shall be considered as the consensus or concurrence of one local League.

**3.5.9** When a MAL consensus/concurrence report on a national study item or on national program planning cannot be approved by the full board, it may be approved by the LWV-TX Executive Committee.

## 3.6 Program Review

LWV-TX shall follow LWVUS guidelines for adoption of program (see Bylaws Article X, Section 2). In addition, the following procedures will be used to ensure a systematic review of all current positions:

- 3.6.1** During state program planning, local Leagues, issue chairs, or the state board can make recommendations for positions that need to be reviewed, updated, or amended.
- 3.6.2** During the year following convention, the state board may choose one or more positions for program review. The review may be conducted in the summer and fall following the next legislative session. This decision should be based on:
  - 3.6.2.a** Local League recommendations for position update.
  - 3.6.2.b** Any relevant discussion or debate during convention program adoption.
  - 3.6.2.c** Length of time since the position has been reviewed.
  - 3.6.2.d** Current legislative positions.
  - 3.6.2.e** Recommendations from issue chairs.
- 3.6.3** State board selects a Program Review Committee. Effort should be made to include:
  - 3.6.3.a** Current and former issue chairs for the position.
  - 3.6.3.b** Members of the original study committee.
  - 3.6.3.c** Others with knowledge of the subject.
  - 3.6.3.d** Program vice president (ex officio)
- 3.6.4** Program Review Committee reviews the selected positions in depth. The committee will do research and perhaps interview other experts. Criteria for the review of the positions include:
  - 3.6.4.a** Have LWV-Texas goals been achieved with this position?
  - 3.6.4.b** Is the position still relevant?
  - 3.6.4.c** Is the position applicable to current public policy issues or concerns? (Have circumstances changed? Are there new laws that impact this position?)
  - 3.6.4.d** Is the position clear?
  - 3.6.4.e** Is there still member understanding and agreement concerning this position?
- 3.6.5** The options open to the committee with regard to all or any portions of the position are:
  - 3.6.5.a** Retain as is (needs board approval).
  - 3.6.5.b** Retain with editorial changes (needs board approval).
  - 3.6.5.c** Formulate new position statement for member concurrence if there is a change of intent (needs member approval).
  - 3.6.5.d** Recommend a restudy for the following biennium (needs member approval).
- 3.6.6** Program Review Committee makes recommendations to the state board no later than the winter board meeting before the convention. The board votes on the committee's recommendations, and if member concurrence or restudy option is approved, it is given to the convention or statewide conference for a vote.

## 3.7 Appointment of Issue Chairs

**3.7.1 Reappointment of issue chairs and coordinators.** During the last 2 months of each biennium (immediately after state convention), the advocacy vice president will consult with the current president, the incoming president, the incoming advocacy vice president, and others as needed, to gather information to be used in determining which issue chairs will be recommended for reappointment during the next biennium.

**3.7.2** The advocacy vice president will arrange for the state office to send a letter over the outgoing president's signature reminding the issue chairs that their 2-year term is ending and thanking them for their service.

- 3.7.2.a** If the outgoing administration is recommending that they be reappointed, the letter will also ask them to contact the incoming advocacy vice president in early June if they would accept reappointment.

**3.7.2.b** If the outgoing administration is not recommending that they be reappointed, a personal note will be added to the letter to clarify the intent.

**3.7.3 Appointment of new issues chairs and coordinators.** An opportunity will be offered at the convention for members to volunteer to be considered for issue chair and issue coordinator positions. The incoming advocacy vice president will immediately on taking office solicit suggestions from whoever might have knowledgeable recommendations. No person should be selected who is not personally known to the advocacy vice president without getting a second recommendation.

**3.7.4** At the first meeting of the new board, the Citizen Education and Advocacy Committees will report to the entire board which incumbent issue chairs have been recommended for reappointment and will review and recommend any new appointments that are ready for board approval.

**3.7.5** Any changes during the biennium will be reported and in the case of new appointments be reviewed and recommended by the Citizen Education and Advocacy Committees at the next board meeting.

**3.7.6** All issue chairs and issue coordinators will be sent a letter of appointment after board approval that makes clear the term of service and includes a list of duties as well as the request that they refrain from conspicuous partisan activities during their term of service.

### **3.8 Distribution and Review of Policies & Procedures Manual**

**3.8.1** Copies of this policy guide shall be sent, after each revision, to state board members, issue chairs, members of the Nominating and Budget Committees, local League presidents, MAL Unit chairs, MAL Unit advisors, those who provide leadership training for local Leagues, and the staff.

**3.8.2** This policy guide shall be reviewed and adopted by the state board in the middle of each biennium. At the end of each biennium, any addenda shall be published.

### **3.9 Editing**

**3.9.1** Material for public distribution or for distribution to local Leagues and MAL Units shall be edited and cleared according to procedures found in the current edition of the *State Board Handbook*.

**3.9.2** For all future state League publications, the following shall appear in whichever format is appropriate: "For permission to reprint, contact the LWV-TX or LWV-TEF."

### **3.10 State Office Environment**

In order to promote a health-conscious environment and to protect our investment, the office space owned by the LWV-TEF and rented by LWV-TX shall be a smoke-free environment. The workplace shall be free of illegal drugs and firearms.

### **3.11 Record and Document Retention**

**3.11.1** The schedule for retention and archiving LWV-TX and LWV-TEF records follows. Preliminary drafts of documents should not be saved. Items such as coupons for a drawing or pledge cards for a donation should not be saved after 1 year has lapsed from the drawing or the time the pledge was made, with the exception of pledges of \$100 or more that have not been paid.

**3.11.2** State board members should send copies of completed documents that need to be retained to the state office by electronic means. State board members should also back up their documents on a regular basis to guard against losses from a computer crash.

**3.11.3** To preserve the long history of LWV-TX/LWV-TEF, its historical records are located in the Texas Tech University Southwest Collection/Special Collections Library, Lubbock, Texas 79409;

[www.swco.ttu.edu](http://www.swco.ttu.edu). See Retention Schedule for Business Records and Documents in Section 3.11.4 for transferring documents to archives.

**3.11.4** Local Leagues should adopt the retention and archiving schedule of records and documents as applicable. Local Leagues will make arrangements for archiving records in a location that is readily accessible in their local community.

### Retention Schedule for Business Records and Documents

Record / Document	Retained in Office	Permanent Archives
<b>Financial Records</b>		
A/P, A/R, cancelled checks, invoices, payroll tax returns, statements, etc.	7 years (Must be kept for 6 full years after tax returns are filed because of IRS audit rules)	
Audit reports	7 years	After 7 years
Financial statements (end of year)	7 years	After 7 years
General ledgers, journals	7 years	After 7 years
Tax returns	7 years	After 7 years
<b>Administrative Records</b>		
Bylaws, charter	Current copy and one previous copy	Expired copies
Contracts, notes, mortgages, leases	7 years after expiration	
Correspondence (routine)	7 years	After 7 years
Deeds, mortgages, bills of sale	7 years	After 7 years
Employment applications	3 years	
Insurance policies (expired)	3 years	
Insurance claims, lawsuits	7 years	After 7 years
Minutes of board meetings, conventions, councils, board actions	5 years	After 5 years
Personnel files	3 years after termination	
Property records, including costs, depreciations, reserves, blueprints	Until property is disposed of	After property is disposed of
<i>Texas Voter</i>	6 years	After 6 years
<b>Local League Information</b>		
Achievement goals/awards (final summaries only)	2 years	After 2 years
Bylaws and policies	Current copies	Expired copies
Minutes, publications	2 years	After 2 years
Disbanded Leagues	2 years	After 2 years
<b>Legislative Information</b>		
Legislative interviews	4 years	After 4 years
Testimony	10 years	After 10 years
Issue papers	10 years	After 10 years
Legislative newsletters	10 years	After 10 years
<b>Development Information</b>		
Annual reports	10 years	After 10 years
Actions of contributors	3 years	After 3 years
<b>League Program</b>		
Program planning	5 years	After 5 years
State studies: <i>Facts &amp; Issues</i> , consensus reports, significant background materials	10 years	After 10 years
<i>Voters Guides</i>	8 years (at least 10 copies)	After 8 years (1 copy)
National program: <i>Impact on Issues</i> , other publications	2 years (current edition)	
<b>LWV-Texas Education Fund</b>		
Completed projects	7 years	After 7 years

### 3.12 Confidentiality

Member and donor information is confidential. Except for routine practices such as the information in the LWV-TX *Handbook and Directory* and normal donor recognition, names and contact information will not be released or made public without board authorization.

## SECTION 4. FINANCIAL POLICIES

### 4.1 Local League Support of the LWV-TX

**4.1.1** The LWV-TX receives a portion of its income from local Leagues through a per member payment (PMP)/minimum support payment approved by convention delegates. Local Leagues' support payments may be paid in full any time during the fiscal year ending May 31 or during the fiscal year on the following schedule:

**4.1.1.a** First payment due in the state office by July 31. At least one fourth of total PMP shall be paid by this date.

**4.1.1.b** Second payment due in the state office by October 31. At least one half of total PMP shall be paid by this date.

**4.1.1.c** Third payment due in the state office by January 31. Three fourths shall be paid by this date.

**4.1.1.d** Fourth payment due in the state office by March 31. Full amount shall be paid by this date.

**4.1.2** Local Leagues may pay up to 50% of their state PMP from their Education Fund account. Local Leagues that maintain Education Fund balances with LWV-TEF should make requests in writing to the treasurer or state office for this purpose.

**4.1.3** State services may be discontinued to a local League that fails to settle in full its PMP account by the end of the state League's fiscal year (May 31). The decision to suspend services shall be made by the state board on a case-by-case basis.

**4.1.4** Only delegates from local Leagues that are current in their PMP payments will be allowed to vote at convention or the statewide conference.

### 4.2 Student Members

**4.2.1** Student members must be enrolled in an accredited high school or enrolled for at least six semester credit hours per semester as an undergraduate or graduate student at an accredited college or university. It is the responsibility of the local Leagues to verify that the person applying for membership is a qualifying student.

**4.2.2** LWV-TX grants a \$10.00 reduction in state PMP for each qualified student member based on the membership roster submitted by local Leagues to LWVUS in February of each year.

### 4.3 Members at Large and MAL Units

The Services to Local Leagues (SLL) Committee recommends publications for beginning MAL Units to be provided by LWV-TX.

### 4.4 Budget

The state board and those appointed to off-board positions shall monitor their expenditures to ensure that their budget allocations are not exceeded. Prior to the LWV-TX Budget Committee meeting, input regarding the following year's budget shall be sought from state board members, issue chairs, off-board committees, and staff.

Sufficient funds should be placed in reserve to meet LWV-TX/LWV-TEF operating expenses for a six-month period. The state board should approve a dollar figure for these reserve funds at the

beginning of each fiscal year, and that amount should be kept in interest-bearing account(s). If funds are withdrawn in case of emergency, they shall be restored as soon as possible.

## 4.5 Reserves

Sufficient funds should be placed in reserve to meet LWV-TX/LWV-TEF operating expenses for a six-month period. The state board should approve a dollar figure for these reserve funds at the beginning of each fiscal year, and that amount should be kept in interest-bearing account(s). If funds are withdrawn in case of emergency, they shall be restored as soon as possible.

## 4.6 Contracts

**4.6.1** Contracts with agencies, organizations, or businesses for services rendered by state board members or other representatives of the LWV-TX on behalf of the League shall be in the name of the LWV-TX, not the individual. Usually the executive director or the president of LWV-TX is the authorized signatory on all contracts, letters of agreement, and other official documents.

**4.6.2** Contracts that have been signed with individuals for professional services shall be listed in the consent agenda for the next board meeting in order to preserve an official record of said hiring.

## 4.7 Personnel Policies

**4.7.1** The board of directors, acting upon the recommendation of the Fiscal Management and Administration (FM&A) Committee, has the responsibility to hire and release the executive director.

**4.7.2** Regular and contract employees may be given a MAL membership in LWV-TX if recommended by the FM&A chairperson based on whether membership will assist the employee in performing the job duties.

**4.7.3** Further description of personnel policies and procedures is found in *LWV-TX Personnel Policies and Procedures*. (See Appendix.)

## 4.8 Purchasing and Contracting

When practical, two or more cost estimates shall be obtained when an expenditure of more than \$500 is anticipated.

## 4.9 Fiscal Management

**4.9.1** All funds of LWV-TX and LWV-TEF shall be deposited to the credit of the state League in banks and financial institutions recommended by FM&A for approval by the board.

**4.9.2** The president and/or treasurer of LWV-TX and the chair and/or treasurer of LWV-TEF are the authorized signatories on the accounts of the state League. The president/chair and treasurer may authorize additional signatories for special accounts.

**4.9.3** The president/chair, treasurer and executive director of LWV-TX/LWV-TEF shall be bonded.

**4.9.4** If new accounts are needed or accounts are to be moved, the institution(s) shall be recommended by FM&A for approval by the board. Authorized signers shall be the president/chair, treasurer, and any others whom they may jointly designate.

**4.9.5** At least quarterly, the LWV-TX/LWV-TEF treasurer shall provide state board members with a budget analysis. Any expenditure significantly in excess of a budget allocation and any revision of the budget must be approved by the state board.

**4.9.6 LWV-TX/LWV-TEF Fundraising.** The LWV-TX board of directors, the LWV-TEF trustees, and staff shall be responsible for developing the solicitation sources for funding the state League budgets.

## 4.10 Solicitation Request in MAL and Local League Areas

When a prospective source for state funding is within the geographic boundaries of a local League, the state League shall inform the local League(s) prior to the solicitation and coordinate solicitation with any local League's planned or pending solicitation.

## 4.11 Investment Policy

**4.11.1 Preamble.** All funds, restricted or unrestricted, are held by the board of directors/trustees as fiduciaries (stewards) for carrying out the mission of the League. The following investment, objectives, and directions are to be judged and understood in light of the overall sense of stewardship.

**4.11.2 Delegation.** The board of directors/trustees has delegated supervisory authority over its financial affairs to the Fiscal Management & Administration (FM&A) Committee. FM&A is responsible for regularly reporting on investments to the full board. In carrying out its responsibilities, FM&A and its agents shall act in accordance with these Investment Policies and all applicable laws and regulations. The directors/trustees reserve to themselves the exclusive right to revise the policies and/or to grant exceptions to the policies where appropriate.

**4.11.3 Objectives.** The primary investment objective is to preserve and protect League assets by earning a total return for each fund appropriate to each fund's time horizon, liquidity needs, and risk tolerance. The secondary objective is to appreciate the total value of the portfolio over time, exclusive of growth derived from investments.

**4.11.4 Asset Mix.** Asset mix is the primary determinant of the League's portfolio performance. Asset mix may be changed from time to time based on the economic and security market outlook as well as income requirements. The overall risk level of assets, in terms of potential for price fluctuations, should not be extreme. The primary means for achieving such risk profiles are:

**4.11.4.a** A balanced diversification between equity and fixed income investments,

**4.11.4.b** Careful control of the risk level within each asset class through avoidance of over-concentration and by not taking extreme positions against the market averages, and

**4.11.4.c** A degree of emphasis on stable growth rather than capital gains.

### 4.11.5 Recommended Asset Mix Among Equities, Common/Convertible, Fixed Income, U.S. and Corporate, Short Term Cash, and no more than 1-Year Notes

	Equities Common/Convertible	Fixed Income U.S. & Corporate Bonds	Short-Term Cash & No More Than 1-Year Notes
Short-term reserves	0%	0-50%	50-100%
Long-term reserves	50-90%	10-50%	0-15%
Endowment (see 4.11.5.a)	50-80%	15-50%	5-20%
Local League Education funds	0%	0%	100%

**4.11.5.a** Endowment is defined as the principal of gifts and bequests accepted with donor stipulations that (a) the principal is to be maintained intact in perpetuity, for a specified period or until a specified event occurs, and (b) only the income on the fund's investments may be expended by general purposes specified by the donor. Income is defined as a rolling 3-year average of the value of the fund plus the average of the interest and dividends accrued in those 3 years.

**4.11.5.b** The actual investment limits shall be determined within these limits by the FM&A Committee.

### 4.11.6 Investment Restrictions

**4.11.6.a** The portfolio must be invested at all times in strict compliance with applicable laws and regulations, and all investment decisions shall be made in accordance with the "Prudent Person Rule."

**4.11.6.b** All investment must be U.S. dollar denominated.

**4.11.6.c** Commercial paper must be rated in the two highest quality classes by Moody's Investor's Service, Inc. (P1 or P2) or Standard and Poor's Corporation (A1 or A2).

**4.11.6.d** Negotiable certificates of deposit shall be limited in principal amount to FDIC or FSLIC insurance ceilings.

**4.11.6.e** Not more than 5% of the voting securities of a corporation may be owned.

**4.11.6.f** No securities may be purchased on margin or leverage.

**4.11.6.g** No short sale transactions shall be made.

**4.11.6.h** Transactions in financial futures and options are prohibited.

**4.11.6.i** No more than 25% of the portfolio shall be invested in any one industry at cost.

**4.11.6.j** No more than 5% of the portfolio shall be invested in securities (including debt and equities) of one corporation at cost.

**4.11.6.k** Securities that are traded only in foreign markets shall not be included in the portfolio.

**4.11.6.l** Only securities listed on the New York Stock Exchange, the American Stock Exchange, or the NASDAQ Over-the-Counter market shall be included in the portfolio.

**4.11.6.m** All equity investments will satisfy minimum quality rating of B by Standard and Poor's or a 3 safety rating by Value Line.

**4.11.6.n** No funds ranked below average by Morningstar may be considered.

**4.11.6.o** Investment in structured notes is prohibited.

**4.11.7 Investment Criteria Based on Mission or Social Responsibility.** LWV-TX/LWV-TEF intends to invest in companies whose business conduct is consistent with League goals and beliefs. Therefore, the FM&A Committee will use its best efforts to avoid investing directly in the securities of any company known to participate in businesses the board deems to be inconsistent with the goals and beliefs of the League.

**4.11.8 Reporting Requirements.** The performance of the portfolios with regard to this policy statement will be monitored by FM&A on at least a quarterly basis by:

**4.11.8.a** Reviewing the assets and net cash flow of the portfolios,

**4.11.8.b** Discussing the current economic outlook and investment plans,

**4.11.8.c** Reviewing the current asset mix and compliance with this policy statement and authorizing any redirection of cash flow, transfers of assets, or sales/purchases to ensure such compliance within 12 months,

**4.11.8.d** Receiving and considering statistics on the investment performance,

**4.11.8.e** Reviewing significant revisions to the expected long-term trade-off between risk and reward on key asset classes, dependent on basic economic/social/political factors, and

**4.11.8.f** Reviewing shortcomings of the policy that emerge in its practical operation.

**4.11.8.g** Annually, the board shall be provided with detailed information about:

**4.11.8.g1** Asset allocation,

**4.11.8.g2** Investment performance,

**4.11.8.g1** Future investment strategies, and

**4.11.8.g1** Any other matters of interest to the Directors/Trustees; and a summary of all transactions in each fiscal year, together with a report of investment performance for the year of the portfolios.

**4.11.9 Cash Flow Requirements.** The FM&A Committee will be responsible for providing adequate liquidity to meet the League's cash flow requirements in accordance with board/trustee policy.

## 4.12 Gift Acceptance Policy

**4.12.1** The purpose of these guidelines for accepting gifts is to establish rules for accepting gifts to the League; to protect the interests of the donor, the League, and program or event named as the beneficiary of a gift; and to assist in structuring gifts to the League to provide maximum benefits to the donor and the League.

**4.12.2 General Guidelines.** The provisions of this policy apply to all gifts made or offered to the League. The League welcomes expressions of interest and financial support regardless of size or form, from any individual, family, business, corporation, foundation, or similar source. Gifts to

LWV-TX are not tax deductible; gifts to LWV-TEF or to the Endowment Fund of LWV-TEF are tax deductible.

**4.12.3 Types of Gifts.** Commitments to the League and/or payment of same may take the form of one, or a combination, of the following:

**4.12.3.a** Personal gifts by cash, check, credit card

**4.12.3.b** Corporate matching gifts

**4.12.3.c** Corporate or foundation grants

**4.12.3.d** Multiyear pledges

**4.12.3.e** Appreciated securities or other readily marketable personal assets (which are sold as soon as possible)

**4.12.3.f** In-kind goods and services

**4.12.3.g** Real estate. Before accepting any gift of real estate, the League shall perform a due diligence review of the property, including a title search and a Phase I environmental review. The inspection must be made by a licensed environmental consultant, who must certify, within the context of a Phase I Site Assessment, that no contamination exists before the property may be accepted. The inspection should be performed in general conformance with the scope of ASTM Practice E1 527. The expense of inspection must be borne by the donor unless an exception is approved by the board of directors. Any expenses associated with the transfer of the property to the League or any due diligence must be borne by the donor.

**4.12.4 Criteria for Accepting Gifts of Real Estate.** Gifts of real estate are acceptable only after the following criteria are met:

**4.12.4.a** It has been determined that no reasonable possibility exists that the property could be contaminated by toxic waste.

**4.12.4.b** An appraisal satisfactory to the IRS gift substantiation requirements has been completed, and the League and donor have reached an understanding as to the valuation of the property.

**4.12.4.c** The effects on and implications for the LWV of debt, insurance, homeowners' association fees, property taxes, and other carrying costs have been assessed.

**4.12.4.d** Appropriate steps have been taken to determine if any other liabilities might attach to the property such as leases, contracts, or servitude.

**4.12.4.e** All pertinent information regarding the property is supplied by the donor. This would include names of owners and co-owners (and percentage ownership), recent tax statements, address and/or legal description, and description of current use.

**4.12.4.f** Donor must convey all his/her undivided interest in the real estate, including any mineral interests.

**4.12.4.g** The League may recover any costs of managing real estate by charging a fee that is determined by the schedule set by the board of trustees.

**4.12.4.h** The donor must be willing to bear the costs associated with the gift of real estate, such as legal fees, real estate commissions, management fees, and expenses for due diligence, title searches, and appraisals.

**4.12.4.i** The board of directors must approve any exception.

**4.12.5 Review by Counsel.** The League will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel shall be sought for:

**4.12.5.a** Transfers of closely held stock.

**4.12.5.b** A gift of residence or farm with a retained life interest.

**4.12.5.c** Documents naming the League as trustee.

**4.12.5.d** Gifts involving contracts.

**4.12.5.e** Transactions with potential conflicts of interest that may invoke IRS sanctions.

**4.12.5.f** Other instances in which advice of counsel is deemed appropriate by the gift acceptance committee. (See Section 4.12.10.)

#### **4.12.6 Restrictions**

**4.12.6.a** The League accepts both restricted as well as unrestricted gifts provided that donor restrictions do not significantly diminish the value of the gift and are consistent with the stated mission, purposes and priorities of the League. As a general rule, unrestricted gifts of cash and marketable securities allow the board of directors the greatest flexibility in directing resources toward those programs that can best strengthen the organization and advance its mission.

**4.12.6.b** Generally, the League cannot accept gifts that entail significant additional expense for their present or future use, maintenance or administration. Gifts other than cash and marketable securities will be evaluated with the following criteria in mind:

**4.12.6.b1** Is the gift consistent with the mission of the League?

**4.12.6.b2** Is the property marketable?

**4.12.6.b3** Are there undue restrictions on the use, display or sale of the property?

**4.12.6.b4** What are the risks and costs associated with accepting the gift?

**4.12.6.b5** Do any restrictions on the gift outweigh the potential benefits to the League?

**4.12.6.c** If the value of the gift other than cash or marketable securities exceeds \$5,000, the donor must have a qualified appraisal performed and submitted to the IRS. Gifts valued at \$5,000 or less may be reported at the value declared by the donor or qualified expert. The League will comply with all current IRS regulations regarding charitable contributions.

#### **4.12.7 Gift Recognition**

**4.12.7.a** The League will acknowledge and recognize all gifts appropriately and promptly. The League acknowledgement will inform the donor of any benefits provided in exchange for the contribution. Goods and services provided will be considered insubstantial as long as the fair market value of the benefits does not exceed the limits set by the IRS.

**4.12.7.b** The gift record of a donor whose gift is matched by his/her company will be credited for the total amount of his/her individual gift plus the corporate matching gift.

**4.12.7.c** Upon request the League will provide gift receipts meeting IRS substantiation requirements for property received by the League as a gift. However, except for gifts of cash or publicly traded securities, no value shall be ascribed to any receipt or other substantiation of a gift received by the League.

#### **4.12.8 Confidentiality**

**4.12.8.a** Gifts will be acknowledged in the League's publications unless the donor requests anonymity.

**4.12.8.b** However, all information concerning prospective and current donors, including names and addresses, names of beneficiaries, nature and value of estates or other assets, and planned gift provisions shall be kept strictly confidential by the League, its volunteers, and its staff.

**4.12.8.c** With discretion, however, and if the donor grants permission, authorized personnel may use selective information for purposes of referral, testimonial, or example.

**4.12.9 Donor Responsibilities.** The ultimate responsibility for asset evaluations, tax deductibility, and/or similar federal, state, and/or local compliance issues rests with the donor and any advisors that the donor shall secure. The League recommends that all donors consult with their own legal tax counsel when planning all gifts, especially non-cash gifts or future planned gifts.

#### **4.12.10 Gift Acceptance Committee**

**4.12.10.a** Members of the Gift Acceptance Committee shall consist of the president of the board of directors, the treasurer of the board of directors, the vice president for public relations of the board of directors, and anyone else appointed by the board of directors.

**4.12.10.b** The Gift Acceptance Committee is charged with the responsibility of reviewing all noncash gifts and restricted gifts made or offered to the League, properly screening and, with the advice of counsel where needed, accepting those gifts that are deemed appropriate. The gift acceptance committee will make recommendations to the board of directors on gift

acceptance issues as required. The board of directors must approve any gifts that carry potential legal or financial liabilities for the League.

**4.12.10.c** The president or her designee shall have authority to sign planned giving agreements on behalf of the League. Any agreement that does not meet the conditions of this policy shall require the approval of the board of directors. The board of directors reserves the right to accept (or in cases where necessary, to decline) any commitment or gift that is offered to the League.

**4.12.11 Changes to Gift Acceptance Policy.** This policy shall be reviewed every 3 years by the board of directors of LWV-TX and the board of trustees of LWV-TEF.

## 4.13 Reimbursement

**4.13.1** State board members, those elected or appointed to off-board positions, and staff may request full or partial reimbursement from general operating funds for actual expenses incurred in performance of their League duties, within the constraints imposed by the budget and according to policies found in Sections 4.15, at the following rates:

**4.13.1.a** Telephone, postage, photocopying, and essential supplies at actual cost.

**4.13.1.b** Travel

**4.13.1.b1** Travel by public transportation: At actual cost including tips. The least expensive means of transportation that is feasible shall be used.

**4.13.1.b2** Travel by private car at current Internal Revenue Service (IRS) mileage rates:

**4.13.1.b2a** Board member travel may be reimbursed at the rate per mile driven in service of charitable organizations or as an in-kind donation at the business rate.

**4.13.1.b2b** Staff travel may be reimbursed at the rate allowed per mile for business miles driven.

**4.13.1.b2c** Parking and necessary tips and fees are reimbursed at actual cost with receipt.

**4.13.1.c** Lodging at actual cost, allowing one-half room per person unless the board directs otherwise, or unless a single room is required when traveling alone on League business.

**4.13.1.d** Meals and Incidental Expenses

**4.13.1.d1** Currently, budgetary constraints do not permit reimbursement of meals and incidental expenses.

**4.13.1.d2** Meals and incidental expenses *while away from home overnight* are deductible as in-kind contributions to the League:

**4.13.1.d2a** At current IRS/U.S. General Services Administration amounts and guidelines, including the reduced amounts for first and last day of travel.

**4.13.1.d2b** Provided that the total amount of your charitable contributions is less than 50% of your adjusted gross income.

**4.13.1.e** Registration fees for conferences/workshops at actual cost.

**4.13.1.f** Other types of actual expenses may be reimbursed if the board permits.

**4.13.2** State board members, those elected or appointed to off-board positions, and staff may request reimbursement from **restricted** funds at the rates listed in the project's budget. Such budgets shall be based on actual costs in keeping with IRS tax-deduction allowances and the League's conservative attitudes toward spending.

**4.13.3** Only those **requested** to attend convention, a state board meeting, or a committee meeting may request reimbursement at the rates allowed. If attendance relates to a project supported by restricted funds, reimbursement shall be according to the project budget.

**4.13.4** Those eligible to seek reimbursement shall submit vouchers and supporting documentation to the League treasurer to receive reimbursement and should submit similar information to document expenses for which they are not requesting reimbursement. When those

eligible choose not to be reimbursed, they may document their actual expenses without regard to the limits established for reimbursement as long as the expenses are reasonable and customary.

#### 4.14 Financial Policies and Registration Procedures for Convention

**4.14.1** No reimbursement from state League funds or convention funds shall be made for those registered as local League delegates or observers authorized by the local League board.

**4.14.2** No **registration fees** shall be paid by those whose expenses are being reimbursed from the convention account or LWV-TX or LWV-TEF accounts.

**4.14.3** The **Nominating Committee chair** and **Budget Committee chair** are requested to attend Convention. Depending on the nature of business in a given year, the board may request other off-board leaders to attend. Unless the board directs otherwise, reimbursement for such expenses shall come from the convention budget.

**4.14.4** Prior to each convention, the state board shall determine whether the budget permits any reimbursement of those **off-board leaders** encouraged but not requested to attend. Unless the board directs otherwise, reimbursement for such expenses shall come from the convention budget.

**4.14.5** The state board shall invite **nominees** to the new state board to Convention and shall determine in a given year which of their expenses may be reimbursed from LWV-TX or convention accounts. Any nominee who accepts such reimbursement must attend as an observer authorized by the state board rather than as a local League delegate.

**4.14.6** The convention **parliamentarian** shall be reimbursed from the convention budget for actual expenses as approved by the state board. The parliamentarian shall be offered a stipend of \$50-\$100 per day for services rendered as long as he or she is a professionally registered parliamentarian. The parliamentarian shall register for Convention as a visitor.

**4.14.7** When the **Nominating Committee** meets at a statewide conference, the expenses relating directly to the committee meeting may be reimbursed from the Nominating Committee line item of the LWV-TX budget, as long as committee members register as observers authorized by the state board.

**4.14.8** Expenses of the **host League cochairs** for convention shall be reimbursed from the convention account at the rates set for state board members. The cochairs shall register as observers authorized by the state board.

**4.14.9** **Special guests'** expenses shall be paid as agreed upon at actual cost to the guest from the convention account unless otherwise specified by the state board. Guests shall register as visitors.

**4.14.10** LWV-TX **staff** requested by the state board to attend convention shall not pay the registration fees. Expenses shall be reimbursed from the board meeting line item of the LWV-TX budget. Staff shall register as observers authorized by the state board.

#### 4.15 Board Member Complimentary Tickets Prohibited

All LWV-TX board members attending LWV-TX special or fund development events shall purchase tickets that are not included in registration no matter when/where the event is held. No complimentary tickets should be provided for board members or their guests.

### SECTION 5. CONVENTION AND STATEWIDE CONFERENCE

#### 5.1 Convention

In addition to convention rates, the following shall apply:

**5.1.1** The president shall appoint one of the board members to chair the convention committee. The chair will report committee recommendations to the board and work with the host League as a liaison.

- 5.1.2** LWV-TX shall choose the convention hotel.
- 5.1.3** LWV-TX shall adopt the budget, including registration fees for delegates and observers.
- 5.1.4** LWV-TX shall approve all special events.
- 5.1.5** LWV-TX shall invite all speakers.
- 5.1.6** LWV-TX shall develop the schedule of events and order of business.
- 5.1.7** A host League and LWV-TX shall consult regarding fundraising activities associated with Convention.

### **5.1.8 Convention Deadlines**

**5.1.8.a** Actions required by LWV-TX Bylaws by number of days before convention:

<b>No. Days Before Convention</b>	<b>Action</b>
180	Start preparing convention budget and set registration fee
180	Notify local Leagues to submit proposed state bylaws changes before November 1
120	First call to convention (may advance or postpone date by not more than 14 days)
120	Bylaws Committee reviews proposed state bylaws amendments before 120th day date
90	Deadline for recommendations for program and concurrences from local Leagues to state board
42	Final call to convention with specific information 42 days before first plenary
42	Local Leagues that want to propose concurrence at convention send notice to other local League presidents, MAL Unit chairs, and state board
42	State board approves proposed state bylaws amendments and proposed standing rules for convention
30	Nominating Committee report sent to local Leagues and MAL Unit chairs; submitted to convention chair for placement in convention workbook
30	Proposed state bylaws changes sent to local Leagues and MAL Unit chairs
30	Recommended and not-recommended program sent to local Leagues and MAL Unit chairs
30	Proposed LWV-TX/TEF budget sent to local Leagues and MAL Unit chairs

**5.1.8.b** Deposit payment dates to convention hotel per contract

**5.1.8.b1** First deposit: 150 days

**5.1.8.b2** Second deposit: 100 days

**5.1.8.b3** Third deposit: 35 days

**5.1.8.b4** Full prepayment of master billed items: 15 days

## **5.2 Statewide Conference**

A statewide conference may be called by the state board, the purpose of which shall be determined by the interest and needs of members, local Leagues, MALs, and state board.

## **SECTION 6. LEGISLATIVE POLICY**

### **6.1 Preamble**

This policy applies to all advocacy based on League positions by LWV-TX in order to influence any branch of state or federal government. The LWV-TX board directs overall advocacy efforts by adopting goals and choosing legislative priorities; assigning issues; determining how, when, and by whom strategies shall be developed and implemented; entering into litigation; resolving conflicts among local Leagues regarding jurisdiction or action that cannot be settled otherwise; and directing local League advocacy to state government.

## 6.2 Advocacy Committee

The advocacy vice president chairs the Advocacy Committee. With the participation of the issue coordinators and the issue chairs, the Advocacy Committee shall develop and recommend legislative priorities to the board for adoption and shall ensure local League and member involvement.

**6.2.1** Implementation of legislative priorities is the responsibility of the advocacy vice president, the issue coordinators and the issue chairs with the concurrence of the president.

**6.2.2** Testimony and other written statements, as well as Action Alerts and *Legislative Newsletter* articles, shall have prior approval of the advocacy vice president and the president.

**6.2.3** Issue chairs have the primary responsibility for recommending and implementing action in their areas in conformance with this policy.

## 6.3 Advocacy and Local Leagues

Per LWV-TX Bylaws, Article X, Sec. 3, local Leagues or members may take action in the name of the League to influence state government only when authorized to do so by LWV-TX.

**6.3.1** Action Alerts or other requests for action provide automatic authorization to act as directed.

**6.3.2** A local League that wishes to initiate its own action before a state elected official or governmental body must first obtain authorization from the LWV-TX advocacy vice president and the president. If the proposed action would affect other local Leagues, the LWV-TX advocacy vice president shall advise the local League whether they must first obtain clearance to act from those Leagues.

**6.3.3** If the state advocacy vice president grants a local League permission to lobby a state legislator using a local League position, the following applies:

**6.3.3.a** The local League can lobby only on a bill affecting their area. If an amendment to the bill changes the scope (no longer local but statewide), the local League cannot lobby for the bill.

**6.3.3.b** The local League must always specify that they represent their local League when lobbying for the position. If they are asked about the state League position, the local League must tell them the state League has no position on the issue.

**6.3.3.c** The local League may lobby any local state legislator, but if they lobby a nonlocal legislator, they must inform the advocacy vice president. (If they give testimony in committee, they will need to inform the advocacy vice president.)

**6.3.4** Leagues **must not** take action in opposition to state or national program positions. LWV-TX **must not** take action in opposition to national positions.

\*\*\*

# APPENDIX

## ***Personnel Policies & Procedures A Manual for League Employees***

***See next page***

# Personnel Policies & Procedures

A Manual for  
League Employees

*Revised 2015*

*League of Women Voters of Texas  
League of Women Voters of Texas Education Fund*

The logo consists of the letters 'LWV' in a bold, blue, serif font. A thick, red, brush-stroke-like underline is positioned beneath the letters, extending from the left and curving under the 'V'.

League of Women Voters<sup>®</sup>  
of Texas

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*For League use only—one copy per employee or member.*

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## **Personnel Policies & Practices**

*Adopted by the League of Women Voters of Texas Board of Directors  
© July 2009; Revised 2015*

### **INTRODUCTION**

The policies contained in this manual are not to be construed as being any terms and/or conditions of an employment contract expressed or implied. These policies are simply general pronouncements discussing employer expectations and staff guidelines. They do not affect an employee's status as an at-will employee of the League of Women Voters of Texas (LWV-TX) and/or League of Women Voters of Texas Education Fund (LWV-TEF). The LWV-TX/LWV-TEF personnel policies are subject to change, modification, or suspension, interpretation, or cancellation, in whole or in part, by a decision of the LWV-TX/LWV-TEF board of directors as circumstances may warrant.

### **SECTION 1. GENERAL POLICIES**

#### **1.1 Equal Employment Opportunity Policy**

The LWV-TX/LWV-TEF offers equal employment opportunity to all job applicants and gives all employees equal consideration in employment practices. The LWV-TX/LWV-TEF abides by the applicable local, state and federal laws regarding equal employment opportunity. Every person who applies for a job, or who works for the LWV-TX/LWV-TEF, will be considered solely on her or his qualifications and performance in connection with hiring, placement, pay raises, promotions, and all other aspects of employment.

#### **1.2 Respectful Work Environment**

The LWV-TX and LWV-TEF are dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to race, creed, physical, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical attributes or mental issues, veteran status, military obligations, and marital status. It is our policy to maintain a respectful, nondiscriminatory, positive working environment free from intimidation, harassment, bias, or inappropriate conduct.

#### **1.3 Drug-Free Workplace Policy**

The manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances on the LWV-TX/LWV-TEF premises or while conducting LWV-TX/LWV-TEF business off the premises is strictly prohibited. Violations of this policy may result in disciplinary action, up to and including discharge.

#### **1.4 Smoke-Free Workplace Policy**

The LWV-TX/LWV-TEF enforces a smoke-free workplace policy that provides for the protection of its employees, volunteers, customers, and visitors.

#### **1.5 Obligation to Report Violations**

Any staff member who observes, or has knowledge of, an action or condition in the workplace that the staff member reasonably believes to be unsafe or to violate applicable laws, policies, regulations, or directives shall promptly report such observation or knowledge to the executive administrator or board president. Where investigation confirms the allegation, prompt, corrective disciplinary action, up to and including discharge, will be taken.

## 1.6 Indemnification and Limitation of Liability

The directors and all officers or other appointed representatives of the LWV-TX/LWV-TEF shall be indemnified, and their liability shall be limited to the fullest extent authorized by the Texas Non-Profit Corporation Act, 32 TEX. CIV. CODE ANN. § 9-1396.2.22A; Texas Charitable Immunity & Liability Act of 1987, 4 TEX. CIV. PRAC. & REM. CODE § 84; and Volunteer Protection Act, 42 U.S.C. § 14501 *et seq.* as those provisions now exist or hereafter may be amended.

## 1.7 LWV-TX/LWV-TEF Work Standards

**1.7.1** At the LWV-TX/LWV-TEF, an employee who fails to maintain, at all times, proper standards of conduct, LWV-TX/LWV-TEF policies, or who violates the following standards, will be subject to corrective action, up to and including discharge. The purpose of these standards is to advise all employees as to the reasonable rules of good conduct necessary to protect the health and safety of everyone.

**1.7.2** The LWV-TX/LWV-TEF work standards forbid the following acts:

- 1.7.2.a** Theft or removal without authorization from its proper place, any property of the LWV-TX/LWV-TEF or of its staff, volunteers, or visitors
- 1.7.2.b** Falsification of records, reports, or employment documents
- 1.7.2.c** Misuse of records, reports, or employment documents
- 1.7.2.d** Failure to adhere to media relations policy
- 1.7.2.e** Refusal to follow directions of supervisor
- 1.7.2.f** Participation in fighting, use of profanity or abusive language to fellow workers, supervisors, volunteers, customers, or visitors
- 1.7.2.g** Use, possession of, or under the influence of nonprescribed drugs or intoxicants
- 1.7.2.h** Divulgence of any confidential information or use of database information for personal gain
- 1.7.2.i** Acting in a manner that is not in the best interest of LWV-TX/LWV-TEF
- 1.7.2.j** Failure to follow safety regulations, practices, and procedures
- 1.7.2.k** Bringing firearms or weapons onto LWV-TX/LWV-TEF property or to a LWV-TX/LWV-TEF event

### 1.7.3 Confidentiality

Member and donor information is confidential. Except for routine practices such as the information in the LWV-TX *Handbook and Directory* and normal donor recognition, names and contact information will not be released or made public without board authorization.

## 1.8 External Communication

**1.8.1** All communication in whatever form with the media (print, electronic, radio) shall be conducted by the president or designee.

**1.8.2** Letters representing a League viewpoint or policy to non-Leaguers shall be approved and signed by the president or designee.

**1.8.3** All media releases shall be approved by the president or designee and shall be sent out from the state office after that approval has been received in the state office.

**1.8.4** All electronic communications are the property of LWV-TX/LWV-TEF. Records and electronic documents shall be maintained in standard business formats (.doc, .rtf, .xls, .pdf) for document maintenance and destruction. Historic documents are to be moved to archives (see Sec. 1.10).

## 1.9 Website

**1.9.1 Privacy.** The League of Women Voters of Texas/League of Women Voters of Texas Education Fund (LWV-TX/LWV-TEF) places a high priority on protecting your privacy. This privacy policy was created in order to demonstrate our firm commitment to the privacy of our members

and website users. This policy explains what types of information is collected by the LWV-TX/LWV-TEF website, [www.LWVTexas.org](http://www.LWVTexas.org), and how this information is used.

**1.9.1.a Collection of personally identifiable information.** LWV-TX/LWV-TEF members that register for the [www.LWVTexas.org](http://www.LWVTexas.org) website and individuals that sign up to receive LWV-TX/LWV-TEF electronic communications voluntarily provide us with contact information (e.g., name, email address). We may use this information for specific, limited purposes. You may always opt out, either now or at any time in the future, if you do not wish to receive our messages.

**1.9.1.b IP addresses.** LWV-TX/LWV-TEF uses your IP address to help diagnose problems with our server, to administer the [www.LWVTexas.org](http://www.LWVTexas.org) website, and for statistical metrics used to track website visitor traffic.

**1.9.1.c Cookies.** The League website [www.LWVTexas.org](http://www.LWVTexas.org) uses cookies to automatically help provide better services. They remind us who you are and your preferences for our website based on what you've done and told us before. The cookie is placed in your computer and is read when you come back to our website. Cookies let us take you to the information and features you're particularly interested in. They also let us track your usage of the [www.LWVTexas.org](http://www.LWVTexas.org) website, so we know which parts of our sites are most popular. You can reject cookies or cancel them by instructing your Web browser accordingly.

**1.9.1.d Use of personal information.** We use your personal information to provide you with personalized service, send email alerts to you, answer your requests, process your membership application, etc. You may choose to opt out at any time, which will cease all communications from us. We may also use your information to track a visitor of our website. This lets us see which of our features are the most popular so we can better serve our users' needs. It also lets us provide aggregate data about our traffic (not identifying you personally, but showing how many visitors used which features, for example) to outside parties.

**1.9.1.e Email privacy.** Personal information will be shared only with those third-party service providers who perform functions on our behalf, including processing credit card payments, providing customer service, removing repetitive information from customer actions, analyzing data, and providing marketing assistance.

**1.9.1.f External links.** The website [www.LWVTexas.org](http://www.LWVTexas.org) includes links to external websites. These links do not fall under the [www.LWVTexas.org](http://www.LWVTexas.org) website domain, and the LWV-TX/LWV-TEF is not responsible for the privacy practices or the content of external websites. Your use of any linked website is solely at your own risk.

**1.9.1.g Modifications.** The LWV-TX/LWV-TEF may amend this privacy policy from time to time; please review it periodically. We maintain the option to modify this privacy policy at any time by electronic notice posted on our website. Your continued use of our website after the date that such notices are posted will be deemed to be your agreement to the changed terms.

**1.9.2 Copyright.** The LWV-TX/LWV-TEF website and materials posted via the website shall be copyrighted using the Creative Commons Attribution-Noncommercial-ShareAlike 3.0 United States License or a similar license.

**1.9.3 Disclaimer.** The information contained on the LWV-TX/LWV-TEF website is provided by the organization for general informational purposes only. None of the information on the website is intended or should be construed to be legal advice or a legal opinion. While every effort has been made to ensure that the information contained on the website is as accurate as possible, omissions and errors may occur. Also, because of the nature of website development, maintenance and updating, the information contained on the website may not reflect the most current developments. The League and its contributing authors expressly disclaim all liability to any person with respect to the consequences of any act or omission committed based upon reliance in part on any of the contents of the website.

**1.9.4 Links.** At certain places on the LWV-TX/LWV-TEF website, live links to other Internet addresses (aka third-party sites) can be accessed. Such third-party sites contain information created, published, maintained, or otherwise posted by institutions or organizations independent of

the League. The League does not endorse, approve, certify, or control these third-party sites and therefore cannot guarantee the accuracy, completeness, efficacy, timeliness, or correct sequencing of information located at such addresses.

**1.9.5 No warranty.** The information on the LWV-TX/LWV-TEF website and third-party sites is provided as is and without warranties of any kind, either express or implied. To the fullest extent permissible pursuant to applicable law, LWV-TX/LWV-TEF disclaims all warranties, express or implied, including but not limited to, implied warranties, express or implied, including but not limited to, implied warranties of merchantability and fitness for a particular purpose. Use of any information obtained from such third-party sites is voluntary, and reliance upon it should only be undertaken after an independent review of its accuracy, completeness, efficacy, and timeliness. Reference therein to any specific commercial product, process, or service by trade name, trademark, service mark, manufacturer, or otherwise does not constitute or imply endorsement, recommendation, or favoring by LWV-TX/LWV-TEF.

## 1.10 Record and Document Retention

**1.10.1** The schedule for retention and archiving LWV-TX/LWV-TEF records follows on page 6. Preliminary drafts of documents should not be saved. Items such as coupons for a drawing or pledge cards for a donation should not be saved after 1 year has lapsed from the drawing or the time the pledge was made, with the exception of pledges of \$100 or more that have not been paid.

**1.10.2** State board members should send copies of completed documents that need to be retained to the state office by electronic means. State board members should also back up their documents on a regular basis to guard against losses from a computer crash.

**1.10.3** Archives of LWV-TX/LWV-TEF are located in the library of Texas Tech University in Lubbock, Texas.

**1.10.4** Local Leagues should adopt the retention and archiving schedule of records and documents as applicable. Local Leagues will make arrangements for archiving records in a location that is readily accessible in their local community.

### Retention Schedule for Business Records and Documents

Record / Document	Retained in Office	Permanent Archives
<b>Financial Records</b>		
A/P, A/R, cancelled checks, invoices, payroll tax returns, statements, etc.	7 years (Must be kept for 6 full years after tax returns are filed because of IRS audit rules)	
Audit reports	7 years	After 7 years
Financial statements (end of year)	7 years	After 7 years
General ledgers, journals	7 years	After 7 years
Tax returns	7 years	After 7 years
<b>Administrative Records</b>		
Bylaws, charter	Current copy and one previous copy	Expired copies
Contracts, notes, mortgages, leases	7 years after expiration	
Correspondence (routine)	7 years	After 7 years
Deeds, mortgages, bills of sale	7 years	After 7 years
Employment applications	3 years	
Insurance policies (expired)	3 years	
Insurance claims, lawsuits	7 years	After 7 years
Minutes of board meetings, conventions, councils, board actions	5 years	After 5 years
Personnel files	3 years after termination	

## Retention Schedule for Business Records and Documents

Record / Document	Retained in Office	Permanent Archives
Property records, including costs, depreciations, reserves, blueprints	Until property is disposed of	After property is disposed of
<i>Texas Voter</i>	6 years	After 6 years
<b>Local League Information</b>		
Achievement goals/awards (final summaries only)	2 years	After 2 years
Bylaws and policies	Current copies	Expired copies
Minutes, publications	2 years	After 2 years
Disbanded Leagues	2 years	After 2 years
<b>Legislative Information</b>		
Legislative interviews	4 years	After 4 years
Testimony	10 years	After 10 years
Issue papers	10 years	After 10 years
Legislative newsletters	10 years	After 10 years
<b>Development Information</b>		
Annual reports	10 years	After 10 years
Actions of contributors	3 years	After 3 years
<b>League Program</b>		
Program planning	5 years	After 5 years
State studies: <i>Facts &amp; Issues</i> , consensus reports, significant background materials	10 years	After 10 years
<i>Voters Guides</i>	8 years (at least 10 copies)	After 8 years (1 copy)
National program: <i>Impact on Issues</i> , other publications	2 years (current edition)	
<b>LWV-Texas Education Fund</b>		
Completed projects	7 years	After 7 years

Approved 11 Jan 2015  
LWV-TX Board of Directors

### 1.11 Archives

To preserve the long history of LWV-TX/LWV-TEF, its historical records are located in the Texas Tech University Southwest Collection/Special Collections Library, Lubbock, Texas 79409; [www.swco.ttu.edu](http://www.swco.ttu.edu). See Retention Schedule for Business Records and Documents in Section 1.10 for transferring documents to archives.

## SECTION 2. EMPLOYMENT

### 2.1 Preamble

The responsibilities of current staff persons are indicated on their job descriptions. These are subject to change as determined by the executive administrator and the members of the Fiscal Management and Administration (FM&A) Committee. The FM&A Committee shall have the authority to hire, promote, and terminate all staff.

### 2.2 Classification of Employees

**2.2.1 Full-time.** These employees work a regularly scheduled 7½-hour day and/or 37½ hours per week.

**2.2.2 Part-time.** These employees work less than 7½ hours a day. Employees filling part-time positions must have an established schedule, approved by the executive administrator, which is normally worked every week. Such employees are eligible for benefits per these personnel policies.

**2.2.3 Temporary.** These employees are paid hourly under a letter of agreement for a specified period of time. Temporary employees are not eligible for benefits unless otherwise stipulated in the letter of agreement, but they must be advised of and comply with these personnel policies.

**2.2.4 Salaried positions.** The position executive administrator and other salaried positions are classified as exempt; all other positions are nonexempt for the purposes of the Fair Labor Standards Act.

## 2.3 Probationary Period

**2.3.1** All newly hired, regular employees will be subject to a probationary period of 3 months. The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The employer uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the employer may end the employment relationship at will during the probationary period, with or without cause or advance notice.

**2.3.2** Employees who are promoted must complete a 3-month probationary period for their new position.

**2.3.3** All new regular, full- and part-time, employees will be evaluated at the end of this probationary period. The FM&A Committee will perform the 3-month review of the executive administrator.

## 2.4 Hours of Work and Compensation

### 2.4.1 Hours of work

#### 2.4.1.a Work week

**2.4.1.a1** The LWV-TX/LWV-TEF office shall be open to the public Monday through Friday from 9 a.m. to 5 p.m. Employees shall take a 30-minute break for lunch.

**2.4.1.a2** Based on the needs of the office and nature of the job, there may be some flexibility in an employee's scheduled workweek based upon negotiated terms.

**2.4.1.a3** Part-time shall work an established schedule as approved by the executive administrator. Any variation in hours must be approved in advance by the executive administrator.

**2.4.1.a4** Any variation in the executive administrator's hours must be authorized by the president or designee after discussion with the Fiscal Management and Administration (FM&A) Committee.

**2.4.1.a5** The executive administrator must be authorized by the president or FM&A Committee chair before closing the state office.

#### 2.4.1.b Compensatory time and overtime pay (exempt employees)

**2.4.1.b1** Compensatory time for exempt employees is not a matter of right, never accumulated, and not intended to compensate hour for hour for extended work hours or late meetings. This unstructured concept of compensatory time is in keeping with generally accepted standards and spirit of professional conduct and not a matter of hourly entitlement.

**2.4.1.b2** Compensatory time for the executive administrator shall be approved by the president.

#### 2.4.1.c Unscheduled absences

**2.4.1.c1** The LWV-TX/LWV-TEF recognizes that from time to time situations may arise which require an employee's occasional absence from work. Employees unable to report to work must directly inform the executive administrator at the earliest possible time. Absences that are typically scheduled and approved in advance (e.g., paid vacation, holidays, bereavement days, and jury duty) are viewed as excused absences.

**2.4.1.c2** If an emergency arises and an employee asks the executive administrator's permission to miss work to attend to that emergency, leave may

or may not be granted. If leave from work is granted, the employee will not be paid for time missed.

**2.4.1.c3** An employee who is away from the job for 3 consecutive days without notification will be considered to have voluntarily terminated employment with LWV-TX/LWV-TEF.

**2.4.1.d Inclement weather/emergency circumstances.** The office will close for a full or partial day because of emergency or inclement weather when the state, county, and/or city government is declared closed for the full or partial day because of weather conditions.

**2.4.2 Salary.** Persons employed by LWV-TX/LWV-TEF in a full- or part-time capacity, except those persons in nonexempt positions, will earn a salary negotiated at the time of recruitment that will not be based upon an hourly wage. At the time of hire, new employees will receive an offer of employment letter, a job description, salary and benefits detail, and a copy of the personnel policies. Evaluations will be conducted at least annually at which time salary and compensation will be reviewed.

**2.4.2.a Salary approval authority.** The LWV board shall approve salaries and salary changes upon recommendation of the FM&A Committee following the annual work performance reviews.

**2.4.2.b Salary payments**

**2.4.2.b1** The LWV-TX/LWV-TEF pay period is semi-monthly.

**2.4.2.b2** Payroll deductions from salary shall include the mandatory deductions of federal, state, and city income tax, and FICA.

**2.4.2.b3** Provisions for additional deductions for items such as benefit programs also will be taken. (See Section 2.5 for further information about benefits.)

**2.4.3 Reimbursable employee expenses.** All employees shall be reimbursed for mileage when driving their own vehicles for approved LWV-TX/LWV-TEF business. Reimbursement shall be at a rate determined by the board of directors and may be reviewed from time to time.

## 2.5 Employee Benefits

The following employee benefits are provided based on the employee's hiring anniversary date and classification:

**2.5.1 Health insurance.** LWV-TX/LWV-TEF offers a health insurance plan; participation is optional and is offered to all regular employees. The plan includes hospital, surgical, and major medical benefits. LWV-TX/LWV-TEF pays 100% of monthly insurance premiums for all regular employees. The rate of contribution by LWV-TX/LWV-TEF is subject to change with state board approval. New employees may apply for coverage immediately upon hiring.

**2.5.2 Holidays.** All regular employees will receive 8 paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas; and 2 extra days with approval of the president and/or FM&A chair.

With the approval of the president and/or FM&A chair, the office may be closed on Monday if a holiday falls on Tuesday or may be closed on Friday if a holiday falls on Thursday.

### 2.5.3 Vacation

**2.5.3.a** All regular, full-time employees are granted paid vacation days annually after the probationary period. The number of days for which each employee qualifies is based on his/her original service anniversary date, regardless of position and the current service year. The following table shows vacation eligibility based on service anniversary dates and current service year:

Length of Employment	Vacation Days Earned
After 6 months	5 days
After 12 months	An additional 5 days
After 24 months	10 days
After 36 months	15 days

**2.5.3.b** Employees will begin to accrue vacation leave on the first day of employment.

**2.5.3.c** Employees may use their vacation days as earned if absence from the workplace does not unduly provide an impediment for completion of their work assignments. The executive administrator must approve scheduled absences, and the employee should request leave as soon as possible, with a minimum of 2 weeks notice. The executive administrator's leave shall be approved by the president or designee.

**2.5.3.d** Employees are expected to take vacation allotted during their service year. A maximum of 5 days will be allowed to be carried over from one service year to the next. All other accrued leave would be forfeited on the employee's anniversary date. Vacation credits may not be used in increments of less than one-half day.

#### **2.5.4 Sick leave**

**2.5.4.a** For all regular, full-time employees, sick leave for illness shall be granted at the rate of 10 days per year. The sick leave is granted to the employee at the start of each service year. In order to be paid for sick leave, employees must notify the executive administrator at the beginning of each workday that they will be away, stating the nature of his/her illness or that of an immediate family member. Immediate family includes: parent, spouse/domestic partner, child, brother, sister, grandparent, and grandchild.

**2.5.4.b** An employee who is hospitalized or has an illness that extends beyond the available sick leave days need only make a single phone call at the beginning of the absence, estimating the date of return. However, a doctor's statement is to be turned in to the executive administrator when the employee returns to work.

**2.5.5 Personal leave.** The executive administrator and/or president or designee is authorized to approve or disapprove a request for personal leave. Such leave shall be leave without pay.

**2.5.6 Bereavement leave.** All regular, full-time employees may receive up to 3 days off with pay in the event of a death in the immediate family. Immediate family consists of grandparent, grandchild, father, mother, brother, sister, spouse/domestic partner, son, or daughter. A regular, full-time employee may be granted 1 day off with pay for attendance of funeral services for other family members.

**2.5.7 Jury duty.** All regular, full-time employees will be excused for jury duty. The employee shall receive up to 2 weeks compensation equal to the difference between his/her compensation as a juror and her/his regular wages per calendar year. The executive administrator should be notified of summons as soon as possible.

## **2.6 Personnel Files**

Employees may view their personnel files while in the presence of the board president or designee and may copy all or part of their files. LWV-TX /LWV-TEF will maintain the confidentiality of all personnel files.

## **2.7 Performance Review**

**2.7.1** An employee's performance is evaluated on: (a) the standards and duties of the job description which are provided at the time of employment, and (b) the objectives and special work functions to be as established mutually by supervisor and employee. Employees also are given the opportunity to identify and plan for future advancement interest. Work performance matters may be discussed at any time. Evaluations of all staff members will be conducted and completed on or near the employee's anniversary date of hire for his/her currently held position by the executive administrator. The FM&A Committee will initiate annual reviews of the executive administrator.

**2.7.2** The performance review form for the executive administrator is found on page **13**.

## 2.8 Workplace Conditions/Employee Rights

**2.8.1 Open door policy.** Staff members are urged to bring any suggestions for the workplace to the executive administrator who will present them to the Fiscal Management & Administration (FM&A) Committee. This includes comments regarding job descriptions and applications of these personnel policies.

### 2.8.2 Staff member rights

**2.8.2.a** No staff member shall be disciplined, penalized, restrained, coerced, or otherwise prejudiced in his or her employment for exercising the right provided in this complaint process.

**2.8.2.b** The employee may present his or her complaint or grievance individually or through a representative.

**2.8.2.c** The organizations may not discharge, demote, suspend, threaten, harass, or in any other manner discriminate against an officer/employee in the terms and conditions of service/employment if the officer/employee reports suspected fraud.

**2.8.2.d** Any reporting person who reasonably believed that fraud had occurred or that fraud was indicated shall be protected from retaliation.

## 2.9 Termination of Employment

Resignation. All employees are expected to give written notice to their supervisor of their intention to resign at least 2 weeks in advance of the effective date. Two weeks notice must not include vacation or sick leave. Prior to the effective date, an exit interview should be arranged with the executive administrator to finalize all LWV-TX/LWV-TEF and employee obligations.

## 2.10 Resolving Differences

Should any difference arise between an employee and his/her supervisor or the LWV-TX/LWV-TEF, the following procedure is available:

**2.10.1 Step 1.** Informal discussion of problem with immediate supervisor. If unresolved, proceed to Step 2.

**2.10.2 Step 2.** Submit written statement of problem to the next level supervisor, i.e., board president and/or FM&A Committee chair within 2 working days of informal discussion with immediate supervisor. The president or FM&A Committee chair shall render a written response within 5 working days.

**2.10.3 Step 3.** Submit written request for review by the president or her/his designee and FM&A Committee chair within 2 working days of receipt of response in Step 2. The president shall render a written response within 5 working days.

## 2.11 Receipt of Employment Policies

**2.11.1** The *Personnel Policies & Practices* manual has been designed as a useful reference guide about the LWV-TX/LWV-TEF and the benefits of employment. This document is not, and is not intended to be, a contract of employment, either express or implied, or a guarantee of benefits. Rather, it describes the LWV-TX/LWV-TEF general philosophy concerning policies and procedures. Additionally, the LWV-TX/LWV-TEF has reserved the right to change this document unilaterally at any time it finds necessary to do so. Employees, who are unclear about any of the LWV-TX/LWV-TEF policies or work rules, should talk to the president.

**2.11.2** Each employee must acknowledge receipt of the *Personnel Policies & Practices* manual by signing an a Receipt of Employment Policies Form, obtaining the signature of his/her supervisor on the form, and submitting the form to the executive administrator within 2 weeks of employment. The form is found on page [12](#).



League of Women Voters® of Texas

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RECEIPT OF EMPLOYMENT POLICIES FORM

MEMO

To: Executive Administrator
From:
Date:
Subject: Receipt of Employment Policies

The Personnel Policies & Practices manual has been designed as a useful reference guide about the LWV-TX/LWV-TEF and the benefits of employment. This document is not, and is not intended to be, a contract of employment, either express or implied, or a guarantee of benefits. Rather, it describes the LWV-TX/LWV-TEF general philosophy concerning policies and procedures. Additionally, the LWV-TX/LWV-TEF has reserved the right to change this document unilaterally at any time it finds necessary to do so. Employees, who are unclear about any of the LWV-TX/LWV-TEF policies or work rules, should talk to the president.

By signing below, I acknowledge that I have received a copy of the LWV-TX/LWV-TEF Personnel Policy and Practices manual. I understand my obligation to familiarize myself and comply with the policies and practices set forth therein. I also acknowledge that the above action of items has been explained to me, and I fully understand them. I understand and accept the fact that I must conform to the standards, regulations, and policies of the LWV-TX/LWV-TEF, and that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of myself or the LWV-TX/LWV-TEF. Finally, I understand that no one, without prior written approval of the LWV-TX/LWV-TEF Fiscal Management and Administration Committee, has the authority to enter into any agreement for employment.

I understand that all statements relating to benefit coverage in the Personnel Policy and Practices manual are the final words in terms of eligibility and coverage.

Employee name (printed) Job title
Employee signature Date
Supervisor signature Date

Return the original copy to the executive director for placement in your personnel file. Keep one copy for your own records.



# League of Women Voters<sup>®</sup> of Texas

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## EXECUTIVE ADMINISTRATOR PERFORMANCE REVIEW FORM

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Executive administrator name

---

Date

---

Evaluator name

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Evaluator position

### **Administration and Board Support**

1. Acts as the official staff representative for the League of Women Voters of Texas  
 Exceeds expectations     Meets expectations     Needs improvement
2. Works with the board of directors and committees to implement policies and programs of the League  
 Exceeds expectations     Meets expectations     Needs improvement
3. Plans work to meet deadlines with ample time for board review and input prior to deadline.  
 Exceeds expectations     Meets expectations     Needs improvement
4. Coordinates all office operations  
 Exceeds expectations     Meets expectations     Needs improvement
5. Fields correspondence, including mail, telephone, and email; and responds or forwards to board members as appropriate.  
 Exceeds expectations     Meets expectations     Needs improvement
6. Designs, reviews, and updates all publications and makes suggestions for content and appearance. After final approval by the president, has materials printed and/or posted.  
 Exceeds expectations     Meets expectations     Needs improvement
7. Facilitates and maintains communications with local Leagues, members, media, and the public, including online calendars, monthly information email to presidents and boards, periodic newsletter to members, and additional communication about specific topics.  
 Exceeds expectations     Meets expectations     Needs improvement
8. Handles routine website updates and coordinates updates with board members and webmaster.  
 Exceeds expectations     Meets expectations     Needs improvement
9. Coordinates news releases and media events with president and board members.  
 Exceeds expectations     Meets expectations     Needs improvement
10. Effectively manages the expenses and maintenance of the state office.  
 Exceeds expectations     Meets expectations     Needs improvement
11. Processes membership inquiries and new membership, deferring to local Leagues when appropriate.  
 Exceeds expectations     Meets expectations     Needs improvement
12. Coordinates and attends quarterly weekend meetings of the state board; assists in planning and organizing other events.  
 Exceeds expectations     Meets expectations     Needs improvement
13. Makes timely reports as directed by the Fiscal Management and Administration Committee.  
 Exceeds expectations     Meets expectations     Needs improvement

**Financial Matters**

14. Processes all donations and other incoming payments and makes deposits.  
 Exceeds expectations     Meets expectations     Needs improvement
15. Maintains member/donor database and coordinates mailings. May include supervising interns, volunteers, or others in this and other routine tasks.  
 Exceeds expectations     Meets expectations     Needs improvement
16. Acknowledges all donations received, following set guidelines.  
 Exceeds expectations     Meets expectations     Needs improvement

**Fundraising**

17. Researches and drafts grant proposals with input from the president and Development & Marketing Committee chair.  
 Exceeds expectations     Meets expectations     Needs improvement
18. Cultivates corporate sponsorships of projects and events.  
 Exceeds expectations     Meets expectations     Needs improvement
19. Works with the president and the Development & Marketing Committee chair to create an annual fund development plan and calendar.  
 Exceeds expectations     Meets expectations     Needs improvement
20. Participates with the board in fundraising activities and special events.  
 Exceeds expectations     Meets expectations     Needs improvement

**General**

21. Follows state office personnel procedures.  
 Exceeds expectations     Meets expectations     Needs improvement
22. Is an effective liaison between state board, members, and committees.  
 Exceeds expectations     Meets expectations     Needs improvement
23. Displays tact and diplomacy when dealing with others.  
 Exceeds expectations     Meets expectations     Needs improvement

Is any action(s) being suggested to help the executive administrator improve performance?

- Yes     No

*If so, please specify:*

I have reviewed this performance evaluation. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with this evaluation.

---

Executive administrator signature

---

Date