

# League of Women Voters of Henderson County

## Standing Rules

These Standing Rules are intended to be operational guidelines to assist the LWVHC in carrying out its mission. These Rules have been adopted by the Board of Directors to complement our Bylaws. Administrative details may also be found in Team Guidance, Officer Job Descriptions and other Policies published from time to time by the Board.

### I. USE OF NAME

The use of the name of the League of Women Voters of Henderson County (LWVHC) in support of any given event or any given coalition, cooperative event, and/or collaboration must be approved by the Leadership Team or the Board.

### II. SPEAKING FOR THE LWVHC

- A. The spokesperson for LWVHC is the President. While members can express their opinions, they cannot speak as members of the LWVHC without express permission from the President, including, but not limited to, letters to the editor, op-ed articles, emails, and social media.
- B. If someone is attending and/or speaking at meetings, gatherings or other public events as a LWVHC representative, care must be exercised to convey official LWVHC positions and not personal opinions.
- C. Letters, emails, brochures, flyers and other printed materials related to League positions shall be sent to members of the leadership team for review prior to mailing, posting, or distributing.
- D. All advocacy must conform to standing positions at the national, state, or local level.

### III. PURPOSE AND POLICY

- A. The purpose of the LWVHC is to promote, in a nonpartisan manner, civic responsibility through informed and active participation in government and to act on selected governmental issues. The LWVHC shall not support or oppose any political party or any candidate.
- B. LWVHC will not enter into any agreement or collaboration with other organizations that do not adhere to a stated nonpartisan policy. Use of partisan materials, speech, or action is grounds for LWVHC to withdraw from any agreement or event.
- C. LWVHC Bylaws, Standing Rules, policies, other governance documents, and LWVUS Positions shall be posted in member tools on the LWVHC website.

### IV. MEMBERSHIP:

- A. Members join the League through the LWVUS website at <https://www.lwv.org/join> according to the terms set forth therein.
- B. Members will receive a link to renew via email from LWVUS two months prior to their renewal date. Members may update personal information at any time through this link to the LWV portal <https://portal.lwv.org>.
- C. Members having difficulty with joining or renewing may contact the Treasurer or Membership Chair for assistance.
- D. Scholarships may be available upon inquiry with the LWVHC Treasurer.

#### V. OFFICERS, ELECTED DIRECTORS and NOMINATING COMMITTEE

- A. Term Limits
  - 1. The term limits on LWVHC Board members shall not exceed six years.
  - 2. Officer terms are defined in the Bylaws. One term for each officer is two years. An officer may serve in one position for only two terms. A person is not prohibited from serving additional terms in a different officer role.
  - 3. Appointed Board members serve for one year (or for the remainder of that term) and may be considered for reappointment or election to the Board for a maximum of six consecutive years of Board service.
  - 4. Board members may return to the Board after a one-year absence to serve in an elected or appointed capacity. This recommendation is not to be interpreted as inhibiting League service or inhibiting the right of the President in making leadership appointments.
- B. Any vacancy occurring by reason of death, resignation, or disqualification of an officer, director, or nominating committee member may be filled by the Board of Directors until the next annual meeting.
- C. Officers and Directors should adhere to the duties and responsibilities described in Attachment A, Job Descriptions.
- D. Absences
  - 1. It is required that elected and appointed Board members be available for the regular monthly meetings of the Board of the League of Women Voters to conduct League business.
  - 2. Appointed and elected members of the Board of Directors, including elected officers, shall be permitted three absences of regular Board meetings in one fiscal year. A member is to notify the President of any planned absence prior to the called meeting.
  - 3. If members anticipate an extended absence, they should make the Board aware of the circumstance so that the Board may plan for and manage the work assigned to that member during the absence.
  - 4. If there is an excess of three absences in a twelve-month period, the Board and member shall evaluate Board participation. A decision to ask a member to resign from the Board must have the support and recommendation of the Leadership Team.

## VI. MEETINGS

- A. There shall be at least three meetings of the membership each year, virtual or in-person. Time and place shall be determined by the Board of Directors. This requirement is satisfied by program meetings, educational meetings, or other publicized LWVHC events that are not of a primarily social nature.
- B. In keeping with a policy of Diversity, Equity and Inclusion, there shall be no barriers to full participation in any activities of LWVHC. LWVHC is committed to providing an inclusive and welcoming environment for all. When planning meetings, LWVHC shall consider DEI issues such as accessibility, cost, time of meeting, and any special accommodations required or requested by attendees.
- C. Board Meetings: All members may attend regular Board meetings as Observers, except for closed sessions. All members may review minutes of regular Board meetings, except for closed sessions. All members may speak to the Board during the Member Comment period on the agenda, and/or at the request of the President.

## VII. COMMITTEES/TEAMS

- A. A Finance Committee, chaired by the Treasurer, shall be appointed by the Board of Directors at least two months prior to the annual meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members one month before the annual meeting. Special committees/teams may be created as necessary during the annual meeting or by the Board of Directors.
- B. A Bylaws Committee shall be appointed by the Board of Directors annually, to review the bylaws for potential changes.
- C. Each committee/team will have a designated chair/team leader appointed by the President. If the chair/team leader is not a LWVHC board member, a liaison to the committee/team will be selected by the Board to assist in communications.
- D. The chair/team leader will inform the Board of its activities, challenges, and accomplishments through monthly reports to the Board.
- E. Likewise, the LWVHC Board will ask the committee/team for advice and expertise in matters that arise within the committee/team's purview.
- F. Committees/teams are allowed and encouraged to form partnerships with other nonpartisan organizations to further their activities with knowledge and permission from the LWVHC Board.
- G. If a committee/team disbands, the chair/team leader shall notify the President so that its resources may be reallocated.
- H. There will be no limits on terms that one member may serve as chair of a certain committee or other appointed position. It is recommended that the President, in making appointments for a term of office, consider the interval of six years as a length of time appropriate for holding an appointed position. It is also understood that an appointed position may be designated on board or off board.

## VIII. FINANCIAL ADMINISTRATION

### A. The Treasurer, supported by a Finance Committee, shall:

- Initiate and monitor adherence to financial policies and procedures.
- Maintain and prepare LWVHC financial statements.
- Develop an annual budget.
- Be responsible for all bookkeeping duties – deposits and disbursements.
- Ensure compliance with all local, state, and federal financial regulations pertaining to non-profit organizations.
- Assist with fundraising projects.
- Support and review grants initiated by a committee if board approval is required.

### B. Disbursements

- Treasurer will pay expenses that are within the budget limits for that program without Board discussion, unless the Treasurer chooses to present the item(s) to the board.
- Goods or services that a program is considering, and which may exceed the approved budget amount spent for that program, will require Board approval prior to the purchase.
- Any transfers in budgeted amounts between programs to satisfy a possible expense payment will require prior approval by the Board.
- With prior approval of the Board, expenses for LWVUS and LWVNC conventions or other LWV retreats or meetings may be reimbursed to attending members out of budgeted funds.
- Expense Voucher Form –expense voucher forms should be completed with receipts attached and submitted to the Treasurer for reimbursement. This form is located on the LWVHC website under “Member Tools” located in the “Resources” section at the bottom.

### C. In-Kind Contributions

- Members may wish to purchase an approved good or service on behalf of LWV and not request reimbursement for this expense.
- These in-kind contributions are much appreciated and important to acknowledge and account for. The donor should provide the Treasurer with a receipt for the purchase, designated as an in-kind contribution.
- These in-kind contributions will then be tracked by the treasurer to provide a more realistic account of the cost of operating LWV.

### D. Gift Policy (adopted 8/21)

The League of Women Voters of Henderson County (LWVHC) solicits and accepts gifts and grants that are consistent with its mission and that support its core values, programs and special projects.

When there is the potential for controversy if certain gifts are accepted, the LWVHC will consider the following factors:

- Whether there is compatibility between the intent of the donor and the L WVHC use of the gift
- Whether acceptance of the gift could damage the reputation of the L WVHC
- Whether the gift is offered in a form that the L WVHC can use without incurring substantial expense or difficulty

All decisions to accept potentially controversial gifts will be made by the L WVHC Leadership Team in consultation with the L WVHC Board of Directors. The primary consideration will be the impact of the gift on the L WVHC.

#### IX. DOCUMENT RETENTION

A shared Google Workspace has been established for storage of electronic copies of L WVHC documents, including legal records, board minutes, team reports, annual reports and rosters. Designated leadership has administrative privileges for this workspace as well as permission to access and edit documents. When new leadership is installed, administrators will assign permissions to allow access to and storage of files in this workspace.

- A. The Secretary transfers monthly board minutes and team reports to the Google workspace. After the annual meeting, the Secretary transfers the meeting minutes and reports as well as a current copy of the chapter roster.
- B. Financial records (income and expenses) are kept using QuickBooks online, which also stores copies of receipts and generates financial reports. The Treasurer provides the Board with monthly financial reports to be stored by the Secretary on Google Drive. Bank statements are retained in digital format for a period of three years.
- C. A physical file cabinet at BRCC Library is used to archive paper copies of documents and studies. The Secretary and President have a key to this cabinet, which is accessed through the library staff.
- D. One copy of research and position papers must be kept for 10 years and filed at BRCC. After 10 years, an executive summary of one page should be made or a summary scanned to an electronic storage device to reduce the volume. These position papers should be available for committee/team leaders' use.

#### X. SOCIAL MEDIA / COMMUNICATIONS TEAM

- A. Website and social media accounts representing L WVHC shall be established only with approval of the Board, ensuring that all accounts are created uniformly and can be maintained by the organization regardless of Communications Team turnover.
- B. To post as a representative of the agency on a L WVHC website or social media site, users must be approved by the Board and be a member of the L WVHC Communications Team. Team members will serve as administrators of the accounts.
- C. All changes to content of the website shall be approved by the L WVHC Communications Team prior to posting. Periodic review of the website shall be made to ensure that information is up to date.

- D. All information or activity on social media sites, such as photos and text, will be approved by the LWVHC Communications Team.