



# **BOARD OF DIRECTORS HANDBOOK**

**LWV-PWFA Position Descriptions  
LWV Policies and Guidelines**



**What's In Your LWV-PWFA Toolkit?**

**2021-2023 Biennium Edition**

July 1, 2022, Rev September 20, 2022, Rev October 18, 2022

## **WHO WE ARE WHAT WE DO**

The League of Women Voters of the United States was formed on February 14, 1920, and The League of Women Voters of Virginia was formed November 10, 1920, out of the Suffrage movement. The League of Women Voters of the Prince William Area received its Charter from the LWVUS in 2007. The League of Women Voters of the Price William Fauquier Area received its Charter from the LWVUS in 2021.

### **Mission**

Empowering Voters. Defending Democracy. The League of Women Voters encourages informed and active participation in government, works to increase understanding of major public policy issues and influences public policy through education and advocacy.

### **Purpose**

The purpose of the League of Women Voters is to promote the informed and active participation of citizens in government. The League is nonpartisan in that it does not support or oppose any political party or candidate, it is political in that it takes positions on selected governmental issues after member study and agreement.

### **Vision**

We envision a Democracy where every person has the desire, the right, the knowledge, and the confidence to participate.

### **Value**

We believe in the power of women to create a more perfect Democracy.

### **Roles**

The League of Women Voters has two separate and distinct Roles:

#### **Voter Services and Citizen Education.**

The League presents unbiased, nonpartisan information about elections, the voting process, and issues. To conduct these activities, the League draws on the League's Education Fund. The Education Fund is a nonprofit educational 501(c)(3) corporation.

#### **Action and Advocacy.**

The League is proud to be nonpartisan, neither supporting nor opposing candidates or political parties at any level of government, but always working on vital issues of concern to members and the public. After extensive study, the League adopts public policy positions, and conducts action and advocacy for or against an issue. The League is a nonprofit 501(c)(4) corporation.

## **TABLE OF CONTENTS**

### **PART I: Position Descriptions**

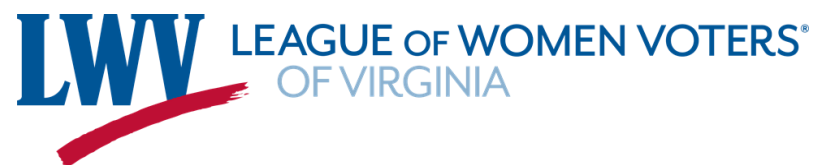
Introduction  
Board of Directors  
President  
Vice President  
Recording Secretary  
Treasurer  
Unit Coordinator  
Membership Outreach Director  
Membership Records Director  
Volunteer Director  
Meeting Director  
Voter Services Director  
Advocacy Coordinator  
Action and Program Director  
Communications Coordinator  
Media Relations Coordinator  
Event Registrar Coordinator  
Government Observer Corps Chair  
Newsletter Editor  
Committee Chair

### **PART II: Policy and Guidelines**

Introduction  
Mission  
Governing Principles  
Resolution: Diversity, Equity, and Inclusion  
Resolution: Systemic Racism  
Bylaws and Standing Rules  
Action and Advocacy Protocol  
Nonpartisan Policy  
Conflict of Interest  
Defining “Advocacy” vs “Lobbying”  
Education Fund  
Communications: Newsletter, Website, Social Media  
Publications  
Fund Raising  
Cooperation with Other Organizations  
Cooperation with/Joining Coalitions and Coalition Building

### **PART III: Appendix**

*LWV-PWFA Standing Rules*  
*LWV-PWFA Bylaws*  
*LWV-PWFA Participation in Community Events Guidelines*  
*LWV-PWFA Cooperation with Other Organizations Guidelines*  
*LWV-PWFA Donations-in-Kind and Donations*  
*LWV-PWFA Membership Assistance Grant Policy*



## **PART I**

# **POSITION DESCRIPTIONS**

## **PART I: Position Descriptions**

### **Introduction**

*Part I: Position Descriptions* contains numerous job descriptions for Board of Directors and Off-Board positions. Format and content are based on several LWV sources and may be modified by the Board at any time to update existing and additional responsibilities. All positions' descriptions include the fundamental roles and responsibilities that are to be followed, including interdependent coordination to be carried out, aligned with the League Mission, League Principles, governing League Policies and Guidelines, and the League Bylaws.

## **LWV-PWFA POSITION DESCRIPTION**

### **Board of Directors**

The Board of Directors is the administrative and policy-making unit for the League of Women Voters. Board Members are responsible for specific roles and duties, but all members of the Board are responsible for planning and decision-making in several Broad and interdependent areas. As such, the Board Members have the legal and fiduciary oversight responsibility (e.g., program, financial, legal, and organizational), for League actions and activities. The Board derives its authority from the League's Mission, *General Principles*; consistent with the *League of Women Voters Policies and Guidelines*; and the *LWV-PWFA Bylaws*. The Bylaws define the organization, and are intended to protect the organization, as well as provide an operating framework .

Organization and Management: Membership growth and participation; supports a committee system, adequate financing and realistic budgeting; internal/external communications; visibility; and efficient administrative operations.

Programs: Study, consensus, advocacy.

Voter Service: Citizen information.

#### **Duties and Responsibilities:**

The Board as a Whole:

- Sets priorities and goals for the organization.
- Carries out overall planning and decision-making.
- Supports membership, development, and visibility activities.
- Represents and promotes the League in the community.
- Safeguards the League's reputation for nonpartisanship.

The President:

- Leads the League.
- Empowers and trains League leaders.
- Organizes and delegates League tasks.
- Convenes and presides over all meetings.

Individual Board Members:

- Attend and participate in all Board meeting and prepare monthly reports.
- Understand the role, duties, and responsibilities of the job.
- Understand the Board interdependent coordination relationships and practices.
- Are knowledgeable about the League Mission, Principles, Policies and Guidelines, Bylaws.
- Are knowledgeable about League Public Policy positions.
- Understand and abide by the League's nonpartisan policy.
- Explain and promote the League in the community.
- Attend leadership training sessions.
- Support and attend League activities, chair portfolio committees.
- Promote growth and diversity in membership.
- Author articles for "*The Voter*" Newsletter.
- Assist in fundraising activities.
- Identify and mentor future leaders.
- Make personal financial contributions, in addition to dues.

Reference: *LWV-PWA Bylaws*, ARTICLE VI: Board of Directors; ARTICLE V: Elected Directors

Source: *LWV Policy and Guidelines*, Action and Advocacy Protocol

## LWV-PWFA POSITION DESCRIPTION

### President

The President is the organization's Chief Operating Office charged with providing leadership. The President is responsible for implementing the Long-Range Action Plan, with emphasis on priorities and strategies adopted by the Board of Directors and the Education Fund. The President coordinates implementation of the League Mission, Governing Principles, League Policies and Guidelines, and the League Bylaws.

**Accountable To:** Members of the League of Women Voters of the Prince William Fauquier Area  
**Coordination With:** LWVUS, LWV-VA, LWV-NCA  
**Committees:** Executive Committee, Ex-Officio of all Committees except Nomination Committee  
**Publications:** Board of Directors Handbook

#### Duties and Responsibilities:

- Ensures that every League activity contributes in some way to accomplishing the Mission of the League.

*The League of Women Voters, a nonpartisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.*

- Oversees League program and activities.
  - Ensures compliance with the League Mission, Principles, governing League Policies and Guidelines, and the League Bylaws.
  - Fosters, facilitates, and monitors interdependent communication coordination between Officers, Directors, and Chairs, to identify any gaps in responsibilities, or clarification of roles.
  - Ensures League involvement in key program areas, by assisting the Board of Directors to establish goals and priorities (strategic planning).
  - Works with Committee Chairs to coordinate the development of program study and action items.
  - Assists Officers, Directors, and Chairs in obtaining resources needed to accomplish portfolio Action Plans.
  - Develops Annual Master Calendar of activities.
  - Coordinates planning of Annual and Biannual Meetings.
  - Reviews and approves Board and Meeting Minutes before distribution.
  - Keeps Board and members informed about organizational activities.
  - Monitors programs and activities.
  - Maintains financial soundness of the League.
- Chairs meetings of the Board of Directors, Executive Committee, and the Education fund.
  - Prepares agenda for and presides over at least three (3) general meetings per Fiscal Year [LWV-WFA Bylaws, ARTICLE III: Meetings, Section 2(3)], the Annual and Biennium meetings.
  - Sends out agenda prior to each meeting.
  - Reviews draft Meeting minutes.
  - Emphasizes to Board members the legal, fiscal, and ethical responsibilities of the Board.
  - Encourages Board Members to accomplish goals within mutually agreed upon time frames.
- Represents and promotes the League in the community.

- Edits and approves for distribution all written materials, including the Newsletter, Constant Contact, Website, social media: Facebook, news releases, action plans, brochures, trifold, flyers, palm cards, etc.
  - Expands the League's network of other organizations.
  - Serves as Delegate and attend LWVUS and LWV-VA Council Meetings and Conventions; assures obligations are met.
  - Monitors national and State communications for useful information.
  - Signs all official correspondence; respond to correspondence.
  - Sign all contracts and arrangements.
  - Visits other Local Leagues.
- Develops League Leadership.
    - Fosters Board interdependent responsibility for all portfolio programs, projects, and activities.
    - Delegates responsibilities for assistance of other Officers and Directors as appropriate.
    - Recognizes member achievement.
    - Facilitates maintenance of portfolios and transition of positions.
    - Arranges for leadership training.

Source: LWV-VA May 2015 [Adapted from the LWV of Texas State Board Handbook and the LWV of New Mexico Board resources, August 2011]

Reference: LWV-PWFA Bylaws: ARTICLE IV: Officers, Section 1, 2



## **LWV-PWFA POSITION DESCRIPTION**

### **Vice President**

The Vice President is charged with assistance to the President as needed and duties are assigned.

**Accountable To:** President  
**Coordination With:** Directors, Chairs  
**Committees:** Executive Committee, Budget Committee, Book Discussion Group

#### **Duties and Responsibilities:**

- Works with the President in setting priorities, solving problems, and achieving results.
- Provides assistance to the Secretary, Treasurer, and Meeting Co-Directors.
- Monitors emails and forwards to the President or appropriate Director for a response.
- Maintains the Master Calendar.
- Chairs the Delta Sigma Theta Sorority Orators Contest Project.
- Identifies Leadership training and workshop opportunities and coordinates participation.
- Recruits leadership trainers.
- Prepares recommended Fiscal Year expense estimates to the Treasurer and Budget Committee based on proposals by Board Officers, Directors, and Coordinators.
- Is a member of the Budget Committee.

Reference: *LWV-PWFA Bylaws*, ARTICLE IV: Officers, Section 3

## **LWV-PWFA POSITION DESCRIPTION**

### **Recording Secretary**

The Recording Secretary is charged with maintaining and reporting minutes of all official meetings.

**Accountable To:** President  
**Coordination With:** Board of Directors  
**Committees:** Executive Committee

#### **Duties and Responsibilities:**

- Assists in Preparation of Board of Directors Agenda
  - Provides the President with a list of agenda items, including those that were postponed or held over from previous meetings.
  - Keeps track of any Executive Committee decisions made between Board meetings and submits a summary to the President before the Board meeting.
- Prepares Minutes of Meetings and the Education Fund
  - Prepares minutes of Board Meetings, general membership meetings, and Annual and Biennial Meetings.
  - Prepares minutes that provide a reasonably concise record of discussions and decisions made at meetings, including dates, times meetings began, recessed, adjourned; place of meeting (virtual, in person); presiding officer; name of those attending; topics discussed; reports given; motions, name of maker, general context of discussion, and votes.
  - Records exact wording of motions, consensus questions and statements.
  - Provides draft minutes to the President within two (2) weeks of the meeting.
  - Upon approval by the President, the Minutes will be forwarded to the Board and upon clearance will be posted on the Website.

Reference: LWV-PWFA Bylaws, ARTICLE IV: Officers, Section 4

## LWV-PWFA POSITION DESCRIPTION

### Treasurer

The Treasurer is the Chief Financial Officer of the League and the Education Fund with custody of the League's funds and budget.

**Accountable To:** President  
**Coordination With:** Board of Directors  
**Committees:** Executive Committee, Budget Committee, Fund Raising Committee  
**Publications:** Budget

#### Duties and Responsibilities:

- Collects and receives all moneys due, including member dues as set forth in the Bylaws Classes of membership [*LWV-PWFA Bylaws*, ARTICLE III: Membership].
  - Handles all money for the League, receiving income and paying bills in a timely fashion.
  - Makes timely deposits and payments, in a financial institution designated by the Board of Directors, for the General Fund and the Education Fund.
  - Maintains accurate bank records, reconciling bank statements on a timely basis.
  - Maintains bank and PayPal accounts for the League.
  - Renews Certificates of Deposit as needed, seeking advice from the Board as necessary.
- Is responsible for oversight of the budget, maintenance of a Balanced Budget, and submitting the budget for adoption at the Annual or Biennial meeting [Reference: *LWV-PWFA Bylaws*, ARTICLE IX: Financial Administration, Section 4: Budget]
  - Ensures expenses are within the Balanced Budget guidelines.
  - Reports to the Board on a monthly basis: income, expenditures, status of budgeted accounts, and statements of financial condition.
- Is knowledgeable of Federal and State laws affecting financial matters (e.g., IRS reporting, sales tax, solicitation laws, etc.)
  - Files IRS #990, solicitation form and any required reports.
- Pays LWVUS and LWV-VA dues in a timely manner.
- Books shall be audited at the completion of the Treasurer's term of office.
- Serves as Chair of the Budget Committee.
- Participates and assists in carrying out the League's Biennium Financial and fundraising Plan.
  - Is responsible for Fund-Raising and oversight of the Fund-Raising Committee.
  - [Source: *LWV Policy and Guidelines*: Fund Raising, November 2005]Organizes the annual Fund-Raising campaign.
  - Prepares a Fund-Raising letter to the general membership.
  - Prepares a Fund-Raising letter to major donors (separate solicitation).
  - Monitors Fund-Raising Committee activities and events as approved by the Board of Directors .  
Reference: *LWV-PWFA Bylaws*, ARTILE IV: Officers, Section 5: Treasurer  
*LWV-PWFA Bylaws*, ARTICLE IX: Financial Administration, Section 4: Budget  
*LWV-PWFA Bylaws*, ARTICLE III: Membership].

Source: *LWV Policy and Guidelines*: Fund Raising, November 2005  
LWV Policy and Guidelines: Education Fund

## **LWV-PWFA POSITION DESCRIPTION**

### **Unit Coordinator**

The Unit Coordinator is the LWV-PWFA Board of Directors manager for Fauquier County LWV-PWFA League activities. The Fauquier Unit Coordinator is charged with the coordination of the unit, in accordance with the League's nonpartisan policy, consistent with the Mission, Governing Principles, Policies and Guidelines and *LWV-PWFA Bylaws*, and serves as the liaison to the Board of Directors.

**Accountable To:** President  
**Coordination With:** Board Officers, Directors, Chairs  
**Committees:** Budget

#### **Duties and Responsibilities:**

- Coordinates Unit activities and assignments and gives direction and advice as needed.
- Coordinates with the Volunteer Director any SignUpGenius special volunteer needs.
- Coordinates meeting and event dates with the Master Calendar Editor and the Communications Director.
- Prepares report for monthly Board of Directors meetings. Informs the President of any items needing action.
- Is a member of the Budget Committee.

Source: *LWV Policy and Guidelines*, Action, and Advocacy Protocol

## **LWV-PWFA POSITION DESCRIPTION**

### **Membership Outreach Director**

The Membership Outreach Director is charged with developing and placing into effect a League Membership Plan of Action for retaining and extending the general membership.

**Accountable To:** President  
**Coordination With:** Membership Records Director, Communications Director, Media Relations Director, Volunteer Director, Calendar Editor  
**Committees:** Membership Committee  
**Publications:** Membership Handbook [Hard copy and electronic]

#### **Duties and Responsibilities:**

The Membership Outreach Director shall strive to:

- Increase membership in a meaningful way.
- Retain current membership through education and involvement.
- Bring the LWV message to the local communities.
- Increase the number of networking contacts.

The Membership Outreach Director is responsible for:

- Developing an annual Fiscal Year Plan of Action for approval by the Board of Directors, to include elements such as:
  - Goals and objectives,
  - Annual Member Renewal and Membership Renewal Campaigns,
  - A Milestone calendar,
  - A membership theme to promote visibility through events and incentives,
  - Community Promotion plans (e.g., trifold, flyers, posters, etc.)
  - Monthly article in “*The Voter*” newsletter, and
  - Budget and resource estimate.
- Organizing and Chairing a Membership Committee.
- Creating and maintaining up-to-date Prospective New Member materials.
- Creating and maintaining an up-to-date New Member Welcome packet.
- Identifying and supporting membership growth and retention opportunities.
- Oversight and administration of the Membership Assistance Grant Program.
- Assisting with promoting the League and Membership recruitment at Board-approved Community Events and through the League’s image in print and electronic media.
- Organizing at least one Membership Orientation meeting annually.
- Maintaining and distribution of the Membership Handbook.
- Preparing report for monthly Board of Directors meeting.

## LWV-PWFA POSITION DESCRIPTION

### Membership Records Director

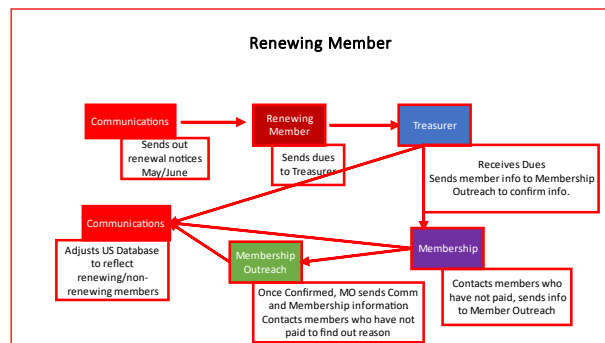
The Membership Records Director is charged with managing the official membership records.

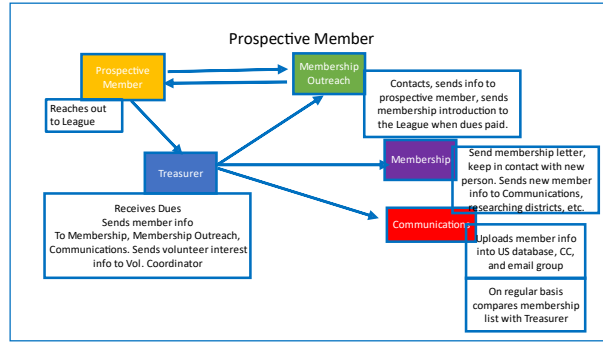
**Accountable To:** President

**Coordination With:** Membership Outreach Director, Treasurer, Voter Services Director

#### Duties and Responsibilities:

- Maintains the League's official list of the LW-PWFA membership.
- Keeps accurate membership records.
- On a regular basis coordinates membership list with the Treasurer.
- Adjusts membership list monthly to accurately reflect Renewing and New Members.
- Uploads membership information into the Constant Contact database.
- Uploads membership information into the LWVUS database.
- Distributes quarterly updated membership list to Board of Directors.
- Maintains the League's Voter Registration Databases for high schools, community events participation, senior facilities.
- Prepares report for monthly Board of Directors meeting.





## **LWV-PWFA POSITION DESCRIPTION**

### **Volunteer Director**

The Volunteer Director is charged with recruiting volunteers for League activities and projects and extending meeting and event sign up invitations.

**Accountable To:** President

**Coordination With:** Board Directors and Chairs, Communications Director, Master Calendar Editor

#### **Duties and Responsibilities:**

- Coordinates with the Master Calendar Editor, at the beginning of the Fiscal Year, to identify schedule dates of meetings and events. Adds additional events as needed.
- Periodically updates volunteer recruiting and meeting and events list.
- Tracks and maintains a database of events and volunteer activity.
- Coordinates Constant Contact notice information with the Communications Director.
- Prepares a monthly report to the Board of Directors.



## **LWV-PWFA POSITION DESCRIPTION**

### **Meeting Director**

The Meeting Director is charged with arranging for speakers at three General Meetings and the Annual Meeting during each Fiscal Year and the quarterly Sips and Civility events.

**Accountable To:** President

**Coordination With:** Volunteer Director, Communications Director, Media Relations Director, Master Calendar Editor

#### **Duties and Responsibilities:**

- Affirms with the Master Calendar Editor dates for the three Fiscal Year General Meetings and the Annual or Biannual meeting.
- Coordinates with the Master Calendar Editor tentative dates for the quarterly Sips and Civility events.
- Conducts a survey of the Board of Directors and Chairs for recommended topics or issues of interest and suggested speakers.
- Identifies a list of potential issues, topics, and speakers drawing on wide variety of resources (e.g., governmental, educational, business, etc.).
- Prepares a recommended list for consideration and approval of the Board of Directors.
- Invites speakers for the meetings. Contacts speakers well in advance of the meeting or Sips and Civility, to reaffirm commitment.
- Coordinates with the Volunteer Director *SignUpGenius* information.
- Coordinates with the Communications Director Constant Contact notice information.
- Consults with the President on meeting agenda arrangements.

## LWV-PWFA POSITION DESCRIPTION

### Voter Services Director

The Voter Services Director is charged with providing information and guidance to the League in the area of voter services activities, including publishing Voter Guides, voter educational information, and hosting Candidate Debates, in accordance with the League's nonpartisan policy, consistent with the League's Mission, Principles, Policy and Guidelines, *LWV-PWFA Bylaws*, and *Position for Action*.

<b>Accountable To:</b>	President
<b>Coordination With:</b>	Volunteer Director, Membership Records Director, Calendar Editor
<b>Committees:</b>	Voter Registration Certified Volunteers <i>VOTE411</i> Committee They Represent You (TRY) Candidate Debate Fora
<b>Partnerships:</b>	Prince William County Bar Association, Committee of 100, PWC Elections Office
<b>Publications:</b>	<i>Top Ten</i> Palm Cards; <i>They Represent You</i> (TRY); <i>VOTE411</i> , Palm Cards; Flyer & Trifold, Adult Detention Center and the Family Orientation Brochure

#### Duties and Responsibilities:

- Plans and promotes Voter Services activities as approved by the Board of Directors.
- Compiles a 12-month calendar for Voter Services activities. Include voter registration dates and deadline for any local State or National and Special Projects.
- Projects:
  - High School registration (October- April – Schedule set by PWC Bar Association)
  - Voter Registration at University and Colleges
  - Voter registration at Community Events (June-October)
  - Voter Registration at Prince William New Employee Orientation (August)
  - Voter Registration and Application for Absentee Ballot by Mail at Senior facilities (Year around)
  - National Voter Registration Day
  - *Vote411* updates
  - Host Candidate Debates
  - Adult Detention Center and the Family Orientation
  - Voter Registration Certification Training and Election Law Review
- Coordinates 12-month calendar and Special Project dates with Volunteer Director and Calendar Editor.
- Prepares information publications for review of the Board of Directors and approval of the President.
- Prepares recommended Fiscal Year expense estimates for the Treasurer and Budge Committee.

Reference: *LWV-PWFA bylaws*, ARTICLE X, Advocacy

Source: *LWV Policy and Guidelines*, Action and Advocacy Protocol

## **LWV-PWFA POSITION DESCRIPTION**

### **Advocacy Coordinator**

The Advocacy Director is charged with providing information and guidance in advocacy activities for the Virginia General Assembly and is the Liaison for the LWV-VA Legislative Coordinator.

**Accountable To:** President  
**Coordination With:** Board of Directors, Calendar Editor  
**Partnership:** LWV-VA Legislative Coordinator

#### **Duties and Responsibilities:**

- Serves as resource on the legislative process and advocacy opportunities.
- Monitors House and Senate daily sessions for legislative debates on applicable bills.
- Attends weekly LWV -VA meetings of Local League Advocacy Directors for planning and action during the General Assembly.
- Tracks and reports on status of legislation regarding LWV Legislative Priorities and the *Position for Action* and monitors LWV-VA Call to Action recommendations.
- Reports and recommends to the President and Board of Directors on items under consideration by the General Assembly (including legislation sent to the Governor) needing advocacy action and tactics.
- Recruits issue specialists among League membership as talking points resource specialists.
- Manages the LWV-VA Postcard Advocacy Project.
- Recommends coalitions to join to leverage League positions.
- Plans and coordinates League participation in *LWV -VA League Day*.
- Promotes League member participation in *Women's Legislative Roundtable* events as scheduled, coordinates dates with the Calendar Editor.

Reference: *LWV-PWFA Bylaws*, ARTICLE XI, Advocacy

Source: *LWV Policy and Guidelines*, Action, and Advocacy Protocol

## **LWV-PWFA POSITION DESCRIPTION**

### **Action and Program Director**

The Action and Program Director is charged with oversight of all Program Projects and activities, Issue Study Committees, implementing citizen education events, and hosting webinars, in accordance with the League's nonpartisan policy, consistent with the League's Mission, Governing Principles, *Positions for Actions*, Policies and Guidelines and the *LWV-PWFA Bylaws*.

**Accountable To:** President  
**Coordination With:** Government Observer Corps Chair, Volunteer Coordinator, Media Relations Director, Communications Director, Calendar Editor

#### **Duties and Responsibilities:**

- Conducts an annual Program Review and solicits topic and issue recommendations from the Board of Directors.
- Prepares an annual Fiscal Year Action Plan with milestones.
- Solicits program speakers for webinars and workshops.
- Identifies potential action event project opportunities.
- Organizes Issue Study Committees.
- Serves as resource for Study Committees.
- Maintains oversight of Study Committee activities.
- Consults with the Media Relations Director on outreach opportunities.
- Consults with the Government Observer Corps Chair to identify potential issue study candidates.
- Authors articles for the "*The Voter*" Newsletter.
- Prepares grant request proposals for foundations and corporations or project underwriting.
- Prepares recommended Fiscal Year expense estimates for the Treasurer and Budget Committee.

Reference: *LWV-PWFA Bylaws*, ARTICLE X, Action Program

Source: *LWV Policy and Guidelines*, Action, and Advocacy Protocol

## **LWV-PWFA POSITION DESCRIPTION**

### **Communications Coordinator**

The Communications Director is charged with ensuring that the League's lines of communication are flowing through the communication guidelines established by the Board of Directors, in accordance with the League's nonpartisan policy, consistent with the League of Women's Voters Mission, Policies and Guidelines, and the LWV-PWFA Bylaws. The Communications Director is responsible for the coordination, oversight, and management of a) *Constant Contact*, b) the Website, c) Social Media: *Facebook*, and d) Email messages to the general membership. The Communications Director is also responsible for Publications Planning and the maintenance of a high quality of text and appearance.

Everything a League does involves communications: Voter Services, Advocacy, Citizen Information, Membership, Fundraising, etc. The target audience may be internal or external or both. The key to success is making sure the League's message is focused, that it is heard and understood, and that it will have the maximum impact on the intended audience. To be effective, a communications strategy cannot be undertaken as an afterthought; it must be built into every activity and project on the League's agenda.

**Accountable To:** President  
**Coordination With:** Board Officers, Directors, Chairs, Calendar Editor  
**Committees:** Communications

#### **Duties and Responsibilities:**

- Advises the Board of Directors on all forms of communication.
- Is responsible for coordination, oversight, and management of approved forms of communications.
- Establishes guidelines for posting on Constant Contact, Emails to the general membership, and Facebook.
- As the Webmaster establishes guidelines for posting, updating and management of the Website.
- Is responsible for Publications Planning, printing, and the maintenance of a high quality of text and appearance, and that the document has received Board review and the President's approval.
- Prepares report for monthly Board of Directors meetings. Informs the President of any items needing action.
- Is responsible for assigning duties to members of the Communications Committee as appropriate.

#### **Constant Contact Coordinator**

- As approved by the president:
  - Sends out information notices to the general membership.
  - Sends out League "*The Voter*" Newsletter.

#### **Website Master**

The Website is useful tool for members and the public, and should be well-designed, easily navigable, well publicized, and updated regularly. The Webmaster should have knowledge of internet systems and word processing skills. The Website should adhere to the League's Mission, Principles, Policies and Guidelines, and LWV-PWFA Bylaws.

The Website Master receives information of interest to the membership and the public, and as approved by the President oversees the creation, maintenance, and updating of the website.

- Maintains the LWV-PWFA Website according to best practices as provided by the LWVUSD and internet resources.
- Retains authority for final technology decisions based on feasibility and technical restraints of the site.

- Retains overall responsibility for the integrity of the website.
- Monitors content at least weekly as needed.
- Maintains and updates the Master calendar.
- Posts the “*The Voter*” newsletter on the website.
- Creates links to other LWV resources, as appropriate.

#### **Social Media: Facebook Coordinator**

- Only the League President, or if delegated to the Communications Director, can post on Facebook.
- Only facts can be posted on Facebook.

#### **League Publications**

- Retains overall coordination, oversight, and management responsibility for League publications (trifolds, brochures, flyers, palm cards, posters, etc.).
- Receives from Board of Directors or Chairs, recommendations for publications, including purpose, production management plan, and distribution, accompanied by draft design and text.
- Responsible for seeking Board review and President final approval of all publications.
- Maintains and updates publications as needed.
- Responsible for editing publications and final format.
- Retains overall responsibility for the integrity of the documents.
- Assures publications are in keeping with League Bylaws and LWV Policies and Guidelines.
- Responsible for arranging document printing.
- Advises the Board of Directors on publication needs.
- Prepares monthly report to the Board of Directors.

Source: *LWV Policy and Guidelines*, Action and Advocacy Protocol

## **LWV-PWFA POSITION DESCRIPTION**

### **Media Relations Coordinator**

The Media Relations Director is charged with ensuring the LWV-PWFA League positive image is transmitted to the public, through the print and electronic media. The message can include reports on the LWF-PWFA League, its meetings, programs, events, and activities that are open to the public, ensuring LWV Policies and Guidelines and LWV-PWFA Bylaws are followed.

The League's visibility in the community depends largely on how successful it is in getting the media to cover the League's activities. This requires knowing the media and how it functions, analyzing issues important to the League, taking the pulse of public opinion, making a realistic assessment of the League's resources that can be committed to a particular project, and recognizing and promoting the League's perspective on a story. The Media Director should seek out LWV-PWFA Officers and Board members who can best represent the League in telling the League story to the external audience.

**Accountable To:** President

**Coordination With:** Board officers, Directors, Chairs, Government Observer  
Communications Director, Government Observer Corps Chair, Calendar Editor

#### **Duties and Responsibilities:**

- Prepares an annual Fiscal Year Action Plan with milestones for approval of the Board of Directors.
- Works with the President and Board of Directors to develop maximum awareness among the public of the League's purpose and achievements.
- Promotes the League's image in print and electronic media., through announcements and stories.
- Identifies and recommends publicity and information opportunities and pitches League stories to media resources.
- Advises on media outreach opportunities for membership recruitment.
- Maintains a working relationship with a network of media resources, i.e., reporters, editors, content managers.
- Drafts and edits news releases, advertisement, letters to the Editor, etc.
- Edits and advises on all proposed media releases before final approval of the President.
- Assists with the planning and implementation of Audio-Visual Projects, i.e., YouTube, videos, Instagram, and Twitter posts.
- Prepares recommended Fiscal Year expense estimates for the Treasurer and Budge Committee.

NOTE: A Communication Tool Kit can be found in the Member Section of the LWVUS Website. Its purpose is to help promote the League's image and activities and build a communications strategy into every League activity.

Source: *LWV Policy and Guidelines*, Action and Advocacy Protocol





## **LWV-PWFA POSITION DESCRIPTION**

### **Event Registrar**

The Event Registrar is charged with making sure that all Community Events participation arrangements, are on the Fiscal Year Schedule of Community Events Participation List approved by the Board of Directors, and facilitating arrangement agreements between the Event Manager, and coordination with the LWV-PWFA League. The Event Registrar responsibilities are limited to League participation in Scheduled Board-approved Participation in Community Events.

**Accountable To:** President  
**Coordination With:** Treasurer, Volunteer Director, Membership Outreach  
Director, Voter Services Director, Calendar Editor

#### **Responsibilities:**

- Tracks the Fiscal Year Schedule of Community Events, approved by the Board of Directors, in a timely manner to assure registration milestones are met.\*
- Contacts Community Event Manager well in advance of the event, obtains registration forms and participation requirements, estimates of any service costs, identifies registration fees, and requests availability of fee waiver for non-profit organizations.
  - Completes and submits signed registration forms for Board-approved Community events, tabling fee-based events online by registration deadline:\*\*
  - Forwards a copy of the registration to the Treasurer for payment,
  - Works with the Volunteer Director to provide SignUpGenius details in a timely manner.
- Is responsible for all communications between the Community Event Manager and the League participation agreement obligations, before, during, and after the Event.
- Submits a monthly report to the Board of Directors, in coordination with the Treasurer, the Volunteer Director, and the League Booth Chair (Voter Services volunteer).
- All invitation or notice Event communications received by another Board member or League member, are to be forwarded to the Event Registrar Coordinator.

\*NOTE 1: LWV-PWFA Bylaws, Article IV: Officers, Section 2: President, directs that "... the President shall with the Secretary sign all contracts and other instruments, with the approval of the Board..." Community Event Agreements are defined as "other instruments." The Fiscal Year Community Events Participation Schedule is required to be approved by vote of the Board. .

\*\*NOTE 2: The President has the authority to delegate signing of an Event Agreement to the Event Registrar Coordinator or the Fauquier Unit Director.

LWV-PWFA:4/22/2022

## **LWV-PWFA POSITION DESCRIPTION**

### **Government Observer Corps Chair**

The Government Observer Corps Chair is charged with oversight of gathering information through attending meetings of local Government bodies and agencies, including monitoring the agenda, decisions made, and tracks issues related to League Policy Positions and issue priorities.

**Accountable To:** President  
**Coordination With:** Program Director, Volunteer Director  
**Committees:** Government Observer Corps

#### **Duties and Responsibilities:**

- Attends meetings of local Government bodies and agencies.
- Monitors the agenda, decisions made, and tracks issues related to League Policy Positions and issue priorities.
- Tracks issues related to League Policy Positions and issue priorities; reports and flags Hot Button issues alerts for potential Call to Action Advocacy or organizing a local Study Committee.
- Chairs the Government Observer Corps.
- Prepares an Action Plan for Observer Corps volunteers.
- Coordinates Observer Corps assignments and oversees government meeting attendance; gives direction and advice as needed.
- Monitors and evaluates Corps progress.
- Conducts Corps meetings on a regular basis via virtual, telecommunication, email, or in person.
- Prepares recommended Fiscal Year expense estimates for the Treasurer and the Budget Committee.

Reference: *LWV-PWFA Bylaws*, ARTICLE XI: Advocacy

Source: *LWV Policy and Guidelines*, Action and Advocacy Protocol

## LWV-PWFA POSITION DESCRIPTION

### Newsletter Editor

*The Voter* Newsletter Editor is charged with editing and publishing the League's newsletter. The Newsletter Editor attends meetings of the Board of Directors, gathers articles of interest to the membership, solicits article information from Board Officers, Directors, and Chairs. Consults as appropriate on the layout, edits the copy, authors headlines, and sends final draft to the President for publication approval.

To maintain a uniform LWV-VA image of the League throughout Virginia, the LWV-PWFA Newsletter is called "*Voter*" with the header featuring the League's LOGO.

**Accountable To:** President  
**Coordination With:** Board Officers, Directors, Chairs

#### Duties and Responsibilities:

- Oversees the publication of "*The Voter*" Newsletter at least four (4) times a year.
- Creates a newsletter for distribution.
- Requests articles from Board Officers, Directors, and Chairs, as appropriate, sets deadlines for contributed articles and reminds contributors of impending deadlines.
- Keeps alert for items from outside sources that are of interest to the League.
- Compiles and edits set ups, layouts, illustrations, and photos, including coordination and proof-reading tasks.
- Provides counsel to the President on matters related to the Newsletter.
- Submits draft Newsletter to the President for final review and approval.
- After the President's approval, forwards electronic Newsletter to Communications Director for *Constant Contact* distribution and posting on the Website, distribution to LWV network, and distribution at League events .
- Prepares recommended Fiscal Year expense estimates for the Treasurer and the Budget Committee.

:

Source: *LWV Policy and Guidelines*, Action, and Advocacy Protocol

## **LWV-PWFA POSITION DESCRIPTION**

### **Committee Chair**

A Committee Chair is charged with carrying out the terms of the Committee Charter, in accordance with the League's nonpartisan policy, consistent with the League's Mission, Governing Principles, Policies and Guidelines and *LWV-PWFA Bylaws*, and serves as Board resource manager for Committee responsibilities. Provides regular monthly reports to the Board of Directors. Assures meetings, activities, and programs are on the Master Calendar; within budget; tracks and keeps data records; and maintains interdependent coordination and communication with other Board Directors and Off-Board Chairs as appropriate.

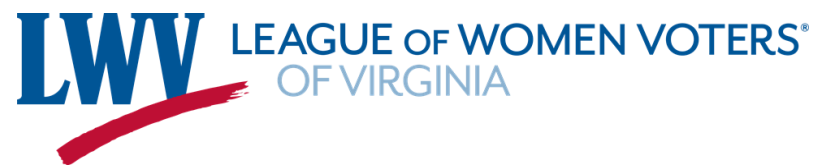
**Accountable To:** President

**Coordination With:** Volunteer Director, Membership Outreach Director, Treasurer, Calendar Editor

#### **Duties and Responsibilities:**

- Drafts Committee Charter for approval by the Board of Directors.
- Prepares an annual Fiscal Year Action Plan with milestones for approval of the Board of Directors.
- Tracks implementation of the Committee's Action Plan, as approved by the Board of Directors, in a timely manner to assure compliance and milestones are met. Seeks prerequisite approval of the Board of Directors for any Action Plan proposed revisions.
- Coordinates with the Volunteer Director any SignUpGenius special volunteer needs.
- Prepares LWV/PWFA Committee publication recommendation for Board of Directors approval (flyers, brochures, trifold, posters, palm cards, etc.).
- Conducts Committee meetings on a regular basis via virtual, telecommunication, email or in person.
- Coordinates committee assignments.
- Communicates with Committee members between meetings about work assignments and gives direction and advice as needed.
- Monitors and evaluates Committee progress.
- Coordinates meeting and event dates with the Master Calendar Editor.
- Keeps records (i.e., Minutes) and data of major Committee activities.
- Prepares report for monthly Board of Directors meetings. Informs the President of any items needing action.
- Prepares recommended Fiscal Year income and expense estimates for the Treasurer and Budget Committee.

Source: *LWV Policy and Guidelines*, Action, and Advocacy Protocol



## **PART II**

# **POLICY AND GUIDELINES**

## **PART II: Policy and Guidelines**

### **Introduction**

*Part II: Policy and Guidelines* defines the organization, provides the source of its authority, that is intended to protect the organization, as well as providing an operating framework. The League is obligated to align its infrastructure and coordinate implementation of the League Mission, Governing Principles, League Policies and Guidelines, and the League Bylaws.

## **LWV Policy and Guidelines**

### **Mission**

*The League of Women Voters, a nonpartisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.*

Source: LWVUS

## **LWV Policy and Guidelines**

### ***Governing Principles***

- The League of Women Voters believes in representative government and in the individual liberties established in the Constitution of the United States. The League of Women Voters of the United States believes that all powers of the U.S. Government should be exercised within the Constitutional framework of a balanced among the three branches of Government: Legislative, Executive, and Judicial.
- The League of Women Voters believes that democratic government depends upon informed and active participation in government and requires that governmental bodies protect the citizen's right to know by giving adequate notice of proposed actions, holding open meetings, and making public records accessible.
- The League of Women Voters believes every citizen should be protected in the right to vote; that every person should have access to free public education that provides equal opportunity for all; and no person or group should suffer legal, economic, or administrative discrimination.
- The League of Women Voters believes efficient and economical government requires competent personnel, the clear assignment of responsibility, adequate financing, and coordination among the different agencies and levels of government.
- The League of Women Voters believes responsible government should be responsive to the will of the people; that government should maintain an equitable and flexible system of taxation, promote the conservation and development of natural resources in the public interest, share in the solution of economic and social problems that affect the general welfare, promote a sound economy, and adopt domestic policies that facilitate the solution of international problems.
- The League of Women Voters believes cooperation with other nations is essential in the search for solutions to world problems and that development of international organization and international law is imperative in the promotion of world peace.

[LWV *Governing Principles* revised, and Social Policy Positions reordered, February 2017]

NOTE: The LWVUS *Governing Principles* are "concepts of government" to which the League subscribes. These concepts are a direct descendant of the Platform, which served the League from 1942 to 1956 as the national repository for "principles supported, and positions taken by the League as a whole in fields of government to which it had given sustained attention." By 1956, the Platform had disappeared from the League vocabulary, but the principle survived as "The Principles." Since that time, The Principles have served two functions, according to the LWVUS bylaws: (1) Authorization for adoption of national, state, and local Program (Article XII), and (2) as a basis for taking action at the national, state, local levels (Article XII). The principles are rather broad when standing alone, so it is necessary to exercise caution when considering using them as a basis for action.



## **LWV Policy and Guidelines**

### **Resolution: Diversity, Equity, and Inclusion**

The League of Women Voters is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect Democracy.

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

NOTE: A Resolution expresses the will of the Convention.

Source: LWVUS National Convention May 2021

## BYLAWS AND STANDING RULES

Organizations benefit from establishing formal rules to manage operations fairly and effectively. There are two categories of governing instruments, “Bylaws” and “Standing Rules.” These detail specific policies and procedures to be followed in the conduct of organizational business.

While they have the same functional objective, these two instruments complement each other and are not interchangeable. In addition, although they are interrelated; their relationship is strictly hierarchical. Provisions in the Bylaws always supersede any Standing Rule that may be adopted.

Although an organization can function with only a set of Bylaws, establishing Standing Rules can make an organization more effective. Knowing the relationship between Bylaws and Standing Rules and how they functionally overlap will ensure that business operations stay within authorized boundaries.

- **BYLAWS.**

Bylaws are written rules agreed upon by the organization’s members to formalize how decisions can be made and business conducted. The adoption of Bylaws indicates a commitment to following a certain parliamentary procedure and the generally accepted rules, precedents, and practices, commonly employed in the governance of the organization.

Bylaws are a negotiated agreement. There is no single format that must be followed. However, Bylaws often address officer positions, the number of board members, terms of positions, voting rights and privileges, approved business activities, establishment of committees, quorum percentages, meeting frequency, procedure for amending the Bylaws, dissolving the organization, and other topics that are important to the management of the organization as a whole.

Bylaws govern the organization as a whole and can be amended only by providing notice and by a 2/3 majority vote of members in attendance.

- **STANDING RULES.**

After adopting a set of Bylaws, an organization should consider further supplementing and clarification of the Bylaws. Standing Rules are rules or resolutions that are of a continuing (or standing) nature. These rules address administrative matters and function under the umbrella of the organization’s Bylaws.

Standing Rules are generally administrative in nature and establish specifics for organizational conduct, such as the time, date, and frequency of meetings, etc.

Standing Rules can be adopted at any meeting without notice and can pass upon a simple majority vote of members in attendance.

- **DIFFERENCE BETWEEN BYLAWS AND STANDING RULES.**

The key difference between Bylaws and Standing Rules relate to scope and effect. The parliamentary procedure guide “*Roberts Rules of Order*” explains that Bylaws “should include all the rules that are of such importance that they cannot be changed in any way without previous notice.” Standing Rules “should contain only such rules that may be adopted without previous notice by a majority vote at any business meeting.” At the core, Bylaws are designed to be overarching and procedural, while Standing Rules are specific and administrative.

## **LWV Policy and Guidelines**

### **Action and Advocacy Protocol**

#### **League Action**

When the League speaks or acts publicly, it does through “official League channels” **ONLY**. It is important that the League “**speak with one voice**,” which means that action at any level of the League must not contradict adopted policy positions or actions. Local Leagues cannot contradict LWV state or national positions.

Any member may express her opinion, support a political candidate of choice, or engage in political activities, as an individual, and members are encouraged to do so. When speaking at a public meeting, addressing a public official, or writing to the media (newspaper, social media), the member must do so as an **individual**, not as a member of the League of Women voters, unless the President has specifically authorized that member to do so.

Actions to obtain support for League positions includes oral and/or written testimony to elected officials, government agencies, commissions, government-level meetings and public hearings, and contacts with government officials.

Actions must be based on adopted League policy positions or principles. The League may not advocate in opposition to a state or national position.

#### **Responsibility for Action ad adversary**

All actions in the name of the League of Women Voters are the responsibility of the Board of Directors. **Only the President**, or a Director or other League member designated by the President, may speak for, or act on behalf of the League.

Source: LWV-VA August 2011 [Adapted from the *LWV of Maryland Policies, Guidelines and Procedures* 2010]

## **LWV Policy and Guidelines**

### **Nonpartisan Policy**

The purpose of the League of Women Voters is to promote the informed and active participation of citizens in government. The League is nonpartisan in that it does not support or oppose any political party or candidate, it is political in that it takes positions on selected governmental issues after member study and agreement.

The purpose of this policy is to assure the credibility of the League of Women Voters as a nonpartisan organization. Only to the extent that the public and its elected officials are convinced of the League's genuine nonpartisanship will the League be able to render effective voter service efforts and gain a wide base of support for its positions on governmental issues.

Members should recognize that, because of their close identification with the League, the member has a special responsibility to see that member activities do not create a partisan impression. Any member who has doubts about appropriate activities must consult the President. The President, the Unit Director, the Voter Services Director, and the Advocacy Director should be particularly aware of the activities that compromise the League's nonpartisanship.

#### ***Board Members MAY:***

- *Attend informal political functions.*
- *Attend, but not host, fundraising events for candidates or parties.*
- *Vote in primaries and attend party mass meetings in the absence of a primary.*
- *Serve as an election official.*
- *Accept an appointment to a non-elective government office, Board, or Commission, provided there is no conflict of interest, based on the League's Conflict of Interest Policy.*

#### **Board Members may NOT:**

- Contribute financial support to a partisan candidate or political party.
- Run for or hold any partisan elective office or run for delegate to a political party convention.
- Endorse, publicize, or work for any partisan local, state, or national candidate or any political party in a way that publicly identifies the Board member with the partisan candidate or political party. This includes hosting an event for the candidate, holding an official position in a political party, circulating a nominating petition for a candidate, signing letters, or making phone calls on a candidate's behalf, and using bumper stickers, yard signs, buttons or other paraphernalia endorsing a candidate or political party.
- Hold office in an organization that endorses partisan candidates for public office.

The political activities of a Board member's spouse or other family members should be considered separate and distinct from the Board members own activities and are not covered by the above policies.

The above policies do not apply to off-Board administrative, program, or action chairs, or to individuals holding League-related appointments to public bodies or coalitions. These members should use discretion in their political activities so that they are not identified with the League.

Source: LWV-VA September 1995 Amended 1996, 1997, 1998, 1999, 2003, 2005, 2007, 2010, 2011.

## **LWV Policy and Guidelines**

### **Conflict of interest**

#### **Serving on Boards**

Board members may serve on other Boards, including non-elective governmental boards or commissions. However, if a conflict arises between the two entities, it should be brought to the attention of the LWV Board of Directors. Such conflict may consist of frequent League testimony before the entity in question, strong political connection with an elected official as a result of an appointment, or advocacy that is in conflict with the League's position.

#### **Lobbying**

Board members shall not lobby for a position in opposition to or in conflict with current League positions.

#### **Employment**

If a potential conflict of interest arises from employment, it should be brought to the attention of the Board of Directors.

#### **Stipends**

Board members may not accept stipends or grants for League projects while sitting on the policy-making Board that is responsible for awarding the grant.

#### **Honoraria**

Board members may accept honoraria on behalf of the LWV and may accept reasonable travel-related reimbursement.

Directors must discharge their duties as Directors in good faith and in a manner, they reasonably believe to be in the best interest of the organization. Unless a Director has knowledge or information concerning the matter in question that makes reliance unwarranted, a Director may rely on information, including financial data, if prepared or presented by an officer or employee of the organization whom the Director reasonably believes to be competent in matters presented; legal counsel, public accountants, or other professional or expert; or a committee of the board which the Director is not a member of if the Director reasonably believe the committee merits confidence.

A Director must disclose any conflicting relationship or interest in any matter to be considered by the Board of Directors (or committee). An interested Director will be counted in determining the presence of a quorum, and although the interested Director may vote, her vote cannot be the deciding vote (that is, the votes casted for the action must be sufficient without counting the Director's vote.)

Under Virginia law, a Director may be held personally liable for, among other things, a transaction from which the Director derived an improper personal benefit, either directly, or indirectly. Virginia law provides a “safe harbor” and generally states that a Director is deemed not to have derived an improper personal benefit from a transaction if the conflicting circumstances were disclosed or known to all Directors voting on the matter, and the transaction was authorized, approved, or ratified by a majority of the disinterested Directors (and the transaction is not otherwise illegal).

NOTE: Virginia Nonstock Corporation Act, code of Virginia, Title 3.1, chapter 10, Article 8.

Source: LWV-VA. [Adapted from the LWV of Maryland *Policies* and. LWV of Florida *Guidelines and Procedures*

## LWV Policy and Guidelines

### Defining “*Advocacy*” vs “*Lobbying*”

It is common for Leagues to support their advocacy with only non-charitable contributions. However, this is unnecessary. Leagues may, and are encouraged, to use charitable contributions to support their non-lobbying advocacy activities. **Advocacy encompasses pleading for or against causes, as well as supporting or recommending positions.**

LWVUS policy recommends against using charitable funds for any lobbying even though it is legal within strictly defined limits. Therefore, it is important to understand the difference between the broad concept of advocacy and lobbying which is a specific advocacy technique.

**Lobbying is defined as an attempt to influence specific legislation, including both legislation that has already been introduced in a legislative body and specific legislative proposals that the League may oppose or support.** There are two types of lobbying a) “**Direct**” Lobbying and b) “**Grassroots**” Lobbying.

To constitute **Direct Lobbying**, a communication must either:

- Be directed to a legislator, their staff or other governmental employee who may participate in the formulation of legislation, and Refer to; and
- Express a view on specific legislation; or
- Be directed to the general public, and Refer to, and
- Express a view on a specific referenda or other ballot measure.

To constitute **Grassroots Lobbying**, a communication must be:

- Directed to the general public, and
- Refer to, and
- Express a view on specific legislation, and
- Include a statement that directs readers to contact their legislators or include the contact information for a legislator or employee of a legislative body.

Most other activities promoting League positions that do not fall within the strict definition of lobbying noted above are **General Advocacy** and may be funded by charitable contributions. One important caveat is Leagues are advised to keep clear lines between voter service activities and advocacy activity. For example, Leagues that have taken a position on a ballot measure should not include that position in their Voters’ Guide.

Source: LWVUS



## **LWV Policy and Guidelines**

### **Education Fund**

#### **Accepting Tax Deductible Donations**

In order for an individual, corporation, or private foundation, to make a tax-deductible contribution to the League of Women Voters of the Prince William Fauquier Area (LWV-PWFA), the donation must be to the League of Women Voters Education Fund (a tax-exempt, 501(c)(3) non-profit organization). The 501(c)(3) designation refers to the section of the U.S. Internal Revenue Service (IRS) code that describes the types of organizations that qualify for tax-deductible contributions.

The League of Women Voters of the Prince William Fauquier Area itself is classified by the IRS as a 501(c)(4) non-profit organization, because the League's primary mission is lobbying and political. Contributions to the LWV-PWFA are not tax deductible.

Special Note – “In-Kind” Contributions: “In-Kind” contributions such as equipment, materials, or service, cannot be considered as tax-deductible contributions. A business that wants to make such a gift might instead consult an accountant or attorney, to investigate classifying the gift as a deductible business expense.

#### **Educational Project Criteria**

A project funded through the LWV Educational fund must meet the following criteria:

- It must be educational.

The project must be completed for the purpose of informing the public in a fair and objective manner. Through this project, the League cannot advocate a particular position on legislation or urge any action to affect legislation. It can advocate for an issue absent specific legislation. Additionally, the project cannot involve work with political parties or candidates for office, other than voter service activities.

- It must reach a diverse audience.

The project must be designed to serve the general public, not League members exclusively. Thus, internal membership materials (including League Newsletter) would not qualify.

#### **Grant Guidelines**

Solicitation of Funds.

- Solicit funds for a specific project and/or other educational projects

When soliciting funds for a specific project, a voters' guide, or debate, a statement should be included that funds raised will be used also to complete other educational projects. This is important in the event the League raises more funds than are needed for the specific project. If it has been clearly stated to contributors that funds could be used also for other educational projects, the LWV Education Fund is not bound to use the money for only the specific project. It is important to spend funds in accordance with the purposes or uses described in funding appeals.

- Project approval from the LWV Education fund

Before a grant application is filed or funds solicited, the project must meet the standards set forth in the State and Local Impact Guidelines provided by the US LWV.

## **Project and Budget Development.**

- Develop an educational project. Examples:

Voter service and citizen information project, such as candidate forums and debates.

Publications which provide information on services, organizations, and government agencies.

Facts for Voters, Legislative Directory which lists elected officials, or publications which discuss issues in a balanced manner with no mention of League positions.

Public meetings such as seminars, conferences, or workshops.

Radio or TV programs as well as slide, film and video presentations that discuss issues in a balanced manner.

Purchase and distribution of LWV educational publications by other leagues and qualified services.

Litigation of public interest lawsuits that are not in aid of any lobbying activity (or that do not attempt to accomplish through the courts anything that is being attempted through legislation).

Activities or materials related to LWV Education fund studies.

- Develop a realistic budget. The Budget should include the following:

### **Direct Costs**

Readily identifiable expenses specifically for the project such as printing, editing, layout, postage, supplies, distribution, promotion, phone charges, out-of-pocket expenses of volunteers, etc. The purchase of equipment may be included provided the equipment will be used for educational project **ONLY**.

### **Indirect costs or overhead costs**

General operating expenses that must be covered to complete a project. Examples of these expenses include rent, equipment usage, monthly telephone service charge, and utilities. A portion of these expenses can be attributed to the project based on use.

### **Final Report**

A final report should be submitted by the Project Manager no later than two (2) months after completion of the project. This report should include a description on how the project was administered and a listing of all expenditures. Copies of all materials produced through the project (leaflets, fact sheets, publications, guides, etc.) should accompany the final report.

### **Income Generated through Educational Projects**

If Income is generated from the project (i.e., through registration fees, sales of books or videos), those funds may be used only for educational purposes. Check should be made

payable to the LWV Educational Fund and deposited in the LWV Education Fund, for the League to use in future approved educational projects.

#### Credit on Publications

When a publication or a program prepared for a meeting or seminar, credit should be given to the LWV Education Fund and donor (Double check the donor wants a credit line). Examples of credit liners:

Published by the League of Women Voters Education Fund, and financed by contributions from (name of donor(s))

Service: Acknowledgement may be made in a press release or other announcement

Program: This seminar is conducted by the League of Women Voters and has been made possible by a contribution by (name of donor(s)) and the League of Women Voters Education Fund

Source: LWV-VA November 2005

## **LWV Policy and Guidelines**

### **Communications: Newsletter, Website, Social Media**

The President represents the League and in that capacity is responsible for editing and/or approval of the distribution of all written material, including but not limited to the Newsletter, the Website, Constant Contact, Emails to the general membership, News Releases, Action Plans, publications (flyers, trifold, information booklets, palm cards, etc.), and statements or testimony.

#### **Newsletter**

The newsletter is a method of regular communications with members. The League distributes it to the membership at large, prospective new members, other Leagues, and appropriate community leaders.

To facilitate a uniform image of the League throughout the LWV-VA, the Newsletter is called "*The Voter*" and the header features the League logo.

The League Newsletter informs members on topics of interest, League policy positions, Action Alerts, schedule of upcoming meetings, and any other items necessary for a member to be informed and act effectively. The Newsletter also contains a welcome to new members with a brief write up.

#### **Website**

The Website is a useful tool for members and the public, and should be well-designed, easily navigable, well publicized, and updated regularly. Opportunities to link the League's website to allies, coalitions, cosponsors, partner organizations, media sites, and government (election/audit) websites, are explored in order to further the reach of the league and to make contacting the League easier and more convenient.

The Website should adhere to the League's Mission, Goals, and Purpose.

Web pages are considered a "publication" and should follow the same guidelines for the President's approval as other League publications.

The League should be identified on each page (using text as well as a graphic identifier) to prevent copying without attribution.

An Email address should be on every index page to allow for inquiries from users.

No phone numbers, addresses, or personal information should be published without permission.

Education and advocacy sections of the website must be distinguished and maintained - do not "link" or "mix" the education and advocacy areas.

Links to other sites should be closely scrutinized and accompanied by a disclaimer such as, "Views expressed by non-League links are not necessarily those of the League;" these links are provided as a service to visitors

The following are prohibited on a website maintained solely with 501(c)(3) funds or on

an area of the homepage that includes voter education (Education Fund) material:  
Advocacy for a particular position or any legislative or election issues  
Membership information

## **Social Media**

Only the League President can post on Facebook or Twitter, without approval. All others wanting to post must first get approval from the League President.

Only facts can be posted on Facebook or Twitter.

Source: LWV-VA July 2011

## **LWV Policy and Guidelines**

### **Publications**

Publication planning is a part of the responsibility of each Board member and Off-Board Chairs and the Board of Directors as a whole. League publications speak for and about the League whether their readership consists of league members only or includes a wider audience. It is important that they be easily identified as League publications and that they maintain a consistently high quality of both text and appearance.

Board Directors or Chairs present recommendations for publications (flyers, brochures, trifold, posters, palm cards, etc.) to the Board of Directors, including purpose, production management plan, and a distribution plan.

A publication draft of the format and text should accompany the recommendation or design plans.

The proposed publication recommendation should include subject, scope, general format and length, publication date, estimate budget and financing, a production management plan, and a distribution plan.

The Board of Directors or Executive Committee approves, rejects, or requests, more information about the proposed publication.

Upon approval of the Board of Directors the Production Manager can proceed.

Source: LWV-VA January 1983, June 1999, November 2005

## **LWV Policy and Guidelines**

### **Fund Raising**

Fund Raising is the responsibility of the Treasurer and the full Board of Directors. The Fund-Raising Committee, under the oversight of the Treasurer, is responsible for carrying out the Board approved fund-raising campaign and associated events and activities.

At least one fundraising letter should be mailed to the general membership annually. In addition, an intentional effort should be made to reach only major donors in a separate solicitation annually.

All Board members should make:

- A continuous fund-raising effort to provide information on potential contributors, i.e., individuals, businesses, corporations, foundations, and others.
- Provide information on foundation and government grants.
- Report personal contacts which may lead to either immediate or future support for the League's activities.
- Identify League projects and activities which may provide a monetary return.

Source: LWV-VA November 2005

## **LWV Policy and Guidelines**

### **Cooperation with Other Organizations**

#### **Co-Sponsoring a Meeting, Event, or Activity**

- Co-sponsoring is a Board Decision.
- Issue must be one on which League is placing at least moderate emphasis.
- The other organization must be known to be responsible.
- Guidelines for procedures must be clearly written and approved by Representatives of both organizations.
- League Representative should be involved in decisions.
- Cost should be weighed against benefit.

#### **Lending League Name to Another Organization**

- Lending the League Name is a Board Decision.
- Issue must be one on which League is placing at least moderate emphasis.
- The other organization must be known to be responsible.
- Must offer League something League could not as easily attain on its own.
- Name must be lent for only one specific purpose not general use.
- League support must be reviewed annually.

#### **Acting Independently on an Issue at the Request of Another Organization**

- Issue must be one on which League is placing at least moderate emphasis.
- Value to League should be weighed against time and money involved.

#### **Disseminating Information from Another Organization to League Members**

- Issue must be one on which League is placing at least moderate emphasis.

#### **Participation In Roundtables**

- Issue must be one on which League is placing at least moderate emphasis.
- Sole function must be the exchange of information and ideas.

Source: LWV-VA Adopted/Revised 1981, 1984, 1988, 2004



## LWV Policy and Guidelines

### Cooperation with/Joining Coalitions and Coalition Building

League action is accomplished in many ways. Combining forces for joining action toward limited and well-defined objectives can double or triple League impact. **Joining a coalition is a Board decision, including associate activities.** The General Membership is to be presented with the Board decision and provided an opportunity to vote on it. Board members should fully understand the commitment involved (time, funding, resources) before joining and should plan to play a leadership role (e.g., on a Steering committee) to influence the activities of the coalition.

- The goals, if not the motivation, of the League and the coalition must not conflict.
- The major goal or motivation of the coalition should be in accord with adopted League priorities.
- The coalition activities should bring added effectiveness to the overall efforts to achieve the League's organization, advocacy, or education goals.
- The coalition should be nonpartisan and must not endorse candidates for office or political parties.
- The coalition members should be organizations with which the League can work effectively.
- The League may serve in a leadership capacity.
- The coalition must have prior approval of the League President before making any formal or public statement of League positions on a specific issue.

In deciding whether to join a coalition, the following factors should be considered:

- Does the coalition have well defined goals?
- Are the coalition goals the same as the League goals?
- Are sufficient people and monetary resources available?
- Is this a League priority?
- Is the extent of League participation clear?
- Will the League's nonpartisan policy be compromised?
- Will the coalition enhance League visibility?
- Will the coalition be limited to the agreed upon issue(s)?
- Does the coalition leadership respect coalition goals and process?

Principles for a Successful Coalition:

The purpose of the coalition must be clearly stated and widely understood. Coalition partners must meet on a regular basis and plan strategies, activities, or projects together. Each member of a coalition must participate in a meaningful way. Don't just talk about it; Do it!

The League should be certain that all press releases, letters, and other material circulated to the public by the coalition will be approved by the League President in advance of publication. If the

League disagrees with the majority opinion of the coalition, the League should dissociate itself and issue a public statement of the League's dissension.

To ensure the full effectiveness of League participation in any coalition, the League Representative should keep the League President fully informed and report regularly in writing to the Board on coalition activity, be involved in decisions and actively to actively engage League membership in coalition-related activity.

### **Sample Letter for Joining a Coalition**

*Begin Sample Letter....*

Date

TO: (Organization/Coalition)

The League of Women Voters is pleased to be able to cooperate with (Name of organization or coalition) on (project's name/purpose). However, the League must do so under the following conditions:

The League of Women Voters is strictly nonpartisan and does not endorse political parties or candidates. If the (organization/coalition) in any way endorses a candidate or a political party at some future time, the League will respectfully withdraw at that time.

If a decision is reached by (organization/coalition) that conflicts with a League position, the League reserves the right to issue an opposing statement and/or to withdraw from participation.

To this end, you are requested to keep the League fully informed of all activities that may affect our concerns. We look forward to working with (organization/coalition) to (purpose of cooperation) under the aforementioned conditions.

Sincerely,

President  
League of Women Voters

*End Sample Letter....*

### **COALITION BUILDING**

A coalition is a cooperative arrangement between two or more organizations united by a **common position on a single issue.**

Why are coalitions useful?

- Non-government organizations (NGOs) that work together can accomplish more with fewer resources.
- Money spent and a resource used by one group is augmented by the money and Non-Government Organizations (NGO) of the other.
- The connections and relationships of each NGO are enhanced.
- By finding the right partner, a NGO can double the resources and work.

What are the risks?

- Always be sure that a potential coalition partner is working towards the same goal. Read the Bylaws and their Mission statement.
- Be sure that your partner will bring your NGO real benefits.
- Does the other NGO group have a good reputation? Many members? Effective Leaders? A sound budget? A good communications network and Public Relations?

How does a League build a coalition?

- Coalition building is not hard. Meet with other groups and educate them about your organization.
- Find out everything about their organization (structure, funding, history, Mission, etc.).

Main Steps:

- Identify potential partners.
- Educate them and your League about the issues. Attend each other meetings.
- Meet with your prospective partners and plan the program/project.
- Be clear about the League's goals and mission.
- Activate the coalition by assigning tasks, responsibilities, and cost sharing.
- Assign tasks and be clear about who is doing what. Have deadlines.
- Sponsor public forums together on the issue or position.
- Write a proposal for a joint project on the issue or position.

Source: LWV-VA 2011 [Adapted from League of Women Voters of Florida]



## **PART III**

## **APPENDIX**



## **The League of Women Voters of Prince William-Fauquier Area STANDING RULES**

### **Section 1. Elected Board of Directors**

- 1.1 The League Officers shall be elected for a Biennium Term of two (2) years; no officer shall serve more than (2) consecutive terms, and shall be:

President  
Vice President  
Recording Secretary  
Treasurer

- 1.2 The League Directors shall be elected for a Biennium Term of two (2) years and shall be:

Voters Services Director  
Volunteer Director  
Membership Records Director  
Membership Outreach Director  
Action/Program Director  
Meeting Director

### **Section 2. Appointed Board of Directors Coordinators**

The League Coordinators shall be appointed for a Biennium Term of two (2) years and shall be:

Fauquier Unit Coordinator  
Events Registrar Coordinator  
Media Relations Coordinator  
Communications Coordinator  
Advocacy Coordinator

### **Section 3. Meetings**

- 3.1 Board of Directors Meetings

There shall be at least five (5) meetings held each Fiscal Year to be scheduled on the third Tuesday of the month, 7:00-9:00 pm.

- 3.2 General Membership Meetings.

There shall be at least three (3) meetings each Fiscal Year, to be scheduled on the third Sunday of the month, 2:00-4:00 pm.

- 3.3 Annual Meeting

An Annual Meeting shall be held in even numbered years prior to the end of the fiscal Year. The Chair of the Nominating Committee shall be elected. Any proposed changes to the Action Program shall be considered. A balanced budget shall be approved for the next Fiscal Year. The Annual Meeting to be scheduled on the third Sunday of the month, 2:00-4:00 pm.

- 3.4 Biennium Meeting  
A Biennium Meeting shall be held in odd numbered years prior to the end of the Fiscal Year. The Officers and Directors shall be elected for a 2-year Biennium term of office. The proposed Action Program shall be approved for the next Biennium. [The Proposed Action Program shall be sent to all members thirty (30) days before the Biennium meeting.] A balanced budget shall be approved for the next Fiscal Year. The Biennium Meeting to be scheduled on the third Sunday of the month, 2:00-4:00 pm.

Section 4. Annual Membership Dues

- 4.1 Voting Member  
Individual Member dues shall be \$70 regardless of when the member joins. Fiscal Year (July 1 – June 30) dues are payable upon joining and each July 1 thereafter.
- 4.2 Associate Member dues shall be \$40 regardless of when the member joins. Fiscal Year (July 1 – June 30) dues are payable upon joining and each July 1 thereafter.
- 4.3 Student Membership dues ( minimum age 16) shall be \$15 regardless of when the member joins. Fiscal Year (July 1 – June 30) dues are payable upon joining and each July 1 thereafter.
- 4.4 Household dues (2 person) shall be \$105 regardless of when the member joins. Fiscal Year (July 1 – June 30) dues are payable upon joining and each July 1 thereafter.
- 4.5 Champion for Suffrage dues shall be \$100 regardless of when the member joins. Fiscal Year (July 1 – June 30) dues are payable upon joining and each July 1 thereafter.
- 4.6 Honorary dues shall be \$00 each Fiscal Year (July 1-June 30).

Section 5. Approval of Standing Rules Amendment

The LWV Prince William-Fauquier Area Standing Rules shall be amended by a two-thirds (2/3) vote at any Annual or Biennium meeting, provided notice of the proposed amendment(s) shall have been submitted in writing to every member at least thirty (30) days prior to the regular meeting. Written notice of the proposed change(s) may take the form of an email, a Constant Contact notice, or a hard copy.

Signed:

*Janet M. Gorn*

*Cynthia Chambliss*

---

President

Recording Secretary

**Adopted September 18, 2022**



## **League of Women Voters of the Prince William-Fauquier Area Bylaws**

### *ARTICLE I: Organization*

Section 1. Name. The name of this organization shall be the League of Women Voters of the Prince William-Fauquier Area, hereinafter referred to as the LWV-PWFA or the League.

Section 2. Affiliation. The Bylaws and Principles of the LWV-PWFA shall be consistent with those of the League of Women Voters of the United States (LWVUS). The LWV-PWFA is affiliated with the League of Women Voters of Virginia (LWV-VA).

Section 3. LWVUS Governing Principles. *The LWVUS Governing Principles*, adopted by the National Convention and supported by the League of Women voters as a whole, constitute the authorization for the development and adoption of the LWV-PWFA Action Program.

The League of Women Voters believes in representative government and in the individual liberties established in the Constitution of the United States. The League of Women Voters of the United States believes that all powers of the U.S. Government should be exercised within the Constitutional framework of a balanced among the three branches of Government: Legislative, Executive, and Judicial.

The League of Women Voters believes that democratic government depends upon informed and active participation in government and requires that governmental bodies protect the citizen's right to know by giving adequate notice of proposed actions, holding open meetings, and making public records accessible.

The League of Women Voters believes every citizen should be protected in the right to vote; that every person should have access to free public education that provides equal opportunity for all; and no person or group should suffer legal, economic, or administrative discrimination.

The League of Women Voters believes efficient and economical government requires competent personnel, the clear assignment of responsibility, adequate financing, and coordination among the different agencies and levels of government.

The League of Women Voters believes responsible government should be responsive to the will of the people; that government should maintain an equitable and flexible system of taxation, promote the conservation and development of natural resources in the public interest, share in the solution of economic and social problems that affect the general welfare, promote a sound economy, and adopt domestic policies that facilitate the solution of international problems.

The League of Women Voters believes cooperation with other nations is essential in the search for solutions to world problems and that development of international organization and international law is imperative in the promotion of world peace.

## ARTICLE II: *Purpose and Policy*

Section 1. Purposes. The purposes of the League are to promote political responsibility through informed and active participation in Government and to act on selected Governmental issues.

Section 2. Political Policy. The League shall not support or oppose any political party or any candidates.

Section 3. Diversity, Equity, and Inclusion Policy. The League is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy.

## ARTICLE III: *Membership*

Section 1. Eligibility. Any person in the Commonwealth of Virginia who subscribes to the Governing Principles and policies of the League of Women Voters shall be eligible for membership in the League of Women Voters of the Prince William-Fauquier Area.

Section 2. Classes of Membership.

III.2.1 Voting member. A Voting Member shall be a member of the LWV-PWFA, THE LWV-VA, and THE LWVUS. A voting member is eligible to vote, make motions, hold office, serve as a Director, serve as a Committee Chair, or serve as a delegate to the State or National Conventions.

III.2.2 Associate Member. An Associate Member shall be a resident in the Commonwealth of Virginia and shall hold Primary Membership in another area Local League. The Associate Member shall pay Associate Members dues, may attend meetings or events, and participate in activities. The Associate Member is not eligible to make motions or vote, hold office, serve on the Nominating Committee or be a delegate to the State or National Conventions or Council meetings.

III.2.3 Student Member. A Student Member shall be at least 16 years of age, and a resident of the Commonwealth of Virginia. The Student Member shall pay Student Member dues, may attend meetings or events, and participate in activities. The Student Member is not eligible to be a member of the Board of Directors, make motions or vote, hold office, serve on the Nominating



Committee or be a delegate to the State or National Convention or Council meetings.

- III.2.4 Honorary Members. Honorary membership is a non-dues membership bestowed upon members, who are residents of the Commonwealth of Virginia and Prince William County or Fauquier County and have been League members for 50 years or more.

## ARTICLE IV: *Officers*

### Section 1. Officers

The Officers. The Officers of the League of Women Voters of the Prince William-Fauquier Area shall be a President (or co-Presidents), Vice-President (or additional Vice-President), a Secretary, and a Treasurer. When circumstances dictate, an alternative structure may be approved by the Board of Directors and confirmed by the membership. The officers shall be elected for a Biennium term of two (2) years by the general membership at a Biennium Meeting and shall take office July 1. No person shall serve more than two (2) consecutive Officer position terms in the same office.

### Section 2. Executive Committee:

The Elected Officers shall constitute the Executive Committee. If a Board of Director action or a decision thereon is required before the next routine Board meeting, the President, Vice-President, Secretary and Treasurer, shall determine and approve such action. In the absence of one of the above Officers, the approval of a knowledgeable Director may be appointed by the President or Vice-President. Such Executive Committee decisions shall be recorded and announced at the subsequent regularly scheduled Board meeting, or prior to the subsequent Board meeting, and duly recorded in the minutes.

### Section 3. Responsibilities.

As LWV-PWFA Policy, all Officers and Directors, shall carry out roles and responsibilities to manage portfolio tasks consistent with the *LWV-PWFA Board of Directors Handbook* Job Descriptions, and as established by the LWVUS Principles, LWVUS Policies and Guidelines, and LWV-PWFA Bylaws and Policy Guidelines.

#### IV.3.1 The President.

The President is the Chief Executive Officer and shall have such powers of supervision and management as customarily pertain to the Office; shall preside at all meetings of the organization and of the Board of Directors or designate another member to do so; shall be Ex-Officio of all committees except the Nominating Committee; shall with the Secretary sign all contracts and other such instruments when so authorized by the Board of Directors; may in the absence of

disability of the Treasurer, sign or endorse checks, drafts and notes; and shall perform such other duties as the Board of Directors designate. The Office of President may be filled by Co-Presidents.

#### IV.3.2. Vice President.

The Vice President shall perform such duties as the President and the Board of Directors designate. In the event of the absence, disability or resignation of the President, the Vice President shall possess all the powers and perform all the duties of the Office, until such time as the Board of Directors shall elect one of its members to fill the Vice President vacancy. The Office of President may be filled by Co-Vice Presidents.

#### IV.3.3 The Secretary.

The Secretary shall keep minutes of all General Membership meetings, the Annual Meeting, and the Biennium Meeting, of the League at which business is discussed, and all meetings of the Board of Directors. The Secretary shall notify all officers and directors of their election. The Secretary shall sign, with the President, all contracts and other instruments when so authorized by the Board and shall perform such other functions as may be incident of the office.

#### IV.3.4 The Treasurer.

The Treasurer is the Chief Financial Officer, with custody of the League's funds and budget. The Treasurer shall collect and receive all monies due, including member dues as set forth in the Classes of Membership. The Treasurer shall keep accurate detailed accounts of receipts and disbursements, deposit regularly all monies received in a financial institution designated by the Board of Directors, and disburse funds as set forth in guidance by the Executive Committee and recommended by the Board of Directors. The Treasurer is responsible for oversight and maintenance of the budget to ensure expenditures are within approved budget levels. The Treasurer is the Chair of the Budget Committee and shall assist in the preparation of the Annual Budget. The Treasurer shall present financial statements and reports to the Board of Directors at its monthly meeting, General Membership Meetings, the Annual Meeting, and the Biennium Meeting. The books of the Treasurer shall be audited at the completion of the Treasurer's term of office.

#### IV.3.5 Ex-Officio Officer.

The immediate Past President may serve as an Ex-Officio Officer of the Board, with all the privileges of Board membership, including the right to make motions and to vote.

## ARTICLE V: *Elected Directors*

Section 1. Election. The Directors shall be elected by the General Membership at a Biennium Meeting.

Section 2. Term of Office. Elected Directors shall take office at the beginning of the fiscal year on July 1<sup>st</sup> and shall serve a term of two (2) years or until their successors shall have been elected at the Biennium meeting.

Section 3. Responsibilities. As LWV-PWFA Policy, all Directors shall carry out portfolio organizational responsibilities consistent with the Job descriptions in the *LWV-PWFA Board of Directors Handbook*, to manage portfolio tasks, or League organization responsibilities as determined by the Board.

Section 4. Special Project Liaison Assistants. Elected Directors may appoint Special Project Liaison Assistants, to manage portfolio tasks, and shall keep the Board informed in a timely manner. Liaison Assistants shall not be members of the core Board of Directors infrastructure but shall be identified in the Off-Board infrastructure. The Term of Appointment shall be determined at the time of the appointment by the Director.

## ARTICLE VI: *Board of Directors*

Section 1. Infrastructure. The Board of Directors shall consist of the Officers of the League, and Elected Directors.

Section 2. Qualifications. All elected or appointed Officers or Directors, of the organization shall be voting members of the LWV-PWFA in good standing and shall meet the requirements of the League's nonpartisanship policy.

Section 3. Powers and Duties. The Board of Directors shall have full charge of the property and business of the organization, with full power and authority to manage and conduct same, subject to the Instructions of the General Membership.

VI.3.1 Planning. The Board of Directors shall plan and direct the work necessary to carry out and manage Portfolio tasks and the Action Program.

VI.3.2 Committees. The Board of Directors may create and designate Standing Committees or Special Committees as appropriate.

VI.3.3 Authorized Expenditures. No Board of Directors member shall expend more than \$50 without specific authorization from the Board, or the Executive Committee in special circumstances.

Section 4. Meetings.

- VI.4.1 Number. There shall be at least five (5) regular meetings of the Board of Directors annually.
- VI.4.2 Quorum. A majority of Board of Directors members shall constitute a quorum.
- VI.4.3 Meeting Notice. Board of Directors meetings shall be announced in advance to the General Membership.
- VI.4.4 Special Meetings. The President may call special meetings of the Board of Directors. The President shall call a special meeting upon the written request of three (3) elected Board Members.

Section 5. Vacancies. Any vacancy occurring in the Board of Directors by reason of resignation, illness, or disqualification of an officer or elected member, may be filled until the next Annual or Biennium Meeting, by a majority vote of the remaining members of the Board of Directors. Three (3) consecutive absences from Board meetings of any Board member without a valid reason shall be deemed a resignation unless the Board decides otherwise. The General Membership shall be notified of vacancies. Upon response by a volunteer, the vacancy as appropriate may be filled by appointment of the President, after consultation with the Board of Directors, or a majority vote of the Board if more than one volunteer responds.

#### ARTICLE VII: *Nominations and Elections*

Section 1. Nominating Committee. The Nominating Committee shall consist of three (3) members, at least one of whom shall be a member of the Board of Directors.

- VII.1.1 Chair Election. The Chair shall be elected at the Annual meeting in even numbered of years.
- VII.1.2 Committee Members Appointment. The two (2) other members shall be appointed by the Board of Directors.
- VII.1.3 Vacancy. Any vacancy on the Nominating Committee shall be filled by the Board of Directors.
- VII.1.4 Candidate Recommendations. Recommendations for nominations for Officers and Directors may be sent to the Nominating Committee by any Voting Member of the LWV-PWFA

Section 2. Report of the Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for Officers, Directors, and the Chair of the succeeding Nominating Committee shall be sent to all members thirty days (30) before the date of the Biennium Meeting. The report shall be presented to the Biennium Meeting. Immediately following the presentation of this report, nominations may be made from the floor by any voting member provided the consent of the nominee shall have been secured.

Section 3. Elections. The elections shall be by ballot; provided that when there is but one nominee for each office, with no nominations from the floor, the Secretary may be instructed to cast the ballot for every nominee. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

#### ARTICLE VIII: *Meetings*

##### Section 1. Types of Meetings.

- VIII.1.1 In Person Meetings. Meetings held in person shall be conducted at a time and place ordered by the Board, subject to all Bylaws adopted by the Board of Directors and the General Membership.
- VIII.1.2 Electronic and Computer Technology Meetings. Meetings held electronically, with the use of computer technology tools such as the Internet, shall be conducted through use of Video Conferencing that supports voting and visible displays identifying those participating, identifying those seeking recognition to speak, showing, or permitting the retrieval of text of pending motions and results of votes, subject to all Bylaws adopted by the Board of Directors and the General Membership.
- VIII.1.3 Telecommunication Conference Meetings. Telecommunication Conference Meetings shall be conducted to allow all Members participating to hear each other and shall constitute presence in person at the meeting. Teleconference meetings are subject to all Bylaws adopted by the Board of Directors and the General Membership.
- VIII.1.4. General Membership Meetings. General membership meetings may be held at any time at the direction of the Board of Directors. There shall be at least three (3) meetings of the general membership each fiscal year. Time and place shall be determined and announced by the Board of Directors. Matters coming before the membership shall be decided by the majority present.
- VIII.1.5 Annual Meeting. An Annual Meeting shall be held in even numbered years prior to the end of the fiscal year, the exact date to be determined by the Board of Directors. The Annual Meeting shall:
- A) Adopt a balanced budget for the next fiscal year adequate to support the work of all levels of the League,
  - B) Consider any proposed changes to the Action Program,
  - C) Elect the Chair of the Nominating Committee, and
  - D) Transact such business as may properly come before it.

VIII.1.6 Biennium Meeting. The Biennium Meeting shall be held in odd number years, the exact date to be determined by the Board of Directors. The Biennium Meeting shall:

- A) Adopt a balanced budget for the next fiscal year adequate to support the work of all levels of the League,
- B) Adopt an Action Program for the ensuing Biennium
- C) Elect Officers and Directors for a two-year (2) term, and
- D) Transact such other business as may properly come before it.

Section 3. Quorum Ten per cent (10%) of the members shall constitute a quorum at all meetings of the general membership of the League.

#### ARTICLE IX: *Financial Administration*

Section 1. Fiscal Year. The fiscal year of the LWV-PWFA shall commence on the first day of July each year, and end on the last day of June.

Section 2 Dues. Annual dues shall be payable July 1<sup>st</sup>, or within 30 days of when a new member joined the League. The amount of these dues shall be recommended by the Board of Directors and established by a two-thirds (2/3) vote of those present and voting at the Annual or Biennium Meeting. Written notice of a proposed change shall be made to the membership thirty (30) days prior to an Annual Meeting. Such change will become effective at the beginning of the next fiscal year.

Section 3. Membership Classification. The Classification of Membership shall be determined by the Board of Directors.

Section 4. Budget: A balanced budget for the ensuing Fiscal Year shall be submitted for Adoption by the Board of Directors at the Annual or Biennium Meeting. The budget shall include support for the work of all levels of the League.

##### IX.4.1 Outlays.

The League shall maintain a balanced budget. The total outlay for any fiscal year shall not exceed the total receipts for that fiscal year, unless 3/5 of the attendees at a General Meeting provide, by majority vote, for a specific excess of outlays over receipts.

##### IX.4.2 Reserves.

The following limits on use of reserves by the Board of Directors shall not exceed 25% of that fiscal year's annual operating budget expenses.

The balance remaining in the combined operating budget reserves, after withdrawals to fill an income gap, shall not drop below 33% of budgeted expenses.

In the event of an emergency, where the Board seeks to withdraw from the operating budget reserves that would exceed these limits, the Board shall seek approval by a majority vote of those present at a General Meeting.

Section 5. Budget Committee. A Budget Committee shall be appointed by the Board of Directors at least two months prior to the Annual Meeting or the Biennium Meeting, to prepare a budget for the ensuing fiscal year. The proposed budget shall be sent to all members thirty (30) days prior to the Annual Meeting or the Biennium Meeting. The Treasurer is the Chair of the Budget Committee.

Section 6. Distribution of Funds on Dissolution. In the event of dissolution of the LWV-PWFA all moneys and securities which may at the time be owned by or under the control of the LWV-PWFA shall be paid to the LWV-VA after the state and national per member payments and other obligations have been met. All other property of whatsoever nature, whether real, personal, or mixed that may at the time be owned or under the control of the LWV-PWFA shall be disposed of to such person, organization, or corporation for such public, charitable, or educational use and purposes as the Board of Directors in its absolute discretion may designate.

#### ARTICLE X: *Action Program*

Section 1. Authorization. *The LWVUS Governing Principles*, adopted by the National Convention and supported by the League of Women voters as a whole, constitute the authorization for the development and adoption of the LWV-PWFA Action Program.

Section 2. Action Program. The Action Program is the education and advocacy platform that consists of actions to implement the *LWVUS Governing Principles* as recommended by the LWV-PWFA Board of Directors. The Action Program shall be adopted at the beginning of every Biennium. The Action Program shall consist of:

X.2.1 Actions. Actions to implement the LWVUS Governing Principles, and

X.2.2 Study and Advocacy. Those governmental Action Program Study Issues, chosen by a consensus or concurrence process, at a Biennium Meeting, by a majority of those delegates present and voting, for concerted study and subsequent advocacy.

Section 3. Action Program Recommendation. The Biennium Meeting shall act upon the Action Program recommendations by the LWV-PWFA Board of Directors using the following procedure:

X.3.1 Proposals. The Board of Directors shall consider proposals submitted by the Voting Members two (2) months prior to the Biennium Meeting.

X.3.2 Review and Update LWV-PWFA Positions. The Board of Directors shall review

the current *LWV-PWFA Positions for Action* and consider if a review and update are appropriate.

- X.3.3 Review LWV-VA Positions. The Board of Directors may review the *LWV-VA Positions for Actions* and the *LWVUS Impact on Issues: A guide to Public Policy Positions*, for adoption as a *LWV-PWFA Positions for Actions*. [NOTE: The LWV-VA and the LWVUS do not require permission for a Local League to adopt their positions.]
- X.3.4 Action Plan. The Board of Directors shall formulate an Action Program including recommended Study Issues.
- X.3.5 Distribution to Members. The Proposed Action Program shall be sent to all members thirty (30) days before the Biennium meeting.

Section 4. Action Program Adoption. The Board of Directors shall present:

- X.4.1 Board Recommendations. Action Program Recommendations for the next Biennium. The Biennium Meeting shall consider the Board of Directors proposed Action Program. A majority of Voting Members present shall be required for adoption of the Action Program and Study Issues.
- X.4.2 Member Recommendations. Recommendations for Program submitted by voting members two (2) months prior to the Biennium Meeting, but not recommended by the Board of Directors, may be considered by the Biennium Meeting provided that:
- X.4.3 Consideration. The Biennium Meeting shall order consideration by a majority vote, and
- X.4.4 Adoption. The Biennium Meeting shall adopt the item by a three-fifths (3/5) vote.

Section 5. Change in the Action Program. Changes in the Action Program, in the case of altered conditions, may be made provided that information concerning the changes, as proposed by the Board of Directors, be sent to all members at least two (2) weeks prior to the general meeting, or a special meeting, at which the changes are to be discussed, and final adoption shall be by a majority of those members present and voting.

#### ARTICLE XI: *Advocacy*

Section 1. Public Policy Advocacy. Advocacy encompasses pleading for or against issues, as well as supporting or recommending Public Policy Positions. A “*Policy Position*” is the official statement setting forth the League’s point of view as adopted in its Action Program. The League of Women Voters of the Prince William-Fauquier Area may carry on public policy



advocacy activities before local government bodies in the Prince William and Fauquier area and at the regional and State level.

Section 2. Educational Advocacy. To further influence public policy, on a local level, regional or State level, the League may also engage in advocacy and educational activity through dissemination of information to Government officials, the public and League members.

Section 3. Spokes Person. The President is the League's Spokesperson who represents and promotes the League in the local and State community fora, is the liaison to Government organizations, and at the LWV-VA and LWVUS level. The President may appoint an Action Coordinator, with the approval of the Board of Directors, to represent the League's positions.

Section 4. List of Public Policy Issue Priorities. The LWV-PWFA shall formulate its Biennium "*List of Public Policy Issue Priorities*" based on the adopted Issue Policy Statements. The League's advocacy shall only include those issues the LWV-PWFA has studied and adopted a position, or studied and adopted at the LWV-VA OR LWVUS level.

## ARTICLE XII: *Delegates*

All delegates shall be Voting Members of the League. No delegate shall be entitled to more than one vote, and absentee or proxy voting shall not be permitted. The Board of Directors shall select the delegates to the meetings. The President shall serve as Head of Delegation.

Section 1. National Convention. The Board of Directors, at a meeting before the date on which the names of delegates must be submitted to the National office, shall select delegates to the Convention in the number allotted the League under the provisions of the bylaws of the League of Women Voters of the United States.

Section 2. National Council. The Board of Directors, at a meeting before the date on which the names of delegates must be submitted to the National office, shall select delegates to the Council in the number allotted the League under the provisions of the bylaws of the League of Women Voters of the United States.

Section 2. State Convention. The Board of Directors, at the meeting before the date on which the names of the delegates must be sent to the State office, shall select delegates to the Convention in the number allotted the League under the provisions of the bylaws of the League of Women Voters of Virginia.

Section 3. State Council. The Board of Directors, at the meeting before the date on which the names of delegates must be sent to the State office, shall select the delegates to the Council in the number allotted the League under the provisions of the bylaws of the League of Women Voters of Virginia.

ARTICLE XIII: *Parliamentary Authority*

Parliamentary Authority. The rules contained in *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XIV: *Amendments*

Amendments. These Bylaws may be amended by two-thirds (2/3) vote of those voting members present and voting at the Biennium Meeting, provided the amendments were submitted to the membership in writing at least thirty (30) days in advance of the meeting. Amendments to these bylaws shall become effective upon their adoption.

Adopted September 18, 2022

Signed: *Janet McGorn*

*Cynthia Chambliss*

---

President

Recording Secretary

**Amended: May 2021, May 15, 2022, September 18, 2022**

## **LWV-PWFA Participation in Community Events Guidelines**

- Step 1:**     **The LWV-PWFA Board of Directors** (full Board) reviews the list of potential community events for the forthcoming Fiscal Year and votes on which events the League will participate in and approves source of funding. [Bylaws requirement – Transition from a case-by-case model to a single consolidated list model]
- Step 2:**     **The Event Registrar/Acting** (Cynthia Chambliss) completes registration for Board approved list of Community Events [New Process proposed by Judy Hingle and Trish Freed, approved by the Board]:
- i.       Contacts the Community Event Manager, for those Board-approved Community Events, well in advance of the event, obtains registration forms and identifies participation requirements, estimates of any service costs, identifies registration fees, and requests availability of fee waiver for non-profit organizations.
  - ii.      Completes and submits signed registration forms for Board-approved Community Events, tabling fee-based events online by registration deadline.
  - iii.     Forwards a copy of the registration to the Treasurer for payment.
  - iv.      Is responsible for all communications between the Community Event Manager and the League participation agreement obligations, before, during, and after the Event.
  - v.       Works with the Volunteer Director to provide SignUpGenius details in a timely manner.
  - vi.      Submits a monthly report to the Board of Directors, in coordination with the Treasurer, the Volunteer Director, and the Voter Services Director (League Booth Chair – Voter Services Volunteer).
- Step 3:**     **The Volunteer Services Director** (Judy Hingle) prepares a SignUpGenius notice recruiting volunteers for each of the Community Events. Forwards responses to the Voter Services Director [No Guidelines Change]
- Step 4:**     **The Master Calendar Editor** (Connie Gilman) revises the Master Calendar to include all Board-approved Community Events scheduled. [No Guidelines Change]
- Step 5:**     **The Communications Director** (Carol Proven) includes the list of Board-approved Community Events scheduled at the end of the Constant Contact notices. [No Guidelines Change]
- Step 6:**     **The Voter Services Director** (Carol Noggle) facilitates the League Booth at the Board-approved Community Events, including arranging for voter education and voter registration materials, as well as coordinating with the Membership Outreach Director (Cathy Ring) and arranges for League promotional and perspective member recruitment materials. [No Guidelines Change]
- Step 7:**     **The Membership Outreach Director** (Cathy Ring) arranges for League promotional and perspective member recruitment materials, for the League Booth at Board-approved Community Events, in coordination with the Voter Services Director. [No Guidelines Change]

May 15, 2022

## **LWV-PWFA Cooperation with Other Organizations Guidelines**

- I. Cooperation with Other Organizations
  1. Cooperation must be with an established Organization.
  2. Cooperation with an Organization is a specific Board decision for each request.
  3. The Other Organization must be fully nonpartisan and known to be responsible.
  4. Value to League Mission and goals should be weighed against time and funding.
  5. Cost should be weighed against benefit.
- II. Co-Sponsoring a Meeting, Event, or Activity
  1. Topic or issue must be one on which the League has at least a moderate interest or emphasis.
  2. Guidelines for conducting the meeting, event, or activity must be clearly understood, and approved by designated representatives of the Other Organization and the LWV-PWFA Board.
  3. The Board shall appoint a League representative to be involved in all decisions.
  4. The meeting, event, or activity must provide added value to the League's Mission and goals.
  5. Value to League should be weighed against time and funding.
  6. Costs should be weighed against benefits.
- III. Disseminating Information from Another Organization to League Members
  1. Sole purpose and function must be the exchange of information and/or ideas, not advocacy.
  2. Topic or issue must be one on which the League has at least a moderate interest or emphasis and be fully nonpartisan.
  3. Approval must be for a specific request not general use.
  4. The League's Communications Coordinator shall review each of the Organization's requests, to assure consistency with League Policies and Mission and consistency *with LWV-PWFA Cooperation with Other Organizations Guidelines*.
- IV. Lending League Name to Another Organization
  1. Lending the League Name is a specific Board Decision.
  2. Board approval is limited to one-year subject to renewal upon request of the Organization.
  3. League support for an Organization's request must be reviewed annually by the Board at the beginning of each Fiscal Year.
  4. League Name must be lent for only one specific clear purpose not general use.
  5. Topic or issue must be one on which the League has at least moderate interest or emphasis.
  6. Must provide value added to the League's Mission and goals.
  7. Must offer League something League could not as easily attain on its own.

July 19, 2022

## **LWV-PWFA Donations-in-Kind and Donations**

### **I. Donations-in-Kind**

- Donor has paid for a League related expense but is not seeking reimbursement from the Treasurer.
- Donor notifies Treasurer of the donation so that Treasurer has a record of an expense outside the Budget.
- Donations-in-Kind are to be considered in preparation of the annual budget.

### **II. Donations\*\***

- Donations are placed into one of two funds:
  - 1) The Operating Fund, a 501C(4) fund which is not tax deductible, or
  - 2) The Education Fund, a 501C(3) fund which is tax deductible.
- Donations to the Operating Fund are not to be designated for a specific purpose without Board approval.
- The Treasurer shall not accept donations for payment of non-Board approved expenses.
- The Treasurer shall not pay invoices for non-board approved expenses.

\*\* The Membership Assistance Fund is considered a Grant Fund. Donations to the Grant fund are used for a specific purpose, to alleviate financial hardship of membership costs.

October 18, 2022

## **The League of Women Voters of the Prince William-Fauquier Area Membership Assistant Grant Policy**

Members are the League's most valuable asset. They give the League clout, visibility, and credibility. The League is the organization where volunteer hands-on work to safeguard democracy leads to civic improvement. A thriving, growing membership enables the League to succeed in accomplishing its goals and fulfilling its Mission. Membership dues income are the primary source of funding the League's Mission. To continue, advance, expand and fund the League's work, the League needs to consider both traditional as well as innovative tools, to promote membership renewals and recruit new members.

From time-to-time renewal members, or perspective new members, interested in joining the League and willing to donate volunteer time and energy to the League's Mission, find themselves in a fixed or reduced income position, that hinders membership. The League of Women Voters of the Prince William-Fauquier Area therefore establishes the "Membership Assistant Grant Policy."\*\*

- I. Purpose.  
The Membership Assistant Grant Policy is established, to assist renewing or perspective new members financially, for the purpose of underwriting the "Voting Member" category for individual annual Member dues.
- II. Requirements.
  - Grant requests are received by the Membership Outreach Director for consideration. Recipient is to remain anonymous.
  - Grant is for one (1) Fiscal Year.
  - Grant may be renewed depending on available funds.
- III. Funding Source
  - Grant Funding is from League Member donations, for a full or partial Voting Member annual dues. Donations are not tax deductible.
  - The Membership Assistant Grant Program is reviewed annually by the Membership Outreach Director and the Budget Committee.
- IV. Benefits and Obligations.
  - Grant Recipients have all benefits of paying Voting Members.
- V. Administration of Grant Fund:
  - Treasurer
    - Maintains a separate "Membership Assistant Grant Fund" in the Operating Budget.
    - Solicits LWV-PWFA membership donations.
    - Transfers funds from Membership Assistance Grant Fund to Membership Income in Operating Budget, upon notification of the Membership Outreach Director and the League President of a Grant approval.

- Membership Outreach Director
  - Advises members regarding the Membership Assistance Fund.
  - Accepts candidate request(s) for an anonymous new membership or a renewal membership Grant.
  - Consults with League President to determine if Grant request meets financial need and for approval.
  - Consults with Treasurer to determine availability of funding.
  - Notifies Grant recipient of award by written letter.
  - Notifies Treasurer to transfer Membership Assistance Grant Funds to Membership Income.
  - Publicizes availability of Membership Assistance Grant Fund program via Constant Contact, website, and Newsletter.

September 20, 2022