



POLICIES OF THE LEAGUE OF WOMEN VOTERS OF GREATER LAFAYETTE
(Revised October 2005)

1. Local League policies should be reviewed every two years.
2. Newsletter: Material written for or enclosed in the Newsletter shall be League related. Nothing shall be included in the Newsletter unless authorized by the President and/or Board. Copy for the Newsletter shall be read for League policy as well as correctness. The Newsletter shall be sent to members, prospective members, other Leagues, and others approved by the Board.
3. Unless specifically approved by the Board, League-owned equipment and supplies should be used for League purposes only.
4. Service on Boards and Commissions by Board members: Before accepting an appointment to a committee, commission, or board, the Board member shall discuss the implications with the local League Board. If the League has a Program item in the area of the commission's work, it shall be made clear that the League is not committed to support the commission's recommendations, but will base its actions on the consensus reached by League members.
5. The Board may recognize the names of non-member contributors in the Newsletter unless the contributor requests anonymity [but these names should not be announced to the media]. Elected government officials may be solicited for contributions.
6. Reserve Funds: The League will attempt to maintain a sufficient amount of monies to meet three months' financial obligations of the League.
7. Delegate Expenses: Funds should be accrued in order to pay expenses for delegates to state and national conventions and councils. The expenses to be paid include transportation costs, registration and other required fees, hotel expenses and a per diem allowance up to the amount approved by the Board. Funds should be budgeted to help pay the expenses of members who attend workshops and League-related meetings.
8. Criteria for election of delegates to National Convention:
 - a. Incoming president should attend, if possible.
 - b. The delegate should have had previous Board experience or must serve on the Board the following year.
 - c. Delegates should be balanced between program and organization orientation.
9. The membership list is for the use and convenience of members in carrying out League work, and should not be used for other purposes unless the Board grants special permission to another organization or group.

10. Committee Publications: A chairperson and committee will keep the Board informed about the progress of all local publications. The president will see the copy before it is in final form, to read for content and readability. In addition, two people must read the proof for content.
11. The Fern Weber Memorial Assistance Fund will be supported totally by contributions from League members. The purpose of this fund is to provide scholarship funds to pay all or part of membership dues for those needing assistance. Explanations and reminders concerning this fund should be inserted, with some frequency, in the newsletter.
12. The nominating committee will be sure that each prospective Board member is made aware of and has a copy of the local non-partisanship policy.
13. There shall be a job description for each Board member and Program Chair, and for each event and project coordinator. Individual Program Chairs and event and project coordinators should prepare a brief report of an event or project and submit to the President. They should also be available to present an informal report at a Board meeting (optional). The report should include:
 - The title, date, time and location of the event
 - Name and contact information of others that were involved in the planning committee (if applicable)
 - Copies of any correspondence (letters, postcards, etc.)
 - Copy of press release
 - Copy of any press related to the event (newspaper clippings)
 - A description of how the event was advertised
 - Number of LWV members and guests in attendance
 - Overall assessment and description of the event
 - Any problems that were encountered
 - Anything that you would do differently or any advice that you have for future chairs of the event.
14. The League shall not lend its name to activities in which it does not participate.
15. Only the president, or another person specifically designated by the president or the Board, is the official spokesperson for the League. Any public statement, written or oral, made in the name of the League must be consistent with League policy.

Revised, spring 1979
Reviewed, March 1985
Revised, January 1988
Revised, October 2005