



LWVMI BOARD POLICIES

Member-At-Large (MAL) Unit Guidelines

An LWVMI Member-At-Large Unit is an established entity of the LWVMI Board and is answerable to it. The official name of a Member-At-Large Unit may be chosen at the time a unit is authorized and is recommended to be "League of Women Voters of Michigan, _____" with the blank filled in by the county, city or other jurisdictional identifying description followed by " MAL Unit."

A Member-At-Large Unit may be started by initiative of the LWVMI Board, by request of an LWVMI member-at-large, by request of a local League or as the result of developmental progression from Geographical Unit.

Part I: Development of Member-At-Large Units

1. The idea for forming a new League entity arises through citizen or member inquiry, by LWVMI Board initiative if there is no established independent League geographically nearby, or by the progression from a Geographical Unit.
2. Persons interested in forming a MAL Unit are required to join LWVMI at the current dues rate.
3. At the time of initial inquiry or initial identification of a community by the LWVMI Board, a MAL coach/advisor will be appointed by the VP Membership with Membership Committee input. The MAL coach/advisor will be the resource, motivator, and monitor for the initial effort to establish a MAL Unit. The advisor will also monitor the MAL Unit's progress and periodically report back to the VP Membership and the LWVMI Board.
4. Once a nucleus of interested people residing in the area is identified, an informational meeting is organized by the VP Membership, the MAL coach/advisor, and the interested people. The informational meeting includes discussion of:
 - the non-partisan policy of the League of Women Voters and its application in practice
 - the requirement of LWVMI Board approval for any action the group takes in the name of the LWV
 - the level of interest and commitment of interested persons
 - potential leaders
 - recruitment of members
 - next steps
5. An organizational meeting is held when at least 8 people in the jurisdictional area have joined LWVMI or when a Geographical Unit is progressing to the next developmental level of MAL Unit. The initial organizational meeting includes:
 - selection of a leadership committee/board to include chair, vice-chair, secretary and treasurer.
 - review of the LWVMI templates for non-partisan policy and bylaws, considering how the group may adapt them for the potential MAL Unit. NOTE: Bylaws and policies must adhere to LWVUS and LWVMI requirements and incorporate any future LWVUS amendments.
6. As the potential MAL Unit develops with members, activities and community plans, it will hold

additional organizational meetings.

Part II: Recognition of MAL Units

The LWVMI Board may recognize a group of LWVMI members as a MAL Unit at any time if the group meets these conditions:

1. The unit has at least 10 LWVMI members.
2. The unit has adopted a non-partisan policy.
3. The unit has adopted bylaws in compliance with LWVUS and LWVMI guidelines and adapted to suit local membership and community conditions.
4. The unit has identified an appropriate banking institution to hold funds of the unit, once the LWVMI Board has formally recognized it as a MAL Unit.
5. A co-signor on the account is the VP Membership or designee, and signature documents from the banking institution are on file at the LWVMI office.
6. Unit leaders demonstrate understanding of and compliance with the Guide to Financial Policies & Procedures for accounting for monies received and expended.
7. The unit has developed a simple income/expense budget for managing its finances.
8. Recognition is recommended by the VP Membership and the designated coach/advisor.

Part III: Operation of MAL Units

1. Finances
 - The fiscal year of MAL Units is that of LWVMI (July 1 to June 30).
 - LWVMI receives dues from MAL Unit members and pays LWVUS PMP for those members.
 - LWVMI will provide \$50 as startup funding for a new MAL Unit. Thereafter, LWVMI will send the MAL Unit \$5 per member per year upon receipt of the year-end financial report and a budget for the ensuing fiscal year (July 1 to June 30).
 - The MAL Unit may collect dues, payable to LWVMI, and must send checks and membership information in a timely manner to LWVMI.
 - The MAL Unit submits its year-end financial report to the LWVMI VP Membership and Treasurer by 31 July.
 - The MAL Unit will supply a copy of current bank signature documents to the LWVMI VP Membership and Treasurer and updated whenever the signatories change.
2. Activities. MAL Units are encouraged to participate in the following activities in preparation for becoming an independent League:
 - Distribute state and nationally published League voter service materials.
 - With permission from the LWVMI Board, publish local voter service material.
 - With permission from the LWVMI Board, conduct candidate forums.
 - Participate in state and national program planning and report conclusions to LWVMI on both state and national programs.
 - Distribute a newsletter and circulate information through a website, Facebook, and other social media.
 - With permission from the LWVMI Board, engage in advocacy in the name of the League of Women Voters. MAL Unit members are encouraged to take action on League positions as individuals.
 - Develop a membership recruitment, retention and engagement plan; hold regular membership meetings, including an Annual Membership meeting.
 - Develop a voter service activity plan for the community the MAL Unit serves.
 - Develop a plan for programming for the community the MAL Unit serves.

The steps listed in the LWVMI Membership Policy overview are intended to be progressive, but, in some cases, a Geographical Unit may skip the MAL Unit step in the process of becoming an independent local League.

Adherence to the LWVMI Board Diversity Policy and the Membership Dues policy is required.

A MAL unit may disband upon request of a majority of the members of the unit or the determination of the LWVMI board. All funds held by the disbanded MAL unit will be paid to LWVMI.



League of Women Voters of Michigan
Guide to Financial Policies & Procedures
for
MAL (Member-at-Large) State Units

Sound financial policies and procedures increase the likelihood that:

- Financial information is reliable
- Assets and records are not stolen, misused or destroyed
- Policies, laws and regulations are followed

What “internal controls” on finances should a policies and procedures document address?

- Authorization and approval
- Proper documentation
- Physical and computer security

Authorization and approval:

- Segregation of duties -- the same person should NOT:
 - Deposit funds AND record deposits
 - Write checks AND receive and reconcile bank statements

Income--proper documentation:

- Open mail **promptly**.
- Record, copy and endorse checks upon receipt.
- Prepare deposit and deliver to bank **promptly**.
- Deposit all cash received (don't use cash received to pay bills or replenish petty cash).
- Reconcile income with deposits (not the same person).

Expenditures—proper documentation:

- Board authorizes check signers.
- Obtain approval for each transaction, either through the budget or through the board.
- Provide and maintain documentation for each check written.

Physical and computer security measures:

- Checks:
 - Pre-number checks.
 - Secure blank checks
 - Limit access to blank checks to authorized person(s).
- Computer records
 - Limit access and protect with passwords.
 - BACK UP records on a regular basis.
 - Store backups securely at another location/in the cloud.

Annual financial reporting:

- The MAL Unit submits the budget for the upcoming fiscal year by June 30.
- The MAL Unit submits its year-end financial report to the LWVMI VP Membership and Treasurer by July 31.
- The MAL Unit supplies a copy of current bank signature documents to the LWVMI VP Membership and Treasurer, updated whenever the signatories change.

DUES COLLECTION FOR MAL UNITS

Members of a Member-At-Large (MAL) Unit are members of the League of Women Voters of Michigan (LWVMI). All membership dues checks must be payable to LWVMI. When an MAL Unit secures a new member, the check and contact information (name, phone, mailing address and email address) should be sent to LWVMI. LWVMI is responsible for entering MAL Unit members into the LWVUS database and maintaining said database. LWVMI is responsible for paying PMP for MAL Unit members.

Dues amounts for MAL members are established by the LWVMI Board of Directors. In 2018, the dues are: \$70 for an individual member, \$105 for two members in the same household and \$35 for a student.

Dues Renewal Process

Direct contact from MAL Unit leadership to MAL Unit members is required for optimal membership development. MAL Units are urged to send out dues renewal notices to their members each July, keeping in mind that it often takes months to collect from all the members.

Renewal notices can be in the form of:

- a personal letter mailed to the member
- an email
- collection of dues in person at a League meeting.

MAL Units should also follow up with members who do not renew quickly. This may involve reminder emails or postcards, newsletter articles urging payment and personal phone calls. If a member has not renewed by the LWVUS roster deadline of January 31, the member will be dropped from the active membership roll.

The renewal notice can instruct renewing members to send their renewal checks directly to the LWVMI office, or they may be collected by the MAL Unit and forwarded on to LWVMI on a regular basis. (Examples of membership renewal letters are available from the advisor/coach or VP Membership.)

Dues – New Members

New members' dues received between December 31st and June 30th will not require renewal until the July of the following year (i.e. join January 15th 2018, renewal not due until July 2019).

Dues – Renewal

All **renewals**, other than the new members outlined above, are due July 1st every year. This is the beginning of the fiscal year. If dues are not renewed by the database update deadline every January 31st, that member is marked inactive. If left as active, you will be paying PMP on a member that has not renewed membership.

Record Keeping

The MAL Unit must provide LWVMI with a list of all members to whom renewal letters were sent and the dues amounts (especially important for prorated dues). LWVMI will provide frequent notices to MAL Unit leadership of dues received from new and renewing members.

**BYLAWS OF THE LEAGUE OF WOMEN VOTERS OF MICHIGAN,
xxxxxxx MAL STATE UNIT**

Adopted: date

**ARTICLE I
Name**

Sec. 1. Name. The name of this organization shall be the League of Women Voters of Michigan, xxxx, hereinafter referred to in these bylaws as LWVMI, xxxxx . This LWVMI Membership-At-Large (MAL) Unit is an integral part of the League of Women Voters of the United States and the League of Women Voters of Michigan.

**ARTICLE II
Purposes and Policy**

Sec. 1. Purposes. The purposes of the League of Women Voters of Michigan, xxxx are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Sec. 2. Political Policy. The League shall not support or oppose any political party or any candidate.

**ARTICLE III
Membership**

Sec. 1. Eligibility. Any person who subscribes to the purposes and policy of the League shall be eligible for membership.

Sec. 2. Types of Membership. The membership of the LWVMIxxxx shall be composed of voting members.

Sec.3 Voting Members. Persons at least 16 years of age who join the League shall be voting members of the local League, LWVMI and the LWVUS; those who have been members of the League for 50 years or more shall be lifetime members excused from payment of dues.

**ARTICLE IV
Leadership Board**

Sec. 1. Number, Manner of Selection, and Term of Office. The Leadership Board shall consist of the officers of the League, four elected directors, and not more than seven appointed directors. Directors shall be elected by the general membership at the Annual Meeting each year. The elected directors shall serve for a term of two years or until their successors have been elected and qualified. The Chair shall appoint such additional directors, not exceeding seven, as he or she deems necessary to carry on the work of the League, with the approval of the executive committee. The terms of office of the appointed directors shall be one year and shall expire at the conclusion of the next Annual Meeting.

Sec. 2. Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless he or she is a voting member of the LWVMIxxx.

- Sec. 3. Vacancies. Any vacancy occurring in the Leadership Board by reason of resignation, death, or disqualification of an officer or elected member may be filled by a majority vote of the remaining members of the Leadership Board. *Pre-determined number* of consecutive absences from board meetings of any elected member without a valid reason shall be deemed a resignation.
- Sec. 4. Powers and Duties. The Leadership Board 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. It shall plan and direct the work necessary to carry out the program as adopted by the National Convention, the State Convention, and the Annual Meeting according to the LWVMI MAL Unit Guidelines. The Board shall create and designate such special committees as it may deem necessary.
- Sec. 5. Meetings. There shall be at least xxx regular meetings of the Leadership Board annually. The Chair may call special meetings of the Leadership Board and shall call a special meeting upon the written request of five members of the Board. All Leadership Board meetings shall be open to all members.
- Sec. 6. Quorum. A majority of the members of the Leadership Board shall constitute a quorum. Members may attend electronically or by conference call provided every member can hear every other member.

ARTICLE V ***MAL Leaders***

- Sec. 1. Enumeration and Election of MAL Leaders. *The MAL Leaders* of LWVMIxxx shall be a Chair or Co-Chairs, a Vice-Chair or Co-Vice Chairs, a Secretary, and a Treasurer, who shall be elected for terms of two years by the general membership at an Annual Meeting and shall take office immediately.
- Sec. 2. The Chair or Co-Chairs: The Chair or Co-Chairs shall preside at all meetings of the organization and of the Leadership Board. He or she may, in the absence or disability of the Treasurer, sign or endorse checks, drafts and notes. He or she shall be, ex-officio, a member of all committees except the Nominating Committee. He or she shall have such usual powers of supervision and management as may pertain to the office of the Chair and perform such other duties as may be designated by the Leadership Board. In the event of the disability, resignation, or death of a Co-Chair, the remaining Co-Chair may, with the assent of the Board, choose to serve as Chair until the next Annual Meeting. If the remaining Co-Chair does not choose to serve as Chair, the normal rules of succession shall apply to fill the vacant Co-Chair.
- Sec. 3. The Vice Chair or Co-Vice Chairs: The Vice Chair, or Co-Vice Chairs, shall, in the event of the absence, disability, resignation, or death of the Chair, possess all the powers and perform all the duties of that office, until the next Annual Meeting. In the event that the Vice-Chair is unable to serve in this capacity, the Leadership Board shall elect one of its members to fill the vacancy. The Vice-Chair shall perform such other duties as the President and Board may designate.
- Sec. 4. The Secretary. The Secretary is the official recorder of League business, documenting League decisions and providing a record of League deliberations and actions for present and future reference. The Secretary shall keep minutes of all meetings of the League and of all meetings of the Leadership Board. He or she shall send out all notices other

the than the Bulletin, and shall carry out the general correspondence of the League under direction of the Leadership Board. He or she shall sign, with the Chair, all contracts and other instruments when so authorized by the Board and shall perform such other functions as may be pertinent to the office.

Sec. 5. The Treasurer. The Treasurer shall be the custodian of League funds and shall disburse the same only upon the order of the Board. He or she shall present statements to the Board at regular Board meetings and an Annual Report to the Annual Meeting. A Budget Comparison report shall be submitted to the Leadership Board and the membership semi-annually.

ARTICLE VI Financial Administration

Sec. 1. Fiscal Year. The fiscal year of the League of Women Voters of Michigan, xxxx shall be from July 1 to June 30 of each year.

Sec. 2. Dues. MAL Dues shall be payable no later than December 31 to LWVMI. Any member who fails to pay his or her dues within three months after they become payable shall be dropped from the membership rolls. When two or more members reside at the same address in a common household, the first member shall pay full dues and each additional member shall pay half the amount of the full dues.

Sec. 3. Budget. A budget for the ensuing year shall be submitted by the Leadership Board to the Annual Meeting for adoption. The Budget shall include support for the work of the League as a whole.

Sec. 4. Budget Committee. A Budget Committee shall be appointed by the Leadership Board at least two months prior to the Annual Meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members one month before the Annual Meeting. The Treasurer shall be a member ex-officio of the committee but not eligible to serve as chairman.

Sec. 5. Verification. The Chair shall appoint a person or persons to verify consistency within the Treasurer's records annually. A report to the membership shall be presented to the membership by February 1.

Sec. 6. National and State Per Member Payments. The LWVMI,xxx MAL Unit shall have their PMP obligations paid to LWVUS and LWVMI through dues payment made to LWVMI by members of the MAL Unit.

Sec. 7. Distribution of Funds on Dissolution. In the event of a dissolution for any cause of the LWVMI,xxx, all moneys and securities which may at the time be owned by or under the control of the LWVMI,xxx shall be paid to the League of Women Voters of Michigan after the Leadership Board has paid or made provision for payment of all the liabilities of the League of Women Voters of Michigan, xxx.. All other property of whatsoever nature, whether real, personal, or mixed which may at the time be owned or under control of the League of Women Voters of Michigan, xxxx. shall be disposed of by any officer or employee of the organization having possession of same to such person, organization, or corporation, for such public, charitable, or educational uses and purposes as may be designated by the then Leadership Board of the League of Women Voters of Michigan,xxx.

ARTICLE VII Meetings

Sec. 1. Membership Meetings. Membership meetings are meetings of the general membership at which the program should include a brief business meeting, i.e., a call to order, minutes, a treasurer's report, and adjournment.

- a. There shall be at least ____ # properly called and published membership meetings each year.
- b. Time and place shall be determined by the Leadership Board.
- c. A quorum shall consist of the members present.

Sec. 2. Annual Meeting. An Annual Meeting shall be held before the fiscal year end, the exact date to be determined by the Leadership Board. The Annual Meeting shall

- a. adopt a local program for the ensuing year.
- b. elect leaders and directors, members of the Nominating Committee,
- c. adopt an adequate budget, and
- d. transact such other business as may properly come before it.
- e. Quorum. One-fifth of the membership shall constitute a quorum at the Annual Meetings of the League of Women Voters of Michigan,xxxx.

ARTICLE VIII Nominations and Elections

Sec. 1. Nominating Committee. The Nominating Committee shall consist of three members. The committee chair and one member, who shall not be members of the Leadership Board shall be elected at the Annual Meeting. At the first meeting following the Annual Meeting, the Leadership Board shall appoint one of its members to the Nominating Committee.

Vacancies shall be filled by appointment of the Leadership Board.

Sec. 2. Suggestions for Nominations. Suggestions for nominations for leaders and directors may be sent to the nominating committee by any voting member.

Sec. 3. Report of the Nominating Committee and Nominations from the Floor. The report of the Nominating Committee containing its nominations for leaders, directors, the chair and one member of the next Nominating Committee, shall be sent to all members one month prior to the Annual Meeting. The report of the Nominating Committee shall be presented at the Annual Meeting, and nominations may be made from the floor immediately thereafter, provided the consent of the nominee has been obtained.

Sec. 4. Elections. The election shall be by ballot; however, when there is but one nominee for each office, the MAL Unit Chair is empowered to take a voice vote. A majority of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

Sec. 5. Inaugural Election. The election protocol outlined above shall not apply to the inaugural election.

ARTICLE IX Program

Sec. 1. Authorization. The governmental principles adopted by the National Convention, and supported by the League as a whole, constitute the authorization for the adoption of program.

Sec. 2. The LWVMI,xxx, an LWVMI MAL Unit, may distribute state and nationally published

League voter service materials. Permission from the state board is necessary for MAL units to publish local voter service material or to conduct candidate meetings. MAL units are encouraged to participate in state and national program items and program planning but must report their conclusions to LWVMI on both state and national program initiatives.

Sec. 3. Action in the name of LWV may be taken only with permission of the LWVMI state board. Members of MAL units are encouraged to take action as individuals on League positions.

ARTICLE X State Convention

Sec. 1. State Convention. The Leadership Board, at a meeting before the date on which the names of delegates must be sent to the State Office, shall elect a delegate to that convention in the number allotted the LWVMI,xxx under the bylaws of the League of Women Voters of Michigan.

ARTICLE XI Parliamentary Authority

Sec. 1. Parliamentary Authority. The rules contained in Robert's Rules of Order Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XII Amendments

Sec. 1. Amendments. These bylaws may be amended by a two-thirds vote of the voting members present and voting at the Annual Meeting or any general meeting, provided the amendments were submitted to the membership in writing at least one month prior to either meeting and conform to the LWVMI MAL Unit guidelines. Amendments shall be submitted to the LWVMI Membership Committee for review.



THE LEAGUE
OF WOMEN VOTERS
OF THE _____

_____ **Member at Large Unit**

NONPARTISAN POLICY

The League of Women Voters is a nonpartisan political organization that encourages informed and active participation in government, works to increase understanding of major public policy issues and influences public policy through education and advocacy. We take action on public policy positions established through member agreement. We do not support or oppose any political party or candidate.

The League of Women Voters recognizes that the League experience uniquely equips members for public life at many different levels and encourages members to use their knowledge and abilities on an individual basis. Non-board members are encouraged to participate fully in partisan activities.

1. Board members shall not run for partisan elective office. Should a board member resign to run for political office, a carefully worded public notice announcing the resignation, avoiding the appearance of endorsing the candidacy, will be released.
2. The MAL Unit Chair and the Voter Service Chairperson and Voter Guide Editor (and visible positions) shall not participate in electioneering (including, but not limited to, public endorsement, making campaign donations, posting yard signs). Other board members may do so.
3. The MAL Unit Chair and the Voter Service Chairperson and Voter Guide Editor (and visible positions) shall not serve in any position in a political party or local caucus.
4. A board member may serve on any public board, commission, committee or coalition. However, that board member does not represent the League unless officially designated as a League representative by the League board.
5. The political activities of a spouse or relative of a board member are considered separate and distinct from the activities of that board member.
6. A board member may not speak publicly against a League position.

Adopted _____

Signed _____ Date _____



LWVMI BOARD POLICIES

Diversity Policy

The League of Women Voters of Michigan (LWVMI), in both its values and practices, affirms its belief and commitment to diversity and pluralism. LWVMI recognizes that diverse perspectives are important and necessary for responsible and representative decision making, and subscribes to the belief that diversity and pluralism are fundamental to the values it upholds.

Inclusiveness enhances the organization's ability to respond more effectively to changing conditions and needs, and therefore, LWVMI will in both principles and practices promote the inclusion in participation in any activity of LWVMI all persons whatever their gender, race, socio-economic status, creed, age, sexual orientation, national origin or disability.



League of Women Voters of Michigan Education Fund Guidelines for Usage by Member-at-Large Units

Rationale

Member-at-Large (MAL) Units of the League of Women Voters of Michigan (LWVMI) may wish to raise funds to carry out the voter education aspect of the mission of the League of Women Voters.

MAL Units, as units of the LWVMI, may use the LWVMI Education Fund as a means to raise funds for League voter education activities. The LWVMI Education Fund is a 501c3 nonprofit organization, so donations to it are tax deductible for donors.

Responsibilities of LWVMI Education Fund

The LWVMI Education Fund will:

- deposit donations for MAL Unit voter education activities in the LWVMI Education Fund savings account
- maintain a record of those donations in Quickbooks
- report monthly to the LWVMI Education Fund Board the amount of funds in the LWVMI Education Fund savings account designated for each MAL Unit
- upon review and approval of the LWVMI Education Fund, disperse funds to an MAL Unit requesting a withdrawal of its funds for voter education activities

Responsibilities of LWVMI Vice President/Membership

The LWVMI Vice President/Membership or designee will:

- explain to MAL Units how and where they may raise funds for voter education
- review MAL Unit fundraising materials
- review MAL Unit requests for withdrawal of funds raised for voter education
- review MAL Unit reports on spending of voter education funds

Responsibilities of LWVMI MAL Units

MAL Units wishing to raise tax-deductible funds for voter education will:

- have donors make checks out to "League of Women Voters of Michigan Education Fund"
- submit donation checks to LWVMI Education Fund along with a completed LWVMI Education Fund MAL Unit deposit form
- keep a record of donors, contact information, and amounts donated
- thank donors
- provide donors at year end with an acknowledgement of their tax-deductible gift
- when seeking to use donated funds, submit to the LWVMI Vice President/Membership an LWVMI Education Fund MAL Unit withdrawal form
- report at fiscal year-end to the LWVMI Vice President/Membership on the use of donated funds

LWVMI Education Fund Forms:

- MAL Unit Voter Education Funds Deposit
- MAL Unit Voter Education Funds Withdrawal
- MAL Unit Voter Education Reporting--for reporting the project/event and receipts



LWVMI Member-At-Large (MAL) Unit Request for Withdrawal of Education Funds

Please complete this form, scan and email to the LWVMI VP Membership Christina Schlitt at bc Schlitt@aol.com or send a paper version to her at PO Box 166, Fredric, MI 49733.

Please retain a copy for your records.

Date: _____

MAL Unit: _____

Contact Person's Name: _____

Position in MAL Unit: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Email Address: _____ **Phone:** _____

MAL Amount in LWVMI Ed Fund: \$ _____

Requested Amount of Withdrawal: \$ _____

Balance if Request is Approved: \$ _____

Proposed Use of Funds and Explanation of Expenses:

MAL Unit Contact Person's Signature: _____

Acknowledgment that request was received and forwarded to LWVMI Education Fund Board

VP Membership's Signature: _____ Date: _____