



League of Women Voters of Minnesota Records

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.

League of Women Voters of Minnesota, 550 Rice Street, St. Paul, MN 55103

TO: LWVMN Board

FROM: Kay Erickson, President

RE: Board Retreat

DATE: June 10, 1992

BOARD RETREAT NOTICE

Monday, Tuesday
June 29 and 30, 1992
3 p.m. - 3 p.m.
Mount Olivet Retreat Center

Please reserve these dates on your calendar. Three breaks, dinner on June 29th, breakfast and lunch on June 30th will be provided as well as overnight accommodations in double-occupancy rooms with private bath and air-conditioning.

Please let Sally Sawyer know ASAP if you cannot attend or are able to attend only a portion of the retreat. (We need to be able to give exact numbers to the Retreat Center in advance so that we will be billed only for those actually attending.)

FYI: LWVMN will pay for the retreat.

We will send you a full agenda and directions the week before the retreat.

☐ Yes, I will attend

☐ No, I cannot attend

Name: _____

Please return this form or call the office no later than Monday, June 22nd.



THE LEAGUE
OF WOMEN VOTERS

MINNESOTA

550 RICE STREET ST. PAUL, MN 55103
PHONE (612) 224-5445

MEMO

TO: Lyngdal, Young, Brown, Pohlig,
Barclay, Marcus, McKinnell, Erickson ✓

FROM: Lyngdal

SUBJECT: Board Retreat

DATE: June 10, 1992

Can you come to the Board Retreat an hour early? The retreat starts at 3 p.m., but if you can come at 2 p.m. we would have an hour to meet together. If you cannot be there at 2 p.m., please let me know.



THE LEAGUE
OF WOMEN VOTERS

MINNESOTA

550 RICE STREET ST. PAUL, MN 55103
PHONE (612) 224-5445

TO: LWMN Board & Staff

FROM: Kay Erickson

SUBJECT:

DATE: June 26, 1992

MEMO

We were saddened to learn that Georgeann Hall's mother, Arlene Ryberg, died last Saturday, June 20th. We also learned that Jean Tews' mother, Anne Healey Strothman, died on June 20th at age 82. The family suggests memorials to the Neurofibromatosis Foundation, Inc., 141 - 5th Avenue, Suite 7-S, New York, NY 10010-7105; St. Paul's Episcopal Church, 1917 Logan Avenue So., Minneapolis, or a charity of your choice.

We extend our sympathy to both of them.

Judy Dwyer

MISSION STATEMENT

The League of Women Voters, a nonpartisan political organization, encourages the informed and active participation of citizens in government and influences public policy through education and advocacy.



In Action

INTRODUCTION

The League of Women Voters takes action at all levels of government to secure public policies consistent with League positions. The League reaches its positions through a process of research, study, and member agreement. This brief summary of the program of the League of Women Voters of Minnesota highlights the state issues chosen for study and action by Minnesota members. These items together with positions reached through League study at the national level, form the basis for action at the state level.

This brochure is designed to provide every member with a handy reference to League positions. A complete listing of the program of the League of Women Voters of Minnesota is contained in the publication, *Program for Action*.

***Action* DIRECTORY**

League of Women Voters of Minnesota224-5445

To identify your district and legislator:

Minnesota Senate Information Office296-0504

Minnesota House Information Office296-2146

To track bills in the Minnesota Legislature:

Senate Information Office296-0504

House Index296-6646

For up-to-date legislative committee schedules:

Senate Hotline296-8088

House Hotline296-9283

To contact the Governor296-3391



In Action

LEAGUE OF WOMEN VOTERS OF MINNESOTA

Promote an open governmental system that is representative, accountable, responsive; that protects individual liberties established by the Constitution; and that assures opportunities for citizen participation in government decision making.

GOVERNMENT

ORGANIZATION OF GOVERNMENT

LWVMN supports legislative reform through flexible sessions of adequate length; no increase in size; realistic compensation for legislators; improved procedures for providing information; increased research assistance and fewer committees.

FINANCING STATE GOVERNMENT

LWVMN supports a flexible Minnesota multi-tax system with emphasis on maintaining state services through a combination of spending cuts and increased taxation when state funds are short and decreased taxation when there is a budget surplus. LWVMN supports using Minnesota individual income tax as the elastic tax, making rates more progressive when increasing state revenue and lowering rates for all income levels when decreasing state revenue. LWVMN supports property tax reform, the setting of priorities in allocating state funds, state aids to local governments, and more efficient administrative and legislative expenditures.

ELECTION LAW

LWVMN supports improvements in election laws regulating election procedure, voting and school district elections.

CAMPAIGN PRACTICES

LWVMN supports improvements in election laws regulating campaign practices, specifically comprehensive disclosure of all political campaign contributions and expenditures and reduction in the amount of money spent on campaigns.

INITIATIVE, REFERENDUM, AND RECALL

LWVMN supports the continuation of legislative initiative and compulsory voter referendum on constitutional amendments; opposes most forms of voter initiative and referendum on statutes; opposes recall by voters of member of the Legislature and state constitutional officers; supports strict procedural limits on any process of initiative, referendum or recall.

FIREARMS

LWVMN supports restrictions on the sale, possession and use of firearms by private parties in Minnesota.

LWVMN supports equal opportunity in employment, housing, real property, public accommodations, education, and other public services for all persons.

JUSTICE

SOCIAL JUSTICE

LWVMN supports ratification of the Equal Rights Amendment; services for Indian citizens; adequate funding to enforce antidiscrimination laws; improved procedures for dealing with family violence; adequate staffing and resources for child protection services; access to comprehensive pre-natal and child health care; coordinated public policies and funding to ensure safe, affordable, quality child care; prevention efforts to lower the rate of teenage pregnancy; and a comprehensive and coordinated system of programs and services for the mentally ill and emotionally disturbed children and adolescents; violence prevention programs in our communities.

ECONOMIC JUSTICE

LWVMN supports public programs for income maintenance and supportive social services, and stricter enforcement of court ordered child support.

CRIMINAL JUSTICE

LWVMN supports a judicial system with the capacity to assure a speedy trial and equal justice for all through the establishment of a unified court system; methods to improve judicial quality; procedural reforms that ensure individual rights and access to due process of law; and the development of community alternatives to the judicial system.

LWVMN supports a correctional system responsive to the needs of the individual offender and of society, and sentencing decisions based on circumstances in relation to the crime, the offender and the effect on public safety, made by the judge within the legislative guidelines.

LWVMN supports evaluation of the juvenile justice system; availability of a complete continuum of services for troubled, delinquent, abused and neglected youth and their families; and maximum effort directed toward finding adequate alternatives to detention, juvenile court processes and institutionalization.

LWVMN supports equal access to a good public education for all Minnesota children.

EDUCATION

FINANCE

LWVMN supports state responsibility for correcting racial imbalance in the schools. LWVMN supports state funding at a level that makes programs of comparable substance and quality available to all and meets the real cost of education. LWVMN believes access should not be dependent on the wealth of the student's school district. LWVMN supports continuation of local excess levies; state funding of certain cost differences between students and between school districts; use of income tax as mainstay of funding; encouragement of financial efficiencies; use of local property taxes for building construction and debt service; phasing out of supplemental revenue; reorganization of districts with extremely low enrollments.

LWVMN opposes continuation of MN private school tuition tax deduction; state funding of cost of living differences between districts.

LIBRARY FUNDING

LWVMN supports increased and restructured funding for public libraries including distribution of state and federal funds based on population, area served and tax based to assure equity; fostering sharing of resources; development of regional systems; establishment of libraries in counties where they do not exist.

COLLECTIVE BARGAINING

LWVMN supports improvement in collective bargaining and tenure laws as they apply to K-12 teachers.

LWVMN promotes the wise management of resources in the public interest and an environment beneficial to life.

ENVIRONMENT

WATER RESOURCES

LWVMN supports statewide, comprehensive planning to protect both ground and surface water; effective governmental coordination; a state water conservation plan; and water-pricing policies which encourage conservation.

AIR QUALITY

LWVMN supports measures to reduce air pollution from vehicular and stationary source.

LAND USE

LWVMN supports a state land use plan that incorporates local concerns and protection of unique land areas in Minnesota.

SOLID WASTE

LWVMN supports action to reduce generation of solid waste; recycle suitable portions; and ensure safe treatment, storage and disposal of all wastes. LWVMN supports measures discouraging use of non-returnable beverage containers and research and development of alternatives to sanitary landfills.

For a more complete listing of the program of the League of Women Voters of Minnesota, order *Program For Action* by calling (612) 224-5445.



THE LEAGUE
OF WOMEN VOTERS

MINNESOTA

550 RICE STREET ST. PAUL, MN 55103
PHONE (612) 224-5445

MEMO

TO:

FROM:

SUBJECT:

DATE:

THE LEAGUE
OF WOMEN VOTERS

MINNESOTA

550 RICE STREET
ST. PAUL, MN 55103



YES! I want to be part of the League's proud tradition of making democracy a process for the people. Please send me my subscription to the all-new LWVMN Voter.

Phone No. () _____

I'll join at the following membership level:

	INDIVIDUAL
Regular	<input type="checkbox"/> \$35
Household	<input type="checkbox"/> \$50
Contributing	<input type="checkbox"/> \$75
Sustaining	<input type="checkbox"/> \$100
Limited Income/Student	<input type="checkbox"/> \$20

☐ My check is enclosed.

Please charge my account: ☐ VISA ☐ MasterCard

Account No. _____

Signature _____ Expiration Date _____

I would also like to receive the League's most recent information on:

- ☐ Firearms
- ☐ Education
- ☐ Children's Issues

☐ I want to keep up on local issues. Please send my name to the local League of Women Voters in my area.

☐ I would like to join as a Minnesota Member-at-Large.
Please do not send my name to the local League in my area.

Make your check payable to the League of Women Voters of Minnesota and return in the enclosed envelope to LWVMN, 550 Rice St., St. Paul, MN 55103, (612/224-5445). Your dues and gifts to the League of Women Voters of Minnesota support our aggressive and successful lobbying programs and are not tax deductible.

FROM: _____

TO: _____

Please
place
stamp
here

Make a Difference.
Help make government
work for all of us.

America has always
depended on citizen
action. And, in the
League of Women Voters,
citizen action is what
we're all about.

Citizen involvement in
government is an Ameri-
can tradition. It has
always made a difference
— for the better. Citizen
action created our nation
and has kept it strong for
more than 200 years. It
shaped the country we
live in today and is shap-
ing the future right now.

Become a partner for
change with the League of
Women Voters.

Cast your vote for membership
in the League of Women Voters
of the United States.

Take Action on the issues.
Have an impact on the critical
public policy challenges facing
our nation, your state, or your
community today.

Have a hand in creating the
laws you live by.

Help build a better America.

Become an expert on the
issues. Sharpen your skills.
Develop new ones.

Help choose the issues the
League will address.

You *can* make a difference.

Make a Difference.

Join the League of
Women Voters today.

We're shaping the future
right now.

PRINTED ON RECYCLED PAPER



Make
a
difference!



THE LEAGUE OF WOMEN VOTERS



When you speak through the League, lawmakers listen...

Founded 70 years ago by the citizens who led the struggle for women's right to vote, the League today is 100,000 members who are keeping our government accessible and responsive to all Americans.

Without citizen participation, we have no democracy. Our representative system of government depends fully on the empowerment of its citizens. The members of the League direct their volunteer efforts toward encouraging our fellow citizens to participate and vote, and giving them the information they need to vote wisely.

We are political. Lawmakers at every level of government listen to the League. They know we represent you — citizens who vote and who care enough about critical issues to become informed.

We lead the advocacy for issues you care about ...

The League is strictly non-partisan and does not support or oppose any candidate or political party. We work independently through America's citizenry for sound, reasonable solutions to today's most pressing policy challenges.

You're probably familiar with our voter registration drives and the candidate debates we sponsor. We may have even helped you to register.

We also work to influence public policy through citizen education and mobilization, on issues of concern to you. Throughout our 70-year history, we've led grassroots movements for:

- universal voter registration and campaign integrity
- the right to privacy in reproductive choice
- civil rights (including the Voting Rights Act)
- clean air and water
- safe and affordable housing and child care (in fact, we first launched this campaign back in the 1920's)
- responsible federal fiscal policies

We consult you on the tough decisions ...

The League of Women Voters is the only citizen advocate organization working at the local, state and federal levels to make your voice heard and to keep you informed.

Whenever tough decisions must be made, at any level of government, the League first solicits your opinions on what action you, as a member, want us to take.

THE LEAGUE OF WOMEN VOTERS

You can make a difference — in the elections, decisions and will shape your life and our nation's future. We invite you to join Women Voters, a powerful and respected *citizen activist organization*, leader in promoting *participatory democracy* throughout the world.

We research the issue from all viewpoints, inform our fellow citizens and decision-makers, and mobilize people to exercise their right to vote their opinion and have a say in the complex questions that affect us all.

We help you become a force for change ...

The information you receive as a League member will keep you "one step ahead" in making the important decisions you face as an American citizen. You can be informed about the issues that affect your community, your state and the nation.

What's more, membership in the League gives you the opportunity to sharpen your skills in leadership, public relations, lobbying — whatever challenge you choose. You can make invaluable personal and professional contacts among the people who make things happen in your community.

And if you don't have time right now to participate in League activities, you can still be a part of our work. As a member, your support gives us the strength we need to affect decisions made in local and state governments and in Washington, D.C.

ENCLOSED IS MY CHECK FOR:

☐ Annual Individual Membership in the League

Dues are \$ _____ per year.

☐ Annual Household Membership in the League

(Two people, who share an address, may join at a savings over the cost of two individual memberships.)

Dues are \$ _____ per year.

(Name of second household member) _____

My check totals: \$ _____

Please make your check payable to the League of Women Voters and return with this form to:

*\$12.00 is allocated to your subscription to *The National Voter*
*Membership dues or contributions to the *League of Women Voters* are not deductible as charitable contributions for federal income tax purposes.

A copy of our last financial report may be obtained by writing to:
New York State Department of State, Office of Charities Registration,
Albany, New York 12231. Or, write the League of Women Voters.
A copy of the official registration and supporting documents may be obtained from the West Virginia Secretary of State, State Capital, West Virginia 25305. Registration does not imply endorsement.



THE LEAGUE OF WOMEN VOTERS

You can make a difference — in the elections, decisions and events that will shape your life and our nation's future. We invite you to join the League of Women Voters, a powerful and respected *citizen activist organization* and a leader in promoting *participatory democracy* throughout the world.

When you speak through the League, lawmakers listen...

Founded 70 years ago by the citizens who led the struggle for women's right to vote, the League today is 100,000 members who are keeping our government accessible and responsive to all Americans.

Without citizen participation, we have no democracy. Our representative system of government depends fully on the empowerment of its citizens. The members of the League direct their volunteer efforts toward encouraging our fellow citizens to participate and vote, and giving them the information they need to vote wisely.

We are political. Lawmakers at every level of government listen to the League. They know we represent you — citizens who vote and who care enough about critical issues to become informed.

We lead the advocacy for issues you care about ...

The League is strictly non-partisan and does not support or oppose any candidate or political party. We work independently through America's citizenry for sound, reasonable solutions to today's most pressing policy challenges.

You're probably familiar with our voter registration drives and the candidate debates we sponsor. We may have even helped you to register.

We also work to influence public policy through citizen education and mobilization, on issues of concern to you. Throughout our 70-year history, we've led grassroots movements for:

- universal voter registration and campaign integrity
- the right to privacy in reproductive choice
- civil rights (including the Voting Rights Act)
- clean air and water
- safe and affordable housing and child care (in fact, we first launched this campaign back in the 1920's)
- responsible federal fiscal policies

We consult you on the tough decisions ...

The League of Women Voters is the only citizen advocate organization working at the local, state and federal levels to make your voice heard and to keep you informed.

Whenever tough decisions must be made, at any level of government, the League first solicits your opinions on what action you, as a member, want us to take.

We research the issue from all viewpoints, inform our fellow citizens and decision-makers, and mobilize people to exercise their right to vote their opinion and have a say in the complex questions that affect us all.

We help you become a force for change ...

The information you receive as a League member will keep you "one step ahead" in making the important decisions you face as an American citizen. You can be informed about the issues that affect your community, your state and the nation.

What's more, membership in the League gives you the opportunity to sharpen your skills in leadership, public relations, lobbying — whatever challenge you choose. You can make invaluable personal and professional contacts among the people who make things happen in your community.

And if you don't have time right now to participate in League activities, you can still be a part of our work. As a member, your support gives us the strength we need to affect decisions made in local and state governments and in Washington, D.C.



Every new League member *makes a difference* in influencing public policy issues you care about.

When you join the League of Women Voters, *you will make a difference* in the decisions made every day that will affect you, your family and your future.

Detach here and seal

Detach and return in enclosed envelope

MEMBERSHIP REGISTRATION FORM



THE LEAGUE
OF WOMEN VOTERS

TO:

FROM:

Name

Street

City

State

Zip

Telephone Number()

☐ **YES!** I want to **M**ake a Difference!

I want to make a difference in the decisions that affect my life. I know every new member makes the League more effective in influencing public policy on issues I care about. Please sign me up!

(form continued on reverse.)

HOW TO USE YOUR
LEAGUE OF WOMEN VOTERS OF MINNESOTA
EDUCATION FUND:
A GUIDE FOR LOCAL LEAGUES

Revised June, 1992

League of Women Voters of Minnesota Education Fund

550 Rice Street, Suite 201

St. Paul, MN 55103

612/224-5445

HOW TO USE YOUR LEAGUE OF WOMEN VOTERS OF MINNESOTA EDUCATION FUND

INTRODUCTION

Contributions and dues paid to the League of Women Voters at any level are not tax deductible. Contributions by donors and members to the League of Women Voters of Minnesota Education Fund (LWVMNEF) are tax deductible. LWVMNEF is a 501(c)(3) organization under the Internal Revenue Code. LWVMNEF monies may only be used to provide objective information and education to the public about citizenship and issues of concern to citizens.

The Board of Directors of the League of Women Voters of Minnesota Education Fund solicits tax deductible contributions to carry out statewide educational projects. Local Leagues may solicit tax deductible contributions to their local League accounts in the LWVMNEF to carry out local educational projects. Each local League account is kept separate and is never comingled with the state League account.

LWVMNEF SHARING POLICY WITH LOCAL LEAGUES

Your local League will receive 10% of an "unrestricted" contribution raised by the state League for the LWVMNEF from a corporation or foundation in your community or the equivalent of what it received before, whichever is greater. The 10% will be deposited to your local League account in the LWVMNEF.

For the November, 1990 LWVMNEF Annual Appeal, your local League received 25% of an "unrestricted" contribution of \$50 or more raised by the state League for the LWVMNEF from an individual if so requested. It was deposited to your account.

HOW TO OPEN AND MAKE DEPOSITS IN YOUR LEAGUE ACCOUNT

Send a donor's check made payable to the LWVMNEF directly to the state office:

League of Women Voters of Minnesota Education Fund
550 Rice Street
St. Paul, MN 55103

Enclose a deposit slip, Form A-1, for proper credit to your League's account. The check may be from your League, a corporation, a foundation, a member or an individual. The check may be for any amount. There is no minimum deposit required. However, interest on local League and state League accounts is kept by LWVMNEF to go towards administrative costs incurred by the Fund.

A check made out to LWVMNEF must never be deposited in your local League account in your community, but must be sent directly to your LWVMNEF account. If a check from a donor is incorrectly made out to your local League, your Treasurer must endorse the check over to LWVMNEF.

You will receive a notice of your League's account balance after every deposit or withdrawal. If there is ever a discrepancy with your Treasurer's balance, call the League office to straighten it out.

HOW TO SOLICIT MONEY FOR YOUR LEAGUE ACCOUNT

Members: Your League can solicit contributions from its members to the LWVMNEF. These contributions cannot be a portion of membership dues, but must be a gift in addition to dues. A separate check must be made payable to LWVMNEF.

Finance Campaign: You can solicit money to the LWVMNEF during your Finance Campaign. You can offer the option of giving to the LWVMNEF to those donors who you think may be especially interested in a tax deduction for their donation, or to those who do not want their gift to be used for League lobbying activities. These gifts can be used for any LWVMNEF approved project and are called "unrestricted."

Project: You can solicit money to be used only for a LWVMNEF approved project. This is called "restricted" money because it can only be used for that project. If the project is cancelled, or the money is not all used on that project, it must be returned to the donor(s); with the donor's permission, the money may be kept in your local League account for another LWVMNEF approved project. Many corporations and foundations particularly like to give to a specific project and be given credit on the publication or meeting program for their role in informing the public.

The federal tax law requires you to carefully state when contributions or gifts are not deductible as charitable contributions. Therefore, solicitations of funds OTHER THAN to LWVMNEF should contain specific wording. The wording to use for solicitations to individuals should be slightly different from that for solicitations to businesses, since a business may choose to deduct a contribution as an ordinary and necessary business expense. For example, some businesses may consider a contribution to their local League the ordinary and necessary business expense of public relations.

Sample wording for solicitations directed to businesses might be:
"Contributions to the LWV of _____ are not deductible as charitable contributions for tax purposes but may be deductible as an ordinary and necessary business expense." However, recognizing that some businesses (and foundations) will wish to make tax-deductible contributions, a following sentence might read: "However, tax-deductible contributions for the educational work of the LWV of _____ may be made payable to the League of Women Voters of Minnesota Education Fund (LWVMNEF)."

Sample wording for solicitations directed to individuals might be:
Contributions to the LWV of _____ (or dues for membership in the LWV of _____) are not deductible as charitable contributions for tax purposes.

HOW TO DO A PROJECT THROUGH THE LWVMNEF

Approval: Before you begin any project, you must get the approval of the LWVMNEF. The project must be reviewed and approved by LWVMNEF to insure that it meets Internal Revenue Service 501(c)(3) requirements. THAT APPROVAL CANNOT BE MADE RETROACTIVE. The criteria for approval are as follows:

1. Project must be educational in nature, designed to serve the general public (not exclusively League members).
 - a. the project must provide objective information and education through study and research to the public about citizenship, the meaning of citizen responsibility, place of citizen leadership, and the necessity for citizen decisions.

- b. the project must provide instruction and training to members of the public for the purpose of improving and developing their capabilities as citizens of the United States and to help them take a more responsible role in the community, city, state, national and international affairs. Such information and education may be provided through publications, conferences, courses, forums, panels or other procedures and may not be directed toward support of or opposition to any specific legislation or political program or candidates.
2. Project should provide factual, objective information and analysis, and not take sides on a controversial issue.
3. There must be no mention or advocacy of LWV positions or actions.
4. Project must not be for membership recruitment or retention.
5. Project must be approved before tax-deductible money is solicited for its funding (or before any previously raised money is spent).
6. Project must be approved by the local League Board of Directors before submission of the project to the LWVMNEF Board of Directors.

LWVMNEF Board approval is not a value judgment of a project but an assessment as to whether the project meets 501(c)(3) IRS requirements.

Fill out Form A-2, "Local LWV Application for Approval to do a Project" and mail it to the state office at least three weeks before you plan to begin the project. When doing the Project Budget, remember it is a guide to the costs and income of the project. Final costs may be higher or lower than anticipated in the Project Budget. It is always a good idea to get bids for commercial printing, and to make estimates of all costs as accurately as possible.

After you receive LWVMNEF approval, you may begin to raise money for the project.

Raising Money: You cannot raise money specifically for the project ("restricted" funds) before LWVMNEF approval; but you may raise "unrestricted" funds at any time. You can apply "unrestricted" funds to the project after it is approved. On any approved project, you may use all "restricted," all "unrestricted" or a combination of both types of funds.

Doing the Project: As you carry out the project remember to include a credit line acknowledging the participation of LWVMNEF where appropriate. You may also acknowledge donors to the project. Such credit might read, "Prepared by the League of Women Voters of Moorhead Area. Published by the League of Women Voters of Minnesota Education Fund with contributions from..." You send thank you letters to donors.

If your project is to include voter service or citizen information materials in your local League bulletin, use Form A-2. Check the "publication" box. Under Details of Project include:

1. the % of bulletin space you plan to devote to voter service or citizen information;
2. the number of issues of the bulletin to contain such information (will you do it just once or monthly?);
3. description of contents (note Criteria on page 2).

Under Project Budget give the estimated cost as a proportion of your total bulletin costs.

A project must be completed within one year, or, if continuing, must be resubmitted for approval annually.

HOW TO GET YOUR \$ BACK

You pay all bills and keep all financial records for the project. Do not send invoices to LWVMNEF. Funds to pay project expenses may be drawn from your local League account by completing Form A-3, "Final Report of Local LWV Project (How to Get Your \$ Back)" at the completion of the project. If you do a publication, with your project, send two copies of the publication to LWVMNEF.

Funds can be withdrawn before completion of the project by submitting Form A-3 periodically during the project. Simply note on the form that the project is on-going and delete "Final" from the title.

If more funds are withdrawn than are spent on the project or a profit is made, the balance must be returned to your local League LWVMNEF account for use on another project.

In the case that a local League is disbanded, the balance of that League's Ed Fund account will revert to the LWVMNEF account.

Project Checklist

1. Send in Form A-2, "Local League Application for Approval to do a Project" at least three weeks in advance of starting date of the project.
2. LWVMNEF Board approves project if it meets criteria and notifies you.
3. Upon notification of approval, raise "restricted" money and begin project.
4. Acknowledge LWVMNEF where appropriate.
5. Send in Form A-3, "Final Report of Local League Project (How to Get Your \$ Back)" with two copies of publication when project is completed.
6. Pay bills keeping all financial records.
7. Send any profits back to your local League account for this or another of your projects through the LWVMNEF.

HOW TO BUY PUBLICATIONS WITH LWVMNEF MONEY

LWVMNEF Publications: Publications published by LWVMNEF may be purchased with money in your local League account. Fill out Form A-4, all three sections, in order to request the purchase, order the publications and receive a cash advance. You will receive a check from your LWVMNEF account (cash advance) in order to pay the invoice received with the publications. You then send a check from your treasurer to LWVMNEF. This exchange of funds is necessary on the advice of our accountant; a bookkeeping transfer from one account to the other is not satisfactory.

Publications of Other Organizations: Publications published by another organization, including other levels of League, must meet the same IRS criteria as for projects (see p. 2). **PRIOR APPROVAL OF LWVMNEF IS NECESSARY BEFORE PURCHASE.** Fill out Form A-2, "Local LWV Application for Approval to do a Project," and send it to LWVMNEF with a sample copy of the publication (if possible) and a distribution plan at least three weeks prior to purchase.

APPENDIX A

- Form A-1 Deposit Slips
- Form A-2 Local LWV Application for Approval to Do a Project
- Form A-3 Final Report of Local League Project (How to Get Your \$ Back)
- Form A-4 Project Request to Purchase LWVMNEF Publications

YOU MAY COPY ALL FORMS AS NEEDED

Form A-1 April 1990

Phone _____

Checks (list individually)

Checks (list individually)	Dollars	Cents
Total		

Form A-1 April 1990

Phone _____

Checks (list individually)

Checks (list individually)	Dollars	Cents
Total		

Local League Application for Approval to do a Project*

TO: LWVMNEF
550 Rice Street, St. Paul, MN 55103

Date _____

FROM: _____
Name of person submitting proposal
LWV of _____
Address _____

Phone _____

Who is responsible for the project? _____

Portfolio _____

Title and Date of the Project: _____*Please note: this application must be submitted **at least three weeks** before the project is begun.**Type of Project:**

- ____ Conference Attendance
____ Publication
____ Meeting to Educate the Public on an Issue
____ Candidate Forum
____ Voter Reimbursement
____ Other (please specify: _____)

Note: **Publication** applications should include contents, authors, timetable and distribution. **Meeting** applications should include the planning committee, participants, program and materials. For applications to distribute publications other than LWVMNEF, include a sample copy and the distribution plan. For **Voter reimbursement**, calculate the percentage of column inches devoted to citizen education and voter service.

Purpose of the Project: (Why are you doing this project? What is the need in the community?)**Details of the Project** (please be specific):**Who is the project designed to serve? Who will benefit from the project?****Project Budget:** (Basic Outline)Income

\$ _____ in your Ed Fund account

\$ _____ to be raised

Expenses

\$ _____ Total

Date of Local League Board Approval: _____

CRITERIA FOR EDUCATION FUND PROJECT APPROVAL

Checklist for Local Leagues

- ___1. Project must be educational in nature, designed to serve the general public (not exclusively League members):
- a. the project must provide objective information and education through study and research to the public about citizenship, the meaning of citizen responsibility, place of citizen leadership, and the necessity for citizen decisions.
 - b. the project must provide instruction and training to members of the public for the purpose of improving and developing their capabilities as citizens of the United States and to help them take a more responsible role in the community, city, state, national, and international affairs.

Such information and education may be provided through publications, conferences, courses, forums, panels or other procedures and may not be directed toward support of or opposition to any specific legislation or political program or candidates.

- ___2. Project should provide factual, objective information and analysis, and not take sides on a controversial issue.
- ___3. There must be no mention or advocacy of LWV positions or actions.
- ___4. Project must not be for membership recruitment or retention.
- ___5. Project must be approved before tax-deductible money is solicited for its funding (or before any previously raised money is spent).
- ___6. Project must be approved by the local League Board of Directors before submission of the project to the LWVMNEF Board of Directors.

Please submit Local League Education Fund Projects to LWVMNEF three weeks prior to the start of the project.

Financial Report for Education Fund Grant
(How to Get your Money Back)

TO: LWVMNEF
550 Rice Street
St. Paul, MN 55103

From: LWV of _____

Name: _____

Address: _____

Phone: _____

Date: _____

The following is a final report of the grant made for expenses incurred in connection with:

(Title of Project from Form A-2)

LWVMN Education Fund Grant

\$ _____

Income

Grant from Ed Fund \$ _____

Income from other
sources (if any) \$ _____

**Total Income for
Project** \$ _____

Expenses

Facility \$ _____

Speakers \$ _____

Printing \$ _____

Distribution \$ _____

Promotion \$ _____

Volunteers \$ _____

Office and Overhead \$ _____

Other (_____) \$ _____

**Total Expense for
Project** \$ _____

Please send this report and two copies of any material published in connection with this project to LWVMNEF.

Project Request to Purchase LWVMNEF Publications

To: LWVMNEF
550 Rice Street
St. Paul, MN 55103

From: LWV of _____

Name: _____

Address: _____

Date: _____

Title of Publication to be Purchased: _____

Distribution Plan: _____

LWVMNEF Publication Order Form

All publications are mailed 3rd class unless otherwise specified:

_____ Will Pick Up at the Office _____ Mail First Class _____ Other (_____)

The office will determine the mailing charge and add a 50¢ handling fee.

QUANTITY	LWVMNEF PUB #	TITLE	UNIT PRICE	TOTAL PRICE
Publication(s) cost				
Postage and Handling (to be added by office)				
TOTAL (to be billed to local League)				

Request for Cash Advance from Local League Education Fund Account

Note: Local League must have money in LWVMNEF account before requesting advance.

LWV of _____ Name _____ Date _____

Requests a cash advance of \$ _____, plus postage and handling charge, if any, for the purchase of LWVMNEF publication ordered above.

(For LWVMNEF office only)

Approved on _____ by _____ Cash (\$ _____) advanced on _____ by _____
(date) (amount) (date)

Publication sent _____ by _____ Billed by Invoice # _____ on _____ by _____
(date) (date)

Local League account reduced by \$ _____; Balance in Local League Account \$ _____



THE LEAGUE
OF WOMEN VOTERS

MINNESOTA

550 RICE STREET ST. PAUL, MN 55103 PHONE (612) 224-5445



THE LEAGUE OF WOMEN VOTERS

MINNESOTA EDUCATION FUND

550 RICE STREET ST. PAUL, MN 55103 PHONE (612) 224-5445

PRESIDENT

Beverly McKinnell

ADVISORY BOARD

Margaret Bracken

Barbara Peterson Burwell

Ralph Burnet
Chairman & CEO
Burnet Realty Inc.

Judith S. Corson
Partner
Custom Research Inc.

Honorable Sandra Gardebring
Associate Justice
Minnesota Supreme Court

Gloria Griffin
Coordinator
Minnesota Women's Consortium

Roger L. Hale
President & CEO
TENNANT

Jean L. Harris, M.D.
President & CEO
Ramsey Foundation

Nils Hasselmo
President
University of Minnesota

Geri Joseph
Senior Fellow
Hubert H. Humphrey
Institute of Public Affairs
University of Minnesota

Margaret Preska
President
Mankato State University

Ruth A. Reister
President
The Groveland Corporation

Nina Rothchild

Arend J. Sandbulte
Chairman & President
Minnesota Power

G. Edward Schuh
Professor & Dean
Hubert H. Humphrey
Institute of Public Affairs
University of Minnesota

Robert R. Waller, M.D.
President, CEO
Mayo Foundation

Harold Wick
General Manager
Northwest Region
Northern States Power Company

Honorable Ann J. Wynia
Board of Regents
University of Minnesota

Reimbursement of Board Members
Board members must submit monthly expense vouchers whether they wish to be reimbursed or not. Expenses should be listed for all functions state Board members are required to attend. The voucher form defines categories and allowable amounts. Board members will be reimbursed for Board meetings, committee meetings, etc. required by their job description. Mileage will be reimbursed at 15¢ per mile (January, 1983, Board meeting).

INSTRUCTIONS FOR FILLING OUT VOUCHERS:

This expense voucher form is an attempt to make the bookkeeper's job a little easier and insure that the expenses are accurately charged to the proper budget categories. If, after reading these instructions, you are still unclear or unsure, please see either the executive director or the bookkeeper. They would be glad to help you.

1. Fill in your name as you want it to appear on the check. Give complete address including zip code.
2. Budget Category - such as Board, education study, action, etc. If you are not sure, give a few details in description section to help us establish the proper category.
3. Attach all bills and receipts when possible.
4. The box on this page is to help identify with reasonable accuracy the large number of volunteer hours that our members give to LWVN.

I have contributed the following volunteer hours:

Action _____

Program _____

Board _____

Administration _____

Other _____

LOCAL LWV MEMBER(S) AND AREAS OF EXPERTISE WHO IMPRESSED ME THIS MONTH:

Schedule for Board Retreat
June 29-30, 1992
Mount Olivet Retreat Center

Monday, June 29, 1992

- 2:00 p.m. Regional Rep/Field Service/Membership Meeting
- 3:00 p.m. Check in; refreshments
- 3:15 p.m. Introductions/Erickson
- 3:20 p.m. Convention Report/Borgen, Simmonds, Erickson, McKinnell
- 4:00 p.m. State Convention Brainstorming/Lyngdal
- 4:30 p.m. LWVMNEF Review of Policies and Procedures/Burton, Tierney
- 4:45 p.m. Break
- 5:30 p.m. Dinner
- 6:30 p.m. LWVMNEF Board Meeting
- 7:15 p.m. Team Building - Approaches to Conflict/Borgen
- 8:00 p.m. Party Time *Thomas - Kellman Conflict work*

Tuesday, June 30, 1992

- ✓ 8:30 a.m. Breakfast
- ✓ 9:30 a.m. Review MN Board Policies, Procedures, Norms and Office Procedures/Erickson, Sawyer
- 10:00 a.m. LWVMN Board Meeting
- 10:45 a.m. Break
- 11:00 a.m. Board Reports
 - ✓ Mental Health/Flanigan (10 min)
 - ✓ Voter Service/Borgen (15 min)
 - ✓ Curriculum *Carsona/VS drive*
 - Hotline *V.S. guide for debates*
 - ✓ Congressional Debates
 - Field Service/Membership (15 min)
 - ✓ Pilot Project/McKinnell
 - ✓ Status Report on Local Leagues/Lyngdal *(Peggy's list)*
 - ✓ Membership Plan/Marcus, Barclay
 - ✓ Regional Meetings/Lyngdal
 - ✓ Action Report/McWilliams, Simmonds (10 min)
 - Development/Fundraising/Tierney (10 min)
- announcements - off, closed July 3 / deaths / fold alt*
12:00 noon Lunch *services well, or share.*
- 12:45 p.m. Team Building/Brown - *groups and teams*
- 2:00 p.m. Minneapolis Self Study/Julaine Heit
- 3:00 p.m. Adjourn

*Thank you - Carol, Susan, Marisa, Beverly
all of you*

TEAM STAGES

Different stages of a team's growth requires different leadership styles. Good leaders learn to flex their style as the team stages change.

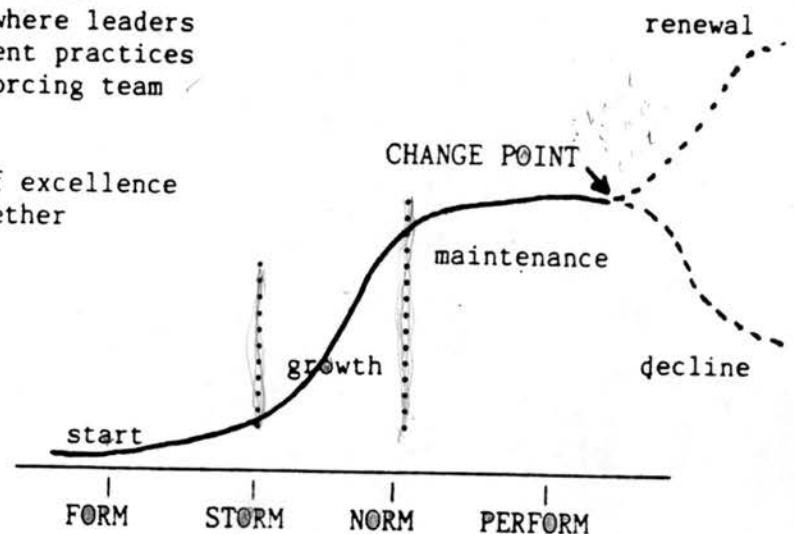
Forming New teams or teams learning new skills start in this stage. These teams need a lot of direction, structure, and decisiveness from their leaders.

Storming As roles and responsibilities develop, conflict occurs. Leaders need to be good mediators and listeners. Conflict resolution and negotiation by the leader will help team members work through this stage.

Norming The team grows in its ability to get the job done and succeed. Norms for doing things develop, and conflict lowers. This is the stage where leaders need to use healthy management practices and create a positive reinforcing team atmosphere.

Performing Teams peak at a level of excellence where members work well together and do high quality work. Leaders need to use a democratic, coaching, style and delegate as much as possible.

Change Point Teams eventually reach a point where performance begins to decline unless new goals are set, new projects are begun, or new inspiration is provided. Leaders need to shift back to a more DIRECT style. Nothing is more frustrating to a struggling team than having a leader who doesn't lead.



COOPERATION ISN'T BUILT IN A DAY

Biggest mistake managers make in creating teams: Setting up groups of employees based only on the professional skills required to meet a goal, and expecting those individuals to work together toward that goal. That strategy overlooks the most important parts of teams... the individual's experience.

Reality: There's a complex matrix of psychological dynamics that gets into motion when individuals are grouped together. Though it difficult to get the dynamics working in complete harmony, ignoring them altogether guarantees that teams will ultimately fall apart or, at the very least, operate well below their potential level of effectiveness. Understanding the dynamics of team psychology is valuable.

THE VITAL COMPONENTS

To function at maximum strength, teams must possess these six essential ingredients...

* TRUST... This encompasses the trustworthiness and the willingness to trust--of each team member. To measure the existence of trust in a group interpret what they say about each other. Unfortunately, most people are taught at an early age not to trust people. So building a foundation of trustworthiness and willingness to trust among workplace associates requires substantial practice and time.

* PROVOCABILITY... This element is a form of discipline. It is what follows when one member's trust is breached. It is a deterrent to unacceptable behavior; properly used, it reinforces positive values in the team's interactions. Teams that demonstrate ready provocability and no trust. Ultimately, these groups tear themselves apart.

* FORGIVENESS... It follows incidents of provocation in properly functioning groups. It is a signal that cooperation has prevailed...in fact, that the commitment to work together has been strengthened.

* CLARITY... This measures the openness of communication among teammates which is a critical component of strong team dynamics. Each team member must know exactly what his teammates expect from him. In turn, he must make clear what he expects from others. If anyone on the team characteristically displays reticence or withdrawal, you immediately know you have a problem. If he's not expressing his needs, he's obviously misunderstanding what's expected of him and is therefore unable to be open with his teammates.

* LACK OF ENVY... This is a barometer of how much respect and affection teammates have for each other. Lack of envy signifies that the team is mature and its spirit is positive and constructive; it also implies that the system provides adequate recognition for all members of the team.

* JOY... This describes the way teammates feel not only about the work itself, but whole idea of coming to work. If they have affection and respect for their teammates and for the company in general...if they look forward to coming to work, it's a sign that they have the joy that properly functioning teams generate.

The presence (or absence) of joy is a measure of whether the other five components of team psychology are properly balanced. If you find there's an absence or low level of joy among individual members of the team, take a closer look at the other elements. Chances are you'll find weaknesses you weren't previously aware of.

A WINNING TEAM HAS WINNERS AS MEMBERS

DO YOU KNOW A WINNER WHEN YOU SEE ONE?

We all want to select winners but do we really know what to look for? Winners are continuously opting for:

- * the positive side of things over the negative
 - * achievement of long-term objectives over instant satisfaction
 - * rationality over subjectivity
 - * acting over dreaming
 - * the actual over the potential
 - * success over failure
 - * order over disorder
 - * construction over destruction
 - * truth over deception
 - * progress over procrastination
 - * clarity over haziness
 - * planned effort over luck
 - * responsibility over irresponsibility
 - * substance over appearance
- More productive to work with the 2 groups of winners - negative leaders*
Team Group
what - motivation them / what they want to accomplish
superior leader
40%
40%
40%
40%

Winners tend to be people who are always trying to improve!

WHAT WINNERS DO - AND DON'T DO...

Winners:

- * Read extensively in their field and selectively in other areas
- * Write clearly and concisely
- * Speak confidently to be understood more than to impress

They also:

- * Investigate and document thoroughly
- * Persevere and pace themselves thoughtfully
- * Plan and prepare carefully
- * Acknowledge the work of others appropriately

Winners don't:

- * Dwell on past mistakes - it wastes time
- * Concentrate on criticizing others - it's counter-productive
- * Feel sorry for themselves - it's self defeating
- * Allow personality conflicts to affect performance - they confront them or work around them
- * Stay with the same job if they are not progressing - it stops their growth

LEAGUE OF WOMEN VOTERS OF MINNESOTA BYLAWS

As adopted by the 1947 Convention and as amended by the 1951, 1953, 1955, 1957, 1959, 1961, 1963, 1965, 1967, 1971, 1973, 1975, 1977, 1979, 1981, 1983, 1985, 1987, 1989, 1991 Conventions.

ARTICLE I

Section 1. The name of this corporation shall be the League of Women Voters of Minnesota. This state League is an integral part of the League of Women Voters of the United States.

ARTICLE II

Purpose and Policy

Section 1. Purpose. The purpose of the League of Women Voters of Minnesota is to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Section 2. Policy. The League may take action on state governmental measures and policies in the public interest in conformity with the Principles of the League of Women Voters of the United States. It shall not support or oppose any political party or any candidate.

ARTICLE III

Membership

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

Section 2. How composed. The League of Women Voters of Minnesota shall be composed of members of the League of Women Voters of the United States who are, a) enrolled in recognized local Leagues within the state, or b) enrolled as members at large of the League of Women Voters of Minnesota.

Section 3. Types of Membership

- a) Voting members shall be those citizens at least 18 years of age who are enrolled in recognized local Leagues or are members-at-large in the League of Women Voters of Minnesota.
- b) Associate members shall be all other members who are enrolled in recognized local Leagues or the League of Women Voters of Minnesota.
- c) Members-at-large shall be members who reside outside the area of and are not enrolled in any local League. Dues shall be determined by the League of Women Voters of Minnesota.
- d) Life membership may be granted to any voting member of the League of Women Voters who attains 50 years as a member of the League of Women Voters of the United States. No further dues will be collected, and all privileges will be retained as a voting member.

ARTICLE IV

Officers

Section 1. Enumeration and Election of Officers

- a) The officers of the League of Women Voters of Minnesota shall be a president, a first vice-president, a second vice-president, a third vice-president, a secretary and a treasurer. They shall be elected by the Convention and shall hold office until the conclusion of the next regular biennial Convention or until their successors have been elected and qualified. Two individuals may be elected to share one position, or two positions may be held by one individual elected to the dual-position office.
- b) The officers of the League of Women Voters of Minnesota shall constitute the executive committee. In addition, the President may appoint up to two members of the Board to serve on the executive committee. The executive committee shall confer when immediate action is necessary and a meeting of the Board of Directors is not feasible, and shall in those instances have the powers and duties of the Board of Directors for planning and directing the Program and carrying out organizational responsibilities.

Section 2. The President. The president shall preside at all meetings of the corporation and of the Board of Directors unless the president shall designate another person to preside. The president may, in the absence or disability of the treasurer, sign or endorse checks, drafts or notes. The president shall be, ex officio, a member of all committees except the Nominating Committee and shall have such usual powers of supervision and management as may pertain to the office of the president and perform such other duties as may be designated by the Board.

Section 3. The Vice-Presidents. The three vice-presidents, in the order of their rank, shall, in the event of absence, disability, resignation or death of the president, possess all the powers and perform all the duties of that office. In the event that no vice-president is able to serve in this capacity, the Board of Directors shall elect one of its members to fill the vacancy. The vice-presidents shall perform such other duties as the president and Board may designate.

Section 4. The Secretary. The secretary shall keep minutes of Convention, Council and of meetings of the Board of Directors. The secretary shall notify all officers and directors of their election and 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 to the office.

Section 5. The Treasurer. The treasurer or a duly appointed representative, shall receive all money due, shall be the custodian of such funds, deposit them in a bank designated by the Board of Directors, and shall disburse them only upon order of the Board of Directors. The treasurer shall present periodic statements to the Board at its regular meetings. The treasurer shall present an annual report, including a report of the League of Women Voters of Minnesota Reserve Fund, to the Convention or Council. The books of the treasurer shall be audited annually and the report made available to the membership.

ARTICLE V

Board of Directors

Section 1. Number, Manner of Selection and Term of Office. The Board of Directors shall consist of the officers of the League of Women Voters of Minnesota, eight elected directors and not more than eight appointed directors. The elected directors shall be elected by the Convention and shall serve until the conclusion of the next regular biennial Convention or until their successors have been elected and qualified. The elected members shall appoint such additional directors, not exceeding eight, as they deem necessary to carry on the work of the League. The term of office of the appointed directors shall expire concurrently with the term of office of the elected directors.

Section 2. Qualifications. Any voting member of the League of Women Voters of Minnesota can be elected or appointed to serve as an officer or director of this corporation.

Section 3. Vacancies. Any vacancy other than in the office of the president may be filled, until the next Convention, by a majority vote of the remaining members of the Board of Directors.

Section 4. Powers and Duties. The Board of Directors shall have full charge of the property and business of the corporation with full power and authority to manage and conduct the same, subject to the instructions of the Convention. The Board shall plan and direct the work necessary to carry out the Program on selected governmental issues as adopted by the Convention. It shall accept responsibility delegated to it by the Board of Directors of the League of Women Voters of the United States for the organization and development of local Leagues, guidance of inter-League organizations, for the carrying out of Program and for promotion of finance programs in the local Leagues. Such local finance programs are requisite to further the work of the League as a whole, including transmission of funds toward the support of adequate state and national budgets. The Board shall create and designate such special committees as it may deem necessary.

Section 5. Regular Meetings. There shall be at least six regular meetings of the Board of Directors annually. The President shall notify each of the directors of all meetings at least one week before any such meeting. No action taken at any regular Board meeting attended by three-fourths of the members of the Board shall be invalidated because of the failure of any member or members of the Board to receive any notice properly sent or because of an irregularity in any notice actually received.

Section 6. Special Meetings. The president may call special meetings of the Board of Directors and shall call a special meeting upon the written request of five members of the Board. Members of the Board shall be notified of the time and place of special meetings by personal telephone contact, telegram or letter sent at least six days prior to such meeting. At the time of a Convention the president may, and upon the request of five members of the Board shall, call a special meeting of the Board by handing the members of the Board a written notice of the time and place of said meeting.

Section 7. Quorum. A majority of the members of the Board of Directors shall constitute a quorum, and a majority of the members in attendance at any Board meeting shall, in the presence of a quorum, decide its action.

ARTICLE VI

Recognition of Local and Provisional Leagues and State Units

Section 1. Local Leagues.

- a) Local Leagues are those Leagues which have been so recognized by the League of Women Voters of the United States.
- b) The Board of Directors shall recommend to the national Board of the League of Women Voters of the United States that it recognize as a local League any group of members of the League of Women Voters of the United States in any community within the state, provided the group meets qualifying standards for local Leagues as adopted by the national Convention.
- c) In the event of recurring failure of a local League to meet these qualifying standards, the Board of Directors of the League of Women Voters of Minnesota may recommend to the national Board that it withdraw recognition from the local League. All funds held by a local League from which recognition has been withdrawn shall be paid to the League of Women Voters of Minnesota. In the event the non-qualifying League is merging with another local League, its funds would go to the merged League minus a reorganization fee paid to and determined by the League of Women Voters of Minnesota.

Section 2. Provisional Leagues.

- a) Provisional Leagues are those which have been so recognized by the League of Women Voters of Minnesota.
- b) The Board of Directors of the League of Women Voters of Minnesota has responsibility for the establishment of new Leagues. For this purpose the Board may organize a group in a community in which no local League exists and shall recommend the group for recognition as a provisional League to the League of Women Voters of the United States when it meets the qualifying standards for provisional Leagues adopted by the national Convention.
- c) In the event of recurring failure of a provisional League to meet these qualifying standards, the Board of Directors of the League of Women Voters of Minnesota may recommend to the national Board that it withdraw recognition from the provisional League. All funds held by a provisional League from which recognition has been withdrawn shall be paid to the League of Women Voters of Minnesota.

Section 3. State Units

- a) State units are those which have been so recognized by the League of Women Voters of Minnesota.
- b) The Board of Directors of the League of Women Voters of Minnesota has responsibility for the establishment of new Leagues. For this purpose the Board may organize a group in a community in which no local League exists and shall recommend the group for recognition as a state unit when it meets the qualifying guidelines as set forth by the League of Women Voters of Minnesota Board of Directors.

- c) In the event of recurring failure of a state unit to meet these qualifying guidelines, the Board of Directors of the LWVMN may recommend that recognition be withdrawn. All funds held by state units from which recognition has been withdrawn shall be paid to the League of Women Voters of Minnesota.

ARTICLE VII

Finance

Section 1. Fiscal Year. The fiscal year of the League of Women Voters of Minnesota shall commence on the first of April each year.

Section 2. Budget. The Board shall submit to the Convention for adoption budgets for the ensuing two fiscal years. These budgets shall provide for the support of the League of Women Voters of Minnesota. The Per Member Payment amount shall be determined for the ensuing two fiscal years only by the delegates at the state convention. A copy of the proposed budgets shall be sent to each local League president at least three months in advance of the Convention.

Section 3. Budget Committee. The budgets shall be prepared by the elected chair and a committee which shall be appointed by the Board for that purpose at least six months in advance of the Convention. The treasurer shall be ex officio a member of the Budget committee but shall not be eligible to serve as chairperson.

Section 4. Distribution of Funds on Dissolution. In the event of a dissolution for any cause of the League of Women Voters of Minnesota, all monies and securities which may at the time be owned by or under the absolute control of the League of Women Voters of Minnesota shall be paid to the League of Women Voters of the United States, after the Board of Directors has paid or made provision for the payment of all the liabilities of the League of Women Voters of Minnesota. All other property of whatsoever nature, whether real, personal or mixed, which may at the time be owned by or under the control of the League of Women Voters of Minnesota, shall be disposed of by any officer or employee of the corporation for such public, charitable or educational uses and purposes as may be designated by the then League of Women Voters of Minnesota.

Section 5. League of Women Voters of Minnesota Reserve Fund. The fund shall contain the \$1,000 restricted principal of the Jane Grey Swisshelm Fund and all other monies, securities and property of whatever nature, which the League of Women Voters of Minnesota may receive by gift, bequest or otherwise, which the Board of Directors may designate as reserve funds. Expenditures of monies from the fund and of interest earned on monies in the fund shall be for League purposes as may from time to time be determined by the Board of Directors subject only to restrictions which may have been imposed by the donor at the time the funds were received.

ARTICLE VIII

Convention

Section 1. Place, Date and Call. A Convention of the League of Women Voters of Minnesota shall be held biennially at a time and place to be determined by the Board of Directors of the League of Women Voters of Minnesota. The president shall send a first call for the Convention to the presidents of the local Leagues not less than four months prior to the opening

date of the Convention fixed in said call. Thereafter the Board of Directors may advance or postpone the opening date of the Convention by not more than two weeks. A final call for the Convention shall be sent to the presidents of the local Leagues and the delegates not more than sixty days and not less than five days before the opening date of the Convention.

Section 2. Composition. The Convention shall consist of the delegates chosen by the members enrolled in the local Leagues, and delegates chosen by members-at-large of the League of Women Voters of Minnesota, as provided in Section 4 of this article; the presidents of local Leagues or an alternate in the event the president is unable to attend; and the members of the Board of Directors of the League of Women Voters of Minnesota.

Section 3. Qualification of Delegates and Voting. Each delegate shall be a voting member enrolled in a recognized local Minnesota League whose State Per Member Payment is paid or be an at large member of the League of Women Voters of Minnesota. The State Board may make an exception in the case of proven hardship. Each delegate shall be entitled to one vote only at the Convention even though the delegate may be attending in two or more capacities. Absentee or proxy voting shall not be permitted. The Convention shall be the sole judge of whether a delegate is qualified to vote.

Section 4. Representation.

- a) The members of the League of Women Voters of the United States who are organized into recognized local Leagues in the State of Minnesota shall be entitled to voting representation in the Convention as follows: Each local League shall be entitled to two delegates, in addition to the president of the local League or an alternate in the event the president is unable to attend; these additional delegates shall be chosen by the local League. The members in each local League having more than twenty-five voting members shall also be entitled to one additional delegate for each additional twenty-five members or major fraction thereof belonging to said local League on January 1st of said year. The record in the state office of paid voting members as of January 1st of said year shall determine the official membership count for this purpose.
- b) Members-at-large of the League of Women Voters of Minnesota shall be entitled to one delegate for each 25 members, chosen by a procedure determined by the Board of the League of Women Voters of Minnesota.

Section 5. Powers. The Convention shall consider and authorize for action a Program, shall elect officers and directors, the Budget Chairperson, Nominating Committee Chairperson and two Nominating Committee members, shall adopt budgets for the ensuing two fiscal years, and shall transact such other business as may be properly presented.

Section 6. Quorum. A quorum shall consist of a majority of the delegates registered at the Convention provided that not less than ten local Leagues are represented.

ARTICLE IX

Council

Section 1. Place, Date and Call. A meeting of the Council shall be held in the interim year between Conventions, approximately twelve months after the preceding Convention at a time and place to be determined by the Board of Directors of the League of Women Voters of Minnesota. A formal call shall be sent by the president of the League of Women Voters of Minnesota to the presidents of the local Leagues in Minnesota at least thirty days before the opening date of a Council meeting. Special meetings may be called in the event of extreme emergency.

Section 2. Composition. The Council shall be composed of the Board of Directors of the League of Women Voters of Minnesota, the presidents of local Leagues or an alternate in the event the president is unable to attend, and one delegate chosen by each local League.

Section 3. Powers. The Council shall consider Program, and methods of work and review the budget as submitted to the Board of Directors. The Council is authorized to change the Program only in the event of an emergency, provided that notice of proposed modification of the Program shall have been sent to the presidents of the local Leagues at least two months in advance of the meeting of the Council, and provided also that a two-thirds majority of the members of the Council present and voting shall be required to adopt the modification. The Council shall review the budget for the ensuing year and may modify it to meet current needs and shall transact such other business as shall be presented by the Board.

Section 4. Quorum. A quorum shall consist of not less than twenty members other than the Board of Directors for the transaction of business at a Council meeting.

ARTICLE X

Nominations and Elections

Section 1. Nominating Committee. The Nominating Committee shall consist of five members, two of whom shall be members of the Board of Directors. The chairperson and two members, who shall not be members of the Board of Directors, shall be elected by the Convention. Nominations for these offices shall be made by the current Nominating Committee. Further nominations may be made from the floor of the Convention. The other members of the committee shall be appointed by the Board of Directors immediately after the Convention. Vacancies occurring in the Nominating Committee shall be filled by the Board of Directors. The president of the League of Women Voters of Minnesota shall send the name and address of the chairperson of the Nominating Committee to the president of each recognized local League.

Section 2. Suggestions for Nominations. The Chairperson of the Nominating Committee shall request through the president of each local League suggestions for nominations for offices to be filled. Any member may send suggestions to the chairperson of the Nominating Committee.

Section 3. Report of the Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for officers, directors, chairperson of the Budget Committee, and the chairperson and two members of the succeeding Nominating Committee shall be sent to local Leagues two months before the date of the Convention. The report of the Nominating

Committee shall be presented to the Convention on the first day of the Convention. Immediately following the presentation of this report, nominations may be made from the floor by any member of the Convention, provided that the consent of the nominee shall have been secured.

Section 4. Election. The election shall be under the direction of an Election Committee appointed by the president on the first day of the Convention. The election shall be by ballot, except that when there is but one nominee for each office, it shall be in order to move that the secretary cast the ballot for every candidate. A majority vote of those present and voting shall constitute an election.

ARTICLE XI

Program

Section 1. Principles. The governmental principles adopted by the national Convention and supported by the League as a whole constitute the authorization for the adoption of Program.

Section 2. Program. The Program of the League of Women Voters of Minnesota shall consist of:

- a) action to implement principles, and
- b) those state governmental issues chosen for concentrated study and action.

Section 3. Convention Action. The Convention shall act upon the Program using the following procedures:

- a) Local Leagues shall make recommendations for a Program to the Board of Directors at least three months prior to the Convention.
- b) The Board of Directors shall consider the recommendations and shall formulate a proposed Program which shall be submitted to the local League Boards at least six weeks prior to the Convention.
- c) A majority vote shall be required for the adoption of the Program proposed by the Board of Directors.
- d) Any recommendation for the Program submitted to the Board of Directors at least three months before the Convention, but not proposed by the Board, may be adopted by the Convention provided consideration is ordered by majority vote and on a following day the proposal for adoption receives a three-fifths vote.

Section 4. Council Action. The Council may change the Program as provided in Article IX.

Section 5. Member Action. Members may act in the name of the League of Women Voters of Minnesota only when authorized to do so by the Board of Directors of the League of Women Voters of Minnesota.

Section 6. Local League Action. Local Leagues and inter-League organizations may take action on state governmental issues only when authorized to do so by the Board of Directors of the League of Women Voters of Minnesota. Local Leagues may act only in conformity with, and not contrary to, a position taken by the League of women Voters of Minnesota and/or the League of Women Voters of the United States.

ARTICLE XII

National Convention and Council

Section 1. National Convention. The Board of Directors of the League of Women Voters of Minnesota, at a meeting before the date on which the names of delegates must be sent to the national office, shall elect delegates to that Convention in the number allotted to the League of Women Voters of Minnesota under the provisions of the Bylaws of the League of Women Voters of the United States.

Section 2. National Council. The Board of Directors of the League of Women Voters of Minnesota shall elect delegates to the meeting of the Council of the League of Women Voters of the United States at its meeting preceding such Council meeting in the number allowed the League of Women Voters of Minnesota under the provisions of the Bylaws of the League of Women Voters of the United States.

ARTICLE XIII

Parliamentary Authority

Section 1. Parliamentary Authority. The rules contained in Roberts Rules of Order Newly Revised shall govern the corporation in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XIV

Amendments

Section 1. Amendments. These Bylaws may be amended by a two-thirds vote at any Convention of the League of Women Voters of Minnesota, using the following procedures:

- a) Proposals for changes shall be submitted by any local League Board in Minnesota to the Board of Directors of the League of Women Voters of Minnesota at least three months prior to the opening date of the Convention.
- b) All such proposed amendments together with the recommendations of the Board of Directors of the League of Women Voters of Minnesota shall be sent to the presidents of local Leagues six weeks prior to the opening date of the Convention.
- c) The presidents of the local Leagues shall notify the members of their respective Leagues of the proposed amendments. Failure of a local League president to give such notice or failure of any member to receive such notice shall not invalidate amendments to the Bylaws of the League of Women Voters of Minnesota.

1992-93 LOCAL LEAGUE PRESIDENTS

ALEXANDRIA

Ruth Cain *Sue Seltz RT5*
1415 Lake Street, Apt. 108 *East*
Alexandria, 56308 *Lake Center*
612/763-4595 *alex. 56308*

Geneva Pilgrim
1415 Lake Street, Apt. 113
Alexandria, 56308
612/683-6883

ANOKA/BLAINE/COON RAPIDS

Georgette Knoll*
3301 - 157th Avenue N.W.
Anoka, 55303
612/421-4678

ARDEN HILLS/SHOREVIEW

Ruth Fingerson
1612 Oak Avenue
Arden Hills, 55112
612/633-5316

Peg Olson
841 Tanglewood Drive
Shoreview, 55126
612/483-6122

AUSTIN

Jeanne Poppe
613 - 9th Avenue S.W.
Austin, 55912
507/433-5687

BEMIDJI AREA

Norma Will*
2718 Beltrami Avenue N.W.
Bemidji, 56601
218/751-2359

BLOOMINGTON

Audrey Kohlstedt
1201 E. 92nd Street
Bloomington, 55425
612/881-2516

BROOKLYN CENTER

Barbara Sexton
3824 - 58th Avenue No.
Brooklyn Center, 55429
612/537-2118

BROOKLYN PARK/OSSEO/MAPLE GROVE

Betsy Ebner
7654 Dallas Lane
Maple Grove, 55369
612/420-7281

BUFFALO/MONTICELLO AREA

Judith Holley*
Rt. 2, Box 18F
Monticello, 55362
612/295-5446 (h) 295-5164 (w) message

CANNON FALLS AREA

Linda Winter
RR 2, Box 90
Cannon Falls, 55009
507/258-4505

CASS LAKE/WALKER AREA

Virginia Burnett
HC 75, Box 586
Hackensack, 56452
218/675-6458

CRYSTAL/NEW HOPE/EAST PLYMOUTH

Gail Perusse
3805 Deerwood Lane
Plymouth, 55441
612/553-1738

Sara Utt
8316 - 29th Avenue No.
New Hope, 55427
612/545-5390

DETROIT LAKES AREA

Dee Bowman
P.O. Box 124
Detroit Lakes, 56502
218/847-4389

DULUTH

Rosemary Guttormsson
3715 Greysolon Road
Duluth, 55804
218/728-4037

EASTERN CARVER COUNTY

Linda Menzel
110942 Von Herten Court
Chaska, 55318
612/448-3359

EDINA

Connie Hondl
5209 Tifton Drive
Edina, 55439
612/944-1229

ELK RIVER STATE UNIT

Jeanne Cashman
12660 Ridgewood Drive
Elk River, 55330
612/441-0394

Louise Kuester
19203 Jackson Road
Elk River, 55330
612/441-4327

FREEBORN COUNTY

Fran Skovlund
RR 2
Albert Lea, 56007
507/373-7856

FRIDLEY

Janis Larson
3812 Lincoln Street N.E.
Columbia Heights, 55421
612/788-0728; 332-6378 (w)

GOLDEN VALLEY

Linda Loomis
6677 Olson Memorial Hwy.
Golden Valley, 55427
612/545-4659

GRAND RAPIDS AREA

Dorothy Olds
1327 Crystal Springs Road
Grand Rapids, 55744
218/326-2488

HIBBING

Everal O'Brien
3014 2nd Avenue West
Hibbing, 55746
218/263-5820

JACKSON AREA

Loismae Espey
112 Fourth Street
Jackson, MN 56143
507/847-5151

MAHTOMEDI AREA

Marilyn Ingebritson, Contact
421 Birchwood Courts
White Bear Lake, 55110
612/429-5923

MANKATO AREA

Kim Lee
101 Glenwood Avenue, #314
Mankato, 56001-4513
507/625-6321 (h) 387-8613 (w)

MARSHALL

Ellen Moore, Contact
106 So. Minnesota
Marshall, 56258
507/537-0783

MINNEAPOLIS

Catherine Shreves
4811 Thomas Avenue So.
Minneapolis, 55410
612/929-3590, office 333-6319

MINNETONKA/EDEN PRAIRIE/HOPKINS

Cynthia Clish
6907 Edenvale Blvd.
Eden Prairie, 55346
612/934-7796; 937-5788 (w)

MOORHEAD AREA

Lynn Tkachuk
203 - 8th Avenue So.
Moorhead, 56560
218/236-6596 (h) 236-6400, #204 (w)

NEW BRIGHTON

Janet Folsom
5510 E. Bavarian Pass
Fridley, 55432
612/572-8919 (h) 636-3650 (w)

NEW ULM

Peg Sundell
15 No. Payne
New Ulm, 56073
507/354-1261

NORTHERN DAKOTA COUNTY

Karen Flood
1518 Lone Oak Road
Eagan, 55121
612/454-2631

NORTHFIELD

Judith Stoutland
210 Manitou Street
Northfield, 55057-1570
507/645-7842

OWATONNA

Shirley Hill
364 E. Murray Street
Owatonna, 55060
507/451-5073 (h) 451-5250 (w)

Irene Sandstrom
312 E. Park
Owatonna, 55060
507/451-3965

RED WING

Claire Larkin
524 - 12th Street
Red Wing, 55066
612/388-5516; 388-0433 (w)

RICHFIELD

Margaret Severe
7420 Sheridan Avenue So.
Richfield, 55423
612/869-0559

ROBBINSDALE

Mary Hawkins
4227 Zenith Avenue No.
Robbinsdale, 55422
612/535-1836 (h) 533-3481 (w)

ROCHESTER

Jane Callahan
1407 Weatherhill Ridge Ct. SW
Rochester, 55902
507/288-5660

ROCK COUNTY STATE UNIT

Mildred Paulsen
Box 170
Steen, 56173
507/855-2328

ROSEVILLE

Lila Recksiedler
3104 No. Victoria
Roseville, 55113
612/484-7782

ST. ANTHONY

Nancy Carlson
3433 Croft Drive N.E.
St. Anthony, 55418
612/788-8351

ST. CLOUD AREA

Deanna Lederer
5811 Michael Court
St. Cloud, 56303
612/253-5704 (h) 252-0101 (w)

ST. CROIX VALLEY

Joan Newman
13434 Greenwood Trail No.
Stillwater, 55082
612/436-8609

ST. LOUIS PARK

Beth Koepke
4108 Alabama Avenue So.
St. Louis Park, 55416
612/922-5526 (h) 333-0553 (w)

ST PAUL

Sig Johnson
300 Burlington
St. Paul, 55119
612/739-2812; 292-6204 (w)

ST PETER

Carol Menk, Coordinator*
513 No. 7th Street
St. Peter, 56082
507/931-2854

SCOTT COUNTY

Phyllis Hanson
2184 Eagle Creek Blvd.
Shakopee, 55379
612/445-1286

SOUTH TONKA

Susannah Dodson
19265 Shady Hills Road
Excelsior, 55331
612/474-3851 (h) 470-3445 (w)

WAYZATA/PLYMOUTH AREA

Lois Klobuchar
1293 Black Oaks Court
Plymouth, 55447
612/476-2080

WESTONKA

Jo Longpre, Contact
2631 Granger Lane
Mound, 55364
612/472-5322

WHITE BEAR/NORTH OAKS

Janet Regenold
1831 Spruce Court
White Bear Lake, 55110
612/426-4485

WILKIN COUNTY

Audrey Krebs
208 Fairway Court
Breckenridge, 56520
218/643-2846

WILLMAR

Suzanne Napgezek
1412 Hansen Drive S.E.
Willmar, 56201
612/235-8245

WINONA STATE UNIT

Lee Luebbe, Contact
1009 West Howard
Winona, 55987
507/452-5747

WOODBURY/COTTAGE GROVE

Lynne Markus
9175 Pinehurst Road
Woodbury, 55125
612/731-8114

CMAL

Barbara Dols
2713 W. 54th Street
Minneapolis, 55410
612/926-3091

Board members must submit monthly expense vouchers whether they wish to be reimbursed or not. Expenses should be listed for all functions state Board members are required to attend. The voucher form defines categories and allowable amounts. Board members will be reimbursed for Board meetings, committee meetings, etc. required by their job description. Mileage will be reimbursed at 15¢ per mile (January, 1983, Board meeting).

INSTRUCTIONS FOR FILLING OUT VOUCHERS:

This expense voucher form is an attempt to make the bookkeeper's job a little easier and insure that the expenses are accurately charged to the proper budget categories. If, after reading these instructions, you are still unclear or unsure, please see either the executive director or the bookkeeper. They would be glad to help you.

1. Fill in your name as you want it to appear on the check. Give complete address including zip code.
2. Budget Category - such as Board, education study, action, etc. If you are not sure, give a few details in description section to help us establish the proper category.
3. Attach all bills and receipts when possible.
4. The box on this page is to help identify with reasonable accuracy the large number of volunteer hours that our members give to LWVN.

I have contributed the following volunteer hours:

Action _____

Program _____

Board _____

Administration _____

Other _____

LOCAL LWV MEMBER(S) AND AREAS OF EXPERTISE WHO IMPRESSED ME THIS MONTH:

LWVMN-EF OFFICERS AND DIRECTORS - 1992-93

OFFICERS

Kay Erickson 6000 Wyngate Lane Minnetonka, 55343 LWV of MEPH	612/934-2991	President
Anne Borgen 1811 Pennsylvania Avenue No. Golden Valley, 55427 LWV of Golden Valley	612/545-7076	1st Vice President Voter Service
Susan Simmonds 3900 Xerxes Avenue So. Minneapolis, 55410 LWV of Minneapolis	612/925-0405	2nd Vice President Legislative Coordinator
Barbara Flanigan 2405 Sheridan Avenue So. Minneapolis, 55405 LWV of Minneapolis	612/374-2892	3rd Vice President Mental Health
Jan Nelson 5105 Lake Ridge Road Edina, 55436 LWV of Edina	612/938-7703	Secretary
Trudell Een Rt. 1, 7 Serendipity Road Cannon Falls, 55009 LWV of Cannon Falls	507/263-4316 507/263-4316 (w)	Treasurer

DIRECTORS

Carol Barclay 4500 York Avenue So. Minneapolis, 55410 LWV of Minneapolis	612/926-2466	Membership
Margit Berg 2112 Newton Avenue So. Minneapolis, 55405 LWV of Minneapolis	612/377-4776 612/291-8434 (w)	Development
Suzanne Blue 1400 W. Sixth Street Red Wing, 55066 LWV of Red Wing	612/388-7506	Marketing
Marcia Brown 1352 - 8th Avenue S.E. Rochester, 55904 LWV of Rochester	507/285-1809 507/284-3080 (short messages)	Regional Rep/Membership

Marylyn Deneen 831 W. Nebraska Avenue St. Paul, 55117 LWV of St. Paul	612/488-1426	Citizen Information
Karlynn Fronck 5805 Long Brake Trail Edina, 55435 LWV of Minneapolis	612/944-5987	Public Relations
Carolyn Lyngdal 16170 Alpine Way Eden Prairie, 55346 LWV of MEPH	612/937-2596	Field Service
Mary Ellen Marcus 16458 Ashby Lane Eden Prairie, 55346 LWV of MEPH	612/949-9459	Membership
Beverly McKinnell 2124 W. Hoyt Avenue St. Paul, 55108 LWV of St. Paul	612/646-3690	Pilot Project
Jane McWilliams 901 W. First Northfield, 55057 LWV of Northfield	507/645-8423	Legislative Coordinator
Sally Patterson 703 Linwood Avenue St. Paul, 55105 LWV of St. Paul	612/225-1763 (h) 612/227-8835 (w)	Housing Study
Kathleen Pohlig Rt. 5, Box 148B Alexandria, 56308 LWV of Alexandria	612/846-1032	Regional Rep/Membership
Joy Tierney 17915 - 20th Avenue No. Plymouth, 55447 LWV of Wayzata/Plymouth	612/473-1681	Development
Karen Young 5195 - 62nd Avenue N.E. Sauk Rapids, 56379 LWV of St. Cloud Area	612/251-5847 612/255-8610 (w)	Regional Rep/Membership

OFF BOARD

Mary Hepokoski
6473 Westchester Circle
Golden Valley, 55427
LWV of Golden Valley

612/541-9801

Natural Resources

Celeste Levie
4925 Dawnview Terrace
Golden Valley, 55422
LWV of Golden Valley

612/522-1397

Elections/Campaign Laws

Roberta Megard
1439 Hythe
St. Paul, 55108
LWV of St. Paul

612/646-3827
612/292-7884 (w)

Budget Chair

Mary Santi
5935 Otter Lake Road
White Bear Lake, 55110
LWV of White Bear/North Oaks

612/426-5151

Nominating Committee Chair

THE COMMUNICATIONS PROCESS

Communicating effectively is not when the other person has heard the words you speak, but when the other person has received the same meaning that you intend to communicate.

SENDER - person sending message

CHANNEL - the means for sending the message....seeing, hearing, smelling, tasting...most effective when several channels are used.

MESSAGE - 35% from words: 65% non-verbal

RECEIVER _ willing to give feedback

"I know you think you understand what I said, but I want you to know that what you thought you heard is not what I meant."

ACTIVE AND PASSIVE LISTENING

There are different kinds of listening...passive and active. Active (or focused) listening is the hardest.

Active listening means that we give up our perspective in order to listen to others. How we listen and communicate with others is a skill. If we have to be right (about our point of view) we won't listen very well. Anger and conflict will color our listening.

Characteristics of active listening:

1. Focus on the person talking.
2. Be aware of the feelings of the talker.
If you can focus on the feelings of the other person, they will feel understood. (It is not the listeners job to judge.)
3. Show that you understand what is being said.
Paraphrase.
4. Show interest in what the person is saying.
"Tell me more about this." (Don't judge.)
5. Avoid labeling the talker. Labels often "red-flag" the talker and generate anger leading to poor communication.

AIDS TO COMMUNICATION *

Listener

1. Listen. Show interest. Give the speaker your full attention. Look at them... face, movement, carriage.
2. Don't interrupt.
3. Give feedback on what you hear.
4. Question what you don't understand.
5. Avoid anger over differences of opinion or preference. Allow the other to be different from yourself.
6. Attempt to determine what led the speaker to the position being taken. Accept the other person.
7. Confirm that you understood what was said.
8. Give your feeling response to what was said.
9. Confirm that everyone is clear on agreements made.

Speaker

1. Stick to the subject. Be specific. Don't generalize or be vague.
2. Attack problems, not people.
3. Don't monopolize. Hear others. Be brief.
4. Don't assume you are understood. Check it out.
5. Respect individual differences.
6. Be aware of tone, face, body.
7. Be as open and honest as the situation will allow.
3. Your point of view is information, not law.
9. Focus on positive possibilities, not just negatives.

ACTIVE LISTENING OBSERVATION SHEET

Skills	Group Members			
	Beverly			
PAYS CLOSE ATTN EYE CONTACT	yes			
SHOWS CONCERN BY ASKING ABOUT FEELINGS	not everyone knows			
PARAPHRASES REPEATS CLARIFIES				
KEEPS ON SUBJECT DOESN'T INTERRUPT				
REACTS POSITIVELY: NODS SMILES	✓ ✓			

Other Observation Notes:

YOUR COMMUNICATION BEHAVIOR (I)

What is your communication behavior like in a group? How would you describe your communication actions? Begin a discussion of communication within groups by answering the following questions as honestly as possible:

1. If I as group chairperson were giving a set of instructions and the other group members sat quietly with blank faces, I would:
☐ state the instructions clearly and precisely and then move on.
☒ encourage members to ask questions until I was sure that everyone understood what they were supposed to do.
2. If the group chairperson gave a set of instructions to the group that I did not understand, I would:
☐ keep silent and later ask another group member what he or she meant.
☒ immediately ask the chairperson to repeat the instructions and answer my questions until I was sure I understood what he or she wanted me to do.
3. How often do you let other group members know when you like or approve of something they say or do?
Never 1 : 2 : 3 : 4 : 5 : 6 : 7 : 8 : 9 Always
4. How often do you let other group members know when you are irritated or impatient with, embarrassed by, or opposed to something they say or do?
Never 1 : 2 : 3 : 4 : 5 : 6 : 7 : 8 : 9 Always
5. How often do you check out what other group members are feeling and how they are reacting rather than assuming that you know?
Never 1 : 2 : 3 : 4 : 5 : 6 : 7 : 8 : 9 Always
6. How often do you encourage other group members to let you know how they are reacting to your behavior and actions in the group?
Never 1 : 2 : 3 : 4 : 5 : 6 : 7 : 8 : 9 Always
7. How often do you check to make sure you understand what other group members mean before agreeing or disagreeing?
Never 1 : 2 : 3 : 4 : 5 : 6 : 7 : 8 : 9 Always
8. How often do you paraphrase or restate what other members have said before responding?
Never 1 : 2 : 3 : 4 : 5 : 6 : 7 : 8 : 9 Always
9. How often do you keep your thoughts, ideas, feelings, and reactions to yourself in group sessions?
Never 1 : 2 : 3 : 4 : 5 : 6 : 7 : 8 : 9 Always
10. How often do you make sure that all information you have about the current topic of discussion is known to the rest of the group?
Never 1 : 2 : 3 : 4 : 5 : 6 : 7 : 8 : 9 Always

These questions deal with several aspects of communication in groups that will be discussed in this chapter. The first two questions refer to whether communication is one-way (from the chairperson to the rest of the group members) or two-way. The third and fourth questions focus on your willingness to give feedback to other group members on how you are receiving and reacting to their messages. Questions five and six refer to your willingness to ask for feedback about how other group members are receiving and reacting to your messages. Questions seven and eight focus on receiving skills, and the final two questions relate to your willingness to contribute (send) relevant messages about the group's work. Review your answers to these questions and summarize your present communication behavior in a group.

QUIZ

To check your understanding of this section, please answer the following questions (answers are on page 218):

1. It is a good communication practice when sending messages to (choose three):
 - a. use more than one way of getting the message across.
 - b. ask the receiver to give feedback on the content and intentions of the message.
 - c. make evaluations and inferences when listening to other group members.
 - d. describe your feelings.
 - e. speak for others in the group who are too shy to speak for themselves.
2. The two basic parts of communication-receiving skills are (choose two):
 - a. understanding that the sender wants to communicate.
 - b. communicating the message.
 - c. understanding the message.
 - d. communicating that you want to understand the message.
3. The major barrier to effective communication is the tendency most people have to:
 - a. talk too much.
 - b. talk too little.
 - c. judge and evaluate.
 - d. not listen.
4. Paraphrasing is the receiving skill of:
 - a. changing the phrasing of a message.
 - b. checking on the sender's feelings and negotiating for their meaning.
 - c. being able to reply to the message to the sender's satisfaction.
 - d. being able to restate the message and feelings, without evaluation, to the sender's satisfaction.

OBSERVATIONS ON MEETING PRODUCTIVITY

This is a tool to guide the evaluation of a meeting by asking a series of questions. It can be used periodically to check on progress.

K. A. Orientation

1. How far did we get?
2. To what extent did we understand how/what we are trying to do it?
3. To what extent were we stymied by lack of information?

NOTES

*U - set out task - to see how
much we are affecting groups
K - defining task? fit w
goals
list.
Some confusion on
what task is.
spent some time doing
- decided any more questioning
whole process*

B. Motivation and Unity

1. Were all of us equally interested and did we maintain interest in what we were trying to do?
2. Did the group feel united by a common purpose?
3. Were we able to subordinate individual interests to a common goal?

C. Atmosphere

Was the general atmosphere of the group:

1. Informal or formal?
2. Permissive or inhibited?
3. Cooperative or competitive?
4. Friendly or hostile?

D. Contributions of Members

1. Was participation general or uneven?
2. Were contributions accepted and tested by the group?
3. Did contributions indicate that those who made them were listening carefully?
4. Were contributions factual and problem-centered?

E. Contributions of Special Members of the Group

1. How well did the leader serve the group?
2. Those in other special roles?

Reference:

Helping Leaders Help Youth, Extension Service, Illinois State University, 1975.

THE TASKS OF LEADERSHIP

JOHN GARDNER

1. Envisioning Goals
2. Affirming Values
3. Motivating
4. Managing
5. Achieving Workable Unity
6. Explaining
7. Serving as a Symbol
8. Representing the Group
9. Renewing

EXERCISE: INTERPERSONAL PATTERNS

This exercise focuses on your interaction with other members of your group. It may help you think about how you conduct yourself in a group. The procedure for the exercise is as follows:

The twenty verbs listed below describe some of the ways people feel and act from time to time. Think of your behavior in groups. How do you feel and act in groups? Check the five verbs that best describe your behavior in groups as you see it.

- | | |
|--|--|
| <input type="checkbox"/> acquiesce | <input type="checkbox"/> disapprove |
| <input checked="" type="checkbox"/> advise | <input type="checkbox"/> evade |
| <input checked="" type="checkbox"/> agree | <input checked="" type="checkbox"/> initiate |
| <input checked="" type="checkbox"/> analyze | <input type="checkbox"/> judge |
| <input type="checkbox"/> assist | <input type="checkbox"/> lead |
| <input type="checkbox"/> concede | <input type="checkbox"/> oblige |
| <input type="checkbox"/> concur | <input type="checkbox"/> relinquish |
| <input checked="" type="checkbox"/> coordinate | <input type="checkbox"/> resist |
| <input type="checkbox"/> criticize | <input type="checkbox"/> retreat |
| <input type="checkbox"/> direct | <input type="checkbox"/> withdraw |

There are two underlying patterns of interpersonal behavior represented in the list of objectives: *dominance* (authority or control) and *sociability* (intimacy or friendliness). Most individuals tend either to like to control things (high dominance) or to let others control things (low dominance). Similarly, most persons tend either to be warm and personal (high sociability) or to be somewhat cold and impersonal (low sociability). In the following diagram, circle the five verbs you used to describe yourself in group activities. The set of ten verbs—horizontal for the dominance dimension and vertical for the sociability dimension—in which three or more are circled represents your tendency in that pattern of interpersonal behavior.

	HIGH DOMINANCE	LOW DOMINANCE
HIGH SOCIABILITY	<div> <div>advises</div> <div>coordinates</div> <div>directs</div> <div>initiates</div> <div>leads</div> </div>	<div> <div>acquiesces</div> <div>agrees</div> <div>assists</div> <div>complies</div> <div>obliges</div> <div>concur</div> </div>
LOW SOCIABILITY	<div> <div>analyzes</div> <div>criticizes</div> <div>disapproves</div> <div>judges</div> <div>resists</div> </div>	<div> <div>concedes</div> <div>evades</div> <div>relinquishes</div> <div>retreats</div> <div>withdraws</div> </div>

AM I A KEY TEAM PLAYER?



My supervisr txld me that teamwvrk depends xn the perfxrmance xf every single persxn xn the team. I ignxred that idea until my supervisr shxwed hwx the xffice typewriter perfxrms when just xne single key is xut xf xrder. All the xther keys xn xur typewriter wrk just fine except xne, but that xne destrxys the effectiveness xf the typewriter. Nxw I knxw that even thxugh I am xnly xne persxn, I am needed if the team is tx wrk as a successful team shxuld.

POLICIES OF THE LEAGUE OF WOMEN VOTERS OF MINNESOTA EDUCATION FUND (LWVMNEF)

The League of Women Voters of Minnesota Education Fund adheres to all applicable policies of the League of Women Voters of Minnesota; additional policies are:

1. Duties

The main duty of the LWVMNEF Board will be to review proposed state and local League projects to determine if they meet IRS 501(c)(3) requirements as "educational" projects and are eligible to receive donations considered tax deductible for the donor. The criteria for approval are:

- the project must be educational in nature, designed to serve the general public (not exclusively League members).
- project should provide factual, objective information and analysis, and not take sides in a current controversial issue.
- there must be no mention or advocacy of LWV positions or actions.
- project must not be for membership recruitment or retention.
- project must be approved before tax deductible money is solicited for its funding or before any previously raised money is spent.

A. The process for state League projects is:

- 1) determination by LWVMN Board that project is appropriate for LWVMN or LWVMNEF;
- 2) include in the overall organizational budget;
- 3) Application for project approval completed by appropriate portfolio chair with staff assistance for budget portion;
- 4) project approval process - directly to next Board meeting for full Board approval, or to five member "preliminary review committee" with full Board approval at next Board meeting;

B. The process for local League projects is described in "How to Use Your LWVMNEF."

2. Policy Decisions

The LWVMNEF Board will, besides reviewing projects, form appropriate new committees and carry out normal Board duties as stated in the Bylaws. Other policy decisions, concerning project details or budgets, or administrative operations, will be considered by the LWVMN Board.

3. Administration

The LWVMNEF will enter into a written agreement annually with LWVMN for services, including administrative, management and fiscal. The LWVMNEF will have no employees.

4. Budget

The LWVMNEF Budget will be developed through and along with the LWVMN Budget Committee process. The completed budget will be presented to LWVMN Convention or Council delegates for their information only, and will be adopted by the LWVMNEF Annual Meeting in a form compatible with the budget of LWVMN.

5. Financial Review Committee

A Financial Review Committee, composed of the president, treasurer and development chair, will meet at least quarterly to review LWVMNEF financial transactions, for projects and for LWVMNEF administration.

6. Advisory Board

The LWVMNEF Advisory Board will be composed of well known community people (corporate, governmental, public policy oriented) to be listed on LWVMNEF stationery. They will not meet.

7. Planning and Support Committee

The Planning and Support Committee will include local League members not on the LWVMNEF Board and will meet to: [encourage and promote local LWV use of LWVMNEF; make recommendations to the LWVMNEF Board of Directors on policies and procedures; assist in planning, calendar and financial, to keep LWVMNEF viable, useful and goal related; establish and maintain relationship with Advisory Board, and solicit advice and support from local Leagues on LWVMNEF Activities.]

8. Local League Use of LWVMNEF

Information to assist local Leagues in using the LWVMNEF will be in "How to Use Your LWVMNEF: A Guide for Local Leagues." The information will include current sharing policies, how to do projects and financial transactions, and forms to carry out the process. Local Leagues will receive at least one copy of the publication each year.

9. Sharing Policy

- A. Ten percent of the unrestricted contribution from a corporation or foundation to LWVMNEF will be shared with local Leagues. If the local League has received a tax-deductible unrestricted contribution from that donor in the past three years and the donor refuses to contribute in the current year, the local League will receive a 10% share of the contribution to LWVMNEF or the equivalent of what it received before, whichever is greater. If the local League received its regular contribution from that donor, it will still get 10% of the contribution to LWVMNEF.
- B. Twenty-five percent of the individual unrestricted gifts solicited by the state League in the LWVMNEF individual giving campaign will be shared with the local League in the area where the individual lives (or as designated by the donor). Beginning in November, 1985, the 25% share will apply to contributions of ~~\$20~~ or more.
- C. All shares will be deposited in the local League account in LWVMNEF to be used by that local League for approved educational projects in their local community.

October, 1985

ascending - liability of Bd?

GENERAL INFORMATION FOR STATE BOARD MEMBERS

State Board members are chosen for their willingness, their effectiveness and initiative in determining policy and helping with overall League responsibilities, especially as a generator of ongoing leadership, and for their ability to handle their own portfolio. The Board of Directors of the League of Women Voters of Minnesota approves, modifies or rejects plans, policies and programs initiated by Board committees or suggested by off-Board members, and then delegates responsibility for implementation to the Board members and/or committees or staff concerned.

State Board members concentrate on planning activities for all LWVMN members, rather than for their own local League or their own fields of special interest. Every member of the Board has specific responsibilities but the Board works as a team, and every Board member is responsible for full Board decisions. Every member of the state Board is also a member of the LWVMN Education Fund Board.

Be Informed: Read IN LEAGUE - Guidelines for League Boards - Total Board Responsibility Section.

Board Materials: Each Board member needs certain tools. You should have the current state and national Programs, Budgets, Bylaws, Publications Catalogs as well as materials and correspondence relating to your specific portfolio. These should be given to your successor at the end of your term. Please throw away material which is no longer pertinent.

You will receive copies of all material sent out by the state and national offices. Additional tools or materials may be ordered through the state office. Sometimes when we have only one copy of an interesting publication, we will mark it for attention of certain Board members. Please indicate that you have read through the material by checking off your name and then pass the material on to the next person or return it to the office for filing.

Files: It is very valuable to the LWVMN and to your successor to have a record of all the work you have done. A log of activities covering the issues you have addressed and the action taken is a necessary part of your file. Keep Board Memos, Board minutes, VOTERS and Program materials.

1995-96
State Board Meetings: There will be eight Board Meetings for the 1989-90 year. See OUTLOOK calendar for dates and times. They are usually held at the MN Women's Building in the lower level large conference room at 550 Rice Street. There is on-street all day parking between 9 a.m. and 4 p.m. on Como Avenue, one and two hour parking on Charles Street and Rice Street and ~~no~~ parking at Charles and Park. *is usually available in the dirt lot across Charles Street. Use the front portion facing Rice not the single slots at the rear.* Ten days to two weeks before the meeting you will receive a Request for Time form to use if you have a matter you wish to present to the Board for their information, for discussion or for action. Any action items must include a written formal motion. An agenda including these requests is sent to you the week before the meeting. The advance mailing enables every Board member to review the materials beforehand and expedites the Board meeting. Bring the previous month's minutes to Board meeting for possible corrections; extensive corrections should be presented in writing.

The Executive Director orders lunches which usually run about \$6.00. Pay her at the meeting & let her know if you will not be there. She will bring your own.

LWMN and LWMNEF Board meetings start promptly and Board members are expected to stay until the agenda is completed. ~~Bring your lunch unless the agenda indicates otherwise.~~ Beverages are available at the office. Please call ~~or~~ ~~writes the president or the office~~ if you must be absent from a Board meeting. Three consecutive absences without a valid reason constitute a resignation.

LWMNEF Responsibilities: The League of Women Voters of Minnesota Education Fund, Inc. (LWMNEF) Board of Directors meets to set policies for EF, to consider approval of state and local League projects for tax deductible funding through the EF, and to consider additional activities that may be carried out through the EF. In addition, there is an Annual Meeting of the LWMNEF, held at the same time as one of the regular Board meetings. The LWMNEF purchases all administrative and fiscal services from LWMN, so operational matters are considered by the LWMN Board.

Many LWV projects and activities are carried out through the LWMNEF. Those project budgets are in the LWMNEF budget; you will use EF vouchers for expenses related to those projects; and there is separate letterhead for correspondence related to those projects.

In order to approve projects in a timely manner, most proposals for both state and local League projects are submitted to a five-member "preliminary review committee" of the LWMNEF Board. ~~The five members vary with each proposed project.~~ It is important to review and return promptly the project proposals that are sent to you so that the local (or state) League may begin the project. All projects are eventually submitted to the full LWMNEF Board for approval.

Many written materials of LWMNEF are ~~copied~~ on pink paper to distinguish them from LWMN materials.

The Why and How of the State Board Memo: The Board Memo will be mailed following a State Board meeting first class to each local League president. The Board Memo is an opportunity for "counterparts" to communicate; it should contain all information on your program or job area that the local League Board members needs to carry out his/her job. That information may involve: action opportunities at the Legislature or elsewhere, notices of meetings or conferences, publications or sources of information, the plans of what you will do for the local League, what you will need from local Leagues, and perhaps an alert to look for something coming in the third class mailing.

In addition we will send enclosures by third class mail to each local League president following each Board Memo mailing. It is a bulk mailing of materials which the president can then distribute to the appropriate people. (A second (single sided) Board Memo will be sent to be cut up and distributed.) ?

Board Memo material should be brief, in a readable and legible form and in the office before you leave the office the day of the Board meeting. Material for the third class mailing should also be turned in immediately following the Board meeting.

³
The Executive Director compiles and does ~~some editing of~~ the Board Memo material; the president reviews and approves it ~~before it is typed and run.~~ Because the production of the Memo is time-consuming, it is very important that deadlines be observed. Local League presidents look for their state communications as soon as possible after the state Board meeting; we want that information to be timely.

MN VOTER: The MN VOTER is our only direct every-member publication. Keep this in mind when writing articles. Also remember that the VOTER is published only four times a year. Content of the VOTER is total Board responsibility and Board members asked to write articles should do so promptly. Because space is limited in the VOTER, articles may have to be shortened. Deadlines are included in the OUTLOOK and announced in reminder memos sent about two weeks before the deadline.

Communications/Mailings: Every state Board member receives the Board Memo and enclosures, duplicate presidents mailings from LWVUS, copies of testimony and League publications.

There is a folder for every Board member on the front counter. Be sure to check yours when you are in the office. Executive Director mails important items in folders to Board members every Friday. Remember that this is an effective way to communicate with other Board members *members yourself.*

Fiscal Responsibilities: The amount of money in the current budget in your budget category will cover committee expenses and/or outside fees and conferences. Keep a record of the expenses - travel, sitter, meals, parking, lodging, phone - you incur and fill in an expense voucher form (green - MN); (pink - EF) each month, asking for necessary reimbursement of expenses. You can expect reimbursement quarterly. If it is important for you to receive reimbursement sooner, let the Executive Director know. Expenses for your other activities such as attendance at Board meetings, lobbying, work on grant projects, service to local Leagues are covered by other budget categories.

Staff support (typing, xeroxing, staff time, mailing, phoning) is assigned to each budget category. In order to watch those dollars you must take note of the Operating Expenses in the monthly Treasurer's Reports. You must be *ready to* prepared to plan ahead (as far as possible) for use of staff; consult the Executive Director for the most effective way of carrying out your plans *with the dollars available.*

Treasurer's Reports are issued monthly. Please study these; they will be discussed at state Board meetings. *The Executive Director, Treasurer or Bookkeeper* will be happy to answer any questions you might have. *Occasionally when money is short, the board has to prioritize projects and programs. This is a painful but necessary part of fiscal responsibility.*

Committees: Each Board member serves on standing committees to share ideas, talents and experiences. These committees give you a chance to learn and practice many aspects of your job - advising, planning, evaluating, determining a position from consensus, reading resource materials, helping prepare discussion outlines. Committees accomplish four major objectives:

- they increase member participation on the state level;
- they train future state leaders;
- they help local Leagues, through their representatives on these committees, to understand League activities and needs on the state level;
- they save precious Board time.

Committee plans must be presented to the state Board for approval and may be modified or rejected. Implementation of plans is the responsibility of the chair and committee. Names and telephone numbers of the committee should be on file in the state office. The president is ex-officio member of all committees except the Nominating Committee and usually attends committee meetings. Clear meetings times with the office so they may be listed on the calendar. Send minutes of committee meetings to all Board members. Committee members may submit expense vouchers. (Vouchers are supplied by the office and allowable expenses are explained.)

read and approve anything written in the name of the league

Correspondence: Date everything you write - month, day and year. Include full names of person writing and receiving each letter and the name of the local League. Use state League letterhead, with the approval of the executive ~~have~~ director, and make copies for the office files and for your own files. ~~Material~~ may be sent to the office for typing, duplication and distribution. The national Board sends a copy of correspondence with local Leagues to the state president.

Field Service: "Alone I can be strong; together we can be invincible" is a motto for our state Board to ponder as we work to fulfill our charge for the health and welfare of the Minnesota local Leagues. Building an effective statewide network to carry out League goals requires careful planning, constant caring and sharing, the full range of management skills. It is an endlessly challenging job, yet one that offers enormous potential for personal satisfaction.

Vitality of

Teamwork begins at the top with every state Board member's commitment to contribute to the local League. "Health care" package. Service to local Leagues, supported by other Board members, membership, treasurer, public relations and development, takes the lead but help and counsel of all Board members, particularly Program chairs, is also vital. Local Leagues will often call on you for assistance in program areas. As program at all levels of LWV becomes more complex, coordination of both study and action becomes even more necessary. Visits and telephone conversations should be written up with an original for your own file and a copy for the Field Service (FS) chair to read and pass on the FS staff person. If you cannot answer a local League question, call FS director or president. When you give advice verbally, write a memo confirming the advice which can serve as a reference if additional questions arise in the future. Please alert the FS chair and Regional Rep if you are able to visit (in person) local Leagues. "Face-to-face" is still the best contact of all. If questions involve action outside of the local League's area, be sure the Action chair is consulted and see LWVN policies for guidelines on permission for local League action at the state level.

Public Relations: Our success is enhanced by good public relations. PR is more than a flood of press releases. PR is doing good and letting everybody know about it in any way possible. A positive, enthusiastic state Board member in contact with other League members and the general public can do more for LWV effectiveness than any amount of PR. Discuss your plans with PR director to assess impact on PR.

Time for Action: The president is responsible for the official response to national "Time for Action," but it is the portfolio chair who drafts the response. All Board members receive this information and should follow through when the request is for general support.

When you think constituent support is needed for pending state legislation, first ask the Action chair and president for approval. See "Time for Action" format for information to include in Action Alert to local Leagues.. A limited Time for Action can be used when only a few legislators need to be contacted, and local League leaders can be contacted by telephone if time is limited and the issue is of great importance. "

Master Calendar: To avoid conflicts in scheduling state office meetings, we keep a master calendar in the state office. The office and the president should know when you plan a meeting and when you will be out of town.

Publications: State Program publications must be reviewed before printing by an editor and by two reading committees, on-Board and off-Board "experts" and the president.

YOUR DREAMS FOR THE LEAGUE

1. Flexible enough to take up timely issues
2. Paid lobbyist for LWVMN
3. League in newspaper every other day
4. Clout for Voter Service Activities
5. LWV as the training place for citizens - Women
6. Premier citizen's organization
7. 80% of women voting
40% of women Leaguers
8. Politicians consulting League
9. Leaguers begging for League jobs
10. Leaguers running for public office
11. End inequity for women
12. Scholarships for college women to study Pol. Sci.
13. LWV as answer for bored women
14. Young women members
15. LWV be recognized leader as force to end Star Wars
16. League in every county in MN
17. 1/2 of state office holders League members
18. Yearly contributions from corporations & foundations of \$500,000
19. All young people interested in politics
20. Precinct caucus results provided to media by League
21. Paid for more of our services
22. More men Leaguers
23. Local Leaguers caring about League survival as much as LWVMN & LWVUS
24. More guilt free membership
25. League should pay for services

26. Tap into new pools of volunteers
27. League fundraiser as the "gala political event" of the year.
28. Front page of paper for League news stories
29. More minority members
30. Compete successfully with other civic organization - businesses pay memberships and give time off. (Businesses allowing time for League work)
31. Civic contribution
32. Develop school curricula
33. TV documentaries produced by League
34. Fancy VOTER to sell
35. 1,000 subscribers (non-members) to Capitol Letter
36. Every League daughter a member
37. Recognized as a group that gets and deserves large grants
38. Get the credit we deserve
39. Sell out of all League publications
40. Routine orders by government for all League pubs
41. Use of Ed Fund by all local Leagues to do community projects
42. Ideas for LIs to use Ed Fund money and help raising it
43. Extensive advertising and use of Citizen Information Service
44. Staff person to answer phone for CIS
45. League have enough clout to influence legislature
46. Strong local Leagues
47. Large endowment fund
48. Ability to lower PMPs
49. Next State Convention in metro area
50. 1/2 membership at State Convention
51. Elected officials as League members
52. Uniform dues throughout U.S.

53. League as guests on talk shows
54. Talk show hosts as Leaguers
55. League membership of 5,000 - 10,000
56. Vital, smooth running women's building
57. Very own building
58. League's own publishing house
59. Editors for civic publications
60. LLs think of LWVWN as help - comfort, etc. - same for MN towards US
61. Harriette as LWVUS President
62. Leaguer as President of U.S.
63. League unit in space!!!