

MN NOW STANDING RULES

(Adopted by MN NOW Board on 2/22/1981)

(Revised 3/13/1993, 11/13/1999, 2/26/2000, 1/24/2004, 6/5/2004, 11/13/04)

Who Speaks for Minnesota NOW

Public Speaking Policy -- MN NOW's policies are defined in the organization's Bylaws, Legislative Platform, resolutions passed at State Conferences, and motions passed by the State Board. State Officers are responsible for communicating these policies in the MN NOW newsletter or in other publications sent to every MN NOW member. Members, in turn, are responsible for familiarizing themselves with these policies.

MN NOW affirms the right of every member to voice her/his opinion on feminist issues in public or private. We expect and encourage lively debate on the issues before us. That right must be distinguished, however, from the right to speak on behalf of MN NOW in public forums. In public presentations, the following rules shall pertain:

1. When the state organization has established policy on a particular issue, officers of the state organization and its sub-units and members are obliged to state that policy when speaking or writing about that issue in any public forum. Members of NOW may speak for NOW only when authorized to do so by their unit.
2. If a member has been, but no longer is, an officer in a unit of NOW, s/he must make clear in any public statement that the current officers are the authorized spokespersons for that unit.
3. When state policy has not been defined on a particular issue, spokespersons shall so state. Spokespersons must identify, in any public statement, which unit of the organization they represent. They must also adhere to any rules on public statements established by the units they represent. Such rules may limit public statements on behalf of those units, but not an individual's right to express her/his own opinions.
4. The Legislative Coordinator may take positions on issues that follow MN NOW's stated goals, mission, and legislative platform. For those issues that do not follow stated MN NOW policy, prior approval by the MN NOW State Board or Executive Committee must be given before the Legislative Coordinator may take action or state a position.
5. Phone calls will be made to the State Board members within 24 hours of any significant change in MN NOW legislative positions.

6. Minnesota NOW publications (including brochures, pamphlets, flyers, posters) must have the approval of the MN NOW President, or her designee, before printing and distribution.

Use of Membership List

1. Release of the Minnesota NOW membership list to outside groups must be authorized by the State Board, or the Executive Committee in the absence of the State Board.
 - a. The State Board may authorize use of the list to any group wishing to use the list for purposes in accordance with MN NOW goals. The State Board may assess the user the cost of procuring the list.
 - b. Any MN NOW sub-unit is authorized to use the MN NOW membership list for NOW purposes with the approval of the State President.
 - c. Use of the list by outside groups for fundraising or for a list exchange will require approval by the State Board on a case-by-case basis.

Financial Guidelines

1. Whenever and wherever possible, goods and services of a continuing nature will be purchased by MN NOW in the context of a specific written contract.
2. Any expenditure over \$100 not included in the state budget must have the prior approval of the Executive Committee.
3. Any expenditure of MN NOW funds for out-of-state travel must have the prior approval of the State Board. Where time does not permit approval by the State Board, approval by the Executive Committee is required.
4. Limits on all travel expenses will follow National NOW guidelines.
5. Travel reimbursement shall be allowed for:
 - a. Travel to State Board meetings by officers and chapter and at-large delegates.
 - b. Staff, as approved by the State President.
 - c. Volunteers, as approved by the State President.
 - d. Others, as approved by the State Board or Executive Committee.

Maximum reimbursement shall be at the rate of \$0.30 per mile.

6. Expense reimbursement requests must be made on forms provided by the State Treasurer. Such requests must be submitted within three months of incurring the expense. Receipts must be submitted for all items except mileage and parking. If a receipt was not obtained or was lost, a signed statement may be submitted. Outgoing state officers shall submit any outstanding requests for reimbursements within 30 days of leaving office. All outstanding bills shall be submitted to the Treasurer within 30 days after the close of the fiscal year.
7. No expenditures in excess of any budgeted line item amount in force at the time of the expense is incurred shall be reimbursed.
8. The State Board may appoint a committee to make an internal review of MN NOW's financial records at any time during or at the end of the year. Such review may include financial records. Following such internal review, the State Board may also direct that a compilation review or audit be performed by an independent firm.
9. A revolving fund of \$300 shall be established to help fund chapters through emergencies. Chapters must present the following information: a) purpose; b) amount needed; and c) other sources that have been tried.

State Conference

1. The Conference Coordinator shall submit a written report within sixty (60) days following the end of the conference, said report to be used as a guideline for the next MN NOW State Conference.
2. The chapter and/or city chosen to sponsor the next conference shall submit confirmation of the specific facility to be used to the State Board not less than three months prior to the next State Conference.
3. The Conference Planning Committee shall prepare, with the input of the State Treasurer, a proposed budget to be submitted to the State Board not less than three months prior to the State Conference. No seed money shall be given to the CPC until such budget has been submitted and approved. The purpose of the seed money is for incidental expenses which must be purchased immediately
4. All income related to the State Conference must go through the Minnesota NOW treasury.
5. Whenever possible, State Conference expenses shall be billed to Minnesota NOW rather than being incurred by the hosting chapter.

6. ALL contracts regarding the State Conference must be signed by 2 Minnesota NOW officers, consistent with the approved conference budget.
7. Any state conference financial loss (expenses exceed income) shall be borne by Minnesota NOW. Any profit (income exceeds expenses) shall be split as follows: 60% to the sponsoring chapter, 40% to Minnesota NOW.
8. The CPC shall submit a preliminary conference plan for the State Board's approval no less than six months after the previous conference. Said plan shall include dates, speakers, workshops, agenda, and conference theme.
9. A State Conference Minutes Committee of 3 people shall be appointed at the State Conference. Committee members must be present at the Conference. The Secretary (or official minutes taker) shall prepare draft minutes and submit them to the members of the Minutes Committee within 30 days of the Conference. Committee members shall review and submit changes to the minutes taker within 14 days of receipt. The minutes taker shall incorporate changes and prepare final State Conference minutes and submit them to the Minnesota NOW office within 60 days of the Conference, or within 14 days of receiving comments from Committee members, whichever is later. These timelines are meant to be guidelines, but in no case shall final minutes be submitted later than 75 days after the Conference. The final minutes shall be distributed prior to or at the next State Board meeting following submittal to the Minnesota NOW office.

State Board

1. Per MN NOW Bylaws, Article VI (State Board), Section 2 (Members), item A (Chapter Delegates), chapters are entitled to delegates to the State Board, depending on their size. Chapters shall submit the names of delegates and ranked alternates. When a chapter has submitted a list of delegates and ranked alternates, those people will be the recognized delegates and alternates. When a chapter has not submitted a list of delegates and ranked alternates, any chapter officer will also be a recognized voting State Board delegate.

Guidelines for MN NOW State Committees

Membership

1. State committees should have at least 2 active members. All Committee members must be NOW members.

2. Members should be from at least two different chapters, or be a chapter member and at-large member.
3. State committees should hold a minimum of three meetings over the year. A meeting must have at least two members present and it may be held over the phone and/or Internet.

Actions

1. State committees are responsible for implementing actions outlined in their charters, as passed by the State Conference or the State Board.
2. State committees may take actions not written in their charters if the chair receives approval from the State President.
3. State committee chairs must adhere to the Standing Rules on "Who Speaks for NOW".
4. State committee chairs should be prepared to give a short verbal report at each State Board meeting. Committee chairs must submit a written article at least once per year for inclusion in the MN NOW Times. Additional reports and calls to action in the newsletter are encouraged.

Budget

1. State committees must keep track of their budgets as approved by the State Board.
2. State committees may use funds from the MN NOW budget up to their budgeted allotment. Any use of funds over the committee's budget must have approval of the State Board. Budgeted funds can be used for phone, printing, postage, travel, films, buttons, actions, etc.
3. Committees may do fundraising, and in some cases, will be expected to fundraise. Any money raised by committees will be administered by MN NOW.

Minnesota NOW Times Guidelines

The Minnesota NOW Times is the official journal of the Minnesota National Organization for Women.

Purpose

The purpose of the MN NOW Times is to:

1. Report on MN NOW policy.
2. Provide notification of upcoming actions, activities, conferences, and workshops sponsored or endorsed by MN NOW or of potential interest to MN NOW members.
3. Provide a forum for discussion by MN NOW members (Letters to the Editor).
4. Report news of MN NOW committees and chapters, MN NOW LDEF, MN NOW PAC, Prairie States Regional NOW, and National NOW.

Editorial Policy

1. All articles shall reflect the stated purpose and goals of the National Organization for Women and Minnesota NOW, which is to bring women into full participation in the mainstream of American society now, exercising full rights and responsibilities in partnership with men.
2. When reporting on an issue, the newsletter shall, whenever possible, present both or all sides of the issue when the MN NOW Board has not voted on the issue, and therefore, has not established a policy on the issue.
3. Articles submitted by individual MN NOW members should have bylines.
4. The Editor shall choose which letters to print in the Letters to the Editor column. In cases of doubt as to which letters to print, the Editor shall consult the State President. The Editor may edit a letter to cut down the length but may not edit a letter to change the meaning.
5. Articles shall be reviewed by the State President or the Vice President.
6. The editor may publish an editorial column.
7. Any inserts not sponsored by MN NOW must be approved by the Executive Committee.

Responsibilities of Editor

The MN NOW Times Editor shall be responsible for all aspects of producing the MN NOW Times. This includes gathering information, writing and editing articles, selling advertisements, production (typing, artwork, headlines, layout), printing, labeling, and mailing. The Editor may delegate responsibilities as she/he decides.

Schedule of Publication

The newsletter shall be published four times a year, as the budget allows. The deadline for receiving articles for the next issue shall be scheduled by the Editor and published in each issue.

REVISIONS TO THESE STANDING RULES

These Standing Rules may be amended by a majority vote of those present and voting at a State Board meeting, following at least 2 weeks' notice. Notice may be given via email and/or postal mail.