



This is a Memorandum of Understanding (MOU) between The League of Women Voters of Indiana (LWVIN) and the prospective members of League of Women Voters of \_\_\_\_\_ County for the establishment of a local League.

To be fully recognized as a new local League, the League of Women Voters of Johnson County, must implement the following criteria and any other criteria as determined by the League of Women Voters of Indiana:

Criteria from League of Women Voters of the United States (LWVUS):

1. Establish funds for Per Member Payment
2. Report membership information
3. Understand reporting status and abide by any IRS reporting requirements
4. Manage financial responsibilities
5. Establish liability coverage

Additional Criteria from LWV of Indiana:

1. Identify leadership team (president or co-presidents, secretary, treasurer, voter service chair, membership chair)
2. At least one individual of the new League development planning committee needs to join LWVIN as an MAL member to maintain and share communication with the state and national Leagues.

Descriptions of these criteria are listed below for guidance and clarification. This MOU will need be reviewed by LWVIN and the new League within one year to address any additional support that may be needed.

#### Per Member Payment and Collection

To become a fully recognized local League, The League of Women Voters of Johnson County must fulfill the per member payment (PMP) at the standard rate prescribed and required by LWVUS and LWVIN.

#### Database Entry

The new local League will be responsible for collecting and updating member's names and contact information and reporting to LWVIN.

IRS Reporting Status

The new local League will assure compliance with all IRS 501(c) regulations including annual filings.

Manage Financial Responsibilities

Any funds collected, raised, or received through gift or donation, by the new local League will be carefully accounted for in financial records and designated for either education funds or general operating funds. The new League, if organized under 501(c) 4 regulations, may elect to create an education fund with LWVIN.

Liability Coverage Insurance

Coverage is essential for carrying out most League events where the public is invited. The new local League will need to ensure that they are covered under the LWVIN's insurance policy. In the event LWVIN's insurance policy will not cover this new league, the new League must obtain an insurance policy. For guidance purposes, the LWVUS/EF carries a policy of no less than \$1 million coverage for personal injury liability, property damage, and auto liability insurance.

\_\_\_\_\_  
Co-President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

League of Women Voters of \_\_\_\_\_

\_\_\_\_\_  
Linda Hanson

\_\_\_\_\_  
Barb Schilling

\_\_\_\_\_  
Date

League of Women Voters of Indiana co-presidents