

Wisconsin United To Amend Standing Policies

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SP 1: Governing Documents

1. WIUTA is committed to openness in its own operations. An easily accessible section of the website shall be devoted exclusively to the full text of WIUTA's governing documents (Constitution and Standing Policies).
2. Any member proposing to amend a governing document shall provide at copies of the text of the proposed amendment at the meeting at which it is introduced.

SP 2: Expenditures

1. All WIUTA expenditures must be approved by majority vote at a general membership meeting, except that:
 - (a) any Co-Chair may authorize an expenditure up to:
 - \$50 at any time.
 - \$250 in a time-sensitive situation.
 - (b) the Treasurer may expend up to \$200 per year for actual and necessary supplies, materials, and services associated with official duties.
 - (c) the Secretary may expend up to \$300 per year for actual and necessary supplies, materials, and services associated with official duties.
2. Expenditures may be approved either prospectively (preferred) or retrospectively. In any event, for purchases on behalf of WIUTA out of a person's own funds, no reimbursement shall be made unless he or she provides receipts to the Treasurer. The Treasurer shall create and publicize a means of providing her or him with prompt notice that a reimbursable expenditure has occurred.

3. Every WIUTA expenditure shall be by check or electronic payment issued by the Treasurer.

SP 3: Minutes

The Secretary shall share draft minutes with the Co-Chairs within 10 days of each general meeting, allow 3 days for their reaction, and then disseminate the resulting document to the membership. At the next general meeting, corrections to the draft minutes may be adopted by unanimous consent or majority vote. After no more corrections are forthcoming, the minutes become final without need for a vote.

SP 4: Substantive Service

1. "Substantive service" to WIUTA, qualifying a person for voting membership, shall include:

- (a) serving as an officer.
- (b) serving on an official team, committee, or work group.
- (c) serving as representative or liaison to other groups with objectives similar to WIUTA's, including state and national affiliates of United To Amend.
- (d) at least three hours during a six month period, performing such activities as circulating petitions, community organizing, legal research, website design and maintenance, data entry, collating, tabling, phone banking, leafletting, writing, editing, publishing, recording, testifying, lobbying, being interviewed, street theater, or otherwise advancing the cause of WIUTA.

2. Activities, dates, and times spent in substantive service shall be self-reported to the Secretary for recording in parallel with meeting attendance.

SP 5: Nominations and Elections

1. During the nomination period, nominations may be made on the official WIUTA e-mail list at any time as well at any general meeting.

2. Each election shall be conducted via online polling software. Votes will be secret and the winner is determined by a simple majority. In addition to the nominees, "none of the above" shall be an option on each ballot.

3. The login information for the online polling software will be available to all WIUTA members, so the results of the election may be viewed by all members.
4. Ties will be broken by a random method agreed upon by WIUTA members.
5. If WIUTA is authorized to send delegates to any other organization, it shall follow the same procedures as for election of officers, except that:
 - (a) Initially, the election of a delegate can occur at the meeting following their nomination.
 - (b) The reelection of a single delegate to a given organization shall occur in December.
 - (c) The reelection of more than one delegate to a given organization shall be distributed evenly between June and December, with June having the extra election if WIUTA is entitled to an odd number of delegates.
 - (d) any given member may serve as a delegate to any number of other organizations.
 - (e) any given member may serve as a delegate as well as an officer.

SP 6: Team Structure

1. WIUTA shall have 2 types of teams: standing teams (of indefinite duration) and special teams (of limited duration).
2. A standing team is created by having its name and functions specified as a standing policy.
3. A special team may be created either by a motion at a general membership meeting or by appointment by either WIUTA Co-Chair. The creation process must give the team a name; a set of powers, duties, and expectations; a budget if appropriate; and a duration. The duration may be for a fixed period of time or until some objective is accomplished.
4. Unless specified otherwise in the standing policy for a standing team or in the creation process for a special team, there are no requirements for the number of team members. However, at least half of the members of each standing team must be voting members of WIUTA; this restriction does not apply to special teams.
5. Teams are encouraged to select their own leaders. Either WIUTA Co-Chair may appoint a team leader not otherwise provided for.

6. Each team shall meet at the call of its leader or of any 2 of its members. Teams are encouraged to conduct as much of their business as possible using e-mail.

7. The leader or other designated representative of each team shall report on the team's activities at each general membership meeting.

8. Each standing team shall have an annual budget of \$25 for miscellaneous operating expenses such as printing and postage. Expenses beyond this amount must be approved at a general membership meeting.

SP 7: Standing Teams

1. The **Administrative Team** shall include the Co-Chairs ex officio. It shall:

- develop and maintain a master plan for WIUTA, including short-, medium-, and long-range objectives.
- draft the text for all proposed amendments to the WIUTA governing documents using proper language, style, structure, and formatting.
- as necessary, append explanatory notes to the text of each amendment.
- consult with the members directly interested in each amendment to be sure the draft language properly mirrors their intentions.
- using the same standards, draft subsidiary amendments to the main amendment in cases where there are options to consider.
- present each proposed amendment, with explanation, to the general membership meeting.
- provide for maintenance, storage, inventorying, and deployment of WIUTA's physical possessions.
- maintain a library of materials and publications supporting WIUTA's activities.
- provide necessary materials and equipment for each general membership meeting, including agendas, copies of motions, ballots, signage, timers, and projectors.

2. The **Education Team** shall:

- strive to educate both the general public (external education) and WIUTA's own members and volunteers (internal education).
- craft a formal curriculum for internal education.
- identify and secure new audiences and venues at which to introduce and promote United To Amend, with particular attention to reaching many diverse audiences.

- research history, statistics, and law to ensure that WIUTA's materials have a solid and thorough factual basis.
- provide speakers and presentations in response to requests and for WIUTA-initiated events.
- provide materials for and staffing tables at events in which WIUTA is participating or at which there are likely to be potential WIUTA supporters.
- disseminate educational materials to the public.
- undertake and support others in letter-to-the-editor and op-ed submissions.
- conduct awareness and branding events and create or secure tools needed for such events.

3. The Finance Team shall:

- plan and coordinate all of WIUTA's formal fund-raising activities.
- prepare grant proposals.
- prepare and monitor an annual budget.
- audit the work of the Treasurer and Vice-Treasurer.

4. The Outreach Team shall:

- engage in outreach to encourage individuals and communities to undertake United To Amend referendum and resolution campaigns.
- provide advice and guidance to individuals and groups inquiring about or considering community referendum campaigns, governing body resolutions, or other United To Amend activities.
- provide support for communities engaged in referenda and education campaigns.
- provide encouragement, advice, guidance, and support to organizations and institutions which might consider, or are considering, adopting United To Amend resolutions.
- coordinate activities with other organizations working toward similar objectives.
- recruit new volunteers for WIUTA, including follow-up meetings with first-time meeting attendees.
- respond to inquiries and requests from potential WIUTA volunteers.
- orient new volunteers to WIUTA's work and procedures.
- assist new volunteers in finding a niche in which to participate in WIUTA.

5. The **Political Action Team** shall:

- "Bird-dog" candidates and elected officials at public gatherings, ask questions about WIUTA's issues and get their positions on the public record.
- Lobby elected officials to get them to sponsor assembly and senate bills calling for a statewide vote on the WIUTA amendment.
- prepare and publicize candidate scorecards on WIUTA's issues.

6. The **Publicity Team** shall:

- craft persuasive written materials promoting WIUTA's goals, incorporating best practices of effective framing and messaging.
- using a variety of graphic-design tools, conceive, create, and deploy effective visual imagery.
- establish and maintain relationships with media representatives.
- provide media representatives with announcements of WIUTA activities, positions, and responses to relevant external events.
- publicize WIUTA-sponsored events.
- create tools and templates for quick response to media opportunities.
- maintain a WIUTA presence on social media.

7. The **Technology Team** shall:

- create and maintain the information-technology infrastructure needed to support WIUTA's activities, including a database of supporters, an organizational e-mail list, and a website.