

# Manual of Instruction

## Section Name: Groups we work with

### Section Number: 4.03

#### Title: Political Action Committee Formation

**Description:** The New York State Women Inc. may have a Political Action Committee (NYSWI PAC). The NYSWI PAC should be intended to help support candidates who support the Legislative Platform of New York State Women, Inc. of ensuring workplace equity, work-life effectiveness, protection of civil rights and protection of women's health rights. NYSWI PAC would be an affiliate of NYS Women, Inc.

**Structure of Committee:** NYSWI PAC committee shall consist of at least two (2) and no more than five (5) members appointed by the NYS Women, Inc. President.

Should the decision be made to form a NYSWI PAC, there will also have to be a PAC treasurer. The treasurer should be someone who is willing to assume the treasurer responsibilities and who is willing to serve for at least three years as treasurer. The treasurer of the PAC should not be an officer of NYSWI.

#### Duties of the PAC Treasurer

- 1) Open and maintain a PAC bank account
- 2) File any and all appropriate paperwork with the NYS Board of Elections
- 3) Cut and sign any and all PAC checks as directed by the PAC Chair
- 4) Understand and comply with all NYS contribution rules and regulations

#### Duties of the PAC Chair

- 1) Form a committee
- 2) Become knowledgeable with the policies and procedures of the Political Action Committee
- 3) Review requests for sponsorship from the local chapters, regions or PAC Committee members.
- 4) Determine, by majority vote of the PAC Committee, qualified candidates for sponsorship

#### Duties of the Region

- 1) Become knowledgeable in the policies and procedures of the Political Action committee  
Especially:
  - a) Contribution rules and regulations, e.g., only NYSWI members may be solicited; non members may contribute but only as an unsolicited, voluntary contribution.
  - b) Criteria for sponsorship of a candidate
- 2) Encourage Local Chapters to support PAC and qualified candidates

#### Duties of the Chapter Chair

- 1) Become knowledgeable in the policies and procedures of the Political Action committee  
Especially:
  - a) Contribution rules and regulations, e.g., only NYSWI members may be solicited; non members may contribute but only as an unsolicited, voluntary contribution.
  - b) Criteria for sponsorship of a candidate
- 2) Encourage members to support PAC and qualified candidates

#### Financial Implications

NYSWI PAC is not funded by NYS Women, Inc.

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## Included in Toolkit

**For more information go to TK4.03:**

PAC Guidelines

PAC Procedures

PAC Donation form

PAC: Why Contribute?

PAC Sponsorship Form

**Date of Board Approval:** 6/11/21

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