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# Little People of America

# POLICY MANUAL

## 9<sup>th</sup> Revision

*Adopted by Board of Directors as governing document of LPA*

*August 1, 2021*

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### **PREAMBLE**

The National Bylaws along with the Policy Manual will be the governing documents of LPA. The Policy Manual may be revised by approval of the Board of Directors. (85)(112)(187)

### **I. STRATEGIC PLAN**

Adopt the current Strategic Plan developed by the Board of Directors. (137) (152) (187)

### **II. HEADQUARTERS**

#### **A. LOCATION**

The current LPA National mailing address and phone number contact information will be listed on the LPA National website. (199)

#### **B. PERSONNEL**

LPA currently has three part time employees: 1) an office manager/administrator for database, membership and support tasks, 2) a conference manager and meeting planner and LPA Today editor and coordinator, and 3) an Executive Director for overall non-profit management, donor management and fundraising and BOD support. Together, these tasks and hours are equal to three part time employees at 20-30 hours per person, or 1.5 - 1.75 FTE (full time equivalent).

#### **C. PROCEDURES**

When a person calls the national office requesting an LPA contact in their area, the office will provide their number to the appropriate District Director, for the Director to contact them. The office should not give out the officer's phone number to unknown callers. (147)

#### **D. LIABILITY INSURANCE**

The National Office shall maintain liability insurance covering national events, national conferences, and District regional meetings. (188)

### **III. MEMBER RESPONSIBILITIES**

#### **A. RESPECT**

We will show respect by treating people with dignity and consideration of their feelings and needs. We will be courteous, caring, accepting of our differences, and respect the fundamental worth of every individual.

#### **B. INTEGRITY**

We will be ethical, fair, honest, trustworthy, and transparent, and avoid any perception of a conflict of interest.

#### **C. ACCOUNTABILITY**

Decisions will be explained and processes will be open. Specific feedback mechanisms will be made available and communicated to all members. Concern and ideas will be respectfully acknowledged and responded to in a timely fashion by the leadership team.

#### **D. INCLUSIVENESS**

We will proactively and enthusiastically welcome newcomers and encourage everyone's input and participation. We will strive to create an inclusive and productive environment for all of our members. (134)

#### **E. LOCAL MEMBERSHIP**

Members may choose to belong to an adjacent chapter or district, instead of the one assigned to them via geographic boundaries. (167)

#### **F. CODE of CONDUCT**

Members shall sign and adhere to the "Member Code of Conduct" (168) The "Member Code of Conduct" is typically signed at a National Conference, but should also be signed at a local event or District meeting. After a "Member Code of Conduct" is signed once, at any event, it remains in effect for perpetuity. (187)

### **IV. NATIONAL OFFICERS**

#### **A. ELIGIBILITY**

A candidate for National Office must meet the criteria set forth in the National Bylaws. (112) (148)

#### **B. ELECTIONS**

Elections shall be held according to the National Bylaws. (112) Elections will be conducted by the National Election Committee according to the document "Little People of America National Election Process." (148) The national election will be conducted by electronic on-line voting, with paper ballots to be sent only to those members who have requested paper copies of LPA Today magazine. (195)

#### **C. DUTIES**

National officers are encouraged to follow the documents "Little People of America Best Practices for Districts and Chapters" and "Little People of America Officer Handbook" in conducting the business of the organization. (187)

## 1. President

In addition to those listed in the National Bylaws, the President shall have the following duties: (112)

- a) At the annual conference, the President shall ask a person from the membership as recording secretary(s). This person(s) shall record the minutes of the Board of Directors. (3) (67) (112) (113) (187)
- b) Shall present a written annual report of activities pertaining to this office at the annual conference. (14)

## 2. Finance Director

In addition to those listed in the National Bylaws, the Finance Director shall have the following duties: (112).

- a) Oversee deposits to and expenditures from all LPA national accounts and funds.
- b) Submit a proposed annual budget to the Board of Directors for approval for the fiscal year, as defined by the National Bylaws. All committee projects and Officers must submit budgets to the Board of Directors. The Board of Directors may make "minor" adjustments during the fiscal year to reflect change in revenues and/or emergency needs. (115)(148) (187)
- c) Submit quarterly financial reports to the Board of Directors within thirty (30) days at the end of each quarter. (9)
- d) File National reports on a timely basis (to IRS) and state "No Activity" under applicable district(s) and report activity next quarter. (92)
- e) Shall strongly enforce the timely filing of financial reports by districts and chapters. (42)(107)
- f) Shall present a written annual report of the activities of this office at the annual conference. (14)

## 3. Membership Director

In addition to those listed in the National Bylaws, the Membership Director shall have the following duties: (112)

- a) Make recommendations based on needs of membership.
- b) Shall present a written annual report pertaining to the activities of this office at the annual conference. (14)

## 4. Programs Director

In addition to those listed in the National Bylaws, the Programs Director shall have the following duties: (112)

- a) Make recommendations on grants and scholarships criteria established. (148)
- b) Shall present a written annual report pertaining to the activities of this office at the annual conference. (14)

## 5. Public Relations Director

In addition to those listed in the National Bylaws, the Public Relations Director shall have the following duties: (112)

- a) Shall present a written annual report pertaining to the activities of this office at the annual conference. (14)

## 6. Advocacy Director

In addition to those listed in the National Bylaws, the Advocacy Director shall have the following duties:

- a) Shall present a written annual report pertaining to the activities of this office at the annual conference.

#### 7. Inclusion Director

In addition to those listed in the National Bylaws, the Inclusion Director shall have the following duties:

- a) Always embody and emphasize the importance of centering diverse LP voices.
- b) Make recommendations and advise the organization on equitable and inclusive language, policies, and procedures.
- c) Provide up-to-date resources to diversity and accessibility training for the staff and for every level of leadership of the organization.
- d) Create an annual survey to assess our progress distributed to the Board and membership.
- e.) Shall present a written annual report pertaining to the activities of this office at the annual conference. (197) (198)

#### 8. Development Director

In addition to those listed in the National Bylaws, the Development Director shall have the following duties:

- a) Shall present a written annual report pertaining to the activities of this office at the annual conference.

#### 9. Eastern Regional At-Large Representative

In addition to those listed in the National Bylaws, the Eastern Regional At-Large Representative shall have the following duties:

- a) Shall present a written annual report pertaining to the activities of this office at the annual conference.

#### 10. Central Regional At-Large Representative

In addition to those listed in the National Bylaws, the Central Regional At-Large Representative shall have the following duties:

- a) Shall present a written annual report pertaining to the activities of this office at the annual conference.

#### 11. Western Regional At-Large Representative

In addition to those listed in the National Bylaws, the Western Regional At-Large Representative shall have the following duties:

- a) Shall present a written annual report pertaining to the activities of this office at the annual conference.

### **D. REMOVAL**

To remove a national officer:

1. One-fourth of the Board of Directors must come forward with a complaint(s) made in writing submitted to the LPA President. (187)
2. If the complaint(s) cannot be resolved, the matter will be submitted to the Board of Directors for review.
3. After review and a three-fourths vote by the Board of Directors, the national officer will be considered removed from office. (88)(112)

## **E. MEETINGS OF THE BOARD OF DIRECTORS**

1. The President shall call meetings quarterly, and as necessary. (112)
2. Mid-year Board of Director meetings will be held as needed. (76) (109) (148).
3. The Executive Director and Parliamentarian are allowed to remain in attendance during Executive Sessions of the Board of Directors. (146)
4. Members of the Board of Directors shall sign and adhere to the “Code of Ethical Conduct for the Board of Directors and Elected Officers” and “Conflict of Interest for the LPA Board of Directors, Elected Officers and Members with Access to the LPA Database.” (155) (187)

## **F. AUTHORITY**

The Board must vote approval on changes including National and District policy. It is hoped this will streamline decision making for LPA and allow the District Directors more time for district matters. (116)

## **G. MINUTES**

1. The recording secretary shall underline all motions. (59)
2. All minutes of official board meetings are to be reviewed and approved as corrected at the next official board meeting. (60)
3. The President at his/her discretion shall do what is necessary to provide the Board, within a specific time frame, accurate copies of the minutes of all Board meetings. (67)

## **V. DISTRICT OFFICERS**

### **A. ELIGIBILITY**

It is preferred, but not mandatory, that a Director shall have served as a state coordinator or chapter officer. (17) National Officers, District Directors, Assistant Directors, Chapter Presidents may not serve dual roles. District Treasurers and Chapter Treasurers may not serve dual roles. (105) (108) (112)

### **B. ELECTIONS**

Elections for Director will take place according to the National Bylaws. (34) (100) (148)

### **C. DUTIES**

District officers are encouraged to follow the documents “Little People of America Best Practices for Districts and Chapters” and “Little People of America Officer Handbook” in conducting the business of the organization. (187)

1. In addition to those listed in the National Bylaws, District Directors shall have the following duties: (111)
  - a) Pay annual membership dues on time.
  - b) File financial reports with the Finance Director quarterly and annually. Reports are due on April 30, July 31, October 31, and January 31. (188)



- c) Publish a minimum of three district newsletters, (hardcopy or electronically) – to be distributed by United States Postal Service mail to those paid members who request it, one of which is a conference report due out within six weeks after conference. (159)
- d) Respond promptly to inquiries; 24 hours from receipt of phone or text message, 48 hours from receipt of email, and one week from receipt of written correspondence.
- e) Review and update mailing list from the database coordinator as requested. Forward prospective members' addresses to database coordinator.
- f) Oversee the planning of regional meetings.
- g) Support chapter officers and chapter development.
- h) Intend to attend all meetings as a member of the Council of District Directors of LPA
- i) Oversee that all rebate checks to the district are cashed promptly.
- j) Reply to questions or requests through e-mail or phone calls from the National Office of LPA within 48 hours. (178)

## 2. Assistant Directors

Assistant District Directors duties are delegated by the Director. (111)

## 3. Secretary (optional) (112)

The Secretary's duties are:

- a) Take minutes at all district meetings.
- b) Work with the District Director to publish the district newsletter.
- c) Oversee the district's membership roster.

## 4. Treasurer

The duties of the District Treasurer are:

- a) Keep records of all district financial transactions
- b) File quarterly financial reports promptly (refer to district director duties)
- c) Write thank you notes for donations.

## **D. REMOVAL**

To remove a district officer:

1. District members must come forward with a complaint(s) made in writing submitted to the appropriate Regional Representative and the LPA President. (187)
2. After review and a vote, if eight out of eleven Board of Directors agree with removal, action will be taken. If the person is a District Officer the Regional Representative and LPA President can remove them. If the person is the District Director, the issue of the removal of the District Officer will be submitted to the district membership. (112) (187)
3. After a two-thirds vote of the district membership HOH's through mail-in ballots, the Director will be considered removed from office. (89)

## **E. DISTRICT MEETINGS**

To attend a district regional meeting, a person must be a member of LPA in good standing, or register for membership on-site with payment for membership collected separately from the meeting registration fees. (188)

To protect the financial risk to LPA, District Directors and Regional Representatives shall not host a multi-district Regional meeting in the same calendar year as a National Conference that is to be held in that same region. In addition, multi-district Regional meetings to be held in other regions

would not announce their events before June 1, to reduce competition with the annual National Conference. (193)

## **VI. CHAPTER OFFICERS**

### **A. ELIGIBILITY**

Any member within the boundaries of that chapter who is a voting member and regularly attends chapter meetings is eligible for a chapter office. (112)

### **B. DUTIES**

Chapter officers are encouraged to follow the documents “Little People of America Best Practices for Districts and Chapters” and “Little People of America Officer Handbook” in conducting the business of the organization. (187)

#### **1. President**

In addition to those listed in the National Bylaws, the President shall have the following duties:(112)

- a) Shall oversee chapter business meetings
- b) Appoint chapter committee chairpersons
- c) Report to the national Regional Representative for that Region on any problems or concerns (197)
- d) Respond promptly to inquiries by members and prospective members
- e) Oversee chapter financial reporting by chapter treasurer
- f) Return reviewed membership/zip code lists to database coordinator as requested
- g) Publish newsletters on a regular basis (hardcopy or electronically) – to be distributed by United States Postal Service mail to those paid members who request it. (159)
- h) Reply to questions or requests through e-mail or phone calls from the National Office of LPA within 48 hours. (178)

#### **2. Vice President (optional)**

The Vice president shall have the following duties: (112)

- a) Shall work closely with the president on matters delegated by the president

#### **3. Treasurer**

The Treasurer shall have the following duties: (112)

- a) Oversee chapter checking and savings accounts
- b) File financial reports quarterly
- c) Cash rebate checks promptly

#### **4. Secretary (optional)**

The Secretary shall have the following duties: (112)

- a) Take minutes at all of chapter business meetings
- b) Publish chapter newsletter if there is no newsletter editor
- c) Maintain correspondence to and from chapter

## **VII. CHAPTERS**

A list of all LPA Chapters and their geographical boundaries will be maintained in a separate reference document (197)

The national Board of Directors may dissolve a chapter due to inactivity per the conditions defined by the National Bylaws.

The national Board of Directors also may suspend or revoke a chapter's charter due to activities not consistent with the requirements of the National Bylaws, or activities that could adversely affect the national organization's financial or non-profit status.

If the Board of Directors suspends a Chapter's charter, the Chapter President and Treasurer must state in writing to the Committee that the issues causing the suspension have been resolved before the charter will be re-instated.

If the issues causing the suspension have not been resolved within one year of the date of suspension, the Board of Directors may permanently revoke the Chapter charter.

If a Chapter's charter is suspended or revoked, the Chapter may not meet or act under the name of LPA, nor may it engage in fundraising under the LPA's non-profit status. (171)

When a Chapter is declared inactive by the Board of Directors, the Chapter Officers will turn over all Chapter documents and files to their District Director, and the Chapter Treasurer or another Chapter Officer will turn over all Chapter finances to their District Treasurer to hold until the Chapter is declared active again. (145)

## **VIII. STANDING COMMITTEES**

### **A. DEFINITION**

The standing committees of LPA are defined by the National Bylaws. This section defines the responsibilities of the committees so defined. (148)

### **B. ELIGIBILITY**

Committee members shall be active voting members. Chairpersons shall be appointed by the Board of Directors. (112)

### **C. DUTIES**

#### **1. Adoption**

The Adoption Committee will help ensure the adoption of Little People children by the following:

- a) Establish and maintain contact with adoption agencies and other groups and organizations within and outside the United States which have Little People children available for adoption.
- b) Notify LPA members about Little People children that are available for adoption.
- c) Maintain a record of those LPA members who are interested in adopting. Contact those members directly who have indicated an interest in adopting.
- d) Provide information about adoption procedures, qualifications and costs to LPA members.
- e) Provide financial assistance to LPA members seeking to adopt.

- f) Work closely with the Programs Director. (112)
- g) Report on year's work, future plans and suggestions to be submitted at conference.(20)
- h) Be empowered to strategically use assets as needed for the most beneficial use for both adopted parents and children. (181)

## **2. Advocacy**

The Advocacy Committee will have the following duties: (112)

- a) Provide information to membership on issues of accessibility, legislation, disability and advocacy.
- b) Work closely with the Membership Director and Advocacy Director.
- c) Present a written report at the annual conference.(20)

## **3. Bylaws and Policy**

The Bylaws and Policy Committee will maintain the LPA Bylaws and Policy Manual, keeping them up to date and coordinating their distribution to the officers and membership. (148)

## **4. Conference Management**

The Conference Management Committee shall have the responsibility of finding sites, procuring hotels and venues and all tasks associated with the creation and holding of the national conference, including but not limited to, management of all conference departments, finance, transportation, childcare, workshops, Medical Advisory Board, workshops, and all events. They shall maintain and follow the document "LPA National Conference Planning Guide." (93) (148) (169) (187)

## **5. Employment**

The Employment Committee will support the employment of Little People by the following:

- a) Solicit information from potential employers on job opportunities.
- b) Inform Little People about job opportunities.
- c) Provide material and information to assist Little People in acquiring a job.
- d) Provide information on laws which protect Little People from job discrimination.
- e) Assist Little People with concerns and complaints relating to job discrimination.
- f) Present written report at the annual conference. (20)

The "LPA Employment Policy Agenda" was accepted as presented on July 3, 2011. (172)

## **6. Finance**

The Finance Committee is proposed to fill the gap created by a prior Bylaw deletion of the Investment and Audit Committees. Also, the LPA Strategic Plan of March 2005 made it a goal to achieve financial accountability for our members and agreed that the appointment of a Finance Committee was a tactic for achieving this goal. (149) The Committee has created two documents to be followed when managing LPA's finances: "Little People of America Investment Policy" and "Little People of America Reserve Policy." (187)

## **7. Fundraising**

The creation of a Fundraising Committee was identified in the LPA Strategic Plan of March 2005 as a tactic for achieving the goal of creating successful fundraising efforts at the national, district and chapter levels. (149)

## **8. Historian**

The Historian Committee will establish and maintain an LPA archive so that items and documents of historical value may be used in the following manner:

- a) Exhibited at LPA meetings
- b) Reproduced for distribution
- c) Acquired by appeals to the LPA membership and their families
- d) Present written report at annual conference. (20)

Follow the “Little People of America Archive Policy” as presented by the LPA Historian. (141) (187)

## **9. Inclusion**

The Inclusion Committee will assist the Inclusion Director in carrying out their duties by doing the following:

- a) Encourage and teach the personal practice to all members on how to be a disability inclusion advocate. (i.e. share pronouns, visual descriptions, land acknowledgements, etc.)
- b) Create a list of current DEI resources for the organization to help with the sustainability of inclusion initiatives. (i.e. organizations, books, podcasts etc.)
- c) Support and maintain any affinity groups that develop (i.e. BIPOC Affinity Group, dwarfism specific groups, etc.)
- d) Advise the organization on sustainable accessible goals (i.e. making websites and gatherings accessible for all people with dwarfism, including those with hearing loss, low vision and intellectual disabilities.)
- e) Recommend how to use the Inclusion Committee fund annually
- f) Develop the communications that will be shared with Membership in each LPA Newsletter. Regular communication to membership is crucial to bringing IDEA work throughout the entire organization.
- g) Connect with other committees to serve as ambassadors at all events with the role of making sure all are included and connected.
- h) Connect to organizations serving other marginalized communities to identify and bring in additional families of color and intersecting identities.
- i) Provide the board regularly with a report to update them on their work and to formalize the continued commitment and role of the board in this work. (197) (198)

## **10. International**

The International Correspondent will be responsible for establishing and maintaining contact with Little People organizations and Little People in other nations by the following:

- a) Identifying Little People organizations in other nations.
- b) Contacting governmental, medical, and other agencies which can provide additional international contacts to Little People.
- c) Work closely with the Membership Director.
- d) Present written report at annual conference. (20)

## **11. Membership**

The Membership Committee will assist the Membership Director in coordinating and implementing programs and ideas that better the membership as a whole. They will work to promote the value of membership and monitor that the dues structure is consistent with the organization’s mission and goals. (187)

## **12. Older Adults**

The Older Adults Committee shall have the following duties: (112)

- a) Provide other seniors information on issues regarding life as an older LP
- b) Provide programs geared to the needs of seniors.
- c) Work closely with the Membership Director.
- d) Present written report at annual conference. (20)

## **13. Parents**

The Parents Committee will assist parents (average-size and short stature) by providing educational material, services and activities relevant to the aspects of rearing children. The committee shall work closely with the Membership Director and shall present a written report at the annual conference. (112)

\$500 stipends per year will be budgeted for each of the two national Parents Coordinators for travel expenses. (185)

## **14. Teens**

The Teen Coordinator will hold this position for a minimum of one year and not more than three years. The Teen Coordinator shall work closely with the Membership Director. (112) (187)

## **15. Young Adults**

The Young Adults Coordinator will perform duties equivalent to the Teen Coordinator. (148)

# **IX. DUES**

## **A. TIME FRAME**

Membership dues shall be annual in nature and based on the calendar year. (35) A. member is a member as of the date his/her dues are received by LPA and so stamped received with the understanding that if said personal check is returned to the treasurer, said member has 30 days from the notification in which to make good this error or membership is terminated. (48)

## **B. AMOUNT**

1. Dues shall be \$55.00 per household (for Little People and/or relatives of Little People) per year. (96)(160) Life Membership will be \$750.00 per individual. (40)(107)(112)(159) Honorary Life Members do not pay annual dues. (84)

2. Annual membership fees for members 65 and older shall be \$20.00 per year. (125)(135)(160)

3. The annual dues for international members shall be \$35.00. (160)

4. There shall be a three-year membership for \$120.00. (160)

5. There shall be a one year-college student membership for \$35.00 (160) Students must provide proof of attendance at a college or graduate school to qualify. (187)

6. The number of waived memberships for hardship shall be limited to twenty-one (21) per year at the national level, to be managed by the Membership Director. (171)

### **C. DISTRIBUTION**

1. The dues will be split in the following manner: 60% to National; 20% to the District; and 20% to the Chapter, or 40% to the District if there is no chapter. (161) Districts and chapters holding outstanding allocation checks shall not be issued current dues allocation checks. (44)
2. Districts shall receive their quarterly rebate checks only after they have turned in completed financial reports to the Finance Director.
3. District and chapter rebate checks will be issued semi-annually, on June 30 and December 31 of the year. (127)

### **D. INCREASES**

Future dues increases will be proposed 90 days before the national conference with an opinion statement from the Finance Director. (87)(148)

### **E. MEMBERSHIP RULES and TERMINOLOGY (164)**

1. An LPA Membership belongs to one person and is non-transferable.
2. The membership belongs to the person in the household with dwarfism. In a multiple LP household, the family must notify the office as to who they would like the membership to belong. The person to whom the membership belongs is called the head of household (HOH), regardless of age.
3. Family members within the household are covered under the HOH's membership.
4. A 'household' consists of people who identify as a family registered as living at the same address. (188)
5. A membership can only have one address.
6. A person applying for a College Student/Vocation Membership must provide proof of enrollment.
7. Eligibility for a student membership requires the member be enrolled as a full-time student, with 12 credit hours or more, in an institution of higher learning (i.e. university, college, community college, vocational, or trade school)
8. Before being granted a student membership, the student must provide the National Office of LPA a copy of a transcript or receipt for the current classes he or she is enrolled in, and must continue to supply copies of receipts or transcripts every time the membership is requested to be renewed. (177)

## **X. MEMBERSHIP RENEWAL**

### **A. PROCESSING**

Completed Membership Renewal Forms (MRFs) are returned to the database coordinator along with dues. (91) Members may also complete registration online through the online system. (187)

## **B. CONTENT**

A simplified MRF reflecting what is currently on the database will be used to evaluate a better response from the members. (117)

## **C. COVERAGE**

MRFs shall be sent to all current and past members via first class mail. (66)(111)

In addition, there shall be a bulk mailing on an annual basis to all members for the purpose of keeping the database current and to appeal for donations. (139) (187)

## **D. DECEASED MEMBERS**

All officers of LPA, upon learning of the death of a little person shall immediately forward the following information to the national LPA headquarters:

1. Correct name/spelling of the deceased;
2. Date of death/cause if known/dwarf type;
3. If related to another member;
4. Position held within LPA, if any; and
5. District/chapter of membership. (140)

## **E. LAPSED MEMBERS**

Members who have been lapsed for more than 5 years shall be removed from the membership database and shall be placed in a storage archive document. (159)

## **XI. COMMERCIAL ENTERPRISES**

LPA or its affiliates will not endorse any commercial or private endeavor that could result in any financial gain. Advertisements may be submitted to the chapter, district or national newsletter for editorial review and publication. (69)

LPA websites shall not include links to websites for the entertainment industry. (170)

## **XII. MEDICAL ADVISORY BOARD**

The Medical Advisory Board (MAB) is a voluntary group of medical and other professionals which acts as an advisory interface between Little People and medical information pertaining to short stature. The MAB may have overlapping functions related, first, specifically to LPA and its members and, secondly, to the concerns of Little People in general. The MAB has its own established guidelines pertaining to membership and other criteria. (112)

Members of the MAB shall be given an honorary annual membership in the LPA while serving on the MAB. (145)

The Board of Directors supports the medical research policy statement as presented June 30, 2012. (174)



LPA requests that the Medical Advisory Board not invite or hear reports or meet with BioMarin or other pharmaceutical companies at LPA Events without LPA Board approval. (180)

### **XIII. NATIONAL CONFERENCE**

#### **A. FINANCES**

Conference profits will be allocated as 10% to the host district, with a cap of \$5000, and the remainder to National (169) (187)

The Conference Management Committee shall maintain a checking account at the same institution as the LPA General Fund account, for the purpose of receiving and making payments for the operation of the national conference. This account shall be overseen by the national bookkeeper, and transactions will be included in the reporting of LPA national accounting. Funds may be transferred between the Conference account and General Fund account as needed to maintain an appropriate operating balance for the conference. (187)

#### **B. ATTENDANCE**

1. It is not required that a person be a paid member of LPA in order to attend the National Conference. (94) However, the registration fee for a non-member shall be higher than that for a member by the cost of an annual membership. (187)
2. An unmarried LP over the age of 18 cannot register under a family membership, unless they live in a household with their parents. (165)
3. “Guests” are assumed to be average-height relatives, friends, or caretakers and are subject to a Guest fee when attending National Conferences or Regional Events with an LPA registration. (165) (198)

#### **C. BIDS**

1. Conference sites will be reviewed by the Conference Management Committee according to the document “LPA National Conference Planning Guide.” (169)
2. Selection of the site for the conference will be conducted according to Article XIX of the Bylaws (148)
3. Districts may propose competitive site and hotel bids. (169)
4. If multiple bids which meet the CMC review requirements are received, then the Bylaw requirements for approval by the national board of directors and mail-in vote by the membership (if required) will be followed. (169)
5. If no bids are submitted by the Districts, the CMC will pursue a suitable site for approval by the Board, independent of local support. (169)

#### **D. DISTINGUISHED SERVICE AWARDS**

Distinguished Service Award nominations will be accepted at district meetings and submitted 60 days prior to conference with a biography and letter of recommendation from a chapter president or district director. (81) Current officers at the Chapter, District, or National level are not restricted from being nominated. (143)

The Programs Director will be responsible for generating and maintaining a list of all past Distinguished Service Awards and Kitchens Meritorious Awards. (139)

## **E. REGISTRATION FEES**

1. Life Members will receive a discount of National Conference registration. (119)
2. Registration fees for the national conference for non-members shall be higher than for regular members by the cost of an annual membership. (179) (187)
3. For the Board of Directors, District Directors, and Parliamentarian, the registration and banquet fees be waived for attending the national conference (145)

## **F. WORKSHOP POLICIES**

Specific policies have defined by the Board for workshops where applicable. (148)

1. Sexuality and Intimacy workshops:
  - a.) The minimum age for attendance is 18
  - b.) There must be strict supervision at the door.
  - c.) There may be showing of devices but not use of them in the workshop.
  - d.) There are no products sold at the conference, but an e-mail address where products can be bought can be distributed.
  - e.) What is mentioned in the workshop stays in the workshop (146)

## **G. CAREER FAIRS**

LPA Career Fairs are intended to be a standalone event hosted by the Employment Committee at LPA National Conferences and other events when deemed appropriate by the Employment Committee. They should:

- Be inclusive of the diverse occupations of LPA members and fit within the disability community's framework of competitive integrated employment.
- Career fairs should include employers that represent at least four distinct occupation categories and employers are expected to have information available on all potential career opportunities. This could be one international employer with a multitude of diverse openings or a number of employers.
- Should large, diverse employers wish to attend the conference when a career fair is not being held, the Employment Committee can allow for participation at the Expo, in coordination with the Expo Coordinator. (187)

## **H. RELIGIOUS FUNCTIONS**

All religious functions at LPA National Conferences shall be limited to one non-denominational devotional service. (163) (187)

## **I. NATIONAL COMMITTEE EXPENSES**

Standing National Committees allocate money in their annual committee budgets for expenses for activities at the national conferences, and thus these activities will not be funded through the conference budgets. (176)

## **J. REGISTRATION FORM**

The conference registration form (not the whole book) shall be available in Spanish. (182) The national conference registration book will not be printed and distributed by mail to all members

but will be made available electronically. A small number may still be printed for those members requesting a paper copy. (194)

#### **K. NATIONAL SPONSORSHIP EXPENSES**

Expenses incurred by the National Conference to service the benefits provided to “LPA National Conference Sponsorship Opportunities” are to be reimbursed from the “Corporate Sponsorship Fund” to the National Conference account after each conference, after all sponsorship commitments and resulting expenses are defined.

Reimbursed expenses are to include:

- Complimentary conference registrations
- Complimentary conference banquet meals
- Complimentary vendor booths at the conference Expo
- Complimentary advertisements in the conference guide book
- Additional signage, banners, etc. produced to be displayed at the conference
- Other benefits defined for the given year’s sponsorship program

The value of said expenses are to be defined as either equal to the fees paid by other conference participants for these services, or if not applicable, then by the actual expense incurred by the conference. In addition, for sponsorships intended to pay the expenses for an event at the conference, for example a sponsored reception, the expenses for said event will be reimbursed from the Corporate Sponsorship Fund to the National Conference account. (192)

#### **XIV. LPA TODAY**

The LPA Today draft shall be reviewed in its entirety by at least two people, not including the editor, before being released for printing. This can include two Board members or one Board member and one member of the office staff. (135) (187)

The LPA Today Editor may be paid up to \$500 per issue for composition, editing, and coordinating the printing of the newsletter. (144)

#### **XV. FUNDS**

##### **A. INTRODUCTION**

The requirements for the maintenance of national funds are defined in the National Bylaws. In addition to the General Fund and the Life Members Fund, multiple funds have been established which are restricted in use by board initiative or donor-directed donation. All restricted funds, whether board initiated or donor-directed, must be created by an act of the Board of Directors. The goal is to maintain a manageable number of restricted funds with Board discretion to require a minimum initial corpus before establishing a new restricted fund. If funds have a minimum corpus, only amounts above the corpus can be spent, with the goal of providing services while ensuring the long-term viability of the fund.

All funds are subject to “Little People of America Investment Policy,” and additional specific information is contained in the document “Restricted Fund Summary.” (187)

### **B. GENERAL FUND**

The General Fund is LPA’s primary operating fund. Unless specifically directed to a restricted fund, all receipts are deposited to and expenditures paid from the General Fund.

### **C. LIFE TIME MEMBER FUND**

All life membership dues shall be deposited into this fund. LPA Bylaws define distributions from this fund to national, chapters and districts. This fund receives one-time, upfront member dues, which needs to provide a lifetime of membership services from investment earnings and the corpus. As such, this fund, in particular, needs to consider and monitor the long-term sustainability of expenditures.

### **D. ARCHIVES FUND**

The Archives Fund has a corpus of \$5,000, and supports the exhibition, storage and maintenance of the LPA Archive program which is overseen by the Archive Chair. (187)

### **E. KITCHENS TRAVEL FUND**

The Kitchens Travel Fund has a minimum corpus of \$26,000, and provides grants to first time attendees of the national conference.

Applications may be submitted starting January 1<sup>st</sup> of the year being applied for, with a final deadline of April 30<sup>th</sup>. (144) Notifications will be given once all applications are received to ensure all applicants have equal opportunity to the fund. Grants shall be physically provided at the national conference. The Kitchens Fund processes (application, selection and distribution of checks) is overseen by the Programs Director. The Programs Director shall annually create a committee to assist with the selection and distribution of checks at conference – with the goal of connecting new attendees with conference veterans to serve as on-site mentors. The committee shall be comprised of LP adults and average height parents who have previously attended conferences. (187)

### **F. SCHOLARSHIP FUND**

The LPA Scholarship Fund has a minimum corpus of \$100,000, and shall provide educational scholarships.

As stated in the beginning of this Article one goal is to minimize the number of restricted funds, including named scholarships. Periodically, LPA will receive funds and a related request to create a named scholarship. Given the complexity of managing various scholarships, the Board may require a minimum corpus before approving a new, named, multi-year educational scholarship fund. If it doesn’t meet the minimum, LPA will encourage donors to contribute to the general LPA Scholarship fund.

Applications may be submitted starting January 1<sup>st</sup> (for the school year beginning the subsequent September) with a final deadline of April 30<sup>th</sup>.

LPA scholarships shall be awarded in order of preference:

1. Members with a diagnosed form of dwarfism
2. Family members of members with a diagnosed form of dwarfism

3. Non-Members with a diagnosed form of dwarfism, effective beginning the 2009-2010 school year
4. Students with other disabilities
5. Non-disabled students who can demonstrate a financial need

Over an individual's life, LPA scholarship awards shall be limited to two awards for undergraduate studies and one for graduate studies, effective beginning the 2010-2011 school year. (159)

A scholarship committee (overseen by the Programs Director) shall review and rank applications. (187)

#### **G. ZEMBSCH/MACKENZIE TRAVEL FUND**

The Zembsch/Mackenzie Travel Fund provides travel expenses up to \$1000 for a first-time visit to the Pediatric Orthopedic Department at the Nemours-Alfred I. duPont Hospital to see Dr. Mackenzie, for a child aged 17 years or younger and diagnosed with Metatropic Dysplasia or other rare dwarfing condition associated with a severe curvature of the spine. (158) (187)

#### **H. ADOPTION FUND**

The Adoption Fund provides financial assistance for adoptions of short-statured children to members and non-members of LPA, with a preference toward members. Applications are due at time of request, and funds are provided only after the adoption is completed. This fund is overseen by the Adoptions Chair, in coordination with the Programs Director. (187)

#### **I. BILLY BARTY ADOPTION FUND**

The Billy Barty Adoption Fund provides financial assistance for adoptions of short-statured children to members and non-members of LPA, with a preference toward members. Applications are due at time of request, and funds are provided only after the adoption is completed. Fund selection is coordinated with the Adoptions Chair and Lori Barty Neilson (or another designated representative of the family). (187)

#### **J. MEDICAL ADVISORY BOARD FUND**

The Medical Advisory Board Fund may be used to support MAB activities in various ways. It may be used to pay for expenses related to hosting the medical clinic at the national conference, for food and rental of extra rooms for MAB use. The MAB Fund may be used to pay travel expenses for MAB members if they are attending an event on behalf of LPA. It also may be used for grant purposes to an MAB member if they are researching a topic for LPA. The MAB Fund could be used to support an MAB doctor that needed extra funding to attend the medical clinic at the National Conference (i.e. they were retired and on a fixed income, or from a very small center with limited funding.) (187)

#### **K. TEEN FUND**

The Teen Fund provides for teen activities at the national conference and district conferences. The teen coordinator(s) will work with the Conference Management Committee to approve and coordinate all teen events. (187)

## **L. HIGHLAND FERNANDEZ FUND DISTRIBUTIONS**

The Highland Trust is expected to provide annual distributions in the amount of \$64,740.44. The Trust is managed outside of LPA, and therefore LPA's Investment Policy does not apply to these funds. The distributions began accruing in 2013, and are expected to provide funding for forty (40) years. The trustees have directed that 5% of the distribution go to the LPA General Fund. Thereafter, the remaining portions are distributed as follow: 30% Graduate Scholarship, 30% Medical Advisory Board, 20% Adoption grants, 20% grants to first-time attendees of a national conference. (187)

### **L (1). ELLEN FERNANDEZ GRADUATE SCHOLARSHIP FUND**

Annual distributions of \$18,451.03 (through 2053) shall provide scholarships to graduate level students. Unlike the Scholarship Fund, this fund can provide ongoing support for up to three years.

### **L (2). ELLEN FERNANDEZ MEDICAL ADVISORY BOARD FUND**

Annual distributions of \$18,451.03 (through 2053) shall support the Medical Advisory Board and Medical Clinic at the annual LPA national conference. The benefitting Medical Clinics will incorporate and highlight the name of Ellen Fernandez.

### **L (3). ELLEN FERNANDEZ ADOPTION FUND**

Annual distributions of \$12,300.68 (through 2053) shall provide financial assistance for adoptions of short-statured children of all ages.

### **L (4). ELLEN FERNANDEZ FUND FOR FIRST-TIME ATTENDEES**

Annual distributions of \$12,300.68 (through 2053) shall provide grants to adult LP's (age 18 and over only) who are attending a national LPA conference for the first time. The grant amounts to recipients are expected to be \$1,000 - \$2,000 per grant.

## **M. DWARF ARTIST COALITION FUND**

The Dwarf Artist Coalition Fund provides for DAC activities at the national conference and throughout the fiscal year. The DAC coordinator will work with the Conference Management Committee to approve and coordinate all DAC events at the National Conference. (187)

## **N. RABDAB REGIONAL MEDICAL FUND**

The RABDAB Regional Medical Fund is a donor-directed restricted fund from an anonymous donor, to provide LPA approximately \$6,000 a year to fund medical clinics at regional meetings, where one or more LPA Medical Advisory Board doctors would see patients in clinics like those held at the National Conferences. The fund will be called the "RABDAB Regional Medical Fund," an acronym to protect the identity of the donor. (189)

## **O. CORPORATE SPONSORSHIP FUND**

The Corporate Sponsorship Fund is a board-designated, restricted fund to be exclusively funded by Corporate Sponsorships as a result of the Corporate Sponsorship Committee efforts. Any expenses out of this fund shall be LPA Board approved, and consider these funds as one-time revenues and should be expended as non-recurring expenditures. (191)

## **P. GRANT for OVERALL ACCESSIBLE LIVING FUND**

The Grant for Overall Accessible Living (GOAL) Restricted Fund will provide grants to assist LPA members to live independently. LPA will transfer \$10,000 from the Corporate

Sponsorship Pharma Fund to the GOAL Fund to establish the fund. The grants will be distributed quarterly. Grants will be for hardware and mobility devices, not medical expenses. (195)

### **Q. INCLUSION COMMITTEE FUND**

The Inclusion Committee Fund is a board-designated, restricted fund that will be used for any expenses needed to fulfill the goals & recommendations that are set out by the Inclusion Director and Inclusion Committee. (196) (198)

## **XVI. FUNDRAISING**

### **A. STRATEGY**

The Board approved the “Case for Support” originally prepared by the Executive Director in June 2006, and thereafter updated every 2 years, for use in LPA's non-profit fundraising and development. The Case for Support is meant to be used and available to all officers and members working on behalf of LPA. (150) (187)

### **B. BOARD GIVING**

The LPA Board of Directors commit to an annual board giving campaign. During the campaign, the BOD members make their own personal contribution to LPA at a level that is meaningful to them. Additionally, the BOD members are encouraged to solicit donations from their personal network of giving outside of the LPA membership. Depending on the budget needs and agency goals, the campaign can focus on specific programs or projects for future campaigns. (184) (187)

### **C. ADMINISTRATIVE OVERHEAD**

LPA may request and allocate 5% of restricted monetary donations from grants, endowments, or private donations to administrative overhead. (186)

## **XVII. OTHER ORGANIZATIONS**

Nationally, we will cooperate with other credible organizations who have clearly defined objectives and who provide a service to individuals of short-stature and their families. The Board of Directors must review and approve said objectives. The objectives may not include the solicitation of funds and/or membership at official LPA functions. (70)

Any camps which provide programs for LPs shall be allowed to be publicized on the LPA website. (157)

LPA adopts the following policy when responding to survey requests from entities outside of LPA and from members of LPA

1. Any potential survey for the LPA membership will have prior Internal Review Board (IRB) or equivalent approval
2. The entity producing the survey will draft a cover letter to the LPA membership explaining intent of the survey

3. The entity producing the survey will agree to share results of survey with LPA membership
4. The entity producing the survey will respond to questions from the LPA Board of Directors regarding the survey prior to survey distribution
5. Survey distribution requires board approval. Board will address and vote upon survey during regularly scheduled board meetings unless it is necessary to hold a survey approval vote outside of regularly scheduled board meeting.
6. LPA will not provide the membership list to the entity producing survey. LPA will be responsible for distributing survey (175)

## **XVIII. MAILING LIST**

Requests for a mailing list of LPA members must be submitted in writing to the LPA Board of Directors, stating the specific purpose for which it is to be used. . This policy shall apply to all requests for the national mailing list as well as individual requests to chapters and districts for more targeted mailing lists. LPA will provide actual mailing list data only to DAAA or a member of the MAB. For other requests to contact members (i.e. for surveys), LPA will pass on the information to our members through our mailing systems. (187)

## **XIX. PROJECT FUNDING**

### **A. RESTRICTIONS**

Any request for allocation of any funds for any national LPA project over \$500 will have a budget. (98) The President can approve expenditures up to \$1,000 without Board approval, subject to standard invoice documentation. (187)

Contracts related to the LPA National Conferences or National operations which obligate LPA funds in the amount greater than \$5,000 will be reviewed by the President and Finance Director of LPA and must be approved by the President of LPA before the contract is signed. After the President of LPA approves the contract he/she or a designee of the President may sign the contract. Record of this approval and the approval for a designee to sign the contract if warranted should be maintained by the Finance Director. (136) The National Conference Management Committee can approve expenditures up to \$5,000 without the President and Finance Director's approval, subject to standard invoice documentation and in coordination with the CMC to ensure overall budget goals are achieved. (187)

### **B. FUNDING PRIORITIZATION PROCESS**

During the July Board of Directors meeting, funding requests for the next fiscal year are heard, and if approved to move forward, are compiled in a "Funding List" to be considered during the later budget definition process. This list will be included in the minutes of the meeting. During the final budget process in September, if insufficient funds exist to fund all approved requests, then the Board will prioritize the requests in numerical order. This prioritization list will then guide which requests are ultimately funded.

When a motion is made which requests funding from the LPA national, four immediate conclusions are allowed:



1. The motion is killed by vote, removing it from discussion.
2. The motion is passed as presented, and is added to the “Funding List”, for final approval in the Board budget meeting.
3. The motion is amended before passing and is added to the “Funding List.”
4. The motion is tabled and is not added to the “Funding List.”

During the September budget meeting, the Board, with guidance by the Finance Director will first assess whether sufficient resources exist to fund all requests and maintain long-term financial solvency in compliance with the Board’s Reserve policy. The Board will then revisit each proposal and assign a numerical prioritization and resolution to it. At the conclusion of discussion, the Board should have assigned, by parliamentary procedure, the following resolution to each funding request:

- \_\_\_ Funding Request Killed
- \_\_\_ Funding Request Tabled
- \_\_\_ Funding Request Approved (If approved, amounts and timeline for disbursement of funds should be included.) (131)(187)(199)

## **XX. LPA TRADEMARK, LOGO, LETTERHEAD & SOCIAL MEDIA**

LPA letterhead stationery is for use by current officers and committee chairpersons only. (108)

The use of the letters “LPA” and the LPA logo shall be limited to use by members and officers of the LPA organization for activities including advocacy, fund raising, publicity, philanthropy, and LPA events. Standing or appointed LPA committees have implied permission to use the letters “LPA” and logo as part of their approved activities. (160) Districts and Chapters of LPA also have implied permission to use the LPA logo, name and block letters. Only black, green and white are to be used to keep current with the branding of LPA. If another color is to be used for the logo or block letters, Board approval is required. (187)

The LPA has trademarked the name “Little People of America” in plain block letters, LPA, and the LPA logo. (166) (187)

The LPA Board of Directors approved a new logo and an alternative logo May 23, 2018. (190)

In order to ensure that official LPA social media, website and other electronic platforms have consistent branding and available content for our member experience, all LPA official District social media and website accounts are to be administered by at least one current elected officer of the District and one National staff member. These individuals should preferably be the District Director and Executive Director. Districts may appoint additional administrators to serve as designated District Officer roles. After the election of new District officers, the outgoing officer(s) on each account will be removed and new officer(s) will be added in a timely manner as part of the onboarding process. (193)

## **XXI. NO SMOKING POLICY**

In consideration of health problems of some of our members, smoking will not be permitted in all indoor scheduled functions such as meetings (Board of Directors, General Assembly, or Chapter Officers Meeting), workshops, fashion show, talent show, meals and dances. Common courtesy for non-smokers shall be practiced while at outdoor functions in public places. This applies to all types of smoking and cigarettes. (109) (187)

## **XXII. NON-DISCRIMINATION POLICY**

LPA does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, diagnosis, or disability status in its programs and activities, with respect to admission, access, treatment, benefit and/or employment. In addition, LPA does not condone any form of harassment.

Verbal harassment includes, but may not be limited to threats, gestures, or verbal attacks on persons, including attacks directed at one's ethnic or religious background, gender, sexual preference, disability, diagnosis, appearance, age as well as any form of sexual slur.

Sexual harassment is unwelcome verbal or physical conduct of sexual nature when: submission to the conduct is a condition of membership, participation, employment or advancement in organization; submission to the conduct is basis for decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's participation or work performance or creating an intimidating, hostile, or offensive environment. (109).

## **XXIII. PROHIBITED CONDUCT POLICY**

LPA members and other attendees of LPA functions may be disciplined for grievous behavior at or related to a LPA function, including regional or national conferences, by eviction, membership probation, revocation of membership and/or other actions deemed reasonable. Any official action by LPA does not preclude legal recourse by hotel or outside entity. Prohibited behavior includes but is not limited to, illegal use of alcohol and/or drugs, destruction of hotel or private property, and verbal and sexual harassment. (109).

Inappropriate use of LPA resources such as the membership list is also prohibited. (109)

## **XXIV. ALCOHOL POLICY**

### **A. INTRODUCTION**

The leaders of the Little People of America have attempted for many years to prevent the consumption of alcohol by minors at LPA National Conferences. We have used many forms of age identifying identification including picture ID and color coded wrist bands. We have and will continue to make every effort to work with hotel security and food and beverage staff to let them know we support the "carding" (or other identification means) of each and every LPA member at a conference to eliminate underage drinking. We have addressed this issue

with the teens and young adults, and with parents. The problem continues to be a concern for the health and well-being of all individuals at LPA conferences, especially our teenagers and young adults. We make every attempt to have age appropriate activities for the teenagers and young adults, so that an alcohol focus is not on the forefront of activities. **To this end, we enforce the following Tough Love and Zero Tolerance policies.**

### **B. ALCOHOL USE UNDER AGE 18**

If it is determined by hotel security, police, or an LPA official that an individual under the age of 18 is under the influence of alcohol at an LPA National Conference then that individual shall be suspended from Conference activities for at least one day and one night. Individuals will not be allowed to attend an LPA National Conference without at least one parent or their legal guardian in attendance until age 18. They will not be allowed to designate a “conference guardian”. Parents will be contacted immediately regarding the individual’s alcohol consumption and resulting behavior.

If parents are in attendance at the National Conference, then the underage individual shall be suspended from Conference activities for at least one day and one night. At most, the individual will be prohibited from attending the National Conference the following year. Thereafter, the individual may not attend a National Conference unless accompanied by at least one parent or their legal guardian until age 18. (187)

If an individual has lost the privilege of attending the National Conference they may appeal the conference restriction through their District Director and/or the Membership Director. After a review of the specific circumstances of the incident and the individual’s circumstances, the Board of Directors may then decide to amend the member’s conference restriction. This will be considered on a case by case and will not be considered lightly.

If the person has a second infraction, with or without their parents present, before they are 18 years of age, then they will not be allowed to attend LPA National Conferences until they are 21.

### **C. ALCOHOL USE BETWEEN AGES 18 AND 21**

Zero Tolerance: Individuals between the ages of 18 and 21 (or the legal drinking age where the conference is being held) who are determined by hotel security, police, or an LPA official to be under the influence of alcohol at an LPA National Conference event shall not be allowed to attend another LPA National Conference until age 21. They may be removed from the current conference site. Additionally, LPA will consult with hotel security and/or local law enforcement agencies on reporting the underage consumption of alcohol.

### **D. PROVIDING ALCOHOL TO MINORS**

Little People of America, its officers and Conference Committee, will not tolerate anyone of any age providing or purchasing alcohol for minors. This includes the purchase of alcohol in bars or clubs or cash bars or providing of alcohol at individual parties.

If an individual is found to have violated this: They will be reported to the hotel security and the local law enforcement officials for the legal action of the host conference site. They will be removed from the current LPA Conference.

They may not be allowed to attend the next two LPA Conferences. Their attendance at national conferences after that will be determined by a committee consisting of not less than the following individuals: LPA Board of Directors, the current National Conference Chair and their Current or past District Director and/or Chapter President. They may lose their membership to LPA for an undetermined length of time.

#### **E. DISRUPTIVE BEHAVIOR**

If a person of any age who is under the influence of alcohol participates in the destruction or damage of any public or private property, disorderly conduct, or harassment or abuse of individuals while at an LPA National Conference, that person will be subjected to disciplinary action by the local civil authorities and/or LPA Board of Directors (134)

#### **XXV. RISK ASSESSMENT and CONDUCT COMMITTEE**

LPA shall form a committee titled the Risk Assessment and Conduct Committee (RACC) to make critical decisions in response to incidences by members and outside agencies that create a financial or legal liability for the organization; interfere with the daily operations of the organization; jeopardize our non-profit status; generate bad publicity; and cause ill-well among members. The RACC shall:

1. create a formal complaint process
2. create a complaint appeals process
3. examine our current conduct policies and make suggestions for revisions
4. create a Code of Conduct which all officers, members, vendors, and agents of LPA are expected to abide by at all times.
5. create a formal disciplinary process, with stages of disciplinary actions that affect membership status
6. clearly articulate the privilege of belonging to LPA and the expectations of decent conduct in the form of a policy statement
7. create an “institutional memory” (a list) of conduct violations for the purpose of identifying repeat offenders (this list would remain largely confidential – only available to the BOD, Executive Director, and members of RACC); this list will be revisited at certain times (TBD) to see if past offenders can be dropped from the list after a period of “good behavior” (TBD)
8. Work with the various officers, committees, hired consultants, and staff within LPA that might be affected by member conduct violations, and/or to identify potential risks and threats posed to LPA by outside entities.

The RACC shall consist of three “standing members,” the Membership Director, the Senior Vice President, and the Executive Director, who shall nominate two “at-large” members, one current district director and one active member. At-large members will be approved by a vote of the Board of Directors. Oversight of the RACC shall be conducted by the Board of Directors, and the Board shall be responsible for approving disciplinary actions recommended by the RACC. (173)

## **XXVI. POSITIVE LANGUAGE STATEMENT**

When referring to people of short stature, LPA will use the terms “dwarf,” “little person,” “person with dwarfism,” or “person of short stature.” In addition to promoting positive language around people of short stature, LPA will, when considered appropriate by the organization, spread awareness to prevent use of the word “midget,” considered offensive by LPA. (160)

## **XXVII. NATIONAL DWARFISM MONTH**

LPA declares October to be National Dwarfism Awareness Month. Each chapter is to do at least two things in the month of October from among:

- 1) attempt to get an article in the paper or on TV about something having to do with LPA, dwarfism in general, or a local member
- 2) attempt to get the state legislature to declare October National Dwarfism Awareness Month in their state. (159)
- 3) hold a fundraiser of some kind to benefit LPA
- 4) partner with local businesses to raise awareness about LPA and dwarfism (187)

## **XXVIII. MEDICAL RESEARCH POLICY STATEMENT**

The Little People of America Board of Directors approved the following Genetic Biotechnology Research Position Statement in July 2012:

“From its beginnings, Little People of America (LPA) has been deeply committed to the value of diversity within the human species. Our founder, Billy Barty, celebrated dwarfism as a valuable contribution to the diversity of the human condition and that tradition remains strong today, from the local to the national level. It is essential that we continue to value diversity, even within our own community and how our members respond to new genetic biotechnologies that seem to be on the verge of finding new treatments for dwarfism. We must recognize the importance of embracing difference within the membership of our own organization and support every family touched by the unique experience of dwarfism, especially as they grapple with these medical decisions.

LPA has always been an organization run by people with dwarfism to support others with dwarfism. This mission has historically included helping people with short stature and their families gain access to expert medical advice about the many complications of the various forms of dwarfism. The Medical Advisory Board has been a key ally in this aspect of our organizational mission and we look forward to maintaining and strengthening that link. On the other hand, LPA has never actively promoted medical research aimed at treating or curing dwarfism. While individual members have participated in research studies over the years, LPA has maintained that its organizational role is best understood as one of social support and advocacy. Even still, this does not mean that LPA is categorically opposed to all medical research, especially if it holds the potential to improve the quality of life of our members by treating symptoms that can range from uncomfortable to lethal. As medical science moves

forward, we hope researchers will be mindful of our above mentioned commitment to the value of dwarfism as it contributes to human biological, social, and cultural diversity.

As part of our mission to support the community of people with dwarfism, LPA respects the choices of parents or individuals regarding medical intervention and hopes to continue to help provide access to accurate information to base these complicated decisions. We hope to help our membership better understand their rights as both patients and research participants, with the understanding that these are emotionally charged, complex, life altering decisions that sometimes come with both risks and benefits. Finally, LPA wants to reinforce its commitment to supporting and accepting everyone affected by dwarfism, no matter their medical choices.” (187)

## **XXIX. REFERENCE DOCUMENTS**

The following documents are referenced in this Policy Manual and should be followed as appropriate. Obtain the latest version from the <http://www.lpaonline.org/> website, or from the LPA National Headquarters.

- A Case for Support
- Code of Ethical Conduct for the Board of Directors and Elected Officers of LITTLE PEOPLE OF AMERICA
- Conflict of Interest for the LPA Board of Directors, Elected Officers and Members with Access to the LPA Database
- Little People of America Archive Policy
- Little People of America Best Practices for Districts and Chapters
- Little People of America Investment Policy
- Little People of America National Election Process
- Little People of America Officer Handbook
- Little People of America Reserve Policy
- LPA Employment Policy Agenda
- LPA National Conference Planning Guide
- LPA Strategic Plan
- Member Code of Conduct
- Restricted Fund Summary

## **XXX. REVISIONS**

The 2008 revision of this Policy Manual shall be called the “2<sup>nd</sup> Revision,” and further revisions shall be numbered consecutively thereafter. The details of the revisions prior to the revision of 2002 have been lost. (148)

(1).DELETED (See 104)

(2-33).By-Laws revision, By-Laws Committee, adopted July, 1985 (BOD Meeting Minutes, July 25, 1985, page 1, paragraph 3).

(6).DELETED (See 95)

(34).By-Laws, Dist. 5, adopted July 1, 1985 (BOD Meeting Minutes, July 25, 1986,

- page x, paragraph x).
- (35).By-Laws revision, By-Laws committee, adopted July 1985, (BOD Minutes, July 1986, page x, paragraph x)
  - (36).BOD Meeting Minutes, May 12, 1985, page 4, paragraph 1
  - (37).BOD Meeting Minutes, May 11, 1985, page 6, paragraph 3.
  - (38).DELETED
  - (39).DELETED (See 97).
  - (41).DELETED (See 96).
  - (42).BOD Meeting Minutes, May 11, 1985, page 3, paragraph 2.
  - (43).DELETED
  - (44).BOD Meeting Minutes, July 17, 1983, page 2, paragraph 5.
  - (45).BOD Mid-Year Meeting Minutes, May 12, 1985, page 16, paragraph 1.
  - (46-47).BOD Meeting Minutes, July 25, 1985, page 14, paragraph 1.
  - (48).BOD Meeting Minutes, July 25, 1982, page 14, paragraph 10.
  - (49-52).BOD Meeting Minutes, July 25, 1982, page 24, paragraph 6.
  - (53).DELETED.
  - (54).BOD Meeting Minutes, July 28, 1982, page 25, paragraph 6.
  - (55).BOD Meeting Minutes, July 30, 30, 1982, page 33, paragraph 9.
  - (56).BOD Meeting Minutes, July 15, 1979, page 3, paragraph 5.
  - (57).BOD Meeting Minutes, July 15, 1979, page 3, paragraph 5.
  - (58).BOD Meeting Minutes, July 25, 1984, page 2, paragraph 2.
  - (59).BOD Mid-Year Meeting Minutes, February 28, 1986, page 3, paragraph 1.
  - (60).BOD Mid-Year Meeting Minutes, February 28, 1986, page 5, paragraph 1.
  - (61).DELETED (See 97).
  - (62).BOD Mid-Year Meeting Minutes, February 28, 1986, page 6, paragraph 6.
  - (63).BOD Mid-Year Meeting Minutes, February 28, 1986, page 7, paragraph 2.
  - (64).BOD Mid-Year Meeting Minutes, March 1, 1986, page 10, paragraph 6.
  - (65).BOD Mid-Year Meeting Minutes, March 1, 1986, page 11, paragraph 2.
  - (66).BOD Mid-Year Meeting Minutes, March 1, 1986, page 13, paragraph 5.
  - (67).BOD Mid-Year Meeting Minutes, March 1, 1986, page 17, paragraph 2.
  - (68).BOD Mid-Year Meeting Minutes, March 1, 1986, page 18, paragraph 4.
  - (69-70).BOD Mid-Year Meeting Minutes, March 1, 1986, page 18, paragraph 7.
  - (71).BOD Mid-Year Meeting Minutes, March 1, 1986, page 21, paragraph 6 & 7.
  - (72).BOD Mid-Year Meeting Minutes, March 1, 1986, page 26, paragraph 3.
  - (73).BOD Mid-Year Meeting Minutes, March 1, 1986, page 28, paragraph 5.
  - (74).BOD Mid-Year Meeting Minutes, March 1, 1986, page 28, paragraph 7.
  - (75).BOD Mid-Year Meeting Minutes, March 1, 1986, page 33, paragraph 2.
  - (76).BOD Mid-Year Meeting Minutes, March 2, 1986, page 38, paragraph 5.
  - (77).BOD Meeting Minutes, July 20, 1986, page 4, paragraph 2.
  - (78).BOD Meeting Minutes, July 22, 1986, page 11, paragraph 6 & 7.
  - (79).BOD Meeting Minutes, July 22, 1986, page 12, paragraph 4.
  - (80).BOD Meeting Minutes, July 22, 1986, page 14, paragraph 2.
  - (81).BOD Meeting Minutes, July 23, 1986, page 17, paragraph 4.
  - (82).BOD Meeting Minutes, July 23, 1986, page 17, paragraph 6.
  - (83).BOD Meeting Minutes, July 24, 1986, page 20, paragraph 4.
  - (84).BOD Meeting Minutes, August 1, 1987, page 5, paragraph 7.
  - (85).BOD Meeting Minutes, August 1, 1987, page 5, paragraph 10.
  - (86).DELETED (See 103).
  - (87).BOD Meeting Minutes, August 2, 1987, page 11, paragraph 6.
  - (88).BOD Meeting Minutes, August 6, 1987, page 17, paragraph 5-7.
  - (89).BOD Meeting Minutes, August 6, 1987, page 17, paragraph 8-11.
  - (90).BOD Meeting Minutes, August 6, 1987, page 18, paragraph 7.
  - (91).BOD Meeting Minutes, July 17, 1988, page 2, item 11.
  - (92).BOD Meeting Minutes, July 5, 1989, page 3, paragraph 4.
  - (93).BOD Meeting Minutes, July 5, 1989, page 5, paragraph 3.
  - (94).BOD Meeting Minutes, July 2, 1988, page 1, item 4.
  - (95).BOD Meeting Minutes, July 22, 1990, page 1, paragraph 9.
  - (96).BOD Meeting Minutes, July 22, 1990, page 2, paragraph 2.
  - (97).BOD Meeting Minutes, July 22, 1990, page 2, paragraph 3.
  - (98).BOD Meeting Minutes, July 22, 1990, page 3, paragraph 3.
  - (99).BOD Meeting Minutes, July 26, 1990, page 7, paragraph 3.
  - (100).BOD Meeting Minutes, July 26, 1990, page 7, paragraph 4.
  - (101).By-Laws Amendment (Article VI, Sec., 4, Paragraph B), BOD Meeting Minutes, July 25, 1990, page 6, paragraph 5.
  - (102).By-Law Amendment (Article VI, Sec. 4, Paragraph D), BOD Meeting Minutes, July 25, 1990, page 6, paragraph 5.

- (103).By-Laws (Article V, Sec. 5), BOD Meeting Minutes, July 25, 1990, page 6, paragraph 3.
- (104).BOD Meeting Minutes, July 5, 1989, page 6, paragraph 6.
- (105).BOD Meeting Minutes, July 17, 1991, page 5, paragraph 5.
- (106).BOD Meeting Minutes, July 17, 1991, page 4, paragraph 10.
- (107).BOD Meeting Minutes, July 5, 1992, page 2, paragraph 1.
- (108).BOD Meeting Minutes, July 10, 1994, page 3, paragraph 1.
- (109).BOD Meeting Minutes, July 10, 1994.
- (110).BOD Meeting Minutes, July 14, 1994, Policy Revisions.
- (111).BOD Meeting Minutes, July 1995.
- (112).Policy Updates, September 1995, Board Vote.
- (113).BOD Meeting Minutes, July 1986.
- (114).BOD Meeting Minutes, July 1987.
- (115-118).BOD Meeting Minutes, July 1991.
- (119-120).BOD Mid-Year Meeting Minutes, February 1992.
- (121).BOD Meeting Minutes, July 1996.
- (122-123).Executive Board Meeting Minutes, March 1998.
- (124).BOD Meeting Minutes, July 2001.
- (125-126).BOD Meeting Minutes, July 2003.
- (127).BOD Conference Call Meeting Minutes, January 18, 2004.
- (128).BOD Meeting Minutes, July 12, 2001, page 3, paragraph 1.
- (129).BOD Meeting, Toronto, July 12, 2001, page 15, paragraph 4.

**2<sup>nd</sup> Revision**

- (130).BOD Meeting Minutes, March 1, 2002.
- (131).BOD Meeting Minutes, June 28, 2002.
- (132).BOD Meeting Minutes, June 29, 2002.
- (133).BOD Meeting Minutes, June 30, 2002.
- (134).BOD Meeting Minutes, July 3, 2004.
- (135).BOD Meeting Minutes, November 21, 2004.
- (136).BOD Meeting Minutes, December 19, 2004.
- (137).BOD Meeting Minutes, April 3, 2005.
- (138).BOD Meeting Minutes, June 27, 2005.
- (139).BOD Meeting Minutes, July 1, 2005.
- (140).BOD Meeting Minutes, May 7, 2006.
- (141).BOD Meeting Minutes, July 1, 2006.
- (142).BOD Meeting Minutes, September 17, 2006.
- (143).BOD Meeting Minutes, June 3, 2007.
- (144).BOD Meeting Minutes, June 30, 2007.
- (145).BOD Meeting Minutes, November 11, 2007.
- (146).BOD Meeting Minutes, February 3, 2008.
- (147).BOD Meeting Minutes, April 20, 2008.
- (148).Policy consistency edits by Bylaws & Policy Manual Committee, June 2008.
- (149).Bylaw Amendments, 2006.
- (150).E-Meeting Vote, June 25, 2006.
- (151).E-Meeting Vote, March 1, 2008.

**3<sup>rd</sup> Revision**

- (152).BOD Meeting Minutes, June 21, 2008.
- (153).BOD Meeting Minutes, June 22, 2008.
- (154).BOD Meeting Minutes, August 31, 2008.
- (155).BOD Meeting Minutes, October 26, 2008.
- (156).BOD Meeting Minutes, January 25, 2009.
- (157).BOD Meeting Minutes, March 29, 2009.
- (158).BOD Meeting Minutes, May 31, 2009.
- (159).BOD Meeting Minutes, July 4, 2009.
- (160).BOD Meeting Minutes, July 5, 2009.
- (161).BOD Meeting Minutes, September 20, 2009.
- (162).BOD Meeting Minutes, November 15, 2009.

**4<sup>th</sup> Revision**

- (163).BOD Meeting Minutes, January 24, 2010.
- (164).BOD Meeting Minutes, January 24, 2010.
- (165).BOD Meeting Minutes, January 24, 2010.
- (166).BOD Meeting Minutes, May 23, 2010.
- (167).BOD Meeting Minutes, May 23, 2010.



- (168).BOD Meeting Minutes, May 23, 2010.
- (169).BOD Meeting Minutes, July 3, 2010.
- (170).BOD Meeting Minutes, September 12, 2010.

**5<sup>th</sup> Revision**

- (171).BOD Meeting Minutes, July 2, 2011.
- (172).BOD Meeting Minutes, July 3, 2011.

**6<sup>th</sup> Revision**

- (173).BOD Meeting Minutes, April 29, 2012.
- (174).BOD Meeting Minutes, June 30, 2012.
- (175).BOD Meeting Minutes, January 13, 2013.
- (176).BOD Meeting Minutes, June 29, 2013.
- (177).BOD Meeting Minutes, September 29, 2013.
- (178).BOD Meeting Minutes, September 29, 2013.
- (179).BOD Meeting Minutes, April 27, 2014.
- (180).BOD Meeting Minutes, June 8, 2014.
- (181).BOD Meeting Minutes, July 6, 2014.
- (182).BOD Meeting Minutes, July 7, 2014.
- (183).BOD Meeting Minutes, July 7, 2014.
- (184).BOD Meeting Minutes, September 28, 2014.
- (185).BOD Meeting Minutes, July 4, 2015.
- (186).BOD Meeting Minutes, July 4, 2015.

**7<sup>th</sup> Revision**

- (187).Policy revisions by Policy Manual Review Committee, June 2017.
- (188).BOD Meeting Minutes, July 1, 2017.

**8<sup>th</sup> Revision**

- (189).BOD Meeting Minutes, January 15, 2018.
- (190).BOD Meeting Minutes, May 23, 2018.
- (191).BOD Meeting Minutes, April 14, 2019.
- (192).BOD Meeting Minutes, June 30, 2019.
- (193).BOD Meeting Minutes, November 10, 2019.

**9<sup>th</sup> Revision**

- (194).BOD Meeting Minutes, March 8, 2020.
- (195).BOD Meeting Minutes, March 14, 2021.
- (196).BOD Meeting Minutes, May 16, 2021.
- (197).Bylaw amendments approved June 2021.
- (198).BOD Meeting Minutes, July 24, 2021.
- (199).BOD Meeting Minutes, August 1, 2021.