Operating Bylaws of the
Sunflower Chapter
Of
Little People of America

Chapter Approval: 12/1/08               National Approval: _____________
Presented:____________________________

Purpose
The purpose of this chapter shall be to expand the programs of LPA within the chapter boundaries.

Preamble
These bylaws supplement the National LPA By-laws and govern the local chapter activities.

Article I
Name
The name of this chapter shall be the Sunflower Chapter of Little People of America, Inc.

Article II
Boundaries
The chapter area shall consist of those counties in the state of Kansas that are not a part of any other LPA chapter. A map of Kansas counties included is attached and incorporated as a part of this document.

Article III
Headquarters
The chapter headquarters and mailing address shall be that of the current president of the chapter.

Article IV
Membership
Section 1. Eligibility Persons eligible for membership in the chapter shall be those who have met the eligibility for national membership, have paid their national dues and who reside within the chapter boundaries.
Section 2. Personal Information It is the responsibility of the individual member to notify the national office and chapter officers of changes in personal information including address and electronic addresses.
Section 3. Rights and Responsibility All members of the chapter shall pay dues in a timely manner, exercise the right to vote in elections, accept the majority vote on all matters, attempt to attend chapter meetings, support attendance at district and national meetings, interact with officers and other members in a respectful manner, and honor the order of all chapter proceedings.
Article V
Meetings
Section 1. Regular Meetings. Regular meetings shall be held at least quarterly and all meetings shall be within the boundaries of the chapter. Meeting dates, times and places shall be made available to chapter members in advance of the meeting. Changes to the meeting schedule may be made by vote of the membership or by the chapter officers.

Section 2. Special Meetings. Special meetings may be called by the President or a majority of the chapter members. The purpose of any special meeting shall be set out in the notice of the meeting date sent to members.

Section 3. Annual Meeting. There shall be a designated annual meeting within six (6) months of January 1 each year. In the year of elections, the purpose of this meeting shall be to elect new officers for the chapter. The annual meeting should be in a central location within the chapter boundaries.

Article VI
Officers
Section 1. Positions. Officers shall be President, Vice-President, Secretary and Treasurer. One person may hold two positions except that no person shall hold the position of President and Treasurer at the same time. Additional officers may be elected to include a parent coordinator, teen coordinator, young adult coordinator, medical resource coordinator, outreach coordinator, database coordinator and newsletter editor.

Section 2. Eligibility to hold office
A. To hold an office of President, Vice-President, Secretary or Treasurer the member must be eighteen (18) years or older and have been a resident within the chapter for at least one (1) year, except those elected at the time of Chapter formation. Officers must maintain membership during their term of office.
B. To be elected to other offices as determined by the chapter, members must have been active in LPA for at least one year.

Section 3. Election of Officers
A. Election of officers shall take place at the annual meeting in even numbered years.
B. A majority of the ballots returned by or at the annual meeting shall constitute election of the officer. Run-off elections shall continue in the same manner as the original balloting until a majority reached.

Section 4. Term of Office. The term of office shall be for 2 years. New officers assume duties three (3) months after the date of election. No officer shall serve more than two (2) consecutive terms in the same office.

Section 5. Duties of Officers
A. The President shall preside at all meetings of the chapter and of officers, shall appoint committees as necessary, vote in case of
a tie, assure that all required reporting is complete and work to
insure the long range growth and stability of the chapter. The
President shall be responsible for orienting the President-elect
during the three months between election of the incoming
officer and the date of assuming duties.
B. The Vice-President shall act in the President’s absence and
focus on membership recruiting and retention.
C. The Secretary shall record minutes of Chapter and Officer
meetings, maintain membership lists of active, non-renewed
and prospective members and send appropriate communications as necessary. The Secretary shall also send
notices of meetings, and any other necessary correspondence.
D. The Treasurer shall record all chapter financial transactions
and maintain transaction receipts and records, maintain
banking facilities as necessary, provide quarterly reports to the
chapter, the National Vice President of Finance and the District
Director. The Treasurer shall provide for audit as requested by
the Officers or membership.

Section 6. Order of Succession In the event the President is unable to
serve for any reason, the order of succession to the Presidency shall be
Vice-President, Treasurer, Secretary and immediate past President. In
the event there is a vacancy in any other office position, election of a new
officer should take place within the next two (2) chapter meetings after
the vacancy is effective. All elections of officers must take place at
meetings within chapter boundaries.
Section 7. Removal of Officers In the event that any officer fails to
maintain active membership for more than three (3) months during the
term of office or is absent for two (2) consecutive chapter meetings, that
office will be considered vacant. Excused absences will not be
considered in calculating consecutive absenteeism. Vacancies will be
filled according to section 6 above.
Section 8. Officer Reports All officers shall present quarterly reports to
the members of the chapter and shall present an annual summary at the
annual meeting that is also filed with the District Director and the Senior
Vice President of LPA.

Article VII
Fiscal Year
The fiscal year shall be from October 1 through September 30th of each
year.

Article VIII
Rules of Order
The current edition of Robert Rules of Order shall govern the conduct of
all meetings.
Article IX
Dissolution of the Chapter
In the event that the chapter membership falls below five (5) active members or the chapter fails to hold a meeting for twelve (12) calendar months, the Executive Committee of LPA may declare the chapter inactive and dissolved. All chapter members will maintain membership in the district at large. All chapter funds shall be surrendered to the District Director at the time of dissolution.

Article X
Amendments
These bylaws may be amended at a chapter meeting with approval of two thirds (2/3) of those attending provided thirty (30) days advanced notice has been given in writing which includes the content of the proposed amendment. A copy of the amended bylaws should be sent to the District Director and the Senior Vice President of LPA. Approved amendments take effect upon approval of the National Executive Committee of LPA.