

Operating Bylaws of the
Sunflower Chapter
Of
Little People of America

Chapter Approval: 12/1/08
Presented: _____

National Approval: _____

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.