

District 3  
Of  
Little People of America

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Policy Manual



# LPA District 3

## Policy Manual

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## Preamble

The National Bylaws along with the LPA Policy Manual and the District 3 Policy Manual will be the governing documents of LPA's District 3.

## Article I Boundaries

District 3 shall consist of the states of Delaware, Maryland, Virginia, North Carolina, South Carolina, and the District of Columbia.

## Article II Chapters

The Chapters of District 3 currently consist of the MarValous (17), Carolinian (45), Colonial (48), Ches-Del Bays (64), and the Blue Ridge (69) Chapters.

## Article III Headquarters

The District Headquarters and mailing address shall be that of the current District Director.

## Article IV Membership

### Section 1. Eligibility

Persons eligible for membership in the District 3 shall be those who have met the eligibility for national membership have paid their national dues and who reside within the District 3 boundaries.

### Section 2. Personal Information

It is the responsibility of the individual member to notify the national office and District 3 officers of changes in personal information including address and electronic addresses.

### Section 3. Rights and Responsibility

All members of District 3 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 District 3 proceedings.

## Article V Meetings

### Section 1. Schedule

District 3 shall have two District Membership Meetings per year. They shall take place as follows:

- a) Spring Regional in the months of April or May
- b) Fall Regional in the months of October or November. [1]

- c) The Chapters of District 3 shall rotate turns from North to South, in the hosting of the Regionals. [2]

The District Director shall be responsible to see that at least one meeting per year shall be held within six months prior to the National Conference. All District Meeting sites that are in a public facility will be fully accessible to people with disabilities.

### Section 2. Contracts and Monies

The District shall be authorized to receive and distribute all monies pertaining to all District Regionals. The District Director shall approve all Regional Contracts before they are signed.

### Section 3. Financial Responsibility

The District and the Hosting Chapter shall evenly share in the financial responsibility of the Regional. Therefore the proceeds or debt shall be evenly divided between them. [3]

### Section 4. Minutes

The recording Secretary shall highlight all motions. All minutes of the general assembly meetings be reviewed and approved as corrected at the next official general assembly meeting. The motions of the previous session shall be read at the beginning of the next session and that the motions of the last session of the meeting be read before the meeting is adjourned. The general membership shall pass on the accuracy of the notes as read by the Secretary.

## Article VI. DISTRICT OFFICERS

### Section 1. Positions

Officers shall be Director, Assistant Director, Secretary and Treasurer. 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. The District Director shall have been an active eligible voting member for two membership years. He/she shall have been an active member of the district in which he/she is running for office for one membership year.
- B. It is preferred, but not mandatory, that a director shall have served as a state coordinator or chapter officer. National Officers, District Directors, Assistant Directors, Chapter Presidents, District Treasurers and Chapter Treasurers may not serve dual roles.

### Section 3. Election of Officers

- A. Elections for District Officers will take place at the Fall District Meeting every three (3) years starting in 2008.

- B. The District Directors shall be elected by a majority vote of the membership at a district meeting to be held between August 1 and December 1.

#### Section 4. Term of Office

The term of office of the District Directors shall commence three months after the district meeting at which they were elected and shall continue for three years. Each district shall elect an assistant director (the "Assistant Director"). Should the District Director resign or decess, the Assistant Director will fill such vacancy for the remainder of the term and immediately appoint a new assistant director (the "Interim Assistant Director"). Such Interim Assistant Director shall serve until the next district meeting of members in that respective district. At that time the district will vote to fill the office of Assistant Director for the rest of the term. Should both the District Director and Assistant Director resign within the same term of office, such vacancies shall be filled by election at the next district meeting of members in that district.

No officer shall serve more than two (2) consecutive terms in the same office.

#### Section 5. Duties of Officers

- A. **District Director** In addition to those listed in Article X, Section 5 of the National Bylaws, District Directors shall have the following duties:
  - 1. Shall have primary responsibility for the continuance of activities in the district and the solicitation of membership.
  - 2. Shall screen applicants for membership.
  - 3. Shall appoint all committee chairpersons in the district.
  - 4. Shall oversee local area chapters and their officers in respect to ongoing activities.
  - 5. Shall serve as a member of the Council of Directors.
  - 6. Shall work for the formation of local chapters.
  - 7. All District Directors are limited to activities within the boundaries of their respective districts with respect to membership and dues.
  - 8. Shall provide financial reports for the District and Chapters within the District as per the LPA Policy Manual.
  - 9. Shall train the district director-elect.
  - 10. Shall assist with the preparation of Form 990 each year by the timely providing of the requisite financial information for the district to the Board of Directors, or other person designated by the Board of Directors to prepare the Form 990.
  - 11. The Council of District Directors (as that term is defined in Article VIII, Section 1) shall meet with the Board of Directors, by phone or in person, at least 2 times per year, at a time and place to be determined by a majority of the Council of District Directors. In addition, during a Council

Meeting (as that term is defined in Article VIII, Section 6), a majority of the then-present District Directors may request additional meetings with the Board of Directors to address any specific concerns about any decisions of the Board of Directors.

12. District Directors shall continue to receive and/or have access to minutes of all Board of Director meetings. Board of Director meetings are open to the public unless the Board is in a "closed session."

B. **Assistant Director** Assistant District Directors duties are delegated by the Director.

C. **Secretary** The secretary's duties are:

1. Take minutes at all district meetings.
2. Publish the district newsletter.

D. **Treasurer** The duties of district treasurer are:

1. Keep records of all district financial transactions
2. File quarterly financial reports promptly (refer to district director duties)

### Section 6. Order of Succession

In the event the Director is unable to serve for any reason, the order of succession to the Director shall be Assistant Director, Treasurer, Secretary and immediate past Director. 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) district meetings after the vacancy is effective. All elections of officers must take place at meetings within district boundaries.

### Section 7. Removal of Officers

A. **Resignation.** A District Director may resign effective upon giving written notice to the majority of the Board Members, unless the notice specifies that the resignation shall be effective at a later time.

B. **Removal.**

1. A District Director who fails to fulfill his or her duties, including failing to attend meetings or failing to fulfill tasks designated by these Bylaws or the Board of Directors, may be removed; provided, however, that such removal must be authorized by an affirmative vote of a majority of the Board Members then in office who find that such District Director failed to fulfill his or her duties.
2. A District Director shall be removed if such District Director is: (i) declared of unsound mind by a final order of court; (ii) convicted of a felony; or (iii) found by a final order or judgment of any court to have breached a duty to the Corporation.

C. **Vacancies.** A vacancy shall be deemed to exist upon the occurrence of the death, resignation, or removal of any District Director or Assistant Director, or if the authorized number of District Directors is increased. The Assistant Director will

fill the vacancy of its District Director for the remainder of the District Director's term. The vacancy of the Assistant Director will be filled with appointment by the District Director, and such appointed Assistant Director shall serve until the next district meeting of members in that respective district. At that time, the district will vote to fill the office of Assistant Director for the rest of the term. Should both the District Director and Assistant Director positions become vacant within the term of office, the vacancies shall be filled by election at the next district meeting of members in that respective district.

## Article VII Fiscal Year

The fiscal year for District 3 shall be shall be from October 1 through September 30.

## Article VIII Rules of Order

The current edition of Robert Rules of Order shall govern the conduct of all meetings.

## Article IX Committees

### Section 1. District 3 Samaritan Fund Committee

- A. Whereas applications should be submitted to the Samaritan Fund Committee, which shall be comprised of the District Director, District Treasurer, and five at-large district members (one from each Chapter).
- B. Whereas fund distribution decisions will be made by the committee upon application or by grant. Whereas a distribution may be made in the following circumstances:
  1. To assist a district member with reasonable transportation expenses to an out of state medical appointment, when the appointment involves issues related to the diagnosis or treatment of the individual with dwarfism.
  2. Paying the annual membership dues for a family or individual unable to meet this expense.
  3. Underwriting a portion of the cost for a family or individual to attend a District or National LPA meeting for the first time.
  4. Assisting in the purchase of adaptive equipment, such as pedal extensions, custom seat cushions, and computer adaptations.
  5. Assisting in the purchase of personal aids not covered by medical insurance, such as hearing aids or eyeglasses.
  6. Assisting in the purchase of personal items such as custom shoes
  7. Providing scholarship for a summer camp program with an educational goal.
  8. Assisting an individual district LP or family with overdue utility bill, which may result in a turnoff.
  9. The committee will consider unexpected and unplanned for emergencies that may affect District paid members.

## Article X Amendments

This policy manual may be amended at a District 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 Senior Vice President of LPA. Approved amendments take effect upon approval of the National Executive Committee of LPA.



## Appendix

Approved as written on Oct 8<sup>th</sup>, 2005 at the 2005 Fall Meeting in Greensboro, NC

[1]	1997 Spring District Meeting	4/26/1997	Virginia Beach, VA
[2]	2003 Fall District Meeting	10/4/2003	Myrtle Beach, SC
[3]	2005 Spring District Meeting	4/16/2005	Dover, DE
[4]	2008 Spring District Meeting	4/5/2008	Timonium, MD
[5]	2012 Spring District Meeting	4/21/2012	Ocean City, MD
[6]	2014 Spring District Meeting	4/5/2014	Charlottesville, VA