

Proposed ByLaws of the Colonial Chapter

Preamble

The Colonial Chapter bylaws supplement the Little People of America (LPA) National Bylaws and the District 3 Policy Manual. These bylaws will govern this chapter (#48) of LPA.

Article I - Purpose

Little People of America is dedicated to improving the quality of life for people with dwarfism throughout their lives while celebrating with great pride their contribution to social diversity. Furthermore, it strives to bring solutions and global awareness to the prominent issues affecting individuals of short stature and their families. The purpose of this chapter shall be to increase awareness and the program of Little People of America within the chapter boundaries.

Article II - Name

Chapter #48 of Little People of America shall be known as the Colonial Chapter.

Article III - Boundaries

The Chapter area shall consist of those counties of North Carolina and Virginia as listed in Appendix B, with the chapter center as Emporia, Virginia. Changes to these boundaries shall be in accordance with Article IX Section 4 of the Little People of America National Bylaws.

Article IV - Headquarters Address

The Colonial Chapter headquarters and mailing address shall be that of the presiding chapter president.

Article V - Membership

Section 1. Eligibility: Persons eligible for membership in the Colonial Chapter shall be those who have met the eligibility standards for national membership of Little People of America, who have paid their national dues, and who reside within the chapter boundaries.

Section 2. Personal Information: It is the responsibility of the individual chapter member to notify the national office and/or chapter officers of any contact information changes, including both postal and electronic mailing addresses.

Section 3. Rights and Responsibilities: All members of the Colonial Chapter are responsible for paying their national dues in a timely manner; for exercising their right to vote in

elections; for accepting the majority vote on all matters; for endeavoring to attend chapter meetings; for supporting attendance at district and national meetings; for interacting with officers and other members in a respectful manner; and for honoring the order of all Colonial Chapter proceedings.

Section 4. Compensation: No compensation shall be paid for services as a chapter officer or chapter members. However, the officers and chapter members may ask for reimbursement for their expenses to the chapter, if and only if, the expense, the reason and the receipt are presented. Reimbursements are not guaranteed. Reimbursements greater than \$350.00 must be passed by majority vote of chapter members in attendance at chapter meeting and by majority vote of all chapter officers. If passed, the reimbursement(s) will be filed for audit to the National Treasurer and documented within chapter minutes.

Section 5. Chapter Meetings: A minimum of four (4) meetings shall be held during the calendar year, with no more than three (3) months without a meeting. Chapter officers shall endeavor to schedule meetings as far in advance as possible, and notify members accordingly. Changes to the schedule can be made by a vote of membership, by the chapter president or by the chapter officers. Special meetings may be called by the chapter president, chapter officers or a majority of chapter members. There will be a designated annual meeting held within chapter boundaries between August 1 and December 1. During the election year, elections must be held at this annual meeting.

Article VI – Officers

Section 1. Chapter Officers: Officers shall be President, Vice-President, Secretary, and Treasurer. If necessary, the Secretary and Treasurer positions may be combined into one office during a term.

Section 2. Eligibility to Hold Office: All chapter officers shall have been an active Colonial Chapter eligible voting member for at least one year at the time of nomination.

Section 3. Election of Officers: Election of the officers shall be held at the annual chapter meeting of even number years. Candidates shall be nominated and made known to the chapter members at least (2) months prior to the annual meeting. Officers shall be elected by a majority vote of the membership using absentee mail-in ballots and secret ballots at the election year annual meeting (held between August 1st and December 1st). A majority vote from all ballots received is required for election. Immediate run-off elections will be held until a majority is reached. All ballots must be directed to an impartial district officer (of which the Colonial Chapter is part), who is a non-Colonial chapter member, for tallying of the votes. Electronic balloting may be used if the LPA National Board of Directors obtains or identifies an acceptable and secure system, and non-profit laws allow electronic balloting.

Section 4. Term of Office: Term of office shall be for two calendar years. New officers assume duties three (3) months after the chapter meeting at which they were elected (according to

National Bylaws Article IX-Local Chapters, Section 8D). No officer shall serve more than three (3) consecutive terms in the same office.

Section 5. Duties of Office:

1. **Chapter President:** The President shall have the following duties:
 1. The President shall have primary responsibility for the continuance of activities within the chapter and work to insure the long range existence and stability of the chapter.
 2. The President shall train the chapter president-elect.
 3. The President shall respond to and work with their District Director in carrying out their functions as described in the National Bylaws Article IX, Section 8, and Article X, Section 5.
 4. Disputes or conflicts of interests between Chapter President and District Director shall be mediated by the Senior Vice President in consultation with the Board of Directors. The decision of the Board of Directors is final if the dispute or conflict of interest cannot be resolved through mediation. (For more information, see the National Bylaws Article IX, Section 9).
 5. The President shall appoint committees as necessary.
 6. The President shall vote in case of a tie.
 7. The President shall review all media generated for circulation to the chapter members and suggest revisions if necessary prior to distribution.
 8. The President shall ensure that all articles and provisions of these bylaws are adhered to in full.
2. **Chapter Vice-President:** The Vice-President shall have the following duties:
 1. The Vice-President shall act in the President absence.
 2. The Vice-President shall focus on recruiting new members to the chapter.
 3. The Vice-President shall be responsible for encouraging membership involvement.
3. **Chapter Treasurer:** The Treasurer shall have the following duties:
 1. The Treasurer shall record all chapter financial transactions.
 2. The Treasurer shall maintain bookkeeping records.
 3. The Treasurer shall provide quarterly reports to the National Finance Director.
 4. The Treasurer shall provide an audit as requested by an officer or chapter member.
4. **Chapter Secretary:** The Secretary shall have the following duties:
 1. The Secretary shall record the minutes of the chapter and officers meetings.
 2. The Secretary shall maintain membership lists (active, inactive, and prospective members).
 3. The Secretary shall send appropriate correspondence (i.e.: get-well, birthday, and sympathy cards)
 4. The Secretary shall attend to chapter mailings (newsletters, meeting reminders).

Section 6. Order of Succession: In the event the Colonial Chapter president is unable to serve for any reason, the order of succession to the presidential position shall be the chapter Vice-President, Treasurer, Secretary, and immediate past president. In the event there is a vacancy in any other officer position, election of a new officer shall take place within the next two (2) chapter meetings after the vacancy is effective, in accordance with Article VI Section 3 above.

Section 7. Annual Reports: All chapter officers and committee chairmen, if necessary, shall present annual reports at the annual meeting.

Section 8. Committees: All chapter committees may be appointed by the chapter president.

Section 9. Removal of Officers: To remove a chapter officer, chapter members must come forward with complaint(s) made in writing to the involved chapter officer, with a copy to the chapter president and District Director. If complaint(s) cannot be resolved, they will be submitted to the District Officers for review. After review and a majority vote is taken by the District Officers, the issue of the removal of the chapter officer will be submitted to the chapter membership. After a two-thirds vote of the chapter membership through mail-in-ballots and secret ballots at the next chapter meeting (from when the ballots were mailed), the chapter officer shall be considered removed from office.

Article VII – Fiscal Year

The fiscal year for the Colonial Chapter shall be from October 1 to September 31 of each year.

Article VIII – Rules of Order

The current edition of Robert’s Rule of Order shall govern and conduct all meetings.

Article IX – Amendments

The by-laws may be amended at a chapter meeting with approval of two thirds (2/3) of those attending provided thirty (30) days advance notice has been given in writing which included 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.

Appendix A. Approved Bylaws

Bylaws approved as revised on January 10, 2015. Chapter officer present include: Jeff Barfield (Chapter President) and Wendy Brockwell (Chapter Vice President).

Appendix B. Chapter Boundaries

North Carolina Counties:

Alamance	Franklin	Orange
Beaufort	Gates	Pamlico
Bertie	Granville	Pasquotank
Bladen	Greene	Pender
Brunswick	Halifax	Perquimans
Camden	Harnett	Person
Carteret	Hertford	Pitt
Chatham	Hyde	Sampson
Chowan	Johnston	Tyrrell
Columbus	Jones	Vance
Craven	Lee	Wake
Cumberland	Lenoir	Warren
Currituck	Martin	Washington
Dare	Nash	Wayne
Duplin	New Hanover	Wilson
Durham	Northampton	
Edgecombe	Onslow	

Virginia Counties:

Amelia	Henrico	Northumberland
Brunswick	Isle of Wight	Nottoway
Charles City	James City	Powhatan
Chesterfield	King and Queen	Prince George
Dinwiddie	King William	Richmond
Essex	Lancaster	Southampton
Gloucester	Louisa	Surry
Goochland	Mathews	Sussex
Greensville	Middlesex	Westmoreland
Hanover	New Kent	York

Virginia Independent Cities:

Chesapeake	Newport News	Richmond
Colonial Heights	Norfolk	Suffolk
Emporia	Petersburg	Virginia Beach
Hampton	Poquoson	Williamsburg
Hopewell	Portsmouth	