

# 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.

## **I. HEADQUARTERS**

### **A. GEOGRAPHY**

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

### **B. CHAPTERS**

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

## **II. DISTRICT OFFICERS**

### **A. ELIGIBILITY**

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 may not serve dual roles. District Treasurers and Chapter Treasurers may not serve dual roles.

### **B. ELECTIONS**

To support the current bylaw change, elections for District Officers will take place in the following manner:

Districts 3 - Elect Fall 2008, 2011, 2014, etc.

## **C. DUTIES**

1. In addition to those listed in Article X, Section 5 of the National Bylaws, District Directors shall have the following duties:
  - a) Pay annual membership dues
  - b) File financial reports with Vice President of Finance quarterly and annually.
  - c) Publish a minimum of three district newsletters, one of which is a conference report due out within six weeks after conference.
  - d) Respond promptly to inquiries; 24 hours from receipt of phone message and one week from receipt of written correspondence.
  - e) Review and update mailing list and zip code list from the Database Coordinator quarterly. 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 policy making board of LPA
  - i) Oversee that all rebate checks to the district are cashed promptly.

### **2. Assistant Directors**

Assistant District Directors duties are delegated by the Director.

### **3. Secretary**

The secretary's duties are:

- a) Take minutes at all district meetings.
- b) Publish the district newsletter.

### **4) Treasurer**

The duties of district treasurer are:

- a) Keep records of all district financial transactions
- b) File quarterly financial reports promptly (refer to district director duties)

## **D. REMOVAL**

To remove a district director:

- 1) District members must come forward with a complaint(s) made in writing to the involved district director, with a copy to the Executive Committee.
- 2) If the complaint(s) cannot be resolved, complaints will be submitted to the Board of Directors for review:
- 3) After review and a vote of nine out of thirteen is taken by the Board of Directors and four-sixths vote by the Executive Committee, the issue of the removal of the district director will be submitted to the district membership.
- 4) After a two-thirds vote of the district membership through mail-in ballots, the director will be considered removed from office.

### **E. MINUTES**

1. The recording secretary shall highlight all motions.
2. All minutes of official board meetings be reviewed and approved as corrected at the next official board meeting.
3. 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 Board shall pass on the accuracy of the notes as read by the secretary.

### **F. MEETINGS**

1. 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]
2. The District shall be authorized to receive and distribute all monies pertaining to all District Regionals.
3. The District Director shall approve all Regional Contracts before they are signed.
4. The Chapters of District 3 shall rotate turns from North to South, in the hosting of the Regionals. [2]
5. 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]

## **III. COMMITTEES**

### **A. District 3 Samaritan Fund Committee**

1. 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). 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:

- a) 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.
- b) Paying the annual membership dues for a family or individual unable to meet this expense.
- c) Underwriting a portion of the cost for a family or individual to attend a District or National LPA meeting for the first time.
- d) Assisting in the purchase of adaptive equipment, such as pedal extensions, custom seat cushions, and computer adaptations.
- e) Assisting in the purchase of personal aids not covered by medical insurance, such as hearing aids or eyeglasses.
- f) Assisting in the purchase of personal items such as custom shoes
- g) Providing scholarship for a summer camp program with an educational goal.
- h) Assisting an individual district LP or family with overdue utility bill, which may result in a turnoff.
- i) The committee will consider unexpected and unplanned for emergencies that may effect District paid members.

APPENDIX

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

[1]	1997 Spring District Meeting		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