

Lavender Friends Club Policies and Procedures

Approved July 7, 2017

General Information:

1. Prospective members have the option to meet with a contact person or to attend a function before joining.
2. In the event a member's conduct, or the conduct of a member's guest is considered not in keeping with the Club's stated Purpose in Article II of the Club's Bylaws, the Steering Committee shall have the authority to intervene.
3. Members or their guests deemed to be in violation of Club or Association Rules and Regulations may be subject to the following disciplinary action:
 - A. Anyone experiencing or observing member(s), or guest(s) of a member, violating Association Rules and Regulations, or the Club Bylaws, may report the violation by submitting a signed, written statement (complaint) to the President, or other elected Board Officer.
 - B. The President, or other elected Board Officer, shall confer with the member(s) about the incident(s), and/or call a Special Meeting of the Steering Committee to discuss the incident(s).
 - C. Remedies imposed by the Steering Committee on members who violate Club or Association Rules include any of the following: giving a written warning; denying repeat offenders membership renewal; revoking membership.

Meetings

1. Biannual Business Meetings:
 - A. To be held in January and July of each year with a two-week advance notice for the times and locations.
 - B. To be attended by the Club's general membership.
 - C. The Club may take up any subject considered relevant to its stated purpose and proposed by a member.
2. Steering Committee Meetings:
 - A. The Steering Committee will meet before each Biannual Business Meeting, in sufficient time to prepare the meeting agenda for distribution to the Club membership.
 - B. In addition, the Steering Committee may meet as needed. Steering Committee members will be provided advance notice for the times and locations of all Steering Committee Meetings.

C. Steering Committee Meetings may be attended by any Club member.

3. Club Special Meetings:

A. May be called by the President and/or Steering Committee as needed. B. May be attended by the Club's general membership.

B. May be limited to specific topics and/or calls for action.

4. A quorum of 25% of Club members shall be necessary to conduct a biannual Business Meeting or Club Special Meeting, where voting is required by the membership. If a quorum is not reached, no actions may be approved or rejected.

5. Meetings may be held in any member's residence or at any local location, including SCLH Association facilities

6. Robert's Rules of Order revised, shall govern the proceedings of all meetings of the Club.

Voting

1. Voting for elections of the Board Officers will be conducted in the following manner:

A. The elected Board Officers of the Club shall be President, Vice President, Secretary, and Treasurer. The positions of Secretary and Treasurer may be combined if separate Secretary and Treasurer positions cannot be filled.

B. During the first week in November before current terms expire, a notice to the membership to solicit volunteers for the Nominating Committee will be given. By the end of November, the slate of nominated candidates will be provided to the membership for approval.

C. Board Officers will be elected and installed at the general membership meeting in January and shall serve a term of two years.

2. Voting for all other purposes will be conducted in the following manner:

A. Voting at membership meetings may be conducted by voice vote, show of hands, or by secret ballot and in accordance with Robert's Rules of Order.

B. Voting by email will be permitted if a quorum is not present

C. When a Standing Committee is headed by a Chair and Co-Chair, both may attend Steering Committee meetings, but will only cast one vote.

3. A quorum for purposes of General Membership voting shall be 25% of the Club's members. A quorum for purposes of Steering Committee voting shall be 50% of the Steering Committee members.

4. Voting results will be based on a plurality of all votes cast.

Steering Committee Members

1. The Steering Committee shall number no more than eleven members. Members will vote on matters affecting the Club and bring major issues for vote by members. It will consist of the following positions:

A. The three or four elected Board Officer positions of President, Vice President, Secretary, Treasurer, or Secretary/Treasurer;

B. The five Chairpersons of the Standing Committees comprised of Social/Activities, Lavender Hearts, Membership, Sunshine and Publicity;

C. Up to three At-Large Steering Committee positions appointed by the President, sufficient to facilitate an uneven number of Steering Committee members if elected Board Officers include a Secretary/Treasurer position.

2. The Board Officers shall each serve a two-year term and will be elected by the Club members. They can serve a maximum of four continuous years, after which they must take at least a one-year break, unless an exception is granted by the CCOC. Board Officers shall number three or four and consist of the following positions: President, Vice President, Secretary, Treasurer or Secretary/Treasurer.

3. Each Standing Committee will have an appointed Chair who will serve a two-year term and may serve a maximum of four continuous years, after which they must take at least a one year break. To facilitate continuity, Co-Chairs may serve on each respective Standing Committee. If both attend Steering Committee meetings, they shall cast one vote only.

4. Up to three At-Large Steering Committee member(s) will have an appointed two-year term and may serve a maximum of four continuous years, after which they must take at least a one-year break.

5. Duties of each elected Board Officer shall be as follows:

The President shall:

- A. Preside at all Club meetings.
- B. Appoint all standing Committee Chairs and the At-Large Steering Committee members.
- C. Appoint special committees.
- D. Represent the Club at the SCLH Association meetings and other community groups.

The Vice President shall:

- A. Assume the duties of the President in his/her absence.
- B. Become President in case of a vacancy.

The Secretary shall:

- A. Record all proceedings of the regular and special Club meetings.
- B. Record all proceedings of the Steering Committee meetings.
- C. Handle all correspondence of the Club, maintain an orderly file of all minutes and correspondence of the Club, and provide to SCLH Association copies of club reports as required.

The Treasurer shall:

- A. Collect all monies related to the Club and place such funds in an account in a bank selected by the Steering Committee. Only the signature of the Treasurer or President shall be required.
- B. Maintain a ledger that records all financial transactions related to the activities of the Club.
- C. Notify members who have not renewed by February 1st of each calendar year that they must submit dues by February 15th to remain on the Club's membership roster.
- D. Provide a record of names to the Membership and Publicity Committee Chairs by February 1st listing who renewed memberships, and who received delinquency notices.
- E. Report to all Club membership meetings the activity of the Club account.
- F. Maintain records for a bi-annual internal review conducted by the President or his/her designee.

6. Duties of each appointed Standing Committee Chair shall be as follows:

The Social /Activities Committee Chair shall:

- A. Promote special interest activities.
- B. Maintain the annual events calendar.

The Lavender Hearts-Sunshine Committee Chair shall:

- A. Seek opportunities for community outreach on behalf of the Club.
- B. Encourage members to participate and support local community and charitable organizations, giving priority to those that support the LGBT community.
- C. Become aware of the medical, emotional and physical needs of Club members.
- D. Take relevant action to assist them.

The Membership Committee Chair shall:

- A. Seek opportunities for LGBT residents of SCLH to become members of the Club, and invite interested residents to become members.
- B. Maintain an up to date membership list and provide this list to the Publicity Committee chair for distribution.

The Publicity Committee Chair shall:

- A. Maintain the Lavender Friends web site and membership list.
- B. Distribute the Club membership list
- C. Communicate to the membership.
- D. Submit the monthly Compass and Sun Senior News articles.

The At-Large Steering Committee members shall:

- A. Attend all Steering Committee meetings.
- B. Cast votes on matters that affect the Club.
- C. Temporarily assist a standing committee, if needed.

7. In the event that a Board Officer or Steering Committee member will not complete their term, the process for filling the vacancy shall be as follows:

- A. In case of a vacancy in any Club Board Officer positions, other than that of the President, nominations will be held at the next general membership meeting. The President, with the approval of the Steering Committee, will appoint a person to fill the position until an election takes place. All voting will be by written ballot sent by email or by regular mail to members who cannot access email. Ballots will be returned to the special election committee either by email or by regular mail. If a quorum is present, election can be made by voice, show of hands, or secret ballot. Email/mail voting will occur if a quorum is not present.
- B. In the case of a vacancy in any Club Standing Committee Chair positions, the President will appoint the Co-Chair, or if none exists, then another Club member who is willing to accept the position.

8. The reasons for removing elected Officers, or appointed members before the completion of their term shall be as follows:

- A. Any Board Officer or Appointed member who has two or more unexcused absences from official Club meetings in any one calendar year.
- B. Any Board Officer or Appointed member who is not able to fulfill the responsibilities of the position for reasons including, but not limited to, extended absences for personal reasons, health issues impeding a person from performing the duties required by the position, or otherwise personally unwilling to perform the duties.
- C. Any Board Officer or Appointed member whose actions are not in the best interest of the Club, or whose behavior violates Club Bylaws specified in Article III, Section 3.
- D. The Steering Committee, by simple majority vote, may remove the Board Officer, or revoke the appointment of a Committee Chair or Member At-Large if any of these reasons warrant such action. If the behavior warrants further remedies, as described under Article III, Section 4-C, the Steering Committee may apply further disciplinary actions beyond removing a member from office, or revoking an appointment.

Membership Joining Fee and Annual Dues

1. The amount, period covered, and collection of one-time membership joining fees and annual dues shall be in accordance with the following process:

- A. All residents of Sun City Lincoln Hills shall be eligible to become members upon payment of a one-time Membership Joining Fee, the amount to be approved by the Steering Committee.
- B. The one-time Membership Joining Fee may be refunded within thirty days of payment in the event a person withdraws membership in that time period.
- C. Annual dues approved by the Steering Committee will be payable in January of each calendar year.

- D. If a person joins in the fourth quarter, the next year's annual dues are waived until the following year.
- E. If a person does not pay his/her annual dues by the delinquency date, then decides to return to the Club within the year, the annual dues are payable.
- F. The Steering Committee will determine if future annual dues need to be increased to meet the fiscal requirements of the Club.

Guests

1. Resident guest participation in Club activities, including how often these guests may participate before joining the club, shall be subject to the following rules:

- A. SCLH residents are welcome to attend club events for a maximum of three times to determine if they are interested in joining the Club.
- B. Resident guests must conduct themselves at the event in accordance with the Association's Rules and Guidelines and Bylaws of the Club.

2. Non-resident guests may participate in Club activities only by invitation and can host a function if they desire. Non-resident guests shall be subject to the following rules:

- A. Adult houseguests of members, and invited adult guests of members who are accompanied by the resident, are welcome to attend the Club's events.
- B. Non-resident guests are not allowed to be members of the Club.
- C. Non-resident guests must conduct themselves at the event in accordance with the Association's Rules and Guidelines and Bylaws of the Club.

Records and Reports

1. Financial Records will be maintained to include a detailed accounting of the Club's receipts and disbursements. The Club's Board Officers will sign and file the semi-annual Association Lavender Friends Club Financial Report with the Association's Director of

Lifestyle. The Club must maintain a continuity of financial records for a period of seven (7) years prior to the current year.

2. The Steering Committee will approve any expenditure in excess of \$250 prior to disbursement. When anticipated expenses will be greater than \$250, the Committee or Event Chair shall seek Steering Committee approval before a budget is approved for an activity or event.

3. The Steering Committee shall develop an Approved Expenses List that will be periodically reviewed and adjusted. The following procedure will be followed for the Club to approve expenses to conduct its business:

A. The Club's Treasurer shall maintain the Approved Expenses List and notify the Steering Committee when actual expenses or specified reimbursements may be outdated and need adjustment.

B. The Approved Expenses List may include, but is not limited to the following types of costs: SCLH room rental fees; event decorations; budgeted host expense reimbursements for social events held in member's homes, in off-site locations, or in SCLH facilities [including deficient minimum sales for catered beverages]; Committee Chair's administrative out-of-pocket expenses; speaker's fees; door prizes at events; and other expenses approved by the Steering Committee.

C. The Approved Expenses List shall be made available to any member of the Club.

4. Minutes will be maintained for all Club's biannual Business Meetings, Special Meetings, and Steering Committee Meetings, and other meetings where Club business or elections are conducted. The Club must maintain a continuity of meeting minutes for a period of three (3) years. Standing and Ad Hoc Committee Meetings do not require minutes be kept.

5. The Club will provide the Board Officer election results on the SCLH Association's Club Contact Form, along with the related Club Business or Special Meeting minutes, to the SCLH Association's Director of Lifestyle.

6. Lists containing Club member information shall not be used for commercial, political or personal purposes not related to the business of the Club. Control, distribution and use of these lists, including email or other communication to members, will be in accordance with the following policies:

- A. Use and distribution of the Club's master list or roster, including partial information from it, shall be restricted to official Club purposes.
- B. No information from the master list, including email addresses or telephone numbers shall be made available to any commercial organization.
- C. The email or phone list may not be used by any member or non-member to promote any personal causes not related to the business or service of the Club.

Bylaws Amendments

1. The process for amending the Bylaws shall be as follows:

- A. The Club Bylaws shall be reviewed at least once every two years by the Steering Committee to determine if amendments are in order.
- B. An Ad Hoc Bylaws Committee Chair will be appointed to make necessary changes.
- C. The proposed changes will be presented to the Club's membership for discussion.
- D. The Bylaws Committee will recommend revisions to the Steering Committee.
- E. The Bylaws will be approved by the Club's membership at a meeting in which a quorum has been established.
- F. The Club's approved Bylaws will be forwarded to the Association's Director of Lifestyle and Communications for review and final approval.
- G. Once approved, the Club's Bylaws will be made available within ten (10) days to any Club member requesting them. The documents may be made available either as hard copies or in electronic digital form, including posting on the Club's website.

2. An Amendment to the Bylaws will become effective after the process described above is completed, and the revised Bylaws have received final approval by the SCLH Association.