

**LAVENDER FRIENDS CLUB
POLICIES AND PROCEDURES
Approved July 30, 2022**

General Information

1. Prospective members are welcome to meet with a contact person and/or attend a function before joining.
2. For the purposes of this document the Leadership Team is also referred to as the Steering Committee.
3. The term Executive Board refers to the elected officers: President, Vice-President, Secretary and Treasurer.

Meetings

**Robert's Rules of Order Revised shall govern
the proceedings of all meetings of the Club**

1. Biannual Business Meetings:
 - A. To be held in January and July of each year with a two-week advance notice of the time, location and agenda.
 - 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. The Steering Committee may meet as needed. All Club members will be provided advance notice for the times and locations of Steering Committee meetings.
 - C. Steering Committee meetings may be attended by any Club member. Only Steering Committee members may vote.

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.

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

D. Steering Committee non-voting workshops may occur as necessary and may not be open to the Club's general membership.

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, as well as online meetings.

Voting

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

A. The elected Executive 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 Club membership.

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

D. A transition meeting will be held within a week after the general membership meeting in January for new, returning and term-expired Executive Board Officers.

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 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 majority 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 Executive Board Officer positions of President, Vice President, Secretary, Treasurer, or Secretary/Treasurer;
 - B. The three Chairpersons of the Standing Committees are Activities Committee Extraordinaire (ACE), Membership, and Communications;
 - C. Up to three At-Large Steering Committee positions appointed by the President, sufficient to facilitate an uneven number of Steering Committee members if the elected Executive Board Officers include a Secretary/Treasurer position.
2. The Executive 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 in that position, after which they must take at least a one-year break, unless an exception is granted by the SCLH Club and Community Organizations Committee (CCOC). Executive 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 a Chairperson appointed by the President in consultation with and approval of the Executive Board who will serve a two-year term and may serve a maximum of four continuous years in that position, after which they must take at least a one year break. However, exceptions can be made. To facilitate continuity, Co-Chairs may serve on each respective Standing Committee. If both attend Steering Committee meetings, they shall cast only one vote.
4. Up to three At-Large Steering Committee member(s) will serve 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. However, exceptions can be made.

Elected Board Officer's Duties

1. The President shall:

- A.** Preside at all Club meetings.
- B.** Appoint all Standing Committee Chairs and the At-Large Steering Committee members in consultation with and approval of the Executive Board.
- C.** Appoint special committees in consultation with and approval of the Executive Board.
- D.** Represent the Club at the SCLH Association meetings and other community groups, and is responsible for external communications.

2. The Vice President shall:

- A.** Assume the duties of the President in his/her absence.
- B.** Become President in case of a vacancy.
- C.** Serve on an Ad Hoc basis as assigned by the President.

3. The Secretary shall:

- A.** Record all proceedings of the regular and special Club meetings.
- B.** Record all proceedings of the Steering Committee meetings.
- C.** Maintains digital records of all external correspondence of the Club, and all minutes. She/he will provide to SCLH Association copies of club reports as required.
- D.** Maintain minutes for all Club's Biannual Business Meetings, Special Meetings, and Steering Committee Meetings, and other meetings where Club business or elections are conducted. Maintain a continuity of meeting minutes for a period of three (3) years.
- E.** The Club secretary will forward the Executive Board Officer Election results on the SCLH Association's Club Contact Form to the SCLH Association's Director of Lifestyle.

4. The Treasurer shall:

- A.** Collect all monies related to the Club and place such funds in an account 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. Financial Records include a detailed accounting of the Club's receipts and disbursements. Maintain a continuity of financial records for a period of seven (7) years prior to the current year.
- C.** Provide a copy of new member applications to the Communication Committee Chair.
- D.** Notify members who have not renewed by February 1 of each calendar year that they must submit dues by February 15 to remain on the Club's membership roster.
- E.** Provide a record of names to the Membership and Communications Committee Chairs by February 15 listing who did not renew their membership.
- F.** Report the Club account activity at all Club membership meetings.

- G.** Maintain records for a bi-annual internal review conducted by the President or their designee.
- H.** File the required annual IRS Form 990-N (e-postcard).
- I.** Maintain the Approved Expenses List and notify the Steering Committee when actual expenses or specified reimbursements may be outdated and need adjustment.

Records and Reports

- 1.** Financial Records will be maintained to include a detailed accounting of the Club's receipts and disbursements. 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 must 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 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 secretary will forward the Executive Board Officer Election results on the SCLH Association's Club Contact Form. 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.

Appointed Standing Committee Chair Duties

1. The Activities Committee Extraordinaire (ACE) Chair shall:
 - A. Promote special interest activities.
 - B. Coordinate Club events.
 - C. Appoint a volunteer to be the Sunshine contact person responsible for sending appropriate greeting cards, emails, phone calls (i.e., get well, thinking of you, etc.) to Club members.

2. The Membership Committee Chair shall:

- A.** Act as the main Club contact to provide information to prospective SCLH residents about Lavender Friends.
- B.** Seek opportunities for LGBTQ residents to become members of the Club, and invite interested residents to become members.
- C.** Provide information to new members or appoint another contact person as necessary.
- D.** Coordinate one yearly member-only mixer with the support of the Activities Committee with food to be paid for by the Club. The purpose of the mixer is to introduce new members and connect with existing members.

3. The Communications Committee Chair shall:

- A.** Communicate with the membership via LF weekly activity updates.
- B.** Maintain and distribute the Master Club membership roster to all members.
- C.** Appoint a qualified Website Administrator from Club volunteers to be approved by the Steering Committee to maintain the LavenderFriends.com website.
- D.** Appoint a qualified Publicity Writer from club volunteers to be approved by the Steering Committee to write and submit monthly Compass and Sun Senior News articles.
- E.** All articles will be reviewed and approved by the Chair and President prior to submission.
- F.** Maintain Club organization chart on the Club website.

4. 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 or Ad Hoc committee, as needed.

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

A. In case of a vacancy in any Club Executive Board Officer position, 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. If a quorum is present, election can be made by voice, show of hands, or secret ballot. Email/U.S. mail voting will occur if a quorum is not present. Ballots will be returned to the special election committee either by email or by U.S. mail.

B. In the case of a vacancy in any Club Standing Committee Chair position, the President will appoint the Co-Chair, or if none exists, then another Club member who is willing to accept the position with the approval of the Executive Board. The reasons for removing elected Executive Officers, or Steering Committee members before the completion of their term shall be as follows:

C. Any Executive Board Officer or Steering Committee member who has two or more unexcused absences from official Club meetings in any one calendar year.

D. Any Executive Board Officer or Steering Committee 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.

E. Any Executive Board Officer or appointed Steering Committee member whose actions are not in the best interest of the Club, or whose behavior violates Club Bylaws and/or Policies and Procedures.

F. The Steering Committee, by simple majority vote, may remove an Executive 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, 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 and dues, 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 but no later than February 1.
 - 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 their annual dues by February 1, and then decides to return to the Club within the year, the full 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. There may be a charge for guest residents.
 - B. Resident guests must conduct themselves at the event in accordance with the Association's Rules and Guidelines, Club Bylaws and Club Policies and Procedures of the Club.

2. Non-resident guests may participate in Club activities only by invitation. 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. There may be a charge for guests.
 - 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 the Bylaws and Policies and Procedures of the Club as posted on LavenderFriends.com.

Member/Guest Disciplinary Actions

1. 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 Executive Board shall have the authority to intervene.
2. 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 observing member(s), or guest(s) of a member, violating Association Rules and Regulations, or the Club Bylaws or Club Policies and Procedures, may report the violation by submitting a signed, written statement (complaint) to the President, or other Executive Board Officer.

The Executive Board officer who receives the statement (complaint) shall inform the other Board President who will convene a meeting of the Executive Board along with the complainant in order to arrive at a resolution to the matter. If a resolution cannot be reached, the matter will be referred to the SCLH Community Organizations Committee (CCOC). Remedies imposed by the Executive Board on members who violate Club or Association Rules include any of the following: giving a written warning; denying repeat offenders membership renewal; revoking membership.

Document Amendments

- 1.** The process for amending the Club Documents shall be as follows:
 - A.** The Club Documents shall be reviewed at least once every two years by the Steering Committee to determine if amendments are in order.
 - B.** An Ad Hoc Committee Chair will be appointed by the Board President and approved by the Steering Committee to form a task force to make necessary changes.
 - C.** The Ad Hoc Documents Task Force will recommend revisions to the Steering Committee for approval.
 - D.** The proposed changes will be presented to the Club's membership for their input.
 - E.** The documents will be approved by the Club's membership at a meeting in which a quorum has been established.
 - F.** Once approved, the Club's documents 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.
 - G.** The Club Bylaws shall remain unchanged unless update directions are provided by the SCLH Association.
- 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.