



**LPS of USA  
BYLAWS  
&  
POLICIES and PROCEDURES  
Revision 2.3**

**February 24<sup>th</sup>, 2019**

# **LPS of USA Bylaws and Policies & Procedures**

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**Constitution and Bylaws  
of the  
Leuva Patidar Samaj of USA, Inc.**

**February 24<sup>th</sup>, 2019 Revision 2.3**

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**1.0 DECLARATION**

1.0 Whereas a large number of Leuva Patidar people of predominantly Hindu faith (particularly originating from the Navsari, Surat, Tapi, and Valsad Districts) (Hereinafter referred to as “Leuva Patidar”) are settling in the United States of America as permanent residents and citizens, a nonprofit religious, cultural, and non-political organization should be formed to provide a forum for meeting, facilitating and encouraging religious observance, sharing ideas, providing cultural programs, and endeavoring toward community advancement. With this purpose, be it resolved therefore: The name of this organization shall be LPS of USA, Inc., which initials represent the Leuva Patidar Samaj of the United States of America, Incorporated (Hereinafter referred to as “Samaj” or “LPS”).

**2.0 REGISTRATION**

2.1 The State of incorporation shall be California, and the initial agent for service of process shall be as follows:

Leuva Patidar Samaj of USA  
Attention:  
President of LPS of USA  
c/o: Mukesh Mowji  
6468 Hirabayashi Drive  
San Jose, CA 95120

The registered office may be changed from time to time as set forth in this Constitution without necessity of a Constitutional amendment.

**3.0 OBJECTIVES**

3.1 Develop closer religious and cultural ties between the Hindu faith, Indian heritage and the people of Navsari, Surat, Tapi, and Valsad who are Leuva Patidar in the U.S.A.

3.2 Identify and discuss areas of concern to our community and/or develop mechanisms for the regular exchange of ideas about concerns related to religion and culture of Leuva Patidars from Navsari, Surat, Tapi and Valsad Districts and for Leuva Patidar in different parts of America.

- 3.3 Foster harmony, brotherhood, and fellowship among the people of the Hindu faith and Gujarati culture from the Navsari, Surat, Tapi and Valsad districts who are Leuva Patidar and of Indian origin.
- 3.4 Share the experience of the Hindu-based international Navsari, Surat, Tapi and Valsad Leuva Patidar Indian community on a common platform.
- 3.5 Inspire people to engage in the social and cultural processes of their adopted lands in meaningful and noteworthy ways.
- 3.6 Preserve our rich culture and heritage.
- 3.7 Unite, inform, and preserve religious and cultural heritage for the present and future generations.

#### **4.0 MEMBERSHIP**

- 4.1 Membership shall be open to anybody whose heritage is religiously and culturally Leuva Patidar of Navsari, Surat, Tapi and Valsad district origin, including the spouses, unmarried children and students of LPS members who subscribe to the objectives contained in Article 3 of this document, subject to the following provisions.

4.1.2 Membership requirement for LPS of USA is minimum 50% background of the individuals to be LPS background based on blood. In the event this requirement is not met, the membership is forfeited for regular or lifetime membership.

- 4.2 Dues: From time to time the Executive Committee shall establish fees payable to secure membership in LPS. Such fees shall be established for the following membership types, and it shall be the responsibility of the Executive Committee to cause to be published a written schedule of such fees. No fees shall be refundable, nor prorated, or transferred at any time.

4.2.1 Annual Family membership: LPS membership secured for any entire, immediate family on an annual, recurring-fee basis.

4.2.2 Annual Individual membership: LPS membership secured for an individual on an annual, recurring-fee basis.

4.2.3 Annual Student membership: LPS membership secured for an individual pursuing full-time studies in a recognized school, academy, or institution of higher learning, on an annual, recurring-fee basis.

- 4.2.4 Lifetime Family membership: LPS membership secured for any entire, immediate family on a one-time fee basis. A lifetime membership is transferable only once to only one biological child, at any age or passes away. Upon transfer of a lifetime membership, the parent(s) transferring the lifetime membership will be designated as an Honorary Senior Member. A HSM membership will have full benefits of membership as established by the then governing BOD, except the right to vote during a voting process. Reference clause 4.4.
- 4.2.5 Lifetime Individual membership: LPS membership secured for an individual on a one-time fee basis.
- 4.3 Application for Membership: Application for membership shall be made according to procedures adopted from time to time by the Board of Directors.
- 4.4 Lifetime Individual memberships may be transferred on a one-time basis to a member's biological son or daughter, at which point the lifetime membership is non-transferable.
- 4.5 All dues paid for lifetime memberships shall be held in an interest-bearing trust account established for the sole purpose of being a repository for lifetime membership dues. The principal contributions to the trust fund shall not be invaded, though the interest generated thereon may be used for the affairs of the Samaj. The Board retains the right to invade the principal contributions to the trust for good cause upon a seventy-five percent (75%) vote of the strength of the total lifetime membership (primary life members); such action must also be approved by seventy-five percent (75%) of the Board of Trustees.

## **5.0 MEETINGS OF MEMBERSHIP**

- 5.1 Annual Meetings: An annual meeting of members shall be held at such time, date, and place as the Board of Directors may determine for the purpose of electing national officers and for the transaction of any other business that may be brought before the Samaj.
- 5.2 Special Meetings: Special meetings of the members may be called by the President or a majority of the officers or the majority of the Executive Committee or by a majority of the Board of Directors or by 10% of the life membership. Quorum for this special meeting will be 10% of the life membership.
- 5.3 Notice: Notice of the date, time, and location of any annual or special meeting shall be sent to each member in good standing, respectively, by email, mail or through the Official Bulletin not less than thirty (30) days prior to such meeting. Following good-faith posting of notice, failure to receive or defects in the delivery of the notice shall not invalidate the meeting or any action taken at the meeting.
- 5.4 Manner of Acting: The act of the majority of the members present at a meeting where a quorum has been established shall be the act of the members unless applicable laws or these bylaws require the act of a greater number.

**5.5** Minutes: Minutes of Meetings of the Members shall be recorded and maintained by the Secretary and shall be communicated within 30 days to the membership. Minutes of the annual meeting and the election committee report of the election are to be collected and distributed to the next regular meeting of the board or executive committee.

**5.6** National Convention: Starting 2020-2021 term National Conventions should be held every 2 years consisting of a day and a half. There will be no Annual/Superregional starting 2020-2021

**6.0 BOARD OF DIRECTORS**

**6.1** General Powers and Qualifications: The affairs of the Samaj shall be managed by the Board of Directors (“Board”), who shall have supervision, control, and direction of the Samaj’s business matters. The Board shall determine the policies of the Samaj and any changes therein within the bounds established by law and these bylaws. The Board shall actively pursue its purposes, and it shall have discretion in the disbursement of Samaj funds. The Board of Directors may adopt such rules and regulations for the conduct of the Board’s business as it deems advisable and may in the execution of the powers granted, appoint such agents as it may consider necessary.

6.1.1 Board of Directors must be lifetime members and all officers must be of 100% Leuva blood background and of Hindu faith in order to serve the LPS of USA Board. Any individual that serves the board of directors must be a minimum of 18 years of age. Other qualification requirements are in a separate document titled “Election of the Board of Directors.”

6.1.2 Past President Restriction: A Past President of LPS of USA shall be prohibited from serving as a Board of Director from any region.

**6.2** Composition of the Board: The number of Board of Directors of the Samaj shall be proportionate to the number of lifetime and annual members of a particular state as follows.

6.2.1 Board of Directors per lifetime members: Once a state has achieved at least twenty (25) lifetime members that state shall be entitled to elect one Board of Director. Once that state achieves an additional twenty-five (25) lifetime members that state shall be entitled to elect one additional Board of Director. Thereafter, one additional Board Of Director will be added for every twenty-five (25) lifetime members. For states that have less than 24 members those states life members shall be considered annual members to calculate representation for the first Board of Director only. These states may be represented on the Board by a Non-Voting Lifetime Member of that state who will be selected by the Officers (Refer to 6.2.1 (a) for any states with a minimum of 10 lifetime family memberships also refer to table below).

0-24	None (Refer to 6.2.1 (a))
25-49	One Board of Director
50-74	One additional Board of Director
75-99	One additional Board of Director
Each increment of up to 25 (example above)	One additional Board of Director

6.2.1 (a) Any states that have no representation but have a minimum of 10 lifetime family memberships will be eligible for 1 voting board seat till the state reaches the 25 life time family memberships. This does not affect states which already have representation on the board.

6.2.2 Board of Directors per regular members: Notwithstanding lifetime members already represented as set forth hereinafter, there shall be one Board of Director for the first twenty-five (25) members, with an additional Board of Director for each additional fifty

(50) member increment, or fraction thereof. If there is more than one local Samaj in any state, then the number of Board of Directors shall be prorated proportionate to the cumulative membership in LPS for each Samaj by local Samaj leaders, however, the total number of Board of Director for such state still remains the same as allocated by above formula, subject to additional Board of Director arising from the incidence of lifetime memberships as set forth hereinafter. (See table below). For purposes of Board representation for states that have less than 24 members those states Lifetime Members shall be considered annual members to calculate representation for the first Board of Director.

0-24	None
25-74	One Board of Director
75-124	One additional Board of Director
125-174	One additional Board of Director
Each increment of up to 50 (example above)	One additional Board of Director

**6.3**

Election of the Board of Directors: Qualification for the Board of Director is a requirement for life membership, except for the board appointed youth directors, and guidelines provided in a separate document titled “Election of the Board of Directors”. At the state and/or regional level annual meeting, each state will send the names of selected and/or elected Board of Directors to the then current Secretary of the Board. Board of Directors shall be elected by a majority of the votes of the members present and voting at the annual meeting. Directors shall be selected by participating members present at the annual meeting. There will be no additions to the roster of the submitted Board of Directors names after the roster is sent to the Secretary. Any additional membership that qualifies for a board seat, but did not meet the cutoff dates, is not applicable to serve or vote, till the following year. Policy and Procedure for such elections and guidelines for submission of names are provided in a separate document titled “Election of the Board of Directors.”

6.3.1	Once Elected Secretary by the Board moving forward following the step up process will not require the Treasurer, Vice President, and President to be elected from their local region and the seats are not be counted in the states total eligible seat count. These individuals are automatically board of directors for their respective new terms as per the step up process positions starting 2019-2020 term.
6.3.2	Felony Convictions must be notified by all Board of directors to the Election Committee & or during the BOD term to the officers. The felony conviction will be grounds for automatic removal within 3 days of 75% board approval for removal during any board meeting or a special board conference call.

**6.4**

Election of the Executive Committee: Qualification for the Executive Committee is a requirement for life membership and a Board of Director for one year and guidelines provided in a separate document titled “Election of the Board of Directors”. The Board of Directors shall elect the members of the Executive Committee for a term of one (1) year.

6.4.1 All Officers & Executive board candidates shall declare to the election committee any felony convictions. Felony convictions will automatically disqualify a candidate form running in any executive board or officer’s position. Failure to do so will result in immediate removal of the position held.

- 6.5** Vacancy of Board of Directors: The Executive Committee shall fill any Board of Directors positions vacated, due to resignation or otherwise, with the replacement coming from the affected local Samaj. The nominations from the local Samaj for this position will be submitted to the President who will then conduct an election process at an Executive Committee meeting. This replacement member of the Board of Directors will be a voting member of the Board. If any seat remains open, the number Board of Directors will be less the open seat for calculation determining quorum and voting requirements
- 6.6** Meeting of Board of Directors: The Board shall strive to meet semiannually at such times and places as it may elect. At all Board meetings for the Board of Directors, the President shall preside. In absence of the President, the first Vice-President shall act as President.
- 6.7** Notice of meetings of the Board shall be sent to each Board of Director. Following good-faith posting of notice, failure in receipt or delivery of notices shall not invalidate the meeting or any action taken therein. A minimum 30 days notice is required for all Board of Directors meetings and 3 days notice for conference calls. This requirement can be waived with 2/3 approval of the board members present and voting during a quorum.
- 6.8** Quorum: The quorum for a meeting of the Executive Committee or Board of Directors at any regular or special meeting shall be a majority of the strength of the applicable body.
- 6.8.1 Construing a Quorum for Board of Director Meeting: As long as there is quorum of the Executive Committee, the meeting will adjourn for 10 minutes, during which time the members of the Executive Committee present may hold an emergency meeting, and then may determine whether to reconvene and construe a quorum as having been achieved for the Board of Director meeting.
- 6.8.2 A majority of the votes cast by Board of Directors present or Executive Committee members present at any meeting at which a quorum is present or construed shall be necessary and sufficient for the transaction of any business unless otherwise provided by law or in these bylaws. However, a construed quorum shall be insufficient to amend this Constitution and bylaws.
- 6.9** Minutes and Accounting: Minutes of all meetings shall be recorded and maintained by the Secretary and shall be distributed within 30 days and presented at the next meeting for approval. Minutes of the annual meeting and the election committee report of the election are to be collected and distributed to the next regular meeting of the board or executive committee.
- 6.9.1 The accounting year for the organization will be based on the term of the president and at the beginning of the term a budget will be submitted and approved by the end of the first Executive Committee and/or Board of Director meeting which must occur within 30 days of the start of the term. During that term if there is a surplus of monies resulting from the National Convention, or other activities then the monies will be first used to pay off any debts of the organization and then CD's in increments of \$50,000 will be done.
- 6.10** Rules of Procedure: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the conduct of all LPS meetings, including the Meetings of the Members.



**6.11** Electronic Voting (E-Voting) will be an acceptable method to follow when necessary. Board of Directors or Executive Board of Directors or Officers, may utilize E-Voting when a decision or action that could not be completed at a scheduled meeting or an issue that requires immediate attention needs to be resolved.

6.11.1. A minimum 3-day notice will need to be sent out by officers to notify the board of an e-vote with specific deadlines for the vote.

6.11.2. An E-Vote will require 75% approval of the Board or E-Board.

6.11.3. Voting information will be prepared and sent out by the Secretary on behalf of the officers.

6.11.4. E-Vote records will be collected by the Secretary and verified by Officers.

6.11.5. E-Vote results and individual votes will be shared with the Board.

6.11.6. Any board member may not update their vote once they have voted.

6.11.7. E-Voting will not be an applicable method to initiate a by-laws change

6.11.8. E-Voting cannot be used to approve any expenditures over 10,000 dollars.

## **7.0 EXECUTIVE COMMITTEE**

The Executive Committee consists of the following twenty 21 voting members plus the ex-officio voting members:

(4) Top 4 Officers (see transition notes below) \*

**President of the LPS of USA**

**Vice President of the LPS of USA**

**Treasurer of the LPS of USA**

**Secretary of the LPS of USA**

(2) Youth Directors

At-large Member from East of the Mississippi – **Youth Executive Director – East**

At-large Member from West of the Mississippi – **Youth Executive Director – West**

(2) **Youth Directors** – appointed by the President

At-large **Youth Executive Director appointed by the president**

At-large **Youth Executive Director appointed by the president**

(2) Women Directors – appointed by the President

At-large Member from Woman east of Mississippi – **Women Executive Director - East**

At-large Member from Woman west of Mississippi **Women Executive Director - West**

(3) Publication

**Distribution Director**

**Publication Editorial Director**

**Publication Revenue Director**

(2) Vendor Relations

**Vendor Relations Director (I)**

**Vendor Relations Director (II)**

(2) Member Relations

**Member Relations Director (I)**

**Member Relations Director (II)**

(2) Gaam Ambassador Relations

**Gaam Ambassador Relations Director (I)**

**Gaam Ambassador Relations Director (II)**

(2) Information Technology

**Information Technology Director - Website**

**Information Technology Director - Database**

(1) Ex Officio

7.1 Duties and Authority: The Executive Committee shall possess and may exercise any and all powers of the Board of Directors between meetings of the Board. The Executive Committee will also perform such specific duties and functions as may be assigned it by the Board. At each meeting of the Board, the Executive Committee shall report its actions taken since the previous Board meeting.

7.1.1 Jt. Treasurer may be appointed from the current board at the discretion of the officers and is not part of the officers group.

7.1.2 In the event officers have a tie then the Ex-Officio will be the tie breaker.

7.1.3 Executive Board Transition: It will be mandatory for all outgoing Executive board committee members to be present at the first meeting of the incoming executive board committee members for smooth transition and handover of the records and other business as deemed appropriate and necessary by the incoming committee members.

7.2 Meetings: The Executive Committee shall meet as often as deemed necessary by the President of the Board, who shall give the members of the Committee at least fifteen (15) days advance notice of such meetings.

## **8.0 TRUSTEE BOARD, GAAM AMBASSADORS AND WOMEN AMBASSADORS**

**8.1** Composition of the Trustee Board: The Trustee Board consists of five (5) voting members. Its membership shall comprise the five (5) most recent past Executive Committee Presidents. Upon the natural expiration of an Executive Committee President's term, that outgoing President (Ex officio) shall become a member and Chairperson of the Trustee Board. At the same time, the Trustee Board membership of the member who has served on the Trustee Board the longest shall expire.

8.1.1 Vacancy of Trustee Board: The Executive Committee shall fill any Trustee Board positions vacated, due to resignation or otherwise. This position has to be filled from a past President.

8.1.2 Powers and Duties of the Trustee Board: The Trustee Board shall serve as a supervisory body independent of the Executive Committee and Board charged with the task insuring that the principal sum of lifetime membership funds remains unimpaired.

8.1.3 Meetings of the Trustee Board: The Trustee Board shall meet as often as necessary.

**8.2** A Gaam Ambassador program will be established and managed as described in a separate policy and procedure titled "Gaam Ambassador Program".

**8.3** A Women's Ambassador program will be established and managed as described in a separate policy and procedure titled "Women's Ambassador Program"

**8.4** A Seniors Program will be established and managed as described in a separate policy and procedure titled "Seniors Program".

## **9.0 OFFICERS' DUTIES (IN CONJUNCTION WITH THE ADJUSTMENTS OF THE CHANGES TO THE EXECUTIVE COMMITTEE)**

**9.1** President: The President of the Executive Committee shall preside at all meetings of the Board and of the Executive Committee with the power to vote in each of these meetings. The President shall advise the Board and endeavor to keep its membership fully informed concerning the business and activities of the Samaj, and shall make on behalf of the Executive Committee, annual reports to the members of the Samaj. The President shall be an ex-officio officer of all committees with power to vote therein. Notices of meetings of the Board, the Executive Committee, and the membership shall be the responsibility of the President of the Executive Committee, who may delegate said responsibility to any other Executive Committee member. The President will be responsible for obtaining approval for an annual budget from the Board of Directors within the first 30 days of the term.

- 9.2** Vice-President: The Vice- President shall perform the functions of the President in his absence. The Vice-President is responsible for soliciting general sponsorship for all LPS events and activities. In absence of the Vice-President the duties of Vice-President shall be delegated to second Vice-President. The Vice-President shall automatically become President of the Samaj at the end of his or her term unless; seventy-five percent (75%) of the Board who are present at the official annual meeting oppose the candidacy.
- 9.3** Treasurer: The Treasurer shall have general supervision of the financial affairs of the Samaj, including all receipts and disbursements of Samaj funds. The Treasurer shall be responsible for periodic reporting of the financial status of the Samaj to the Board. The Treasurer shall maintain up-to-date records and prepare an annual statement of accounts for presentation to the general body at annual meetings or as directed at special meetings. The Treasurer will be responsible for establishing the budget and submitting to the President, and the Treasurer will be responsible for submitting a quarterly report to the Executive Committee showing variances.
- 9.4** Secretary: The secretary shall be elected by the Board and shall serve for a period of one (1) year. The Secretary shall be responsible for the maintenance of minutes and records of all meetings, discussions, and presentations. The Secretary shall be responsible for archiving meeting minutes. The Secretary is responsible for insuring that the Bylaws and PnP's are being followed in all meetings and in the organization. The Secretary shall be responsible for coordinating all official correspondence and administrative work of the Samaj.
- 9.8** Youth Directors: Two Youth Officers shall be elected by the Board and two shall be appointed by the President. The appointed youth officers are not required to be life time members. They serve for a period of one (1) year and until his/her successor shall be elected. The Youth Officer shall involve himself/herself for the betterment of the youth membership. The Youth Officer shall act as a conduit for youth related activities and will provide leadership and direction for those activities. Youth Officers shall promote the organization to the youth of the community through creative events and communications that will maintain the integrity of the organization. Additionally, the youth officers will hold the values and objectives of the organization as paramount.
- 9.9** Women Directors: Women Officers shall be appointed by the president and serve for a period of one (1) year and until his/her successor shall be appointed. The Women Officer shall involve himself/herself for the betterment of the women membership. The Women Officer shall act as a conduit for women related activities and will provide leadership and direction for those activities. Women Officers shall promote the organization to the women of the community through creative events and communications that will maintain the integrity of the organization. The Women Officers will be responsible for the Women Ambassador Program.

- 9.10 Publication Directors: The Publication Officers shall be elected by the Board and shall serve for a period of one (1) year and until his/her successor shall be elected. The Publication Officers shall be responsible for the publishing of all edited material related to the Samaj and such duties of the Publication Officers as may be specified by the Executive Committee. While the officers will act as a team their primary responsibilities will be broken down as follows:
- 9.10.1 Distribution: Shall be responsible for working with the printer and insure proper distribution of the magazine and/or any distribution required or assigned by the BOD.
  - 9.10.2 Editorial: Shall be responsible for editing all the material to be published by the Samaj.
  - 9.10.3 Revenue: Shall be responsible for the soliciting advertisement (sales) and subsequently the collection efforts for all revenue associated with the magazine.
- 9.11 Vendor Relations Directors: Shall be elected by the Board and serve for a period of one (1) year and until his/her successor shall be elected. The Vendor Relations Officers shall act as agents of the organization to create a strong vendor base for recurring income thru the partnership program as well as sponsorships. They will act as Board of Directors of the Samaj and conduits to the vendor community.
- 9.12 Member Relations Director: Member Relations Officers shall be elected by the Board and serve for a period of one (1) year until his/her Successor shall be elected. The Members relations officers shall be responsible for creating and promoting member benefits. And will also be responsible for driving new and renewal membership for the organization.
- 9.13 Gaam Ambassador Director: Gaam Ambassador Relations Officers shall be elected by the Board and serve for a period of one (1) year until his/her Successor shall be elected. Gaam relations officers will be responsible for coordinating the Gaam Ambassador program including recruiting effective ambassadors and filling vacant ambassador positions.
- 9.14 Information Technology Directors: Information Technology Officers shall be elected by the Board and serve for a period of one (1) year until his/her Successor shall be elected. Information Technology Officers will act as the technologist for the organization to maintain the website, database, and other technology oriented support. While the officers will act as a team their primary responsibilities will be broken down as follows:
- 9.14.1 Website: Updating and accuracy of the website. Work on creative methods for revenue and traffic attraction.
  - 9.14.2 Database: Insure accuracy and security; work on creative update methods to maintain state of the art system.
- 9.15 Ex officio: Will act as a board of director and will be called upon to vote only in the event of a tie during the election process and during the normal course of business in board meetings.

.The Officers will employ their best efforts to increase the membership of the Samaj with the aim of enhancing the effectiveness and strength of the Samaj. They will endeavor to solve conflict with peaceful resolutions if, for any reason, misunderstandings or dissatisfaction arises between the membership.

**9.16**

President does not have any sole discretion on non-budgeted financial decisions. The expenditure approval obtained for non-budgeted items should be as follows: up to \$4,999 majority of officers' approval required. 5K-\$9,999 majority of the Executive Board approval required. Anything over \$9,999 needs majority of the board approval.

## **10.0 MEMBER OBLIGATION**

- 10.1 All members of the Samaj shall strive to fulfill the aims and objectives of the Samaj and shall not indulge in any activities detrimental to the honor and prestige of Indian heritage or the Leuva Patidar community, nor engage it or its funds, property or income toward other than the aims and objectives of the Samaj.
- 10.2 The Leuva Patidar Samaj of USA will not allow, encourage or support any advertisement, banner or commercial of any nature either in Leuva Connection or on Website or any town hall meeting, which directly or indirectly demonstrates political affiliation to any party ruling or party in opposition. If a political candidate within our membership needs endorsement for a national, state or local position then we may elect to endorse them.

## **11.0 DISCIPLINARY ACTION, TERMINATION, AND RESIGNATION**

- 11.1 Any member indulging in activity in contradiction of his/her duties or responsible for any impropriety or misconduct shall be subject to disciplinary action, which shall be decided by the Executive Committee and/or Board by vote of a majority of the strength of the body.
- 11.1.1 Any Board of Director may be removed for cause by the Board by a two-third (2/3) vote of the Board membership present and voting in a regular or special meeting, for which advance notice to all Board of Directors of not less than twenty-one (21) days shall be given, in accordance with such proceedings as the Board may determine.
- 11.3 Any member who has not provided full accounting for any activities of the organization or has submitted an incomplete accounting for any activities is qualified to be a Board of Director but cannot run for an Executive Committee position. This may also lead to termination of the Board of Director. If the person is chosen as a Board of Director, that person may remain on the board but until the name is cleared with proper reporting at which point they are qualified to be a member of the Executive Committee.

11.4 Resignation: Any Board member may resign from the Samaj by giving written notice to the Executive Committee. Any Board member resigning from the Samaj shall continue to be responsible for and shall pay all dues and other duly assessed amounts accrued on or before the date of resignation. In the event of a resignation, the Director is then not eligible to return as a member of the Board and must go thru the process to return at which time his qualifications are to adhere to the policies and procedures for candidacy.

11.4.1 A Board of Director may take a leave of absence to avoid a resignation as determined by 75% of the Board Of Directors where a quorum or a construed quorum has been met.

11.5 No Board of Director shall open any bank account in the name of Leuva Patidar Samaj of USA without the specific approval of the Executive Board. However, the treasurer shall have the power to open a CD account in a bank to invest the money including life member's fees after approval from the Executive Committee.

## **12.0 AMENDMENT**

**12.1** Any Lifetime Member of LPS of USA may at any time introduce, in writing, addressed to the President of the LPS of USA, the proposed amendment or deletion/addition to any existing provision(s) of the bylaws. The proposed change will then be sent by the President to the SPC and Governance Committee for review and subsequent recommendation to the board. (There must be a 30/60/90 day's turnaround time for President and Bylaws committee to act on any and all requests. Also, the board must vote on the recommendation of SPC during the next board meeting if the quorum requirements are met.)

12.1.1 The President shall present such proposed amendment(s) to the bylaws committee established to review, analyze, and comment upon the relative desirability of proposed amendment(s). Within ninety (90) days of the referral, the bylaws committee shall provide its analysis in writing to the Board as to the relative desirability of the proposed amendment.

12.1.4 Amendments shall be submitted to a vote of the Board. A two-third (2/3) affirmative vote shall be required for adoption of an amendment to the bylaws where a quorum not a construed quorum has been met.

**12.2** Effective date: Unless specified otherwise, the effective date of an amendment to the bylaws will be thirty (30) days after the resolution of adoption of the amendment of the bylaws.

**12.3** Policies and Procedures: From time to time as may be necessary, the Board may establish policies and procedures for the daily operations of the Samaj and for the conduct of Samaj business in general. The policies and procedures shall not be effective unless in written form and duly

adopted as established by such procedures as the Board may develop from time to time. In the event of a conflict between the policies and procedures and these bylaws, the controlling document shall be these bylaws.

### **13.0 DISSOLUTION**

- 13.1** Should the Samaj disband, the assets of the Samaj shall be donated to one or more nonprofit organizations having objectives similar to the Samaj. Approval by two-thirds (2/3) of the members present at the general meeting is required for such dissolution, if ever required. Any decision regarding disbanding or changing the structure of the Samaj requires the consent of two-thirds (2/3) of the members present at the general meeting. The then board and/or committee must keep records of the dissolution.

The Executive Committee and the Board of the LPS of U.S.A. adopted the above Constitution and Bylaws of the LPS of U.S.A. on the 7th day of November, 2006.

The Executive Committee and the Board of the LPS of U.S.A. amended the above Constitution and Bylaws of the LPS of U.S.A. as version 1.2 on August 25, 2007.

The Executive Committee and the Board of the LPS of U.S.A. amended the above Constitution and Bylaws of the LPS of U.S.A. as a version 1.6 on November 11, 2011 effective 2012.

The Executive Committee and the Board of the LPS of U.S.A. amended the above Constitution and Bylaws of the LPS of U.S.A. as a version 1.56K on March 02, 2014 effective 2014.



**Policies and Procedures of  
the  
Leuva Patidar Samaj of USA, Inc.  
As of February 24<sup>th</sup>, 2019**

**LPS OF USA BOARD ELECTION POLICY AND PROCEDURE  
February 24<sup>th</sup>, 2019  
Revision 1.1**

**It is the express desire of LPS USA, that fair and comprehensive elections be conducted to nominate and elect duly qualified individuals to serve the best interests of their region and that of the greater national organization. In as much, the regions are encouraged to follow the procedure outlined below, both in spirit and process. At all relevant times, the overarching goal of sending a diverse, energetic and highly qualified group of leaders should be observed.**

- I. GENERAL ADMINISTRATION:** The current Regional Board of Directors shall conduct the local elections. To the extent required and requested, the Election Committee of LPS USA shall assist in the election process and help resolve any issues related thereto. The Election Committee shall not have the authority to determine or declare the final outcome of any local election process, such being reserved otherwise under the LPS USA Bylaws. If a state violates this policy in any way then those names will not be accepted by LPS of USA.
- II. QUALIFICATIONS:** Any candidate who is nominated to serve as the Regional Board Director for any region of the LPS of USA must hold a valid Lifetime Membership and be a minimum 18 years of age. Annual Members are NOT eligible to serve as Regional Board Members. All board Candidates shall declare to the election committee any felony convictions. Felony convictions will automatically disqualify a candidate from running in any executive board or officer's position. Failure to do so will result in immediate removal of the position held.
- III. VOTING LISTS:** The current Regional Board of Directors shall request, in writing (in electronic format or otherwise), a list of current LPS Members (lifetime and otherwise) entitled to vote from the Secretary of LPS USA no later than 120 days prior to the proposed date of the regional elections. The list shall be delivered no later than 30 days from the date of request by the Secretary of LPS USA.
- IV. NOTICES:** Upon receipt of the Voting List, the current Regional Board of Directors shall send written or printed notice stating the place, day and hour of the proposed meeting to elect the respective officers. The Notice shall further include a request for nominations, such being open until the beginning of the meeting (at which time no further nominations shall be accepted from the floor). The Notice shall be given not less than sixty (60) days before the date of the National LPS Convention, provided further that the election process shall be concluded and a list of elected officers shall be sent to

LPS USA Secretary no less than thirty (30) days prior to the National LPS Convention.

LPS of USA, highly encourages the use of Notice by Electronic Transmission. In as much, the Notice of Election should be given to the members by electronic transmission. The member may specify the form of electronic transmission to be used to communicate notice (i.e. e-mail or fax). The current Regional Directors shall endeavor to confirm the accuracy of the electronic contact information of each member in their respective regions.

- V. **NO PROXY:** A member must be present to vote and shall not be allowed to vote by proxy.
- VI. **PLACE OF MEETING/ELECTION:** All meetings for the purposes of conducting elections shall be held either at the local gathering place of the members (i.e. community hall) or at such other place, as shall be specified in the notice of meeting. To the extent permissible, the local and timing shall be coordinated to maximize participation of the members in the election process.
- VII. **VOTING METHOD:** Any vote may be taken by voice or show of hands unless a candidate in person, in which case written ballots shall be used. In such event, written ballots shall be in simple form (i.e. handwritten notes with candidate names, etc) and shall be counted by the current Regional Directors.
- VIII. **MAJORITY VOTE:** The affirmative vote of the majority members present shall control the ultimate outcome of the election(s).
- IX. **NOTIFICATION TO LPS OF USA:** Within seven (7) days of conclusion of the election process (which shall be no later than thirty (30) days before the National LPS Convention date) a member of the current Regional Director shall deliver an affidavit/summary of the election process, which shall include a copy of the notice sent to the local members, the list of total candidates and the eventual winners.

# Elections/Nominations Notice

The Purpose of this election will be to select/elect a Representative from the \_\_\_\_\_ LPS Samaj/Group to represent the LPS members in the \_\_\_\_\_ Region on the LPS of USA board.

## Election Details:

**Location:**

**Day:**

**Time:**

**Nominations Form**

**Instructions:** This Notice shall be given not less than sixty (60) days before the date of the National LPS Convention, provided further that the election process shall be concluded. The list of elected representative(s) shall be sent to LPS USA Secretary no less than thirty (30) days prior to the National LPS Convention.

**Send completed Election Form to:** *[Enter Name and Address]*

**This Election Form must be completed and returned by mail** *[or describe other means of submission and due date]*. If mailed, it must be post-marked no later than *[enter date]*.

**If you do not submit a completed Election Form by the due date shown above, you will lose your right to elect/select your LPS Regional Board Representative. Any Representative that will serve on the LPS Of USA Board must hold a Lifetime Membership in the organization.**

<i>Name</i>	<i>Address/Contact Info</i>	<i>LPS Lifetime Membership</i>
#		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# LPS OF USA ELECTION OF THE EXECUTIVE COMMITTEE

## POLICY AND PROCEDURES

February 24<sup>th</sup>, 2019

### Version 1.3

It is the express desire of LPS USA, that fair and comprehensive elections be conducted to nominate and elect duly qualified individuals to serve the best interests of their region and that of the greater national organization. In as much, the regions are encouraged to follow the procedure outlined below, both in spirit and process. At all relevant times, the overarching goal of sending a diverse, energetic and highly qualified group of leaders should be observed.

- I. GENERAL ADMINISTRATION:** The Election Committee shall conduct the annual elections. To the extent required and requested, the Election Committee of LPS USA shall assist in the election process and help resolve any issues related thereto. The Election Committee shall have the authority to determine or declare the final outcome of any election, such being reserved otherwise under the LPS USA Bylaws. The Election Committee will consist of the Ex-Officio and the immediate past Two Presidents.
- II. VOTING LISTS:** The current Board of Directors shall request, in writing (in electronic format or otherwise), a list of LPS OF USA Board members entitled to vote during the Executive Committee election no later than 25 days prior to the proposed date of the annual elections.
- III. NOMINATIONS:** The Nomination process that is implemented and outlined per the bylaws will be implemented for this procedure. Nominations for , Secretary, Youth Officers, Women’s Officers, Publication Officers, Vender Relations Officers, Member Relations Officers, Gaam Ambassador Relations Officers, and Information Technology Officers will be taken from the current board of directors. All Officer and Executive board candidates shall declare to the election committee any felony convictions. Felony convictions will automatically disqualify a candidate from running in any executive board or officer’s position. Failure to do so will result in immediate removal of the position held.

A. Nominations for all executive board positions must be sent to the Election Committee 30 days prior to the annual elections.

B. A Board of Director may only be nominated for 2 positions on the Executive Committee. However, only one maybe for an Officer position.

C. If no advance nominations are received for any specific executive board position then the Election Committee will accept Floor Nominations from any current eligible board member during the scheduled annual election.

D. All nominations must be self-nominations

E. Any of these election requirements may be superseded with a 2/3 affirmative vote of the board of directors during an official election meeting when a quorum is present.

**IV. NO PROXY:** A board member must be present to vote and shall not be allowed to vote by proxy.

**V. PLACE OF MEETING/ELECTION:** All meetings for the purposes of conducting elections shall be held at designated board member meeting location or at such other place, as shall be specified in the notice of meeting. To the extent permissible, the timing shall be coordinated to maximize participation of the board members in the election process.

**VI. VOTING METHOD:** Any vote may be taken by voice or show of hands unless a candidate in person requests a secret ballot election, in which case written ballots shall be used. In such event, written ballots shall be in simple form (i.e. handwritten notes with candidate names, etc) and shall be counted by the Election Committee.

**VII. MAJORITY VOTE:** The affirmative vote of the majority members present (Primary members & spouse members, further clarifying Males & Females) shall control the ultimate outcome of the election(s).

## **Executive Board Nominations Form**

**DATE:** \_\_\_\_\_

**Instructions:** This Form shall be submitted not less than thirty (25) days prior to the date of the Annual Election. At the request of any candidate that is nominated for any Executive Board Position of LPS of USA, the list of voting board members shall be sent by the LPS USA Secretary no less than fifteen (15) days prior to the Election. Any candidate for the Executive Board Position must sign this form to be eligible and can only be nominated for up to 2 positions. Nominations for multiple officer positions (as defined in nominations above) that are signed by the board of director will result in disqualification.

**Send completed Election Form to: [Enter Name and Address]**

This Election Form must be completed and returned by mail [or describe other means of submission and due date]. If mailed, it must be post-marked no later than [enter date].

Enter your name and the Position that you wish to nominated for to serve on the LPS of USA Executive Board. The nominated Board of Director must sign the nomination form in order for the Election Committee to review eligibility.

**Name of LPS of USA Board Member**

**Nominating Position**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature**

This nomination is subject to approval by the Election Committee who at their sole discretion may qualify the above named individual for Annual Election of the Executive Board of LPS of USA.

## **LPS POLICY #: LPS-001 - Financial Reporting and Disclosure**

**ORIGINAL DATE:** *February 15, 2014*

**REVISION DATE:** *February 30, 2015*

**REVISION DATE:** *March 5, 2017*

**REVISION DATE:** *February 24<sup>th</sup>, 2019*

### **Policy:**

The most fundamental purpose of periodic disclosure of “Financial Reports” of LPS of USA related business is to keep BODs and membership fully informed about the current financial position of our association. In order to do that we must have an annual financial plan as it facilitates discussion of the financial realities of our association and will help us avoid surprises and maintain control.

### **Procedures:**

1. **Fiscal Year for Reporting:** Financial Year which will be from election to election, and is the calendar for LPS of USA to figure out the yearly budget also. LPS of USA will continue to close its books as of December 31st to file tax forms/returns on timely manner to comply with Internal Revenue service requirements.
2. Financial statements shall include:
  - a. Income Statement
  - b. Balance Sheet
  - c. Current CD information
  - d. Subsidiary Annual Meeting & Convention Statements
3. **Annual Budget:** It is important for our association to create accurate and up-to-date annual budgets in order to maintain control over finances, and to show members exactly how their money is being used. The budget will be presented by the Treasurers to the board for majority approval at the 1st board meeting of his/her term. Budget will cover from election to election; furthermore a subsidiary budget will also need to be included for a National Conference or a Super Regional. The board of directors may approve a budget before the beginning of the election year in order for the association to function efficiently based on construed or full board quorum.

An annual budget must include the following:

- a. **Projected Expenses:** The amount of money expected to spend in new term, broken down into the Categories expected to spend it in – meeting expenses, office expenses, salaries if any, utilities, insurance, etc.
- b. **Projected Income:** The amount of money expected to collect for the coming fiscal year, broken down by sources -- i.e. the amount expected from each funding source, including but not limited to annual and lifetime membership, fundraising efforts, and sponsorships, contribution, etc.
- c. **The Interaction of Expenses and Income:** What gets funded from which sources? In many cases, this is a condition of the sponsor, who agrees to provide money for a specific reason, or for particular activities or items. If funding comes with restrictions, it's important to build those restrictions into the budget, so that we can make sure to spend the money as we have told the sponsor we would.

d. Adjustments to Reflect Reality As The Year Goes On: The budget will likely begin with estimates, and as the year progresses, those estimates need to be adjusted to be as accurate as possible to keep track of what's really happening.

e. Updated/Revised Budget: Treasurer must submit an updated/revised budget to the board and it must be voted on.

4. Banking & Auditing: There will be an internal “Finance and Audit Committee” to help oversee, review, and audit the “Financial Statements” as provided by the Treasurer. The EBOD will approve an outside CPA firm for an annual bank reconciliation and audit of Financials.

5. Processing of Accts. Payables and Approval of Payables: Treasurer will seek the approval from the officer liaison for any committee reimbursements/ accounts payable request. For any items outside of a specific committee, the approval will be by the President. The Treasurer will inform the President of reimbursements made to the committees that Treasurer serves as the committee liaison.

6. Check Signing: Treasurer or President may sign checks; Checks written over \$10,000 will require both Treasurer and Presidents signature. If the time is of the essence, direct approval from either party via electronic communications is allowed for a one signature check(s) signing.

7. Accounts Receivables: In the event if there is a Entity or Individual that owes LPS of USA money or services not rendered, than the association has a right to pursue of getting those funds/services through Collections, Court, or any other method deemed necessary with the approval of the EBOD.

8. Expenditures: Any expenditure in excess of \$25,000 will need board approval beginning August 1, 2017.

9. Annual Membership Fees: Annual Membership fees need to be is to be \$100 starting July 21<sup>st</sup>, 2019 and will discontinue the 2 year membership annual fees effective also July 21<sup>st</sup>, 2019.

10. Direct Contributions: Direct contributions collected by any region and or state for its NON LPS of USA events are not be deposited in LPS of USA accounts for reimbursements and or cash out or use the LPS of USA Tax ID.



## **LPS POLICY #: LPS-002 – Board Meetings and Deliberations**

*ORIGINAL DATE: February 15, 2015*

*REVISION DATE: September 13, 2015*

*2<sup>nd</sup> REVISION DATE: November 1, 2016*

*3<sup>rd</sup> REVISION DATE: March 5, 2017*

### **Policy:**

LPS's policy is to conduct all Board deliberations in a professional, transparent and inclusive manner. To that end all meetings shall:

- ✘ Shall Strive to be conducted by Roberts Rules of Order.
- ✘ Honor and promote an open and ethical environment.
- ✘ Follow the meetings procedures defined hereunder.

### **Procedure:**

1. The President shall call a minimum of three (3) Board meetings per year on the dates, times and at the locations as the President may decide for the upcoming year in advance, and prior to the Board elections and the commencement of the Annual Convention / Super Regional.

1.1 The President shall give a minimum of (30) days notice of any regular meeting. In the event that such notice is not given, the board/E-BOD can waive such notice with a 2/3 vote in the affirmative of all members present during a confirmed quorum.

2. At least ten (10) days prior to each regular meeting, Board member shall submit any requests/suggestions/recommendations for inclusion of items in the agenda, with appropriate supporting information.

3. At least seven (7) days prior to the meeting, the President shall have agenda emailed to the BOD it should include

- ✘ Minutes Of Last Meeting
- ✘ Treasurers Report
- ✘ EC Meetings (maintained by Secretaries), Board Conference Call Minutes (maintained by secretaries), and Sub-Committee Minutes(maintained by the Committee Liaison or by the Committee Chair).

4. Job Description of Executive Committee:

a. The Executive Board may meet as much as it needs to and/or on whatever subject matter it needs to as Notice will be given per By-Laws.

b. The Executive Committee has full authority of the board with the exception of the following:

I. Convention Location & Venue authority

II. By-Law and Governance Changes

III. Ethical Issues

IV. Decision making of annualized transaction of \$25K (Direct/In-Direct)

V. Any Legal Matters where LPS of USA is named in a Lawsuit.

c. Reporting to the Board within 7 days of any official actions or minutes conducted during the EC Meeting.

5. Sub Committees: Sub-Committees maybe appointed by officers only. However, before appointing, Secretary shall send out a list of all available committees to the current board to gauge interest level from the board on which sub-committee they would like to serve. Once responses are received by the Secretary, officers than will finalize sub-committees as to who will serve on which committee.

a. All officers will participate in all the committees and one officer will have voting rights on all committees.

b. Sub Committees will be permanent and temporary in the form of a task force in the event that a temporary committee is needed for a specific task. Officers at their discretion may appoint a task force as needed.

c. Permanent or Standing Sub-Committees: Elections (procedures), Trustee Board/Ethics (defined in By-Laws), Vendors and Founding Sponsors, SPC and Governance Committee, Leuva Connection, IT & Website, Youth, Women, Gaam, Senior, Membership & Database, Finance & Audit. Committee selection for all committees will be determined by all officers when a new term begins.

d. Committee Conference Calls should be done on monthly basis.

e. Finance & Audit committee will be chaired/co-chaired by the Treasurer of LPS of USA.

f. SPC and Governance committee will be chaired/co-chaired by the Secretary of LPS of USA.

g. Only one officer may be a voting member on sub-committees. For the Finance committee the treasurer will automatically be the voting member and for SPC and Governance the secretary will automatically be the voting member.

## **LPS POLICY #: LPS-003 – Internal/External Communication**

**ORIGINAL DATE:** February 15, 2015

**REVISION DATE:** June 30, 2015

**REVISION DATE:** February 24<sup>th</sup>, 2019

### **Policy:**

LPS OF USA shall provide meaningful, open, transparent, consistent, regular, frequent and timely information to the membership and within the board.

### **Procedure:**

1. Advertising and Marketing: Audio or video communication via broadcast, cable or satellite. Letterhead, Logo, and Seal: Design and use of LPS of USA logo and name for any department, program/event, etc. is to follow strict guidelines. The official name of the association is LPS of USA (Leuva Patidar Samaj of USA) and should be used where appropriate. Questions regarding the use of logo and name should be directed to the secretaries.
2. Website: e-communication via group emails, on LPS website - posting of news/events, Bylaws and PNP, and board members' information, event registration, membership payments etc. The IT/Web team and the ~~Secretary~~ shall be consulted about the content of information to be displayed on the LPS of USA official web page. The IT/Web and ~~Secretary~~ will not be responsible for the technical set-up of web sites but only with editorial content.
3. LC: Written communication via advertisements, pamphlets, circulars, flyers, brochures, letterheads, mailing etc. An officer to be a liaison and another officer will also review LC before production. Timely Quarterly publications will be executed.
  - a. To provide service to the LPS of USA and its members and to ensure that printed matter for distribution reflects the goals and image of this association. It is desirable that uniform practices be followed in planning, editing, designing, and producing such materials.
  - b. Therefore, supervision and production of all publications (magazines, pamphlets, booklets, brochures, flyers, posters, newsletters and other similar printed matter) shall be coordinated by the Publication Team. This group of BODs will determine the need for and purpose of publications and to ensure that they contribute to and reflect favorably on the leuva cultural values.
  - c. No Executive Board only Picture page in LC Magazine. All board of director pictures is an exception. Removal effective immediately .
4. Scheduled board meetings and conference calls notification will be sent via electronic communication only.
5. Email correspondence shall take place from officer(s) to Board, and board to officer(s) level. To clarify in details it should be as follows:
  - a. Electronic Communications should be open both ways (from and to) among the entire board and the officers.
  - b. LPS of USA active member may write an email to the general email ID which is [info@lpsofusa.com](mailto:info@lpsofusa.com). The email message must be of LPS related issue/business and in order for proper identification, the message must include (1) Member Name (2) Member Number (3) Members Cell Number (4) Valid/Genuine Email Address, not a fake email address. After receiving the email from the member, the secretary at his/her judgment forward that e-mail to the appropriate officer(s)/e-board member(s) for further actions.

## **LPS POLICY #: LPS-004 – Conventions and Town hall**

*ORIGINAL DATE: February 15, 2015*

*REVISION DATE: April 16, 2016*

*2<sup>nd</sup> REVISION DATE: November 1, 2016*

*3<sup>rd</sup> REVISION DATE: September 20<sup>th</sup>, 2018*

*4<sup>th</sup> REVISION DATE: February 24<sup>th</sup>, 2019*

### **Policy:**

LPS of USA shall provide a Suitable and Safe Environment that solidifies its Mission Statement for Leuva's to gather based on three levels of Conventions & Meetings. (National, Annual, and Town Hall).

### **Procedure:**

#### **A. Conventions**

1. National Conventions will take place every other year. The purpose of this convention is to bring all Leuvas across the country together in one place and help practice and promote LPS of USA's Mission.

a. A preliminary subordinate budget will be structured and approved as a part of the Annual Budget for that year.

b. The LPS Treasurer shall be the treasurer for the convention, and all officers and executive board members will act fiscally and show fiduciary responsibility for the event(s).

c. The Convention Chair shall be the incoming President, or the Vice President of LPS of USA. Convention Chair at his/her discretion may decide to appoint up to Two Convention Co-Chair. The convention co-chair must be lifetime member of LPS of USA. It is recommended that the co-chairs selected are from the city and/or state where the convention will be held.

d. All major contracts above \$10,000 need to be reviewed by our attorney and then sent to the board for review.

e. All invoices and documentation are required prior to any convention related payments being made by the Treasurer.

2. At any LPS National Convention, or Town Hall Meeting and LPS Hosted Event, there will not be a Hosted Bar for alcoholic beverages by LPS of USA.

3. LPS National Convention the main stage entertainment expenses must be limited to \$50,000. **This does not include the Youth entertainment and Audio video expenses.**

4. Next Annual Convention or National Convention Date and City must be announced during gala night dinner.

#### 4.1 LPS of USA Raffle Requirements during Conferences and Town halls:

- a. Determine how many tickets will be distributed for the raffle
- b. How much money each ticket would cost and estimated collection
- c. All remaining tickets will be returned to the board
- d. All tickets will be accounted for and remaining tickets must be turned in to the board
- e. Accountant will verify raffle tickets sold and where the funds are located.
- f. President of LPS and Convention Chairs must check with the state in which the raffle is held and verify the state rules & regulations governing raffle.
- g. All prize winners must accept prizes AS IS. There is absolutely no expressed warranty's of any kind by LPS OF USA.
- h. If not present at drawing, winners will be notified by certified mail at the address on the raffle ticket. Winner will have 30 days from the date of mailing the letter to except and claim the prize. LPS holds no responsibility for lost, late, misdirected, or undelivered mail.
- i. All prizes will be considered as ordinary income for tax purposes as for IRS. The value of the prize less the cost of raffle ticket is considered as taxable income for the winner.
- j. Raffle ticket purchases are not tax deductible.
- k. LPS reserves the right to change the date & venue of drawing if less than 50% of the tickets are sold by the announced drawing date.

5. Maximum of 15 complimentary non-leuva guests invitation in National Convention by Convention Chair and the current President only, of which 5 max by convention chair and 10 max by the current president. The invites names must be submitted to the board via email at least 15 days in advance just for the transparency.

6. Convention Chair must submit the list of volunteer that will attend the Gala dinner to Executive Board for approval.

7. Officers to recommend for any off-site activities at any LPS of USA convention on case by case basis.

8. LPS of USA can ONLY expense for trophies and plaques for vendors/sponsors and speakers.

9. No Officer can take more than 1 table (max) at the Gala.

#### **B. Town Halls**

1. Town Hall Meeting(s) will take place within a specific geographic area on a as needed basis as per direction of the Board of Director(s) or officers. Prior approval from majority officers only will be needed to conduct Town Halls. There will be up to \$2500 re-imbusement for a Town Hall; No other reimbursement will be approved and given for any other expenses.

2. There must be a minimum number of ten town halls/regional per term. Subject to Officers approval.

3. A minimum 7 days notice is required for town halls.

4. Town Halls are to be decided and approved by majority of officers.

#### **LPS POLICY #: LPS-005 – Youth, Seniors, & Women’s Event**

Youth, Seniors & Women’s events objectives must be defined properly. The events must take place within the 48 states/contiguous of USA unless a cruise or Majority of officers’ approval is obtained.