



## Policies & Procedures for the Lavender Association of Colorado (LAC)

orig: 4/15/09

rev: 1/28/14, 1/17/15, 12/5/17, 12/4/18,  
12/10/19, 3/3/20, 12/7/22

Lavender Association of Colorado (LAC) also referred to as the "Association" is a non-profit organization incorporated under the laws of the State of Colorado and receiving a 501(c)(6) status by the Internal Revenue Service. The mission of LAC is to ***promote lavender as a cash crop in Colorado through education, research, networking and market development***. The primary documents for the organization are LAC Bylaws, LAC Policies and Procedures, LAC Membership On-Line Directory, and various supporting LAC Committee documents.

The original name was Lavender Association of Western Colorado (LAWC) in April 2009, changing to Lavender Association of Colorado (LAC) on Oct 30, 2018, for state-wide expansion.

### 1. Mission/Objectives

The Association is organized to promote lavender as a cash crop in the state of Colorado through education, research, networking and market development. The objectives of LAC are, but not limited to, the following:

- a. To further the public interest of lavender by supporting research, education, growth, market development and distribution of lavender products in Colorado.
- b. To seek funding for projects, marketing, and research through private, public, and grant sources.
- c. To develop and promote lavender as a viable, agricultural crop in Colorado.
- d. To promote our membership's development through networking, education, and research.
- e. To provide leadership, an organization which represents its members, and a voice on issues of mutual concern.
- f. To engage business activity that will be lawful, ethical, and respectful.
- g. To develop partnerships with units of government, the not-for-profit and for-profit sectors. For example, Tourism Boards, CSU Extension, CAVE, WCHS, CFVGA, Chambers of Commerce, Business Incubator Center, GJ Botanical Gardens, Denver Botanical Gardens, Chatfield Lavender Farm at DBG, Master Gardener programs, etc.
- h. To maintain a sustainable organization.
- i. To join, support or collaborate with federations, leagues, conventions or other civic groups whose purposes and actions are consistent with the welfare of LAC.



who were instrumental in creating and building LAWC, participated on the organizing committee, attended frequent meetings, regularly posted and commented on various topics in discussion areas, and participated in subcommittees and/or were members of the Board. This membership entitles a Charter Member to use this terminology in their advertising materials and/or websites, acknowledging their support since the beginning, and remains in effect as long as the member remains in good standing with paid-in-full dues and exercises their right to vote. If a Charter Member lets their membership lapse, their designation as a Charter Member lapses as well, but are eligible to rejoin as a General Member. A previous Charter Member may reinstate their status by making up the payment amount needed to show concurrent Charter Membership. Charter Members have the same benefits as General Members. Charter Members are grandfathered into the name change to LAC.

**Reciprocal Membership:** Requiring board approval, associations whose interests are compatible with, in support of, and willing to share and exchange information for the mutual benefit between LAC and the association for promotion, education, marketing, and networking of the lavender industry and each other's organizations. There are no voting rights, no dues, and no Scholarship Opportunities. Benefits of Reciprocal Membership will include a listing on the LAC website in the Membership Directory, with promotion of the Reciprocal Member's business and pictures of their lavender enthusiasm, noted on the Member Map, access to the LAC logo for their website. This listing is username and password protected and designated only for the Reciprocal Member's representative, and not to be distributed to non-members. Regarding LAC sponsored events, the Reciprocal Membership may have up to two people as representatives of their membership including discounts if applicable.

**Member in Good Standing:** As a non-profit, voluntary membership organization, LAC relies on its members to take an active role in the Association, and the member must be current in all required fees and dues. LAC expects the practice of good business ethics, fairly and lawfully representing themselves, their products, and the Association, promoting the mission of LAC, which in turn will promote the individual member. A member in good standing is further defined by no lapse in dues greater than 30 days. If after 30 days lapse in renewal, new membership will occur upon payment. If wanting to continue membership accrual from beginning, this needs to be handled on an individual basis by communicating what is needed to update dues, whether it be receipts of proof, or payment of missing dues amounts.

**Discount Benefit offered with General Membership:** For the benefit of the member with multiple associates or employees, regarding LAC sponsored events, the member may substitute up to two people as representatives of their membership to qualify for the discount offered. If the event is not sponsored by





**A. Duties of the President:**

The President shall be the chief executive official of the Association. In addition, the President shall have the following specific duties:

- Assures and shall take care that its bylaws and decisions are faithfully observed and executed.
- Assures registration with the Colorado Secretary of State in coordination with the Treasurer of:
  - Articles of Amendment with Bylaws when necessary for changes.
  - Periodic Report on an annual basis.
- Presides over the Board meetings and Membership meetings of the Association.
- Appoints special committees and representatives of the Association not otherwise provided for in the bylaws.
- General charge and supervision of the Association, decision making, reporting by committees or representatives of the Association.
- Provides for the performance of the duties of any office or position of the Association during the temporary absence or disability of the incumbent until the vacancy is filled in the manner provided by the bylaws.
- Represents the Association when called upon in a responsible, professional and respectful manner.
- Is listed on bank accounts, PO Boxes, and other accounts as needed, along with Treasurer and one other Director, aiming to have three (3) Directors at all times.
- Maintains Association email [President@coloradolavender.org](mailto:President@coloradolavender.org).
- Assures administration of apps for document retention and conversing, e.g., Facebook BOD page, Google Workspace account, Slack.com.
- Assures administration of various online accounts with passwords.
- Assures policies and guidelines are reviewed and current when needed.

**B. Duties of the Vice President:**

- Presides at all meetings in the absence of the President.
- Performs duties as assigned by the President.
- Supervises and supports committees as assigned by the President, assuring regular reporting, keeping up to date with committee work, making sure committees are communicating with each other.
- Keeps list of committee members current, and supplies the same for listing on the website.
- Manages correspondence in the general Association email [info@coloradolavender.com](mailto:info@coloradolavender.com).
- In the event of the resignation, removal, disability or death of the President, the Vice President shall assume the office of the President for the remainder of the term of office and assures another Board member fulfills the Vice President seat, maintaining the required number and voting requirements of Board members per the bylaws.



- Performs such related duties as the President or the Board of Directors may prescribe.
- Maintains Association email [Treasurer@coloradolavender.org](mailto:Treasurer@coloradolavender.org).
- Prepares annual budget: due in November.
- Vendor Application for Annual Lavender Festival: reviewed annually, due by current year's festival for the next year.
- Vendor Application for Lavender & Artisan Christmas Fair: reviewed annually, due by June for release at Annual Lavender Festival of current year.

**E. Residences of Board Members:** At all times, a majority of the Board will reside in the state of Colorado. The nominating committee will take this into consideration when looking for candidates to run for open Board seats. The top Colorado resident vote recipients are elected no matter where their vote totals are in relation to other candidates in order to maintain this.

**F. Budget.** The Board of Directors shall prepare a calendar year budget by November for the following fiscal year.

## **5. Conflicts of Interest**

Each member of the Board of Directors has a duty to place the interest of the organization foremost in any dealings with or on behalf of the organization. No member shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict arises between the interest of the organization and his or her personal interests. As much as is possible, conflicts of interest are to be avoided. However, the fact that a Director has a conflict of interest with the organization does not necessarily mean that a professional transaction cannot occur. There may be occasions when the Board wants to engage in the transaction, even with the conflict, i.e., material facts are disclosed, and a majority of the disinterested Directors approves the transaction in good faith; and the transaction is fair as to the nonprofit corporation.

The method to be used for determining that a particular transaction is fair to the organization is a:

- Favorable vote, by those Directors who are not involved in the conflict.
- Each Board member is expected to provide all material facts and personal interests that may be determined to present a conflict of interest before any discussion or negotiation of such transaction.
- He/she may not participate in the discussion relating to the transaction, may not vote on the transaction and will be expected to leave the room while others discuss and vote on the transaction.

## **6. Dissolution of the Association:**

Per the Bylaws, final vote to dissolve the Association is to occur at the Annual Meeting. If the current BOD determines that it is necessary to pursue dissolution of the Association, it is expected that notification will go out to the Membership affording enough time that hopefully



- Annual Lavender Festival Director Contract: reviewed annually, due by August.
- Committee Guidelines & Committee Chair & Members: reviewed as needed, especially after elections in October.
- Online accounts/passwords maintained as needed.
- Scholarship Opportunities Policy
- LAC Logo Material Policy for General Members: reviewed annually.
- Lavender Trails (needs to be developed)
- Still, Stainless Milk-can Style Agreement: reviewed annually.
- Newsletter Guidelines
  - Marketplace Guidelines
  - Member's Spotlight Forms

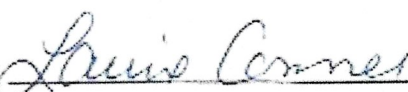
### CERTIFICATION

These Policies & Procedures have been created to give direction and guidance to the Board of Directors. They are intended to be a working document that will be revised, amended and added to by the Directors as needed.

These Policies & Procedures have been approved and ratified by the Board on 12/7/22.

President 

Date: 12-15-2022

Secretary 

Date: 12-16-2022