



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
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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, and LAC Membership On-Line Directory.

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 VCB, Tourism Board, CSU Extension, CAVE, WCHS, CFVGA, Chambers of Commerce, Business Incubator Center, GJ Botanical Gardens, Denver Botanical Gardens, Chatfield Lavender Farm at DBG, 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.

2. Location

The principal office of the Association, at which the general business of the corporation will be transacted and where the records of the corporation will be kept, will be at such place in the State of Colorado, as may be fixed from time to time by the Board of Directors. Since the Association does not have an official office, this location may be designated as the Treasurer's and/or President's address.

3. Membership & Dues

Membership: Application for membership will be open to any individual, business or organization interested in furthering the mission of LAC and who fits into the category of membership as listed. Applicants will select the category of membership they request via paper or website application and send dues. Once the membership application has been accepted and the appropriate level of dues received by the Treasurer, the applicant becomes a member.

Dues: Memberships are annually on a rolling basis, for those joining 2016 and after, based for one year from the date of initial dues payment. Prior to 2016, annual dues are due in January each year. The amount and terms of dues will be assessed and updated by the Board of Directors from time to time.

Membership Categories:

General Membership: Voting rights for One. An individual who supports the mission of LAC, contributes to and benefits from the promotion, expansion, education, marketing, and networking of the lavender industry. One additional person may be listed as part of this membership, with one (1) still designated as the voting member. This membership level includes all lavender enthusiasts promoting the lavender trade in general. A Listing on the LAC website in the Membership Directory allows listing and promotion of the member's business and/or pictures of their lavender enthusiasm, noted on the Member Map, display the LAC logo in marketing materials, among other benefits. Refer to the LAC Logo Material Policy for General Members for details of use. This listing is username and password protected and designated only for the member and not to be distributed to non-members.

Supporter Membership: An individual who supports the mission of LAC, contributes to and benefits from the promotion, expansion, education, marketing,



and networking of the lavender industry. One additional person may be listed as part of this membership. There are no voting rights for this membership level and limited benefits.

Charter Membership: Voting rights for One. Charter Membership was previously obtained by joining LAWC, the Lavender Association of Western Colorado, by December 31, 2009. Charter membership refers to those members 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 maintain a General Membership. 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.

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.

Scholarship Opportunity: The Board of Directors may offer funding for a member's attendance of a conference, meeting, training session, etc, that is found to be a benefit for LAC as a whole. Funding may be the cost of registration for the event, will not exceed \$300, unless approved by the BOD, and will be done by reimbursement with proof of expense. Eligible members must be in good standing and be of General Membership status. In return, the member will provide training, reporting, and/or education at the next LAC Membership meeting

