

**Lake Country Neighbors
Membership Information**

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1) Description of Lake Country Neighbors

- a) **General Description** - Lake Country Neighbors is a 501(c)(3) charitable women's service organization composed of women of all ages and backgrounds living around the Lake Fork area. We enjoy having fun, making new friends, and doing charitable and civic projects in Rains, Wood, and surrounding counties.

The purpose and objective of this organization as stated in our bylaws is to

- promote charitable activities within Rains, Wood, and surrounding counties,
- provide support to educational organizations including, but not limited to the local school districts,
- become involved in and/or support activities for the betterment of Rains, Wood, and surrounding counties,
- provide assistance, supplies, funding, and labor to qualifying organizations, and
- provide educational opportunities for the membership and promote community involvement.

Mailing Address is PO Box 512, Emory, TX 75440

Website is lakecountryneighbors.com

Email is lakecountryneighbors@gmail.com

- b) **History of Lake Country Neighbors** - LCN was founded in the year 2000 as part of the Rains Chamber of Commerce to welcome new residents moving into the area. From that premise we expanded the purpose from social to community outreach.

LCN achieved 501(c)(3) tax exempt status in April 2011.

2) **Governing Documents**

a) **Bylaws (Official Signed Document for LCN)**

BYLAWS OF LAKE COUNTRY NEIGHBORS

ARTICLE I - NAME AND ADDRESS

Section 1: The name of the organization will be Lake Country Neighbors.

Section 2: The address of this organization will be a designated U.S. Post Office Box, see Standing Rule 7.

ARTICLE II - PURPOSE

The purpose and objective of this organization will be to;

- promote charitable activities within Rains, Wood, and surrounding counties,
- provide support to educational organizations or individuals continuing their education including, but not limited to, the local school districts,
- become involved in and/or support activities for the betterment of Rains, Wood, and surrounding counties,
- provide assistance, supplies, funding, and labor to organizations approved by LCN membership, and
- provide educational opportunities for the membership.

ARTICLE III - BOARD OF DIRECTORS

Section 1: Board Role, Size, Compensation

The board is responsible for overall policy, direction, and day-t o-day operations of the club. The board will have five to seven members. The board receives no compensation other than approved expenses.

Section 2: Board Meetings

The board will meet at least quarterly at an agreed upon time and place.

Section 3: Board Elections

Election of new directors or re-election of current directors will be held at the November membership meeting. Nominees for director positions will be recommended by members and/or a nominating committee. Directors will be elected by a majority vote of the active membership. Presentation and installation of the elected board members will take place during the December membership meeting.

Section 4: Terms

All board members will serve two-year terms, but are eligible for re-election. Board terms will be staggered with three board members elected for terms beginning in odd years and two for terms beginning in even years.

Section 5: Quorum

A majority of the board members must be present for motions to be made or passed.

Section 6: Notice

An official board meeting requires that each board member receives a telephone call, written notice, or email in advance of the meeting.

Section 7: Officers and Duties

- A. There will be a minimum of five officers consisting of a President, Vice President, Director of Membership, Secretary, and Treasurer. Their duties are as follows:
 - 1) The President will preside at membership, board, and executive board meetings. The President will have general supervision of the work of the organization. In the absence of the President, the Vice President, Director of Membership, Secretary, or Treasurer will preside in the order listed.
 - 2) The Vice President will oversee committees, events, and special projects as designated by the board.
 - 3) The Director of Membership will maintain records of all members' current contact information for distribution to the club and initiate collection of the annual dues from club

members at the beginning of the calendar year. The Director of Membership will also be in charge of any member recruiting activities.

- 4) The Secretary will be responsible for keeping records of the proceedings of all meetings of the organization including board meetings. The Secretary is also responsible for distributing copies of minutes and assuring that corporate records are maintained.
- 5) The Treasurer will receive and be custodian of all funds of the organization, pay all bills as authorized by the President or as directed in the bylaws or standing rules, and make a report at each board meeting. The Treasurer will chair the Finance Committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members, club members, and the public. The Treasurer will file reports as required by IRS and The State of Texas.

Section 8: Board of Director Vacancies

When a vacancy on the board exists, nominations for the vacated position will be received and voted on by the remaining board members. These vacancies will be filled only to the end of the vacating board member's term.

Section 9: Resignation, Termination, and Absences

Resignation from the board must be in writing and received by the President. A board member will be dropped for three unexcused absences from board meetings within a year. A board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 10: Special Meetings

Special meetings of the board may be called at the request of the President or a majority of the board members. Notices of special meetings will be sent by the President to each board member by telephone call, written notice, or email.

Section 11: Executive Board

The Executive Board will consist of the Board of Directors, Immediate Past President,

and chairs of Standing Committees. The Executive Board will make recommendations as to the policies and programs of the organization and will assist in the planning and implementation of the programs and events.

Section 12: Conflict of Interest

The Board of Directors will be subject to the Conflict of Interest Policy regulations and guidelines, which are attached to and a part of these bylaws. Each board member will be required to submit a Board Member Conflict of Interest Disclosure Form annually to the Secretary for inclusion in the corporate records.

ARTICLE IV - MEMBERSHIP

Section 1: Membership is open.

Section 2: Members are required to pay annual dues as outlined in the standing rules.

Section 3: Lake Country Neighbors does not exclude any membership based on race, religious preferences, sexual orientation, gender identity, national origin, age, or disability.

ARTICLE V- MEETINGS

Section 1: Membership Meetings

The date of the monthly meetings will be set by the Executive Board through the annual calendar.

Section 2: Special Meetings

Special meetings may be called by the President or a majority of the board.

Section 3: Notice

Meeting notices will be sent by a telephone call, written

notice, or email. ARTICLE VI -COMMITTEES

Section 1: Standing Committees

A. Finance Committee

The Treasurer is chair of the Finance Committee, which includes three other members approved by the President. The Finance Committee is responsible for developing and reviewing fiscal procedures, all fundraising plans, and preparing the annual budget. The board must approve the budget which will then be presented to the general membership for acceptance and approval. All expenditures must be within the budget. A major change in the budget must be approved by the board based on the recommendation of the Finance Committee and approved by the general membership. The fiscal year will be the calendar year. Annual reports are required to be submitted to the board showing all actual and pending income and expenditures. The financial records of the organization are public information and will be made available to the membership.

B. Scholarship Committee

The Scholarship Committee will be responsible for administering the scholarship program to local high schools. They will;

- contact schools and make scholarship information available,
- work with the Finance Committee to determine money to be made available for scholarships,
- select final candidates as recipients,
- plan presentation of the awards,
- work with the Treasurer to dispense funds as requested, and
- act as the interface between the club and the schools/universities.

C. Nominating Committee

- The nominating committee will consist of three or five members appointed by the President. The President will appoint outgoing board members and/or active club members not on the current Board of Directors. The President will assign one of the committee members as the Chair of the Nominating Committee.
- The Nominating Committee will be appointed in the month of September. The proposed slate will be presented at the October

membership meeting and elections held at the November membership meeting. Installation of new directors will occur during the December membership meeting.

- Candidates for office must be contacted for their approval prior to submission of the proposed slate.

D. School Support

The School Support Committee will be responsible for contacting school personnel and providing supplies as budgeted by the LCN Finance Committee.

Section 2: Special Committees

The board may create committees as needed, including fundraising, special events, bylaws, etc.

Committee chairs can be either appointed by the board or filled by volunteers from the general membership.

ARTICLE VII - PARLIAMENTARY AUTHORITY

Roberts Rules of Order will govern all proceedings except where inconsistent with the bylaws of this organization. The LCN board will appoint a parliamentarian.

ARTICLE VIII - AMENDMENTS

These bylaws may be amended by a majority vote of the active members present and voting at any regular meeting of this organization. Proposed amendments must be submitted to the Secretary, approved by the board, and sent out with board announcements to all members prior to the meeting where they are to be presented for a vote of the members.

ARTICLE IX - DISSOLUTION

If, for any reason, Lake Country Neighbors decides to cease operations as a nonprofit organization, the President or Treasurer will file all dissolution paperwork and forms as required by State and IRS regulations. All remaining assets will be distributed to local charities or nonprofit organizations that have 501(c)(3) designations. The dissolution of assets will be decided by a majority vote of the

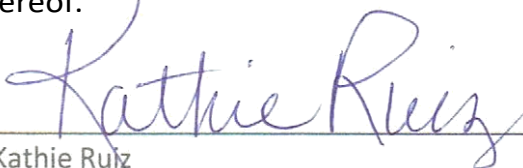
Executive Board after verifying the 501(c)(3) status of any and all recipients.

The original bylaws were approved at a meeting of the Board of Directors of Lake Country Neighbors on February 14, 2011 and amended by a majority vote of the members at the October 2, 2014 and November 2, 2017 Membership Meetings.

These bylaws may be amended or repealed except as otherwise provided by the Texas Nonprofit Corporation Act or any other applicable provision of law.

I HEREBY CERTIFY that the foregoing is a full, true, and correct copy of the Bylaws of Lake Country Neighbors, a nonprofit corporation of the State of Texas, as in effect on the date hereof.

WITNESS my hand;


Kathie Ruiz

November 2, 2017
Date

Bylaws Committee Chair Lake Country
Neighbors

b) Standing Rules (Official Document for LCN)

STANDING RULES

LAKE COUNTRYNEIGHBORS

Original: January 30, 2011

1. Membership meetings of the Lake Country Neighbors will be held once per month at a date, time and place as designated by the LCN Annual Calendar.
2. All members are responsible for the cost of their attendance at membership meetings as well as the cost of any guests they bring.
3. Dues are set at \$30.00 per calendar year. The dues paid for new members who join on October 1st or after of the current year, will secure membership for the following calendar year.
4. Expenditures are normally limited to budgeted items or the amount donated for a particular project.
5. Unbudgeted expenses of under \$300.00 will have the approval of the President and one additional Executive Board Member. Unbudgeted expenses of \$300 .00 or more will have the approval of the President and then submitted to the membership for approval.
6. Board members elected for service beginning in odd years will be the President, Treasurer, and Director of Membership. Board members elected for service beginning in even years will be the Vice President and Secretary.
7. All LCN correspondence will be directed to Post Office Box 512, Emory, Texas 75440.
8. The Standing Rules of the Lake Country Neighbors may be changed by a majority vote of the membership in attendance at a monthly membership meeting.

c) Conflict of Interest (Official Document for LCN)

**LAKE COUNTRY NEIGHBORS
CONFLICT OF INTEREST POLICY**

Article I

Purpose

The purpose of the Conflict of Interest Policy is to protect the interests of Lake Country Neighbors, a tax-exempt organization, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below.
2. Financial Interest: A person has a financial interest if the person has directly or indirectly through business, investment, or family;
 - an ownership or investment interest in any entity with which the organization has a transaction or interest,
 - a compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or
 - a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that

are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

3. Insubstantial Compensation: Compensation of less than \$50 or token items in return that;
 - bear the charity's name or logo, and
 - have an aggregate cost to the charity of \$10 or less.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

A. An interested person may make a presentation at the governing board or committee meeting. After the presentation, he/she shall leave the meeting during the discussion of and the vote on the transaction or arrangement involving the possible conflict of interest.

B. The chairperson of the governing board or committee shall, if appropriate,

appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

C. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

D. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflict of Interest Policy

A. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest; it shall inform the member of

the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

B. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest; it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain;

- the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board or committee's decision as to whether a conflict of interest in fact existed,
- the names of the person who were present for discussions,
- the votes relating to the transaction or arrangement, and
- the content of the discussion, including any alternatives to the proposed transaction or arrangement.

Article V

Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person;

- A. has received a copy of the Conflict of Interest Policy,
- B. has read and understands the policy,
- C. has agreed to comply with the policy, and
- D. understands the organization is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the organization operates in a manner consistent with its charitable purpose and does not engage in activities that could jeopardize its tax exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**LAKE COUNTRY NEIGHBORS
Board Member Conflict of Interest Disclosure Form**

Name: _____ Date: _____

A conflict of interest or an appearance of a conflict can arise whenever a transaction or an action of Lake Country Neighbors conflicts with the personal interests, financial or otherwise, of a board member, an immediate family member of a board member, or that of the board member's employer (collectively "your personal interests").

Please describe below any relationships, transactions, or positions you hold (volunteer or otherwise), or circumstances that you believe could create a conflict of interest, now or in the future, between Lake Country Neighbors and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report.

I have the following conflict of interests or potential conflicts of interests to report:

1. _____
2. _____
3. _____

I have reviewed Lake Country Neighbors Conflict of Interest policy and I understand that it is my obligation to disclose a conflict of interest or appearance of a conflict to the chair of the board when a conflict or appearance of a conflict arises, and that for transactions in which I have a conflict, I will abstain from any vote on the matter involving the conflict.

Signature: _____

Date: _____

3) Officers

a) Board of Directors

**Lake Country Neighbors
2023 Board of Directors**

<p>President Janice Rouse</p> 	
<p>Vice President Mary Hall</p> 	<p>Director of Membership Jimmie Standridge</p> 
<p>Treasurer Pam Bowden</p> 	<p>Secretary Debby Keenan</p> 

b) Executive Board

The Executive Board will consist of the Board of Directors, immediate past President, and chairs of Standing Committees. The Executive Board will make recommendations as to the policies and programs of the organization and will assist in the planning and implementation of the programs and events.

c) Standing Committees

i. Finance Committee – Chair, Pam Bowden

The Treasurer is chair of the Finance Committee, which includes three other members approved by the President. The Finance Committee is responsible for developing and reviewing fiscal procedures, all fundraising plans, and preparing the annual budget. The board must approve the budget which will then be presented to the general membership for acceptance and approval. All expenditures must be within the budget. A major change in the budget must be approved by the board based on the recommendation of the Finance Committee and approved by the general membership. The fiscal year will be the calendar year. Annual reports are required to be submitted to the board showing all actual and pending income and expenditures. The financial records of the organization are public information and will be made available to the membership.

ii. Scholarship Committee – Chair, Janice Rouse

The Scholarship Committee will be responsible for administering the scholarship program to local high schools. They will;

- contact schools and make scholarship information available,
- work with the Finance Committee to determine money to be made available for scholarships,
- select final candidates as recipients,
- plan presentation of the awards,
- work with the Treasurer to dispense funds as requested, and
- act as the interface between the club and the schools/universities.

iii. Nominating Committee – Chair, Velma Knowles

The nominating committee will consist of three or five members appointed by the President. The President will appoint outgoing board members and/or active club members not on the current Board of Directors. The President will

assign one of the committee members as the Chair of the Nominating Committee.

The Nominating Committee will be appointed in the month of September. The proposed slate will be presented at the October membership meeting and elections held at the November membership meeting. Installation of new directors will occur during the December membership meeting.

Candidates for office must be contacted for their approval prior to submission of the proposed slate.

iv. School Support – Chair, Karen Thurman

The School Support Committee will be responsible for contacting school personnel and providing supplies as budgeted by the LCN Finance Committee. This will include the pantries for each school district and teacher grants.

v. CASA Committee – Chair, Pam Smith

The CASA Committee will coordinate all communication with the Hopkins County Court Appointed Special Advocate organization concerning Rains and Wood county children. This will include the yearly Christmas sharing with the children.

vi. Public Relations & Photography – Chair, Pam Shaw

The Public Relations & Photography coordinator assures our events are documented and the public is informed of our presence in the community.

d) Special Committees

The board may create committees as needed, including fundraising, special events, bylaws, etc. Committee chairs can be either appointed by the board or filled by volunteers from the general membership.

4) Descriptions of Projects and Events

a) General Membership Meetings

Our group **meets the 1st Thursday of each month** at various locations depending on the program. Our meetings may include informative speakers, updates on our charitable events, and always include a warm fellowship. See the calendar for details of each meeting.

b) Yearly Events

- i) **Mardi Gras:** In the Spring we have our Mardi Gras event, our largest fundraiser of the year, to raise money for scholarships for the seniors in Alba-Golden ISD, Rains ISD, and Yantis ISD.
- ii) **Scholarships:** Our Scholarship program is funded my money raised at Lake Country Neighbors events. Scholarship applications are turned in to and reviewed by the Lake Country Neighbors Scholarship Committee. The scholarships are then awarded to each senior at their awards ceremony.
- iii) **Savor the Flavor:** Savor the Flavor is the annual kickoff event for the Rains County Founders Day celebration on the Thursday before the first weekend of May at the Emory City Centre. About 15 local restaurants are invited to prepare samples from their menus. The event is advertised in local papers and as part of Founders Day. Historically, Savor the Flavor is well attended with about 250 participants. Lake Country Neighbors charges \$10 per person to participate in the food tasting. Profits from the event is used to fund several Lake Country Neighbors events.
- iv) **Veterans Event:** Lake Country Neighbors honors local veterans by hosting the annual Veterans Celebration. It is free to the invited veterans and their spouses. There is a speaker, entertainment and a delicious BBQ dinner prepared by LCN members and their spouses.
- v) **School Supplies:** Lake Country Neighbors provides school supplies for local schools with donations from LCN members.
- vi) **CASA (Court Appointed Special Advocate):** Lake Country Neighbors provides Christmas presents for the CASA children in foster care. The project is funded by donations from LCN members. A generous donation was made to Lake Country Neighbors to fund improvements in the Family Visitation Rooms used by CASA volunteers.
- vii) **Good Samaritans Volunteers:** Every 5th Saturday of the month, Lake Country Neighbors volunteers man the sales at Good Samaritans raising money for their food pantry and management.

viii) **Good Samaritans Bell Ringing:** On the Friday after Thanksgiving LCN volunteers raise money for Good Samaritans by “ringing the bell” in front of Brookshire’s asking people to put money in the box.

c) **Special Events:** During the year, LCN may be approached by an organization or member to conduct an event that is not normally scheduled. These type events may be approved by a majority membership vote.

5) Membership Meeting Guidelines

a) **Membership Meeting Hostess Duties:** Members are encouraged to volunteer to serve as hostesses for a monthly meeting. Usually there are 2 hostesses per meeting. Meeting Prep below

- i) Choose a monthly meeting to be the hostess. Ask others to co-host with you.
- ii) Choose a theme for decorations. Themes are usually associated with the holidays of the month or our upcoming events. Decorate and clean up the day of the meeting. Decorations include tablecloths (plastic or cloth), centerpieces, plates, cups, flatware, napkins. LCN has white or black cloth tablecloths that must be washed and returned when used.
- iii) There are 6-8 round tables of 5-6 chairs each (depending on number of attendees), 2 long tables for food, 2 round tables for sign in and announcements (no need for centerpiece).
- iv) Choose a menu. You may prepare the meal yourselves or ask a caterer to provide the meal. The meal should cost less than \$15 person. Costs to prepare the hostess-made food will be reimbursed when receipts and expense reports are given to the treasurer. If catered, the treasurer will pay the caterer's invoice.
- v) Provide drinks: bottled waters and 3 jugs of tea: 2 sweet tea, 1 unsweet tea. Ice is available at the Emory Baptist Church kitchen as well as a large square clear plastic Ice bucket and scoop that is marked for LCN. There are packets of Stevia that are marked for LCN. You can provide cut lemons, if you choose.
- vi) The hostess provides the door prize for the drawing. The value of the door prize should be between \$15-\$25. Contact businesses to ask for a door prize donation, if possible.
- vii) Assign greeters who are not hostesses to be at the door for each meeting. The goal is to make sure everyone, especially our guests feel welcomed.
- viii) The LCN President will send out the RSVP email for the lunch count 10 days before the meeting and let the hostesses know the number on the Monday before the meeting.

b) **Lunch Policy:** Lunch is catered by an outside restaurant or prepared by LCN members. Each member is asked to pay for their lunch. The President sends out an RSVP email prior to the meeting to get a firm lunch count for the food preparation. Lake Country

Neighbors is charged for the number of attendees given in the lunch count. If a member responds to the RSVP that they will attend a meeting, and they do not attend, ***that member is asked to pay the lunch fee in order to cover the cost of the food reported in the lunch count.***

- c) **Meeting Etiquette:** Meetings follow the *Robert's Rules of Order for Modern Meetings*. To ensure that everyone can see and hear the speakers, members should refrain from side conversations that distract others.

Members are encouraged to welcome guests and new members at each meeting.

6) EXPENSES

a) Expense Reimbursement:

Expenses directly related to an event or performance of a task, that is within the LCN mission and previously approved by a board member, shall be reimbursed if requested. The Treasurer or President should be informed of need to purchase prior to purchase to insure reimbursement. The expenses should be within the specified budget allowed for the program or event.

Using an *LCN Expense Report* (enclosed) record your eligible expenses and include an invoice or receipt showing proof of expense.

Should a member seek reimbursement for an expense, they must submit that request no more than 60 days after incurring the expense.

LCN is a tax-exempt organization. therefore, no sales tax should be paid to purchase items for an exempt event. If sales tax is paid by an individual member, they should not expect reimbursement of the sales tax. Check with the Treasurer to see if a tax-exempt number already exists with the vendor prior to making the purchase or request a "Texas Sales and Use Tax Resale Certificate" to submit to the vendor

b) Lake Country Neighbors Expense Form:

The LCN Treasurer has a special Expense Form to submit all reimbursable expenses. This form must be presented with 60 days of expenditure.

(ELECTRONIC COPY MAY BE REQUESTED)

7) Donor Tax Deduction Form

LAKE COUNTRY NEIGHBORS

**P.O. Box 512
Emory, Texas 75440
EIN 27-4814638
903-439-7572**

Lake Country Neighbors (LCN) is a 501(c)(3) organization as defined by the Internal Revenue Code. Contributions made to LCN are deductible by donors.

LCN would like to thank you for your generous donation. Your contribution allows LCN to provide charitable and Civic contributions to Rains and surrounding counties.

DONATIONS

_____ Money	_____ Item
_____ Time	_____ Other
_____	_____
_____	_____
_____	_____
_____	_____

VALUE \$ _____

Please keep your receipt.

According to IRS Regulations, establishing a dollar value on donated items is the exclusive responsibility of the donor. (Donor did not receive any goods or services in return for their donations.)

Name of Donor _____

Signature of LCN Representative _____ Date: _____

- 8) Calendar** – The LCN calendar is prepared by the Executive board at year’s end or in January of the current year. See the LCN website, lakecountryneighbors.com, for an up-to-date calendar that includes any updates or changes.

(ELECTRONIC COPY ON CALENDAR PAGE OF WEBSITE)

- 9) Membership Roster (*confidential for members’ use only*):** A roster of all members information is available to members only. This is not to be shared with anyone outside of LCN without full membership approval.

(ELECTRONIC COPY MAY BE REQUESTED BY MEMBERS ONLY)