

RATIONALE FOR PROPOSED CHANGES TO LCMG BYLAWS POLICIES AND PROCEDURES

As of May 8, 2024

Item #	Document Location	Currently Reads	Proposed Change	Rationale
1	Bylaws, Article X, Section 1.F.b (Project Development Committee)	"Consider and recommend projects in concert with other organizations only when the other organization qualifies as exempt from Federal income tax under Section 501c3 of the Internal Revenue Tax Code or corresponding income tax code in accordance with Bylaws Article II Section 1."	Delete	Redundant with Bylaws Article II.
2	P&P, para 2.B.i.d.VII (Project Development Committee)	"The Project Development Committee shall not provide or imply any LCMG-provided long-term maintenance or financial support beyond the scope of the project. All long-term maintenance for Projects recommended by this committee is solely the responsibility of project awardees or their designees."	"The Project Development Committee shall not provide or imply any LCMG-provided long-term maintenance or financial support beyond the scope of the project."	Removed second sentence -- the "scope of the project" will define "long-term" as it relates to the project (i.e., could be 1 month, 1 year, 3 years, etc.). Allows flexibility in identifying maintenance needs based on the project.
3	(New paragraph) P&P, para 13.	N/A -- current para 13 ("Review and Revision of these Policies and Procedures) will be renumbered as para 14 (no other change to wording)	<p>13. Privacy Policy. The LCMG collects personal information for specific purposes, including compliance with applicable laws and governing documents, providing access to LCMG products and services, and maintaining communication among members. Our privacy policy is outlined as follows:</p> <p>A. Minimal Information Requirement: We collect information necessary for membership privileges, products, or services. This includes details required by law or specified in LCMG governing documents.</p> <p>B. Data Collection & Retention: Personal information may be collected, stored, and shared electronically or in hard copy. We retain this information for at least 3 years or until membership resignation.</p> <p>C. Access & Confidentiality: LCMG members and advisors have access to personal information. We do not share your personal data with third parties unless legally required. When shared, this information is not for public distribution. It will not be sold or used for commercial purposes. Members may opt-out of having their personal information published in the LCMG Directory.</p> <p>D. Publicity: LCMG publicity may include a member's first name and last initial. Members may choose to opt-out through a Photo Release input on the LCMG Membership Form.</p>	<p>Wyoming does not have a state privacy law, but it does address a level of expectation that any business that handles personal identifying information (PII) should protect that PII from unauthorized disclosure, along with civil & criminal remedies should PII be mishandled (ref: W.S. 6-3-901 (Theft of Identity) and W.S. 40-12-502 (Consumer Protection)). PII includes a person's first & last name, their address, their email address, their phone number, etc. Since the LCMG collects PII, this is the proposed privacy policy to accompany that collection.</p> <p>LCMG governing documents and W.S. identify at least seven products or services using member PII--we currently collect first & last name, mailing address, email address, phone number, and (proposed with website redesign) username & password for access to members-only volunteer portal. We should limit our PII collection to the minimum necessary for providing membership privileges, products, or services.</p> <p>LCMG P&P, para 9, identifies requirement for Secretary and Treasurer to maintain at least 3 years of records in accordance with W.S. 17-19-1601. This is a rolling 3-years.</p> <p>This paragraph identifies who has access to member PII the LCMG collects and provides an opt-out option for listing member PII in the LCMG Directory. W.S. 17-19-1605 identifies limitations on use of membership list to include that it may not be used for any commercial purpose or sold to our purchased by any person. LCMG Bylaws, Article III, Section 1. Membership Table, allows members to opt-out of having their email address and phone number appear in the LCMG Directory (proposed 2024 amendment will include mailing address as an additional opt-out option).</p> <p>This has been a common practice for the PR Committee, we are just writing it in the P&P for continuity.</p>
4	Bylaws, Article III, Section 1 (Membership Table)	"Email address and phone number appear in LCMG Directory, unless individual requests otherwise."	"Email address, mailing address, and phone number appear in LCMG Directory, unless individual requests otherwise."	Adds mailing address as an item for collection and provides an opt-out option for member mailing addresses published in LCMG Directory. Mailing address is required pursuant to W.S. 17-19-1601.
5	Bylaws, Article III, Section 4 (Membership Consent)	"Pursuant to W.S. 17-19-601, a person consents to LCMG membership by completing and submitting a LCMG Membership Form."	"Pursuant to W.S. 17-19-601, by completing and submitting a LCMG Membership Form, individuals consent to LCMG membership. The form collects essential information, including first and last name, mailing addresses, email addresses, phone numbers, and any other relevant details. This information is retained in the LCMG's Master Membership List for at least 3 years or until membership resignation, whichever is longer. The list is periodically reviewed for accuracy and may be used to create LCMG products or services. Oversight of the LCMG Membership Form lies with the Vice President. Members can submit updates via email/website. "	Protecting member personal data is important--this identifies the primary PII collection point as one product (the LCMG Membership Form), minimizing solicitation from members. Also identifies the office responsible for this form--the LCMG does not have a Membership Committee or point-of-contact (POC) to assign this responsibility to, but the Bylaws currently assign responsibility for LCMG Directory publication to the Vice President--we recommend this office become the collection point for the LCMG Membership Form as responses will feed the LCMG Directory. The current format and publication timing of the LCMG Directory do not comply with W.S. 17-19-1601(c) and W.S. 17-19-720 non-profit requirements for a membership list or a Members' List for Meeting, therefore we recommend member PII be consolidated into a new product (spreadsheet) referred to as the "Master Membership List." (The name derived from W.S. 17-19-1602(b)(iii) which refers to "the membership list"). The Master Membership List may be the primary reference for other officers/chairpersons to create/maintain LCMG products/services as identified in the LCMG governing documents (e.g., the LCMG Directory, the Members' List for Meeting, membership verification for members-only website access, maintenance of email distribution lists, etc.).
6	Bylaws, Article III, Section 5 (Membership Resignation)	"Pursuant to W.S. 17-19-620 and 621, a member may resign at any time with notice from the member to an Executive Board officer...on behalf of the LCMG."	"Pursuant to W.S. 17-19-620 and 621, a member may resign at any time with notice from the member to the Vice President ...on behalf of the LCMG. The Vice President will update the LCMG Master Membership List and notify Executive Board Officers and Committee Chairpersons of the member's resignation. "	Consolidates submission of membership information to the Vice President, including membership resignation. Allows timely removal of member information from the Master Membership List and corresponding products/services.

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7	(New Paragraph) Bylaws, Article VI, Section 2.C. (Vice President responsibilities)	N/A - Propose new paragraph.	<i>"Develop and maintain the LCMG Master Membership List, ensuring compliance with W.S. 17-19-1601(c) and 17-19-1602(b)(iii). This list serves as the primary resource for compiling member's personal identifying information (PII) obtained from the LCMG Membership Form, with the UW Extension Horticulturist's Active Membership List (Bylaws Article VIII, Section 2.A.c), and identifying member privileges such as voting and meeting notifications. This list may be shared internally to create and provide additional LCMG products and services, including email distribution lists (P&P, para 3.C.) and verifying access to the website's volunteer portal. After initial publication, if changes are made to this list, the Vice President will notify Executive Board Officers and the Webmaster of the update."</i>	Places responsibility for the Master Membership List with the Vice President and describes expectation that member PII (received through the LCMG Membership Form) be combined with membership status (received through the UW Extension Advisor's volunteer hours list), allowing derivation of membership class (category) and associated membership privileges. This format will fulfill compliance with W.S. 17-19-1601(c): "A corporation or its agent shall maintain a record of its members in a form that permits preparation of a list of the <u>name and address of all members, in alphabetical order by class, showing the number of votes each member is entitled to cast.</u> " This format also fulfills compliance with W.S. 17-19-720 (Members' List for Meeting). One product reduces duplication (no need for separate Members List for Meeting) and one POC supports data accuracy within that product. Sharing the Master Membership List internally helps others fulfill their responsibilities without having to solicit members for similar data or perform similar analysis to derive membership privileges.
8	Bylaws, Article VIII, Section 2.c (UW Advisor Active Membership List)	"Shall provide to the Executive Board a listing of those persons who meet the requirements of Active Membership in LCMG as determined by the UW Laramie County Extension Office by November 1 of each year for the purpose of complying with Wyoming Statutes (W.S.) 17-19-720(b) for the next calendar year;"	"Shall provide to the Vice President a listing of those persons who meet the requirements of Active Membership in LCMG as determined by the UW Laramie County Extension Office by November 1 of each year, and relevant updates as required throughout the year , for the purpose of complying with Wyoming Statutes (W.S.) 17-19-720(b) for the next calendar year;"	Identifies the Vice President as the recipient of the UW Extension Advisor's Active Members list.
9	P&P Table of Contents	Editorial correction to replace "Error! Bookmark not defined" statements in Table of Contents	Corrected to reflect page location	Editorial correction
10	P&P, para 3.C. (Email)	"Email is the preferred method for LCMG to communicate with its members in all categories."	<i>"Email is the preferred method for LCMG to communicate with its members in all categories." At a minimum, the President will maintain two email distribution lists (one for Active Members, one for Associate Members) for Executive Board Officers to send mass email notifications to membership."</i>	Places responsibility for maintaining email distribution lists with the President. It has been a past practice for the President to maintain the email distribution lists for LCMG. Active & Associate lists should be separated because only Active Members would receive emails for electronic voting. To eliminate single-point-of-failure, all Exec Board Officers should have access and permission to send emails using these lists (just in case the President is not be available or their personal computer fails). Currently, we use the @lcmg.org account Google Groups app to share these lists among the officers.