

STANDING RULES

NALS OF GREATER KALAMAZOO

(as of March 28, 2017)

1. Calendar of Events.

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| May | 1 | Fiscal year begins |
| | 1 | Officer roster due to national |
| | . | Joint meeting of previous and current members of Board of Directors |
| June | 1 | President to have appointed committee chairs |
| | . | Budget to be submitted by Treasurer for approval at membership meeting |
| | | State Summer Education/Membership Meeting |
| August | 1 | Deadline for filing applications for September certification exams and payment of fees |
| September | . | Certification exams last weekend of the month |
| October | . | Court Observance Week second full week |
| | . | State scholarship applications due |
| December | . | Christmas activity |
| January | 1 | Deadline for filing applications for March certification exams and payment of fees |
| | . | Nominating Committee to be elected at membership meeting |
| February | . | Chapter scholarship applications due |
| March | . | Nominations for officers to be published in the <u>Pleadings</u> |
| | . | Certification exams first weekend of month |
| | . | Annual meeting and election of officers |

- April 1 Officer roster due to state
- . Installation of officers at membership meeting
- . State annual meeting
- 30 Fiscal year ends

2. Expenditures.

A. All officers and chairmen shall confine their expenditures to the limits of the budget. All proposed expenditures which would exceed the budget are subject to approval by the Board of Directors.

B. National Activities.

The Board of Directors shall be authorized to approve payment of the registration fee at the “early bird” rate for any member wishing to attend the NALS Annual Forum, NALS Professional Development Conference, or NALS Region 3 meeting, subject to the limits of the budget for such activities. If any member whose registration fee has been paid by the Association fails to attend such meeting, or fails to find someone to use the registration in her place, then the member shall reimburse the fee to this Association.

Members wishing reimbursement for such registration fees shall notify the President prior to the early bird registration date cut-off established by NALS of their desire to attend a national meeting as described above.

The Board of Directors may authorize payment of additional member expenses for the NALS Annual Forum and NALS Professional Development Conference, subject to the limits of the budget, said additional expenses to include up to one-half of hotel expenses for those days spent attending the conference and up to a designated budget amount for other expenses, e.g., transportation, meals, etc. Members requesting such reimbursement shall notify the President within 30 days after the date of such meeting. The budgeted allowance shall be divided evenly among those members who request reimbursement.

Members attending a national meeting for which the Association has paid anything toward their expenses shall provide a written report of the meeting to the Association membership by way of publication in the newsletter. Those members may decide among themselves who will prepare the report.

C. State Activities.

The Board of Directors shall be authorized to approve the payment of expenses incurred by the Director, or in the alternative, the Alternate Director, for attendance at all state meetings, including mileage at the rate of the current IRS allowable deduction. The Board of Directors shall be authorized to approve payment of hotel expenses for the Director, or in the alternative, the Alternate Director, to attend state meetings scheduled for more than one day.

The Board of Directors shall be authorized to approve payment of the “early bird” registration fee for any member of this Association to state meetings, subject to the limits of the budget for such activities.

The Board of Directors may authorize payment of additional member expenses for the state annual meeting, subject to the limits of the budget. Members requesting such reimbursement shall notify the President within 30 days after the date of such meeting. The budgeted allowance shall be divided evenly among those members who request reimbursement.

- D. In addition to the expenditures authorized specifically herein, the Board of Directors shall be authorized to approve all expenditures up to \$1000.
- E. The Board of Directors shall be authorized to approve payment out of the Jo Spaulding Memorial Scholarship Fund of examination fees for members taking the Accredited Legal Secretary (ALS), the Certified Professional Legal Secretary (PLS) a/k/a Certified Legal Professional (CLP), or Professional Paralegal (PP) examinations, including fees for up to four retakes per member. If any applicant fails to take the exam, any fees so paid shall be reimbursed by the applicant.
- F. All other requests for payment of expenses and fees shall be submitted to the Board of Directors, who shall have authority to approve or deny any such expenditures.

3. Files.

- A. Permanent files of this organization shall be kept by the Historian or by a person or storage facility approved by the Board of Directors. Permanent files shall consist of the following: minutes, contracts, Treasurer's records, Parliamentarian's records, newsletters, rosters of this Association, and the permanent history of this Association.
- B. Files of officers and committee chairmen shall be delivered to the incoming officers and committee chairmen at the last regular membership meeting of the fiscal year or within two weeks of the beginning of the next fiscal year. If no successor has been appointed, the files shall be given to the President.
- C. Files of all officers and chairmen other than those listed in Section A shall consist of records for the current year plus the two preceding years.

4. Voting by Ballot.

- A. Tellers shall be appointed by the President to supervise and tally all votes cast by ballot.
- B. The chairman of tellers shall report the results in writing to the President, who shall announce the result.
- C. All ballots used in voting on any issue by the qualified members at any regular or special meeting shall be delivered to and destroyed by the Recording Secretary after adjournment of the meeting.

5. Scholarship Award Rules.

- A. Each fiscal year, one or more scholarship award(s) in the minimum amount of \$1000 shall be presented from the Jo Spaulding Memorial Scholarship Fund. The amount of the scholarship presented in any fiscal year may be increased by vote of the Board of Directors up to an additional \$1000. The scholarship shall be awarded on the basis of scholastic or legal career achievement, future career goals, demonstration of financial need, and leadership ability. The scholarship award may be granted to any qualified applicant enrolled in a school of advanced education in the legal field. Members of this Association who meet the criteria are eligible to apply for the scholarship.
- B. To qualify for the award, the candidate must meet the following criteria:
 - (1) Be a high school senior; or.
 - (2) Be enrolled in, or able to enroll in, a school of advanced education commencing with the ensuing school term.

Non-winning candidates from prior years who meet current qualifications are eligible for re-nomination. Prior winning candidates who meet current qualifications are eligible for re-nomination two years (2) after winning the award.

- C. The application form, required attachments, and deadline for submission of same shall be determined by the Scholarship Committee.
- D. In the event the winner does not accept the scholarship award, the scholarship will be awarded to the next highest candidate in order. The scholarship winner must notify this Association of his or her final decision regarding enrollment no later than June 30 following presentation of the award. Should the winner not enroll in the ensuing term of school, thereby forfeiting the award, it shall be presented to the first runner-up. Periodic reports on the progress of the scholarship winner shall be given to the Association when possible. It is recommended that the Association maintain

personal contact with the winner of the award and that they make a progress report from time to time.

- E. The scholarship award shall be paid directly to the school of the winner's choice for enrollment in the ensuing term of school.
- F. Any scholarship award must be used in full within one year from the date of the written notification to the winning candidate of his or her selection as a winner. Any unused scholarship award, or portion thereof, shall be refunded by the school to this Association by June 1 of the year following presentation of the award.

6. Legal Professional of the Year Award Rules.

- A. Any member in good standing of this Association with at least five (5) years of legal experience is eligible to be nominated for the Legal Professional of the Year ("LPY") award, with the exception of former winners.
- B. All candidates for the award shall be judged on the following criteria:
 - (1) Legal Professional Skills and Experience--60 Percent. To be submitted on one letter only, signed by the candidate's immediate employer, unless freelance or self-employed, then by an employer or principal client.
 - (2) Service to NALS, NALS of Michigan, and this Association--30 Percent. To be submitted on one letter only, signed by an officer of this Association.
 - (3) Civic, Charitable, and Volunteer Activities--10 Percent. To be submitted on one letter only, signed by a civic leader, clergyman, or state, county, or municipal official.
- C. Supporting letters covering only the above three categories may be attached to the official nomination form supplied by the LPY Committee. Said letters shall not exceed 500 words.
- D. The deadline for submission of nomination materials and the official nomination form shall be determined by the LPY Committee. Appropriate publicity regarding solicitation of nominations and the award winner shall be determined by the LPY Committee.
- E. After presentation of the award, the LPY Committee shall keep a list of the nominees and all other entry data submitted on behalf of nominees other than the winner shall be destroyed. The identities of the nominees other than the winner shall not be disclosed.
- F. The LPY Committee shall determine appropriate gifts to be presented to the award winner.

- G. Whenever possible, nominations and selection of the award winner shall conform with rules prescribed by the state association to enable the winner to qualify for nomination for the state award.

7. Member of the Year Award Rules.

Nominations for this award must be made by another member of NALS of Greater Kalamazoo. The nominating member must submit a statement as to why they believe the nominee is qualified to receive the award. The nominations for each candidate are then submitted to another Michigan affiliate chapter of NALS with the names redacted and they select a winner based on the following criteria:

- (A) All candidates for this award must be active members of NALS of Greater Kalamazoo.
- (B) The recipient of this award is someone who has been exceptionally valuable and instrumental to the furtherance of NALS of Greater Kalamazoo.

Member of the Year Committee members are not eligible for nomination. The prior year's winner (if applicable) is also not eligible for nomination as this award may not be given to the same member two consecutive years in a row.

This award may be given once per year, however, the award is to be given only in those years when it is determined that one or more worthy recipients have been nominated.

8. Changes in Standing Rules.

- A. A Standing Rule may be adopted at any regular or special meeting of this Association by a majority vote of the qualified members present at said meeting without previous notice.
- B. A Standing Rule may be amended or rescinded at any regular or special meeting of this Association by a two-thirds (2/3) vote of the qualified members present at said meeting without previous notice, or by a majority vote with at least thirty (30) days' previous notice.
- C. A Standing Rule may be suspended for the duration of a single meeting by a majority vote of the qualified members present at said meeting. Such suspension may be for a longer period if specifically ordered by said members.
- D. When possible, a proposed change to a Standing Rule shall be submitted to the Parliamentarian at least 30 days prior to a meeting.