

TAPA

INTERIM

STANDING RULES

OF THE

TULSA AREA PARALEGAL ASSOCIATION

ADOPTED: MAY, 1990
REVISED: FEBRUARY 1991
REVISED: APRIL 1992
AMENDED: SEPTEMBER 2005
AMENDED: NOVEMBER 2008
AMENDED: SEPTEMBER 2010
INTERIM REVISION: SEPTEMBER 2015

The TAPA board adopted these Interim Standing Rules to provide a basic level of consistency with the Amended and Restated Bylaws dated 09/09/2015, with the understanding that a more comprehensive review and update of the Standing Rules will be conducted in 2016.

The Article numbers in these Standing Rules correspond to the Article numbers in the TAPA Bylaws. Section numbers identified in parentheses refer to the TAPA Bylaws.

I. INCORPORATION; AFFILIATION

II. CODE OF ETHICS; POLICY; STANDING RULES

A. THESE STANDING RULES (Section 2.3)

1. Proposed recommendations for amendments to the Standing Rules may be submitted by any active member. Recommendations must be submitted in writing to the Parliamentarian.
2. A majority vote of the Board of Directors shall be required to amend or suspend a Standing Rule.
3. The Standing Rules shall automatically reflect any Bylaws amendments insofar as they affect the Standing Rules.

B. MEMBERSHIP ROSTER:

1. The contents of the official membership roster are not to be divulged to outside sources for any reason whatsoever, and each and every member receiving a roster, or portion thereof, is so bound by these restrictions. The rosters are for official use in connection with TAPA business, and the information contained therein must not be given out except in connection with specific duties of officers or chairs upon approval of the Board of Directors.
2. The membership roster will be released only upon approval of the Board of Directors for good cause shown.

C. TAPA FILES:

1. Permanent Files:
 - a. Permanent files shall be those of the Treasurer, Parliamentarian's files containing Bylaws, Minutes, the official TAPA roster, the Historian's files, and contracts.
 - b. Permanent files shall be stored at a place to be designated by the Board of Directors each year.
2. With the exception of permanent files listed above, files of officers and committee chairs shall consist of necessarily permanent files and informative files for the current year and the two years prior and should include a list of duties procedures, and deadline dates for the office. The officers and chairs shall be responsible for destruction of obsolete and miscellaneous material and correspondence. Chairs in charge of special

projects or committees shall maintain the permanent files, and committee members may destroy their files when the project is complete.

- D. PUBLICITY RELEASES: All proposed press, radio, and television releases or coverage shall be submitted for approval to the Communications Officer and the President prior to distribution.

III. MEMBERSHIP

A. APPLICATION FORMS (Section 3.4)

1. Upon receipt of a properly completed membership application, the Vice President shall review the application.
2. Immediately upon approval of the application, the Vice President shall:
 - a. Notify the applicant that s/he has been accepted for membership.
 - b. Provide the new member with a membership packet, which packet shall include a membership card, a copy of the Bylaws, an issue of The TAPA Times, and information pertaining to NALA.
 - c. Send a communication listing new members to the Treasurer, Secretary, and the Communications Officer.
3. If the applicant does not meet the requirements for membership set forth in Article IV of the Bylaws, the Vice President shall contact the applicant for further information. In the event of a question as to eligibility for membership, the matter shall be presented to the Board of Directors for determination.
4. Application for membership shall be rejected if the applicant does not meet the qualifications set forth in Article IV of the Bylaws. The Vice President shall notify the applicant of such rejection. Any rejected application may be referred to the Board of Directors for reconsideration upon written request of the applicant made to the President.

B. DUES AND ASSESSMENTS (Section 3.5)

1. Annual dues for active members shall be \$55.00.
2. Annual dues for Associate members shall be \$55.00.
3. Annual dues for Student members shall be \$25.00.
4. Annual dues for Sustaining members shall be \$100.00 or as established by the Board of Directors.
5. Annual dues for Emeritus members shall be zero dollars.

C. REMOVAL OF MEMBERSHIP:

1. Violations of the NALA Code of Ethics shall be grounds for expulsion from membership.
2. Provisions contained in Robert's Rules of Order, Newly Revised, concerning formal procedure for expulsion must be followed.
3. Information that membership should be canceled for an individual must be filed with the President.
 - a. Upon receipt of such information, the President shall notify the member whose membership has been placed in jeopardy.
 - b. The President shall then appoint a committee of two to work with the First Vice President to thoroughly investigate such charge.
 - c. The member under investigation shall be requested, by certified mail, to present relevant information by affidavit or personal meeting with the Committee.
 - d. The Committee shall report its findings to the Board of Directors within sixty (60) days, unless an extension of time is granted by the President for cause.
 - e. All investigation shall be private, and the name of the member under investigation shall not be disclosed to any person other than to persons whose testimony is necessary in connection with the investigation or to the Board of Directors.
 - f. All communications concerning such proceedings are to be marked "Confidential," and all files are to be maintained in strict confidence.
4. The Secretary shall notify the member within fifteen (15) days of the action of the Board of Directors by certified mail to the addressee only, return receipt requested.

D. APPEAL FROM REMOVAL OF MEMBERSHIP: Any individual whose membership has been removed may make written appeal for reinstatement as follows:

1. To the Board of Directors, which shall be considered and passed upon at the next regular or special meeting of the Board of Directors held thirty (30) days or more thereafter. Appellant shall have the right to appear before the Board of Directors at the meeting; or

2. To the membership, by forwarding written notice of appeal to the Secretary of the Association. Notice shall be placed upon the agenda of the next regular business meeting. The Appellant's membership will be reinstated only upon majority vote at such meeting.
3. No individual whose membership shall have been removed as set forth above shall have the right to apply for reinstatement more than one time.

IV. MEETINGS

A. BOARD MEETING PROCEDURE (Section 5.6):

1. Regular meetings are open to the general membership. Motions and seconds to motions must be made by Board members, but any member may discuss motions.
2. Any member may participate in discussions, but only Board members may propose action.
3. No proxy voting will be allowed.
4. Only one vote per Board member shall be permitted.
5. Reports of officers and committee chairs will be summarized in the minutes of the meeting.
6. A majority of the entire Board of Directors shall constitute a quorum and shall be requisite at all meetings of the Board of Directors for the transaction of any business.
7. The President has the right to require any motion, amendment, or instructions to a committee to be in writing.
8. When action by the Board of Directors is required before the next regularly scheduled Board meeting, a special meeting may be called to allow Board members to obtain information, discuss and vote on the action to be taken. This special meeting may be held in person, or by telephone, facsimile or email communication.

V. OFFICERS AND DIRECTORS

A. OFFICER RESPONSIBILITIES, GENERALLY (Section 5.7)

1. Miscellaneous expenses incurred on behalf of and necessary for the transaction of TAPA business, such as postage, telephone, Fax, supplies, and stationery not furnished by TAPA may be reimbursed by the Association. Expense claims for such items must be submitted to the Treasurer.

2. Each Officer shall make a written report at the Annual Meeting of the membership. This report shall be submitted to the President at least ten (10) days prior to the meeting in November of each year.
3. Copies of all reports shall be retained in the Officer's files and published in THE TAPA TIMES.

B. PRESIDENT (Section 5.8.1):

1. First responsibility is to the membership.
2. Supervises work of other officers and Committee Chairs and may delegate special assignments.
3. Checks Bylaws and calendar dates during the year for all TAPA activities and deadlines.
4. Makes appointments which are approved by the Board of Directors as set forth in the Bylaws .
5. Keeps the membership advised as fully as possible, in advance, of pertinent business to be conducted at meetings. This may be accomplished by a notice published in The TAPA Times, or via U. S. mail or electronically.
6. Refers all non-budgeted or over-budgeted expenditures to the Board of Directors.
7. Approves all communications to the membership, whether by U. S. mail or electronically and articles for publication.
8. Responsibilities formerly assigned to the Associations Liaison:
 - a. Shall establish communication with national, state, and local bar associations and other paralegal organizations on behalf of the Association.
 - b. Shall contact bar associations with information to promote and encourage recognition of the paralegal profession.
 - c. Shall report to the Association membership on the current position of bar associations and other paralegal organizations regarding association, affiliation, certification, guidelines, and/or standards and other matters affecting paralegals.
 - d. Shall monitor all Bar Association activities and any bills introduced into the Oklahoma State Legislature which would affect the paralegal profession. This Committee shall also apprise itself

of and advise the membership on pending and passed legislation in other states and court decisions in this and other jurisdictions, both state and federal, which would affect the paralegal profession.

C. FIRST VICE PRESIDENT (MEMBERSHIP) (Section 5.8.2):

1. Responsibilities formerly assigned to the Membership Committee:
 - a. Shall be charged with the responsibility of developing programs to encourage membership in this organization.
 - b. Shall receive applications for membership.
 - c. Shall work with the NALA Second Vice President to encourage membership in NALA.
 - d. Shall distribute membership packets and membership cards.
 - e. Shall be responsible for providing a current roster of membership and reporting the membership annually to NALA with the renewal fee for continued affiliation with NALA.
2. Responsibilities formerly assigned to the Job Bank Committee:
 - a. Shall receive and compile a list of all job openings submitted by paralegal employers.
 - b. Shall maintain a list of TAPA members seeking employment and furnish information regarding current job openings.
 - c. Shall act as a referral source only, making no recommendations of any type to either party.
3. Responsibilities formerly assigned to the Ethics Committee:
 - a. Shall report any alleged violation of the NALA Code of Ethics to the President for action as required by Standing Rule III.C.
 - b. Shall automatically be Chair of the investigation committee for any alleged violations.
 - c. Shall report the results of such investigation to the Board of Directors for action.

D. SECOND VICE PRESIDENT (EDUCATION) (Section 5.8.3):

1. Responsibilities formerly assigned to the Education Committee:

- a. Shall plan and coordinate educational seminars subject to prior approval of the Board of Directors.
 - b. This committee chair or their designee shall moderate each educational seminar.
 - c. Shall furnish copies of all correspondence regarding each educational event to the President.
 - d. Shall be responsible for obtaining speakers, reproducing handout materials (within budget authority), and thanking speakers.
 - e. Shall provide Communications Officer with complete details of all seminars in ample time to publicize them.
2. Responsibilities formerly assigned to the Program Committee:
- a. Shall be responsible for obtaining the location for membership meetings.
 - b. Shall be responsible for obtaining educational speakers for ten (10) regular monthly meetings each year.
 - c. Shall consult NAPA when necessary regarding approval for CLAE credits.
3. Responsibilities formerly assigned to the Scholarship Committee: The Method used by the Scholarship Committee to select the recipient(s) of the scholarship(s) will be at the sole discretion of the Scholarship Committee.

Method 1

- a. Solicit applications from the Tulsa County area.
- b. Review and process applications.
- c. Recommend persons to serve on the Selection Committee, including attorneys and/or educators.
- d. Facilitate review of applications by the Selection Committee.
- e. Present finalist(s) to the Board of Directors for approval.
- f. Notify the successful applicant(s) and distribute scholarship funds.

OR

Method 2

- a. Award via lottery to one or more of its members a Certified Legal Assistant / Advanced Paralegal Certification Scholarship. The award will pay for the cost of the CLA/CP Exam or the cost of one of the APC Programs. To qualify for this award, the recipient(s) must be a TAPA member in good standing (dues current) and qualified to sit for the National Association of Legal Assistants / Paralegal's CLA/CP or ACP examination. Award money will be paid directly to NALA and must be utilized within one year from the date of winning the scholarship.

E. SECRETARY (Section 5.8.4):

1. Prepares roll call for each Board meeting.
2. Maintains permanent files of all minutes of the Association.
3. The Secretary shall maintain an accurate register of officers and special and standing committee chairs. A copy of such roster shall be provided to each member of the Board of Directors and published in each issue of THE TAPA TIMES.

F. TREASURER (Section 5.8.5):

1. Bank Account: The Treasurer shall be responsible for maintaining bank account(s) for this Association pursuant to appropriate resolutions of the Board of Directors.
2. Disbursements: The Treasurer shall promptly prepare and process checks for all expenditures approved by the Board of Directors.
3. Expense Claims: Expense claims must be submitted to the Treasurer. If the item is unbudgeted or over-budgeted, all copies of expense claims must be submitted to the Board of Directors for approval.
4. The Treasurer shall indefinitely retain copies of all income tax reports, financial reports, and ledger records, together with all the other miscellaneous financial data for the current year.
5. Responsibilities formerly assigned to the Finance Committee:
 - a. Shall deposit all funds and make all disbursements, subject to approval of the Board of Directors, as provided in the budget.
 - b. Shall submit extraordinary expenses for approval to the Board of Directors before obligation to pay.
 - c. The Treasurer shall compile financial information to assist the Board of Directors in formulating the annual budget.

- d. Shall make disbursements of organization funds by organization check, signed by the Treasurer, President or Vice President.
- e. Shall submit a written financial report at each regular Board of Directors meeting to be attached to the official minutes as part of the permanent record.
- f. Shall be an ad hoc member of the Education Committee.

G. COMMUNICATIONS OFFICER (Section 5.8.6):

- 1. Responsibilities formerly assigned to the Public Relations Committee:
 - a. Shall have the duty of editing, approving, and handling any and all materials for publication pertaining to TAPA, including arrangements for radio and television programs, or in any other media.
 - b. Must submit proposed articles to the TAPA President for approval prior to publication.
 - c. Shall investigate advertising prices in legal publications and journals and make recommendations to the Board of Directors.
 - d. Shall work with the Second Vice President (Education) in publicizing all projects and activities of the Association.
 - e. Shall aid in developing promotional brochures for the Association.
- 2. Responsibilities formerly assigned to the Publications Committee:
 - a. The name of the publication shall be The TAPA Times.
 - b. Shall act as editor and have charge of publishing and circulating the publication.
 - c. Shall submit a draft copy of the publication to the President at least five (5) days prior to printing and distribution.
 - d. Shall be responsible for an adequate number of THE TAPA TIMES being printed so that each member in good standing receives a copy. At least four (4) issues must be published during each fiscal year.
 - e. Submit a draft copy of each issue to the President for approval at least five (5) days prior to publication.

- f. Files shall contain one copy of each printed issue for a permanent record [and one copy shall be forwarded to the Historian for maintenance in the files]
 - g. The budget shall be determined by the Board of Directors.
 - 3. Responsibilities formerly assigned to the Historian:
 - a. Shall collect and maintain all information, records, and publications of this Association as are deemed to have historical significance.
 - 4. Responsibilities formerly assigned to the Advertising Committee:
 - a. Shall be responsible for all items which promote TAPA as an organization, or which promote any of TAPA's functions or its members.
- H. NALA LIAISON (Section 5.8.7):
 - 1. Keeps members apprised of NALA projects and activities through reports at membership meetings and/or articles in The TAPA Times.
- I. PARLIAMENTARIAN (Section 5.8.8):
 - 1. Shall supervise parliamentary procedure at all meetings, counseling with the President when asked for an opinion.
 - 2. Parliamentarian shall review any Bylaw amendments proposed by a member of this Association.
 - 3. Parliamentarian shall ensure that the required notice to members is published in The TAPA Times, via U. S. mail or electronically.
 - 4. Responsibilities formerly assigned to the Bylaws and Standing Rules Committee:
 - a. Shall draft proposed Bylaw and Standing Rule amendments as directed by the Board of Directors.

VI. COMMITTEES

- A. STANDING COMMITTEES (Section 6.1)
 - 1. Nominations and Elections:
 - a. Shall announce at the September and October membership meetings that members desiring to become candidates for office should contact one of the committee members.

- b. Shall publish a notice in The TAPA Times that candidates are being solicited.
 - c. Shall check with the Vice President and/or Treasurer to ascertain that candidates are active members in good standing.
 - d. Shall compile a list of candidates and submit it to the President and the Communications Officer before the expiration of 30 days prior to the scheduled election.
 - e. Shall assist with the election of officers at the regular November meeting and shall prepare ballots in advance of the meeting for any contested office.
- B. The President shall be consulted on any question involving actions of the committee Chairs that are not specifically addressed by these Standing Rules or the Bylaws of TAPA.

VII. PARLIAMENTARY AUTHORITY

- A. Voting by proxy will be allowed. Only one vote per member shall be allowed, unless the member holds a proxy(ies).
- B. Pursuant to Robert's Rules of Order, Newly Revised, nominations for each office specified in the rule shall be called for from the floor of the Annual Meeting.

VIII. FISCAL YEAR

IX. AMENDMENT TO BYLAWS

- A. Any proposed amendment by a member must be delivered to the Parliamentarian, with a copy furnished to the Secretary of this Association.
- B. Notice of proposed amendments shall be published in The TAPA Times or by special mailing via U. S. mail or electronically to the membership at least thirty (30) days in advance of the regular or special meeting at which the amendment is considered.
- C. Any amendment shall become effective by the affirmative vote of two-thirds (2/3) of the membership present at the meeting and shall become effective immediately unless the amendment specifies a time for its going into effect.

X. DISSOLUTION

XI. RETENTION OF NALA AFFILIATION

LAST AMENDED: SEPTEMBER 2010