

STANDING RULES

LEGAL STAFF PROFESSIONALS OF GREENVILLE

MARCH 2015

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**LEGAL STAFF PROFESSIONALS OF GREENVILLE
STANDING RULES**

Standing Rules of the Legal Staff Professionals of Greenville set forth in more detail information regarding practices of the Association.

**ARTICLE I
Name and Affiliation**

The name and affiliation of this Association are Legal Staff Professionals of Greenville and affiliated with NALS, a not-for-profit corporation of the State of Oklahoma and affiliated with Legal Staff Professionals of South Carolina.

**ARTICLE II
Purpose/Policy**

The purpose of this Association is set forth in Article II of the Bylaws.

**ARTICLE III
Membership**

Section 1. **Qualifications.** The qualifications for membership in this Association are set forth in Article III, Section 1 of the Bylaws.

Section 2. **Membership Classifications.** The classifications of membership in this Association are set forth in Article III, Section 4 of the Bylaws.

**ARTICLE IV
Dues, Fees and Expenses**

Section 1. **Due Date.** All dues levied on members shall be due on the first day of the month following the anniversary date established by NALS. Dues shall be paid each year directly to NALS on or before the first day of the next month following the established due date.

Section 2. **Dues.**

- A. Individual Members. Dues shall be \$15.00 per year, which includes subscription to the Association's publication.
- B. Retired Members. Dues shall be \$15.00 per year, which includes subscription to the Association's publication.
- C. Life Members. The Association recognizes the granting of life membership to a member who has rendered outstanding service to NALS, the state Association and Legal Staff Professionals of Greenville. Life members shall pay no dues, but shall be entitled to receive the Association's publication.
- D. Student Members. Dues shall be \$15.00 per year, which includes subscription to the Association's publication, for the first two years of membership. After two years, dues shall be the same as individual members.
- E. Associate Members. Dues shall be \$15.00 per year, which includes subscription to the Association's publication.
- F. Honorary Members. Shall pay no dues, but shall be entitled to receive the Association's publication.

- G. Secondary Members. Dues shall be \$15.00 per year, which includes subscription to the Association's publication.

Section 3. **Refunds of Dues.** Except as to members transferring from this Association, there shall be no refund of dues after an applicant shall have become a member. Dues of a member transferring to another chapter may be prorated and forwarded to the other local Association.

Section 4. **Assessments.** Assessments for any purpose may be levied by resolution setting forth the amount and purpose for which the assessment is to be used, presented at a regular meeting of the Association, after notice of such presentation, and passed by a majority vote of the members attending such meeting.

Section 5. **Expenses.**

A. **Budgeted Expenses.** Officers, committee chairmen, or other members who incur expenses that are budgeted, provided funds are available, will be reimbursed for such expenses upon presentation of proper documentation to the treasurer. Where possible, such request for funds shall be submitted within thirty (30) days of the date the expense was incurred. If there are not sufficient funds available in that budgeted category for such expenditure, request shall be made prior to expending funds for approval. Amounts of less than \$50 may be approved by the Board; amounts greater than \$50 must be approved by the Association.

B. **Expenses not Budgeted.** If the Board determines that an expense on behalf of the Association is necessary or in the best interest of the Association, it may approve amounts up to \$50. Amounts exceeding \$50 shall be approved by the Association prior to such expenditure being made. All expenses shall be reported to the Association.

C. **Expenses for Attending State Membership Meeting.** Where budgeted, the early-bird registration ticket of those members in good standing who desire to attend a state membership meeting will be reimbursed by the Association. However, if the employer of any member pays for that member's registration ticket, the Association will not reimburse the registration. No other expenses will be paid for this meeting. When the amount budgeted does not cover the registration of all members in attendance, the Board may elect to divide the budgeted amount amongst all members in attendance or to increase the budgeted amount to cover all members in attendance.

D. **Expenses for State Annual Meeting and Educational Conference.** Where budgeted, the early-bird registration ticket of those members in good standing who desire to attend state annual meeting will be reimbursed. If the employer of any member pays for the member's registration ticket, the Association will not reimburse the registration. No other expenses will be reimbursed to this meeting. When the amount budgeted does not cover the registration of all members in attendance, the Board may elect to divide the budgeted amount amongst all members in attendance or to increase the budgeted amount to cover all members in attendance.

E. **Expenses for NALS Meeting(s).** Those members attending NALS National meetings must be active and in good standing; must participate in the Association's educational projects and/or other projects for the year; must attend the entire meeting; all business sessions; at least one educational workshop and report to the Association on the contents of said workshop; attend all social functions directly related to her so as to show support of this Association for the functions of NALS. Member must submit a written report to the Association for publication in LINKS regarding the events attended.

a. **Expenses for NALS Education Conference and National Forum.** Where budgeted, the Association will send the president to the NALS Education Conference and National Forum and will include a set amount in the budget to assist in covering expenses that may not be covered by NALS or the state Association. Expenses covered by the Association may include early-bird registration, transportation, meals, or any additional expenses that are required in attending the conference. Early-bird registration and transportation will be reimbursed by the Association as soon as those expenses are incurred. If the employer of any member pays for the member's registration ticket or any other expenses, the Association will not pay for those expenses. If the president is unable to attend or additional funds are available for members of the Association to attend, the amount budgeted shall be divided amongst the members in attendance presenting reimbursement requests. When the amount budgeted does

not cover the expenses of members in attendance, the Board may elect to divide the budgeted amount amongst all members in attendance or to increase the budgeted amount to cover all members in attendance.

b. Expenses for NALS Professional Development and Education Conference. Where budgeted, the Association will send the president-elect to the NALS leadership and educational conference, and will include a set amount in the budget to assist in covering expenses that may not be covered by NALS or the state Association. Expenses covered by the Association may include early-bird registration, transportation, meals, or any additional expenses that are required in attending the conference. Early-bird registration and transportation will be reimbursed by the Association as soon as those expenses are incurred. If the employer of any member pays for the member's registration ticket or any other expenses, the Association will not pay for those expenses. If the president-elect is unable to attend or additional funds are available for members of the Association to attend, the amount budgeted shall be divided amongst the members in attendance presenting reimbursement requests. When the amount budgeted does not cover the expenses of members in attendance, the Board may elect to divide the budgeted amount amongst all members in attendance or to increase the budgeted amount to cover all members in attendance.

F. Reimbursement. If the Association has paid any portion of a member's expenses to attend a meeting or conference and the member is unable to attend for any reason, the member shall:

- a. contact hosting Association and obtain a refund, payable to the Association;
- b. pay to the Association any difference if a handling fee, late fee, etc. has been deducted from the refund;
- c. reimburse the Association for all funds advanced should no refund be available.

ARTICLE V. Member Meetings and Voting

Section 1. **General Membership Meetings.** General membership meetings of this Association shall be held on the third Wednesday of each month. When holidays or schedule conflicts occur, the Board shall have authority to reschedule a general membership meeting. The price for the luncheon shall be fixed by the Association in conjunction with the charges made by the restaurant where the meeting is held.

Reservations for lunch shall be made through the Reservation Chairman, or an appointed designee, and must be cancelled prior to the reservation deadline. When reservations are made, the member shall be charged even if she does not attend. If a luncheon is not paid for, even if attending, the person shall be immediately billed for the price of the luncheon, whether or not the person is a member.

The order of business shall be: Call to Order; invocation; pledge of allegiance; NALS Code of Ethics; recommendations from the Board; old business; new business; announcements; speaker; door prize; adjournment. Minutes of the last board meeting, treasurer's report and any committee reports are available upon request.

Section 2. **Special Meetings.** Special meetings of this Association may be held at such time and place and a majority of the members shall approve. Special meetings shall include Court Observance, Probate Court seminar, educational training seminars, community projects, Fashion Show or other such special activities.

Section 3. **Voting.** A simple majority of votes of members attending any meeting shall be necessary for the conducting of business. Voting methods are set forth in the Bylaws.

ARTICLE VI. Board of Directors and Executive Committee

The Board of Directors of this Association is as set forth in the Bylaws. The Board shall hold its monthly meeting at least one week prior to the regular monthly meeting of the Association and may hold such other meetings

as the President and/or the Executive Committee may deem necessary. Guidelines for the Executive Committee are set forth in the Bylaws.

ARTICLE VII. Committees

Within thirty (30) days after election of officers the president may appoint the following committees to carry out the purposes, business and programs of this Association: Award of Excellence; Certification; Chaplain; Community Projects; Education; Employment; Financial Review; Greeters/ Sunshine and Welfare; Historian; Marketing and Publicity; Membership; Nominations and Elections;; Parliamentarian; Publications/*LINKS* Editor; Reservations; Scholarship; Technology; and Ways and Means. These committees shall have such other duties and responsibilities as may be designated by the president, Board, or the membership. When required, reports of activities of committees shall be reported to the membership. Officers may serve in other positions along with their elected or appointed office. The president may from time to time appoint other committees as she may deem necessary in order to carry out the functions of this Association.

Section 1. **Award of Excellence.** This committee shall have the responsibility of soliciting applicants for the Award of Excellence if the Association desires to make such an award. The committee shall distribute forms, select judges, order plaque, and make presentation at a meeting of the Association. This committee shall also have available application forms for state and national competition if desired. The committee shall also submit the winner's application to the state association.

Section 2. **Certification.** This committee shall work with state and national Associations in making available to members of this Association information concerning the following: the accredited paralegal exam, PP program; the professional legal secretary examination, the PLS program; the accredited legal secretary exam, the ALP program, and all other certifications available through NALS.

Section 3. **Chaplain.** This committee shall be responsible for a brief Thought for the Day and invocation at general membership meetings of this Association.

Section 4. **Community Projects.** This committee shall be responsible for organizing community projects which the Association participates in and serving as a contact between the project coordinator and the Association. This committee shall also be responsible for obtaining non-profit organizations for consideration in the Association's December charity event and shall secure a speaker from the non-profit organization for the December meeting.

Section 5. **Education.** This committee, led by the president-elect, shall be responsible for the development and coordination of all continuing education a programs of this Association. It shall obtain educational material for the bulletin or articles to be disseminated to the members with a view of assisting members to become better legal assistants and/or assisting attaining certification. It shall educate the legal community on the educational programs of the Association and provide seminars for the legal community.

- a. **Speakers** – This sub-committee shall be in charge of securing speakers for the general membership meetings. The president shall serve as a member of this committee.
- b. **Programs** – This sub-committee shall plan and provide the program at all meetings of this Association. All speakers should be advised that this Association is non-political. The speakers should be limited to not more than 20-25 minutes so that the meeting may be adjourned at 1:30 p.m.
 - i. **Court Observance Week.** This committee shall be in charge of making all preparations for court observance activities, contact the proper officials at the courthouse, contact the area schools, secure a declaration from the Mayor, prepare all letters to students and attorneys, secure a speaker, and make all preparations for the court observance activities, including the luncheon.
- c. **Probate Court Seminar** – This sub-committee shall be in charge of all aspects of planning and assisting the Greenville County Probate Court staff in presenting this seminar.

Section 6. **Employment.** This committee shall keep records of all members seeking employment and all employers seeking personnel. It shall notify the membership of such employment needs. This committee will keep in mind at all times that this Association is not an employment agency and is for use by members of this Association only. It shall make no recommendations of anyone for employment.

Section 7. **Financial Review.** This committee shall make an audit of the books of the Association at such times as requested by the Board of directors and/or membership.

Section 8. **Greeters/Sunshine & Welfare.** This committee shall be present at general membership meetings to welcome members and guests to meetings. Where available, committee members shall pass out name badges prior to the meeting and collect them after the meeting. This committee shall be responsible for informing the Association of any personal needs and concerns of members. This committee shall use the following guidelines: Cards, emails, and other similar written communications shall serve as inspiration and motivation to members who are ill in the hospital and at home, to immediate family of members who are ill, and to members in case of death of spouse, child, parent or member of immediate family. Congratulations card to members upon birth of child or marriage.

Section 9. **Historian.** This committee, chaired by the Immediate Past President, shall maintain a historical record of the Association.

Section 10. **Marketing and Publicity.** This committee shall publicize and market the events of this Association through media, printed publications, internet, and like sources. This committee shall also maintain a file of articles published for the Association.

Section 11. **Membership.** This committee, chaired by the vice-president/membership, shall solicit new members. An application for membership will be available from this committee. Membership packets will be given to prospective new members attending our general membership meeting or others interested in membership.

Section 12. **Nominations and Elections.** This committee shall be responsible for issuing a call for nominations, receive nominations from the members and determine that the nominee meets the qualifications for the office to which nominated, secure acceptance of qualified nominees, and cause a ballot to be prepared containing, in alphabetical order, the names of the nominees for each office. A sample ballot will be provided to each member prior to the election of officers in March of each year.

This committee shall have charge of the election of officers at the annual meeting in March; however, the president presides during the election of officers. If she is a candidate for office, she shall pass the gavel to the vice president during the election for that office. The committee shall prepare necessary ballot forms for each office, with ample ballots, blank paper and pencils present at the meeting.

The parliamentarian always serves on this committee.

The nominating committee, including the parliamentarian, serves as tellers for the election. Anyone who is a candidate for office shall not serve as a teller.

Nominations for office may be made from the floor during the election of officers provided that the person making the nomination will have secured the permission from the nominee in writing, including qualifications for the office, and presented same to the nominations and elections committee prior to the nomination from the floor.

The officers to be elected at the annual meeting are: president elect, vice president, secretary, and treasurer. Should there be but one nominee for office, the ballot may be dispensed with and the officer elected by voice vote.

- a. **Re-election.** No member shall hold the same office for more than two consecutive years. The purpose of the president-elect system is to allow members to move through the officer chairs at a more rapid pace and therefore encourage a greater number of members to become officers. This may be waived by a majority vote of the membership.

- b. **Proxy Voting.** No proxy voting shall be allowed at any time.
- c. **Vacancies.** Vacancies in office shall be handled by this Association as set forth in the Bylaws of this Association.

Section 13. **Parliamentarian.** This position shall be held by the immediate past president of the Association who shall serve at the discretion of the Executive Committee in providing necessary information to assist in the operations of the Association.

Section 14. **Publication/LINKS Editor.** This committee shall have the responsibility, with the assistance of the president, of distributing to the membership news of the Association, and legal educational articles received from the Education Committee. If distribution is by electronic mail, printed copies shall be made available to members not having access to electronic distribution.

Section 15. **Reservations.** This committee, chaired by the Treasurer, shall have charge of the regular luncheons of this Association, shall choose the menu, and publish it to the members. It shall contact members for reservations for the luncheons and shall coordinate with the restaurant. As noted elsewhere in these Standing Rules, all reservations and cancellations shall be made through this committee. A reservation not cancelled in a timely manner shall be billed to the member or other person making such reservation. It shall make such other contacts, either by phone or electronically, as designated by the president and/or the Board.

Section 16. **Scholarship, Ann P. Armstrong.** This committee shall be in charge of collecting funds and assisting to secure applicants for any scholarship that is awarded by or on behalf of the Association. The committee shall be responsible for confirming the receipt of scholarship funds to the appropriate institution and for acknowledging the scholarship recipient at a general membership meeting. The committee shall also submit the recipient as an applicant for the state scholarship. The treasurer shall serve on this committee.

Section 17. **Technology.** This committee shall assist in the development and maintenance of the Association's web pages and any other programming or internet accessibility.

Section 18. **Ways and Means.** This committee shall be in charge of all fund-raising activities of the Association to meet the budget requirements. It shall work closely with the Education Committee as needed in fund raising endeavors.

- a. **Finance | Monthly Raffle | Theme Auction** – This sub-committee shall be in charge of all fund raising activities from the selling of raffle tickets for the monthly door prizes, Theme Auctions and other events as determined by the President.
- b. **Coupon Books** – This sub-committee shall be in charge of the fund raising activity of selling coupon books.

ARTICLE VIII Duties of Officers

The duties of the officers are as set forth in Article VII, Section 5 of the Bylaws of this Association.

ARTICLE IX Dual Signatures

The President and Treasurer shall both be authorized to sign checks of this Association. Current signature cards shall be kept on hand at the financial institution used by the Association.

ARTICLE X
Parliamentary Authority

The parliamentary authority of this Association shall be the current edition of Robert's Rules of Order as set forth in the Bylaws. However, in conducting the business of this Association, common sense should prevail.

ARTICLE XI
Adoption and Amendment

These Standing Rules may be adopted by a majority vote of the members of the Legal Staff Professionals of Greenville. They may be amended or rescinded by a two-thirds vote of the members present, without previous notice, or by a majority vote after previous notice.

In the event any member shall violate any of the rules of this Association, such member may be expelled in accordance with the National Standing Rules, Article IX.

ARTICLE XII
Dissolution of Chapter

In the event of dissolution or withdrawal of the chapter from the National Association, the procedures set forth in the Bylaws of the National Association shall be followed.