

WEST TEXAS PARALEGAL ASSOCIATION

REVISED STANDING RULES

Effective September 30, 2012

Effective June 2008

Effective March 1997

Meetings. WEST TEXAS PARALEGAL ASSOCIATION (the "Association") shall meet bimonthly, beginning in November, on the first Wednesday of the month at 6:00 p.m., at a place to be announced. The date and time may be changed by a majority vote of the membership at a regular called meeting, or by electronic mail. If an email address is not on file for a member, notice of the vote will not be sent.

1. Fiscal Year, Dues, Assessments and Delinquency. Fiscal year of the Association as stated in the Bylaws, is October 1 to September 30. Dues for Active or Associate membership are assessed at \$20.00 per year per member. Dues for Sustaining membership are assessed at \$100.00 per year per member. Memberships expire on September 30, and renewals of membership shall require payment of the appropriate fee. Any member who has not paid the appropriate dues by October 1 is delinquent and not in good standing and loses all rights of membership until paid. Therefore any member not in good standing shall not be eligible to run for office or to vote. Any member who has not paid the appropriate fee by January 1 shall be deleted from the membership rolls of the Association. Reinstatement will require the submission of a new application in accordance with the requirements then in effect. Dues shall be prorated if paid after April 1.

2. Objective. The Association is organized for the purpose of education and the promotion of the paralegal profession. The Association shall promote the education of paralegals by funding any scholarships that may be established by the Association if funds are available.

Amending or Revising Standing Rules. The Standing Rules may be amended or revised by a two-thirds (2/3) vote of the eligible voting members present at any regular meeting, or by conducting a vote by electronic mail. If an email address is not on file for a member, notice of the vote will not be sent.

3. Notice of any proposed changes to the Standing Rules shall be given to the membership at least 30 days prior to the date the vote is to be conducted.

Suspension of Standing Rule. Any Standing Rule may be suspended by a majority vote of the eligible voting members present at any regular meeting, or by conducting a vote of the members by electronic mail. If an email address is not on file for a member, notice of the special meeting will not be sent.

4. Duties of Officers. Without prior specific authorization of a majority vote of the Executive Committee, an officer shall not incur any financial obligation or enter into any contract on behalf of the Association. The following is an enumeration of the duties of Elected and Appointed Officers. Such enumeration is in no way a limitation, but shall serve as a guide.

A. President.

1. Preside at all meetings of the Association and Executive Committee;
2. Appoint a Parliamentarian, Lubbock County Bar Association Liaison and committee chairs not provided by election, all of which appointments are subject to the approval of the Executive Committee for announcement in the first publication of the newsletter after approval;
3. Present proposed plans for term and suggested committee chair appointments to the Executive Committee at the first Executive Committee meeting after beginning term as President;
4. Review, approve and implement an annual budget for the Association at the first membership meeting after installation;
5. Serve as primary representative of the Association at the meeting of the Texas Alliance of Paralegal Associations;
6. Have general supervision over the affairs of the Association, subject to the direction of the Executive Committee;
7. Assume charge over the envelope containing the ballots cast for election of officers. At the next membership meeting, upon proper motion and second, destroy the envelope and its contents;
8. Appoint the Audit Committee, the chair of which shall be the immediate past Treasurer, and also consisting of the President-Elect and one other member, consisting of three members at the July meeting.
9. Pass files to the successor in office immediately upon installation of the successor;
10. Ensure that the files of all other officers whose terms expire concurrently are delivered to their respective successors;
11. If a vacancy occurs in the office of President, this vacancy shall be filled in the following order of succession: President-Elect, First Vice-President; Second Vice-President; Secretary, Treasurer.

B. President Elect.

1. Use the term of office to become thoroughly familiar with all matters pertaining to the Association;
2. Formulate plans for term of office as President for presentation to the Executive Committee at the first meeting after beginning term as President;
3. Serve as secondary representative of the Association at the meeting of the Texas Alliance of Paralegal Associations;
4. Serve as chairman of the West Texas Paralegal Association Scholarship committee;
5. Serve as a member of the Lubbock Area Foundation Scholarship committee;
6. Perform or share such other duties as may from time to time be assigned to this office by the President or Executive Committee;
7. Serve as member and attend the meetings of the Executive Committee;
8. Serve on the Audit Committee;
9. Become President of the Association at the end of the President's term;
10. Preside and assume duties assigned to the President in the President's absence;
11. Pass files to the successor in office immediate upon installation of the successor;
12. If a vacancy occurs in the office of President-Elect, the Executive Committee shall recommend an eligible member to fill the remaining term of office and shall present the recommendation to the membership as an affirmative action.

C. First Vice President.

1. Serve as Chair of the Legal Education Committee and assure compliance with the purpose and duties of that committee as stated herein;
2. Assure fulfillment of the educational requirements under Article VI Section 4 of the Bylaws of the Association;
3. Report educational meetings to the NALA Liaison including speakers names, topics and number in attendance;
4. Serve as a member and attend the meetings of the Executive Committee;
5. Perform or share such other duties as may from time to time be assigned to this office by the President or Executive Committee;
6. Pass files to the successor in office immediately upon installation of the successor;

7. If a vacancy occurs in the office of First Vice President, the Executive Committee shall recommend an eligible member to fill the remaining term of office and shall present the recommendation to the membership as an affirmative action.

D. Second Vice President.

1. Serve as Chair of the Membership Committee and assure compliance with the purpose and duties of that committee as stated herein;
2. Receive and process membership applications as stated in Standing Rule 9;
3. Write and send copies of letters to approved members as stated in Standing Rule 9;
4. Maintain a current membership roster and bring copies to each membership meeting;
5. Maintain a current mailing list for notification of special events;
6. Serve as a member and attend the meetings of the Executive Committee;
7. Serve or share such other duties as may from time to time be assigned to this office by the President or Executive Committee;
8. Pass files to the successor in office immediately upon installation of the successor;
9. If a vacancy occurs in the office of Second Vice President, the Executive Committee shall recommend an eligible member to fill the remaining term of office and shall present the recommendation to the membership as an affirmative action.

E. Secretary.

1. Take, maintain and preserve in a permanent file all minutes, exhibits and other attachments of the proceedings of all meetings of the Association and Executive Committee;
2. Attach a copy of the written financial report prepared by the Treasurer to the official minutes of each meeting as part of the permanent record;
3. Make minutes of any meeting available to the NALA President upon request;

4. Maintain a supply of stationary, envelopes and brochures for the Association;
5. Check the Association post office box and forward correspondence to the appropriate Officer or Committee Chair for answering. Mail not for a specific Officer or Committee Chair shall be forwarded to the President;
6. See that all notices are duly given in accordance with the Bylaws and Standing Rules;
7. Assist President in any way including giving notices of meetings;
8. Accept delivery of the proposed ballot from the Nominations & Elections Chair and present to the eligible voting members in compliance with the Election Procedure as stated in 7-C of these Standing Rules;
9. Serve as a member and attend the meetings of the Executive Committee;
10. Perform or share such other duties as may from time to time be assigned to this office by the President or Executive Committee;
11. Pass files to the successor in office immediately upon installation of the successor;
12. If a vacancy occurs in the office of Secretary, the Executive Committee shall recommend an eligible member to fill the remaining term of office and shall present the recommendation to the membership as an affirmative action.

F. Treasurer.

1. Have custody of the funds of the Association;
2. Collect all dues and assessments and deposit within seven (7) working days of receipt;
3. Deposit funds in the name and to the credit of the Association in such depository as the Executive Committee may direct;
4. Disburse funds of the Association as approved by the Executive Committee as provided in the budget or upon special motion approved by the eligible voting members;
5. Keep full and accurate account of all receipts and disbursements;

6. Render a written account of all transactions and of the financial condition of the Association at each Executive Committee meeting and at each membership meeting;
7. Obtain a current membership roster from the Membership Chair and timely forward to NALA with the NALA Affiliation renewal fee;
8. Turn over financial records of the Association to the Audit Committee for its review upon request;
9. Serve as a member and attend the meetings of the Executive Committee;
10. May, at the request of the Executive Committee and at the expense of the Association, be required to be bonded for the faithful discharge of duties of office;
11. Perform or share such other duties as may from time to time be assigned to this office by the President or Executive Committee;
12. Pass files and checkbook to the successor in office immediately upon installation of the successor;
13. If a vacancy occurs in the office of Treasurer, the Executive Committee shall recommend an eligible member to fill the remaining term of office and shall present the recommendation to the membership as an affirmative action.

G. NALA Liaison.

1. Must become a NALA member in good standing upon election and throughout the elected term of office;
2. Be familiar with NALA Bylaws and Standing Rules;
3. Represent the Association at the NALA Annual Meeting and shall vote on behalf of the Association when possible due to scheduling or budgetary constraints. Only costs previously budgeted and approved by the Association are to be paid by the Association;
4. Submit to the NALA Affiliated Associations Director items and topics from the Association membership for discussion and participate in the discussion sessions at the NALA annual meetings, if present;
5. Report to the Association on the NALA Annual Meeting;
6. Obtain a report of all educational meetings from the First Vice President;

7. File reports with the NALA Affiliated Associations Director on forms provided by NALA Headquarters when required by NALA;
8. Report the names of newly elected officers of the Association to the NALA Affiliated Associations Director on forms provided by NALA Headquarters;
9. Provide the NALA Parliamentarian and Affiliated Associations Director with Bylaw changes within sixty (60) days of passage;
10. Serve as the main contact between NALA and the Association;
11. Serve as a member and attend the meetings of the Executive Committee;
12. Perform or share such other duties as may from time to time be assigned to this Office by the President or Executive Committee;
13. If a vacancy occurs in the office of NALA Liaison, the Executive Committee shall recommend an eligible member to fill the remaining term of office and shall present the recommendation to the membership as an affirmative action.

H. Parliamentarian.

1. Attend all membership and Executive Committee meetings and give opinions on parliamentary procedure upon request of the President;
2. Be familiar with NALA Bylaws and the Bylaws and Standing Rules of the Association;
3. Be familiar with Code of Ethics and Professional Responsibility of NALA;
4. Robert Rules of Order (Newly Revised) shall be the parliamentary authority where applicable. In the event of conflict between such Rules and the Bylaws or Standing Rules of the Association, the Bylaws and Standing Rules shall govern;
5. Be prepared to offer opinions on parliamentary procedure and/or to interpret the Bylaws or these Standing Rules to any officer, director or member upon request;
6. Serve as Chair of the Bylaws and Standing Rules Committee;
7. Serve as a member and attend the meetings of the Executive Committee;

8. Perform or share such other duties as may from time to time be assigned to this office by the President or Executive Committee;
9. If a vacancy occurs in the office of Parliamentarian, the President shall appoint an eligible member to fill the remaining term of office.

I. Lubbock County Bar Association Liaison.

1. Serve as a member and attend the meetings of the Executive Committee;
2. Serve as the main contact between the Lubbock County Bar Association and the Association.

7. **Duties of Standing Committees.** Without prior specific authorization of a majority vote of the Executive Committee, a committee shall not incur any financial obligation nor enter into any contract on behalf of the Association. Each Chair shall make a written report at the annual meeting of the membership. This report shall be submitted to the President and to the Secretary at least 30 days prior to the annual meeting. Each Chair shall also submit to the President and Newsletter Chair a written report at least ten days prior to each meeting. The following is an enumeration of the duties of Standing Committees (such enumeration is in no way a limitation, but shall serve as a guide):

A. Legal Education.

1. The First Vice President shall be the Chair of this committee;
2. Develop programs to foster the education and professional development of the members of the Association;
3. Plan and schedule a workshop or seminar on various legal topics;
 - a. Submit proposed seminar schedule and program to the Executive Committee at least sixty (60) days prior to the seminar date with proposed budget or itemization of expected expenditures and suggested registration fees;
 - b. Provide Public Relations Chair with complete details of seminar including names and addresses of speakers and biographical information in ample time to publicize the seminar;
 - c. Prepare registration forms and forward to the Second Vice President for distribution using the current mailing list;
 - d. Reproduce handout materials for seminar topics;

- e. Prepare evaluation sheet for completion by those attending the seminar;
 - f. Maintain a permanent annual seminar file to include a summary of the agenda and evaluation sheet for each seminar;
 - g. Responsible for writing appropriate thank you letters to speakers after seminar.
4. Plan and schedule speakers for each membership meeting to ensure compliance with NALA as stated under Article VI Section 4 of the Bylaws of the Association;
 5. Co-sponsor education activities with other law-related groups;
 6. Perform or share such other duties as may from time to time be assigned to this committee by the President or Executive Committee.

B. Membership.

1. The Second Vice President shall be the Chair of this committee;
2. Recruit new members to the Association;
3. Review all applications for membership to clarify or verify information contained in the applications, and to approve or recommend denial of membership in compliance with Standing Rule 9;
4. Furnish Secretary, Treasurer and Newsletter Chair with the name, address and telephone number of new members;
5. Send renewal notices to members and sustaining members by October 1 of each year by mail or electronic mail.

Provide new members with access to the Bylaws and Standing Rules of the Association.

C. Nominations and Elections.

1. A Nominations and Elections Committee of three (3) members shall be appointed by the President at the July meeting;
2. It shall be the duty of this committee to receive nominations, secure acceptance of nominees, and cause a ballot to be prepared containing in alphabetical order the names of all nominees for each office;

3. The Nominating Committee shall nominate Active or Life Members to be Officers;
4. The proposed ballot shall be published in the newsletter, or a copy furnished to each member prior to the annual (September) meeting by mail or electronic mail;
5. At the annual (September) meeting this Committee shall have general charge of the election, and the election shall be conducted consistent with Roberts' Rules of Order, Newly Revised. Nominations for any office may also be made from the floor at the election;
6. The ballots cast, if any, in the election shall be placed in a sealed envelope and retained by the President until the next regular meeting of the Association.

D. Audit.

1. The Audit Committee, consisting of three members, shall be appointed by the President at the July membership meeting. The President-Elect shall serve as a member of this committee.
2. The Chair shall be the immediate past Treasurer.
3. The Audit Committee shall audit the Treasurer's books before the November meeting and give a written report to the new Executive Committee and present the report the November membership meeting.

E. Newsletter.

1. The Chair of this Committee is editor of the Association's newsletter (the *Lexicon*) and is responsible for publishing and distributing the newsletter;
2. Copies should be furnished to all members of the Association and to other designated parties as the President or membership may direct;
3. The newsletter should contain notices of meetings, news items, and information concerning speakers, bylaws and standing rule changes, and should be timely sent;
4. A copy of each Committee Chair's report is to be included in the Newsletter;
5. Notice of the annual meeting is to be included in the issue of the Newsletter published and delivered at least ten (10) days prior to the annual meeting.

F. Bylaws and Standing Rules.

1. The Parliamentarian shall be the Chair of this committee;
2. It shall be the duty of the Bylaws Committee to make initial recommendations to the Executive Committee for amendments, revisions and/or modifications of the Bylaws as deemed necessary;
3. This committee is responsible for the actual amendment, revision and/or modification process of the Bylaws and Standing Rules.

G. Scholarship.

1. The President-Elect shall act as Chair of this committee and shall appoint members to serve on this committee;
2. The West Texas Paralegal Association Scholarship will be managed by the Lubbock Area Foundation, and the President Elect shall serve as a member of the Lubbock Area Foundation Scholarship committee;
3. This committee shall be responsible for
 - a. informing the high school students and other potential applicants of the West Texas Paralegal Association Scholarship and any other scholarships that may be established by the Association, including providing applications and qualifications for applying for a scholarship;
 - b. act as a liaison between the Association and the participating school or schools and the recipients of the scholarships.
4. In January of each year, the Committee shall consider the availability of Association funds and the feasibility of contributing to one or more of the established scholarships and shall submit a recommendation to the Executive Committee and/or the membership regarding proposed contributions, if any.

H. Professional Recognition.

1. The past year's recipient of the West Texas Paralegal Association Paralegal of the Year shall be the Chair of this committee;
2. The Chair shall appoint two members at the July meeting to serve on this committee;
3. The Chair shall notify members at the July meeting of the deadline for submitting nominations for Paralegal of the Year.

4. This Committee shall be responsible for the nomination process for the West Texas Paralegal Association Paralegal of the Year using the following criteria:
 - a. Must be a member in good standing of WTPA;
 - b. Must be actively promoting the paralegal profession;
 - c. Those nominated must have recommendations (not written by the nominee) delivered to the committee by the September meeting;
 - d. The Committee shall determine the recipient based on the recommendation letters using the following guideline:

60%	Contributions during present year (leadership, motivation, attendance, involvement and participation at events, promotion of profession, etc.)
20%	Contribution during prior years
10%	Participation at district, state or national level
10%	Other contributions
100%	Total

5. This Committee shall be responsible for acknowledging other special awards as determined by the Association.

7. **Budgets.** Each Officer and/or Committee Chair shall prepare a proposed budget for his/her respective office or committee for the upcoming year. This proposed budget will be submitted to the Executive Committee by the December meeting. The Executive Committee shall submit the proposed budgets for approval by the membership at the January meeting.

8. **Admissions Procedure.** The Second Vice President shall receive all applications for membership in the Association. The Second Vice President shall submit such applications to the Membership Committee for its review. The Membership Committee shall review all applications for membership to clarify or verify information contained in the applications. Any question regarding the applicant's eligibility for membership shall be referred to the Executive Committee for consideration. The Second Vice President shall present the Membership Committee's recommendation to the Executive Committee for consideration and recommendation.

The President shall report the Executive Committee's recommendation to the membership and all applicants for membership shall be approved or disapproved upon the vote of a majority of the eligible voting members present at a membership meeting.

Upon approval or denial of membership, the Second Vice President shall notify the applicant in writing whether they have been accepted for membership in the Association. The Second Vice President shall not disclose the reasons for disapproval of any membership application to anyone other than the members unless specifically authorized by the membership or the Executive Committee of the Association. A copy of the denial letter shall be forwarded to the President only.

The procedure for appeal of denial of membership in this Association shall be the same as appeal for reinstatement as provided in the Bylaws, Article X, Section 3.

End of Standing Rules.