

**STANDING RULES
OF
NORTHEAST ARKANSAS LEGAL SUPPORT PROFESSIONALS**

The Standing Rules for this Association shall be governed by Robert's Rules of Order, Newly Revised, and shall not replace or be in conflict with the By-Laws of this Association. All Standing Rules or amendments thereto shall be reported to the membership, who shall have the authority to create, rescind, and amend same.

BY-LAWS AND STANDING RULES

A copy of the current By-Laws and Standing Rules shall be a permanent part of each member's records. A copy of both shall be furnished to each new member within thirty (30) days after receipt of the payment of dues.

TREASURER

1. The Treasurer is authorized to establish a commercial checking account in the name of the Northeast Arkansas Legal Support Professionals (herein referred to as "NEALSP") in a banking institution allowing the most advantageous rates, for his/her convenience, with authorized signature of the Treasurer or the President of NEALSP. All disbursements shall be made by check.

2. The Treasurer shall submit all records to the financial review committee within forty-five (45) days after the close of the fiscal year. A financial review of the Treasurer's books shall be made within thirty (30) days after receipt of the Treasurer's books.

3. The Treasurer shall submit a complete copy of the roster to all members of the Executive Committee within thirty (30) days of the beginning of the new fiscal year.

EXPENSES OF MEMBERS

1. Any member incurring expense on behalf of the Association up to the amount of \$25.00 may submit receipts to the Executive Committee prior to their regularly scheduled monthly meeting for approval and reimbursement. Expense incurred by a member of more than \$25.00 shall present receipts to the membership at a regular monthly meeting for approval and reimbursement.

2. Subject to the approval of one-third of the membership present at a regularly scheduled meeting, expenses of any member, specifically including but not limited to the State Director or his/her alternate, to attend AALS - the Association for Arkansas Legal Support

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Professionals (herein referred to as "AALS") board meetings and the annual meeting may include full registration, full lodging, and actual fuel expenses. The extent to which such expenses will be paid will depend upon funds available at the time of such meetings, and the amount to be paid shall be specified by the membership present at the meeting.

MEMBERSHIP

The Vice-President shall serve as membership chairperson of NEALSP and shall prepare a complete list of members, including names, addresses and telephone numbers no later than the July meeting of each year, and furnish a copy to each member of NEALSP.

The membership list shall be updated as new members join, and an updated list shall be furnished to each member of NEALSP as soon as practical.

DUES

1. Annual dues as provided in the By-Laws of NEALSP shall be paid in full on the anniversary date of each individual member and shall be paid directly to NALS – the Association of Legal Professionals (herein referred to as "NALS").

2. Any member who is unable to pay his/her dues by his/her anniversary date each year but wishes to retain his/her membership may request that the Association advance payment of his/her dues and to repay the Association for such advancement in not more than three installments, the last of which shall be paid not later than 90 days after the anniversary date of said member.

3. Upon the request of any member to advance payment of his/her dues, the Treasurer shall prepare a simple note, bearing no interest, for the member to sign in order that the Treasurer may have a record of the obligation. Upon full payment by the member, the Treasurer shall mark the note paid and return it to the appropriate member.

4. Upon the failure of any person for whom payment of dues has been advanced to fully reimburse the Association, such member shall be brought before the Executive Committee of this Association and given the opportunity to explain circumstances for non-payment. If the Executive Committee, in its best judgment, deems it appropriate, it may elect to recommend to the membership that such member be expelled. In the event the membership approves such expulsion, the secretary shall immediately notify the appropriate officers of AALS and NALS of such expulsion and the reason therefore.

STATE DIRECTOR

The State Director shall represent NEALSP at all AALS board meetings and shall furnish a written report for THE INFORMER of the activities of the local chapter. The Director shall furnish a written report for each AALS board meeting to the AALS Corresponding Secretary before the designated deadline.

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The State Director shall be the official recipient of all general mailings from AALS to the local chapter and shall be responsible for providing proper distribution of such mailings to the local membership, and for action as necessary.

HISTORIAN

The Historian shall be appointed annually by the President and shall be responsible for gathering and preserving all newspaper clippings, photographs, memorabilia, etc., in scrapbook form to be presented to the outgoing President.

The Historian shall be responsible for submitting scrapbook pages to the State Historian covering all activities of the Association during the current fiscal year.

FLOWER, GIFTS AND MEMORIALS

1. A \$25.00 memorial from the Association treasury may be made to the NEALSP scholarship fund, or to the specific memorial request if one is indicated, in the name of a member's immediate family (immediate family meaning husband, child, stepchild, mother or father), upon the death of such immediate family member. Upon the death of an extended family member, a card will be sent to the member as appropriate.

2. In the event of the death of a member of the legal profession (or their spouse or child), upon approval of two-thirds of the membership present at a regularly scheduled meeting, NEALSP may send a memorial of \$25.00 to the family's designated charity or to the NEALSP scholarship fund.

WEBSITE/SOCIAL MEDIA

1. The official website for Northeast Arkansas Legal Support Professionals shall be located at nealsp.org. The website committee chairperson ("webmaster") shall be in charge of notifying the chapter when fees are due for the renewal of the domain name, as well as renewal of website hosting.

2. The website shall contain committee reports, calendar of events, and photos as well as any submissions from any chapter member deemed appropriate by the webmaster.

3. The webmaster shall establish deadlines, based on his/her best judgment, for the following items and/or reports to be published online:

- a. Committee reports;
- b. Officer Reports;
- c. Photos;
- d. Articles;
- e. Events to be calendared;

- f. Any other item that a member considers to be of interest to the membership;
4. The webmaster shall maintain the following:
 - a. Design and layout at nealisp.org;
 - b. Facebook page;
 - c. LinkedIn Group;
 - d. Creation of and maintenance of any other social media account set up to promote NEALSP.

MAIL DROP

A mail drop shall be placed in the Circuit Clerk's office at the Craighead County Courthouse and subscriptions thereto shall be available exclusively to the legal profession (attorneys and judges first, then to court reporters, secretaries, etc.). The subscription price shall be agreed upon by the membership present at a meeting where same shall be brought before the members, and proceeds from such subscriptions shall be used to fund the local NEALSP scholarship and the general budget of NEALSP. The scholarship fund shall maintain a minimum balance of \$500.00.

COURT OBSERVANCE WEEK

The second week in October of each year shall be designated as Court Observance Week. The President shall appoint a chairperson to select the activity to be participated in by the membership during this week. Such activity shall be directly related to the legal profession and have a direct bearing on the secretarial aspect of the profession. All members shall endeavor to participate in the activity so selected.

CHAPTER ACHIEVEMENT

The State Director shall be the chair of the Chapter Achievement Committee which shall be responsible for keeping up with all activities of the Association during the year, and said State Director will cause the form supplied by the State Chapter to be mailed to the State Chapter Achievement Chairperson properly completed and points totaled in a timely manner.

SCHOLARSHIP

1. The annual scholarship to be awarded by NEALSP shall be available to high school seniors or those enrolled in a school of advanced learning.
2. At least one scholarship shall be awarded each year, the amount to be determined each year by the membership, based upon funds available.
3. Applications for scholarships shall be on forms incorporating all information

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contained in the AALS scholarship forms in order to conform with the rules and regulations of the AALS scholarship. Applications will be judged and ranked first place, second place, third place, etc.

4. If NEALSP's scholarship winner qualified for the AALS Grant Award, the NEALSP Scholarship winner shall be submitted to the AALS Scholarship and Grant chairperson for consideration by the judges of the AALS Grant applications. If the NEALSP Scholarship Winner does not qualify for the AALS Grant Award, the NEALSP Scholarship Winner shall be submitted to the AALS Scholarship and Grant chairperson for consideration by the judges of the AALS Scholarship applications.

5. In the event the NEALSP Scholarship Winner qualifies for the AALS Grant Award, the second place NEALSP Scholarship applicant shall be submitted to the AALS Scholarship and Grant chairperson for consideration by the judges of the AALS Scholarship applications.

6. If NEALSP's scholarship winner does not qualify for the AALS Grant Award, then the NEALSP scholarship winner shall be submitted to the AALS Scholarship and Grant chairperson for consideration by the judges of the AALS Scholarship applications and the highest placed NEALSP Scholarship applicant that does qualify for the AALS Grant Award shall be submitted to the AALS Scholarship and Grant chairperson for consideration by the judges of the AALS Grant applications.

7. If either of the NEALSP submissions do not qualify for the AALS Grant or Scholarship due to GPA scores, then the next placed applicant with a 3.0 GPA shall automatically be submitted to the AALS Scholarship and Grant Chairperson for consideration by the judges of the AALS Scholarship or Grant applications, accordingly.

8. The scholarship chairperson shall be responsible for distributing application forms to all area schools, colleges and universities by January 5 of each year. Deadline for applicants to return completed applications shall be postmarked no later than January 31. The Scholarship Chair shall also be responsible for submitting the winning applicant(s) to AALS in a timely manner prior to the AALS deadline.

9. The scholarship chairperson may choose a committee of unbiased judges to select a winner or, in the alternative, may submit the applications to the entire membership present at a meeting called for that purpose for selection of the winner. The scholarship chairperson shall remove all identification from the applications, including residency, and shall designate each application by number, and voting, whether by a committee or by the membership, shall be made by number selection. The recipient of the award will be notified by the scholarship chairperson.

10. Upon sufficient proof of payment from the school chosen by the recipient, the Treasurer shall immediately forward a check payable to the school. In the alternative, upon proof of payment for the current and/or following semester, the Treasurer shall immediately forward a

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check to the recipient.

11. Forfeiture of award:

- a. In the event the winning candidate is unable to accept the award, the runner-up will be offered the award.
- b. In the event the runner-up cannot accept the award, the funds designated for the scholarship for that year shall be retained in the scholarship fund by the Treasurer of NEALSP.
- c. Failure of a recipient to enroll in a school or college within one (1) year of winning the scholarship will result in a forfeiture of the scholarship.

AWARD OF EXCELLENCE

1. The recipient of the Award of Excellence for the previous year shall act as Award of Excellence chairperson for the current year, and, upon acceptance, NEALSP's nomination for the AALS Award of Excellence for the following year, provided they are still a member. Should they not be a member, the Award of Excellence Chairperson shall be appointed by the President and shall be appointed from those ineligible to receive the award. If the member awarded does not accept the nomination for AALS Award of Excellence, members will vote on another nomination.

2. Any member who has been a member for more than one year shall be eligible to be presented the Award of Excellence.

3. The Award of Excellence chairperson shall have prepared a list of the active members eligible for the award and submit said list to the membership one week prior to the selection of the Award of Excellence. Upon receipt, the membership shall have one week to submit a nomination for the Award of Excellence. All nominations, along with reasons for the nomination, shall be announced at the meeting prior to the vote of the Award of Excellence. The membership present at a meeting in which it has been announced that the Award of Excellence will be given shall select a winner by secret ballot. The winner shall be kept secret by the chairperson until Bosses' Night.

4. In the event of a tie, the chairperson shall assign a number to each tied member, place said number on each nomination received for said member, and remove the member's name from each nomination. All numbered nominations shall be submitted to an unbiased judge (a person in the legal profession) who will read all nominations and choose a winner based on his/her own judgment, and the winner shall be kept secret by the chairperson until Bosses' Night.

5. A member shall not be eligible to receive the Award of Excellence more often than once every five years.

6. The winner of the Award of Excellence shall be kept secret until the annual Bosses' Night at which time the name of the winner will be revealed and they shall be presented with an appropriate plaque.

7. The winner of the annual award should be present at the annual Bosses' Night observance.

OUTSTANDING NEW MEMBER

Each year an outstanding new member may be selected by the membership at the same meeting where the Award of Excellence is chosen.

1. The recipient of the Outstanding New Member Award for the previous year shall act as chairperson for the current year, provided they are still a member. Should they not be a member, the chairperson shall be appointed by the President from those members ineligible to receive the award.

2. The person to be selected shall have been a member of NEALSP for not less than 3 months prior to his/her selection but not more than one full year.

3. The person chosen should have been active in the Association during the year, demonstrate the ability to accept responsibility, and indicate his/her intention to continue support of the Association in every way possible including maintaining his/her membership indefinitely.

4. The Outstanding New Member chairperson shall have prepared a list of the active members eligible for the award and submit said list to the membership one week prior to the selection of the Outstanding New Member. Upon receipt, the membership shall have one week to submit a nomination for the Outstanding New Member. All nominations, along with reasons for the nomination, shall be announced at the meeting prior to the vote of the Outstanding New Member. The membership present at a meeting in which it has been announced that the Outstanding New Member will be given shall select a winner by secret ballot. The winner shall be kept secret by the chairperson until Bosses' Night.

5. In the event of a tie, the chairperson shall assign a number to each tied member, place said number on each nomination received for said member, and remove the member's name from each nomination. All numbered nominations shall be submitted to an unbiased judge (a person in the legal profession) who will read all nominations and choose a winner based on his/her own judgment, and the winner shall be kept secret by the chairperson until Bosses' Night.

BOSS OF THE YEAR

1. Any member of the legal profession (judge, attorney, paralegal, etc.) working in the capacity of a member's employer may be chosen as boss of the year.

2. The chairperson of the Boss of the Year contest shall be the member submitting

the winning entry the previous year if they are a member. If they are not a current member, the President shall select a chairperson.

3. To submit a name for the annual Boss of the Year award, a member must submit his/her entry in written form, either by letter or other form of writing, to the chairperson of the annual Bosses' Night in duplicate, omitting from the duplicate copy any reference to his/her boss's name, age, address, law firm, or judgeship affiliation.

4. All entries will be designated by number only, and the chairperson shall submit all entries to an unbiased judge (a person in the legal profession) who will read all entries and choose a winner based on his/her own judgment, and the winner shall be kept secret by the chairperson until Bosses' Night.

5. The person chosen as Boss of the Year will be presented an appropriate plaque or certificate at Bosses' Night.

6. It shall be the responsibility of the chairperson, as much as is reasonably possible, to ensure that the winner plans to be present at Bosses' Night.

7. An individual shall not be eligible to receive the Boss of the Year Award more often than once every three (3) years.

AMENDMENT TO STANDING RULES

Proposed amendments to these standing rules shall be submitted to the Parliamentarian thirty (30) days prior to the meeting at which they are to be presented for adoption.

The Parliamentarian shall give fifteen (15) days' notice to the members of the proposed amendments, which may be adopted by a majority of the members present at the meeting.