

**ALABAMA ASSOCIATION OF PARALEGALS, INC.
STANDING RULES**

1. DISTRIBUTION:

A copy of the **Standing Rules** shall be furnished to each Officer, Committee Chairperson, Region Director, and any other member of AAPi who shall request same.

2. PROCEDURE FOR AMENDING BYLAWS:

See **Article 16** of the **Bylaws**.

- 2.1. A proposed amendment shall be filed with the Parliamentarian, signed by the submitting member, at least thirty (30) days prior to a scheduled Board meeting at which the proposed amendment is to be considered. No proposed amendment shall be accepted from the membership during the course of an annual, regular or special meeting of the membership.
- 2.2. Upon approval by the Board of Directors, notice of such proposed amendment shall be published with the notice of a special or regular meeting of the membership, or included in a mail notice not less than twenty-one (21) days prior to such meeting.
- 2.3. An amendment shall become effective immediately upon the affirmative vote of two-thirds (2/3) of the membership present at a special or annual meeting unless the amendment specifies a subsequent effective date.
- 2.4. Notice of adoption or rejection of any amendment to or restatement of the **Bylaws** shall be printed in the next issue of the Official Publication.
- 2.5. The **Bylaws** as amended are subject to ratification by NALA.

3. MEMBERSHIP AND QUALIFICATIONS:

- 3.1. **Qualifications for Active Membership.**
See **Section 4.1.A** of the **Bylaws**.
- 3.2. **Qualifications for Associate/Institutional Membership.**
See **Section 4.1.B** of the **Bylaws**.

3.3. **Qualifications for Student Membership.**

See **Section 4.1.C** of the **Bylaws**.

3.4. **Qualifications for Sustaining Membership.**

See **Section 4.1.D** of the **Bylaws**.

3.5. **Qualifications for Lifetime Membership.**

See **Section 4.1.E** of the **Bylaws**.

3.6. **Application for Membership.**

See **Sections 5.1 and 12.3** of the **Bylaws**.

- (1) Upon receipt of a properly completed membership application and appropriate dues, the Second Vice President-Membership shall automatically approve such application if the applicant meets the qualifications as set out in **Section 4.1** of the **Bylaws** and is not known to have been convicted of a felony. The Second Vice President-Membership shall note such approval and the date on the application.
- (2) If the application is not complete, or if there is some question regarding the applicant's eligibility, the applicant shall be contacted by the Second Vice President-Membership to obtain such information as will insure completeness and clarification of the applicant's eligibility.
- (3) Upon approval of the application, the Second Vice President-Membership:
 - (a) Immediately notifies applicant, enclosing membership card and other material with copy of cover letter to the President, First Vice President, and appropriate Region Director.
 - (b) Sends list and totals of new members, by region, to the President, First Vice President, Secretary, Treasurer (along with checks), NALA Liaison and respective Region Directors within one (1) week of approval.
- (4) Not more than sixty (60) days after the beginning of the fiscal year, the Second Vice President-Membership shall cause to be prepared a list of all Active, Student, Sustaining, Associate/Institutional, and Lifetime members. Such list shall constitute the membership register and shall

be available for use at meetings of the membership and other purposes as described in the **Bylaws**. Such list shall be updated periodically as new members are added.

- (5) Application for membership shall be rejected if applicant does not meet qualifications set forth in **Section 4.1** of the **Bylaws**. The Second Vice President-Membership shall notify applicant of such rejection in writing.
- (6) Active members may retain their membership for the balance of the fiscal year as set forth in **Section 4.1.A** of the **Bylaws**, though not actively employed as a paralegal/legal assistant, as defined in **Standing Rule 6.2.(1)(a)** provided they have been Active members of AAPi for at least one year and shall continue to pay such dues as may be required for this class of membership. Said members shall retain all the privileges of Active membership.

3.7. **Resignation of Members.**

See **Section 5.4** of the **Bylaws**.

3.8. **Removal from Membership.**

See **Section 5.5** of the **Bylaws**.

- (1) Provisions contained in *Robert's Rules of Order Newly Revised* concerning formal procedure for expulsion must be followed.
- (2) Information that membership should be cancelled for an individual must be filed with the President. Upon receipt of such information, the President shall notify the member whose membership has been placed in jeopardy in writing by certified mail.

The President shall then appoint a special committee to work with the First Vice President to thoroughly investigate any charge for which cancellation is being considered. The special committee shall report its findings to the Board of Directors within thirty (30) days, unless extension of time is granted by the President for cause. All such investigations 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. All communications concerning such proceedings are to be marked "Confidential" and all files are to be maintained in strict confidence.

- (3) The Second Vice President-Membership shall notify the member within fifteen (15) days of the action of the Board of Directors by certified mail marked to addressee only, return receipt requested.

3.9. **Appeal from Cancellation of Membership.**

See **Section 5.6** of the **Bylaws**.

3.10. **Region Members of the Year Awards.**

Region Members of the Year Awards. The Association will present a Region Member of the Year Award (Region I Member of the Year, Region II Member of the Year, Region III Member of the Year and Region IV Member of the Year) to one member of AAPi for each Region (board members are not eligible for this award). The members from each Region shall nominate candidates for the award each year. Nominations should be submitted on the nomination form provided by the Second VP of Membership. All nominations should be sent to the Second VP of Membership by June 30th each year. The Second VP Membership will appoint a committee to review all nominations and select the Region Members of the Year. The Region Members of Year Awards will be presented at the induction ceremony at the annual meeting/summer seminar.

3.11. **Paralegal of the Year Award.**

The Association will present the Paralegal of the Year Award to one paralegal each year at the summer seminar/annual meeting. Nominations for Paralegal of the Year will be made by the attorney and/or paralegal director for whom the paralegal works. The Second VP Membership will send via electronic mail and/or U.S. mail a call for nominations for Paralegal of the Year to the supervising attorneys for all Active members of the Association by May 30th each year. Only Active members are eligible to be nominated for this award. Nominations for Paralegal of the Year must be returned to the Second VP Membership by June 30th each year. The nominations must be no more than 300 words. The Second VP Membership will appoint a committee to review all nominations and select the Paralegal of the Year. Each recipient of the award will become eligible to receive the award again after a period of five years.

4. **DUES AND ASSESSMENTS:**

See **Article 7** of the **Bylaws**.

4.1. **Initiation Fee and Annual Dues.**

- (1) An initiation fee of \$5.00 for all Active, Student, Sustaining and Associate/Institutional members shall be payable upon submission of an application for membership along with first year's dues. The Board of Directors may adjust the initiation fee for all classes of membership prior to the beginning of each fiscal year, without submission to or approval by the membership, but may not change said fee during any current fiscal year.
- (2) The Board of Directors shall determine the annual dues for all classes of membership prior to each fiscal year without submission to or approval by the membership. The following annual dues as determined by the Board shall continue in force and effect until revised dues may be determined by the Board:

Active	\$60.00
Associate/Institutional	\$90.00
Sustaining	\$45.00
Student	\$30.00 for one year; \$40.00 for two years
- (3) Dues shall be payable September 1 of each year. Unpaid dues become delinquent October 15. Failure to pay dues by October 15 will result in suspension of membership privileges.
- (4) All persons submitting applications for membership during July and August of each fiscal year shall have the option of paying dues for the current or ensuing fiscal year.
- (5) The Second Vice President-Membership shall furnish a list of paid members to the Treasurer.

4.2. Reinstatement Fee:

- (1) Any delinquent member may be reinstated during the current fiscal year upon payment of a \$10.00 reinstatement fee, together with dues for the current fiscal year.
- (2) Members whose dues are unpaid for more than one (1) year must comply with **Article 4** of the **Bylaws**.

4.3. **Dues Statement.**

See **Standing Rule 6.1(3)(g)**

5. **EXECUTIVE COMMITTEE:**

5.1. **Membership.**

All elected officers (See **Section 8.1** of the **Bylaws**) and the Parliamentarian compose the Executive Committee. The Parliamentarian shall be a nonvoting member, except to break a tie vote.

5.2. **Powers, Authority and Procedures. –**

See **Section 8.3** of the **Bylaws**. All matters discussed, either orally or in writing, are confidential. Most matters discussed will be reported officially to the Board of Directors, but until they are, they are not to be discussed with anyone outside the Executive Committee. Executive Committee files are confidential and kept by the President. Copies of correspondence regarding Executive Committee matters should be sent to all members of the Executive Committee.

5.3. **Reports.**

Made at all Board meetings and incorporated in the minutes thereof.

5.4. **Expenses.**

See **Standing Rules 6.1.(6)(e) and 10.**

6. **OFFICERS:**

6.1. **Elected Officers.**

(1) **President** - See **Section 12.1** of the **Bylaws**.

(a) First responsibility is to membership.

(b) Supervises work of the Officers, Region Directors and Committee Chairpersons and may delegate special assignments.

(c) Checks Bylaws for preparation of AAPi's fiscal year calendar for all AAPi and NALA activities and deadlines. The fiscal year

calendar shall be furnished to the Board of Directors at its first meeting of any fiscal year.

- (d) Appoints positions to the Board as set forth in **Article 12** of the **Bylaws** and appoints Committee Chairpersons.
- (e) Provides Parliamentarian with agenda for approval in advance of meetings, if possible. Furnishes a copy of agenda, prior to meetings, to the Executive Committee.
- (f) Approves all mailings to the membership and articles for publication with the exception of pre-approved form letters.
- (g) Signs checks in the absence of the Treasurer and approves unbudgeted and over-budgeted items, subject to **Section 6.1.(6)(e)** of the **Bylaws**.
- (h) Executes or approves for execution all contracts and other documents legally binding AAPi.

(2) **First Vice President - See Section 12.2 of the Bylaws and Standing Rules 6.1.(4)(f) and 9.2.(1).**

- (a) Should be familiar with the **Bylaws** and **Standing Rules** and be prepared to assist the President at any time when requested.
- (b) Fills any vacancy in the office of the President should the office of the President become vacant between elections.
- (c) Executes or approves for execution all contracts and other documents legally binding AAPi in the absence of the President.
- (d) Promotes and publicizes the NALA Code of Ethics adopted by AAPi.
- (e) Assembles information regarding possible changes in the NALA Code of Ethics and submits to the Board of Directors.
- (f) Reports any alleged violation of the NALA Code of Ethics to the President for action as required by **Section 5.5** of the **Bylaws**.

(3) **Second Vice President-Membership** - See **Section 12.3** of the **Bylaws** and **Standing Rule 3**.

- (a) Maintains a list of all Active, Student, Sustaining, Associate/Institutional, and Lifetime members, which list shall constitute the membership register of AAPi.
- (b) Provides current membership register to President three (3) days before every regular Board meeting.
- (c) Prepares and distributes a list and total count of all Active, Student, Sustaining and Associate/Institutional members as of three (3) days prior to the Annual Meeting, to the Nominations and Elections Committee Chairperson and the President.
- (d) Provides current membership register in a report to the Board at each regular Board meeting.
- (e) Provides membership application and other membership information to prospective members with pre-approved form membership letters.
- (f) Provides NALA Liaison with (1) a membership list by October 15 of each year and (2) a list of new members for each quarterly report to NALA.
- (g) Mails dues statements to all members on or about August 1 of each year; and shall mail a second notice prior to September 1, after conferring with the President as to a preferred mailing date.

(4) **Second Vice President-Seminars**.

- (a) Supervises the planning and presentation of seminars for paralegals/legal assistants and students as the Board of Directors may designate, including obtaining speakers and sponsors.
- (b) Executes any contracts in connection with all seminars, upon approval of the President.
- (c) Solicits ideas for seminar topics from AAPi members.
- (d) Proposes standard programs, seminar sites and tentative dates for the ensuing fiscal year to be submitted to the Board

for approval at the first Board meeting following the election of officers.

- (e) Submits registration fees for seminars for the ensuing fiscal year for approval by the Board at the first Board meeting following the election of officers and submits quarterly financial report on each seminar to the Board at each regular meeting.
- (f) Develops printed brochures, registration, scheduling deadlines, etc., with First Vice President. All flyers, brochures, etc., must be approved by the President prior to final printing. Handout material may be available at the option of the Board to members and non-members unable to attend the seminar at a cost to be determined by the Board.
- (g) Advises the Communications Chairperson of the topics and speakers and other necessary information no later than twenty (20) days prior to each seminar date.
- (h) An official announcement in brochure form shall be mailed to the general membership by the Second Vice President-Seminars not less than three (3) weeks prior to the seminar date. Such brochure shall contain, in addition to time and place, a registration form stating the registration fees and late fees as approved by the Board. Non-members may attend such educational events upon payment of the designated non-members registration fee and late fees if applicable.
- (i) Arranges hotel accommodations for the seminars and speakers. Arranges hotel accommodations for Board members and Committee Chairpersons whose hotel accommodations will be paid by AAPi if the Second Vice President-Seminars is notified in sufficient time to make the arrangements.
- (j) Submits proposed seminar information to NALA for proper CLAE credit approval.
- (k) Prepares evaluation sheet for completion by those attending the seminar and a summary of the same to be kept in the Second Vice President-Seminars' permanent files.
- (l) Writes appropriate thank-you letters to speakers after seminar and coordinates reimbursement to speakers for their actual expenses incurred (including gasoline and hotel accommodations at minimum double occupancy hotel rate), as

substantiated by AAPi expense claim forms. No speaker will be paid a fee unless prior approval is obtained by the Board or the President under advisement from a majority of the Executive Committee.

- (m) Maintains a complete file of persons contacted and information obtained, including speakers' names and topics.
 - (n) Certifies attendance at seminars sponsored by AAPi for continuing legal education credit when requested to do so. Such certification shall include the pertinent session, subject covered, speaker, attendance, location and duration.
- (5) **Secretary** - See **Section 12.5** of the **Bylaws** and **Standing Rules 3.4.(3)(b), 8, 15 and 25**.
- (a) Prepares notices of all meetings in accordance with **Standing Rules 13.1.(3) and 13.2.(2)**.
 - (b) Prepares roll call for each Board meeting, furnishing copy to the President, First Vice President and Parliamentarian.
 - (c) Prepares report of Executive Committee for each Board meeting and for Annual Meeting, if necessary.
 - (d) Prepares report of Board of Directors for Annual Meeting.
 - (e) Maintains permanent file of all minutes.
 - (f) Prepares summary of Board meetings to be reviewed by the President and published quarterly in the Official Publication.
 - (g) Assembles and maintains an organized and properly dated continuing historical register of activities and special projects of AAPi, including, but not limited to, seminars, fundraisers, special events, or any other activities as may be directed by the Board.
 - (h) Maintains in the historical register all AAPi pictures, special events, news media and magazine articles and any other information relating to projects or accomplishments of AAPi.
 - (i) Is not responsible for maintaining copies of AAPi materials required to be maintained by another Board member or

Committee Chairperson as directed by the **Bylaws** or **Standing Rules**.

- (j) Maintains historical register for availability to the membership at each Annual Meeting of the membership, seminars, or any other special meetings as may be directed by the Board.

(6) **Treasurer** - See **Section 12.6** of the **Bylaws**.

- (a) **Disbursements:** Signs checks for approved expenditures (including administrative costs). The President shall sign checks in the absence of the Treasurer.
- (b) **Deposits:** AAPi bank account(s) will be maintained at such bank(s) as approved by the Board. All deposits to such account(s) will be made at the direction of the Treasurer.
- (c) **Bookkeeping:** Treasurer will maintain all books of AAPi.
- (d) **Reports:** See **Section 12.6** of the **Bylaws**.
- (e) **Expense Claims:** Budgeted expense claims must be submitted to the President, with a copy to the Treasurer for payment by the Treasurer. If such expenditure is not budgeted or if over-budgeted it must be submitted to the Board at its next meeting to approve and establish the necessary budget categories.
- (f) **Budget:** Not later than July 31 of each year, the Treasurer shall prepare a proposed budget for the next fiscal year after conferring with the President, First Vice President and President Elect to be approved by the membership at the Annual Meeting.

(7) **NALA Liaison** - See **Section 12.7** of **Bylaws**.

6.2. **Additional Qualifications and Duties of Elected Officers.** - See **Section 8.1** of the **Bylaws**.

- (1) Elected officers must be Active members of AAPi and must be actively employed as paralegals/legal assistants. Further, elected officers must have been a continuous member of AAPi for at least one (1) year prior to declaring for candidacy or otherwise assuming office.

- (a) “Actively employed as a paralegal/legal assistant” shall be defined as:
 - (i) Employed full time as a paralegal/legal assistant under the supervision of an attorney; or
 - (ii) Regularly employed on a part-time basis as a paralegal/legal assistant under the supervision of an attorney; or
 - (iii) If self-employed, employed under the supervision of an attorney in a manner which would qualify the individual for Active membership in AAPi.
- (b) Elected officers may retain their status as officers of AAPi for the balance of the current fiscal year though not actively employed as a paralegal/legal assistant as defined in **Standing Rule 6.2.(1)(a)** herein above, subject to approval of the Executive Committee.

(2) Duties: See **Article 12** of the **Bylaws** and **Standing Rule 6**.

6.3. Appointed Officers - Parliamentarian - See Section 12.8 of the Bylaws.

- (a) Furnishes members copies of Rules of Procedure at the Annual Meeting.
- (b) Furnishes copies of general instructions on voting at Annual Meeting.
- (c) Supervises parliamentary procedure at all meetings, and counsels the President when requested.

7. REGION DIRECTORS: - See Sections 8.4 and 12.13 of the Bylaws. See Section 4.8 of the Bylaws.

- (1) Work to develop AAPi in their respective regions.
- (2) Make contact with new members of their respective regions advising of functions and activities of AAPi in the region.
- (3) Organize functions such as luncheons and other gatherings (education optional) of paralegals/legal assistants in their respective regions, working within that region’s designated budget, if possible.

- (4) Assist the Second Vice President-Seminars in soliciting sponsors for seminars held within their regions, as well as speakers, if requested by the Second Vice President-Seminars.
- (5) Executes all contracts in connection with region functions or activities upon approval of President.
- (6) May appoint a committee to hold a Region Fundraiser. The Region Director must chair such a committee and such committee must seek the advice, assistance and approval of the Ways and Means Chair and keep the Ways and Means Chair informed of the progress of such Region Fundraiser.

8. **BOARD OF DIRECTORS:**

8.1. **Board Membership.**

The Region Directors as set forth in the **Bylaws** plus the elected Officers, Parliamentarian, Communications Chairperson, Professional Relations Chairperson, and Ways and Means Chairperson shall constitute the voting Board, other than the Parliamentarian, who shall be a non-voting member, except in the event of a tie.

8.2. **Authority and Powers.**

See **Articles 8 and 9** of the **Bylaws**.

8.3. **Election and Tenure.**

See **Articles 8 and 10** of the **Bylaws**.

8.4. **Expenses.**

See **Standing Rules 6.1.(6)(e) and 10**. Travel expenses must be submitted within thirty (30) days following the meeting or function for which expenses were incurred unless approval for late filing is obtained from the President.

9. **COMMITTEE CHAIRPERSONS:**

Committee Chairpersons must be Active members of AAPi and must have been a continuous member of AAPi for at least one (1) year prior to being appointed as a Committee Chairperson. Duties for Committee Chairpersons are set out in this **Standing Rule 9**.

9.1. **The Standing Committees of this Association shall be:**

- (1) **Nominations and Elections.**

- (a) See **Section 11.1** of the **Bylaws**.
 - (b) Acts as Credentials Chairperson and arranges for registration by members at each called meeting of the membership with separate registration for Active, Student, Sustaining, Associate/Institutional, and Lifetime members. Badges indicating membership status and number of proxies held must be worn at the meeting. Members must check in and out at the meeting with Credentials Chair. Members may leave the assembly only upon permission of the Chair of the meeting.
 - (c) Reports in writing to the President and Secretary the number of voting members present in person or by proxy. The Chair of the meeting shall announce the number of votes represented.
- (2) **Communications Chairperson.** See **Section 11.1** of the **Bylaws**.
- (a) Submits proposed articles to AAPi's President and NALA Liaison for approval prior to publication.
 - (b) Investigates advertising prices in legal publications and journals and makes recommendations to the Board.
 - (c) Coordinates with the President, First Vice President and Second Vice President-Seminars in publicizing seminars, projects and activities of AAPi.
 - (d) Aids in developing promotional brochures for AAPi.
 - (e) Maintain the AAPi web site.
 - (f) Be responsible for the development of databases for:
 - Membership data
 - Speaker bank
 - Employment bank
 - Mailing lists
 - Physical resource inventory
 - Other association management needs as identified by the Board.
 - (g) Research software and hardware needs for management of association activity.
 - (h) Manage and track AAPi technology resources (software holdings, manuals, placement, registry for support and upgrades).

- (i) Have charge of publishing and circulating the Association's Official Publication to the members of the Association as directed by the Board of Directors and approved by the President.
- (3) **Professional Relations Chairperson.** See **Section 11.1** of the **Bylaws**
- (a) Distributes information on student membership to all schools in Alabama which offer training programs for paralegals/legal assistants. Advises the Second Vice President-Membership of membership solicitation.
 - (b) Prepares and forwards the informational letter to schools with paralegal/legal assistant programs by October 15 each year.
 - (c) Maintains up-to-date list of Alabama schools offering paralegal/legal assistant training programs including a special notation of those programs approved by the American Bar Association, type of program offered, etc.
 - (d) Works closely with paralegal/legal assistant student associations, including communication with student faculty adviser.
 - (e) Supervises the planning of presentations for paralegal/legal assistant schools.
 - (f) Maintains contact with the Alabama Bar Association and local bar associations regarding AAPi and its projects and activities. Following approval by the Board, assists at state and local bar functions.
 - (g) As a service to AAPi members and attorneys, maintains job listings and a current list of job applicants and notifies such applicants of available positions.
- (4) **Ways and Means Chair** shall as approved by the Board:
- (a) Facilitate and organize merchandise and non-merchandise related fundraising activities on a regional and local level.
 - (b) Direct the ordering, selling and maintaining of all merchandise inventories for sale by the Association.
 - (c) Direct the planning, organizing, and facilitating of any statewide fundraiser for the Association.

- (d) Approve any region fundraiser and provide advice and assistance to any Region Fundraiser committee(s).

9.2. **The following may be Special Committees of AAPi:**

- (1) **Educational Programs (First Vice President).**
See **Section 11.2** of the **Bylaws**.
- (2) **Membership (Second Vice President-Membership).**
See **Section 11.2** of the **Bylaws** and **Standing Rules 3 and 4**.
- (3) **Finance (Treasurer).**
See **Section 11.2** of the **Bylaws**, and **Standing Rules 6.1.(6), 11, 12, and 27**.

9.3. **Reports of Chairpersons.**

- (1) Each Chairperson shall submit a written report to the President and the Secretary at least thirty (30) days prior to the Annual Meeting to be presented orally at the Annual Meeting.
- (2) Each Chairperson shall also submit to the President and the Secretary a written report at least one (1) week prior to each meeting of the Board.
- (3) Reports shall be typewritten on 8-1/2 x 11 paper.
- (4) Copies of all reports shall be retained in the files of the Committee Chairperson and in the minutes of the meeting.

9.4. **Expenses.**

See **Standing Rules 6.1.(6)(e) and 10**.

9.5. **Supplies.**

See **Standing Rule 26**.

10. **EXPENSES:**

See **Standing Rules 6.1.(6)(e), 8.4 and 26.2**.

Elected and appointed Officers, Executive Committee, Region Directors and Committee Chairpersons shall be allowed the following expenses:

- 10.1. Miscellaneous expenses incurred on behalf of and necessary for the transaction of AAPi business, such as supplies, stationery, postage, telephone and facsimiles. Expense claims must be submitted within thirty

(30) days. Thereafter, approval of the President for late filing must be obtained.

- 10.2. If the Board of Directors determines that a Board member has incurred or will incur extraordinary expenses, the Board must authorize payment of such extraordinary expenses.
- 10.3. When called by the Board to any meeting, or any special event previously approved by the Board, the following expenses will be allowed:
 - (1) Transportation - allowance will be actual gasoline expense; provided this expense is not paid or reimbursed by the Board member's employer or other individual.
 - (2) Meals - Reimbursement for meals (excluding alcoholic beverages) will be allowed for Board Members and Committee Chairpersons who must travel more than 100 miles one way on behalf of AAPi, excluding seminars, for actual expense up to a maximum of \$5.00 per meal per day per Board Member or Committee Chairperson. No other meal or beverage expense will be reimbursed unless previously approved by the Board or by the President under advisement from a majority of the Executive Committee.
 - (3) Hotel:
 - (a) If accommodations are for two or more Board members or Committee Chairpersons, AAPi will pay (for each such Board member or Committee Chairperson) one-half ($\frac{1}{2}$) the minimum double bed rate for the number of days as may be determined by the Board or the President, provided those expenses will not be paid or reimbursed by their employers or other individuals. Board members and Committee Chairpersons will share hotel accommodations (two or more to a room) when possible. If a Board member or Committee Chairperson elects to have a private room when double accommodations are available, AAPi will reimburse one-half ($\frac{1}{2}$) of the cost of a minimum single room rate (for such Board member or Committee Chairperson). If accommodations are for a single Board member or Committee Chairperson, AAPi will reimburse the cost of a minimum single room rate.
 - (b) All Board members and Committee Chairpersons expecting to stay in a Board room for any seminar must so notify the Second Vice President-Seminars at least thirty (30) days in advance of the seminar.

- (4) Travel expenses as allowed in these **Standing Rules** must be submitted within thirty (30) days following the meeting unless approval for late filing is obtained from the President.
- (5) Reasonable miscellaneous expenses will be reimbursed as approved by the Board or the President under advisement from a majority of the Executive Committee.

11. ELECTION OF OFFICERS:

The qualifications and method of election are set forth in **Article 10** of the **Bylaws**.

11.1. President.

See **Section 10.1.A** of the **Bylaws**.

11.2. Other officers.

See **Section 10.1.B** of the **Bylaws**.

Candidates for all other offices shall be members of AAPi in accordance with such qualifications as set out in **Article 10** of the **Bylaws** and these **Standing Rules**.

11.3. Vacancies in Office, Unexpired terms and Removal.

See **Sections 10.5 and 10.6** of the **Bylaws**.

12. NOMINATIONS AND ELECTIONS:

12.1. Officers and Region Directors, other than President.

See **Article 10** of the **Bylaws**.

Nomination and Elections Chairperson prepares Declaration of Candidacy forms and submits same to the President for approval. Forms should contain a statement that candidate is actively employed as a paralegal/legal assistant and contain sufficient space for the candidate to list qualifications for office. Deadline date for returning forms shall be stated on the form.

12.2. Campaign Guidelines.

- (1) Candidates must declare candidacy in accordance with **Section 10.1.B** of the **Bylaws** on appropriate Declaration of Candidacy forms. Undeclared candidates cannot campaign.
- (2) A declared candidate may not campaign except as follows: (a) through written statement in his/her Declaration of Candidacy Form; and (b) at such time and place as shall be designated by the Board when scheduling Annual Meeting events.
- (3) Declarations of Candidacy will be published in the issue of the Official Publication immediately preceding each Annual Meeting.
- (4) The official Proxy form shall also be published in the Official Publication immediately preceding the Annual Meeting of the membership with instructions that such Proxy shall be filed by postmarked mail or facsimile with the Secretary fifteen (15) days before the Annual Meeting is called to order and seven (7) days before a special meeting is called to order. See **Section 6.6** of the **Bylaws**.
- (5) Declared Candidates shall be clearly identified at all times at the Annual Meeting by displaying special badges and/or ribbons. Campaign material may be distributed by Declared Candidates at such time and place as shall be designated by the Board when scheduling Annual Meeting events.

12.3. President.

See **Section 10.1.A** of the **Bylaws**.

- (1) The candidate for President shall be a member of the Board and shall have missed no more than one Board meeting during the immediately preceding fiscal and the current fiscal year without reasonable cause.
- (2) The Secretary shall issue a call for nominations to the members of the Board by January 5 of each year, with nominations to be closed on January 31.
- (3) The Secretary shall contact all nominees for written consent.
- (4) No later than February 15, the Secretary shall forward to all voting members of the Board a ballot for presidential election, with

instructions to place the marked ballot in the envelope provided and return it to the Secretary by March 1.

- (5) At the next meeting of the Board following March 1, the ballots shall be tallied and the result announced. In the event of a tie, the Board shall immediately proceed to vote by secret ballot to resolve the tie.

12.4. **Officers (other than President) and Region Directors.**

See **Section 10.1.B** of the **Bylaws**.

- (1) Call for declarations of candidacy shall be mailed to all members no later than May 1. The Call shall list officer and region director positions to be filled and direct interested members to contact the Nominations and Election Chairperson for a Declaration of Candidacy Form.
- (2) Nominations and Elections Chairperson shall prepare a Declaration of Candidacy Form and shall furnish such forms to Active members upon request.
- (3) Declarations of Candidacy Form for officers and region directors must be filed with the Nominations and Elections Chairperson at least sixty (60) days prior to the Annual Meeting. Immediately thereafter, the Nominations and Elections Chairperson shall check with the Second Vice President-Membership to ascertain that candidates for officers and region directors are members in good standing and qualified to run for such office.
- (4) No later than July 1, the Nominations and Elections Chairperson shall forward by mail to the Secretary a transmittal letter listing names of candidates by region. A copy of transmittal letter and Declaration of Candidacy shall be mailed to the President, the President-Elect, and Second Vice President-Seminars, and the Communication Chairperson.
- (5) Nomination and Elections Chairperson shall prepare the ballots and assist with election of officers and region directors at Annual Meeting as directed by the President.

13. **MEETINGS:**

13.1. **Membership Meetings.**

See **Article 6** of the **Bylaws**.

- (1) All meetings of the membership shall be held in such place as designated by the Board of Directors. See **Section 6.1** of the **Bylaws**. In selecting such meeting place the Board shall give consideration to alternating meeting sites among the geographical regions.
- (2) The Annual Meeting of the membership shall be a closed meeting.
- (3) Written notice stating the day, time and place of the meeting and in the case of a special meeting, the purpose of the meeting, shall be given at least thirty (30) days in advance of such meeting. Such notice may be by mail, facsimile or any other method of wired or wireless transmission, including but not limited to email. If mailed, such notice shall be deemed effective when deposited in the United States mail so addressed, with postage thereon pre-paid.
- (4) Regular meetings are open to all classes of membership. Privilege of the floor is granted to all members, but no speaker shall be permitted to speak more than twice on any one subject and not more than three (3) minutes each time except by permission of the Chair; provided, however, that the Chair may limit time for debate on any subject to less than three (3) minutes per speaker.
- (5) A quorum of the membership shall be deemed to exist at any duly called meeting of the membership at which 13% of the members entitled to vote are present either in person or by individual proxy.
- (6) The President may require any main motion, resolution, amendment or instructions to a committee to be in writing.
- (7) Voting.
 - (a) Any Active member shall have the right to vote in person or by proxy at any meeting of the membership pursuant to **Section 6.6** of the **Bylaws**.
 - (b) No Active member who is delinquent in the payment of dues or assessments shall be qualified to vote.
 - (c) The Secretary shall cause to be prepared an official Proxy form, subject to approval by the Board at least thirty (30) days prior to the Annual Meeting, pursuant to **Section 6.6** of the **Bylaws**, which shall be published in the Official Publication and be furnished to any Active member in good standing upon request.

- (d) Any individual proxy must be filed by such member with the Secretary at least fifteen (15) days before the Annual Meeting is called to order and seven (7) days before a special meeting is called to order.

13.2. **Board of Directors' Meetings.**

- (1) Meetings of the Board of Directors shall be held not less than quarterly at the place and time designated by the President under advisement of the Executive Committee.
- (2) Written notice stating the place, time and day of such regular meeting shall be delivered not less than twenty (20) days before the date of the meeting. Such notice may be by mail, facsimile or any other method of wired or wireless transmission, including but not limited to email. If mailed, such notice shall be deemed effective when deposited in the United States mail so addressed, with postage thereon pre-paid.
- (3) Regular Board meetings shall be open to the general membership. Motions and seconds to motions shall be made by members of the Board and Committee Chairpersons only. Any member may participate in discussions of motions.
- (4) The Chair may limit time for debate on any subject.
- (5) No proxy voting will be allowed.
- (6) The Board of Directors shall vote upon all recommendations of the Executive Committee before any recommendations are presented to the membership for vote.
- (7) Special meetings of the Board may be called by the President upon fifteen (15) days written notice to all Board members of record setting forth the place, time, day and purpose of the meeting.
- (8) Reports of Board members and Chairpersons will be given and, if in writing, attached to the minutes of the meeting.
- (9) A majority of the voting members of the Board shall constitute a quorum and shall be requisite at all meetings of the Board for the transaction of business.
- (10) The President may require any main motion, resolution, amendment or instructions to a committee to be in writing.

13.3. Annual Meetings.

(1) The Annual Meeting shall be held in August of each year in such city as selected by the Board. A list of qualified sites shall be prepared by the Second Vice President-Seminars and submitted to Board for approval on or before its second regular meeting.

(2) **Qualified Sites.**

Qualified sites are those which:

(a) Are located in the State of Alabama.

(b) Provide centrally located hotel accommodations which include (a) a sufficient number of rooms to accommodate the expected attendance, (b) one sizeable, reasonable cost hotel, and (c) sufficient number of meeting rooms and luncheon and banquet facilities to accommodate the anticipated business sessions and other events at the meeting. In determining whether hotel accommodations and facilities are sufficient, only proposed hotels or meeting facilities which are available for use as of the date of the Annual Meeting may be approved by the Board.

(3) **Registration.**

Registration for the Annual Meeting shall be conducted by the Nominations and Elections Chairperson who shall also act as the Credentials Chairperson. (See **Standing Rule 12.**)

13.4. Executive Committee Meetings.

(1) The Executive Committee shall meet at such times as called by the President or two (2) or more members of the Executive Committee.

(2) Executive Committee meetings may be held in conjunction with the quarterly Board meetings or immediately prior thereto, or by mail, at the option of the President.

(3) Minutes or a Unanimous Consent in Lieu of a Meeting shall be prepared for all called meetings of the Executive Committee.

14. GEOGRAPHICAL REGIONS:

14.1. There shall be four (4) Region Directors on the Board, each representing one of the following geographical regions:

REGION I:

Bibb, Blount, Calhoun, Clay, Cleburne, Cullman, Etowah, Fayette, Greene, Hale, Jefferson, Lamar, Pickens, Randolph, St. Clair, Shelby, Sumter, Talladega, Tuscaloosa, Walker.

REGION II:

Autauga, Barbour, Bullock, Butler, Chambers, Chilton, Coffee, Coosa, Covington, Crenshaw, Dale, Dallas, Elmore, Geneva, Henry, Houston, Lee, Lowndes, Macon, Montgomery, Perry, Pike, Russell, Tallapoosa.

REGION III:

Baldwin, Choctaw, Clarke, Conecuh, Escambia, Marengo, Mobile, Monroe, Washington, Wilcox.

REGION IV:

Cherokee, Colbert, DeKalb, Franklin, Jackson, Lauderdale, Lawrence, Limestone, Madison, Marion, Marshall, Morgan, Winston.

14.2. Method of Change.

- (1) Any proposed change in the geographical regions must be approved by the Board at any meeting.
- (2) In no event shall a region be permitted to annex a county unless such county is contiguous to at least one other county in the region to which it is to be annexed.
- (3) In no event shall a region be permitted to remove a county unless there shall also be a corresponding recommendation to annex such county to another region to which it is contiguous.

15. ROSTERS:

15.1. Official Roster.

- (1) The Secretary shall maintain an accurate register of the members of the Board of Directors and the Executive Committee, the special and standing Committee Chairpersons, and the region directors of AAPi. A copy of such roster shall be provided to such members of the Executive Committee, Committee Chairpersons and Region Directors as shall be designated by the President.

- (2) None of the contents of the official or membership rosters are 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.

16. THE OFFICIAL PUBLICATION.

See **Section 12.11** of the **Bylaws** and **Standing Rule 9.1.(3)**.

16.1. Name, Distribution and Mailing.

- (1) The name of the Official Publication shall be *Novus*.
- (2) The Communications Chairperson and her/his committee shall be responsible for an adequate number of the official publications being printed so that each member in good standing will receive a copy. At least four (4) issues of the official publication must be published during each fiscal year.
- (3) The Communications Chairperson shall see that the publication is distributed via the most economical means feasible.

16.2. Material and Copy.

- (1) Copy is prepared from material selected by the Communications Chairperson and approved by the President, which is considered of interest to the membership and shall include notices as required by the **Bylaws, Standing Rules** and the Board in a timely manner.
- (2) A double spaced, typed original, and two (2) copies or a copy on computer disc should be made of all copy and submitted to the Communications Chairperson. Each article or column should be typed individually so that layout placement and corrections can be indicated on copy with minimum error and confusion.
- (3) Copy of proposed draft of entire Official Publication shall be sent to President for review before being put in final form.

16.3. Files.

- (1) The Communications Chairperson's files shall contain one copy of each printed issue for a permanent record. Extra copies should be held for use of AAPi, and the Board.
- (2) Every effort should be made to return all pictures with proper record being made of same.

17. **EMBLEM:**

The AAPi emblem shall be as approved by the Board of Directors. The reproduction of the AAPi emblem in any form except by express written authority of the President and Communications Chairperson is prohibited.

18. **PUBLICITY RELEASES:**

All proposed press, radio and television releases or coverage shall be submitted to the Communications Chairperson and the President for approval.

19. **AAPi FILES:**

19.1. All files and related materials (including any computer files, notebooks, etc.) of all officers (with the exception of the Executive Committee files and those specified as permanent files in **Standing Rule 19.2**), Committee Chairpersons and region directors, shall be delivered to the incoming officers, Committee Chairpersons, and region directors within two (2) weeks of the Annual Meeting. If no successor has been appointed, files shall be given to the President. The President's files shall be delivered to the incoming President within ten (10) days of the Annual Meeting.

19.2. Permanent Files shall be those of the President, Secretary (official minutes and official roster of Board), Treasurer, and Parliamentarian (**Bylaws** and **Standing Rules**). Copies of all contracts of AAPi should be maintained in the President's files. All permanent files and minutes shall be retained and/or stored.

19.3. The Treasurer shall retain copies of all income tax reports, financial reports, and ledger records indefinitely. The Treasurer shall also retain all other miscellaneous financial data for the current year.

20. **CORRESPONDENCE AND MAILINGS:**

20.1. Mailings and correspondence other than pre-approved form letters, routine correspondence, i.e., thank you letters and confirmation letters, should first be submitted to the President for approval.

20.2. Correspondence should be answered promptly. Copies of all letters shall be sent to the President, First Vice President and any other officer or chairperson concerned with the contents.

21. **VOTE BY MAIL:**

21.1. The Board of Directors and the Executive Committee may vote by mail and the results of such voting shall be included in the minutes of the next meeting held following such mail vote.

21.2. The Secretary shall forward ballots to all voting members of the Board indicating the issue to be voted upon with instructions to place the marked ballot in the envelope provided and return it to the Secretary by a specified date.

22. **RESOLUTIONS:**

All proposed resolutions shall be filed with the President, Parliamentarian and the chairperson of the appropriate committee for presentation to the Board. Every resolution shall be typewritten on 8-1/2 x 11 paper, not exceeding three hundred (300) words.

23. **AMENDMENT TO STANDING RULE:**

23.1. A majority vote of the Board shall be required to change a **Standing Rule**.

23.2. The **Standing Rules** shall automatically reflect any Bylaw amendments insofar as they affect said Rules. In the event of any conflict between the **Bylaws** and the **Standing Rules**, the **Bylaws** will control.

24. **BUDGET:**

See **Standing Rule 6.1.(6)(f)**.

25. **MINUTES AND NOTICES:**

25.1. The Secretary shall record the minutes of all membership meetings, Board meetings and Executive Committee meetings. The Secretary shall draft minutes of each meeting, and within thirty (30) days of such meeting, shall submit a draft to the President, First Vice President and Parliamentarian. Such draft may include summaries of officers' and chairpersons' reports or copies of same.

25.2. The Secretary shall provide a copy of the minutes as approved to the members of the Board of Directors and to other Committee Chairpersons or any Active, Student, Sustaining, Associate/Institutional and Lifetime member upon request.

25.3. Members desiring to receive a copy of official minutes of a given meeting shall pay a fee of \$3 per set of minutes.

25.4. The Secretary shall draft a notice of all meetings pursuant to **Standing Rules 13.1.(3) and 13.2.(2)** and submit to the President for approval.

26. **SUPPLIES:**

26.1. Letterhead and envelopes and other stationery supplies are obtained from the First Vice President for officers, chairpersons and region directors.

26.2. Postage may be purchased by Board members and statement of expense rendered as stated in **Standing Rule 6.1.(6)(e)**.

27. **BOND:**

27.1. The President or Treasurer shall cause to be issued in the name of AAPi by such fidelity insurance company as shall be approved by the Board of Directors, a fidelity bond in such amount as approved by the Board of Directors covering the President and Treasurer and such other Board members as approved by the Board.

27.2. The fidelity bond shall be held in the Treasurer's files.