

Standing Rules of

AALS – the Association for Arkansas Legal Support Professionals

As Amended May 1, 2011

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STANDING RULES

The standing rules of AALS – the Association for Arkansas Legal Support Professionals (“AALS”) shall be governed by the most recent edition of Robert’s Rules of Order and shall not replace or be in conflict with the bylaws of AALS. All proposed standing rules or amendments thereto shall be reported to the Board of Directors (the “Board”), who shall have the authority to create, rescind and amend same.

EXPENSES OF OFFICERS AND COMMITTEE CHAIRS

1. Subject to the approval of the Board, elected and appointed officers and committee chairs may be reimbursed miscellaneous expenses incurred on behalf of and necessary to the transaction of the business of AALS. Such expenses may include, but are not limited to, postage, telephone, facsimile, and photocopies. A copy of the request for reimbursement form is included herein as Attachment A.
2. Expenses of the President to attend the Leadership Conference as scheduled by NALS, Inc. (“NALS”) may include registration, hotel, travel (coach airfare, train or automobile), and per diem. The total expense allowance shall be set annually in the budget and drawn as the President needs said funds and attends the Leadership Conference. In the event all budgeted funds are not required for attending the Leadership Conference, the President may, upon approval of the Board, use part of said funds to attend the NALS Education Conference and National Forum immediately following installation as President.
3. Expenses of the President-elect to attend the NALS Leadership Conference may include registration, hotel, travel (coach airfare, train or automobile) and per diem, and the total expense allowance shall be set annually in the budget and drawn if the President-elect attends said meeting.
4. Upon recommendation of the Executive Committee (“EC”) and approval of the Board, the President and/or President-elect may request an advance of funds for attending appropriate NALS meetings to help defray immediate expenses. Receipts shall be submitted to the Treasurer no later than the next EC meeting following the NALS meeting.
5. Expenses of officers may include, but not be limited to, registration and lodging for attending NALS meetings, subject to the approval of the Board.
6. Statements itemizing expenses with attached receipts shall be submitted to the EC in writing for consideration and recommendation to the Board and shall be paid by the Treasurer upon approval of the Board.

MARKETING DIRECTOR

1. The Marketing Director shall be a member of the Board and shall work to publicize seminars and meetings through the news media and provide press releases for special events and/or certifications; develop and implement direct marketing opportunities; and secure advertising/corporate sponsorship to promote AALS activities.
2. The Marketing Director shall prepare press releases as required; place ads, articles and announcements in state, regional, or national programs and/or other legal publications; and be the liaison between AALS and various state bar associations, i.e., the Arkansas Bar Association (“ABA”), Arkansas Trial Lawyers Association (“ATLA”), etc.
3. Any publicity affecting NALS or AALS, should be submitted to the Marketing Director for approval prior to submission to the news media by any chapter, the Continuing Legal Education Council (“CLEC”), or any member of AALS.

PUBLICATIONS DIRECTOR

1. The Publications Director shall be a voting member of the Board.
2. The Publications Director shall be the editor of *The Informer*, which shall be published and distributed to all members no less than three times during the fiscal year and no later than 30 days prior to fall and winter business meetings and 45 days prior to the annual meeting.
3. Each issue of *The Informer* shall contain
 - a. President’s message;
 - b. Membership articles;
 - c. Legal education articles;
 - d. Other articles of interest;
 - e. Highlights of chapter activities;
 - f. Calendar of upcoming events and deadlines;
 - g. Notice and call to business meetings, including registration information;
 - h. Notice and call to annual meeting (as applicable), including registration information;
 - i. Seminar information (as applicable), including registration and site information, agenda, topics and speakers;
 - j. Information regarding activities and programs of NALS;
 - k. Advertising, if any, as approved by the Board; and
 - l. List of officers and state directors, including contact information.
4. The issue immediately following the annual meeting shall also contain the names and addresses of committee chairs and chapter officers.

5. The issue immediately prior to annual meeting shall contain notice of proposed bylaw and/or standing rules amendments.
6. *The Informer* may be distributed via e-mail and/or placed on the AALS website. A hard copy must be mailed or faxed to all members who do not have access to the Internet.

COMMUNICATIONS DIRECTOR

1. The Communications Director shall be a voting member of the Board and is responsible for maintaining the AALS website.
2. The website shall include:
 - a. An application for membership;
 - b. An application for secondary membership;
 - c. Current and past issues of *The Informer*;
 - d. Links to NALS and chapter websites as available;
 - e. Calendar of upcoming events and deadlines;
 - f. Seminar information (as applicable), including registration and site information, agenda, topics and speakers;
 - g. Information regarding activities and programs of NALS;
 - h. Advertising, if any, as approved by the Board; and
 - i. List of AALS officers, committee chairs, and state directors, including contact information.

STATE DIRECTORS

1. State Directors may serve as committee chairs. Elected and appointed officers of AALS may not serve as State Directors.
2. Each State Director shall submit a report to the Publications Director for publishing in each issue of *The Informer*.
3. The State Director shall be the official recipient of all communications to the chapter from AALS for proper distribution and action as necessary.

BYLAWS AND STANDING RULES

A copy of the current bylaws and standing rules shall be made available for general distribution on the AALS website and may be mailed to any member who does not have access to the Internet.

NEW CHAPTERS

1. A gift may be purchased for presentation to a newly-installed chapter president at the installation meeting of the new chapter, said cost not to exceed Twenty-Five Dollars (\$25).
2. A gavel may be purchased for presentation to a newly-installed chapter president at the installation meeting.

PAST-PRESIDENT'S GIFT

1. A Past-President's shield shall be purchased, as budgeted, on behalf of AALS for the retiring President and presented at the annual awards/installation banquet by the President-elect.
2. The President's home chapter traditionally purchases the gavel to be molded on the shield. All chapters are encouraged to contribute toward any cost of constructing the Past-President's pin over and above the AALS budgeted amount.

MEETINGS

1. Meetings of the Board shall be open to all members. Every member present has the right and privilege enter into discussion; however, during business meetings, only elected and appointed officers and State Directors shall have a vote.
2. Meetings of the EC shall be closed to all members except the members of the EC, or as directed by the President.

BUSINESS MEETINGS

1. Regular business meetings shall be held in the fall (September) and winter (January). The spring business meeting is held immediately following the annual meeting. A summer business meeting may be held upon the direction of the Board. Specific dates for each business meeting shall be chosen by the host, and presented to the EC for approval, prior to the announcement of the dates.
2. Hosts shall bid for business meetings one year in advance at the spring business meeting. Bids shall be submitted to the President-elect no later than April 1 of each year.
3. A registration fee of Five Dollars (\$5) shall be included in the fee paid by each registrant attending said meeting, which sum shall not be refundable.
4. Reimbursement of that portion of registration chargeable to social functions of the meeting may be made to a registrant who, for valid reason, is unable to

attend the meeting; provided, however, that such item of expense has not been committed to be paid by the hosts (for example, meal charges). A waiver of any costs may be given to a NALS officer attending the business meeting, subject to approval of the EC not to exceed \$100; otherwise, the Board must approve.

5. The Executive Secretary shall send the notice and call for each business meeting to the membership 30 days prior to said meeting, if same is not published in *The Informer*.
6. Profits or losses, if any, in hosting a business meeting shall be shared equally between the hosts and AALS.
7. Guidelines for hosting a business meeting are included herein as Attachment B.

ANNUAL MEETING

1. The host of an annual meeting shall be decided by vote of the members at the annual meeting upon bids submitted two years in advance. All chapters/groups desiring to host the annual meeting shall submit a bid to the President-elect by April 1. If more than one bid is received, the members shall decide the host of said annual meeting by vote following a short presentation by each bidding chapter. If no chapter or group expresses a desire to host the annual meeting, the floor may be opened for bids during the annual meeting, or the annual meeting may, at the discretion of the Board, be hosted by the chapter for which the longest length of time has elapsed since last hosting the annual meeting, or be hosted by a chapter organized not less than three years which has never hosted an annual meeting.
2. A registration fee of Ten Dollars (\$10) shall be included in the fee paid by each registrant attending said meeting, which sum shall not be refundable.
3. There will be no refunds made within 10 days of the annual meeting date except in emergency situations that prohibit the registrant attending said annual meeting. A waiver of any costs may be given to a NALS officer attending the annual meeting, subject to the approval of the EC not to exceed \$100; otherwise, the Board must approve.
4. Profits or losses, if any, in hosting the annual meeting shall be shared equally between the host and AALS.
5. A review of the financial records of the annual meeting shall be made within 60 days after each annual meeting.
6. Guidelines for hosting an annual meeting are included herein as Attachment C.

MEMBERSHIP COMMITTEE

1. The membership committee shall consist of the President-elect, Immediate Past President, the Marketing Director, the president-elect or vice president of each chapter, and as many other members as desired. The President-elect shall be the chair of this committee and shall attend meetings held by NALS specifically for membership chairs. The chair shall delegate to other members of this committee those duties as necessary, including organization of new chapters, conducting membership drives in chapters, providing membership articles for *The Informer*, and visiting chapters.
2. At the annual awards/installation banquet, the President-elect shall present a Fifty Dollar (\$50) monetary award and a certificate to the chapter achieving the greatest percentage of increase in membership during the year.

MEMORIALS

1. The President and/or Treasurer shall be notified of the death of a member as soon as possible and shall immediately notify the deceased member's family and employer of the memorial to the Mada L. Larmore Scholarship Fund in the name of the deceased member.
2. Upon notification to the Treasurer, a memorial in the amount of Twenty-Five Dollars (\$25) shall be made to said fund in the name of a deceased member.

SEMINAR

1. An annual seminar may be held in the fall of each year.
2. Guidelines have been established and are included herein as Attachment D.

CONTINUING LEGAL EDUCATION COUNCIL (CLEC)

1. The CLEC shall consist of a chair and at least two and up to three members appointed by the President and approved by the members of the EC. CLEC members shall serve staggered terms of two years each. In the event a member is unable to serve the entire term, an interim member may be named by the President with approval by the EC.
2. Guidelines and responsibilities of the CLEC are included herein as Attachment E.

SCHOLARSHIP AND GRANT AWARDS

1. At least one scholarship and/or grant shall be awarded each year with applicants being eligible for either the scholarship or the grant, but not for both during the

same year. The amount of the scholarship and/or grant shall be determined at the fall business meeting. The amount of scholarship and/or grant shall be at least Three Hundred Dollars (\$300). A minimum of One Thousand Dollars (\$1,000) shall be maintained in the scholarship/grant fund at all times.

2. The funding of the Mada L. Larmore Scholarship shall be as follows:
 - a. One Dollar (\$1) per capita shall be transferred to the scholarship fund on the first business day of each calendar year.
 - b. One-half of the funds received by AALS from the profits of any chapter's NALS Legal Training Course shall be transferred to the scholarship account.
 - c. Funds allocated from silent auctions held during business and annual meetings.
 - d. Funds transferred as a memorial.
3. Rules and regulations for the chair and for the applicant, the scholarship application form, and the judges' ballot are included herein as Attachment F. Rules and regulations for the chair and for the applicant, the grant application form, and the judges' ballot are included herein as Attachment G. The recipient for each of these awards is to be announced during the annual awards/installation banquet.

AWARD OF EXCELLENCE

1. The current Award of Excellence recipient is in charge of the following year's award of excellence competition.
2. Rules and regulations and the application for the award of excellence competition are included herein as Attachment H and are to be distributed to chapters and members-at-large. The recipient is to be announced during the annual awards/installation banquet.

HISTORY BOOK COMPETITION

1. The Historian is responsible for creating and compiling the AALS President's history book and is in charge of the chapter history book competition.
2. Rules and regulations governing the competition and the judges' tally sheets are included herein as Attachment I. The rules and regulations are to be distributed to each chapter along with pages for the President's history book as soon as possible after the annual meeting and no later than the fall business meeting. Each chapter historian shall be responsible for furnishing material to the Historian for insertion in the President's history book, which will be presented during the annual awards/installation banquet. The Historian should select, with approval of

the EC, three non-member individuals to judge the competition. The award for the winning entry shall be Fifty Dollars (\$50) and a certificate.

3. The Historian will prepare the award certificate, arrange for the Treasurer to issue a check in the amount of \$50, and present the award and check during the annual awards/installation banquet.

ACHIEVEMENT AWARDS

1. Rules and regulations for the achievement awards are included herein as Attachment J and are to be distributed to each chapter. The Achievement Award Chair reviews all entries, ascertains the accuracy of the computations, and determines the winners of the awards.
2. Awards will be presented to two chapters only, the chapter scoring the highest in each of the following categories: Group A: Chapters with 15 members or less, and Group B: Chapters with 16 members or more. The award for each of the winning entries shall be Fifty Dollars (\$50) and a certificate.
3. The Chair will prepare the award certificates, arrange for the Treasurer to issue the checks, and present the awards and checks during the annual installation/award banquet.

PRESIDENT'S AWARD

An award may be presented during the annual awards/installation banquet to a chapter which has shown outstanding service to AALS President during the previous year. Each chapter is encouraged to submit a report in writing to the President via regular or electronic mail no later than April 1. The President will determine the recipient based upon the following criteria: (Twenty-five percent may be earned in each category).

1. Chapter president's communication and cooperation with the President.
2. Legal education activities sponsored by chapter during the previous year.
3. Participation in AALS programs, projects and meetings.
4. Participation in other special activities which recognize the judicial system and/or outstanding legal professionals, or contribute to community projects.

DESTRUCTION OF BALLOTS

The Nominations and Elections chair shall seek permission from the Board, at the first meeting following the election, to destroy the ballots of the election of officers. If no objection is voiced during the annual meeting or the business meeting immediately following the presentation of various awards, the committee chairs are hereby directed to destroy the score sheets for the competitions. Any other ballots are to be destroyed in the normal course of business, in the absence of the chair being contacted during the annual meeting or during the first business meeting immediately following the vote.

AMENDMENTS TO STANDING RULES

1. Proposed amendments to these standing rules must be submitted in writing to the President and the Parliamentarian 45 days prior to the meeting at which they are to be presented for a vote.
2. The Executive Secretary shall give 30 days notice, by regular mail, electronic mail, or publication in *The Informer*, of a proposed standing rules amendment prior to the business meeting where the proposed amendment will be voted on and may be adopted by a majority vote of the Board members present.