

**Standing Rules of**

**AALS – the Association for Arkansas Legal Support Professionals**

(Revised May 2020)

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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 Newly Revised* 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 membership (Membership) upon recommendation by the Executive Committee (EC), who shall have the authority to create, rescind and amend same.

### **EXPENSES OF OFFICERS AND COMMITTEE CHAIRS**

1. Subject to the approval of the Membership upon EC recommendation, 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 and/or Vice President to attend the NALS Conference immediately following installation as President and/or Vice President 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 and/or Vice President needs said funds and attends the NALS Conference.
3. Upon approval of the EC, the President and/or Vice President may request an advance of budgeted funds to help defray immediate expenses for attending the NALS Conference. Receipts shall be submitted to the Treasurer no later than the next EC meeting following the NALS Conference.

### **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 internet access.

### **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 Vice President.
2. The President's home chapter may purchase the gavel to be molded on the shield. The Membership shall be advised of any overage above the AALS budgeted amount for constructing the Past-President's pin, and any member or chapter may contribute toward this overage.

### **MEETINGS**

1. Membership meetings shall be open to all members. Every member present has the right and privilege to enter into discussion, and all members present and voting at the meeting shall constitute the voting power.
2. Meetings of the EC shall be closed to all members except the members of the EC, or as directed by the President.
3. Rules of a Meeting are attached as Attachment B.

## MEMBERSHIP MEETINGS

1. Regular membership meetings shall be held in the fall (September) and winter (January). The spring membership meeting is held immediately following the annual conference. Specific dates for each membership meeting shall be chosen by the host and presented to the EC for approval prior to the announcement of the dates to the Membership.
2. Hosts shall bid for membership meetings one year in advance at the spring membership meeting. Bids shall be submitted to the President 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 membership 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 (as determined by the EC), 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 membership meeting, subject to approval of the EC not to exceed \$100; otherwise, the Membership must approve.
5. In the event the recipient of a free registration is unable to attend, the recipient should notify the Treasurer/EC so that another member may be chosen. If there is not sufficient time for another notification to the members, a drawing can be held during the meeting allowing one of the attendees at the meeting to receive the free registration.
6. The Executive Secretary shall send the notice and call for each membership meeting to the Membership 30 days prior to said meeting if same is not published in *The Informer*.
7. Profits or losses, if any, in hosting a membership meeting shall be shared equally between the host and AALS.
8. Guidelines for hosting a membership meeting are included herein as Attachment C.

## ANNUAL CONFERENCE

1. The host of an annual conference shall be decided by vote of the members at the annual conference general assembly upon bids submitted two years in advance. All chapters/groups desiring to host the annual conference shall submit a bid to the President by April 1. If more than one bid is received, the members shall decide the host of said annual conference by vote following a short presentation by each bidding chapter/group. If no chapter or group expresses a desire to host the annual conference, the floor may be opened for bids during the annual conference general assembly.
2. A registration fee of Ten Dollars (\$10) shall be included in the fee paid by each registrant attending said conference, which sum shall not be refundable. (This fee includes the registration fee for the spring membership meeting.)
3. There will be no refund made within 10 days of the annual conference date except in an emergency situation (as determined by the EC) that prohibits the registrant attending said annual conference. Reimbursement of that portion of registration chargeable to social functions of the meeting may be made to a registrant who, for valid reason (as determined by the EC), 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 annual conference, subject to the approval of the EC not to exceed \$100; otherwise, the Membership must approve.
4. In the event the recipient of a free registration is unable to attend, the recipient should notify the Treasurer/EC so that another member may be chosen. If there is not sufficient time for another notification to the members, a drawing can be held during the meeting allowing one of the attendees at the meeting to receive the free registration.

5. Profits or losses, if any, in hosting the annual conference shall be shared equally between the host and AALS unless multiple chapters and/or members are hosts – in that case, the proceeds will go directly to AALS general fund.
6. A preliminary financial report may be offered by the annual conference host during the spring membership meeting to be followed with a complete report by the Financial Review Committee submitted to the EC as soon as possible following the spring meeting and no later than the fall EC meeting. After EC approval, the report shall be published in the next issue of *The Informer*.
7. Guidelines for hosting an annual conference are included herein as Attachment D.

### **MEMBERSHIP AWARD**

At the annual awards/installation banquet, the Vice President 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. During the annual general assembly, an individual membership award may be presented following the guidelines in the approved membership campaign for the fiscal year.

### **MEMORIALS**

1. The President and/or Treasurer shall be notified of the death of a member as soon as possible.
2. Upon notification to the Treasurer, a memorial in an amount as recommended by the EC and approved by the Membership shall be made to the Mada L. Larmore Scholarship Fund (Scholarship Fund) in the name of a deceased member, and the Executive Secretary shall immediately notify the deceased member's family and employer of the memorial to the Scholarship Fund in the name of the deceased member.
3. Memorials may be made to the Scholarship Fund by any member in the name of a deceased individual, and the Treasurer shall notify the deceased's family of the memorial. The donating member shall provide contact information for the family of the deceased.

### **SEMINAR**

An educational seminar may be held each year. Guidelines have been established and are included herein as Attachment E.

### **CONTINUING LEGAL EDUCATION COUNCIL (CLEC)**

Guidelines and responsibilities of the CLEC are included herein as Attachment F.

### **SCHOLARSHIP AND GRANT AWARDS**

1. At least one scholarship and/or grant shall be awarded each year with applicants being eligible to receive either the Mada L. Larmore scholarship or the grant but shall not receive both during the same year. The amount of any scholarship and/or grant shall be determined during the fall membership meeting. A minimum of One Thousand Dollars (\$1,000) shall be maintained in the Scholarship Fund at all times.
2. The funding of the Scholarship Fund 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 Fund.
  - c. Funds allocated from silent auctions held during meetings.
  - d. Funds transferred as a memorial.
  - e. Funds collected from Ways and Means projects.
  - f. Funds specifically designated by individual members or chapters.
3. Rules and regulations for the chair and for the applicant, the scholarship application form, and the judges' ballot are included herein as Attachment G. Rules and regulations for the chair and for the applicant, the grant application form, and the judges' ballot are included herein as Attachment H. The recipient for each of these awards is to be announced during the annual awards/installation banquet.
  4. One of the key objectives of AALS is to provide quality legal education for our members and the legal community. To further extend that objective, AALS provides a complete set of certification exam study materials to be made available to AALS members or chapters for use from time to time. Cost expended to maintain the library of study materials is not to exceed \$750 in any one fiscal year. The AALS Certification Chair shall be responsible for maintaining and monitoring use of the materials.
  5. AALS intends to assist members in their quest for higher competency by offering an annual scholarship of up to \$200 for financial help in connection with various learning opportunities. Members may submit a Request for Assistance to the EC at any time (form included herein as Attachment I). Assistance may be a full or partial payment, depending on the sole discretion of the EC as to availability of funds, etc., and any assistance provided to a member will be reported to the Membership at the next regularly scheduled meeting.

#### **AWARD OF EXCELLENCE**

The current Award of Excellence recipient is in charge of the following year's Award of Excellence competition. Rules and regulations for the chair and applicant, the personal data form, and the judges' ballots for the competition are included herein as Attachment J. The recipient is to be announced during the annual awards/installation 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. When a chapter has received the award three (3) times, the chapter will retain the award, and a new award will be prepared.

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. Communication and cooperation with AALS President.
2. Chapter legal education activities during the fiscal 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 Membership at the first meeting following the election to destroy the ballots of the election of officers. If no objection is voiced during the annual conference general assembly or the membership meeting immediately following the presentation of the Award of Excellence and Scholarship and/or Grant, the respective Chairs are hereby directed to destroy the application forms and supporting data and 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 conference general assembly or during the first membership meeting immediately following the vote.

#### **AMENDMENTS TO / SUSPENSION OF THE STANDING RULES**

1. Members may propose amendments to these standing rules by submitting the proposed amendments, in writing, to the President and the Parliamentarian 30 days prior to the meeting at which they will be discussed and/or presented for a vote.
2. Written notice of any proposed standing rules amendment must be given by the Executive Secretary to the Membership by regular mail, electronic mail, or publication in *The Informer* at least 30 days before the vote is taken.
3. At any meeting a standing rule may be suspended by a majority vote, or they may be amended or rescinded by a two-thirds vote. If notice of the proposed action was given at a previous meeting or in the call for the present meeting, the standing rule may be amended or rescinded by a majority vote. As a majority may suspend any of them for that meeting, these rules do not interfere with the freedom of any meeting and therefore require no notice in order to adopt them.
4. **Grammatical and Correlative Changes.** Grammatical and correlative changes in these standing rules or amendments thereto, which in no way alter the intent of the respective bylaw or amendment, shall be effected by the Parliamentarian subject to the approval of the EC.