

LAFAYETTE PARALEGAL ASSOCIATION
EXECUTIVE COMMITTEE POLICY
Revised September 27, 2016

I. DISTRIBUTION - A copy of the Executive Committee Policy shall be furnished to each officer and committee chairperson, and any other member who has requested same.

II. PROCEDURE FOR AMENDING BYLAWS

A. See Article XV of the Bylaws.

B. Any proposed amendment shall be filed with the President, signed by the submitting member with one seconding signature, at least fourteen (14) days before an Executive Committee or Board meeting at which the proposed amendment is to be considered.

C. The Executive Committee shall take the time to appropriately consider the proposed amendment at its next meeting(s) and recommend for or against its approval, or may submit it for a vote to the membership without comment.

D. The Executive Committee shall give notice of such proposed amendment by publication with the notice of such regular or annual meeting or included in a notice sent by regular mail or electronic mail, at least fourteen (14) days prior to such meeting.

E. No proposed amendment shall be accepted from the membership during the course of an annual, regular, or special meeting.

F. An amendment shall become effective by the affirmative majority vote (51%) of the membership present at a regular or annual meeting.

G. Any adopted amendment shall be effective immediately unless the amendment specifies a time for its going into effect.

III. MEMBERSHIP

A. Qualifications for Active membership - See Article IV, Section 4.1 of the Bylaws.

B. Qualifications for Sustaining membership - See Article IV, Section 4.2 of the Bylaws.

C. Qualifications for Associate membership - See Article IV, Section 4.3 of the Bylaws.

- D. Qualifications for Student membership – See Article IV, Section 4.4 of the Bylaws.
- E. The Executive Committee may at any time and from time to time prescribe further rules and regulations defining and governing the qualifications for admission of individuals to any classification of membership, which rules and regulations shall be set forth in this Executive Committee Policy.
- F. All active, associate and student members shall be eligible to attend all membership meetings, regular, annual, and special.
- G. Only active members may vote, hold office, and be a committee chairperson in this Association. Associate members and student members may serve as committee members.
- H. Sustaining members shall be eligible to attend all meetings other than business meetings.
- I. To be nominated for any executive office of this Association, the nominee must have been an active member for one full fiscal year prior to being nominated. Members nominated for President shall have served on the Board for at least one year and attended a majority of the Board meetings, however if no member meeting this requirement has agreed to accept the nomination in any particular year, the Executive Committee may waive this requirement for that membership year.
- J. Application for Individual Membership -
 - 1) Applications for membership shall be submitted on forms furnished by the membership chairperson (Vice-president) as approved as to form by the Executive Committee and in accordance with the Bylaws adopted by this Association.
 - 2) Upon receipt of a properly completed membership application, the membership chairman shall automatically approve such application if the applicant meets any one or more of the qualifications as set out in Article IV, Sections 4.1 through 4.3, and is not known to have been convicted of a felony. The membership chairperson shall note such approval and the date on the application.
 - 3) If the application is not complete, or if there is some questions regarding the applicant's eligibility, the applicant shall be contacted by the membership chairperson to obtain such information as will insure completeness and clarification of the applicant's eligibility.
 - 4) Application for membership shall be rejected if applicant does not meet qualifications set forth in Article IV of the Bylaws. Membership chairperson shall notify applicant of such rejection.

- 5) Within 90 days of approval of the application, the membership chairperson shall:
 - a) Notify applicant, by telephone and/or correspondence.
 - b) Send list of new members to the President, Secretary and Treasurer (along with checks). The list shall include a running total of membership so that all files will correspond.
- 6) Not more than ninety (90) days after the start of the fiscal year, the Vice President shall cause to be prepared a list of all active, associate and sustaining members as of such date. 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.
- 7) Active members may retain this status though not employed as set forth in Article IV, Sections 4.1 of the Bylaws, provided they have been active members of this Association for at least five years and (i) shall continue to pay such dues as may be required for this class of membership, and (ii) shall attend a minimum of five LPA luncheon seminars or four LPA luncheon seminars and the LPA annual meeting. Said members shall retain all privileges of active membership, except the right to hold office as an officer.

| K. Resignation of Members - See Article V, Section 5.4 of the Bylaws.

| L. Removal from Membership - See Article V, Section 5.5 of the Bylaws.

- a) 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. The President shall then work with the Executive Committee to thoroughly investigate such charge. 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 Executive Committee. All communications concerning such proceedings are to be marked "Confidential" and all files are to be maintained in strict confidence.
- b) The Secretary shall notify the member within fifteen (15) days of the action of the Executive Committee by mail **or electronic mail** and/or telephone.

M. Appeal for Cancellation of Membership - See Article V, Section 5.6 of the Bylaws.

IV. DUES AND ASSESSMENTS - Dues shall be due March 1st of each year, payable by March 31st, and shall be prorated for new active and associate members only.

A. Initiation Fee and Annual Dues -

- 1) (Repealed by vote of membership 2/28/94 regarding \$5.00 initiation fee).
- 2) The Executive Committee shall determine the annual dues for all classes of membership, and any changes thereto shall be submitted to the membership for approval. The dues of this association are as follows: Active, **\$35.00**; Sustaining, **\$75.00**; **Associate, \$35.00**; **Student, \$35.00**.
- 3) Unpaid dues become delinquent April 1st. Failure to pay dues by March 31st will result in suspension of membership privileges.
- 4) **\$10.00 of each member's dues shall be designated and put into a separate account for the scholarship fund, up to a total of \$2500, at which time the excess amount will be put into the general fund.**

B. (Repealed by vote of membership 2/28/94 - regarding reinstatement fees).

C. Method of Payment - Annual dues shall be payable to Lafayette Paralegal Association, Inc. in care of the membership chairperson which shall be due on March 1st of each year and payable by March 31st.

V. EXECUTIVE COMMITTEE

A. Membership - The Executive Committee consists of all elected officers and the appointed officers. The President shall be a non-voting member except to break a tie.

B. Powers and Authority - See Article VIII, Section 8.3 of the Bylaws.

C. Operations - by mail **or electronic mail** or meetings at least quarterly.

D. Reports - Made at all Executive Committee meetings and incorporated in the minutes thereof.

E. Expenses - See Executive Committee Policy VII.A.4)v) and IX.

- F. Procedures - All matters discussed, either orally or in writing, are confidential. Most matters discussed will be reported officially to the Executive Committee, but until they are, they are not to be discussed with anyone outside the Committee. When an opinion or vote is requested on any matter, it should be expressed honestly and openly after careful consideration as to what is best for LPA. All copies of correspondence on Executive Committee matters should be sent to all members of the Executive Committee.

VI. OFFICERS

A. Elected Officers -

- 1) President - See Article XII, Section 12.1 of the Bylaws.
 - i) First responsibility is to membership.
 - ii) Supervises work of other officers and committee chairpersons and may delegate special assignments.
 - iii) Checks Bylaws and marks all dates during the year for all LPA activities and deadlines.
 - iv) Makes appointments which are approved by the Executive Committee as set forth in the Bylaws.
 - v) Has the membership advised as fully as possible, in advance, of pertinent business expected at meetings.
 - vi) Approves all mailings to the membership and articles for publication.
 - vii) Collect and review all correspondence sent to the Association.
 - viii) Approve all speaking engagements on behalf of the Association.
 - vii) Authorized signatory on checks, along with the Treasurer.
- 2) Vice-president - See Article XII, Section 12.2 of the Bylaws and Executive Committee Policy VIII.A, and III; should be familiar with the Bylaws and prepared to assist the President at any time when requested.
 - i) Shall prepare and maintain a current roster of all Active, Associate and Sustaining Members which list shall constitute the membership register of this Association.

- ii) Prepares and distributes a list of all active, associate and sustaining members as of the thirty (30) days prior to the date of the annual meeting to the Nominations and Elections Committee Chairperson and President, with a total count of active, associate and sustaining members reported to the President and Parliamentarian.
 - iii) Send to all members, by regular mail or email, on or about March 1st of each year, notice of dues due for the current fiscal year and a notice of delinquent dues on or about April 15th of each year, after conferring with the President to determine a preferred mailing date.
 - iv) Shall provide a Membership Certificate to all members who have renewed their membership on or before the date of the Paralegal Week Social, and may provide Membership Certificates to members who have renewed thereafter if possible.
 - v) Shall make arrangements for the purchase of a plaque which she/he shall present to the out-going President at the Annual Meeting.
- 3) Secretary - See Article XII, Section 12.3 of the Bylaws and Executive Committee Policy III.G and I, VII.C.
- i) Prepare minutes for all meetings of this Association and edit the minutes as directed.
 - ii) Maintain a permanent file of minutes of all meetings of the Association.
 - iii) Maintain a copy of the Annual Report filed by the Registered Agent of the Association with the Secretary of State.
 - iv) Shall assist the President in any way.
- 4) Treasurer - See Article XII, Section 12.4 of the Bylaws.
- i) Disbursements: Signs checks along with the President for approved expenditures (including administrative costs). The President shall sign checks in the absence of the Treasurer.
 - ii) Deposits: Treasurer will make all deposits in account(s).

- iii) Bookkeeping: Treasurer will maintain all books of this Association.
- iv) Reports: Treasurer shall cause to be prepared a financial statement consisting of operating statement and budget report prior to the Annual meeting. The Treasurer shall cause to be submitted a condensed financial report as of March 1st of each year to the members of this Association. The Treasurer shall file IRS Form 990N annually or as required by the applicable IRS regulations.
- v) Expense Claims: Expense claims must be submitted to the Treasurer, with a copy to the President. If claim is within the budget and approved prior to expenditure, Treasurer shall pay. If unbudgeted or over-budgeted items, all copies of the expense claim must be submitted to the President for approval.
- vi) Budget: Not later than February 1st of each year the Treasurer shall prepare a proposed budget for the next fiscal year after conferring with the President and Vice-president. Copy of the proposed budget shall be mailed **or e-mailed** to each Executive Committee member prior to the February Executive Committee meeting

VII. EXECUTIVE COMMITTEE

- A. Members - the elected and appointed officers.
- B. Authority and Powers - See Article IX and XII of the Bylaws.
- C. Election and Tenure - See Article VIII and X of the Bylaws.
- D. Expenses - See Executive Committee Policy VI A.4)v) and IX, and Articles 8.5 and 12.4 of the By-Laws.
- E. Meetings - The Executive Committee shall meet at least quarterly and at other times as called by the President

VIII. COMMITTEE CHAIRMEN

- A. The Standing Committees of this Association shall be:
 - 1) Education/Scholarship
 - i) Shall develop educational programs for paralegals. All ideas must first be cleared through the Executive Committee.

- ii) No financial commitments shall be made by the Education Chairperson without specific prior approval and authority of the Executive Committee.
 - iii) Approval of seminar speakers must be obtained from the President after approval of the Executive Committee.
 - iv) The Chairperson shall appoint such members as are necessary to assist in evaluating seminar topics, proofreading written material to be published in connection with seminars and other duties incidental to this chairmanship.
 - v) The Chairperson shall work with the Executive Committee in planning seminars and Annual meeting workshops.
 - vi) Shall develop and maintain a scholarship account (with the assistance of the treasurer) holding funds for scholarships to be awarded as designated by the Executive Committee, all as more fully set forth in the LPA Scholarship Committee Policy which is attached to and made a part of this Executive Committee Policy.
 - vii) Shall make available information to membership regarding the availability and requirements for scholarship.
 - viii) Shall solicit and accept scholarship applications from active members and make awards of scholarships based upon the Scholarship Committee Policy
- 2) Membership - See Executive Committee Policy III.
 - 3) Finance - See Executive Committee Policy IV, VI A.4), and IX.
 - 4) Nominations and Elections
 - i) See Article X of the Bylaws.
 - ii) The Chairman shall report in writing to the President and Secretary the number of voting members present in person. The Chair shall announce the number of votes represented. The Parliamentarian shall determine if a quorum is present and shall advise the President.
 - 5) Public Relations

- i) Shall have the duty of editing, approving, handling any and all material for publication pertaining to LPA including arrangements for radio and television programs or in any other media.
- ii) Must submit proposed articles to President for approval prior to publication.
- iii) Shall investigate advertising prices in legal publications and journals and make recommendations to the Executive Committee.
- iv) Shall work with education and social chairpersons in publicizing all projects and activities of this Association.

6) Newsletter

- I) Write, edit and publish newsletters (subject to approval by the President pursuant to Section 12.1 of the By-Laws).

7) Historian

- i) Responsible for gathering and saving any newspaper clippings, articles or photographs pertaining to the Association.
- ii) Develop and maintain the historical records of the Association.

8) Social

- i) Shall handle all aspects of social events (i.e. Paralegal Week and Christmas) with the approval of the Executive Committee.

9) Technical/Web Page

- i) Shall handle all aspects of setting up, updating and maintaining the web page of the Lafayette Paralegal Association with the approval of the Executive Committee.

C. Expenses - See Executive Committee Policy VI, A.4)v) and IX, and 8.5 of the By-Laws.

IX. EXPENSES - Elected and appointed officers, Executive Committee and Committee Chairmen shall be allowed the following expenses upon approval of the President of this Association:

- A. Miscellaneous expenses incurred on behalf of and necessary for the transaction of business, such as postage, stationery, and telephone expenses.
 - B. If the Executive Committee determines that a member has incurred or will incur extraordinary expenses for something other than telephone expense, stationery, or postage, the Executive Committee may authorize payment of such extraordinary expenses.
- X. ELECTION OF OFFICERS - The qualifications and method of election are set forth in Articles 9.3 and X of the Bylaws.
- A. All officers - Candidates for all offices shall be from the general membership in accordance with such qualifications as set out in the Bylaws and this Executive Committee Policy.
 - B. Vacancies in Office - See Article 8.6 and 10.3 of the Bylaws.
 - C. Nominations for each office specified in this Rule shall be called for from the floor of the assembly only in the event there are no candidates on the slate presented to the membership for consideration prior to elections.
- XI. NOMINATIONS AND ELECTIONS
- A. Officers - Chairperson prepares Declaration of Candidacy forms for officers and submits same to President for approval. Forms should contain statement that member is in good standing and is actively employed as a paralegal.
 - B. Campaign Guidelines
 - 1) A qualified candidate who has filed the appropriate declaration to run for an elected office may not campaign in any manner, except as published on the slate of officers list, i.e., background information and qualifications of each candidate, furnished with the appropriate declaration forms.
 - 2) Campaigning at the meeting shall be limited to the guidelines set forth in item B(1) above.
 - 3) All candidates must pay their annual dues at least one week prior to the last meeting of the fiscal year.
 - C. President, Vice-president, Secretary and Treasurer

- 1) Call for declarations of candidacy listing the offices to be filled shall be e-mailed to all members no later than sixty (60) days prior to the Annual Meeting..
- 2) Nominations and Elections Committee Chairperson shall cause to be prepared declaration of candidacy forms and shall furnish such forms to active members via e-mail together with the Call for declarations of candidacy.
- 3) Declarations of candidacy for officers must be filed with the Nominations and Elections Chairperson no later than fifteen (15) days prior to the Annual Meeting . Immediately thereafter,, the Nominations and Elections Chairperson shall check with the Vice President to ascertain that candidates for officers are members in good standing.
- 4) Chairperson shall prepare the ballots and assist with election of officers at the last meeting of the fiscal year.

XII. MEETINGS

- A. All meetings of the membership shall be held in such place as designated by the Executive Committee. See Article VI, Section 6.1 of the Bylaws.
 - 1) Regular meetings shall be held at not less than quarterly intervals.
 - 2) Notice of time and place of next ensuing regular meeting shall be announced at each regular meeting or by e-mail fifteen (15) days prior to the meeting. Notice of time and place of regular meetings shall also be posted on the LPA website.
 - 3) 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 three (3) minutes each time except by permission of the Chair.
 - 4) The Chair may limit time for debate on any subject.
 - 5) A simple majority (51%) of the active voting membership present at any regularly noticed meeting or annual meeting shall constitute a quorum. In the event of a vote of dissolution, a quorum shall consist of 51% of the voting members of the Association.
 - 6) The President may require any main motion, amendment or instructions to a committee to be in writing.
 - 7) Voting

- i) Any active member shall have the right to vote in person at any meeting of the membership. There will be no voting by mail or proxy.
- ii) No active member who is delinquent in the payment of dues or assessments shall be qualified to vote.

B. Executive Committee Meetings

- 1) Meetings of the Executive Committee shall be held at not less than quarterly intervals.
- 2) Executive Committee meetings shall be open to the general membership by appointment only. Motions and seconds to motions shall be made by members of the Executive Committee only. Any member may participate in discussions of motions.
- 3) The Chair may limit time for debate on any subject.
- 4) No proxy voting will be allowed.
- 5) Only one vote per Executive Committee member shall be permitted.
- 6) Special meetings of the Executive Committee may be called by the President upon fifteen (15) days written notice to all Executive committee members.
- 7) Reports of officers and committee chairpersons will be read and/or summarized in the minutes of the meeting.
- 8) A majority of the officers present at an Executive Committee meeting shall constitute a quorum for the transaction of business.

- C. Annual Meetings - The annual meeting of the membership shall be held in February or March of each year at a site selected by the Executive Committee.

XII. ROSTERS

A. Official Roster

- 1) The Vice President shall maintain an accurate register of the membership, officers, Executive Committee, and special committee chairmen. A copy of such roster shall be provided to such members of the Executive Committee and committee chairpersons.

- 2) None of the contents of the official membership roster is 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.

XIV. LPA EMBLEM - The emblem shall be as approved by the Executive Committee. The reproduction of the emblem in any form except by express written authority of the Executive Committee is prohibited.

XV. PUBLICITY RELEASE - All proposed press, radio and television releases or coverage shall be submitted to the Public Relations Chairperson and the President for approval.

XVI. LPA FILES

- A. All files of officers and committee chairpersons shall be delivered to the incoming officers and committee chairmen immediately following the annual meeting or within two (2) weeks. If no successor has been appointed, files shall be given to the President.

XVII. CORRESPONDENCE AND MAILINGS

- A. Correspondence should be answered promptly. Copies of all letters shall be sent to the President.
- B. Mailings other than routine and customary correspondence should first be submitted to the President for approval.

XVIII. RESOLUTIONS

- A. All proposed resolutions to be considered by the Executive Committee at its upcoming meeting shall be filed with the Executive Committee for presentation in writing. No resolution shall be offered for adoption without approval of the Committee written thereon. If a question arises as to whether or not a resolution is within the scope and purposes of LPA, the Executive Committee shall advise its opinion.
- B. All resolutions shall be submitted to the Executive Committee not less than fifteen (15) days prior to the meeting at which the proposed resolution will be considered.

XIX. CHANGES IN THE EXECUTIVE COMMITTEE POLICY

- A. Proposed recommendations for change in the Executive Committee Policy may be submitted by any active member. Recommendations must be submitted in writing to the President fourteen (14) days prior to the next

scheduled Executive Committee meeting so that such proposals may be placed on the agenda for consideration by the Executive Committee.

- B. A majority vote of the Executive Committee shall be required to make changes to the Executive Committee Policy.
- C. The Executive Committee Policy shall automatically reflect any Bylaw amendments insofar as they affect said Executive Committee Policy.

XX. BUDGET - See Executive Committee Policy VI A.4)vi).

XXI. DUTIES AND REQUIREMENTS OF OFFICERS AND CHAIRMEN

A. Officers

- 1) Officers must be active members of the Association and must be actively employed as paralegals. Actively employed as a “paralegal” shall be defined as:
 - a) Employed full time under the supervision of an attorney or attorneys; or
 - b) Regularly employed on a part-time basis under the supervision of an attorney or attorneys; or
 - c) If self-employed, employed under the supervision of an attorney in a manner which would qualify the individual for active membership.
- 2) Duties - See Article XII of the Bylaws and Article VI of the Executive Committee Policy.

- B. Committee Chairpersons - must be active members in good standing of the Association. See Article XII of the Bylaws and Executive Committee Article VIII.

XXII. MINUTES AND NOTICES

- A. Secretary shall record the minutes of all regular and special membership meetings and annual meetings. Secretary shall draft minutes of each meeting and reproduce and distribute to officers and chairpersons.
- B. Secretary shall record the minutes of meetings of the Executive Committee and shall furnish a copy of same to each member of the Executive Committee for approval.

- C. Secretary shall draft notice of regular Executive Committee meetings and shall notify all officers not less than thirty (30) days prior to the meeting. The same notice procedure shall be followed for a special meeting except the notice shall be sent not less than fifteen (15) days prior to the meeting.
- D. The Secretary shall draft notice of annual meeting of membership and notify all membership appropriately.

Scholarship Policy

Lafayette Paralegal Association, Inc.

The purpose of the Lafayette Paralegal Association, Inc. (LPA, Inc.) scholarship is to financially assist those who strive to achieve additional certifications in the pursuit of further professional development. This scholarship is not a need based scholarship, but a reimbursement scholarship. It is designed to assist all paralegals regardless of their income level.

QUALIFICATIONS

The applicant must have been an active member of the Lafayette Paralegal Association, Inc. for two complete years prior to applying for this scholarship. An active member is defined in the bylaws.

The applicant must meet all of the requirements of the test that they are applying to take (i.e. must meet all of the requirements of NALA for the CLA/CP).

Additional qualifications may be considered by the Executive Committee of the LPA, Inc.

FUNDING

The scholarship is funded by \$10.00 of each member's dues, except for sustaining members, paid on an annual basis. As dues are collected, \$10.00 from each member is deposited into a separate account to be used only for the scholarship. If the dues are prorated when paid, any amount in excess of \$25.00 will go toward the scholarship fund.

All costs of maintaining the scholarship account are to come out of the scholarship account.

Once the scholarship fund reaches an uncommitted balance of \$2,500.00, the entirety of the membership dues will be deposited into the general LPA, Inc. account.

USE

The LPA, Inc. scholarship is to be used for the following additional certifications, with proof of taking the exam and incurring associated fees:

- Certified Legal Assistant/Certified Paralegal and/or Advanced Certified Paralegal by National Association of Legal Assistants
- Certified Workers' Compensation Professional
- Notary Public Exam for the State of Louisiana
- Louisiana Certified Paralegal

Additional certification may be considered by the Executive Committee of LPA, Inc.

APPLICATION PROCEDURE

Each applicant shall submit the following:

1. Completed LPA Scholarship Application;
2. Letter of intent from the applicant outlining their experience and their goals; and
3. Copy of a current resume.

In the event that the applicant intends to take the CLA/CP or LCP, an additional letter of recommendation and sponsorship from a current CLA/CP or LCP is required. This can be a brief letter from anyone with a CLA/CP or LCP designation stating that he or she is aware the applicant will be taking the test and that he or she will be available to mentor the applicant as needed.

Applications will be reviewed by and the decision to award a scholarship will be made by the Executive Committee of LPA, Inc., appointed chairperson of the Education Committee and members of the Education Committee. The decision of the committee is final.

DEADLINES

The schedule for all of the aforementioned certification tests and study classes vary, therefore the scholarship will be awarded on an annual basis. The application packet must be submitted between November 15th and December 31st, but postmarked no later than December 31st. The complete application packet should be mailed to:

Lafayette Paralegal Association
Attn: Scholarship Program
P.O. Box 2775
Lafayette, LA 70502-2775

The applicant need not be scheduled to take the exam when applying for the scholarship. Funds will be disbursed upon receipt of proof of completion of the exam and submission of receipts for fees and materials purchased, at the discretion of the Executive Committee. For example - if the applicant plans to take the CLA test in December, it is acceptable for the applicant to apply the year prior. An applicant may apply only within the next available application period for reimbursement.

DISTRIBUTION OF FUNDS

Funds will be distributed in the maximum amount of \$500.00 per scholarship based on availability. This is the maximum amount per applicant, per certification. There will only be one scholarship per person, per certification awarded.

Funds will be distributed as reimbursement to the applicant. Reimbursement will be made within thirty (30) days of turning in the receipt(s) and proof of taking the exam.

NON DISCRIMINATORY STATEMENT

Selection of scholarship recipient shall be made without regard to race, color, creed, sex, age, national origin or marital status.

Scholarship policy Approved 10/11/2016