

STANDING RULES
OF
THE NORTH CAROLINA
PARALEGAL ASSOCIATION, INC



As last amended May 10, 2010

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NORTH CAROLINA PARALEGAL ASSOCIATION, INC.

STANDING RULES

I. PURPOSE:

These Standing Rules are adopted to provide guidance to the leaders of North Carolina Paralegal Association, Inc., ("NCPA" or "Association") in establishing and implementing policy and direction of the Association and in setting out procedures to accomplish a smooth operation of the Association on a day to day basis. It is the intent of the Standing Rules to provide for a check and balance system for the officers and directors in working together as a team to promote the best interest of the Association. The structure of the Association is designed analogous to a corporate structure. A flow chart is attached to the Standing Rules to graphically illustrate this structure of our leadership. Except as otherwise defined herein, all capitalized terms shall have the same meaning ascribed in the Bylaws of NCPA (the "Bylaws").

II. PROCEDURE FOR AMENDING BYLAWS:

- A. See Article XVIII of the Bylaws.
- B. A proposed amendment must be filed with the Secretary, who shall promptly give notice to the Board of this Association, on or before ninety (90) days prior to the next set date for the ensuing annual meeting to be considered at the next ensuing annual meeting. Notice shall be deemed to have been properly given when delivered in person, by electronic transmission, or by mail. [amended 01/10/2009]
- C. The Board shall give notice of proposed amendment by publication with the notice issued by the Secretary of such ensuing annual meeting, or included in a notice prior to the annual meeting. Notice shall be deemed to have been properly given when delivered in person, by electronic transmission, or by mail. [amended 9/21/2001, 01/10/2009]
- D. No proposed amendment shall be accepted during the course of any annual, regular or special meeting.
- E. The Board shall consider all proposed amendments at a meeting held prior to the annual meeting and recommend for or against approval of same, stating the reasons therefor. If the recommendation has not been made prior to the annual meeting, then the Board's recommendation will be made at the annual meeting.

- F. Amendments shall become effective by the affirmative vote of two thirds (2/3) of the membership present or by individual proxy at the annual meeting.
- G. Any adopted amendment shall become effective immediately unless the amendment specifies a time for its going into effect.
- H. Notice of adoption or rejection shall appear in NCPA FORUM.

III. MEMBERSHIP:

- A. See Article IV of the Bylaws.
- B. Although there is no proration of dues, membership applications received on or after November 1 will be accepted with the member being put on the mailing list to receive NCPA FORUM, but said member will not have voting rights until the new fiscal year.
- C. All past presidents of NCPA shall be entitled to lifetime general membership in NCPA at no cost, provided that said past president(s) continue to meet the eligibility requirements for General Members as set forth in Article IV.2(a) of the Bylaws. [effective 9/21/2001].

IV. AFFILIATE MEMBERSHIP:

- A. Purpose of Affiliate Membership Status:

The purpose of offering this optional membership status to North Carolina paralegal associations is:

1. To facilitate a network among paralegal associations across the state;
2. To provide added resources for greater communication throughout the network of North Carolina paralegal associations;
3. To offer a forum for the discussion of issues and information relating to the paralegal profession; and
4. To further the common aims and goals of the paralegal profession.

- B. Membership Requirements:

An organization shall be eligible to become an affiliate member of North Carolina Paralegal Association, Inc., provided:

1. It is a North Carolina paralegal association whose aims, objectives, constitution, bylaws and practice conform with the aims, objectives, constitution, bylaws and practice of NCPA; or
2. It is a paralegal student association within a North Carolina educational institution and its aims, objectives, constitution, bylaws and practice conform with the aims, objectives, constitution, bylaws and practice of NCPA; and
3. It agrees to comply with and adhere to the following requirements:
 - (a) To comply and not conflict with any NCPA bylaw requirement;
 - (b) To provide a minimum of five (5) hours of continuing legal education each year; [amended 3/14/2002]
 - (c) To remit annual dues to NCPA pursuant to the following schedule:

\$25.00 minimum fee, plus \$1.00 for each member of the Affiliate Association, up to a maximum of \$ 100.00; [amended 3/14/2002]
 - (d) To delegate one of its members, who is also an NCPA member, to serve on NCPA's Associations Network Committee (ANC); [amended 3/14/2002]
 - (e) To submit an annual report on a form supplied by NCPA; and [amended 3/14/2002]
 - (f) To annually provide NCPA with a current membership roster at the time of affiliate membership renewal. [Effective 5/11/1991]
4. Each Affiliate Association may delegate one (1) non NCPA member from the Affiliate Association per year to attend NCPA's Annual Meeting and Seminar at the cost of an NCPA/NALA member. [Effective 3/14/2002]
5. If an individual registering for NCPA'S Annual meeting and Seminar or NCPA's Mid-Year Seminar is not an NCPA member but is a member of an Affiliated Association then said individual shall receive 10% off the non-member rate for the seminar. [Effective 2/1/2010]

V. PARALEGAL EDUCATIONAL PROGRAM MEMBERSHIP: [Effective 1/1/04]

A. Purpose of Paralegal Educational Program Membership status:

The purpose of offering this membership status to paralegal educational programs is to:

1. Establish a membership status that will contribute to the overall education of paralegals by providing the benefits offered by NCPA to students via the educational program representative appointed by each Paralegal Educational Program Member.

These benefits include notices of all seminars and educational events sponsored by NCPA, notice of the annual Student Scholarship Award and the Meredith R. Pollette CLAS Scholarship Awards, a subscription to the Association's quarterly publication the NCPA FORUM, copies of the quarterly newsletter THE AMICUS, one membership directory and one seminar manuscript, as available, after each educational event.

2. Further the common aims and goals of the paralegal profession.

B. Membership Requirements:

A program shall be eligible to become a Paralegal Educational Program Member provided:

1. It meets the requirements for membership as set out in Article IV, Section 2(g) of the Bylaws; and
2. It agrees to comply with and adhere to the following requirements:
 - (a) To remit annual dues to NCPA in the amount of \$100.00.
3. Each Paralegal Educational Program Member shall designate a representative to receive NCPA mailings and materials, and notify the NCPA Coordinator in writing of the name and address of the representative or changes in this information.

VI. DUES AND ASSESSMENTS:

- A. The Board may adjust dues prior to the beginning of each fiscal year, but may not change said fee during any current fiscal year.

B. Method of Payment:

1. Annual dues shall be payable to the "North Carolina Paralegal Association, Inc." in care of the NCPA Second Vice President on or before the end of the fiscal year. Failure to pay dues by March I will result in loss of all rights of membership until paid. [amended 9/21/2001]

VII. EXECUTIVE COMMITTEE:

A. Membership: All elected officers, NALA Liaison and committee chairs, when invited to attend.

B. Reports:

Reports of the Executive Committee meetings shall be made by the President or the President's designee at all Board meetings and incorporated in the minutes thereof.

C. The President may call meetings of the Executive Committee whenever necessary for the purpose of discussing day to day operations and making recommendations to present to the Board. Meetings may be conducted by teleconference or in person at a location designated by the President. [amended 09/12/2008]

VIII. OFFICERS:

It is the responsibility of the officers under the supervision of the President to implement the policies promulgated by the Board.

A. Elected Officers:

1. President See Article VIII.1 of the Bylaws

(a) Represents the needs and concerns of the membership before the Board.

(b) Supervises work of other officers and committee chairmen and may delegate special assignments with approval of the Board.

(c) Checks Bylaws and marks all dates during the year for all activities and deadlines and coordinates, with the Secretary and the Parliamentarian, the inclusion of such dates and deadlines in the Master Calendar (as hereinafter defined in Article VIII.A.4(d)). [amended 1/18/1997]

(d) Makes appointments which are approved by the Board as set forth in the Bylaws.

- (e) Has the membership advised as fully as possible in advance of pertinent business expected at meetings. This may be accomplished by inclusion in the official notice of meetings or in issues of NCPA FORUM.
- (f) Refers all non budgeted or over budgeted expenditures in excess of \$250.00 or expenditures not approved by the Treasurer and President to the Board for final determination.
- (g) Together with the Chairman of the Board approves all mailing to the membership and articles for publication, news releases, publicity, and printed brochures.
- (h) Maintains close working relationship with Chairman of the Board, keeping the Chairman advised of any activity which may require Board action or require a policy decision.
- (i) Is kept informed, by copy, of all mailing other than routine and customary correspondence.
- (j) Shall have authority to sign all contracts upon approval by the Board.
- (k) Upon recommendation of the Board, shall request that the Governor proclaim the week commencing on the Saturday immediately prior to the NCPA Annual Meeting as Paralegal Week. [amended 9/21/2001]
- (l) Manages the work of the NCPA Coordinator. [effective 1/18/1997]
- (m) In the absence of the Treasurer, the President shall have the authority to sign any check or document that the Treasurer has authority to sign. [effective 7/12/1997]

2. First Vice President See Articles VIII.2. and XI.1.(c) of the Bylaws.

- (a) Should be familiar with the Bylaws and prepared to assist the President at any time when requested.
- (b) Shall have authority to approve NCPA's master account invoices issued by the Facility. [amended 9/21/2001].
- (c) Shall be responsible for solicitation and maintaining communication with the exhibitors for the annual meeting, annual seminar and midyear seminar.

3. Second Vice President See Articles VII.3. and XI.1(f) of the Bylaws.
 - (a) Shall be responsible for maintaining a membership roster and the compilation of the Membership Directory, which is to be transmitted electronically or mailed to the membership no later than August 1. [amended 5/15/1993, 9/18/1998, 01/10/2009]
 - (b) Shall provide to all new members the following information: (i) meeting and seminar information and dates; (ii) a list of officers, directors and chairmen, including a description of each of the aforementioned positions; (iii) a history of NCPA; (iv) CLA review course and testing dates; (v) information concerning professional issues within North Carolina. [effective 1/18/1997]
 - (c) Shall provide to all renewing members a questionnaire soliciting assistance and involvement with NCPA activities and committees. [effective 1/18/1997]
 - (d) Shall submit to the Association News Editor a membership report for publication in each issue of NCPA FORUM. [effective 1/18/1997]
4. Secretary See Article VIIIA. of the Bylaws.
 - (a) Shall maintain a supply of stationery, envelopes and informational brochures. [amended 9/21/2001]
 - (b) Shall be responsible for ordering and compiling promotional packets.
 - (c) Shall maintain an archival copy of the promotional packet containing Board approved items for that particular year.
 - (d) Shall maintain a calendar which shall include all NCPA deadlines specified in the Bylaws and these Standing Rules and all committee activity deadlines (the "Master Calendar"). The Master Calendar shall be submitted to the Board and the Executive Committee. The President and the Parliamentarian shall assist the Secretary in the maintenance of the Master Calendar. [effective 1/18/1997]
5. Treasurer See Articles VIII.5. and XI.1(e) and XI.1(i) of the Bylaws. [amended 1/5/1991]
 - (a) Expense Claims: Expense claims must be submitted to the Treasurer. If unbudgeted or over budgeted item, all copies of the

Art VII.A.1(f) of the Standing Rules.)

(b) Shall be responsible for depositing all monies into NCPA's bank account(s) within seven (7) working days of receipt of said monies; [amended 9/21/2001]

(c) Shall be responsible for disbursing funds in payment of NCPA's financial obligations, including, but not limited to, the annual affiliation fee to NALA, within seven (7) working days of receipt of evidence of such indebtedness; [amended 9/18/1998]

(d) Shall be able to transfer funds between NCPA bank accounts or invest in interest bearing Certificates of Deposit at his/her discretion with the approval of the President; [effective 9/21/2001]

(e) Shall prepare monthly reports of the financial status of NCPA and will file same with the Executive Committee and the Board within thirty (30) days after the end of the month being reported; [amended 9/21/2001]

(f) Shall turn over the financial records of NCPA to the Audit Committee for its review within thirty (30) days of the end of each quarter as recommended by the Accountants for the Association; and [amended 9/21/2001]

(g) May be required to post a bond at the request of the Board with the cost of said bond to be the obligation of NCPA. [amended 9/21/2001]

6. Parliamentarian See Article VIII.7 and XI.1(g) of the Bylaws. [amended 9/21/2001]

(a) Shall annotate, by date all Bylaw and Standing Rules amendments. [effective 1/18/1997]

(b) Shall assist the President and Secretary with the maintenance of the Master Calendar. [effective 1/18/1997]

7. NALA Liaison See Article VIII.6 and XI.1.(c)(iv) of the Bylaws. [amended 9/21/2001]

(a) Shall submit copies of NCPA publications, including, but not limited to, our quarterly magazine, NCPA FORUM, our annual membership directory, and our Annual Meeting Book to: (i) the NALA Affiliated Associations Director or such other office that NALA deems

appropriate and (ii) the NALA Region II Director and (iii) NALA Headquarters. [effective 1/18/1997, amended 9/18/1998].

(b) Shall submit to the Association News Editor a report for publication in each issue of NCPA FORUM. [effective 1/18/1997]

IX. BOARD OF DIRECTORS:

A. Membership See Article IX.2. of the Bylaws: [amended 5/11/1991]

1. Chairman of the Board See Article IX.6. of the Bylaws.

(a) Acts as spokesperson for the Board and provides guidance, subject to Board ratification, on all matters involving policy or other directives of the Board.

(b) Maintains close working relationship with President, keeping the President informed of policy decisions or other matters of interest which will assist in the day to day operation of the Association.

(c) Together with the President approves all mailings to the membership and articles for publication, news releases, publicity and printed brochures.

(d) Is kept informed, by copy, of all mailings other than routine and customary correspondence.

B. Authority and Powers:

1. See Article IX.1. of the Bylaws.

2. The Board of this Association as its governing body is responsible to the Association to ensure that the policies and philosophies of the Association continue in the best interest of the Association. This body is primarily responsible for the development of policies and planning, both short and long range, of the Association which policies and philosophies are implemented by officers and committee chairs under the supervision of the President.

C. Election, Tenure and Duties of District Directors:

1. See Article IX.3. and IXA. of the Bylaws. Declarations of interest for a vacant Board position must include the qualifications for directorship and the signature of the candidate.

2. As each term expires, the succeeding District Director shall be elected for a two year term. A District Director must work or reside in the district represented by that director. [amended 3/20/1997]
3. The "term" shall commence at the close of the annual meeting and end at the close of the annual meeting two years from commencement or until the death, resignation, retirement, removal, or disqualification of the Director or the election of a successor or appointment of a successor by the Board subject to Article IX.3 of the Bylaws. [amended 5/20/1995]
4. The District Directors will be elected by the members of their districts for a two year term. This election will take place at annual meeting and will be held on a rotating basis to assure that at no time will all of the District Directors be elected in the same year. The following District Directors will be elected for a two year term commencing at the annual meeting in odd numbered years: District II, District IV, District VI, and District VIII. The directors of the following districts will be elected for a two year term commencing at annual meeting in even numbered years: District I, District III, District V, District VII, and District IX. [effective 11/10/1998]
5. In addition, to serving as a member of the Board, each District Director is responsible for the promotion of NCPA and its activities in his or her district, including recruiting new members and development of mini seminars or other educational events within the district. [amended 9/21/2001]
6. Nomination procedures with regard to District Directors shall be as follows: [amended 11/10/1990]
 - (a) The deadline for the nomination of a District Director to be submitted to the Nominations and Elections Committee will be a date determined by the Nominations and Elections Committee to fall within the first week of the new calendar year;
 - (b) Within thirty (30) days of the deadline for nominations for District Directors, the Nominations and Elections Committee will obtain the consent of the nominees to the nomination. If more than one (1) nomination has been received for any given district, by the established deadline, the Nominations and Elections Committee will prepare and mail ballots to the general members in each district in which directors are to be elected and have been nominated, containing the names of all nominees in that district. [amended 9/21/2001]

7. Voting Procedure. [amended 11/10/1990, 1/5/1991]
 - (a) Executed ballots shall be returned to the Nominations and Elections Committee for tabulation within ten (10) days of the mailing of same to the general members of the districts; [amended 9/21/2001]
 - (b) In the case of a tie for the position of District Director, ballots for any run-off election will be mailed to the general members of the district where the run off is necessary by a date which will enable the members of that district to receive and then have ten (10) days in which to return their executed ballots to the Nominations and Elections Committee by March 1st. [amended 9/21/2001]
 - (c) If only one nominee has been received for District Director by the established deadline, then that nominee shall be declared as Director by acclamation by the Board. The newly elected Director shall be notified by letter by the Chairman of the Board prior to the Annual Meeting with copy going to the current Director of that District. [effective 1/5/1991]
 - (d) If no nomination for District Director has been received by the Nominations and Elections Committee by the established deadline, see Article IX.5 of the Bylaws. [effective 9/21/2001]

D. Expenses:

1. Miscellaneous expenses incurred on behalf of and necessary for the transaction of NCPA business such as postage, telephone, telegraph, supplies, and stationery not furnished by NCPA may be reimbursed upon the majority vote of the Board. Expense claims for such items must be submitted every thirty (30) days to the Treasurer. Thereafter, written approval of the President for late filing must be submitted with the claim form.
2. Reimbursement of expenses of directors and executive committee members for attendance at each Board meeting shall be as fixed by the Board at the preceding meeting.

Travel expenses must be submitted within thirty (30) days following the meeting unless approval for late filing is obtained from the President.

X. COMMITTEES AND COMMITTEE CHAIRS:

A. Standing Committees:

1. Education Committee See Article XI.1(c) of Bylaws.

All speakers, topics, and fees relating to any educational event under the direction of the Education Committee must be approved by the Executive Committee during a regularly scheduled meeting prior to their engagement and reported to the Board by the President. In the event of a last minute cancellation of a confirmed speaker, the President shall have authority to approve any substituted speaker and topic. NCPA will not pay speaker's fees unless approved by the President and Chairman of the Board prior to engagement. [effective 11/13/1999]

(a) Annual Seminar Subcommittee.

- (i) Shall supervise the planning and presentation of any educational workshop to be held in conjunction with the annual membership meeting.
- (ii) Shall submit proposed seminar schedule and program, including speakers, to the Board at a fall Board meeting, with proposed budget or itemization of expected expenditures.
- (iii) Shall confirm all speakers for the annual seminar prior to the midyear Board meeting and shall convey to each speaker the speaker policy set out in Article XI of these rules. [effective 5/20/1995]
- (iv) Shall provide public relations chair with complete details of annual seminar (including names and addresses of speakers and biographical information) in ample time to publicize same.
- (v) Shall be responsible for reproduction of handout material. General annual seminar handout material shall be available to members unable to attend the seminar at a cost set by the Board.
- (vi) Shall prepare evaluation sheet for completion by those attending the seminar and shall prepare a summary of the same to be kept in the permanent annual seminar file.
- (vii) Shall be responsible for writing appropriate thank you letters to speakers after seminar and shall see that they are reimbursed for their expenses or that expenses are

advanced (substantiated by NCPA expense claim forms) prior to the seminar.

- (viii) Shall keep a complete file of persons contacted and information obtained. Speakers' names and topics should be added to the speakers' bank.
- (ix) Shall develop printed brochures, registration, scheduling deadlines, etc. All flyers, brochures, and new releases must be approved by the President and Chairman of the Board prior to final printing. Handout material shall be available to members unable to attend the seminar at a cost to be set by the Board.

(b) Mid-Year Seminar Subcommittee [amended 9/20/1991]

- (i) Shall supervise the planning and presentation of a practical skills educational seminar to be held in the fall of each year.
- (ii) Shall submit proposed seminar schedule and program, including speakers, to the Board at the spring Board meeting, with proposed budget or itemization of expected expenditures.
- (iii) Shall confirm all Board approved speakers for the mid-year seminar by the summer Board meeting and shall convey to each speaker the speaker policy set out in Article XI of these rules. [effective 5/20/1995]
- (iv) Shall provide public relations chair with complete details of mid-year seminar (including names, addresses and biographical information for speakers) in ample time to publicize same.
- (v) Shall be responsible for reproduction of handout materials. General mid year seminar handout material shall be available at a cost set by the Board.
- (vi) Shall prepare evaluation sheet for completion by those attending the seminar and shall prepare a summary of the same to be kept in the permanent mid year seminar file.
- (vii) Shall be responsible for writing appropriate thank you letters to speakers after seminar and shall see that

claim forms) prior to the seminar.

- (viii) Shall keep a complete file of persons contacted and information obtained. Speakers' names and topics should be added to the speakers' bank.
 - (ix) Shall develop printed brochures, registration, scheduling deadlines, etc. All flyers, brochures, and news releases must be approved by the President and Chairman of the Board prior to final printing.
- (c) Convention Coordinator [effective 5/11/1991]
- (i) Shall obtain bids and negotiate with prospective hotels for future sites to accommodate the annual meeting, annual seminar, mid year seminar, and review course for the Certified Legal Assistant examination.
- (d) CLA Review Course Subcommittee [effective 5/11/1991]
- (i) Shall supervise the planning and presentation of an educational review course held relating the Certified Legal Assistant Examination.
 - (ii) Shall submit proposed review course schedule and program, including speakers, to the Board at a pre approved Board meeting, with proposed budget or itemization of expected expenditures.
 - (iii) Shall convey to each confirmed speaker the speaker policy set out in Article XI of these rules. [effective 5/20/1995]
 - (iv) Shall provide public relations chair with complete details of review course in ample time to publicize same.
 - (v) Shall be responsible for reproduction of handout material. General review course materials shall be available to anyone unable to attend the seminar at a cost established by the Board. [amended 9/18/1998]
 - (vi) Shall prepare evaluation sheet for completion by those attending the review course and shall prepare a

summary of the same to be kept in the permanent CLA Review Course file.

- (vii) Shall be responsible for writing appropriate thank you letters to speakers after the review course and shall see that speakers are reimbursed for their expenses or that expenses are advanced (substantiated by NCPA expense claim forms) prior to the review course.
 - (viii) Shall keep a complete file of persons contacted and information obtained.
 - (ix) Shall develop printed brochures, registration, scheduling deadlines, etc. All flyers, brochures, and news releases must be approved by the President, Chairman of the Board and NALA Liaison prior to final printing.
 - (x) Shall submit registration fees for the review course to the Board for approval.
- (e) Registration Chair: The Registration Chairperson shall be responsible for registration for all Education Committee seminars, including the CLA/CLAS Review Course. [effective 1/18/1997; amended 1/11/2003]
2. Ethics See Article XI.1.(d) of the Bylaws
- (a) Shall report any alleged violation of the Code to the President and Chairman of the Board for action. [amended 9/21/2001]
3. Public Relations and Official Publication See Article XI.1.(a) of the Bylaws.
- (a) The chair of this committee shall be the senior editor of the official publication of NCPA (the "Senior Editor"). [amended 1/18/1997]
 - (b) The name of the official NCPA publication shall be NCPA FORUM.
 - (c) All advertising in NCPA FORUM must be related to the legal profession ("Legally Related"). The Advertising Editor and the Senior Editor shall, in their sole discretion, determine what advertising is Legally Related and how many Legally Related ads shall be placed in NCPA FORUM.

- (d) All advertising of NCPA must be approved by the Chairman of the Board, President and the Senior Editor.
- (e) If the Senior Editor, the President and the Chairman of the Board cannot agree on an issue concerning NCPA FORUM, the matter will be resolved by a vote of the full Board. [amended 5/17/1997]
- (f) The Senior Editor shall: (i) have final approval regarding all public relations matters and official publications of NCPA, including, the production of NCPA FORUM; (ii) prepare a schedule of deadlines (Deadline Schedule) necessary for publishing NCPA FORUM and supervise, as well as assist, the Junior Editors (as hereinafter defined); (iii) coordinate and approve each quarterly issue and all advertisement of NCPA FORUM for publication; and (iv) provide the President the Deadline Schedule and other information concerning the activities of this committee. [amended 5/17/1997]
- (g) Junior Editors: "Junior Editors" shall mean, collectively, the Articles Editor, the Association News Editor, the Advertising Editor and the Public Relations Editor. The Junior Editors report to the Senior Editor and adhere to the Deadline Schedule and guidelines established by the Senior Editor. Specific duties and responsibilities of the Junior Editors are listed below: [amended 5/17/1997]
 - (i) Articles Editor: The Articles Editor shall be responsible for educational or professional development news articles related to the paralegal profession for publication by NCPA. [amended 5/17/1997]
 - (ii) Association News Editor: The Association News Editor shall: (a) review, edit and submit all reports received from the NCPA Executive Committee and Board in accordance with the Deadline Schedule; and (b) provide other NCPA related news, calendar events and information of upcoming events for publication. [amended 5/17/1997]
 - (iii) Advertising Editor: The Advertising Editor shall: (a) coordinate all advertisement for NCPA FORUM; (b) provide ads to the Senior Editor for each issue; and (c) work in accordance with the Deadline Schedule. [amended 5/17/1997]

- (iv) Public Relations Editor: The Public Relations Editor shall
 - a. market NCPA, handle accounts with North Carolina Lawyers Weekly, Legal Assistant Today, and other appropriate publications as determined by the Public Relations Editor and the Senior Editor;
 - b. prepare and submit press releases with newspapers and other advertising sources regarding NCPA seminars and events, and work closely with the NCPA Coordinator to keep current the mailing list of publications; and
 - c. submit for publication in the North Carolina Directory and the Mariposa Legal Directory current NCPA officer and director information. [amended 5/17/1997]
- (h) In addition, this committee shall
 - (i) work with the Education Committee in publicizing all projects and activities of NCPA.
 - (ii) aid in developing promotional brochures for the Association.
 - (iii) publicize the Governor's Proclamation of Paralegal Week in NCPA FORUM and other publications approved by the Board. [amended 5/17/1997]
- 4. Student/School Relations See Article X1. L(b) of the Bylaws.
 - (a) Shall disseminate information on student membership to all schools offering training programs for legal assistants and encourage schools to adopt legal assistant training program. Shall advise the Second Vice President of all membership solicitations.
 - (b) Shall maintain up to date list of schools offering legal assistant training programs in North Carolina, including a special notation of programs approved by the American Bar Association.
- 5. Finance See Article XI.1.(e) of the Bylaws

6. Membership See Article XI.1(f) of the Bylaws.
7. Nominations and Elections See Article XI.1(h) of the Bylaws.
 - (a) Recruitment Subcommittee [effective 1/10/1998]
 - (i) Shall consist of a minimum of three (3) General Members for different Districts, and be chaired by Nominations and Elections Committee chairperson.
 - (ii) Shall be responsible for soliciting interim and full term officer and director candidates. The committee is charged with submitting to the Board a slate of candidates' names to be placed on the annual meeting election ballot.
 - (b) Annual Meeting Elections Subcommittee [effective 1/10/1998]
 - (i) Shall consist of one (1) member from each District who shall act as tellers during the annual meeting and will be responsible for counting votes.
8. Audit See Article XI.1(i) of the Bylaws.
9. Job Bank See Article XI.1.(j) of the Bylaws.
10. Historian See Article XI.1(k) of the Bylaws.
11. Patron and Sustaining Members See Article XI. 1.(l) of the Bylaws.
12. Long Range Planning See Article XI.1(m) of the Bylaws.

The aim of this committee is to project the future needs and goals of NCPA and to formulate recommendations to the President and the Board which will enable this Association to meet the future as a fully prepared professional association.

13. Associations Network Committee See Article XI.1(n) of the Bylaws.

The aim of this committee is to discuss the concerns of those paralegal associations which affiliate with NCPA and to exchange information between NCPA and its affiliated associations. The committee: [effective 5/11/1991]

- (a) Shall be composed of one (1) delegate from each affiliated association;

- (b) Shall hold at least quarterly meetings;
- (c) Shall communicate to NCPA's Board the needs, concerns, and issues pertaining to the affiliated associations;
- (d) Shall furnish a quarterly report to NCPA FORUM for publication; and
- (e) Shall be chaired by a delegate from within the Associations Network Committee.

14. Survey Committee See Article XI.1(o) of the Bylaws. [effective 9/17/1993]

15. Pro Bono Committee See Article XI.1(p) of the Bylaws.[effective 3/19/1999]

16. Bylaws and Standing Rules Committee See Article XI.1(g) of the Bylaws. [effective 9/21/2001]

17. Technology Committee See Article XI.1(q) of the Bylaws.

- (a) Shall develop and maintain NCPA's internet website to be used as an electronic public relations source of information and communication between NCPA, its members and interested outside parties.

- (b) Shall be responsible for the purchase and maintenance of the computer hardware and software NCPA uses.

- (c) Shall be responsible for investigating the purchase and use of any other technology related devices or programs NCPA may deem necessary to carry out its business affairs. [Effective 3/16/02]

B. Reports:

1. Each chair shall present a written report at the annual meeting of the membership. This report shall be submitted to the President and to the Secretary at least thirty (30) days prior to the annual meeting in "camera ready" form.

2. Each chair shall also present a written report to each member of the Executive Committee and each member of the Board at each meeting. [amended 1/18/1997]

3. Reports shall be on 8 1/2" x 11 " paper.
4. Copies of all reports shall be retained in the files of the committee chairs.

XI. SPEAKER POLICY

Each speaker, whether attorney, paralegal, or layman, invited to participate in an educational event sponsored by NCPA ("event") shall be entitled to receive the full benefit of the policy hereinafter set forth. The Education Committee and its subcommittees shall expressly convey said policy to each speaker, which will include:

[effective 11/4/1995, amended 5/20/1995, 7/8/1995]

All speakers will be allowed to attend the entire event or any portion thereof and, upon presentation of a written request, will receive a Certificate of Attendance of same for use in obtaining CLE or CLAE credit;

All speakers will receive one luncheon ticket, if a luncheon is scheduled;

All speakers will receive one banquet ticket, if a banquet is scheduled;

All speakers will receive a complimentary copy of the event manuscript;

All paralegals who speak at NCPA seminars will be reimbursed for expenses, and in addition, will receive a 50% discount on the registration fee for the seminar at which the paralegal is speaking; [effective 11/03/2007]

Upon presentation of a written request, all speakers will receive reimbursement for mileage expense at a rate in compliance with the Internal Revenue Service regulation;

Upon presentation of a written request and production of a written receipt, a speaker will receive reimbursement for one night's lodging at the event hotel if the speaker resides outside a 75 mile radius of the event site; however, this does not include telephone calls or similar personal expenses incurred during the hotel/motel stay; and upon presentation of a written request and production of a written receipt, a speaker will receive reimbursement for one meal if the speaker resides outside a 75 mile radius of the event site.

Upon presentation of itemized receipts, all expenses incurred by the speaker will be reimbursed, but NCPA will not reimburse speakers for alcoholic beverages purchased with a meal. [effective 11/03/2007]

XII. EXPENSES:

Elected and appointed directors, officers and committee chairs shall be allowed the following expenses: [amended 2/11/1992]

Mileage will be reimbursed at the rate in compliance with the Internal Revenue Service Regulations for travel over 100 miles to called Board and/or Executive Committee meetings. Travel to the annual membership meeting is not eligible for this reimbursement. [amended 9/21/2001]

Full mileage will be reimbursed at the rate in compliance with the Internal Revenue Service regulations for travel to other meetings upon the prior written approval of the President. Mileage will not be reimbursed without this prior written approval. [effective 9/21/2001]

Reimbursement up to \$20.00 for lodging when attending called Board and/or Executive Committee meetings requiring travel over 200 miles. Such reimbursement shall be charged to the Executive Committee/Board meeting expense budget line item, should such administration member decide to apply. [amended 9/21/2001]

Reference is hereby made to Standing Rule XXX for reimbursement of fees and expenses for seminars. [effective 9/21/2001]

XIII. ELECTION OF OFFICERS:

- A. Qualifications and method of election are set forth in detail in Article VII of the Bylaws.
- B. Each candidate shall have the opportunity to campaign for his/her position as follows:
 - 1. Each candidate shall have the opportunity to make a speech at the Annual Meeting for no more than two minutes and three minutes for questions and answers from the floor.
 - 2. That by way of NCPA FORUM all candidates shall have the opportunity to notify all members of the Association that they are currently seeking an office. This shall be done by publishing the slate of candidates in the appropriate issue of NCPA FORUM. Each candidate may submit for publication in NCPA FORUM a photo and a statement not to exceed 750 words. No candidate shall be allowed to place an advertisement in NCPA FORUM, whether paid for individually or paid for by another individual, privately or publicly donated. Candidates shall be allowed to receive the current mailing labels for the membership (at the current cost to NCPA) so that they may send a separate mailing to the membership regarding their qualifications and other personal information. [amended 1/10/1998]
 - 3. A copy of all of the above mentioned rules shall be attached to the call for candidates that is to be issued to the membership by December 5.

XIV. NOMINATIONS AND ELECTIONS:

See Article VII.4.(a) and VII.4.(b) of the Bylaws

XV. BOARD MEETING PROCEDURE:

See Article IX.6. of the Bylaws.

A. The Chairman of the Board may call joint meetings of the Board and the officers and committee chairs. At such meetings, all may make motions and vote except on matters which require specific Board action. Meetings may be conducted by teleconference or in person at a location designated by the Chairman of the Board. [amended 09/12/2008]

B. Privilege of Floor:

Any member may participate in discussions, but only Board members may propose action.

C. Proxies:

No proxy voting will be allowed.

D. Reports of officers and committee chairs will be read by the President or the President's designee and summarized in the minutes of the meeting.

E. Quorum:

A majority of the entire Board shall constitute a quorum and shall be requisite at all meetings of the directors for the transaction of any business.

F. Debate:

The Chairman of the Board may limit time for debate on any subject, and no speaker shall be permitted to speak more than twice on any one subject and not more than three (3) minutes each time except at request or by permission of the Chairman of the Board.

G. Motions:

The Chairman of the Board has the right to require any main motion, amendment or instructions to a committee to be in writing.

XVI. ANNUAL MEETING PROCEDURE:

See Article V.3. of the Bylaws.

XVII. GEOGRAPHICAL REGIONS:

DISTRICTS WITH COUNTIES/DIRECTORS

| <u>District</u> | <u>Counties</u> |
|-----------------|--|
| I | Beaufort, Brunswick, Carteret, Craven, Dare, Hyde, Jones, Lenoir, New Hanover, Onslow, Pamlico, Pender, Tyrell and Washington |
| II | Durham, Franklin, Granville, Johnston, Orange, Person, Vance, Wake and Warren [amended 5/12/1990] |
| III. | Bladen, Columbus, Cumberland, Duplin, Harnett, Hoke, Lee, Moore, Richmond, Robeson, Sampson, and Scotland |
| IV | Alamance, Caswell, Chatham, Davidson, Guilford, Randolph, and Rockingham |
| V | Anson, Cabarrus, Gaston, Mecklenburg, Montgomery, Stanly, and Union |
| VI | Alexander, Alleghany, Davie, Forsyth, Iredell, Rowan, Stokes, Surry, Wilkes and Yadkin |
| VII | Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Swain, and Transylvania [amended 11/10/1990] |
| VIII | Bertie, Camden, Chowan, Currituck, Edgecombe, Gates, Greene, Halifax, Hertford, Martin, Nash, Northampton, Pasquotank, Perquimans, Pitt, Wayne, and Wilson |
| IX | Ashe, Avery, Burke, Caldwell, Catawba, Cleveland, Lincoln, McDowell, Mitchell, Polk, Rutherford, Watauga, and Yancey [amended 9/15/1990] |

XVIII. NCPA FORUM:

See Article XI.1(a) of the Bylaws.

XIX. PUBLICITY RELEASES:

See Article XI.1.(a) of the Bylaws.

All proposed press releases or coverage (the "Advertising Materials") shall be submitted to the Public Relations Editor and the Senior Editor who shall submit such Advertising Materials to the President and the Chairman of the Board for final approval. [amended 1/18/1997]

XX. NCPA FILES:

All files of directors, officers and committee chairs shall be delivered to the incoming officer within thirty (30) days.

Files of the Treasurer, President, and Secretary shall be delivered to the incoming officer expeditiously but in no event later than thirty (30) days following the annual meeting.

Hard copies of NCPA files shall be maintained for seven (7) years from the date thereof. NCPA files may be maintained in electronic format, at the Board's discretion [effective 5/15/2010]

XXI. SUPPLIES

Supplies are obtained from the NCPA Coordinator for directors, officers and committee chairs. [amended 1/11/2003]

XXII. NCPA HEADQUARTERS

NCPA's mailing address shall be:

Post Office Box 36264
Charlotte, North Carolina 28236 6264

[effective 10/2000, amended 9/21/2001]

XXIII. CORRESPONDENCE AND MAILING

- A. Correspondence should be answered promptly. Copies of all communications, both internal and external, and all officer and committee reports shall be sent to the President, Secretary, Chairman of the Board, and any other officer, chair or Director concerned with the contents.
- B. Mailings other than routine and customary correspondence should be submitted to the President and Chairman of the Board for approval.

XXIV. [This section is intentionally left blank]. [deleted 1/10/1998]

XXV. AMENDMENTS TO STANDING RULES:

- A. Proposed recommendations for amendments to Standing Rules may be submitted by any active member. Recommendations must be submitted in writing to the President and Secretary who shall promptly notify the Board thirty (30) days prior to each called Board meeting so that proposals may be placed on the agenda for consideration by the Board.

- B. A majority vote of the Board shall be required to amend or suspend a Standing Rule.
- C. The Standing Rules shall automatically reflect any Bylaw amendments insofar as they affect said Rules.

XXVI. DISTRIBUTION OF NON NCPA INFORMATION

It will be the policy of the North Carolina Paralegal Association, Inc., when distributing any non NCPA information that has been approved by the Board for distribution by the Association, that information will be accompanied by the following disclaimer: "The opinions expressed herein are not necessarily the views of the North Carolina Paralegal Association, Inc."

XXVII. CONTRIBUTIONS OR GIFTS TO NCPA:

The following language regarding the tax status of contributions or gifts to NCPA shall be printed on all literature published by NCPA: "Contributions or gifts to the North Carolina Paralegal Association, Inc., are not tax deductible as charitable contributions for federal income tax purposes. However, payments may qualify as an ordinary and necessary business expense."

XXVIII. MEMBERSHIP REJECTION/CANCELLATION APPEAL PROCEDURE

Should an individual whose membership has been rejected or canceled pursuant to Article IV.6. of NCPA's Bylaws, wish to appeal such rejection or cancellation the following procedure should be followed:

A written statement should be submitted to the Chairman of the Board in timely fashion following the rejection or cancellation. Such document should set forth the member's name, address and telephone number and any pertinent facts and relevant arguments as to why the prior decision of the Board should be overturned. Upon receipt by the Chairman of the written appeal, it will be placed on the agenda of the next regularly scheduled meeting of the Board for disposition and a copy will be forwarded to all Board members together with the notice of such meeting. A majority vote of a quorum of the Board will be required to overturn the prior decision to reject or cancel membership.

XXIX. GUIDELINES FOR DISTRICT MINI SEMINARS

The following is the procedure approved by the Board regarding district mini seminars organized by the District Directors.

- A. The Director must notify the Board of the date and time, location, and topics to be covered by any seminar organized for and in the district. This notification is for informational purposes only and serves to avoid conflicts within surrounding district or state activities.

- B. District Directors may draw advances from the line item "Seminars all others" to cover expenses.
- C. Upon the completion of the seminar, all financial data relating to the seminar as well as any monies realized from the seminar will be submitted to the Association's Treasurer on a form obtained from the Treasurer for the purposes of transmitting both income and expense information. [amended 4/5/1990]

XXX. REIMBURSEMENT OF FEES & EXPENSES FOR SEMINARS

[amended 1/10/1998, 1/13/2001]

- A. The First Vice President and the Annual Seminar Chair(s) will be reimbursed full round trip mileage for their mandatory attendance to one hotel site visit meeting scheduled prior to the Annual Seminar and Meeting. [effective 9/21/2001]
- B. The First Vice President and the Mid Year Seminar Chair(s) will be reimbursed full round trip mileage for their mandatory attendance to one hotel site visit meeting scheduled prior to the Mid Year Seminar. [effective 9/21/2001]
- C. The fees and expenses for the President, First Vice President, Annual Seminar Chair(s), Mid Year Seminar Chair(s), CLA Review Course Chair(s) and Registration Chair(s) will be waived or reimbursed for their mandatory attendance at the Annual Meeting and Seminar, Mid Year Seminar and CLA Review Course as follows: [amended 9/21/2001]
 - 1. Annual Meeting and Seminar (not including Mid Year Seminar and CLA Review Course Chairs)
 - (a) Registration fee (waived);
 - (b) One half (1/2) the hotel cost for double occupancy for two nights; and
 - (c) Full round trip mileage. [amended 9/21/2001]
 - 2. Mid Year Seminar and CLA Review Course (not including Annual Seminar Chair(s))
 - (a) Registration fee (waived);
 - (b) One half (1/2) the hotel cost for double occupancy for two nights; and

(c) Full round trip mileage. [amended 9/21/2001]

XXXI. CLA AND NCCP REVIEW COURSES PROCEEDS

The income generated by the CLA and NCCP Review Courses is not intended to represent revenues for NCPA. All profits from the CLA and NCCP Review Courses' registration fees, after the payment of all expenses, shall be transferred to the Meredith R. Pollette CLA Scholarship Fund. [effective 9/21/2001, amended 01/10/2009, 3/26/2009]

XXXII. ELECTION OF THE AFFILIATED ASSOCIATIONS DIRECTOR

[amended 9/21/2001]

The Affiliated Associations Director will be elected at NCPA's annual meeting by the delegates of the Associations Network Committee. The Affiliated Associations Director will serve a one year term and will be a voting member of the NCPA Board of Directors, provided the Director is a general member of the Association. If the Director is an associate member of the Association, participating on the Board of Directors will be as a non voting member. [effective 5/11/1991, amended 11/23/1991]

XXXIII. BAR LIAISON [amended 9/21/2001]

See Article IX.2(a) of the Bylaws. [effective 1/18/1997]

The Bar Liaison shall:

- A. Coordinate with the President and the Board the participation of NCPA as an exhibitor at the NCBA Annual meeting and other state or local bar group events;
- B. Work towards attaining affiliate or associate membership for paralegals with the NCBA and the NCSB by coordinating efforts with the NCBA and the NCBA paralegal liaison and the NCSB;
- C. Monitor NCSB proposed Rules of Professional Conduct affecting the paralegal profession and represent NCPA at NCSB Ethics Meeting, if determined necessary by NCPA's Board;
- D. Disseminate NCPA FORUM to the following NCBA and NCSB representatives: President, President Elect, Executive Director, and Paralegal Liaison; and
- E. Apprise NCPA of upcoming bar seminars relevant to the paralegal profession.

XXXIV. NCPA COORDINATOR [amended 9/21/2001]

See Article XXI of the Bylaws. [effective 1/18/1997]

- A. The President shall manage the Coordinator's work. As set forth in the "Guidelines for the NCPA Coordinator" (a copy of which is filed in the President's handbook). The Coordinator shall conduct the daily administrative operations of NCPA (the "Daily Administrative Operations"), including, but not limited to:
1. Telephone: directing telephone requests to the appropriate member of the Executive Committee and Board;
 2. Mail: collecting NCPA mail at least once a week and disseminating it to the appropriate party;
 3. Stationery: retaining a sufficient amount of stationery to conduct NCPA business;
 4. Supplies: purchasing the necessary supplies to conduct NCPA business;
 5. Expense Report: submitting a statement for services and expenses to the Treasurer for payment by the fifth (5th) day of each month, with a copy to the President and Chairman of the Board; and
 6. Log of Duties: maintaining a monthly log of duties conducted for NCPA, such log to be submitted to the President by the fifth (5th) day of the next following month.

In addition to the Daily Administrative Operations, the Coordinator shall: (i) assist the Membership Committee with NCPA mailings to the membership, (ii) assist the Public Relations and Official Publications Committee with NCPA FORUM; (iii) assist with NCPA mailings to the membership; and (iv) perform other duties necessary to disseminate information to the membership.

