

STANDING RULES

OF

SAN ANTONIO LEGAL SECRETARIES ASSOCIATION

January 27, 2010

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Section 1. GENERAL RULES FOR OFFICERS, CHAIRPERSONS, AND MEMBERS:

- A. Refer to San Antonio LSA Bylaws in their entirety for specific duties of officers and chairpersons. Other requirements are set out in these Standing Rules.
- B. Responsibility to the membership is an implied duty which all officers and chairpersons should keep firmly in mind. Decisions should be made and duties performed on the sole basis of what would be best for San Antonio LSA; personal preferences should not be allowed to interfere.
- C. Strict adherence to the Code of Ethics is imperative for officers and chairpersons. They should be aware at all times that they must set an example for members and that they represent the membership in all contacts with the public.
- D. Officers and chairpersons should make every attempt to attend all San Antonio LSA functions, as well as those of Texas ALP and NALS when feasible.
- E. Annual reports of officers and committee chairpersons, to be given at the annual meeting in March, must be in writing and copies should be prepared for the President, Recording Secretary, the Parliamentarian, and the pertinent file.
- F. All mailings pertaining to San Antonio LSA should first be submitted to the President for approval.
- G. Requests for use of the roster for any purpose other than San Antonio LSA business shall first be submitted to the Board of Directors for approval.
- H. Copies of all letters shall be sent to the President and any other officer or chairperson concerned with the contents. When identical letters are written, only one copy, listing addressees and their addresses, shall be sent as listed above.
- I. Any member desiring to discontinue his/her membership in San Antonio LSA is requested to notify the Treasurer. If said member is an officer or committee chairperson, he/she shall also submit a written resignation to the President. If he/she is a member of a committee, he/she shall furnish a copy to the

chairperson of that committee. (Refer to Bylaws Art. IV, Section 3, for transfer of membership).

J. INCOME AND EXPENSES:

- (1) All chairpersons handling funds belonging to San Antonio LSA shall give an accounting of all monies received or expended in connection with a San Antonio LSA matter and shall include, where applicable, an inventory of any merchandise in stock.
- (2) Every effort should be made to stay within the budget established for each office or committee.
- (3) If circumstances require expenditures exceeding that amount in the budget, the excessive amount must first be submitted to the Board. Final approval shall be by a majority vote of the membership.
- (4) All bills must be paid promptly, and none shall be outstanding more than thirty (30) days.
- (5) Any bill, debt or notice thereof that is not submitted at or prior to the June Board Meeting shall be the responsibility of the person who incurred such bill or debt on behalf of San Antonio LSA, and that member shall be held responsible for its payment.

K. FILES:

- (1) All files of officers and chairpersons, containing a list of duties/procedures and San Antonio LSA Bylaws and Standing Rules, shall be delivered to the incoming officers and chairpersons at the Outgoing/Incoming Board of Directors Meeting. If no successor has been appointed, such files shall be given to the President.
- (2) Permanent files shall be those of history, *The Summons*, Treasurer, bylaws, minutes, charter, and contracts of San Antonio LSA. It shall be the responsibility of the appropriate officer or chairperson to see that the permanent files are properly maintained.
- (3) With the exception of the permanent files listed above, files of officers and chairpersons shall consist of informative files for the current year, plus two prior years and said officers and chairpersons shall be responsible for destruction of obsolete and miscellaneous material and correspondence.

San Antonio LSA, Texas ALP & NALS publications of any changes of name or address. Shall send statements, when applicable, to members who make reservations to attend membership meetings and fail to attend or timely cancel. Shall deliver all financial records to the Audit Committee within two (2) weeks after the April membership meeting.

E. CORRESPONDING SECRETARY: (Refer to Bylaws, Art. VI, Section 5)

a. Shall order stationery when necessary and be responsible for its distribution. Shall be responsible for any ads to be placed in programs for NALS or Texas ALP meetings. Shall have charge of all matters pertaining to the general welfare of the membership and shall act on behalf of this Association in matters of courtesy and benevolence, whether for members of this Association or for the general public. Shall send get well cards, sympathy cards, flowers or gifts on behalf of the membership, subject to the approval of the Executive Committee.

b. The Corresponding Secretary shall, immediately after election of officers and appointment of committee chairpersons, send to the NALS Executive Director at NALS Headquarters a roster of new officers; keep said Executive Director informed of any changes in the roster; send to Texas ALP Roster Chairperson the required number of copies of a roster of all new officers and committee chairpersons; and keep said Roster Chairperson informed of any changes in said Roster.

F. DIRECTOR: (Refer to Bylaws, Art. VI, Section 6)

Shall report to the members concerning Texas ALP activities and shall inform the members of amendments to the State Bylaws. If knowledge is available prior to attending Texas ALP Board of Directors Meetings that a major matter will be brought up at the meeting, he/she shall present it to the general membership to obtain their wishes concerning such matters. In the event the Director is unable to attend any Texas ALP Board of Directors Meeting, the President shall either serve as Alternate Director or shall appoint a Director Pro Tem.

G. PARLIAMENTARIAN: (Refer to Bylaws, Art. VI, Section 7)

Shall assist the President and members in an advisory capacity on questions of order arising in the conduct of affairs of San Antonio LSA and see that parliamentary rules are followed, and shall serve as an ex-officio member of all committees, particularly the Nominating Committee. (Refer to Standing Rule Section 8 pertaining to minutes).

Section 3. **COMMITTEES:**

Each committee shall consist of a chairperson or co-chairpersons appointed by the President, and as many members as they may deem necessary. The chairpersons and co-chairpersons shall be members of the Board of Directors with full voting right. It shall be the responsibility of each chairperson to provide the Recording Secretary with a list of those members participating in that committee's event.

A. **HISTORIAN:** (Refer to Bylaws, Art. X, Section 3)

Shall secure pictures and souvenirs for the History Book at all functions of San Antonio LSA and of Texas ALP and NALS, and shall compile them in book form for presentation to the San Antonio LSA President.

B. **EDITOR:** (Refer to Bylaws, Art. X, Section 4)

Shall mail *The Summons* to the last known address of all members and any others as directed by the Board of Directors.

C. **FINANCIAL REVIEW:** (Refer to Bylaws, Art. VI, Section 1.d.)

The Audit Committee Chairperson shall be appointed by the President at the March membership meeting. The Audit Committee Chairperson shall review the financial records of San Antonio LSA for accuracy and use of proper bookkeeping procedures, and shall return the financial records to the new Treasurer by the end of May. A report shall be given by the Audit Committee Chairperson at the next membership meeting.

D. **AWARD OF EXCELLENCE/ATTORNEY AND AWARD OF EXCELLENCE/MEMBER:**

This Committee shall be responsible for providing the membership with nomination forms, setting deadlines, receiving nominations, preparing ballots for vote, and conducting the election of the San Antonio LSA's Award of Excellence/Attorney and Award of Excellence/Member. Election shall be at the August membership meeting. In case of a tie for Award of Excellence/Attorney and/or Award of Excellence/Member, a runoff election will be held at the September membership meeting. Only nominations submitted on the form provided by this Committee will be accepted. The submitted nominations will be reproduced by the chairperson and made available to each member in attendance at the August membership meeting for review by the members before the elections are held.

Nominations for Award of Excellence/Attorney shall be solicited from the membership based on the following qualifications:

1. Must be nominated by a member in good standing of San Antonio LSA.
2. Shall not have received the honor within the last ten years.
3. Shall be judged on the following basis:
 - (a) Contributions to local chapter for past three years – 50%
 - (b) Working relationship with staff – 25%
 - (c) Contribution to legal community and/or state civic and charitable activities – 25%.

Nominations for Award of Excellence/Member shall be solicited from the membership based on the following qualifications:

1. Must be an active member in good standing of San Antonio LSA at least two (2) years immediately prior to nomination, and must be nominated by an active member in good standing of San Antonio LSA.
2. Must have been employed in work of a legal nature for at least two (2) years immediately prior to nomination.
3. Shall not have received the honor within the last five (5) years.
4. Shall be judged on the following basis:
 - (a) Legal skills and experience – 45%
 - (b) Contributions to local chapter – 45%
 - (c) Contributions to community and/or civic and charitable activities – 10%.

ONLY the chairperson and the two members of this Committee shall count the votes in private and the winner will be known **ONLY** to the chairperson and the members of this Committee and the member who nominated the successful nominee until the announcement is made at the Day in Court Luncheon. Ballots shall be destroyed immediately after the awards have been presented.

The award for both Award of Excellence/Attorney and Award of Excellence/Member shall be an engraved plaque, and it shall be the responsibility

of this chairperson to secure the plaques and have the winners' names engraved on them.

It shall further be the responsibility of this chairperson to submit an entry of a candidate for NALS Award of Excellence and Texas ALP Legal Professional of the Year Award as directed by the Board of Directors.

E. BYLAWS:

The Parliamentarian shall serve as chairperson and/or advisor of this Committee. It shall be the duty of this Committee to receive proposed amendments to San Antonio LSA's Bylaws and to compile and circulate such proposed amendments according to the provisions of Article XIV of the Bylaws. After San Antonio LSA has voted upon such amendments or revisions, this Committee shall present a copy to the Recording Secretary. If the Bylaws of Texas ALP and/or NALS are amended, this Committee shall compile proposed amendments as may be deemed necessary to San Antonio LSA's Bylaws to coincide with the Bylaws of said State and National Associations. Shall supply all members with a current copy of Bylaws of San Antonio LSA. Shall furnish the Membership Chairperson with copies of the Bylaws for distribution to new members.

F. DAY IN COURT:

This Committee shall make all arrangements for annual Day in Court, publicize it, and furnish material for the local history book.

G. EMPLOYMENT:

It shall be the duty of this Committee to maintain a record of positions available in work of a legal nature. No charge shall be made to any member or prospective employer for such information. All applications filed with the chairperson of this Committee are confidential. Only members of the National Association are eligible for such services, unless otherwise designated by the Board of Directors or membership.

H. HISTORY:

It shall be the duty of this chairperson to keep a history of San Antonio LSA for the current year, including a complete roster of members, officers and chairpersons; names of members who qualified as ALS, PLS, PP or CLA during the year; honors won at Texas ALP and NALS Annual Meetings; and to keep a synopsis of the year's events and update the permanent history.

I. **CONTINUING EDUCATION:** (Refer to Art. X, Sec. 1, Bylaws)

It shall be the duty of this Committee to provide educational articles to the editor for each publication of *The Summons*.

J. **MEMBER OF THE YEAR:**

The President shall be chairperson of this Committee. Any member may nominate another member for Member of the Year. Any person nominated must be an active, participating member of San Antonio LSA and must be a regular attendee at Membership meetings. The nominee shall have performed his/her elected or appointed duties (if any) diligently; additionally, he/she shall have rendered outstanding service to San Antonio LSA above and beyond his/her duties. All nominations shall be on forms provided by the President in *The Summons* and shall be submitted to the President no later than February 1 of each year. The President shall prepare ballots for vote and forward same to a sister chapter in Texas ALP for selection. The winner shall be known only to the President until the award is presented at the membership meeting in April. The Member of the Year award shall be an engraved plaque.

K. **MEMBERSHIP:**

The Vice President shall be chairperson of this Committee. This Committee shall solicit new members, consider all applications for membership, and conduct special meetings and programs to encourage membership. Shall revise the San Antonio LSA brochure as necessary.

L. **CERTIFICATION:**

It shall be the duty of the Certification chairperson to act as a liaison between the members of San Antonio LSA, NALS and Texas ALP Certification chairpersons. It shall be the duty of this Committee to inform members of eligibility requirements, dates and places to take the certification examinations; to answer inquiries from members or nonmembers with respect to the certification program; to furnish application forms for the certification examinations; to keep members informed concerning the time when applications to take the examinations must be received by NALS; and to keep members informed as to the purpose of the program.

It shall further be the duty of this Committee to arrange for the holding of a Study Course when feasible and approved by the Board of Directors.

The Certification chairperson shall inform the editor of *The Summons* and Corresponding Secretary of members passing the examination and shall be

responsible for obtaining a pin or charm for each member certified during the fiscal year, such pin or charm to be presented at a membership meeting following certification.

M. **PROGRAM:** (Refer to Art. X, Section 5, Bylaws)

Place: It shall be the duty of this Committee to arrange for the meeting place and meal, if any, for the membership meetings, subject to the approval of the Board of Directors.

Speaker: It shall be the duty of this Committee to arrange for speakers for all membership meetings except the March and April membership meetings. All topics shall be of a legal nature unless otherwise approved by the Board of Directors.

N. **PUBLICITY:**

It shall be the duty of this Committee to see that news of San Antonio LSA appears in the local newspapers, as well as other periodicals, etc. as may be deemed appropriate, and to be responsible for all press releases, subject to approval by the President, TV and/or radio coverage for San Antonio LSA and to secure copies of all press releases and give them to the Historian. All news clippings shall bear the name of the paper and the date line.

O. **RECEPTION AND ATTENDANCE:**

This Committee shall greet all members and guests. This Committee shall have members sign an attendance sheet to be used as a record of attendance for each meeting, and shall have guests sign a separate guest book to be used as record of attendance for each guest. It shall further be the duty of this Committee to have available at each membership meeting name tags for each guest, as well as name tags for those members in attendance who do not have one.

P. **TELEPHONE:**

This Committee shall maintain a list of the telephone numbers of the officers and members of San Antonio LSA and shall make telephone calls to the officers and members when requested to do so by the President or the Board of Directors.

Q. **RESERVATIONS:**

It shall be the duty of this Committee to handle all reservations for all membership meetings. If a charge is made for any meeting, this Committee shall collect and submit an accounting to the Treasurer of all money received.

R. SCHOLARSHIP:

This Committee shall inform local high schools, career institutes, colleges or universities of the San Antonio LSA and Texas ALP scholarship programs, and shall secure applications from qualified applicants.

Awards shall be made upon merit, ability and financial status. The number and amount of scholarships to be awarded will be determined annually by the Board of Directors, subject to approval of the membership. Applicants for the San Antonio LSA Scholarship Award must be persons who are a senior in high school or enrolled in a school of advanced education; must have at least a "B" average; must have a financial need for the scholarship and must submit application on a form submitted by San Antonio LSA setting forth qualifications, financial need for scholarship, extracurricular activities, probable choice of schools and vocation desired, together with two letters pertaining to applicant's character, financial need for scholarship and extracurricular activities; a copy of applicant's transcript; letter from school counselor or dean; and a letter from person (other than relative) with whom applicant is well acquainted.

The Scholarship award shall be paid directly to the school of the winner's choice. Reimbursement for books shall be made directly to the Scholarship recipient upon presentation of receipts. In the event a winner fails to enter or re-enter school within one (1) year from the date of the award or fails to use the entire award, the funds shall revert to the general fund.

The Scholarship Committee shall select one to three applicants from the applications received, obtain the proper credentials, letters, etc., and prepare ballots for membership vote, being certain to delete all identification of the applicant. Vote of the membership shall be final.

The chairperson shall keep in contact with the recipient as to his/her progress and, periodically, shall report such information to the membership.

The chairperson shall further be responsible for submitting San Antonio LSA's winner for the Texas ALP Scholarship, unless otherwise directed by the Board of Directors.

Students who have been awarded a scholarship shall not be permitted to reapply for another scholarship. Additionally, student members of the San Antonio LSA shall not be permitted to apply for a scholarship.

S. MARKETING:

It shall be the duty of this chairperson to:

- a. Assist the Membership Committee in marketing and advertising the benefits of membership in the Association;
- b. Develop and continue updating a promotional packet for distribution to prospective members;
- c. Continue to update and expand the Association brochure;
- d. Promote to the legal community the benefits of San Antonio LSA;
- e. Work with the Chairpersons in promoting seminars, official courses and educational materials which shall include providing promotional material to be included in *The Summons* for all San Antonio LSA sponsored seminars, educational events, and board and annual meetings.

T. COMMUNITY SERVICE PROJECTS:

It shall be the duty of this chairperson to arrange for community service projects throughout the fiscal year, including soliciting contributions, donations, and attendance from the membership.

U. WAYS & MEANS:

It shall be the duty of this Committee to suggest fund-raising projects to the Board of Directors for approval. This Committee shall be responsible for distribution of tickets for door prizes and/or selling raffle items, distribution of prizes and keeping record of prize winners at the membership meetings for *The Summons*.

Section 4. MEETINGS: (Refer to Bylaws, Art. VII)

- A. The regular meeting of San Antonio LSA shall be held on the fourth Wednesday of each month unless otherwise changed by the Board of Directors, or by majority vote of the active members present at any regular membership meeting. Notice shall be given to all members, giving date, time and place of the regular meeting.
- B. The regular meeting in March shall be known as the Annual Meeting and shall be a closed meeting for voting members only.
- C. The regular meeting in April shall be for the purpose of installing officers and the handling of any other business which may properly come before the meeting.

Section 5. **BOARD OF DIRECTORS:**

- A. The Board of Directors shall hold a regular monthly meeting on the first Wednesday of each month unless changed by the President or by agreement of the Board.
- B. The Executive Committee shall approve appointments of committee chairpersons and co-chairpersons submitted by the President.
- C. Any voting member of the Board of Directors who shall be absent from three (3) successive meetings of the Board of Directors shall forfeit the office or chairpersonship unless, in the opinion of the Board of Directors, such absence has been for good cause. It shall be the duty of each Board member to report to the President his/her committee activities and reason for absence if unable to attend any Board meeting. If such voting membership is forfeited, the Board of Directors shall instruct the Corresponding Secretary to so advise such officer or chairperson in writing.

Section 6. **NOMINATIONS AND ELECTIONS:** (Refer to Bylaws, Art. V)

- A. The chairperson of this Committee shall be the members of the Nominating Committee receiving the most votes of the membership at the time of election.
- B. The call for nominations and Intent to Run form shall be published in the January issue of *The Summons*.
- C. This Committee shall furnish the proposed slate of nominees to every member no less than seven days prior to the March membership meeting.
- D. This Committee shall have general charge of the election. However, if a member of the Committee is a nominee for office, the President shall appoint another member to serve as a teller.
- E. The ballots cast in the Annual Meeting shall be placed in a sealed envelope and retained by the President until the next meeting of the Board of Directors. If no question has been raised, the Board shall order the envelope and its contents destroyed.

Section 7. **ANNUAL MEETING AND BOARD MEETING EXPENSES:**

Provided funds are available, San Antonio LSA shall reimburse each member who attends Texas ALP Board Meetings or Annual Meetings a portion of the expenses incurred for travel, lodging and registration (not optional events), on the following basis:

- A. To the Texas ALP Board Meetings, San Antonio LSA shall first pay the full registration cost of all required (not optional) functions for the current President and Director.
- B. To the Texas ALP Annual Meeting, San Antonio LSA shall first pay the full registration cost for the Director attending and the outgoing President. In the event a Director Pro Tem shall assume the duties of the Director, that Director Pro Tem shall be reimbursed for the amount of the full registration cost.
- C. To NALS Professional Development & Education Conference, San Antonio LSA shall first pay the basic registration cost for representatives to attend. Such representatives shall be the incoming President and the incoming Vice President; if either the incoming President or the incoming Vice President is unable to attend, the President shall designate an alternative representative or representatives.
- D. The remaining budgeted funds for each of the above occasions shall be divided equally among all members attending, provided each member meets the requirements specified herein and, provided further, that in no event shall a member be reimbursed by San Antonio LSA or receive from San Antonio LSA more than his/her personal out-of-pocket expenses for registration (not optional events), lodging and travel expense. It shall be each member's responsibility to inform the Treasurer immediately upon return from such meeting of the amount of his/her unreimbursed out-of-pocket expenses for registration (not optional events), lodging and travel.

Each member entitled to such reimbursement set forth above shall be only that member who has participated in and taken an active part in at least 75% of the membership meetings (or Board Meetings if applicable), for the 12-month period immediately preceding said Annual or Board Meeting (or since initiation into San Antonio LSA, if less than 12 months).

Further, the member entitled to such reimbursement for attendance at Texas ALP Board and Annual Meetings shall be only that member who attends all business meetings, educational sessions and workshops (directed toward specific officers and chairpersons) offered. In the event a question on eligibility for reimbursement arises, the Treasurer shall consult the President.

Further, the member entitled to such reimbursement for attendance at NALS Meetings shall be only that member who attends all business meetings, educational sessions, with the exception of one-half (1/2) day of such educational sessions (i.e., the Sunday morning breakfast) which shall be at member's choice, and workshops (directed toward specific officers and chairpersons) offered.

In the event a question on eligibility for reimbursement arises, the Treasurer shall consult the President. Deadline to submit receipts for reimbursements shall be postmarked no later than two weeks from the first Monday following the end of the event.

Members are encouraged but not required to share lodging for TALP, NALS, and related functions in an effort to minimize individual cost and allow more members to attend and qualify for reimbursement. Reimbursement for members' lodging shall be proportionate to sharing of room expense; however, when sharing a room, no member shall be reimbursed for more than one-half of a full room expense.

Reimbursement shall not be made for any expenses of spouses and personal guests who do not attend the business meetings, workshops, and other related activities in a capacity related to San Antonio LSA.

Section 8. **MINUTES:**

The Recording Secretary shall promptly reduce the minutes of all meetings (Board and membership) to writing. He/She shall present them at the next Board or membership meeting, as the case may be, for review and correction/approval. The minutes, as approved by the Board or membership, as the case may be, shall be duly signed by the President, Recording Secretary and Parliamentarian.

Section 9. **STANDING RULES:**

The Parliamentarian and/or the Bylaws and Standing Rules Chairperson shall assume any duties concerning interpretation of these Standing Rules.

These Standing Rules may be amended or rescinded, in whole or in part, at any regular meeting of this Association by a two-thirds vote of the active members present or by the Board of Directors when action provided in the Standing Rules is to be taken by the Board.

Proposed amendments to these Standing Rules shall be submitted to the Parliamentarian and/or the Bylaws and Standing Rules Chairperson for presentation to the Board of Directors and/or membership.

Amendments to the Standing Rules of San Antonio LSA shall be effective immediately upon adoption by the membership, unless a future date is specified in the amendment.