

NALS OF JACKSON COUNTY

STANDING RULES

As revised March 18, 2010

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STANDING RULES OF THE NALS OF JACKSON COUNTY

I. ARTICLE I. DISTRIBUTION

Following adoption, a copy of the Standing Rules of the NALS of Jackson County (hereinafter "association") shall be furnished to each member, officer and committee chairman. Copies of said Standing Rules shall be transmitted to each successor officer and chairman.

II. ARTICLE II. MEMBERSHIP (See Article III of Bylaws)

A member in good standing shall:

1. Comply with association standing rules and bylaws
2. Comply with state standing rules and bylaws
3. Comply with national standing rules and bylaws
4. Comply with the Code of Ethics and Professional Responsibility as adopted by the national association
5. Fulfill all financial obligations to the chapter, state and national associations.

Members shall consist of those persons engaged in doing work of a legal nature, such as attorney, legal assistant, law office administrator, legal secretary, stenographer, typist, or clerk in any law office, any person employed in the court, the trust department of banks or trust companies, or in any public or private institution directly engaged in work of a legal nature, including the public offices of the United States Government, states, cities, counties and municipalities. Individual members may retain this status though not employed as set forth above provided they have been individual members of this association for at least one (1) year, and shall continue to pay dues as may be required.

There shall be the following classes of membership: Individual, Retired, Student, Associate, Honorary and Secondary. There shall no longer be a classification for Life Membership. Members in Life Member status as of January 1, 1998 may continue in this class of membership and have the same privileges and powers they held prior to this date.

III. ARTICLE III. MEETINGS OF MEMBERSHIP (See Article IV of Bylaws)

The business of this association shall be conducted at the regular meetings of this association, or if necessary, at the special meetings of this association.

1. Said meetings shall be either a luncheon meeting or a dinner meeting, with business being conducted whenever necessary.
2. Members have the option of attending only the business portion of the meeting, or both the meal and the business portion.
3. Members attending regular meetings may bring a guest to one meeting without any additional charge. After attending one meeting as a guest, the non-member may continue to attend two association meetings by paying the price established for non-members. The non-member must then apply for membership. Former members may attend up to four business meetings per fiscal year without applying for membership.

IV. ARTICLE IV. DUES AND ASSESSMENTS (See Article V of Bylaws)

A. Dues:

1. The annual dues for Individual, Associate and Secondary members shall be \$10.00, and shall be payable at the time of application and thereafter each year on the anniversary date established by the national association. In the event an individual member submits an application for waiver of annual membership dues to NALS that is considered and accepted, NALS of Jackson County will consider a one year waiver of dues.
2. The annual dues for Retired members shall be waived. Members may pay national and state dues as they choose.
3. The annual dues for Student Members shall be 50% of the dues established for Individual, Associate and Secondary Members and shall be payable at time of application and thereafter each year on the anniversary date established by the national association.

4. The annual dues for Honorary Members shall be waived.

B. Assessments:

1. Each member shall be assessed twenty-five (\$.25) cents each time they do not wear their membership pin to an association meeting.
2. A fee shall be assessed by the Treasurer at the association's current bank rate for any NSF check received.

V. ARTICLE V. GOVERNING BODY/REPRESENTATION

A. Governing Body:

1. Elected Officers: (Refer to Article VII of ByLaws)
2. Appointed Officers: (Refer to Article VII of Bylaws)
3. Board of Directors (Refer to Article VI of Bylaws)
4. Privilege of the Floor: Privilege of the floor is granted to all members, who may enter into discussion. Individual, Associate, Retired, Student and grandfathered Life members may offer or second a motion. Only Individual, Retired, and grandfathered Life members may vote.

B. Representation

1. State Delegate/Alternate: (See Article VIII of Bylaws)
 - a. The newly elected Director, if able to attend, shall be a delegate to the state annual meeting. The remaining two/three delegates and three alternate delegates shall be elected.
 - b. Delegates and alternate delegates shall provide a written report as directed by the President at the

next regular meeting following the state annual meeting.

2. National Forum, Professional Development, NALS Region 3 Meeting Representatives.
 - a. National Forum, Professional Development and NALS Region 3 Meeting Representatives shall provide a written report as directed by the President at the next regular meeting following each respective meeting.

VI. ARTICLE VI. DUTIES OF OFFICERS

A. President.

1. Preside at all meetings of this association and of its Board of Directors, And shall perform such other duties as ordinarily pertain to this office.
2. Appoint the appointive officers and committee chairmen of this association subject to the approval of the Board of Directors.
3. Appoint special committee chairmen of this association subject to the approval of the Board of Directors.
4. Appoint a financial review committee of not less than two (2) members to review the books of this association prior to the close of the fiscal year.
5. Appoint a Nominations Chairman and two committee members no later than the regular meeting in November to handle the call for nominations of elected officers, delegates/alternate delegates and forum representatives.
6. Have her signature on file at the bank and, in case of emergency or absence of the Treasurer, countersign with the Vice President checks drawn on the association's account.

7. Be an ex-officio member of all committees except the nominations and audit committees.
8. Be the liaison between the national association and this association, receiving all mailings and coordinating all matters pertaining to the national association's affairs. The President shall publish the minutes(or recap) of the national meetings in the chapter publication. The President shall channel correspondence from national officers or chairmen to the proper local officer or chairman. The President's file shall contain copies of all minutes and other material from the national association and be passed on to the successor.
9. See that certification of delegates and alternate delegates to the state annual meeting are completed after election and given to the Recording Secretary for mailing as required by the state association.
10. Conduct the initiation ceremony for all new association members.
11. Conduct the installation ceremony for newly elected officers. If the President is also being installed she shall appoint someone to conduct the ceremony.
12. At the annual meeting, appoint a chairman and two tellers to supervise the elections and count the ballots. This chairman & tellers may be members of the nominations committee.
13. Provide all officers and committee chairmen with copies of information pertaining to their office or committee from the Chapter Operations Manual published by the national association, and any other material provided by the state and/or national association.
14. Render a written report at the April meeting of the work in office. Said report shall be typewritten on 8½ x 11 white bond paper, with

the original being given to the Recording Secretary for attachment to the minutes of said meeting.

15. The President's files shall be delivered to the incoming President at the close of the fiscal year. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

B. Vice President.

The Vice President shall:

1. Act in the absence of the President and perform such other duties as ordinarily pertain to this office, and as may be designated by the President or the board.
2. Have her signature on file at the bank and, in case of emergency or absence of the Treasurer, countersign with the President checks drawn on the association's account.
3. Solicit new members and consider all applications for membership. Applications shall be made upon standard forms furnished by the national association and may be taken by any member of this association in good standing and submitted to the Vice President.
4. Serve as chairman of the membership committee.
5. Receive and process complaints of violation of the Code of Ethics and Professional Responsibility of the national association.
6. Have charge of all matters pertaining to the general welfare of the membership and act on behalf of the association in matters of courtesy and benevolence, whether for members of this association or for the general public or civil welfare.

7. Assist the President in conducting the initiation ceremony for new association members.
8. Communicate on a regular basis with the state membership chairman and attend state membership meetings.
9. Work with the Treasurer in maintaining an accurate roster of members. Receive all dues for new members and be responsible for transmission of dues together with a copy of the membership application to National.
10. Encourage members to immediately notify the association Treasurer of any address change to assure continued receipt of local and state publications and membership information.
11. Render a written report at the April meeting of the work in office. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, and a copy to the President.
12. The Vice President's files shall be delivered to the incoming Vice President at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus two preceding years, unless otherwise required.

C. Director.

The Director shall:

1. Be the liaison between the state association and this association and serve as a member of the state governing board.
2. Attend and vote on behalf of this association at all state board meetings and perform all duties required by the state bylaws and standing rules.

3. Prepare a written report of state board meetings to present to local members and advise the President in advance of meeting dates and matters requiring vote of the membership.
4. Maintain a complete file, including copies of minutes of all state meetings, to be passed to the successor.
5. As soon as possible after election, forward a roster of officers and committee chairmen as directed by the state association.
6. Inform the President of this association of the date delegates and alternate delegates to the state annual meeting must be certified.
7. Be responsible, when requested, for delivery of state publications to association members.
8. Prepare a written report of association activities for each Director's Forum or as otherwise requested by the state association.
9. Prepare a written report at the April meeting of the work in office. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, and a copy to the President.
10. The Director's files shall be delivered to the incoming Director at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

D. Recording Secretary

The Recording Secretary shall:

1. Accurately record the proceedings of all meetings of the association and of the Board of

Directors and maintain them in a permanent record book.

2. Certify delegates and alternate delegates to the state annual meeting in conformance with state bylaws, on forms provided by the state association.
3. Destroy immediately all ballots after they served their purpose.
4. Preserve in a permanent file all records and letters of value to the association. All files and the minute book shall be delivered to the successor at the close of the term.
5. Maintain a list of names of all association members and take roll of members in attendance at all regular and special meetings. Call roll when requested by the President, and announce a majority vote when necessary.
6. Prepare minutes of all regular meetings of the association, and have same published in the chapter publication or otherwise distributed to all association members.
7. Prepare minutes of all board meetings, and have same distributed to all board members.
8. Prepare minutes of any special meetings of this association, and have same published in the chapter publication or otherwise distributed to all association members.
9. Be prepared to report on previous meeting minutes at each meeting.
10. Have copies of current year and at least one (1) year prior minutes at each meeting.
11. Render a written report at the April meeting of the work in office. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being attached to the minutes of said

meeting, and a copy to the President.

12. The Recording Secretary's files shall be delivered to the incoming Recording Secretary at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall contain the permanent history of this association.

E. Corresponding Secretary

The Corresponding Secretary shall:

1. Serve as chairman of the Sunshine Committee.
Such duties to include:
 - a. Send cards on behalf of the association as directed by this association, the state association, the national association, or as deemed appropriate by the chairman.
 - b. Send cards and/or appropriate gift to any member on obtaining a professional or education achievement.
 - c. Send an appropriate gift to any member who is hospitalized for more than three days, or as the chairman deems appropriate.
 - d. Send an appropriate card/donation to any member upon the death of an immediate family member.
 - e. Send an appropriate card/donation to the immediate family upon the death of a member.
 - f. Monies for this committee shall be from the proceeds of the 50/50 raffle and pin penalty money as designated by this association. Chairman may use discretion as to the disbursement of funds.
2. Conduct the correspondence of this association.
3. In the absence of the Recording Secretary serve as Recording Secretary.
4. Read all correspondence to the association at regular meetings.

5. Be authorized to order letterhead and envelopes for the association.
6. Prepare correspondence on behalf of the association as directed by the board and/or association members.
7. Render a written report at the April meeting of the work in office. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, and a copy to the President.
8. The Corresponding Secretary's files shall be delivered to the incoming Corresponding Secretary at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year and two preceding years, unless otherwise required.

F. Treasurer

The Treasurer shall:

1. Receive all assessments paid by members of this association.
2. Make all authorized disbursements by check.
3. Keep an account of all receipts and disbursements, making a monthly report to the membership which indicates the reason for the receipt/disbursement, and who the receipt/disbursement is received from/paid to. Said report should be published in the chapter publication.
4. Maintain an accurate roster of association members including addresses and telephone numbers as well as indicating which are charter members, and work with the association Vice President in providing name and address changes promptly to the state and national

association. Provide a copy of the association roster to each member.

5. Send copies of all changes to the roster as directed by the state and national association.
6. Prepare a proposed budget for the next fiscal year and present it to the membership at the May meeting.
7. Deposit the funds of the association in such bank as the Board of Directors and the association direct, and furnish a bond, upon the direction of the membership, and at the expense of the association.
8. File Internal Revenue Form 990, if required. This form should be prepared and signed by the retiring Treasurer in May of each year, for filing in September.
9. Deposit all designated 50/50 drawing profits as directed by the association. Deposit all funds received from NSF check assessments as directed by the association.
10. Use all proceeds of all special raffles toward payment of the scholarship.
11. If feasible, open a savings account and transfer excess amounts not needed for immediate use from the checking account.
12. At the March meeting, seek by motion, approval of additional funds used as payment of non-delegate/alternate delegate registration at the state annual meeting. Said sum shall be based on a review of projected funds needed for the balance of this year.
13. Render a written report at the April meeting of the work in office. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording

Secretary for attachment to the minutes of said meeting, and a copy to the President.

14. The Treasurer's files shall be delivered to the incoming Treasurer as soon as she has closed the books for the end of the fiscal year. In no case shall this be more than thirty (30) days. New signature cards and resolution(s) for all bank accounts should be included with this transfer. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

G. Parliamentarian

The Parliamentarian shall:

1. Be appointed by the President.
2. Interpret the bylaws and standing rules of this association upon request and keep members informed as to changes in bylaws and rules of this association and of the state and national associations.
3. Advise on all questions of order.
4. Review all proposed amendments to the bylaws, and new and revised standing rules of this association, and present recommendations to the Board of Directors of this association for approval prior to presenting them to the membership for approval.
5. After the association has voted upon and adopted any amendments to the bylaws, present a copy to the Recording Secretary to be attached to the minutes and request that she Certify them (per Article XIII of the bylaws) with sufficient copies to be sent by the Parliamentarian to the state Parliamentarian for review and forwarding to the national association.
6. Furnish a copy of the bylaws, and all amendments, after review by the state

Parliamentarian to each member of this association. Furnish a copy of the standing rules to each member of this association after they have been approved by the membership.

7. Be the overseeing officer for the Nominations Committee.
8. Secure copies of state and national association bylaws and standing rules and have same available for members perusal or use when requested.
9. Render a written report at the April meeting of the work in office. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, and a copy to the President.
10. The Parliamentarian's files shall be delivered to the incoming Parliamentarian at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year and two preceding years, unless otherwise directed.

H. First Alternate Director. The First Alternate Director shall be appointed by the President and shall represent the Association at the State Board Meetings in the event the Director is unable to attend, and shall perform all duties required by the State and local bylaws in the absence of the Director.

I. Second Alternate Director. The Second Alternate Director shall be appointed by the President and shall represent the Association at the State Board Meetings in the event the Director and the First Alternate Director are unable to attend, and shall perform all duties required by the State and local bylaws in the absence of the Governor and First Alternate Director.

VII. ARTICLE VII. DUTIES OF COMMITTEES (See Article IX of Bylaws)

A. Standing Committees:

1. **Financial Review**

This chairman shall:

- a. Thoroughly examine the financial records of this association.
- b. Prepare a written report of the findings of said committee at the first regular meeting of the fiscal year. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.
- c. The files shall be delivered to the President immediately following the conclusion of the chairman's duties. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

2. **Bar Liaison:**

This chairman shall:

- a. Be charged with offering assistance to the local bar association, and is the liaison with the local and/or state bar associations in seeking endorsement and approval of various projects of this association.
- b. Render a written report prior to or at the annual meeting. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.
- c. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

3. **Certification**

This chairman shall:

- a. Promote the certification programs sponsored by the national association.
- b. Establish a study program when practical.
- c. Answer inquiries for legal professionals, members, and non-members regarding the PLS/ALS and PP programs.
- d. Disseminate information received from the state committee to members including, but not limited to:
 - (1) deadlines for filing applications for the PLS/ALS examinations, and the PP examination.
 - (2) the date and place(s) in the state where the PLS/ALS and PP examinations are to be given
 - (3) the date and place of the PLS/ALS Short Course
- e. Purchase, at association's expense, a gold PLS/ALS, and PP pin from the national association to be presented to members who have passed the PLS, ALS and PP examinations. Said pin shall be presented at the next regular meeting attended by said member after passing the exam(s).
- f. Act as librarian for association study materials and purchase new study materials with membership approval.
- g. Maintain a supply of PLS/ALS, and PP brochures, application forms and testing center information, and PLS/ALS Study Guides.
- h. Work with the Director of Public Relations regarding press releases for newly Certified PLSs and Certified ALSs and PPs.

- i. Advise those attaining certification after 1988 that college credits may be available for re-certification for PLSs.
- j. Render a written report prior to or at the annual meeting. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.
- k. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

4. **Chapter Publication**

This chairman shall:

- a. Call the chapter publication Scribae Legis.
- b. Publish only material bearing the name of the author.
- c. Establish a deadline date for submission of all material.
- d. Deliver copies of said publication to all members at least ten days prior to the business meeting (unless otherwise directed by the Board), as well as to all advertisers and others approved by the membership.
- e. Develop a program for selling advertising in the publication, i.e. business card ads.
- f. Render a written report prior to or at the annual meeting. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.

- g. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

5. Continuing Legal Education/Seminar.

This chairman shall:

- a. Be charged with assuming the leadership in the understanding and solution of problems relating to work and duties of members of this association, and the education, counseling, and training of the members. This chairman shall gather and generally provide information to increase the efficiency and professional standing of members, and shall promote and establish any practical training courses, clinics, lectures, and seminars considered by it desirable to accomplish such purposes.
- b. Choose topic for legal education seminar, secure location, and obtain appropriate speaker(s).
- c. Prepare fliers and distribute registration forms.
- d. Prepare, if applicable, handout materials for all registrants.
- e. Secure biography of speaker(s), introduce said speaker(s) and send thank you letter(s).
- f. Work with the Director of Public Relations to secure a press release for the function.
- g. Collect all registrations and registration fees, as well as any applicable late fees.
- h. Prepare and sign CLE Certificates for all members stating the date, function, and number of CLE credit hours.

- i. Render a written report prior to or at the annual meeting. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.
- j. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

6. Director of Public Relations

This chairman shall:

- a. Handle all press releases for this association.
- b. Edit, approve, and handle all newspaper, radio and other publicity to be released regarding the association, and assist committee members in publicity of event(s).
- c. Maintain a list containing the names and phone numbers of media contact people.
- d. Render a written report prior to or at the annual meeting. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.
- e. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

7. Finance.

This chairman shall:

- a. Oversee all finance projects of the association, including but not limited to: 50/50 drawings at regular meetings and other functions; special raffle drawings & money making project at the state annual meeting. All raffle tickets must be received by members for sale, at least, 30 days prior to the raffle date.
- b. Have 50/50 raffle tickets available at all regular meetings or at such other times and places as directed by the membership.
- c. Secure any necessary license from the State of Michigan.
- d. Secure and circulate the necessary number of raffle tickets.
- e. Prepare a statement of income and expenses after each raffle/project, and render a written report of same at the first regular meeting following said raffle/project.
- f. Work with the Director of Public Relations to secure necessary press releases.
- g. Render a written report prior to or at the annual meeting. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.
- h. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus two preceding years, unless otherwise required.

8. **Membership**

This chairman shall:

- a. Be the Vice President of this association.
- b. Arrange for association membership drive
- c. Maintain a list of prospective members and send notice of meetings and upcoming events.
- d. Greet and introduce all non-members.
- e. Assist association President with initiation of new members.
- f. Provide all new members with the chapter, state, and local membership information, together with membership pin, and copies of bylaws and standing rules.
- g. Order membership pins as necessary.
- h. Contact members who have missed three consecutive meetings.
- i. Act as liaison between people in the legal community and members who are seeking employment.
- j. Render a written report prior to or at the annual meeting. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.
- k. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

9. Nominations

This chairman shall be charged with the duty of receiving nominations, securing acceptance of nominees and causing a ballot to be prepared for the election of officers at the annual

meeting. It shall be the duty of this chairman to cause a ballot to be prepared containing, in alphabetical order, the names of all nominees for each office. At the annual meeting the chairman shall have sufficient ballots for each member. Nominations may also be made from the floor at the time of election for any office.

This chairman shall also:

- a. Advise association members they must be in attendance to vote, and no provision shall be made for absentee ballots or voting by proxy.
- b. Include on the nomination ballot a space to indicate a willingness to serve as a delegate or alternate delegate to the state annual meeting. The nominating ballot shall be published no later than the February issue of the chapter publication. The official ballot shall be published in the chapter publication or mailed or faxed directly to each member at least one week prior to the annual meeting.
- c. Announce at the annual meeting that all nominees have been contacted prior to their nomination and same has been accepted.
- d. Move that the ballots be destroyed following the completion of the elections.
- e. Render a written report at the April meeting. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.
- f. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

10. **Program/Reservations/Reception**

This chairman shall:

- a. Make arrangements for all regular meetings.
- b. Secure the menu for all regular meetings, unless otherwise directed by the membership, keeping said menu within the price allotted.
- c. Publish notice of each meeting in the chapter publication, as well as forwarding a copy to the Director of Public Relations for a press release.
- d. Maintain a list of members who will be attending the meeting, reflecting payment of meal costs, if any. Said payment shall be turned over to the Treasurer during said meeting.
- e. Notify the President of any guests that will be attending the meeting.
- f. Verify statement from restaurant for food costs and advise Treasurer of cost of same.
- g. Obtain appropriate speaker(s) for meetings, and be responsible for their reception and introduction.
- h. Purchase and present gifts to speaker(s) if deemed appropriate by the membership. The speaker(s) and guest meals will be paid for by the association.
- i. Write confirmation and thank you letters to speaker(s).
- j. Render a written report prior to or at the annual meeting. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.
- k. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there

is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

B. Special Committees: (See Article IX of Bylaws)

1. **Boss of the Year**

This chairman shall:

- a. Be the author of the winning nomination from the previous year.
- b. Prepare and send nomination forms to each association member in good standing. Nominations shall not be restricted to one boss per member. All nominations shall be kept confidential; except all nominees will be informed(see Par.d)
- c. Select a panel of three impartial judges to select a winner from the nominations submitted. The three judges shall be: one from education, one from business and one from the legal field. Entries shall be judged on the basis contained in the nominating form.

The three judges shall be the invited guests of the association at the Bosses' Night Award Banquet.

- d. Keep the name of the recipient unknown to everyone until the formal announcement is made at the annual Bosses' Night Awards Banquet; however, all nominees will be informed that they have been nominated with a request that they attend the Bosses' Night Award Banquet.
- e. Order the engraved plaque for presentation to the winner at the banquet. This award shall be called the "Linda L. Beer Memorial Boss of the Year Award."

- f. Work in conjunction with the Director of Public Relations to obtain appropriate publicity for the Boss of the year.
- g. Advise previous Boss of the Year that he/she is ineligible to compete for this award for five (5) years following their selection.
- h. Render a written report at the first regular meeting following Bosses' Night Awards Banquet. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.
- i. Purge the file except for the winning letter and pass along to the future chairman at the close of the fiscal year. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required. The file shall also contain a list of all previous Boss of the Year winners.

2. **Bosses' Night.**

Bosses' Night may be attended by anyone working in a law related field, not eligible to become a member, and any attorney, Judge, law clerk and office supervisor, even though they could become a member.

This chairman shall:

- a. Make arrangements for Bosses' Night Awards Banquet, including theme, decorations, and location.
- b. Ascertain that location will be large enough, as well as public address system available, table arrangements, etc.
- c. Secure the menu for the banquet, with the price being more for non-members and their guests than members and their guests. Verify whether or not there will be a charge for any cancellations after the guaranteed count has been made.

- d. Send notice of the banquet to all area law firms, publish notice of same in the chapter publication, and work with the Director of Public Relations for any press releases.
- e. Determine whether or not a liquor license is required, and prepare all necessary paperwork.
- f. Secure any required deposit for location, food and/or entertainment after having same first approved by the membership.
- g. Maintain a list of non-members and their guests, members and their guests, and any chapter guests who will be attending the banquet, reflecting payment received. Said payment shall be turned over to the Treasurer.
- h. Prepare name tags for distribution at the banquet, and handle seating arrangements.
- i. Verify statement from location for costs and advise Treasurer of same.
- j. Arrange for entertainment/speakers and be responsible for their reception and introduction.
- k. Prepare ballots for voting by members for Officer of the Year, Chairman of the Year, and Member of the Year, and secure appropriate awards/gifts. The winners shall be announced and presented at the banquet.
- l. Write confirmation and thank you letters.
- m. Prepare a statement of income and expenses, and render a written report at the next regular meeting. Said report shall be typewritten on 8½ x 11 white bond paper, with the original to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.

- n. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

4. **Christmas Basket.**

This chairman shall:

- a. Select needy families in the Jackson area and advise association of their names, ages, etc.
- b. Send solicitation letters to all area law firms and members.
- c. Using the sums collected as well as those allotted under the bylaws of this association, purchase items for the Christmas Basket(s) of each family, including but not limited to: food that would prepare a Christmas Day dinner for the family (meat certificate, canned goods, vegetables, potatoes, bread, etc.); basic foods (sugar, peanut butter, jelly, butter, rice, cereal, etc.); basic necessities (soap, toothpaste, powder, etc.); cleaning items, small items of clothing, toys, etc.
- d. Arrange for delivery of Christmas Basket(s) prior to Christmas Day.
- e. Send thank you letters to all sponsors.
- f. Use discretion for the use of any remaining sums or late donations, and report to the association of any action taken.
- g. Prepare a statement of income and expenses, and render a written report of same at the next regular meeting. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a

copy to the President, and a copy to the overseeing officer.

- h. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

5. **Court Observance**

- a. Obtain a proclamation from the Mayor recognizing association participation in Court Observance activities.
- b. Make arrangements for Court Observance activities as directed by the membership.
- c. Secure the location for said activities.
- d. Send notice of the activities to all area law firms, publish notice of same in the chapter publication, and work with the Director of Public Relations for other press releases.
- e. Have name tags available.
- f. Maintain a list of all who attended/participated.
- g. Obtain appropriate entertainment/speaker(s) and be responsible for their reception and introduction.
- h. Write confirmation and thank you letters.
- i. Render a written report at the next regular meeting following said activities. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.
- j. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there

is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus two preceding years, unless otherwise required.

6. Law Day.

This chairman shall:

- a. Work directly with the Jackson County Bar Association and Comerica Bank in the planning of a Law Day Breakfast for all members of the legal community and their support staff.
- b. Secure the location for said breakfast.
- c. Send notice of the breakfast to all area law firms, and publish notice of same in the chapter publication and the Bar Association Newsletter.

Work with the Director of Public Relations on other news releases.

- d. Have name tags available.
- e. Maintain a list of all who attended/participated.
- f. Obtain appropriate entertainment/speaker(s) and be responsible for their reception and introduction.
- g. Write confirmation and thank you letters.
- h. Assist the Jackson County Bar as requested (i.e. Liberty Bell Award nominations; Liberty Bell Award judging).
- i. Render a written report at the next regular meeting following said activities. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.

- j. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records of the current year plus the two preceding years, unless otherwise required.

7. Legal Professional of the Year.

This chairman shall:

- a. Be the prior year's Legal Professional of the Year.
- b. Prepare and send information forms to all association Members for completion and return. Said forms shall contain information regarding service to chapter, state, and national associations; civic and/or charitable activities; skills and experience.
- c. Prepare and send nomination form to employer for completion and return. Said nomination form shall contain information regarding job performance, personal characteristics, skills and performance.
- d. Keep all nominations confidential(except all nominees shall be Informed -see Par. f)
- e. Select a panel of three impartial judges to select a winner from the nominations submitted. The three judges shall be: one from education, one from business and one from the legal field. Entries shall be judged on the basis contained on both the information form and the nomination form. The three judges shall be the invited guests of the chapter at the Bosses' Night Award Banquet.
- f. Keep the name of the recipient unknown to everyone until the formal announcement is made at the annual Bosses' Night Award Banquet; however, all nominees shall be informed and requested to attend the Bosses' Night Award Banquet.

- g. Order the engraved plaque for presentation to the winner at the banquet. This award shall be called the "Dora Walkey Memorial Award." The Legal Professional of the Year may also be presented with an engraved pin.
- h. Work in conjunction with the Director of Public Relations to obtain appropriate publicity for the Legal Professional of the year.
- i. Advise previous Legal Professional of the Year that he/she is ineligible to compete for this award for five (5) years following their selection.
- j. Render a written report at the first regular meeting following the banquet. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.
- k. Purge the file except for the winning nomination and pass along to the future chairman at the close of the fiscal year. Said files shall contain records for the current year plus the two preceding years, unless otherwise required. The file shall also contain a list of all previous Legal Professionals of the Year.

8. NALS Official Course

This chairman shall:

- a. Contact school officials for use of their facilities as well as encouraging the school to offer the class as part of their curriculum.
- b. Obtain instructors, and provide them with a teacher's manual, textbook, and workbook prior to their scheduled class.
- c. Prepare fliers and distribute registration forms.

- d. Work with the Director of Public Relations to secure a press release for the function.
- e. Obtain endorsement of local bar association.
- f. Order textbooks and workbooks from the national association prior to the first class, as well as preparing handout materials for all registrants.
- g. Secure biography of instructors, introduce said instructors and send thank you letter(s).
- h. Collect all registrations and registration fees, as well as any applicable late fee.
- i. Order final examinations and Certificate of Completion from the national association prior to final class.
- j. Maintain a list of each student, noting receipt of books and attendance. Prepare and distribute certifications at completion of course and passing of the final examination.
- k. Render a written report prior to or at the annual meeting. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.
- l. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

9. **People's Law School**

This chairman shall:

- a. Secure topics, date and location.

- b. Secure sponsorship from the Jackson County Bar Association and the Michigan Trial Lawyers Association.
- c. Work with the Jackson County Bar Association moderator in selecting local attorneys as speakers. When possible, the moderator shall be a member of the Michigan Trial Lawyers Association.
- d. Prepare fliers and distribute registration forms.
- e. Collect all registrations and registration fees.
- f. Maintain a list of each registrant, noting receipt of books and attendance. Prepare and distribute certifications at completion of course.
- g. Work with the Director of Public Relations to secure press release.
- h. Prepare all handout materials prior to the start of the first session. Said handouts will be printed by the Michigan Trial Lawyers Association if possible. If not, the expense of said printing shall be assumed by the program.
- i. Secure biography of speakers for introduction by moderator.
- j. Solicit donations from local law firms and businesses for sponsorship of breaks.
- k. Send appropriate thank you letters.
- l. Prepare and distribute evaluations at the completion of course.
- m. Prepare summary of evaluations for Jackson County Bar Association.
- n. Prepare a summary of income and expenses, and render a written report prior to or at the annual meeting. Said report shall be typewritten on 8½ x 11 white bond paper, with the original

being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.

- o. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

10. **Scholarship**

This chairman shall:

- a. Call the scholarship the "Carol A. Wrozek Memorial Scholarship Fund."
- b. Obtain approval from the general membership of the amount of the scholarship to be given prior to the distribution of applications to schools and colleges.
- c. Prepare and distribute applications to local high schools and colleges. Said application shall contain the information required by the state scholarship committee (to eliminate the need to complete two applications). The scholarship shall be available to both members and nonmembers of the national, state and local associations.
- d. Consider candidates on the following basis: (1) candidate must be a high school senior or enrolled in a school of learning pursuing a career in the legal field.
- e. Be authorized to eliminate all ineligible applicants and bring to the membership for voting all eligible applicants. The recipient(s) of the scholarship(s) shall be invited to a regular business meeting for presentation of the certificate.

- f. Arrange with chapter Treasurer and school for payment of scholarship upon proof of enrollment, and prior to the fall term immediately following the award of the scholarship unless other arrangements are made between association, the recipient, and the school.
- g. Submit all eligible applicants to the state scholarship competition.
- h. Render a written report prior to or at the annual meeting. Said report shall be typewritten on 8½ x 11 white bond paper, with the original being given to the Recording Secretary for attachment to the minutes of said meeting, a copy to the President, and a copy to the overseeing officer.
- i. The files shall be delivered to the incoming chairman at the close of the fiscal year. If there is no successor, the files shall be given to the President. Said files shall consist of records for the current year plus the two preceding years, unless otherwise required.

VIII. ARTICLE VIII EXPENSES

A. Officers

- 1. The President shall, at the expense of the association, purchase gifts of her choice for each elected and appointed officer upon completion of their term of office. Gifts will be presented at the April meeting by the outgoing President after each respective officer's report is given.
- 2. This association shall purchase a gift for the outgoing President, not to exceed \$30.00. This gift shall be a symbol recognizing her term of office. In addition, the outgoing President shall receive a gavel with her years of service engraved thereon. The Vice President shall be in charge of purchasing and presenting the gifts.

B. State/National Officers

1. This association may donate to the NALS President's Gift Fund sum not to exceed \$10.00 per year. The amount to be donated, up to the designated amount, shall be the decision of the Board of Directors.
2. The association may donate to the NALS of Michigan President's Gift Fund a sum not to exceed \$20.00 per year. The amount to be donated, up to the designated amount, shall be the decision of the Board of Directors.

C. Mileage

1. The Director shall be reimbursed for mileage at twenty-five (\$.25) cents per mile for attendance at the Board of Director's meetings, state leadership seminar, and the state annual meeting.
2. Any member of this association shall be reimbursed for mileage at twenty-five (\$.25) cents per mile for attendance at the Board of Director meetings. Mileage shall not be paid to the state annual meeting. The Director's mileage shall be paid first.
3. Any member of this association shall be reimbursed for mileage at twenty-five (\$.25) per mile for attendance at a national board meeting.

D. Accommodations

Any member of this association attending a state board meeting shall be reimbursed up to \$20.00 per diem for hotel accommodations when overnight accommodations are necessary. Accommodation shall not be paid for the state annual meeting. Director's (or alternate Director's) expenses shall be allocated first.

E. State Annual Meeting

1. Delegates and alternate delegates shall be reimbursed for their registration for the state annual meeting up to the budgeted amount.

2. Any member of this association shall be reimbursed for their registration to the state annual meeting if excess funds are available. The Treasurer shall present to the membership at the March meeting, a financial report reflecting the feasibility of such payment, and the amount accessible for payment of additional registrations. Members shall pay their own registration and then be reimbursed the allocated amount agreed by the membership.
3. This association may allot a sum not to exceed \$75.00 to be used to purchase any items at the state annual meeting that may benefit the association.

F National Annual Forum, P.D. Seminar and NALS Region 3 Meeting

1. Representatives to the national annual forum, to the national annual professional development and education conference, and/or to the annual NALS Region 3 meeting, shall be reimbursed in a like amount as expended for the state delegates/alternate delegates. These funds shall be prorated among the representatives attending and shall be used for registration, lodging, and travel expenses. Members shall pay their own expenses and submit receipts to the Treasurer for reimbursement, up to the budgeted amount for each respective meeting, as our funds shall permit.
2. This association may allot a sum not to exceed \$50.00 to be used to purchase any items at the national annual forum that may benefit the association.

XI ARTICLE IX. CHANGES IN STANDING RULES

A standing rule may be adopted by a majority vote at any business meeting, and amended or rescinded by a 2/3 vote of the membership present at any business meeting. A standing rule may be suspended for the duration of a single meeting by a majority vote of the membership present.

Adopted: February 21, 1985
Amended: January 19, 1995
Amended: March 19, 1998
Amended: March 16, 1999
Amended: September 16, 1999
Amended: September 21, 2000
Amended: November 21, 2002
Amended: September 18, 2003
Amended: March 17, 2005
Amended: March 20, 2008
Amended: March 18, 2010