

DENTON COUNTY PARALEGAL ASSOCIATION

STANDING RULES AND PROCEDURES

Introduction

1. The Denton County Paralegal Association (the “Association”) has adopted Bylaws as the fundamental instrument establishing the association and these Bylaws define the primary characteristics of the association and the rights of its members. However, in order to give an association the greatest freedom to act within its purpose, bylaws should be made no more restrictive nor more detailed in specification than necessary.

2. Standing Rules are rules which are related to the details of the administration of an association and may be adopted or changed as any ordinary act of the association. Generally, they are adopted individually by the governing body at any business meeting, if and when the need arises. However, the business of the Association must be conducted on a continuous basis and these Standing Rules and Procedures are intended to provide the necessary guidance to the Executive Committee, the committees, and the general membership in the day-to-day activities of the Association.

3. Pursuant to Article IV, section 6.2(d) of the Bylaws of the Association, the Executive Committee of the Association hereby adopts the following Standing Rules and Procedures deemed necessary to carry out the Bylaws and to serve the purpose of the Association. These Standing Rules and Procedures shall govern the operation of the Association where not inconsistent with the Bylaws and may be suspended, amended, rescinded, or expanded from time to time by a majority vote of the Executive Committee members present and voting at a duly noticed meeting.

4. Although the Executive Committee has the authority to adopt, suspend, amend, rescind, or expand these Standing Rules and Procedures, the members of the Executive Committee are cognizant of their capacity as representatives of the general membership and request that the members of the Association contact the Executive Committee with comments, questions, and suggestions with respect to these Standing Rules and Procedures.

Article I

COMMITTEES

1.1 Committees. The Association shall have a Continuing Legal Education Committee, Fund-Raising Committee, Legal Directory Committee, Membership Committee, Newsletter Committee and Social Committee; and any ad hoc committee appointed by the President.

1.2 Appointment of Committee Chairs. The incoming President shall appoint the Chair of

each Committee, with the exception of the Chair of the Membership Committee.

1.3. Appointment of Membership Committee Chair. The incoming Executive Committee shall appoint the Chair of the Membership Committee.

1.4. Appointment of Committee Members. The Chair of each Committee shall appoint members to each Committee. There will be at least three (3) members of each Committee.

1.5. Meetings of Committees. The incoming Executive Committee shall hold a meeting with the incoming Committee Chairs in December of each year to confirm the duties and guidelines of each Committee.

Each incoming Committee shall hold its first meeting prior to the general membership meeting in January of each year.

Article II COMMITTEE GUIDELINES

A. General Guidelines Pertaining to All Committees

Each Committee shall submit a written report of its activities to the Executive Committee seven (7) days prior to the quarterly membership meetings in March, June, and October of each year. Such report will be attached to the monthly newsletter and distributed to the members at the membership meeting. Additionally, each outgoing Committee shall submit a written report and deliver an oral Annual Report to the membership at the annual meeting held in November of each year.

Each outgoing Committee shall submit a final written report to the Executive Committee on or before December 1st of each year which will include all activities of the Committee for the year, the proposed annual budget, expenses incurred by the Committee, and any profits made by the Committee, if applicable.

Each outgoing Committee shall review the proposed annual budget prepared by the outgoing committee and make proposed changes, if any, to that budget and submit to the Executive Committee by January 1st of each year.

Each Committee shall keep each member of the Committee apprised of all matters pertaining to that Committee, and shall seek opinions of all members of the Committee regarding any activities of the Committee, and shall obtain approval of a majority of the Committee members before proceeding with any activity.

Each Committee shall submit all proposals for activities of the Committee to the Executive Committee for approval.

No Committee shall make expenditures or make a promise to pay any funds without the Executive Committee's prior approval.

No Committee shall send communications (e-mail or otherwise) to members or others without the approval of the Executive Committee.

Article III **TIME DEADLINES**

1) All quarterly committee reports are to be submitted to the Executive Committee seven (7) days prior to the quarterly meetings of the membership in March, June, and October of each year.

2) A quarterly Treasurer's report shall be submitted to the Executive Committee seven (7) days prior to the regular membership meetings in March, June and November of each year, with an annual Treasurer's report being submitted to the Executive Committee on or before December 15th of each year. The Treasurer's reports will be included in the newsletters in March, June, and November of each year.

3) The Minutes of the prior monthly meeting are to be submitted to the Executive Committee ten (10) days prior to the monthly meeting of the membership. The Minutes are to be included in the monthly newsletter.

4) Notice of the monthly membership meeting is to be sent out via e-mail to all members seven (7) days prior to the monthly meeting of the membership.

5) The monthly newsletter is to be sent out to all members via e-mail on the Friday prior to each monthly meeting of the membership.

Article IV **DUTIES OF COMMITTEES**

A. DUTIES OF CONTINUING LEGAL EDUCATION ("CLE") COMMITTEE:

The duties of the CLE Committee shall be to develop proposals for continuing legal education projects. The CLE Committee shall pursue such projects as authorized and directed by the Executive Committee. The CLE Committee shall investigate the availability of speakers and/or materials for the purpose of the continuing legal education of the Association's members.

The CLE Committee shall determine the speakers for the Association's monthly membership meetings in January, February, March, April, May, July, August, and September, and shall present the name of the speaker, and the speaker's presentation outline when available, to the Executive Committee in order that the Executive Committee can have the information published in the Association's newsletter, on the Association's website, in the Denton County Bar Association newsletter, and on the State Bar of Texas Paralegal Division

website.

The CLE Committee shall prepare and send CLE Certificates to attendees after each monthly meeting, which will include the speaker's name and title, and bar card number, if applicable.

The CLE Committee shall provide each speaker with a Certificate of Appreciation and Legal Directory.

The CLE Committee will prepare a Speaker Welcome Sign for each meeting.

The CLE Committee shall organize and coordinate a yearly seminar.

B. DUTIES OF FUND-RAISING COMMITTEE:

1. The duties of the Fund-Raising Committee shall be to develop and pursue fund-raising projects for the Association as approved by the Executive Committee.

The Committee shall submit proposals of all fund-raising projects to the Executive Committee for approval at least sixty (60) days prior to such proposed event date, or a date to be determined by the Executive Committee on an individual event basis.

Each proposal shall include:

- A detailed itemization of the anticipated costs of the project;
- An anticipated profit; and
- A detailed summary of what will need to be done to accomplish the project.

All proceeds for any fund-raising project shall be sent through the Association P. O. Box and delivered directly to the Treasurer for deposit into the Association account. No proceeds are to be received directly by any member of the Fund Raising Committee.

The Executive Committee reserves the right to request additional specific information regarding any proposed event.

C. DUTIES OF LEGAL DIRECTORY COMMITTEE:

The duties of the Legal Directory Committee shall be to compose a Legal Directory in alternate years serving the legal community in the Denton County Area containing such information as the Executive Committee may direct.

The Committee shall keep the Legal Directory current at all times and shall make the same available for sale as directed by the Executive Committee.

The Committee Chairman shall maintain the Legal Directory database at all times. Send

out membership information verification forms by August 1st, in odd years. Prepare a form requesting attorney confirmation of any changes to the attorney's directory listing and place in the attorney boxes in the District Clerk's office by November 1st, in odd years with the verification due by December 1st, in odd years.

The Committee shall determine a cost for the Directory based on the cost of publication and distribution. Bids for printing shall be sent out by November 1st, in odd years. Bids shall be reviewed by the Committee no later than December 1st, in odd years and a recommendation sent to the Executive Committee no later than December 5th. The Committee shall send proofed directory information to the publisher no later than December 15th, in odd years.

The Committee shall solicit advertisers for the Directory. The Committee shall begin gathering information and soliciting advertisers for the directory no later than September 1st, in odd years. The Committee shall send reminder letters to advertisers for the directory no later than September 15th, in odd years. All advance order forms and payments shall be received by December 15th, in odd years. Advertising information, orders and payments are due by October 1st, in odd years. Directories shall be available for purchase no later than February 1st, in even years.

The Committee shall determine a venue for selling the Directory.

GUIDELINES FOR COMPILING THE LEGAL DIRECTORY

In the Section under "Attorneys", it shall include any attorney in private practice who:

- 1) Has an office in Denton County; or
- 2) Is a Member of DCBA; or
- 3) Is on the Denton County Court appointment list, i.e., for GAL/Ad Litem appointments, Felony appointments, Misdemeanor appointments, or Criminal appeal appointments.

This Section shall **not** include any attorney who:

- 1) Resides or offices outside Denton County who does not meet *any* of the above requirements
- 2) Is deceased
- 3) Inactive or MCLE non-practicing
- 4) Ineligible to practice in Texas
- 5) Retired
- 6) Works for the District Attorney, except under District Attorney Section

With regard to acknowledgements, no particular member or member's firm shall be singled out without the written approval of the Executive Committee.

D. DUTIES OF MEMBERSHIP COMMITTEE:

The duties of the Membership Committee shall include the following:

- 1) Review standards for membership and the membership application, and make such recommendations for amendment thereto to the Executive Committee as the Membership Committee may deem necessary;
- 2) Review and investigate, as may be required, all applications for membership submitted to the Association, and notify applicants accordingly of acceptance or denial pursuant to the provisions of Article III of the Association By-Laws;
- 3) Submit membership renewal forms to the general membership prior to January 1st of each year;
- 4) Submit a list of current members in good standing to the Executive Board after the first day of February, but prior to the February general membership meeting;
- 5) Create, maintain, and make available to each member of the Association a Membership Directory containing such information as may be directed by the membership and/or Executive Committee of the Association;
- 6) Compile the slate of eligible candidates for office prior to the election of officers as more specifically set forth in Article IV of the Association By-Laws, and as may be required to fill a vacant office for an unexpired term;
- 7) Develop member services to be provided by or through the Association as may be directed by the membership and/or Executive Committee;
- 8) Prepare and maintain member name tags;
- 9) Send birthday cards to members; and
- 10) Send cards to non-members that attend meetings.

GUIDELINES FOR APPROVING MEMBERSHIP

- 1) Upon receipt of an application for membership, the Treasurer shall keep a copy of the application and forward the original application to the Membership Chairman. The Treasurer will hold the applicant's payment for dues until such time as the Membership Chairman advises the Treasurer that the application has been approved. In the event the Membership Chairman receives an application with payment, the Membership Chairman shall forward a copy of the application and the payment to the Treasurer.

2) Within ten (10) days of receipt of an application for membership, the Membership Chairman shall determine if the applicant qualifies for membership in accordance with the Association By-Laws.

3) **Immediately** upon approval or rejection, the Membership Chairman shall:

- a) Notify the Treasurer of the determination
- b) In the event the application is not approved, the Treasurer will forward the applicant's payment to the Membership Chairman
- c) If the application is approved, the Treasurer shall deposit the applicant's payment in the Association bank account
- d) If the Membership Chairman determines that the application cannot be approved, after review by the Executive Committee, the Membership Chairman shall send written notice to the applicant of the rejection explaining the reason for the rejection, and returning the applicant's payment
- e) If the application is approved for membership, the Membership Chairman shall **immediately:**
 - i. add the applicant's name and information to the Association Membership List
 - ii. prepare a Receipt for Payment
 - iii. send the applicant an e-mail notifying the applicant of acceptance and attaching a Receipt for Payment, an updated Membership List, and the Association By-laws
 - iv. the Membership Chairman shall copy the Executive Committee on all e-mail sent to new members and provide the Executive Committee with an updated Membership List
 - v. the Membership Chairman shall send the general membership an e-mail advising of the new member's name and e-mail contact information, and requesting that the membership add the new member to the membership e-mail group list
- f) The Membership Chairman shall send the most current Membership List to the general membership at least once per month, even if no new members have been added, with instructions to advise the Membership Committee of any changes needed to member information.

E. DUTIES OF NEWSLETTER COMMITTEE:

The duties of the Newsletter Committee shall be to create and distribute the Association’s monthly newsletter which shall be known as “The Verdict”. The Committee shall retain editorial discretion over the content of the newsletter; provided, however, if any article submitted for publication is revised or altered in any manner, permission of the author shall be required prior to publication. The Committee shall encourage all members to contribute to the Newsletter.

The Committee shall provide the Executive Committee with a draft of the newsletter for approval prior to distribution to the membership.

F. DUTIES OF MEMBERSHIP SCHOLARSHIP AWARD COMMITTEE

The duties of the Membership Scholarship Award Committee shall be to award a scholarship yearly to a qualified member applicant. To be considered for the scholarship, a Member Scholarship Application **must** be completed and the Committee Chair must submit to the Executive Committee no later than September 15th. The recipient(s) will be announced at the October meeting. All Applicants must meet the following requirements:

- 1) Must be currently enrolled as a member in good standing and been a member in good standing for the previous year
- 2) Must be working as a paralegal in Denton County, Texas
- 3) Must be enrolled to sit, or have recently sat for a recognized paralegal certification examination (such as NALA, NFPA or TBLS) and a receipt for the application fee must be attached to the application
 - (i) NALA Exam

Application filing deadline	Exam Date (Varies)
August 1 st	September 1-30
December 1 st	January 1-30
April 1 st	May 1-31
 - (ii) TBLS Exam application deadline is March 30th with exam in October.

Recipient(s) of a scholarship are selected at the sole discretion of the DCPA Executive Committee.

G. DUTIES OF SOCIAL COMMITTEE:

The duties of the Social Committee shall be to make recommendations for social

activities and events to benefit the Association membership to the Executive Committee, and to plan and organize such activities.

The Committee shall submit proposals of all social activities and events to the Executive Committee for approval at least sixty (60) days prior to such proposed activity or event date, or a date to be determined by the Executive Committee on an individual event basis.

Each proposal shall include:

A detailed itemization of the anticipated costs of the activity or event; and

A detailed summary of what will need to be done to accomplish the activity or event.

The Executive Committee reserves the right to request additional specific information regarding any proposed activity or event.