

BY-LAWS

**ARTICLE I
NAME**

The name of this association shall be Legal Assistants of the Western Slope (LAWS). This association shall be affiliated with the National Association of Legal Assistants, Inc. The terms "legal assistant" and "paralegal" shall be used interchangeably.

**ARTICLE II
OBJECTS AND PURPOSES**

The objects and purposes of this association shall be:

1. To establish good fellowship among association members, the National Association of Legal Assistants, Inc., and members of the legal community.
2. To encourage a high order of ethical and professional attainment.
3. To further continuing education among members of the profession.
4. To cooperate with local and state bar associations.
5. To support and carry out the programs, aims and goals of the National Association of Legal Assistants, Inc.
6. To inform and educate the public and the legal community about the effective utilization of properly qualified paralegals.

**ARTICLE III
POLICY**

This association shall be nonsectarian, nonpartisan, nonprofit and nonunion. No actions or programs may be initiated or undertaken (now or in the future) in conflict with the bylaws of the National Association of Legal Assistants, Inc., (NALA) or of the policies of NALA.

**ARTICLE IV
MEMBERSHIP**

Membership in this association shall be open to legal assistants, students in legal assistant programs and attorneys or

paralegal educators, based on requirements approved by association members.

Only active members may vote or hold office in this association.

There shall be four classes of membership defined as follows:

1. Active membership is for legal assistants who:

(a) Have a minimum of two years experience in which the majority of work is of a substantive nature, performed under the direct supervision of an attorney and which would otherwise be performed by an attorney; or

(b) Have a baccalaureate degree, or certificate from an ABA approved, institutionally accredited, or other legal assistant course of study, plus one year of work experience as described in paragraph 1(a) above.

2. Student Memberships

Student membership is open to any individual who is a student in good standing in any college, junior college or other school, pursuing a course of study as a legal assistant.

3. Associate Membership is open to any individual who meets at least one of the following qualifications:

(a) Has less than two years experience in which the majority of work is of a substantive nature, performed under the direct supervision of an attorney and which would otherwise be performed by an attorney; or

(b) Has a baccalaureate degree, or certificate from an ABA approved, institutionally accredited, or other legal assistant course of study, plus less than one year of work experience as described in paragraph 3(a) above.

4. Sustaining Membership is available to those individuals, law firms, corporations, legal assistant program representatives or members of the educational field who endorse the legal assistant concept or are actively involved in the promotion of the legal assistant profession who contribute annual dues of \$50.00 or any amount in excess thereof.

**ARTICLE V
APPLICATION FOR MEMBERSHIP**

Application for membership shall be submitted to LAWS on forms approved by the LAWS' membership. The forms shall clearly state that LAWS is an affiliated association of the National Association of Legal Assistants and that all members are bound by the NALA Code of Ethics and Professional Responsibility in addition to any code adopted by LAWS. Approval of membership shall be noted on the forms in accordance with standing rules adopted by LAWS.

**ARTICLE VI
MEETINGS**

This association shall meet a minimum of four times per calendar year which may include attendance at association sponsored seminars or workshops. One fourth of the membership of this association shall constitute a quorum. Members may attend in person, telephonically, electronically or by proxy. If a member is unable to attend in person, he or she shall give 24 hours notice to a LAWS officer. In the event of a vote for dissolution, a quorum shall consist of two-thirds (2/3) of the voting members of the association.

Special meetings may be called by the President upon fifteen (15) days written notice to all members of record.

It is required that this association hold a minimum of four educational events or a total of 10 hours of education during each fiscal year in order to maintain affiliation with the National Association of Legal Assistants, Inc. These programs may be held in connection with a regular meeting of the membership.

Annual programs shall be held in August or September for the purpose of electing officers, hearing reports of officers and chairmen, electing a NALA Liaison and adopting a budget for the ensuing fiscal year. Notice of the annual meeting shall be in writing to all members of record at least thirty (30) days prior to the meeting. Notice will also contain the slate of officers.

**ARTICLE VII
DUES AND ASSESSMENTS**

The dues of this association shall be \$40.00 per year for active membership, \$50.00 per year for sustaining membership, and \$20.00 per year for student or associate membership. Dues shall be payable August 1st of each year.

**ARTICLE VIII
OFFICERS, EXECUTIVE COMMITTEE AND CHAIRMEN**

The elected officers shall be the President, First Vice President, Second Vice President, Treasurer, Secretary and NALA Liaison.

The Executive Committee shall be composed of elected and appointed officers. The Executive Committee shall act as a planning committee bringing recommendations to the membership for a vote. This committee shall meet at least quarterly and at other times as called by the President.

Terms of office shall be one year. Successive terms shall be limited to one year.

No officer or member shall be compensated for association duties. However, upon majority vote of the membership, persons may be reimbursed for out-of-pocket expenses in connection with association related activities, provided the expenses have been authorized prior to expenditure.

**ARTICLE IX
ELECTION OF OFFICERS**

The President shall appoint a nominations and elections Chairman at least sixty (60) days prior to the annual meeting of the association to present a slate of officers to the membership thirty (30) days prior to election. No name shall be on the slate without consent of the candidate. Nominations from the floor shall be accepted and election shall be by majority vote of members present.

Names of appointed officers must be presented by the President by the first meeting of the new fiscal year.

Names of newly elected or appointed officers shall be submitted to NALA headquarters and the Affiliated Associations Director at least thirty (30) days after election and/or appointment.

In the event the association has more than one class of membership, only full voting members may hold office.

Unexpired terms of office shall be filled by appointment of the Executive Committee.

Any officer (elected or appointed) absent from three consecutive meetings without good cause, may be removed from office by the Executive Committee.

ARTICLE X STANDING AND SPECIAL COMMITTEE CHAIRMEN

The President shall appoint the following standing committee chairmen:

- Educational Programs (First Vice President)
- Membership (Second Vice President)
- Finance (Treasurer)
- Nominations and Election
- Audit Committee
- Public Relations

Special committee chairmen may be appointed by the President, as needed, with the approval of the membership.

ARTICLE XI DUTIES OF ELECTED AND APPOINTED OFFICERS AND CHAIRMEN

President. The President shall preside over all executive committee, board of directors, and membership meetings. The President shall appoint special and standing committee chairmen as provided in these bylaws. The President shall pass files to his or her successor immediately upon the successor's installation and shall cause all other officers and chairmen files to be passed to respective successors. The President shall be an ex-officio (non-voting) member of all committees except the committee on nominations and elections.

First Vice President. The First Vice President shall preside and shall assume all duties assigned to the President in the President's absence. This officer shall automatically be chairman of the committee on education. These duties shall include planning seminars, workshops and working with NALA in the

event of co-sponsorship of any programs. The First Vice President shall also be responsible for fulfilling the educational requirements under Article VI of these bylaws and shall report such educational meetings to the NALA Liaison.

Second Vice President. The Second Vice President shall automatically be chairman of the membership committee and shall be charged with the responsibility of developing programs to encourage membership in the association. This officer shall receive applications for membership and present names of applicants to association members for acceptance or rejection. Upon approval of membership, application cards shall be signed by this officer and delivered to the Treasurer with dues payment. The Second Vice President shall work with his/her national counterpart (NALA Second Vice President) to encourage membership in NALA.

Secretary. The Secretary shall be responsible for minutes for all meetings and keeping permanent minutes. This officer shall assist the President in any way including giving notice of meetings. Association minutes of any meeting shall be available to the NALA President upon request.

Treasurer. The Treasurer shall deposit all funds and make all disbursements, subject to approval of the Executive Committee and as provided in the budget. Any extraordinary expenses must be approved by the membership before obligation to pay is incurred. The Treasurer shall be chairman of the Finance Committee, which committee shall prepare a budget for the ensuing fiscal year which shall be adopted by the membership at the annual meeting. (The budget shall be submitted to the Executive Committee prior to presentation at the annual meeting.) The Treasurer may be bonded, the premium for which bond shall be paid by this association. All disbursements of association funds must be by association check, signed by the Treasurer. This officer shall submit a written financial report at each regular meeting to be attached to official minutes as part of the permanent record. The Treasurer (or other affiliate officer) is also responsible for keeping a current roster of membership and reporting the membership annually to NALA with renewal fee for continued affiliation with NALA.

NALA Liaison. The NALA Liaison shall be a NALA member, shall be familiar with the NALA Bylaws and Standing Rules, shall receive minutes of all NALA meetings, and shall represent the association at the NALA annual meeting of affiliated associations. The NALA Liaison shall report quarterly on association activities to the NALA affiliated associations director on forms provided by NALA headquarters, and shall report all officers' names to NALA headquarters and the NALA affiliated associations director.

The NALA Liaison may submit items the association wishes discussed to the NALA affiliated associations director and shall participate in discussion sessions at NALA annual meetings. A report to association members on the NALA annual meeting will be required.

The NALA Liaison shall, within sixty days of passage, notify the NALA Parliamentarian and affiliated associations director of any changes in the association's bylaws. This officer shall be the main contact between NALA and the Association. The NALA Liaison shall be a member of the governing body of this association.

The NALA Liaison shall be familiar with NALA Bylaws.

Audit Committee. The Audit Committee will be composed of a past treasurer and two members selected by the President, whose purpose is to audit the Treasurer's books at the close of the fiscal year prior to the transfer of accounts to the newly elected treasurer. In the event the incumbent treasurer is elected to a second term, the audit will be performed following the annual meeting and prior to the first regular meeting membership.

Nominations and Elections. See Article IX.

ARTICLE XII FISCAL YEAR

The fiscal year of this association shall be from August 1st to July 31st.

ARTICLE XIII CODE OF ETHICS

Every member of this association shall subscribe to and be bound by the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc., and any other

code so adopted by the membership of this association. Violations of the NALA Code shall be grounds for immediate dismissal from membership and/or removal from office.

**ARTICLE XIV
AMENDMENTS TO BYLAWS**

Bylaw amendments (not in conflict with NALA Bylaws) may be adopted by two-thirds (2/3) of members present at any regular meeting. The NALA Parliamentarian must be advised of any amendments within sixty days of passage.

**ARTICLE XV
DISSOLUTION**

In the event of dissolution of this association, all property and assets shall be distributed to a nonprofit charitable organization as defined by the Internal Revenue Code, to be selected by a majority vote of the remaining members of the association, notice having been given to members of the association and the NALA affiliated associations director at least fifteen (15) days prior to the meeting. In no event shall any of such property and assets be distributed to any member or private individual.

**ARTICLE XVI
RETENTION OF AFFILIATION**

Affiliation with the National Association of Legal Assistants, Inc., is renewable each year by payment of an affiliation fee and attached to a current membership roster. In the event of suspension of affiliation, this association may reaffiliate with NALA by resubmitting a new application with membership roster, bylaws, sample of educational programs, petition and current initial fee.

In addition to the renewal fee, this association must comply with the required reports and requested procedures as outlined in these bylaws.

The annual renewal fee is payable on October 1 and delinquent November 1. Payment received after due date must be accompanied by a late fee penalty established by NALA.

Amendment to Bylaws
Of
Legal Assistants of the Western Slope

Article VII, Dues and Assessments

The following sentence shall be added:

Dues will be reduced on a prorated quarterly basis for members joining after November 1st.

Adopted and approved at the Annual Meeting on September 8, 2000.

Cheryl Juntilla, President

Article VIII, Officers, Executive Committee and Chairmen

The following sentence shall be added to the first paragraph of Article VIII:

There may be two First Vice Presidents, in which case, one of the First Vice Presidents shall be from Mesa County and one shall be from Montrose or Delta County.

Adopted and approved at the Annual Meeting on September 8, 2000.

Cheryl Juntilla, President

Certificate of Attendance Form

The following is the Certificate of Attendance form for CLAs to use to request continuing education credit. Print this form using the print button on your browser, complete it and send it to NALA Headquarters, 1516 S. Boston, Suite 200, Tulsa, OK 74114 (fax: 918-582-6772).

Certificate of Attendance		
<p>As a Certified Legal Assistant, proof of continuing education must be submitted for CLAE units. This form should be completed, including validation and all signatures, and submitted with documentation of continuing legal education in accordance with the Requirements to Maintain Certification.</p> <p>If this form is being submitted for credit for attending a seminar, please complete the spaces below and attach a seminar brochure.</p>		
Session Hours	Session Topics (Description and Speakers)	Validation of Session Attendance (Signature of speaker or seminar official)

Name of CLA	Name of Seminar
Signature of CLA	Name of Sponsor
Address	Authorized Signature of Sponsor Representative
Address	Date of Educational Event:
NALA Account Number (if known)	Location: