



LINCOLN LEGAL PROFESSIONALS ASSOCIATION

BYLAWS

**AFFILIATED WITH THE
NEBRASKA LEGAL PROFESSIONALS ASSOCIATION**

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**BYLAWS OF
LINCOLN LEGAL PROFESSIONALS ASSOCIATION**

**ARTICLE I.
Name and Affiliation**

The name of this Association is LINCOLN LEGAL PROFESSIONALS ASSOCIATION hereinafter referred to as the Association or LLPA.

**ARTICLE II.
Policy and Purpose**

Section 1. This Association is nonunion, nonpartisan, nonsecretarian, and nonprofit.

Section 2. The purpose of this Association shall be:

- (a) to establish good fellowship among the members - all persons employed in and/or interested in work of a legal nature - so that ideas may be exchanged and knowledge increased;
- (b) to establish a high order of business and professional attainment and to further our knowledge of the law and uphold its honor and dignity;
- (c) to create a high standard of ethics among its members.

**ARTICLE III.
General Provision**

The fiscal year of this Association shall be from April 1 through March 31.

**ARTICLE IV.
Dues**

Section 1. Annual dues for chapter members will include both state and local chapter dues, payable on or before April 1 of each year and delinquent on June 1. Members whose dues have lapsed shall be required to apply as a new member.

Section 2. Associate members: Chapter dues for associate members will be payable on or before April 1 of each year and delinquent on May 1, in an amount established by this Association.

Section 3. LLPA will be responsible for payment of dues directly to the State Association.

ARTICLE V. Membership

Section 1. Qualification.

- (a) Members shall be those persons engaged as a legal secretary, law office administrator, legal assistant, paralegal, stenographer, typist, or clerk in any law office, any person employed in the court; any person employed in a law enforcement agency, such as police department, sheriff department, state patrol; any person employed in the trust department of banks or trust companies, in real estate offices, abstract and title companies, or in any public or private institution or office directly engaged in work of a legal nature, including the public offices of the United States government, state, counties, cities, or municipalities; and any person engaged in and/or others interested in work of a legal nature not previously defined herein.
- (b) Members may retain their membership though not employed as above set forth, provided they have been members of this Association for at least one year and shall continue to pay such dues as may be required. They shall have all the rights and privileges of the general membership, including the right to hold office.
- (c) All members must be a member of both this Association and the State Association.
- (d) Associate Members:
 - i. Educators (persons whose primary employment is in the field of education), students (high school juniors and seniors, business school and college students who are not employed full time).
 - ii. Associate members may not vote or hold elective office in this Association.

- (e) Honorary Members:
 - i. Former LLPA members, or other persons deemed fit by the Board of Directors shall be recognized as Honorary members. As an Honorary member, dues shall be waived.
 - ii. Honorary members may not vote or hold elective office in this Association.

Section 2: Voting Members.

- (a) Board of Directors and general membership of LLPA.

ARTICLE VI.
Officers

Section 1: Elected Officers.

- (a) The elected officers of this Association shall be President, Vice President, Secretary, Treasurer, and Chapter Representative.

Section 2: Appointed Officers:

- (a) The appointed officers of this Association shall be Parliamentarian and other officers as deemed necessary by the Board of Directors and/or President.

ARTICLE VII.
Elections

Section 1: A member must be a member in good standing to be eligible for an elective office. The officers shall be elected at the meeting held on the second Thursday of March, and serve a term of one year or until their successors are elected or appointed. Appointed officers shall serve a one year term or until their successors are appointed.

Section 2: The officers shall be elected by a majority ballot. However, if there is only one candidate for an office, the ballot may be dispensed with and the vote may be by voice.

Section 3: Nominations:

- (a) Procedures for nominations and for appointment of a Nominations Chair and committee and its duties are set forth in the Standing Rules as adopted.

ARTICLE VIII.
Duties of Officers

Section 1: The duties of the Officers shall be such as implied by their respective titles and as defined by these Bylaws and the Standing Rules of this Association.

Section 2: President:

- (a) shall preside at all the general meetings of this Association; the Board of Directors meetings, as well as any special meetings as deemed necessary; shall be an ex-officio member of all committees, except the nominations committee;
- (b) shall appoint all appointed officers and committee chairs; and
- (c) may sign checks for authorized disbursements in the absence or inability of the Treasurer.

Section 3: Vice President:

- (a) shall assume the duties of the President in the absence of the President;
- (b) shall chair the membership committee; and
- (c) shall perform such other duties as may be assigned by the President or Board of Directors.

Section 4: Secretary:

- (a) record the minutes of the meetings of this Association and its Board of Directors;
- (b) provide copies of minutes of the meetings of this Association to the chapter's newsletter for publication; and
- (c) perform such other duties as may be assigned by the President or Board of Directors.

Section 5: Treasurer:

- (a) is the custodian of all funds of this Association;
- (b) shall sign checks for authorized disbursements as directed by the Board of Directors;

- (c) shall keep an itemized account of all money received and disbursed, and make a report thereof to the Board of Directors and general membership as set forth in the Standing Rules as adopted;
- (d) shall give notice to the members when dues are payable;
- (e) submit state dues to the State Association; and
- (f) shall perform such duties as assigned by the Board of Directors.

Section 6: Chapter Representative:

- (a) shall serve as a member of the Board of Directors of this Association and vote on behalf of the membership at the state level;
- (b) serve as liaison between this Association and the State Association, making full report of this Association's business and activities;
- (c) prepare reports of chapter activities for publication in the State Association newsletter;
- (d) attend all meetings of the Board of Directors of the State Association, and when unable to attend, appoint someone as an alternative representative.

Section 7: Parliamentarian:

- (a) shall advise the President and members on procedures when requested;
- (b) interpret Bylaws, Standing Rules, and the adopted parliamentary authority when requested; and
- (c) maintain a current file of the Bylaws and Standing Rules of this Association and have them available at all meetings.

ARTICLE IX.
Management

Section 1: Board of Directors:

- (a) The governing body of this Association shall be the Board of Directors composed of the elected and appointed officers.
- (b) The Board of Directors shall exercise such powers as provided by these Bylaws and authorized by the membership.

- (c) The Board of Directors may authorize payment of travel and other expenses of the members of the Board which are deemed necessary to properly perform their duties.
- (d) The Board of Directors has the power to adopt and amend the Standing Rules governing procedure only after input has been received from the general membership.
- (e) The Board of Directors has the power to conduct business meetings on behalf of the general membership, with the understanding that when deemed necessary any matter will be brought before the general membership for resolution.
- (f) One-third of the Board of Directors shall constitute a quorum.

Section 2: Members:

All members of this Association are encouraged to attend all meetings of the Board of Directors for the resolution of matters affecting this Association. The general membership meetings will be left to the conduct of continuing legal education, unless deemed otherwise.

ARTICLE X.
Meetings

Section 1: Members:

A general membership meeting will be held every second Thursday of the month subject to rescheduling.

Section 2: Board of Directors:

A Board of Directors meeting will be held every fourth Thursday of the month subject to rescheduling.

Section 3: Special meetings may be called by or at the request of the President or Board of Directors.

ARTICLE XI.
Standing and Special Committees

Section 1: The standing committees of this Association shall include:

Audit	History	Membership
Boss of the Year	Legal Professional of the Year	Newsletter
Bylaws & Rules	Nominations & Elections	Ways & Means

and any other temporary chair or committee at the discretion of the President.

Section 2: The President is an ex-officio member of all committees except the Nominations and Elections Committee.

Section 3: The duties of the standing committees shall be set forth in the Standing Rules of this Association.

ARTICLE XII.
Parliamentary Authority

The current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority where applicable, and where there is no conflict between said Rules and the Bylaws of this Association.

Bylaws of the Lincoln Legal Professional Association (LLPA)

Adopted: September 1, 1998

Signed by: /s/ Charlotte M. Contatore
President

And /s/ Patty Thomsen
Secretary