



**LINCOLN LEGAL  
PROFESSIONALS ASSOCIATION**

**STANDING RULES**

## TABLE OF CONTENTS

	Page
STANDING RULE 1 LLPA Standing Rules .....	4
STANDING RULE 2 Eligibility for Membership .....	5
STANDING RULE 3 Duties of Officers and Chair, General .....	6
STANDING RULE 4 Duties of the President .....	7
STANDING RULE 5 Duties of the Vice President .....	8
STANDING RULE 6 Duties of Secretary.....	9
STANDING RULE 7 Duties of Treasurer .....	10
STANDING RULE 8 Duties of Chapter Representative .....	11
STANDING RULE 9 Duties of the Parliamentarian.....	12
STANDING RULE 10 Audit .....	13
STANDING RULE 11 Legal Professional of the Year.....	14
STANDING RULE 12 Boss of the Year.....	15
STANDING RULE 13 Bylaws and Rules.....	16

STANDING RULE 14	
Ways and Means Audit.....	17
STANDING RULE 15	
History.....	18
STANDING RULE 16	
Newsletter .....	19
STANDING RULE 17	
Membership .....	20
STANDING RULE 18	
Nominations and Elections .....	21
STANDING RULE 19	
Scholarship.....	22
STANDING RULE 20	
Memorials and Gifts .....	24

## STANDING RULE NO. 1

### LLPA Standing Rules

Section 1. Distribution: A copy of the Standing Rules shall be furnished to each member of the Board of Directors and to each standing and special committee chair. The Standing Rules are to be a part of the permanent files of such officers or chairs, to be kept current and to be passed to each successor upon completion of their term.

Section 2: Adoption, Amending, Rescinding, and Suspension:

- A. Adoption: Standing Rules shall be adopted by the Board of Directors at any meeting of the Board of Directors. Adoption requires one-third vote.
- B. Amendment or Rescission: These Standing Rules may be amended or rescinded by the Board of Directors by one-third vote and shall take effect immediately.
- C. Suspension: Any Standing Rule may be suspended for the duration of a single meeting by one-third vote. Such suspension may be for a longer period if specifically ordered by the Board.

## STANDING RULE NO. 2

### Eligibility for Membership

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.

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.

All members must be a member of both this Association and the State Association.

### STANDING RULE NO. 3

#### Duties of Officers and Chair, General

An officer or chair's first duty shall be to review the Bylaws and Standing Rules as to duties described herein.

Duties of officers and chairs shall be such as are implied by their respective titles or as defined in these Standing Rules and the Bylaws of this Association.

Each officer and chair shall transfer a complete and accurate file to their successor (or to the President, if no successor is present or none has been appointed).

## STANDING RULE NO. 4

### Duties of the President

The President shall:

- A. preside at all the meetings of this Association and its Board of Directors and shall be an ex-officio member of all committees except the nominating committee;
- B. appoint the Parliamentarian and such other officers as may be necessary to carry on the business of this Association;
- C. in the event of a tie, vote on any matter pending before the Board of Directors, cast the deciding vote;
- D. fill any vacancy in an office or chair of a committee created by resignation, absence, or nonperformance of duties;
- E. supervise work of officers and committee chairs (i.e., remind them of deadlines, reporting responsibilities, etc.);
- F. prepare an agenda for each membership meeting and Board of Directors;
- G. in the absence or inability of the Treasurer, sign checks for authorized disbursements on behalf of the Association, or when the check is made payable to the Treasurer;
- H. sign membership cards as required.

STANDING RULE NO. 5

Duties of Vice President

The Vice President shall:

- A. assume the duties of the President in the absence of the President;
- B. serve as Chair of the Membership Committee;
- C. perform such other duties as may be assigned by the President or Board of Directors;
- D. purchase an appropriate gift for the outgoing President from the Association to be presented at Bosses' Night banquet.



STANDING RULE NO. 6

Duties of Secretary

The Secretary shall:

- A. keep an accurate register of the officers and chairs of this Association;
- B. record the minutes of the meetings of this Association and its Board of Directors;
- C. provide copies of minutes of the meetings of this Association to the Association's newsletter for publication;
- D. inform the President immediately if unable to take the minutes at any scheduled meeting;
- E. maintain a permanent file of the minutes of all meetings;
- F. perform other duties as may be assigned by the President or Board of Directors.

## STANDING RULE NO. 7

### Duties of the Treasurer

The Treasurer shall:

- A. have charge of the funds of the Association and the disbursement thereof, under the supervision of the Board of Directors;
- B. sign all checks of the Association except checks payable to the Treasurer, which checks shall be signed by the President;
- C. file account signature cards with appropriate financial institutions reflecting signatures of Treasurer and President;
- D. prepare periodic financial reports for presentation at each meeting of the Board of Directors;
- E. give notice to the membership when dues are payable;
- F. submit to Chair of newsletter for publication, information regarding due date for dues and late payment penalty information;
- G. submit all dues payable to the State Association;
- H. submit current books and records of the Association to a committee for annual auditing;
- I. pay all bills promptly in accordance with the budget, pay non budgeted items only after approval of the Board of Directors;
- J. maintain current count of members, together with complete roster;
- K. perform duties as assigned by the Board of Directors.
- L. prepare and submit to the Board members at the January meeting of the Board of Directors a proposed budget for the ensuing year; taking all accounts into consideration.

STANDING RULE NO. 8

Duties of the Chapter Representative

The Chapter Representative shall:

- A. serve as a member of the Board of Directors of this Association;
- B. represent the LLPA chapter and vote on behalf of LLPA membership on the state level;
- C. serve as a liaison between the State Association and this Association, making full report of this Association's business and activities;
- D. distribute correspondence and information received from the State Association;
- E. assist this Association by publicizing local activities such as seminars and meetings;
- F. prepare reports of chapter activities for publication in the State Newsletter;
- G. attend, when possible, all meetings of the Board of Directors of the State Association and, when unable to attend, appoint an alternate chapter representative;
- H. expenses for attendance at State meetings shall be paid in the amount allowed by budget.

The Chapter Representative must be a member of both LLPA and NLPA.

## STANDING RULE NO. 9

### Duties of Parliamentarian

The Parliamentarian shall:

- A. serve as Chair of the Bylaws and Standing Rules Committee;
- B. interpret Bylaws, Standing Rules, and the adopted parliamentary authority when requested;
- C. assist the President and other officers and members on request regarding parliamentary procedures;
- D. supervise processing of amendments and the giving of notice as required by the Bylaws and Standing Rules;
- E. upon adoption of any amendment to the Bylaw or Standing Rules, certify to the Association's Secretary that such amendments do not conflict with the Association's Bylaws or Standing Rules;
- F. maintain a current file of the Bylaws and Standing Rules of the Association and have them available at all meetings.

STANDING RULE NO. 10

Audit

The Audit Committee shall:

- A. consist of one or two persons appointed by the President;
- B. receive and examine the financial records of this Association at the end of the designated fiscal year;
- C. prepare a report.

STANDING RULE NO. 11

Legal Professional of the Year

The Legal Professional of the Year shall:

- A. send a letter to bosses who have members in this Association with no less than three years experience in the legal profession requesting the following:
  1. that a letter of nomination be written which is no longer than one typewritten page (8-1/2 x 11);
  2. the letter of nomination should include years of experience, length of employment, education, association activities/professional achievements, exceptional abilities, responsibilities, loyalty, personal qualities, and any other information which makes the nominee an outstanding recipient of the award. If aware of any civic, charitable or religious organizations the nominee may be affiliated with, include this information in letter of nomination;
  3. the name of the nominee shall **NOT** be mentioned in the letter of nomination, however, a cover letter indicating the name of the nominee shall accompany the letter of nomination.
- B. select three disinterested qualified people to judge the entries using the following guidelines and determine the winner:
  1. Years of experience in legal profession (no less than three years)
  2. Education
  3. Association Activities/Professional Achievements
  4. Other/i.e. Community Service/Civic/Charitable Activities, Affiliations
- C. the chair shall not disclose the name of the winning candidate in advance of the Bosses' Night Banquet in order to preserve the confidentiality and surprise;
- D. announce the name of the winner at the Bosses' Night Banquet, with the presentation of an appropriate gift;
- E. submit the winner's letter of nomination to the State Association according to State rule.

STANDING RULE NO. 12

Boss of the Year

Boss of the Year Chair shall:

- A. prepare a notice of nomination and submit the notice to the editor of the newsletter for publishing the necessary issues;
- B. the notice shall consist of the following instructions:
  1. Only paid members of the Lincoln Legal Professionals Association may submit a letter of nomination.
  2. Nomination letter should be no more than one page on letter-sized paper.
  3. The nomination letter should include background, career, contributions to profession, civil and/or church activities, and generally why the boss is deserving of this prestigious award.
  4. Do not use the name of the boss or the name of the person submitting the nomination in the nomination letter. Attach a separate cover letter identifying the boss and the person nominating the boss.
  5. Submit an original and three copies of the nomination letter.
- C. select three disinterested qualified people to judge the entries and determine the winner based on the following criteria with winner to be recognized at the Annual Bosses' Night Banquet with an appropriate gift:
  - (a) Education, accomplishment;
  - (b) Honesty, integrity;
  - (c) Respect for profession;
  - (d) Consideration of secretary and clients;
  - (e) Flexibility, punctuality, and courteousness;
  - (f) Generosity in paying good wages;
  - (g) Compassion; and
  - (h) Support of the Lincoln Legal Professionals Association.

STANDING RULE NO. 13

Bylaws and Rules

The Parliamentarian shall be the Chair of the Bylaws and Rules Committee, which shall:

- A. assist in the preparation of Bylaws or Bylaw Amendments for this Association;
- B. assist the Parliamentarian in the performance of her duties in drafting Bylaw and Standing Rule Amendments;
- C. answer inquiries relative to interpretation of the Bylaws and Standing Rules of this Association.



## STANDING RULE NO. 14

### Ways and Means

The Ways and Means Chair shall:

- A. develop fundraising projects for this Association, securing the approval of the Board of Directors;
- B. coordinate the efforts of this Association with the State Association by distributing appropriate information;
- C. make a final report of all income and disbursements of a project to the Board of Directors of this Association.

STANDING RULE NO. 15

History

The History Committee may consist of one or more person and shall:

- A. keep a history book of the progress of this Association for the current year which shall be in book form and shall be kept in the Association as a permanent record;
- B. prepare a scrapbook, which shall contain photographs and other appropriate mementos of the President's term, and make arrangements for presentation of the same to the retiring President.

STANDING RULE NO. 16

Newsletter

*LincolnNotes* shall be printed monthly and distributed without charge to the members of the Lincoln Legal Professionals Association.

The publication shall include legal education articles, officer and chairmen reports, minutes, financial reports by the Treasurer, and such other information as deemed desirable. The format and layout of the publication is left to the discretion of the editor.

All members are encouraged to submit to the editor any information, articles, etc., they think may be of interest to the membership for publication in *LincolnNotes*.

STANDING RULE NO. 17

Membership

The Membership Chair shall be the Vice President of this Association. The committee shall:

- A. consist of one or more members as the Chair deems necessary;
- B. prepare a mailing, at least once a year, contacting law firms, legal divisions in both the private and government sectors, informing them of the benefits and activities of this Association, extending an invitation to attend as a guest.

STANDING RULE NO. 18

Nominations & Elections

Adopted September, 1998

Nominations & Elections Chair shall be appointed by the President, and said Chair shall ask for volunteers or appoint a committee of not fewer than two additional members.

Nominations:

- A. No later than January 1 of each year, the Nominations Committee shall call for nominations from the membership;
- B. No later than February 1 of each year, the Nominations Committee shall solicit by personal contact nominations from the membership;
- C. In absence of nominations, the Committee shall prepare a slate of officers chosen by the Committee, after acceptance is obtained from each individual candidate.

Elections:

The Committee shall:

- A. prepare ballots in proper form, containing the names of nominees for the offices for election, with additional lines for additional nominees;
- B. distribute ballots during the elections meeting in March of each year;
- C. after the Chair has called for any nominations from the floor three times and closes the nominations and the members cast their vote, all ballots will be collected, counted, and the winning candidate announced;
- D. destroy all written ballots after final adjournment of the meeting.

Standing Rules of the Lincoln Legal Professionals Association (LLPA)

Adopted: September 1, 1998

President: /s/ Charlotte Contatore

and

Secretary: /s/ Patty Thomsen

STANDING RULE NO. 19

Scholarship

Adopted October, 2003

Amended July, 2012

The Lincoln Legal Professionals Association Scholarship may be awarded annually to an individual residing in the state of Nebraska who wishes to further his or her education in the legal support field at an institution of higher education and who carries a cumulative 3.0 GPA (on a 4.0 scale).

A. The LLPA scholarship chairperson shall send a Scholarship Announcement and Scholarship Application form to all local high schools, colleges, universities, and other institutions of higher learning no later than January 15 of each year (either electronically or via United States Postal Service).

B. The monetary amount of the scholarship to be paid by LLPA shall be determined each year by the LLPA Board of Directors at the November Board Meeting. The amount of the award may be changed from year to year as the budget permits. The decision whether or not to give an award may also be made at that time, depending on the circumstances of the budget.

C. All scholarship applicants shall complete and submit a scholarship application to the LLPA scholarship chairperson, which shall be postmarked on or before March 15 of each year and shall include:

1. A certified copy of the latest transcript of grades.
2. A résumé covering educational history, work history, and school and community activities.
3. A typed one-page personal statement stating why the applicant wishes to enter the legal support field or continue his or her formal legal education.
4. A copy of the applicant's acceptance to the school of choice.

D. The LLPA scholarship chairperson shall appoint three judges from the chairperson's community, who shall select an award winner. Upon notification of the name of the winner, the scholarship chairperson shall notify the winner and the scholarship shall be presented at the Annual Bosses' Night Banquet.

E. Upon proof of enrollment for each term, the scholarship funds will be paid directly to the winner's educational institution in two payments for the current and subsequent terms. The LLPA treasurer shall distribute funds upon the direction of the LLPA scholarship chairperson.

F. If a winner accepts the award and thereafter is unable to attend the school or scheduled institution, the award or any unused balance thereof shall be returned to LLPA.

Standing Rules of the Lincoln Legal Professionals Association (LLPA)

Adopted: October 9, 2003

President: /s/ Lora Vanschoiack

and

Secretary: /s/ Mary Douglas

Amended: July 26, 2012

## STANDING RULE NO. 20

### Memorials and Gifts

Adopted January, 2007

Upon the death of a current member, a memorial shall be given to the Lincoln Legal Professionals Association annual scholarship fund in an amount to be determined by the board at the time of the member's death, however, the memorial is to be no less than \$25.00, but no more than \$50.00. The memorial will be deposited in the scholarship fund for distribution to the next scholarship winner/recipient. Example: If a member dies in November of 2006, the memorial will be added to the scholarship fund for the next upcoming scholarship winner/recipient (April 2007 winner/recipient).

No monetary gifts shall be given by the Lincoln Legal Professionals Association for any other occasion (i.e. weddings, graduations, birthdays, births, retirement or any other occasion not listed that gifts are generally given). The financial burden of any gift shall be upon association members on an individual basis and shall be open to the entire membership in a timely and professional manner (via email or LincolNotes). No member shall be obligated to donate private funds or personal time, and all donations of private funds or personal time shall be on a voluntary basis. No member shall be pressured to donate private funds or personal time at any time and the decline of any member of such donation shall remain a private issue.

The only exception to this Standing Rule, as per Standing Rule No. 5, is the gift given to the outgoing president at the Bosses' Night Banquet.

#### Standing Rules of the Lincoln Legal Professionals Association (LLPA)

Adopted: January 25, 2007

President: /s/ Diane Horak

and

Secretary: /s/ Crystal Childers

(History): [May 2006] LLPA discussed this issue of memorials and gifts on several occasions. Various scenarios were discussed by the Board. A silent vote was taken and the above Standing Rule was adopted as a result of the outcome.