

NEBRASKA LEGAL PROFESSIONALS ASSOCIATION

STANDING RULES

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NEBRASKA LEGAL PROFESSIONALS ASSOCIATION

STANDING RULES INDEX

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NEBRASKA LEGAL PROFESSIONALS ASSOCIATION

STANDING RULE NO. 1

Rules

Section 1. Distribution

A copy of the Standing Rules shall be furnished to each member of the Board of NLPA (all elected and appointed officers and chapter representatives) and to each standing and special committee chairman. The Standing Rules are to be a part of the permanent files of such officers or chairmen, to be kept current and to be handed on to each successor upon completion of the term.

Section 2. Adoption, Amending, Rescinding, and Suspension

(a) Adoption. Standing Rules shall be adopted by the Board at any meeting of the Board. Adoption requires a majority vote.

(b) Amendment or Rescission. These Standing Rules may be amended or rescinded by the Board by a two-thirds vote without previous notice, or a majority vote with previous notice, and shall take effect immediately.

(c) Suspension. Any Standing Rule may be suspended for the duration of a single meeting by a majority vote. Such suspension may be for a longer period if specifically ordered by the Board.

STANDING RULE NO. 2

Eligibility for Membership

(a) Persons eligible for membership shall consist of those persons engaged as a legal secretary, law office administrator, legal assistant, paralegal, stenographer, typist, or clerk in a law office; any person employed in a court; any person employed in a law enforcement agency, such as police department, sheriff's department, state patrol; any person employed in a law enforcement training center; any person employed in the trust department or loan department of banks, trust companies, or lending agencies; anyone employed in a real estate office, in 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, states, counties, cities, or municipalities; and any person engaged in or interested in work of a legal nature not previously herein defined.

(b) A member must be a member of both a chapter and the state association, or if there is no chapter within a member's geographical location, then such person may join as a member-at-large, and shall pay dues only to the state association.

(c) Effective September 20, 2003, students who are actively pursuing a certificate or a degree in work of legal nature may join the state association at no fee and an affiliate association at a fee to be determined by that affiliate association for a period not to exceed four years. Student members shall not be eligible to hold office or chair committees but shall be eligible to co-chair committees and share in the benefits of a reduced membership fee, networking, and having access to information regarding seminars and legal education.

(d) Effective March 15, 2008, members of the association for five years or longer and retired shall have the option of honorary membership status. Honorary members shall not be eligible to hold office but shall be eligible to chair committees and share in the benefits of networking and having access to information regarding seminars and legal education. Honorary members will not be assessed dues by the state association.

STANDING RULE NO. 3

General Duties of Officers and Chairmen

An officer or chairman's first duty shall be to review the bylaws and standing rules as to the duties as described therein.

Duties of officers and chairmen shall be such as are implied by their respective titles or as defined in these standing rules and the bylaws of this organization.

Officers and chairmen shall send a copy of all correspondence to the president. When correspondence is in response to an inquiry or other communication, a copy of the initial letter shall be provided to the president if having a copy is critical for complete understanding of the issue. In addition, correspondence relating to membership shall be copied to the vice president. Correspondence to state members who are affiliated with a chapter shall be copied to the president and vice president.

Officers, chairmen, and chapter representatives are charged with the responsibility of timely submitting appropriate articles and reports for publication in the state publication.

Each chairman and officer shall transfer a complete and accurate file to the successor (or to the president if no successor is present or none has been appointed). Transfer shall take place at the conclusion of the annual meeting.

Officers and chairmen shall use NLPA stationery for correspondence; if none is available, type an appropriate letterhead at the top of the sheet.

All elected and appointed officers and chapter representatives are expected to attend all regularly scheduled NLPA meetings, as well as any special meetings.

STANDING RULE NO. 4

Duties of the President

The President shall:

(a) preside at all meetings of this association, of its executive committee, and of its board, 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, and the chairmen of all committees, subject to the approval of the board or executive committee;

(c) in the event of a tie vote on any matter pending before the executive committee or board, may cast the deciding vote;

(d) appoint a secretary pro tem in the event the secretary is unable to take the minutes of a meeting;

(e) appoint a member to fill any vacancy in an office or chairmanship created by resignation, absence, or nonperformance of duties;

(f) attend, when possible, all meetings of the membership, board, executive committee, standing committees, and special committees;

(g) supervise work of officers and committee chairmen (i.e., remind them of deadlines, reporting responsibilities, etc.);

(h) advise officers and committee chairmen of actions taken by the board or membership which may affect their duties;

(i) prepare an agenda for each meeting of the membership and board and distribute copies to all voting members;

(j) not fewer than 60 days prior to the annual meeting of members, request the secretary to issue the call to convention;

(k) send congratulatory letters to any member who passes the *Professional Legal Secretary* examination, or graduates from any course, class, or college pertaining to the legal profession; and introduce such persons at the first state meeting they attend after such certification or graduation;

(l) assist the editor of *The SideBar* with the preparation of a calendar, the names and addresses of state officers and chairmen for publication;

(m) prepare, upon request of *The SideBar* editor, an appropriate president's column for publication;

(n) sign membership cards as required;

(o) attend, if possible, a meeting of each chapter or affiliate of NLPA, sometime during each fiscal year, to promote NLPA, and assist the chapters in any way possible;

(p) sign checks for authorized disbursements on behalf of the association in the absence or inability of the treasurer, or when the check is made payable to the treasurer;

ADDENDUM PROCEDURES FOR THE PRESIDENT'S FOUNDATION AWARD

Acknowledging that the foundation for success of a strong organization comes from the dedication and hard work of each member's involvement, the NLPA would like to recognize those whose work has shown deep commitment, extra effort, and has contributed to the growth and success of the NLPA.

The President's Foundation Award will be given to the one (1) member, excluding the current President, each year that has accumulated the highest number of points for various activities relating to the work of the NLPA and the local Chapters during the fiscal year. Points are awarded as follows:

Serve as an elected or appointed officer of the NLPA	50
Serve on the NLPA Board	25
Attend an NLPA event (seminar, convention)	25
Attend an NLPA Board Meeting	15
Serve as an elected or appointed officer of a Chapter	25
Bring a new member into a Chapter	100
Start new Chapter	500

The current NLPA President will award the recipient with an official plaque to be presented at the Annual Convention.

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 chairman of the membership committee, which committee shall strive to organize additional affiliates within the state, and counsel local membership chairmen on membership drives and membership retention;
- (c) prepare and mail to local membership chairmen periodic membership newsletters, with copies to the president;
- (d) serve as liaison officer for the members-at-large, forwarding periodic newsletters and communications of information as appropriate, and vote on their collective behalf at Board Meetings;
- (e) prepare, upon request from *The SideBar* editor, appropriate membership information for publication;
- (f) review not later than June 1 the association's membership brochure and membership cards and bring recommendations for changes to the executive committee for approval or disapproval, and provide such membership brochure to state and local officers for their use to promote NLPA; and to assist the treasurer or other appointed person in the preparation of membership cards if necessary; to correlate the logo letterhead used by each chapter;
- (g) perform such other duties as may be assigned by the president, executive committee, or board;
- (h) purchase an appropriate gift for the outgoing president from the association to be presented at the awards banquet during the annual meeting.

STANDING RULE NO. 6

Duties of Secretary

The Secretary shall:

(a)) keep an accurate register of the officers and chairmen of this association;

(b) prepare and mail notices of meetings of this association as follows:

(1) not fewer than 30 days prior to scheduled meetings of the board, send notice of such meeting to the elected and appointed officers, chapter representatives, committee chairmen, and members-at-large;

(2) not fewer than 30 days prior to a scheduled executive committee meeting, send a notice of such meeting to each member of the executive committee and to the chapter representative of each chapter;

(3) not fewer than 15 days prior to a special board of directors meeting, send notice of such meeting to each member of the board;

(4) not fewer than 10 days prior to a special executive committee meeting, send notice of such meeting to each member of the executive committee;

(5) not fewer than 60 days prior to the annual meeting of members, issue the call to convention upon request of the president;

Any person may waive notice of any meeting.

(c)) prepare and call roll of all voting members at all meetings of the association;

(d) provide appropriate meeting information, including a calendar of meetings, and a recap of the meeting minutes to *The SideBar* editor for publication;

(e) inform the president immediately if unable to take the minutes at any scheduled meeting;

(f)) sign any and all official documents, if necessary, on behalf of this association;

(g) with regard to preparation and recording of the minutes of this association, the secretary shall:

(1) record the minutes of this association, the executive committee, and its board, writing minutes in a businesslike manner, using the "report" style as a record of what was done, keeping the tone of the minutes objective, using sideline headings giving the subject of each paragraph;

(2) include in the first paragraph of the minutes the kind of meeting, association name, date, time, and place of meeting, whether a special meeting, the purpose and description of the notice given, whether a quorum was present, name and title of person presiding, name and title of person recording the minutes if other than the secretary;

(3) make authorized additions or corrections to minutes in ink by marking through portions deleted and inserting correct material just above the deleted portion or in the margin, then initial and date;

(4) record motions, including the name of the maker, the fact that the motion was seconded, result, (i.e., carried or defeated, if appealed, sustained or defeated, referred to committee, or tabled);

(5) record motions as follows:

_____ moved, seconded by _____, to _____;
motion (carried) (was defeated).

Motions require a majority vote to pass.

Bylaw amendments require a two-thirds majority vote to pass.

(6) if a vote on a motion is by ballot or roll call, state the total number voting, the number for the affirmative, and the number for the negative;

(h) report election of officers, giving name and office to which elected, stating whether elected by unanimous or majority vote (although reports or other business may be transacted during the election of several officers, the minutes shall contain a report of the election in its entirety without interruption);

(i) within 30 days of the annual meeting and any meeting of the board, provide a copy of the minutes of such meeting to members of the board, chapter representatives of all local associations, and members-at-large, including copies of financial reports with minutes, including seminar and convention information with minutes, and incorporating officer and chairmen reports within the minutes;

(j) within 30 days of any executive committee meeting, provide a copy of the minutes to each member of the executive committee and to chapter representatives;

(k) maintain permanent files of minutes of all meetings;

(l) anyone other than the secretary taking the minutes shall sign the minutes and include the words "secretary pro tem" beneath her signature, and "For_____, Secretary" beneath that, and shall prepare the minutes and forward the originally typed copy to the secretary within 20 days after the meeting, and the secretary shall mail and distribute the appropriate copies as heretofore instructed.

STANDING RULE NO. 7

Duties of Treasurer

The Treasurer shall:

(a) have charge of the funds of this association and the disbursement thereof, under the supervision of the board;

(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 the treasurer and president;

(d) purchase or renew treasurer's bond in such amount as may be required by the board, the cost to be paid by the association, and to notify the bonding company of the name and address of the current treasurer each year;

(e) accept dues from members-at-large, and state dues from chapters and prepare the required roster information;

(f)) maintain a cash journal and ledger for all receipts and disbursements;

(g) prepare periodic financial reports in acceptable account form for presentation at each meeting of the board and executive committee, providing sufficient copies at each meeting for distribution to the voting members at the meeting;

(h) prepare a complete report for presentation to the membership at the annual meeting;

(i) submit current books and records of the association to a committee appointed by the president for the purpose of auditing such books and records at the annual membership meeting;

(j) pay all bills promptly in accordance with the budget, pay non-budgeted items only after approval of the board, or if under \$100, after approval of the executive committee;

(k) reimburse the currently installed Chapter Representative/Chapter Representative pro tem for actual expenses incurred subject to submission of receipts up to One Hundred Dollars (\$100) for attendance at each of the following events: fall seminar/board meeting; spring seminar/board meeting; and annual meeting. The Treasurer shall review the expenses reimbursed and present a report of these reimbursed expenses to the Executive Committee at the meeting held in January. This reimbursement shall be reviewed on a year-by-year basis.

(l) reimburse members of the association for actual expenses incurred on behalf of the association, which expenses are submitted via expense voucher and within an appropriate length of time from the date the reimbursable expense was incurred. An acceptable guideline would be for the reimbursement request to be made within one month of incurring the expense.

(m) on or about February 1 of each year, write to each chapter representative and each member-at-large, providing the due date for state dues, late payment penalty information, proper format for roster preparation for chapters, and instructions for payment of dues, and number of rosters required from chapters;

(n) submit to the publication editor for publication in the appropriate issue, information regarding due date for dues and late payment penalty information;

(o) upon receipt of rosters from local association and dues from members-at-large, forward copies of rosters to members of the board and any other member who requests a roster, updated as often as necessary to be current;

(p) maintain current count of members, together with complete roster;

(q) prepare and submit to board members at the annual meeting a proposed budget for the ensuing year, taking all accounts into consideration;

Rosters shall include name and preferred mailing address. Optional information showing employer and telephone numbers may be included. Rosters may not be released to anyone not affiliated with NLPA without authority of the association board or executive committee.

STANDING RULE NO. 8

Duties of Parliamentarian

The Parliamentarian shall:

- (a)) interpret the bylaws and standing rules of this association;
- (b) assist the president and other officers and members on request regarding parliamentary procedure;
- (c) advise on questions of order and see that parliamentary rules are followed;
- (d) at the request of local chapters, provide advice and assistance regarding local and state bylaws and standing rules;
- (e) maintain current copies of NLPA bylaws and standing rules and revisions thereto;
- (f) draft proposed amendments to existing bylaws and standing rules when deemed appropriate, or when instructed by the board or executive committee;
- (g) submit a copy of adopted bylaw and standing rule amendments to the publications editor for publication;
- (h) supervise processing of amendments and the giving of notice as required in the bylaws and standing rules;
- (i) annually review the bylaws and standing rules and provide information and appropriate files to the successor.

The current *Robert's Rules of Order Newly Revised* shall be the parliamentary authority where applicable, and where there is no conflict between said rules, the bylaws of this association, and the articles of incorporation.

STANDING RULE NO. 9

Duties of Chapter Representative

The currently installed Chapter Representative shall:

(a) serve as a member of the board of NLPA, representing a local chapter and voting on behalf of the chapter membership;

(b) request a caucus when necessary in order to determine the wishes of the chapter membership;

(c) serve as liaison between NLPA and the chapter, making full report of NLPA's business and activities to the chapter, and likewise reporting chapter information and activities to NLPA at state meetings;

(d) prepare reports of chapter activities for publication in *The SideBar*;

(e) distribute correspondence and information received from NLPA to the appropriate chapter members, officers, or chairmen;

(f) assist NLPA by publicizing state activities such as seminars and state meetings;

(g) provide to chapter members upon request copies of NLPA's bylaws, standing rules, and rosters;

(h) make periodic inquiries as to whether members are receiving *The SideBar*, and if not, offer assistance as appropriate;

(i) attend, when possible, all meetings of the board and the annual meeting, and when unable to attend, certify to the secretary the name of the chapter's alternate chapter representative.

(j) serve as chairperson of the NLPA Ways and Means project(s) at the local chapter level.

The currently installed chapter representative for each chapter must be a member of both the local chapter and NLPA.

STANDING RULE NO. 10

Duties of Alternate Chapter Representative (Pro Tem)

The alternate chapter representative shall be appointed by the chapter representative and approved by the chapter officers to carry their chapter's vote at any meeting of NLPA at which the chapter representative is absent or unable to act. If the alternate chapter representative is unable to attend the meeting due to an emergency, such as an illness, death, or unforeseen circumstance, that chapter's members in attendance at the annual/board meeting may appoint a member who is present to represent their chapter. The name of that individual should be given to the NLPA Secretary as soon as that member is appointed.

The alternate chapter representative shall serve only at the one meeting for which appointed, representing the chapter and voting on behalf of the chapter membership, and shall make a full report to the chapter of the meeting at which served.

STANDING RULE NO. 11

Audit Committee

The president shall name two members in good standing to the audit committee.

The Audit Committee shall:

(a) receive and examine the financial records of NLPA within seven (7) days prior to the annual meeting for the current fiscal year, and present such auditors' report, in writing, to the board at the annual meeting;

(b) if appropriate, include with the report written recommendations regarding financial and recordkeeping procedures;(c) offer advice and counsel to the treasurer when deemed appropriate;

(c) the audit committee's report shall be kept and maintained with the treasurer's records to which it pertains, with a copy to the NLPA president and secretary.

STANDING RULE NO. 12

Disclosure Statement

In accordance with Section 10701(a) of the Revenue Act (H.R. 3545) 1987, NLPA advises that all dues billings, meeting registration forms, and sales of educational and local items shall contain a conspicuous and easily recognizable statement that contributions or gifts to the organization are not deductible as charitable contributions.

A suggested statement is as follows:

Expenses of continuing education (including registration fees, travel, meals and lodging) taken to maintain and improve professional skills may be tax deductible, subject to certain limitations. Consult your tax adviser for a determination.

STANDING RULE NO. 13

History Committee

The History Committee 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 organization as a permanent record;

(b) prepare a book, which shall contain photographs and other appropriate mementos of the president's term, and make arrangements for presentation of same to the retiring president at the annual meeting banquet;

(c) encourage each local chapter to submit photographs and other appropriate memorabilia for the president's history book;

(d) encourage each local chapter to prepare a history book or other significant memento for the chapter president.

STANDING RULE NO. 14

Legal Professional of the Year

Candidates for the NLPA Legal Professional of the Year award need not be the recipient of the award on the local chapter level; however, each chapter may sponsor only one candidate. Each chapter shall use its own system for selecting its recipient of the Legal Professional of the Year Award. Any member-at-large may nominate herself or another member-at-large for Legal Professional of the Year Award in accordance with the terms set out in Standing Rule No. 17 and the Addendum.

The Legal Professional of the Year Chairman shall:

- (a) provide, not later than February 1, to each local chapter and member-at-large the rules for the competition;
- (b) select three disinterested qualified people to judge the entries and determine the winner, to be recognized at the annual meeting banquet;
- (c) receive entries, postmarked no later than April 1 and check each one for eligibility and completeness, and return incomplete or ineligible entries to the chapter or member-at-large immediately, stating reason for such ineligibility;
- (d) the committee shall not disclose the name of the winning candidate to anyone in advance of the annual meeting, including the winner, in order to preserve the confidentiality and surprise;
- (e) provide the annual meeting chairperson with a profile of each chapter's candidate for inclusion in the convention booklet;
- (f) announce the name of the award winner at the annual meeting banquet, presenting an appropriate gift from the state association, the cost of the gift to be paid by the state association;
- (g) provide an article to the website coordinator and *The SideBar* editor regarding the award winner.

ADDENDUM TO STANDING RULE NO. 14

QUALIFICATIONS AND PROCEDURES
FOR THE
LEGAL PROFESSIONAL OF THE YEAR AWARD

A nominee shall have no less than three years experience in the legal profession to qualify for the NLPA *Legal Professional of the Year Award*. To be eligible, the nominee must complete and submit the NLPA Legal Professional of the Year (“LPY”) Personal Data Form to the NLPA LPY chairman in accordance with Standing Rule No. 17. A letter of recommendation shall be written by a chapter or a boss (employer) and shall be no longer than one typewritten page (8½ x 11). The letter of recommendation might 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 the letter of recommendation. The name of the nominee shall **NOT** be included in the letter of recommendation, however, a Nomination Procedures Form indicating the name of the nominee shall accompany the letter of recommendation.

The selected judges will review the letter of recommendation and the Personal Data Form using the following guidelines:

- (a) Years of experience in legal profession (no less than three years);
- (b) Education;
- (c) Association Activities/Professional Achievements;
- (4) Other/i.e., Community Service/Civic/Charitable Activities, Affiliations.

The NLPA Personal Data Form, Recommendation Letter, and Nomination Procedures Form shall be mailed to the NLPA current LPY chairman in accordance with Standing Rule No. 17.

STANDING RULE NO. 15

Nominations and Elections Committee

A Nominations and Elections Committee Chairman shall be appointed by the President at the beginning of the fiscal year. Said chairman may appoint a committee of not more than two additional members to the committee.

NOMINATIONS:

(a) The nominations chairman shall mail a call for nominations, postmarked no later than November 30 of each year, to all elected officers, appointed officers, local chapter presidents, local chapter representatives, and members-at-large for the office of president-elect. The names of all nominees must be mailed to the nominations chairman, postmarked no later than January 10 of each year. The nominations committee shall check the eligibility of such nominees and secure the written consent of such nominees. The committee shall forward a sample ballot to each elected officer, appointed officer, each local chapter president, each local chapter representative, and each member-at-large, postmarked no later than January 31 of each year.

(b) The nominations chairman shall mail a call for nominations, postmarked no later than January 5 of each year, to all elected officers, appointed officers, local chapter presidents, local chapter representatives, and members-at-large for the offices of vice president, secretary, and treasurer. The names of all nominees must be mailed to the nominations chairman, postmarked no later than February 15 of each year. The nominations committee shall check the eligibility of such nominees and secure the written consent of such nominees. The committee shall prepare a slate of candidates and forward a sample ballot to each elected officer, appointed officer, each local chapter president, each local chapter representative, and each member-at-large, postmarked no later than March 15.

(c) In the absence of nominations from local chapters, the committee shall prepare a slate of officers selected by the committee, after acceptance is obtained from each individual candidate.

ELECTIONS:

With regard to elections, the Nominations and Elections committee shall function as inspectors of the election in general; receive, collect, count, and tabulate all votes; hear and determine all challenges and questions arising with the right to vote; determine when the polls shall close; and to do all acts as may be proper to conduct the election.

(a) Prepare ballots in proper form, containing names of nominees for the offices for election, with additional lines for additional nominees, for use by the board members at board meetings or the annual meeting.

(b) The president shall be elected by the qualified voting members of the board by ballot each year. At the regular spring board meeting (February or March), ballots for president shall be cast and the results announced. If there is but one candidate for the office of president, the ballot may be dispensed with and the vote may be by voice. In the event of a tie, the board shall immediately proceed to vote by ballot to dissolve such tie. In the event the spring board meeting is canceled or postponed because of inclement weather or other unforeseen unavoidable circumstances, then ballots shall be cast by mail.

(c) The vice president, secretary, and treasurer shall be elected at the annual meeting of NLPA, nominations being obtained as set out heretofore. Further nominations shall be called for from the floor for each individual office. Election shall take place by ballot. If there is but one candidate for an office, the ballot may be dispensed with and the vote may be by voice. In the event of a tie, the board shall immediately proceed to vote by ballot to dissolve such tie.

(d) After announcement of the results of each election, all written ballots shall be destroyed.

(e) All elected officers shall take office at the end of said annual meeting, and shall serve for a term of one year, but not more than two consecutive one-year terms.

(S.R. 15, Elections (e) adopted October 11, 2008)

STANDING RULE NO. 16

Publication

The name for the state publication, *The SideBar*, was selected by the Executive Committee at the June 21, 1997, meeting.

The SideBar shall be printed periodically and distributed without charge to the members of the Nebraska Legal Professionals Association.

The state publication chairman shall appoint a committee to assist with the publication of *The SideBar*. Committee members may include: advertising, distribution, layout, mailing, legal education, reports of officers and chairmen, typing, and printing.

The state publication shall include legal education articles, officer and chairmen reports, chapter reports, state meeting recaps (not minutes), financial report by treasurer, and such other information as deemed desirable.

Seminar and meeting chairmen are encouraged to timely provide information and registration forms for publication and distribution to members.

STANDING RULE NO. 17

Rules of Meeting

Any and all members are welcome to attend all board meetings and the annual meeting.

Only the elected and appointed officers and chapter representatives (or the appointed alternate chapter representative), and members-at-large when in attendance are authorized to vote on matters coming before the board, to wit:

Elected Officers:	President Vice President Secretary Treasurer
Appointed Officer:	Parliamentarian
Chapter Representatives:	one for each chapter in good standing
Members-at-large:	the Vice President shall cast one collective vote on behalf of all members-at-large.
Quorum:	one-third of board

Any member attending the board meetings may enter into any and all discussions, ask questions, offer suggestions, make motions, and second motions, but only the persons listed above are authorized to vote.

EXCEPT, the president does not vote except in the event of a tie vote, and then shall cast the deciding ballot.

AND, during elections by ballot, the president cannot be denied the privilege of voting.

No board member shall be entitled to vote if that member's dues are delinquent.

STANDING RULE NO. 18

Seminars

The seminar committee shall be composed of the state legal education chairman and the members of the local chapter of which the seminar chairman is a member. If feasible, co-chairs may be named. The committee shall make arrangements for general headquarters for the assembly; procure meeting rooms; plan entertainment; arrange for any luncheon and/or dinner, and coffee breaks; have charge of the register of attendance and registration fee prescribed by the board; furnish identification badges at the time of registration, disseminate information as to the place of seminar, price of meals, registration fee, and arrange for speakers, panel discussions, etc.

The purpose of the seminar shall be twofold: for legal education of the members of NLPA and all nonmembers who attend; and to provide revenue to the association.

Any profit realized from the fall and spring seminars shall be divided one-half to the hosting chapter and one-half to the state association; and any losses from the fall and spring seminars shall be borne by the state association, except in the event of the seminar being hosted by the executive committee, whereupon all profit or loss shall be paid to or borne by the state association.

A standard registration form shall be used, including fee information (members, nonmembers, late registration, and walk-in registration). Registration includes (select appropriate items) coffee, rolls, refreshments, luncheon, handout materials (add as necessary); instructions on payee for registration checks; where to mail registration; name, address, telephone number and chapter affiliation of registrant; statement on tax deductibility of registration fees and seminar-related expenses; cancellation policy.

The program materials for the Spring Seminar and Board Meeting shall include the defined Duties of the President, as the President for the ensuing year is elected at the Board Meeting immediately following the Spring Seminar.

At the completion of state-sponsored workshops and seminars, continuing legal education certificates of attendance shall be presented to each person who desires to receive same.

In an effort to minimize losses, seminars may be canceled by the president if registrations are so low as to make holding the seminar unfeasible. Registrants shall be notified by mail, if possible, or by telephone if time does not allow for mail notification. Registration fees to canceled seminars shall be refunded to registrants.

The seminar chairman shall be assessed no registration fee.

The seminar chairman in cooperation with the legal education chairman shall:

(a) provide at the prior state board meeting written program and budget information to the board and executive committee for approval;

(b) send the seminar program and prices of registration therefore to the NLPA president as soon as possible prior to the seminar for approval by the board;

(c)) notify the website coordinator and *The SideBar* editor of the seminar.

(d) keep a complete record of all monies received and disbursed in connection with the seminar, and shall, within 30 days after the seminar, prepare and transmit to the NLPA treasurer, with a copy to the president, a complete financial report and complete registration data; if a profit is realized, a check to the association for one-half of the profit shall accompany the report to the treasurer.

(e) prepare and pass on to the chairman for the next seminar a file containing items of information that might be of assistance in arranging for the next seminar;

(f) prepare a list of names and addresses of nonmembers who registered for the seminar for the vice president for follow-up as to possible prospective members.

STANDING RULE NO. 19

Educational Conference and Annual Meeting

The date of the Educational Conference and Annual Meeting shall be in the approximate time frame of the end of each fiscal year, in late April or early May, it being the intent that the meeting shall be as soon as feasible after the end of the fiscal year, which is March 31.

The committee shall be composed of members of the chapter hosting the annual meeting. There shall be a chairman selected by the committee. The NLPA president and secretary shall be notified immediately upon selection of the chairman of this committee. The chairman shall be assessed no fee to attend the educational conference and annual meeting.

The committee shall make arrangements for general headquarters for the Education Conference and Annual Meeting assembly; procure meeting rooms for the board, committees, and general assembly, such rooms to include classroom seating and adequate microphones; plan entertainment, including Friday evening; arrange for the banquet on Saturday evening; have charge of the register of attendance and the registration fee prescribed by the board; furnish identification badges at the time of registration; disseminate information as to the place of the annual meeting, price of the scrip ticket, and tickets to individual events, room rates with reservation instructions; arrange for seminar speakers, panel discussions, roundtable speakers and information; meal menus, program booklets; and prepare an agenda and a budget for submission to the executive committee at the winter EC meeting; etc.

The executive committee of NLPA shall issue its approval or directives for changes to the annual meeting program within ten days of the winter executive committee meeting.

Any profit realized from the Educational Conference and Annual Meeting shall be divided equally between the hostess chapter and state association. Any profit shall be transmitted by the meeting chairman to the NLPA treasurer within 30 days after the meeting, with a full report to the executive committee.

Any loss resulting from the meeting shall be borne by the state association.

The meeting chairman shall request in cooperation with the state president and state secretary annual reports from chapter presidents, state elected and appointed officers, and state committee chairmen. This committee shall print and distribute as an expense of the meeting copies of all such reports and include them in an official program which shall include other appropriate items, including a schedule of events, names of state officers for the current year, and names of chapter presidents and chapter representatives for the current and ensuing fiscal years; acknowledgments of committees and contributors, sample ballots and competition data if any, historical data including past presidents, PLSs, former hosting chapters of annual meetings and themes of such meetings; annual meeting procedure, and any other pertinent information of interest to members.

At the completion of the educational workshops, certificates of attendance shall be distributed.

The Educational Conference and Annual Meeting committee shall:

(a) prepare and submit a written report to the board at the fall board meeting, including proposed educational workshops and tentative budget information;

(b) prepare and submit a written report to the executive committee at the winter executive committee meeting, including final plans for educational workshops and budget information, together with scrip ticket information;

(c) prepare and submit a final report to the board at the spring board meeting, such report to be, if possible, in the form of an Educational Conference and Annual Meeting brochure and registration form;

(d) keep the website coordinator informed as to planned activities;

(e)) arrange for recognition of new PLSs at the awards banquet;

(f) keep a complete record of all monies received and disbursed in connection with the annual meeting and shall, within 30 days after the meeting, prepare and transmit to the NLPA treasurer, with a copy to the president, a complete financial report and complete registration data;

(g) prepare a list of names and addresses of nonmembers who registered for the educational conference and annual meeting for follow-up by the vice president;

(h) prepare and pass to the successor Educational Conference and Annual Meeting Committee a file containing items of information that may be of assistance in arranging for the next annual meeting.

STANDING RULE NO. 20

The Nebraska Legal Professionals Association Scholarship

The Nebraska Legal Professionals Association Scholarship shall be awarded annually to a nonmember of the association residing in the State of Nebraska to be applied toward the cost of attending a paralegal, legal secretarial, or other law-related program in a school of higher education. Any nonmember who has won a scholarship on the local level is eligible to apply for the NLPA scholarship.

The NLPA scholarship chairperson shall send scholarship application forms to each local chapter scholarship chairperson no later than February 1 of each year. Each local chapter scholarship chairperson is responsible for disseminating, at the same time and in a single mailing, both the local and the NLPA scholarship application forms to all local high schools, colleges, universities, and other institutions of higher learning.

The monetary amount of the scholarship to be paid by NLPA shall be determined each year by NLPA. 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 upon the circumstances of the budget.

All scholarship applicants shall complete and submit a scholarship application to the NLPA scholarship chairperson, which shall be postmarked on or before March 31 of each year. All applicants shall submit proof of enrollment in a school or college of higher education. The scholarship funds shall be paid directly to the school or institution of the winner's choice for enrollment at the beginning of the fall semester. The NLPA treasurer shall send the funds upon the direction of the NLPA scholarship chairperson.

If the winner is unable to accept the award, the award shall go to the runner-up. 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 NLPA.

The NLPA scholarship chairperson shall appoint three judges, each of whom shall be an educator, an attorney, a judge, or a civic leader from the chairperson's community, who shall select an award winner and a first runner-up. Upon notification of the names of the winner and runner-up, the scholarship chairperson shall notify the winner.

STANDING RULE NO. 21

Website Coordinator

The website located at [www. Nebraskalegalprofessionals.org](http://www.Nebraskalegalprofessionals.org) is the official website of the Nebraska Legal Professionals Association.

The website shall include NLPA's Mission Statement, officer names and contact information, chapter names and contact information, membership information, meeting invitations, links to useful websites, pictures of meetings/events and such other information as deemed desirable.

Any member wishing to include information on the website is encouraged to provide the information in a timely manner to the Website Coordinator. If such information should also be included on the respective chapter's website, timely notice shall be given to the respective Coordinator.

The Website Coordinator shall:

- (a) maintain the NLPA website with current information;
- (b) edit and seek approval of, if necessary, all material before it is placed on the website;
- (c) assist local chapters with their respective websites;
- (d) encourage local chapters to submit information for NLPA's website;
- (e) encourage state and local bar associations to submit information on upcoming events, i.e. Law Day;
- (d) develop ideas and strategies that will enhance the value of the website to the legal profession.

STANDING RULE NO. 22

Ways and Means Committee

The Ways and Means Committee shall:

(a) research and analyze possible ways and means projects for this association during the current year;

(b) make suggestions for the project and present them to the association at the January EC meeting;

(c) be responsible for procuring all information and related items for timely distribution to the association's members at the board meeting following the spring seminar and for publication in *The SideBar*;

(d) effectively communicate the details of the project to the chapter representatives, who are to coordinate the ways and means projects at the local level;

(e) encourage all members to support the decision and participate in the project for the benefit of this association, with the recommended project to be concluded at the annual meeting.

STANDING RULE NO. 23

Memorials

The Nebraska Legal Professionals Association has adopted the following procedures to acknowledge the death of a member or member's immediate family:

(a) a \$25.00 memorial will be given by NLPA to a deceased member's immediate family or designated charity upon the member's death;

(b) a sympathy card from NLPA will be sent at the time of death of a current member's spouse or significant other, child, parent or sibling.