

Agenda for February 15, 2024

Date: February 15, 2024

Place: Zoom

Time: Noon – 1:00 pm

1. **Welcome Members and Guests**
2. **Code of Ethics & Professional Responsibility Preamble & Canons**
3. **Paralegal of the Month for January: Lily Lord**
4. **Paralegal of the Month for February: Pamela Snavelly**
5. **CLE Speaker: John Cashman; Topic: “Why is the OAG Involved in my Case?”
Combined CLE with SBOT PD District 12**
6. **Old Business (February Meeting Only- Members please read through the old business, these will not be read at the meeting but referred to with the exception of approving the minutes.)**
 - A. Approve January Minutes.
 - B. Volunteers Needed for 2024! *“Inspiring our Legacy!”*
 - i. Help us get back in person- Volunteers needed to coordinate in person meetings.
 - ii. Committee Chair Volunteers needed to work on retreats, spa day, socials, fundraising.
 - iii. Co-Chair, if you don’t want the full responsibility, link up with your Committee Chairs for their support.
 - iv. Reach out to Renita Murphy for details.
 - C. Membership Renewals: Please check your renewal date.
 - D. Membership Dues and Renewal Dues- Effective January 1, 2024 will be \$50.00.
 - E. Reminder of the DCPA App! Download it today!
 - F. Scholarship Deadlines for 2024: September 15, 2024
 - i. NALA Certifications
 - ii. TBLS Certifications
 - iii. NFPA
 - iv. TAPS
 - v. TAPA
7. **New Business**
 - A. TAPA- Texas Alliance of Paralegal Associations is hosted by Capital Area Paralegal Association this year is set for April 13 at 111 Congress Avenue, Austin, Texas 78701 with a CLE component offered on April 12th at the Thompson Conference Center. If this changes, we will let you know!
 - B. Sponsors on the RISE! Be BOLD! Kick 2024 off on the right foot!
 - i. Talk to your firm about sponsoring New Sponsorship Levels for the 2024 year.

- C. Fundraising Events
 - i. Valentines' Day Grams Success! We raised \$_____.
- D. Social Events
 - i. Mardi Gras TONIGHT! See you there!
- E. February Birthdays: Apologies if we missed anyone!

i. Katherine Blume	vi. Linda Matas
ii. Toya Brown-Phillips	vii. Kristen Morrison
iii. Caitlin Harris	viii. Stormi Scherb
iv. Jennifer Harris	ix. Linda Stanley
v. Sonja Hoke	

- 8. Door Prize
- 9. Adjournment

Code of Ethics and Professional Responsibility

PREAMBLE

Fundamental to the success of any professional organization are the integrity of its members and a high standard of conduct. This Code of Ethics and Professional Responsibility is promulgated by the Paralegal Division of the State Bar of Texas and Denton County Paralegal Association accepted by its members to accomplish these ends.

The paralegal profession is by nature closely related to the legal profession. Although the Code of Professional Responsibility of the State Bar of Texas does not directly govern paralegals except through a supervising attorney, it is incumbent upon the members of the Paralegal Division and Denton County Paralegal Association to know the provisions of the attorneys' code and avoid any action which might involve an attorney in a violation of that code or even the appearance of professional impropriety.

The canons set forth hereafter are intended as a general guide, and the enumeration of these canons does not exclude others of equal importance although not specifically mentioned.

Canon 1:

A paralegal shall not engage in the practice of law as defined by statutes or court decisions, including but not limited to accepting cases or clients, setting fees, giving legal advice or appearing in a representative capacity in court or before an administrative or regulatory agency (unless otherwise authorized by statute, court or agency rules); the paralegal shall assist in preventing the unauthorized practice of law.

Canon 2:

A paralegal shall not perform any of the duties that attorneys only may perform or do things which attorneys themselves may not do.

Canon 3:

A paralegal shall exercise care in using independent professional judgment and in determining the extent to which a client may be assisted without the presence of any attorney, and shall not act in matters involving professional legal judgement.

Canon 4:

A paralegal shall preserve and protect the confidences and secrets of a client.

Canon 5:

A paralegal shall not solicit legal business on behalf of an attorney.

Canon 6:

A paralegal shall not engage in performing paralegal functions other than under the direct supervision of an attorney, and shall not advertise or contract with members of the general public for the performance of paralegal functions.

Canon 7:

A paralegal shall avoid, if at all possible, any interest or association which constitutes a conflict of interest pertaining to a client matter and shall inform the supervising attorney of the existence of any possible conflict.

Canon 8:

A paralegal shall maintain a high standard of ethical conduct and shall contribute to the integrity of the paralegal profession.

Canon 9:

A paralegal shall maintain a high degree of competency to better assist the legal profession in fulfilling its duty to provide quality legal services to the public.

Canon 10:

A paralegal shall do all other things incidental, necessary or expedient to enhance professional responsibility and the participation of paralegals in the administration of justice and public service in cooperation with the legal profession.