

DENTON COUNTY PARALEGAL ASSOCIATION

STANDING RULES AND PROCEDURES

Introduction

1. The Denton County Paralegal Association (the “Association”) has adopted Bylaws as the fundamental instrument establishing the association and these Bylaws define the primary characteristics of the association and the rights of its members. However, in order to give an association the greatest freedom to act within its purpose, bylaws should be made no more restrictive nor more detailed in specification than necessary.

2. Standing Rules are rules which are related to the details of the administration of an association and may be adopted or changed as any ordinary act of the association. Generally, they are adopted individually by the governing body at any business meeting, if and when the need arises. However, the business of the Association must be conducted on a continuous basis and these Standing Rules and Procedures are intended to provide the necessary guidance to the Executive Committee, the committees, and the general membership in the day-to-day activities of the Association.

3. Pursuant to Article IV, section 6.2(d) of the Bylaws of the Association, the Executive Committee of the Association hereby adopts the following Standing Rules and Procedures deemed necessary to carry out the Bylaws and to serve the purpose of the Association. These Standing Rules and Procedures shall govern the operation of the Association where not inconsistent with the Bylaws and may be suspended, amended, rescinded, or expanded from time to time by a majority vote of the Executive Committee members present and voting at a duly noticed meeting.

4. Although the Executive Committee has the authority to adopt, suspend, amend, rescind, or expand these Standing Rules and Procedures, the members of the Executive Committee are cognizant of their capacity as representatives of the general membership and request that the members of the Association contact the Executive Committee with comments, questions, and suggestions with respect to these Standing Rules and Procedures.

Article I

COMMITTEES

1.1 Committees. The Association shall have a Continuing Legal Education Committee, Fund-Raising Committee, Legal Directory Committee, Membership Committee, Newsletter Committee and Social Committee; and any ad hoc committee appointed by the President.

1.2. Appointment of Committee Chairs. The incoming President shall appoint the Chair of

each Committee, with the exception of the Chair of the Membership Committee.

1.3. Appointment of Membership Committee Chair. The incoming Executive Committee shall appoint the Chair of the Membership Committee.

1.4. Appointment of Committee Members. The Chair of each Committee shall recruit members to each Committee.

1.5. Meetings of Committees. The incoming Executive Committee shall hold a meeting with the incoming Committee Chairs in December of each year to confirm the duties and guidelines of each Committee.

Article II **COMMITTEE GUIDELINES**

A. General Guidelines Pertaining to All Committees

Each Committee shall submit a written report of its activities to the Executive Committee fourteen (14) days prior to the quarterly membership meetings in March, June, and September of each year. Such report will be included in the newsletter.

Each outgoing Committee shall submit a final written report to the Executive Committee at least fourteen (14) days prior to the November meeting each year which will include all activities of the Committee for the year, the proposed annual budget, expenses incurred by the Committee, and any profits made by the Committee, if applicable.

Each outgoing Committee shall review the proposed annual budget prepared by the outgoing committee and make proposed changes, if any, to that budget and submit to the Executive Committee by January 1st of each year.

Each Committee shall keep each member of the Committee apprised of all matters pertaining to that Committee, and shall seek opinions of all members of the Committee regarding any activities of the Committee, and shall obtain approval of a majority of the Committee members before proceeding with any activity.

Each Committee shall submit all proposals for activities of the Committee to the Executive Committee for approval.

No Committee shall make expenditures or make a promise to pay any funds without the Executive Committee's prior approval.

No Committee shall send communications (e-mail or otherwise) to members or others without the approval of the Executive Committee.

Article III
TIME DEADLINES

- 1) All quarterly committee reports are to be submitted to the Executive Committee fourteen (14) days prior to the quarterly meetings of the membership in March, June, and September of each year.
- 2) A quarterly Treasurer's report shall be submitted to the Executive Committee seven (7) days prior to the regular membership meetings in March, June and November of each year, with an annual Treasurer's report being submitted to the Executive Committee on or before December 15th of each year. The Treasurer's reports will be included in the newsletters.
- 3) The Minutes of the prior monthly meeting are to be submitted to the Executive Committee ten (10) days prior to the next monthly meeting of the membership. The Minutes are to be included in the newsletter.
- 4) Notice of the monthly membership meeting, including any previously unapproved minutes, is to be sent out via e-mail to all members seven (7) days prior to the monthly meeting of the membership.
- 5) The newsletter is to be sent out to all members via e-mail quarterly.

Article IV
DUTIES OF COMMITTEES

A. DUTIES OF CONTINUING LEGAL EDUCATION ("CLE") COMMITTEE:

The duties of the CLE Committee shall be to develop proposals for continuing legal education projects. The CLE Committee shall pursue such projects as authorized and directed by the Executive Committee. The CLE Committee shall procure speakers and/or materials for continuing legal education presentations to the Association's members.

The CLE Committee shall determine the speakers for at least seven (7) monthly membership meetings per year. The CLE Committee Chair is responsible for providing the speaker's name and topic to the Executive Committee two (2) weeks prior to the monthly meeting, in order that the Executive Committee can publish in the Association's newsletter, on the Association's website.

The CLE Committee shall prepare and provide CLE Certificates to attendees at each monthly meeting, which will include the speaker's name and presentation title, and bar card number, if applicable.

The CLE Committee shall provide each speaker with a gift of appreciation.

The CLE Committee shall organize and coordinate a yearly seminar as directed by the

Executive Committee.

B. DUTIES OF FUND-RAISING COMMITTEE:

The duties of the Fund-Raising Committee shall be to develop and pursue fund- raising projects for the Association as approved by the Executive Committee.

The Committee shall submit proposals of all fund-raising projects to the Executive Committee for approval at least sixty (60) days prior to such proposed event date, or a date to be determined by the Executive Committee on an individual event basis.

Each proposal shall include:

- A detailed itemization of the anticipated costs of the project;
- An anticipated profit; and
- A detailed summary of what will need to be done to accomplish the project.

All proceeds for any fund-raising project shall be delivered directly to the Treasurer for deposit into the Association account.

The Executive Committee reserves the right to request additional specific information regarding any proposed event.

C. DUTIES OF LEGAL DIRECTORY COMMITTEE:

The duties of the Legal Directory Committee shall be to compose a Legal Directory serving the legal community in the Denton County Area, containing such information as the Executive Committee may direct in the format the Executive Committee determines at its discretion.

The Committee, after approval from the Executive Committee, shall determine a sale price for the Directory based on the cost of publication and distribution. The Committee shall determine the format of the Directory, subject to approval of the Executive Committee. The Committee, with the approval of the Executive Committee, shall determine all due dates for Directory production and sales.

The Committee shall solicit advertisers for the Directory.

GUIDELINES FOR COMPILING THE LEGAL DIRECTORY

In the Section under “Attorneys”, it shall include any attorney in private practice who:

- 1) Has an office in Denton County; or
- 2) Is a Member of DCBA; or
- 3) Is on the Denton County Court appointment list, i.e., for Ad Litem appointments, Felony appointments, Misdemeanor appointments, or Criminal appeal appointments.

This Section shall **not** include any attorney who:

- 1) Resides or offices outside Denton County who does not meet *any* of the above requirements
- 2) Is deceased
- 3) Inactive or MCLE non-practicing
- 4) Ineligible to practice in Texas
- 5) Retired
- 6) Works for the District Attorney, except under District Attorney Section

With regard to acknowledgements, no particular member or member's firm shall be singled out without the written approval of the Executive Committee.

D. DUTIES OF MEMBERSHIP COMMITTEE:

The duties of the Membership Committee shall include the following:

- 1) The Membership Committee shall review and investigate as may be required all applications for membership submitted to the Association and to notify applicants accordingly of acceptance or denial pursuant to the provisions of Article IV of these By-laws. The Committee shall review standards for membership and the membership application and make such recommendations for amendment thereto to the Executive Committee as the Membership Committee may deem necessary.
- 2) The Membership Committee shall ensure that membership applications are available to the general membership by the January meeting each year.
- 3) The Membership Committee shall ensure the membership directory section of the Association website is up-to-date.
- 4) The Membership Committee shall compile the slate of eligible candidates for office prior to the meeting of the Association held in October of each year, as more specifically set forth in Article V of these By-laws, and as may be required to fill a vacant office for an unexpired term.
- 5) The Membership Committee shall develop member services to be provided by or through the Association as may be directed by the membership and/or Executive Committee.
- 6) Prepare and maintain member name tags;
- 7) Send birthday cards to members;
- 8) Follow up with non-members who attend meetings; and
- 9) Provide door prizes at monthly membership meetings.

GUIDELINES FOR APPROVING MEMBERSHIP

1) Upon receipt of an application for membership, the Treasurer shall keep a copy of the application and forward the application to the Membership Chair. The Treasurer will hold the applicant's payment for dues until such time as the Membership Chair advises the Treasurer that the application has been approved. In the event the Membership Chair receives an application with payment, the Membership Chair shall forward a copy of the application and the payment to the Treasurer.

2) Within ten (10) days of receipt of an application for membership, the Membership Chair shall determine if the applicant qualifies for membership in accordance with the Association By-Laws.

3) **Immediately** upon approval or rejection, the Membership Chair shall:

- a) Notify the Treasurer of the determination
- b) In the event the application is not approved, the Treasurer will forward the applicant's payment to the Membership Chair
- c) If the application is approved, the Treasurer shall deposit the applicant's payment in the Association bank account
- d) If the Membership Chair determines that the application cannot be approved, after review by the Executive Committee, the Membership Chair shall send written notice to the applicant of the rejection explaining the reason for the rejection, and returning the applicant's payment
- e) If the application is approved for membership, the Membership Chair shall **immediately:**
 - i. add the applicant's name and information to the Association website member section, or if the applicant applied through the website, ensure that all information is completed.
 - ii. Send the applicant an e-mail notifying the applicant of acceptance.

G. DUTIES OF SOCIAL COMMITTEE:

The duties of the Social Committee shall be to make recommendations for social activities and events to benefit the Association membership to the Executive Committee, and to plan and organize such activities.

The Committee shall submit proposals of all social activities and events to the Executive Committee for approval at least sixty (60) days prior to such proposed activity or event date, or a date to be determined by the Executive Committee on an individual event basis.

Each proposal shall include:

A detailed itemization of the anticipated costs of the activity or event; and

A detailed summary of what will need to be done to accomplish the activity or event.

The Executive Committee reserves the right to request additional specific information regarding any proposed activity or event.