

**STANDING RULES
OF
NALS OF MICHIGAN**



FEBRUARY 2011

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1. DISTRIBUTION.

A copy of the Standing Rules of NALS of Michigan shall be e-mailed by the NALS of Michigan Parliamentarian to the Executive Committee, Standing Committee Chairs, Special Committee Chairs, Chapter Directors, and Chapter Presidents. The copies shall be transmitted to the successor officers, chairs, chapter directors, and chapter presidents.

2. CALENDAR OF EVENTS AND DEADLINES.

- | | |
|-------------------|---|
| <i>May</i> | <ul style="list-style-type: none">• State and national fiscal years begin• Law Day U.S.A.• State officers roster to be submitted to national headquarters--<i>May 1</i>. |
| <i>June/July</i> | <ul style="list-style-type: none">• State Executive Committee meeting.• State Summer Meeting and Educational Conference. |
| <i>August</i> | <ul style="list-style-type: none">• Deadline for filing applications for September Certified PP, PLS, ALS examinations and for filing notices of intent to retake parts.• Certified PP, PLS, and ALS Short Courses. |
| <i>September</i> | <ul style="list-style-type: none">• Deadline for Treasurer to file Form 990 with the Internal Revenue Service--<i>September 15</i>.• State Bar of Michigan Annual Meeting. Dates and location determined by State Bar of Michigan.• Certified PP, PLS, and ALS examinations given last Saturday of month. |
| <i>Sept./Oct.</i> | <ul style="list-style-type: none">• State Executive Committee meeting.• State Fall Meeting and Educational Conference.• Deadline for Executive Committee's approval of State LPY judges. |
| <i>October</i> | <ul style="list-style-type: none">• Court Observance Week (second full week in October).• Deadline for mailing NALS of Michigan scholarship applications to high schools and secondary schools throughout state--<i>October 15</i>.• NALS Annual Forum. |
| <i>November</i> | <ul style="list-style-type: none">• State LPY contest standing rules and application form to be mailed to chapters and members-at-large on or before <i>November 1</i> by State chair. |
| <i>December</i> | <ul style="list-style-type: none">• State notice and instructions and forms for nominations and intentions to run for office regarding elected officers other than President to be mailed to chapters and members-at-large by <i>December 1</i> by State Nominations Chair (nominations period to be open until January 15 or later, at the discretion of the Nominations Chair). |

- January*
 - Deadline for filing applications for March Certified PP, PLS, and ALS examinations and for filing notices of intent to retake parts--*January 1*.
 - Deadline for state scholarship applications to be postmarked to State Scholarship Chair--*January 15*.

- February*
 - Deadline for State Legal Professional of the Year (LPY) contest entries to be mailed to the state chair--*February 1*.
 - State Executive Committee meeting.
 - State Winter Meeting and Educational Conference.
 - Certified PP, PLS, and ALS state cram.

- March*
 - Certified PP, PLS, and ALS examinations given first Saturday of the month.
 - Proposed state budget to be mailed by the Treasurer Board of Directors, committee chairs, and chapter presidents forty-five (45) days prior to Annual Meeting.
 - The slate of candidates and biographical information to be sent to chapters and to candidates not less than forty-five (45) days prior to Annual Meeting.
 - The scholarship candidates and biographical information to be sent to chapters not less than forty-five (45) days prior to Annual Meeting.
 - Deadline for chapters to elect three (3) delegates and three (3) alternate delegates to state Annual Meeting and to postmark the certification thereof to State Parliamentarian--*March 31*.
 - NALS Mid-Year Meeting and Professional Development Conference.

- April*
 - State Executive Committee meeting.
 - State Annual Meeting and Educational Conference.
 - State and national fiscal years end--*April 30*.

3. BOARD OF DIRECTORS.

- A. Attendance.** Any member of this Association may attend any regularly called business meeting. The privilege of the floor is granted to all members, and any member may offer or second a motion and enter into discussion. However, only the members of the Board of Directors have a vote.

- B. Composition (Governing Body).** The members of the Board of Directors will be President, President-elect, Executive Secretary, Treasurer, Certification/Education Director, Marketing Director, Membership Director, Immediate Past President, and Parliamentarian and one (1) member from each chapter as Chapter director.

- C. **Meetings.** The dates and places of regularly called business meetings shall be specifically determined by the Executive Committee. Suggested schedule of meetings:

Summer	June/July
Fall	September/October
Winter	February

- D. **Reports.** A report from each elected and appointed officer, chapter director and committee chair shall be prepared for each regular meeting of the Board of Directors, original to Executive Secretary, copy to the President, copy to Webmaster, and a file copy. All reports shall be typewritten, single-spaced on 8½" x 11" white paper. Reports may be submitted electronically by e-mail.

4. EXECUTIVE COMMITTEE.

- A. **Members.** Members of the Executive Committee are President, President-elect, Executive Secretary, Treasurer, Certification/Education Director, Marketing Director, Membership Director, Immediate Past President and Parliamentarian.
- B. **Attendance.** Only members of the Executive Committee shall attend regular or special meetings of the Executive Committee. The President may, however, request the attendance of any person or persons at any meeting.
- C. **Operation of Business.** Operation may be by meetings, mail, e-mail, or telephone.
- D. **Summary.** A summary of all matters discussed shall be presented to the Board of Directors by the Executive Secretary.
- E. **Officer Outreach Program.** All officers including the Immediate Past President and the Parliamentarian shall participate in the NALS of Michigan Outreach Program.
- F. **Secondary Membership.** Each member of the Executive Committee may maintain one (1) secondary membership in another chapter within the state or another state association for the benefit of this Association. There shall be no duplication of secondary memberships among the members of the Executive Committee. All secondary membership publications shall be exchanged among the members of the Executive Committee to allow the complete dissemination and utilization for the benefit of this Association.

5. GENERAL DUTIES OF OFFICERS, DIRECTORS, AND COMMITTEE CHAIRS.

- A. Reports.** A typewritten report shall be prepared for all Board of Directors' Meetings and the Annual Meeting and Educational Conference in accordance with written instructions from the President. Recommendations contained in the annual report shall be followed by a motion.
- B. Mailings.** Mailings other than to the membership or specifically approved by the Board of Directors shall be submitted to the President for approval.
- C. Distribution.** Except as otherwise provided to the contrary, all mailings to chapters shall be to the Chapter Directors, with copies of cover letters to chapter Presidents. It shall be the responsibility of the Chapter Directors to distribute such mailings to the appropriate chapter officers and chairs.
- D. Communication.** Officers and committee chairs shall communicate throughout the year with their chapter counterparts and directly with their national counterparts when required.
- E. Changes.** The Executive Committee shall have the authority to determine whether a proposed change is considered to be substantive. All substantive changes to a program or contest proposed by an officer or a committee shall first be presented to the Board of Directors for approval.
- F. Monthly Communications With Counterparts.** Each officer will communicate by the 10th of each month with chapter counterparts and committees.

6. DUTIES OF OFFICERS AND DIRECTORS.

- A. President.**

 - 1.** Supervise work of officers and committee chairs; delegate special assignments.
 - 2.** Appoint chair & vice-chairs for all Standing and Special Committees except Nominations. The chair of the Legal Professional of the Year Committee shall be appointed from the local chapters following the rotation as listed under the Legal Professional of the Year Standing Rules.
 - 3.** Ask for the resignation of any officer or chair, with the approval of the Executive Committee, for failure or refusal to perform duties, and fill the vacancy in accordance with the Bylaws. In the event of the permanent

absence or disability of the Immediate Past President, the President may appoint a successor to fulfill the unexpired term.

4. Prepare and mail or email a copy of the agenda and script agenda at least two weeks prior to each regularly called business meeting, Executive Committee Meeting, Annual Meeting, or special meeting to all members of the Executive Committee. Agendas and script agendas will also be prepared for the Scholarship Fund Executive Committee Meetings and Trustee Meetings.
5. Prepare an agenda for posting on the NALS of Michigan Website at least two weeks prior to each regularly called business meeting. A Calendar of Events will be attached with the agenda. Agendas will also be posted for the Scholarship Fund Trustee Meetings.
6. Request Court Observance Proclamation from Governor no later than mid-September, and have the Proclamation on display at the Fall Board of Directors' Meeting.
7. Serve as the only authorized person to enter into a Commercial Mailing List Use Agreement and have sole discretion to enter into such an agreement using the form approved by the Board of Directors. Release the mailing list of members of this Association under the terms of a Commercial Mailing List Use Agreement, provided that the mailing list includes only the following information about each member: name including professional certification(s) if applicable, employer's name if part of the preferred address and preferred address. Neither telephone numbers nor e-mail addresses (employment or home) shall be included.
8. Serve as the only authorized person to allow use of the NALS of Michigan roster. The roster shall be used only to announce, advertise, or inform the NALS of Michigan members of events that are promoted by the local chapter or the state association. No member of NALS of Michigan shall use the roster to advertise, solicit, or promote any organization, function, or fundraising event that is not supported by or sanctioned by NALS of Michigan or the local chapter. Any uses of the roster (by a member or a third party) shall first be approved by the President.
9. Serve as liaison to the committees of Annual Meeting, Financial Review and Legal Professional of the Year.
10. See also General Duties.

B. President Elect.

1. Assume the duties of the President in the absence of the President.
2. Automatically become the President upon the death, resignation, or incapacity of the President.
3. Assist the President at any time and in any way, when requested.
4. Administer member compliance with NALS Code of Ethics and Professional Responsibility for all members; receive all matters of violation and misconduct, including, but not limited to, appeals from decisions made or actions taken at the local chapter level; investigate immediately any written complaint of a particular member; have authority to appoint committees with the approval of the Executive Committee for the purpose of investigating such violations and misconduct; and serve as chair of such disciplinary committees.
5. Coordinate the NALS of Michigan Outreach Program.
6. Arrange for the purchase of gift(s) for the outgoing President and present gift(s) to the President at the Annual Meeting.
7. Conduct chapter directors' forums in conjunction with all regularly called business meetings.
8. Serve as chair of Strategic Planning Committee.
9. Serve as liaison to the committees of Scholarship, Strategic Plan, and future Annual Meeting.
10. Perform such other duties as shall be assigned by the President, the Executive Committee, and the Board of Directors.
11. See also General Duties.

C. Executive Secretary.

Duties.

1. Attend and take minutes of all meetings: Annual, Board of Directors, and Executive Committee.

2. Prepare minutes of Annual Meeting, regularly called business meetings, and Executive Committee meetings for review and approval by the President. Provide to the Board of Directors an oral summary at each regularly called business meeting of matters discussed at the Executive Committee meeting.
3. Reproduce and mail or e-mail Annual Meeting Minutes within sixty (60) days of said meeting and regularly called business meetings, within thirty (30) days of said meetings, to members of the Board of Directors, committee chairs, chapter Presidents, Members-at-Large, and Secondary Members. At the discretion of the Executive Secretary, the minutes from the Winter Board Meeting may be mailed in conjunction with materials mailed forty-five (45) days prior to Annual Meeting.
4. Maintain this Association's permanent files as described in the Standing Rules 16(A).
5. Carry out the following instructions with respect to proper seating arrangements for all meetings:
 - a. All elected and appointed officers shall be seated together at the front of the room. The Executive Secretary shall be seated to the President's immediate left. The Parliamentarian shall be seated to the President's immediate right.
 - b. All Directors or Alternate Directors shall be seated together in the first two to three rows opposite the Executive Committee at each Board of Directors' Meeting.
 - c. All nonvoting members and guests shall be seated behind the Directors and/or Delegates at all Board of Directors' Meetings or each Annual Meeting.
6. Prepare and call roll of all voting members at all meetings except Annual Meeting.
7. Execute any documents as officially required or as authorized by the Board of Directors and/or Executive Committee.
8. Certifications.
 - a. Certify copies of resolutions adopted at Annual Meeting.
 - b. Certify the amendments to Bylaws adopted at Annual Meeting on Certificate of Adoption form prepared by Parliamentarian.

9. Write letters of appreciation on behalf of the members of this Association.
10. Send appropriate cards on behalf of NALS of Michigan.
11. Maintain possession of NALS of Michigan's United States and Michigan flags and stands to be used at annual meetings or other meetings, as directed by the President.
12. The Executive Secretary shall serve as liaison to the Permanent History Committee.

Minutes.

13. Minutes shall contain a record of what is done and shall be written in report style. The tone of the Minutes should be objective with the first paragraph containing:
 - a. Kind of meeting (regular, special, annual).
 - b. Name of organization.
 - c. Date, time, and place of meeting.
 - d. Purpose, if a special meeting.
 - e. Whether called pursuant to notice required by the Bylaws.
 - f. Whether quorum present. List names of officers and other voting members present at meetings.
 - g. Name and title of person presiding as President.
 - h. Name and title of person recording Minutes if other than the Executive Secretary.
14. The reports of officers and committee chairs may be entered in the Minutes in one of the following ways, depending upon the importance of the subject or the wish of the Association:
 - a. Summary of the report with name of the officer or chair.
 - b. Copy of the entire report as submitted by the officer or chair.

portion to be deleted and inserting corrected material just above the deleted portion or in the margin; then initial and date.

21. Mailing by bulk rate, third-class, first-class, or e-mail attachment may be used to distribute the Minutes, in the discretion of the Executive Secretary, to allow timely receipt by the members of the Board of Directors.

Notice of Meetings.

22. **Annual.** Send out the call to Annual Meeting to members of the Board of Directors, committee chairs, and chapter Presidents sixty (60) days prior thereto at the direction of the President, unless such call is published in The Official Record sixty (60) days prior to the Annual Meeting.
23. **Regular.** Send out notices of meetings to members of the Board of Directors, committee chairs, and chapter Presidents thirty (30) days prior thereto at the direction of the President.
24. **Special.** Send out notices to members of the Board of Directors, committee chairs, and chapter Presidents at least fourteen (14) days prior thereto at the direction of the President or a majority of the Board of Directors.
25. **Executive Committee.** Send out notices to members of the Executive Committee thirty (30) days prior to a regular meeting and at least ten (10) days prior to a special meeting at the direction of the President.

Rosters.

26. **Preparation.** Immediately after the Annual Meeting, prepare for distribution, a roster of all Officers, Directors, committee chairs, committee members, chapter Presidents, Members-at-Large, and Secondary Members. Said roster shall contain name, title, preferred mailing address, e-mail address, and business, home, and facsimile telephone numbers.
27. **Distribution.** A copy of the roster and all supplements shall be furnished to all Officers, Directors, Committee Chairs, Committee Members, Chapter Presidents, Members-at-Large, and Secondary Members. The roster may not be released to any person, firm, or organization unless specifically approved by the President. For clarification, the roster described in this rule is not the mailing list that will be distributed under a Commercial Mailing List Use Agreement.

Stationery.

28. Send stationery template as requested.

Other Duties.

29. Perform such other duties as shall be assigned by the President, the Executive Committee, and the Board of Directors.
30. See also General Duties.

D. Treasurer.

1. Advise the President of chapter directors and alternates whose dues are delinquent prior to each regularly called business meeting.
2. Receive dues from NALS for individual members, Members-at-Large, Secondary Members, and Associate Members of this Association, and process according to the Bylaws and Standing Rules of this Association.
3. Pay the assessment for Regional Director as specified by NALS.
4. Complete and file any and all IRS and State forms on behalf of NALS of Michigan and the NALS Scholarship Fund, including but not limited to tax forms and annual reports. The incoming President-Elect shall be listed as the resident agent for NALS of Michigan and the NALS of Michigan Scholarship Fund.
5. Prepare a financial report in acceptable accounting form for presentation at each meeting of the Executive Committee and regularly called business meetings, and at the Annual Meeting.
6. Prepare a proposed annual budget and distribute to all NALS of Michigan Officers, Directors, Committee Chairs, and Chapter Presidents, Members-at-Large, and Secondary Members forty-five (45) days prior to the Annual Meeting.
7. Secure a Treasurer's bond in accordance with annual instructions from the Executive Committee.
8. Arrange for a financial review of the records of the Annual Meeting finance chair with the Association's financial review chair and/or appointee by the President or Executive Committee.

9. Pay all bills of this Association upon presentation of appropriate receipts and voucher.
10. After the Scholarship Endowment Fund is established (See Section 8.N.), the Treasurer will be responsible for preparing the budget and monitoring the NALS of Michigan Scholarship Endowment Fund to make sure that the required balance is maintained.

Transfer of Membership.

10. A member of a local chapter who is a member in good standing may request transfer of membership to another chapter upon changing place of residence or place of employment or when residence and/or employment are in areas of more than one (1) chapter.
11. A transferee must obtain approval from the chapter with which membership is desired and, upon approval, give notice of transfer of membership to the NALS Treasurer and to NALS of Michigan Treasurer and the local chapter from which the member is transferring.
12. No person shall be a member of more than one (1) local chapter, but Secondary Membership may be obtained in another local chapter.
13. A member of a local chapter may transfer to Associate Member status of this Association upon qualifying for associate membership.
14. A member of a local chapter may transfer to member-at-large status of this Association upon changing place of residence or place of employment to an area in this state where there is no local chapter.

Other Duties.

15. Notify the Finance, Legal Education, and Annual Meeting Chairs of any individual violating the NSF Policy.
16. Serve as liaison to the Finance Committee and shall serve as a member of the Finance Committee.
17. Perform such other duties as shall be assigned by the President, the Executive Committee, and the Board of Directors.

NSF Policy.

18. NALS of Michigan will only accept cash or money order from an individual who, after the second occurrence, presents an insufficient funds or closed account check.
19. See also General Duties.

E. Immediate Past President.

1. Serve as liaison between this Association and the Regional Director. Communicate suggestions and questions from NALS of Michigan members to the Regional Director and disseminate information received from the Regional Director.
2. Attend all regional meetings and national conferences.
3. Prepare report of all business conducted at regional meetings and issues discussed at the national conference and distribute by printing in The Official Record or e-mailing to each chapter within thirty (30) days of the regional meeting/national forum in the event such a report is not submitted by the regional director.
4. Assist the Membership Director in forming new chapters within the state.
5. Notify Regional Director of new Immediate Past President's name and address.
6. Assist the Regional Director in planning the region meeting.
7. Serve as liaison to the committees of Nominations and Past Presidents' Council.
8. Oversee fund raising, with the assistance of the Finance Chair, at the NALS Swap Meet at the NALS Educational Conference in the fall.
9. Write an article for each issue of *The Official Record*.
10. Perform such other duties as shall be assigned by the President, the Executive Committee, and the Board of Directors.
11. See also General Duties.

F. Parliamentarian.

1. Act in an advisory capacity to this Association and chapters regarding NALS of Michigan Bylaws and Standing Rules, NALS Bylaws and Standing Rules, and parliamentary procedure; do not assume the President's privilege to rule on questions of parliamentary authority and procedure.
2. Assist chapters when requested regarding parliamentary procedure and drafting bylaws, standing rules, and amendments thereto.
3. Receive and review for approval Bylaws or amendments thereto submitted by chapters and process them according to NALS' Standing Rules.
 - a. Check that a certificate of adoption has also been prepared by the chapter and that it contains language that the Bylaws or amendments do not conflict with NALS or NALS of Michigan Bylaws. If the chapter did not send a certificate, notify the chapter that a certificate of adoption is required.
 - b. Note the NALS of Michigan parliamentarian's approval at the bottom of the chapter's certificate of adoption.
 - c. Send one (1) copy of the chapter Bylaws or amendments and one (1) copy of the Certificate of Adoption to NALS (with approval noted thereon, as well as date of approval), and notify chapter of date of forwarding to NALS.
 - d. Obtain ratification at next Executive Committee meeting.
4. Present proposed amendments to the NALS of Michigan Bylaws to the delegates at Annual Meeting after proper notice and process adopted amendments according to NALS Standing Rules.
 - a. Prepare a certificate of adoption for signature by Executive Secretary regarding amendments to NALS of Michigan Bylaws.
 - b. Forward to NALS one (1) copy of new NALS of Michigan Bylaws or amendments with one (1) copy of certificate of adoption indicating date of adoption and that such Bylaws or amendments do not conflict with the NALS Bylaws.

5. Present proposed amendments to NALS of Michigan Standing Rules to the Board of Directors or to the delegates at Annual Meeting without previous notice.
6. Process chapters' certifications of delegates and alternate delegates to the NALS of Michigan Annual Meeting.
 - a. Notify all chapters of the March 31st deadline for election of delegates and alternate delegates to the NALS of Michigan Annual Meeting and furnish forms for certification.
 - b. Receive certification forms from chapters and check names on chapter rosters to confirm membership in good standing.
 - c. Notify chapter if certification of delegates and alternate delegates is not in proper order.
 - d. Forward processed certification forms to the Credentials Chair and the Annual Meeting Chair.
7. Present Annual Meeting Rules of Procedure at the first general assembly at Annual Meeting.
8. Serve as liaison to the Credentials Committee.
9. Serve as a member of Strategic Planning Committee.
10. Perform such other duties as shall be assigned by the President, the Executive Committee, and the Board of Directors.
11. See also General Duties.

G. Membership Director.

1. Serve as chair and liaison of the Membership Committee.
2. Respond in a timely manner to all inquiries from individuals expressing interest in the Association whether such inquiry is directed to the Membership Director personally or referred by any member, officer, or committee chair of this Association, NALS, or a chapter, and provide copies of such communication to the President and appropriate chapter membership chair.

3. Provide chapter membership chairs with counsel and assistance in planning membership drives, and conducting membership workshops as requested.
4. Determine areas of the state for potential local chapters and arrange meetings with prospective members, with the assistance of a member of the Executive Committee.
5. Furnish copies of all membership rosters received from NALS and a list of Secondary Members to all members of the Executive Committee on a monthly basis, and to the Circulation Manager of The Official Record quarterly.
6. Prior to each Board of Directors' Meeting and the Annual Meeting, prepare and distribute to the Executive Committee, an accounting of membership as to local chapter members, members-at-large, secondary members, associate members, and honorary members.
7. Send renewal notices to non-renewing secondary members.
8. Provide prospective members attending informational meetings with NALS, NALS of Michigan, and local chapter brochures and publications, newsletters, registrations for upcoming events, etc.
9. Maintain a supply of NALS of Michigan brochures and provide NALS of Michigan officers and chapter membership chairs with an adequate supply of brochures for their use. Maintain a supply of current NALS and local brochures and other promotional materials for distribution.
10. Comply with procedures for organizing chapters as outlined in NALS, and furnish the Executive Committee with reports of activities regarding the organization of new chapters. Attend and advise the Executive Committee of the date, time, and place of any organizational meetings. In the event of the formation of a new chapter, attend and advise the Executive Committee of the date, time, and place of the installation meeting. At the installation meeting, provide the new President with a gavel and copies of NALS of Michigan's Bylaws and Standing Rules, as well as NALS Bylaws and Standing Rules.
11. See also General Duties.

H. Certification/Education Director.

1. Serve as liaison to the Certification and Legal Education Committees.
2. Oversee and work with the Certification Committee as directed in the Certification Committee Standing Rules and Operational Plan.
3. Oversee and work with the Legal Education Committee as directed in the Legal Education Committee Standing Rules and Operational Plan.
4. Assist with selecting and approve all legal education topics, speakers, and registration forms, and advise the Executive Committee of same. Seminars will be held in conjunction with the Quarterly Board of Directors' Meetings and, if requested, the NALS of Michigan Annual Meeting and any Region 3 Meeting held in the State of Michigan.
5. Assist the Legal Education Committee in completing and submitting a budget to the Executive Committee no later than the Summer Meeting of the Board of Directors.
6. See also General Duties.

I. Marketing Director.

1. Coordinate all marketing activities of this Association through ads and other marketing tools for all NALS of Michigan committees.
2. Serve as chair and liaison to the Marketing Committee and edit, approve, and handle all newspaper, radio, and other publicity to be released in connection with this Association and cooperate with the chairs of all other committees of this Association in sending out publicity relative to the work of such committees and information requested by the Board of Directors.
3. Send reports of NALS of Michigan activities to the Regional Director.
4. Obtain marketing material for use at the State Bar Annual Meeting.
5. Prepare the annual ad for publication in the State Bar Journal which is published in the spring. The information supplied on the advertising form (in early January) will be contact information for the current President-elect, and will be mailed by the Treasurer with payment.

6. Serve as liaison to the committees of State Bar Liaison, Website, and State Publication Committee.
7. See also General Duties.

7. GENERAL DUTIES OF CHAPTER DIRECTORS.

- A. **Voting.** Vote on behalf of the members of the chapter and be the liaison between the chapter and Association.
- B. **Distribution of Information.** Furnish the chapter Publication Chair and the chapter Publicity Chair with facts about activities of the Association.
- C. **Delivery of Publications.** Be responsible, when requested, for delivery of state publications to members of the chapter.
- D. **File.** Maintain a complete file, including copies of minutes of all state meetings, to be passed on to successor.
- E. **Roster.** Forward to the Executive Secretary, within fifteen (15) days after election of officers in the chapter, a roster of chapter officers.
- F. **Report.** Prepare a written report of activities of their local chapter for each business meeting and Chapter Directors' Forum held in conjunction with the NALS of Michigan Board of Directors' meeting.

8. GENERAL DUTIES OF COMMITTEES.

- A. **Annual Meeting.** This committee shall coordinate and arrange for the Annual Meeting including, but not limited to, the following: prepare a budget, obtain approval of the registration and scrip fees from the Board of Directors; arrange for the physical facilities for the legal education program, meetings, meal functions, and the President's accommodations; plan the legal education program subject to the approval of the president; plan the menus for the meal functions; plan entertainment; prepare the Annual Meeting program subject to the approval of the President; submit information to the Publication Committee regarding location, room rates, instructions for making hotel reservations, and a form for registering for Annual Meeting; submit publicity information to the Marketing Director; handle registration; maintain a complete record of all monies received and disbursed in connection with Annual Meeting. Following Annual Meeting, prepare and transmit to the Treasurer of this Association a complete financial report. Any profit realized from Annual Meeting shall be divided equally between this Association and the host chapter, if any. Any loss resulting from

Annual Meeting shall be borne equally between this Association and the host chapter.

1. **Annual Meeting Chair.** The Annual Meeting Chair must be a member of NALS of Michigan and may be recommended or appointed by the President or by the host chapter.
 - a. **Committee Chairs.** The Annual Meeting Chair shall appoint Annual Meeting Committee Chairs. Committee Chairs shall plan all details of the Annual Meeting. The Annual Meeting Chair shall furnish each chair with the preceding Annual Meeting file for their particular Committee. Suggested Chairs are: Finance, Registration, Official Program, Legal Education, Door Prizes/Gift Packs, Publicity, Photography, Exhibitors, Decorations, and Entertainment. There should be one Chair for each social function such as Welcome Party, Certification Luncheon, Awards Banquet, and Sunday Morning Breakfast. The event chairs will give progress reports to the Annual Meeting Chair.
 - b. **Registration Approval.** The Board of Directors shall approve the cost of the registration, which shall include the cost of the Certification Luncheon.
 - c. **Written Reports.** A written report shall be prepared for each regularly called Board of Directors' meeting and keep the President informed of all activities.
 - d. **Schedule of Events.** A detailed schedule of events shall be prepared to include all activities, times, places, supplies needed, items furnished by the hotel (including microphones and podiums), and person in charge of each event. All details shall be included such as tables and chairs, water pitchers, and glasses in the assembly room. A copy of the detailed schedule of events should be furnished to the Committee Chairs.
 - e. **Seating Arrangements.** Work with the President on seating arrangements for all functions. Furnish the banquet master of ceremonies with a seating diagram, and review the names and last minute changes prior to the function.
 - f. **Guest List.** Prepare a proposed list of persons to be invited and submit it to the President at least sixty (60) days prior to the Annual Meeting, together with the proposed letter to be used. Always include the spouse in any invitation to the master of ceremonies, speakers, or other dignitaries.

- g. Welcome Address.** Arrange for welcome address by the mayor or other local dignitaries and for banquet master of ceremonies and banquet speakers.
- h. Association Banner.** Arrange for space to display this Association's banner and sign at the general assembly session and the banquet.
- i. Credentials Table.** Assist the Credentials Chair in obtaining space for the credentials table and two (2) chairs.
- j. Letters of Appreciation.** Write letters of appreciation following the conclusion of Annual Meeting.
- k. Financial Report.** Prepare and submit a complete Annual Meeting financial report to the Financial Review Chair no later than the Summer Board of Directors' Meeting following Annual Meeting, unless an extension of time has been requested and obtained from the Executive Committee. All financial records must be forwarded to the NALS of Michigan Financial Review Chair prior to the Fall Executive Committee and Board of Directors' Meeting. The Treasurer must be notified immediately of any NSF checks.
- l. Files Transfer.** Transfer all Annual Meeting files except financial records to the next Annual Meeting chair within sixty (60) days after the Annual Meeting, including an updated Annual Meeting Checklist. The financial records will be transferred once financial review has been completed.

2. Annual Meeting Finance Chair.

- a. Separate Checkbook.** The Finance Chair shall maintain a separate bank account known as "NALS of Michigan (year) Annual Meeting Fund" into which all Annual Meeting monies shall be deposited.
- b. Treasurer's Bond.** The Finance Chair will secure a treasurer's bond for the fiscal year of the Annual Meeting.
- c. Advance.** Request the Annual Meeting Chair obtain the approval of the Board of Directors for an advance from the Association if needed. This advance shall be refunded to the Association from the Annual Meeting Fund.

- d. **Annual Meeting Expenses.** Payment of Annual Meeting expenses shall be according to the Standing Rules from the Annual Meeting Fund, keeping an accurate record of all funds received and disbursed in accordance with generally accepted accounting procedures.
- e. **Meal Counts.** Work with the Chair of each function for which the hotel will be providing food to collect tickets at the function so an accurate count of the number of meals served may be checked against the hotel's records.
- f. **Division of Profits/Deficits.** When a local chapter is hosting Annual Meeting, any profit or deficit from the Annual Meeting will be divided equally between the Association and the host chapter after a complete accounting has been rendered. If a profit is realized, a check shall be presented with the final accounting on or before the Summer Board of Directors' Meeting, unless an extension of time has been requested and obtained from the Executive Committee.

3. Annual Meeting Registration Chair.

- a. **Registration Form.** Provide a registration form to the State Publication Chair for timely publication in *The Official Record* and to the Webmaster for posting on the website.
- b. **Registrant List.** Keep an accurate list of registrants and their addresses, chapters represented, and the capacities in which they are attending the Annual Meeting.
- c. **Badges.** Prepare badges for registrants prior to the Annual Meeting using **different colored ribbons** for the delegates, alternate delegates, NALS of Michigan Officers, and Candidates with "DELEGATE," "ALTERNATE," "OFFICER," or "CANDIDATE," printed thereon. Badges shall include the name of the registrant and the registrant's chapter or "Member-at-Large," "Secondary Member," "Associate Member," or "Honorary Member." No other material shall be affixed to or written on the badges except such stickers as may be affixed by the Credentials Chair.
- d. **Delegate Orientation.** Alert the delegates and alternates to check in at the orientation session held prior to the first general assembly.

- e. **Transfer of Funds.** Transmit all funds to the Annual Meeting Finance Chair for immediate deposit.
- f. **Reservation Count.** Furnish each event chair and the Annual Meeting Chair at regular intervals with an account of reservations for each particular function.
- g. **Registration.** Arrange with the hotel to provide a registration table, a telephone, and a locked storage room for materials. Arrange for several members to work at the registration table. The registration Chair may wish to obtain an amount of cash from the Annual Meeting Finance Chair for use at the registration table.

4. Annual Meeting Official Program Chair.

- a. **Agenda.** Obtain from the Annual Meeting Chair an agenda of the Annual Meeting for inclusion in the “Official Program,” which shall have been furnished by the President to the Annual Meeting Chair not less than thirty (30) days prior to the Annual Meeting.
- b. **Official Program Approval.** Obtain the President’s and Annual Meeting Chair’s approval prior to printing the “Official Program.”
- c. **Printing Bids.** Contact local printers to obtain written bids for the “Official Program,” submitting past Annual Meeting programs as samples. Arrange for a sufficient number of copies of the program for registrants, exhibitors, advertisers, and post-meeting marketing.
- d. **Distribution.** Deliver the “Official Program” to the Annual Meeting Registration Chair for inclusion with materials to be distributed to each registrant. A copy of the “Official Program” shall be forwarded to the Executive Secretary to be included in the Association’s permanent records.
- e. **Advertisements.** Work closely with the Marketing Director to receive all advertising copy in a timely manner for placement in the “Official Program.”

5. Annual Meeting Legal Education Chair.

- a. **Program Approval.** Plan the legal education program, such as obtaining speakers, etc. The proposed legal education program shall be reviewed and approved by the Annual Meeting Chair and the President no later than the Fall Board of Directors’ Meeting.

- b. **Program Agenda.** Furnish the legal education program agenda to the Annual Meeting “Official Program” Chair at least sixty (60) days prior to the Annual Meeting for inclusion in the “Official Program.”
 - c. **Biographical Data.** Obtain photographs and biographical data for guest speakers and furnish to the Annual Meeting “Official Program” Chair, Annual Meeting Publicity Chair, Annual Meeting Chair, and the Marketing Director.
- 6. **Annual Meeting Publicity Chair.** Work with the Marketing Director to arrange for advance publicity for the Annual Meeting and provide copies of the letters and press releases to the Marketing Director.
- 7. **Annual Meeting Photography Chair.**
 - a. **Photographer.** Contact local photographers to determine availability and capability of taking photographs one day and posing them the following day and the price per photograph.
 - b. **Display Table.** Arrange with the hotel for a table or bulletin board for display of the photographs. Provide a member to assist the photographer in taking orders unless the photographer has an assistant.
 - c. **Official Program.** Furnish the photographer with a copy of the “Official Program.”
- 8. **Annual Meeting Exhibitors Chair.**
 - a. **Space for Exhibitors.** Work with the hotel to arrange for space for exhibitors.
 - b. **Exhibitors.** Contact possible exhibitors such as office equipment companies, stationery supplies companies, personal items, etc. Provide exhibitors with a diagram of the exhibitor space, a time schedule of the Annual Meeting, and the approximate number of members expected to attend.
 - c. **Finance Tables.** Arrange for chapter and NALS of Michigan finance tables and communicate with chapters regarding same.
 - d. **Official Program.** Provide the Marketing Director with a list of potential exhibitors for possible advertising in *The Official Record* and the Annual Meeting “Official Program.”

9. Allocation of Annual Meeting Expenses.

- a. Expenses Allocated to NALS of Michigan.** The following expenses are allocated to this Association: gifts and engraving for the new certified PPs, PLSs, and ALSs certified during the fiscal year; the plaque, engraving, flowers for the Legal Professional of the Year (LPY); Professional Development training expenses and speakers.
- b. Expenses Allocated to the Annual Meeting.** All other expenses of the Annual Meeting shall be allocated to the Annual Meeting Fund.

B. Certification. The Certification/Education Director is the liaison to this committee. This committee shall promote the certification programs sponsored by NALS and answer all inquiries about certification, including informing members of requirements for eligibility to take the various exams. The Certification/Education Director will maintain the completed Clara LaGow Certification Award plaques, those that are no longer kept with the current recipient, and have them available for display at all meetings until a permanent location is obtained for display. The Certification/Education Director will oversee and work with the Certification Chair and committee appointed by the President to maintain a current certification library; keep chapters informed of any upcoming mock exams and the charge for such exams; arrange for a “short course” or “cram” providing instructors with certificates for recertification purposes; obtain a speaker for the Annual Meeting’s Certification Luncheon; purchase, at the Association’s expense, appropriate gifts for NALS of Michigan members who have passed the certified ALS, PLS, or PP exam during the current fiscal year and recognize these individuals at the Annual Meeting Certification Luncheon; present the Clara LaGow Certification Award at the Annual Meeting Banquet to the chapter with the highest percentage of members passing the combination of the three exams during the current fiscal year, based on total membership as of March 31. This committee will notify the President and Marketing Director of the members who have passed the exams after notification has been received from NALS.

C. Credentials. The Parliamentarian is the liaison to this committee. The work for this committee begins approximately sixty (60) days prior to the Annual Meeting and ends after the Annual Meeting once the certification and attendance sheets of the delegates and alternate delegates have been turned over to the Executive Secretary. This committee shall receive certifications of delegates and alternate delegates from the Parliamentarian; prepare an alphabetical list of certified

delegates and alternate delegates; arrange for two printed signs: (1) Credentials Desk and (2) Delegates Only This Side, place a table and two chairs in the assembly room right near the door; prepare forms to report the number of delegates in attendance; prepare numbered stickers for delegates to affix to their name tags; one week prior to Annual Meeting mail or e-mail each delegate, alternate delegate, and the Executive Committee a confirming letter with the Credentials Check-In Procedure and a copy of the roster of the certified delegates and alternate delegates for the Annual Meeting; prepare attendance sheets (delegate roll) alphabetically by chapter with columns for each session to check delegates in and out; check in time is 15 minutes before each general assembly session; the credentials table shall be attended by the Chair and assistant at all times during the assembly; the Chair's duties continue until the Annual Meeting is officially adjourned; e-mail or distribute at the delegate orientation, materials to the delegates, alternate delegates, and Executive Committee; complete attendance sheets and provide them to the Executive Secretary at the close of the final general assembly; certifications of delegates and alternates are to be retained in the certification file for two years.

- D. Finance.** The Treasurer is the liaison to this committee. This committee shall devise ways and means of raising funds for this Association with the approval of the Executive Committee. This will include researching avenues for non-dues income. It shall prepare a proposed budget for this committee for approval by the Executive Committee no later than at the Summer meeting of the Board of Directors and shall administer all fund-raising projects. All funds raised on behalf of this Association shall be immediately forwarded to the Treasurer. This committee shall have items available for sale at all NALS of Michigan meetings and functions and arrange for proper display, be responsible for finance projects approved by the Executive Committee, assist the Immediate Past President with fund raising at the NALS Swap Meet at the NALS Education Conference in the fall, and provide accounting reports of income and expenses.
- E. Financial Review.** The President is the liaison to this committee. This chairperson shall review the records of the Treasurer of this Association prior to each meeting and shall also review the financial records of all seminars, the Annual Meeting and Educational Conference, and other fund-raising projects and shall furnish written reports of such reviews to the President and Executive Secretary which will be read at each Board of Directors' meeting and the Annual Meeting; verify that the Treasurer has secured a bond and all authorized signers are on the account; review the financial records of the Annual Meeting and submit a report no later than the Fall Board of Directors' meeting; and, at the request of the President, review the financial records of any dissolved/merged Chapters.

- F. Legal Education.** The Certification/Education Director is the liaison to this committee. This committee shall plan and coordinate legal education seminars during the fiscal year and prepare a proposed budget for this committee for the approval by the Executive Committee no later than at the Summer meeting of the Board of Directors. All funds raised on behalf of this Association shall be immediately forwarded to the Treasurer. This committee shall work with the President in scheduling the time and arranging the proper facility with the State Bar Committee for seminars held in the State Bar Building; make preliminary plans for seminars at least one year in advance, including any regular meetings held in Michigan; keep the President informed of any and all proposed activities; work with the Certification/Education Director to select topics for seminars; arrange for speakers, honorarium checks or gifts, payment of round trip mileage for speakers who are non-members; forward receipts to the Treasurer on the day of each seminar, including bills, a copy of the report listing all receipts, disbursements, and profits to the Treasurer within forty-five (45) days of each seminar; prepare and distribute CLE certificates at the end of each seminar; contact and assist colleges in setting up courses for legal support staff; encourage and assist chapters and members-at-large with legal education; provide CLE information to the Marketing Director, Certification/Education Director and NALS of Michigan Webmaster; draft registration forms and obtain approval from the Certification/Education Director, then forward to the Webmaster for posting and to the State Publication Chair for inclusion in the next issue; prepare and mail flyers to attorneys in the area surrounding the seminar site; assist the Annual Meeting Legal Education Chair in planning the legal education for Annual Meeting and the Region 3 Director for regional meetings; serve in an advisory capacity for updating informational tools; prepare a report for the President and Certification/Education Director following a committee meeting. The Legal Education Chair's seminar registration and meal fee in connection with seminars conducted during the fiscal year shall be waived.
- G. Legal Professional of the Year (LPY).** The President will be the liaison to this committee. The President will appoint the chairperson from the local chapters following the rotation listed below:

Mid-Michigan Association of Legal Support Professionals
Berrien-Cass Legal Support Professionals
NALS of Calhoun County
NALS of Detroit
NALS of Northern Michigan
Genesee Association of Legal Support Professionals
NALS of West Michigan
Grand Traverse Area Legal Professionals
NALS of Jackson County

NALS of Greater Kalamazoo
NALS of Lansing
NALS of Washtenaw

This Chair shall mail or email each chapter a copy of the Standing Rules section entitled “Legal Professional of the Year (LPY)” together with the appropriate application form on or before October 1. The Chair shall select three judges (who shall not be NALS members). The judges shall include: (1) an educator from the business field, (2) an attorney, and (3) a civic leader from the Chair’s community. The Chair shall submit the names of the potential judges to the NALS of Michigan Executive Committee, and the names shall be presented to the Board of Directors for approval at the Fall Board Meeting. Nomination materials must be postmarked by February 1 and received by the Chair no later than February 5 to be eligible for consideration. If the Chair so desires she/he may seek assistance from one (1) or more member(s) of her/his chapter to prepare materials for mailing. No assistant shall be privy to the name of the Legal Professional of the Year (LPY). All entries received that conform to the rules, shall be submitted to the judges. Any NALS of Michigan member with at least (5) years legal experience is eligible to be nominated with the exception of the current Executive Committee, former winners, and members of the Chair’s chapter. A winner and two runners-up shall be selected. The Chair shall forward information forms to all three (3) finalists to be completed and returned to the Chair for use in press releases. The Legal Professional of the Year (LPY) Chair, the President, and the judges shall be the only individuals who will know the final results prior to the award presentation. The Chair shall purchase and present to the winner an engraved gift and flowers at the awards banquet. The completed information shall be forwarded to the new Marketing Director after Annual Meeting for the preparation of press releases. The names of the three finalists selected by the judges shall be kept in the strictest confidence. The Legal Professional of the Year (LPY) Chair, the President, and the judges shall be the only individuals who know the final results. The entry data submitted on behalf of the contestants shall be destroyed prior to passing the file to the next committee chair. A voucher for reimbursement and original receipts shall be provided to the Treasurer prior to the end of the fiscal year.

- H. Marketing.** The Marketing Director is the liaison and chair to this committee. This committee shall be responsible for marketing this Association to its fullest potential keeping within the guidelines of the approved budget including, but not limited to, all advertising, pamphlets and other marketing materials, and securing advertisers for the state publication. This committee will annually review and set advertising rates and sizes for *The Official Record* and all advertising for the Annual Meeting’s “Official Program.” Funds received for advertising in *The Official Record* will be forwarded to the NALS of Michigan Treasurer. Funds received for advertising in the Annual Meeting’s “Official Program” will be

forwarded to the Annual Meeting Treasurer. This committee shall seek advertising opportunities by trading ads with other professional associations; send each advertiser a copy of the “Official Program” within ten (10) days following Annual Meeting. The Annual Meeting Marketing/Advertising Chair and *The Official Record* Advertising Chair will also be members of this committee.

I. Membership. The Membership Director is the liaison and chair of this committee. This committee shall promote membership recruitment and retention, conduct general membership forums in connection with all meetings of the Board of Directors, assist the Marketing Director with reviewing all marketing materials used to promote this Association, and work with the Marketing Director to establish new chapters. This committee will provide packets and information to all potential and new members of this Association.

J. Nominations.

- 1. Committee.** At the Annual Meeting of this Association a committee of not less than three (3) members shall be elected to serve as Nominations Committee. Nominations for the committee shall be made from the floor and election shall be held immediately following the election of officers. A plurality vote shall elect and the member receiving the most votes shall serve as chair of the committee. No member may serve two (2) consecutive terms on the committee.
- 2. Vacancy.** A vacancy on the Nominations Committee may be filled by the Board of Directors at the board meeting following such vacancy or through a mail or electronic mail vote.
- 3. Duties.** The Immediate Past President shall serve as liaison to this committee. The Nominations Committee shall prepare and mail the official call for nominations for all elected officers, except President, including the notice, instructions and forms for nominations, to the chartered local chapters and members-at-large no later than December 1; the nomination period shall be open until January 15 or later, at the discretion of the Nominations Chair; prepare and mail notification of nominations and acceptance/declination forms to all nominated persons together with a list of all persons nominated for the office, upon verification of membership in good standing of each nominee; obtain a candidate sketch form from each accepting nominee of their qualifications; record all acceptances of nominations, review eligibility of nominations and prepare a slate of candidates to be included in the mailing to Chapter Presidents at least forty-five (45) days prior to Annual Meeting along with the candidate sketches. Color-coded ballots shall be prepared

for the election of officers and scholarship candidate(s) and blank ballots in the event they are required for distribution at delegate orientation held prior to the first general assembly at Annual Meeting. Teller report forms must also be prepared and presented to the Head Teller prior to the First General Assembly. The Nominations Chair must prepare and present a report immediately prior to the election at Annual Meeting. Nominations may be made from the floor at Annual Meeting. No name shall be placed in nomination without the consent of the nominee.

- K. Past Presidents' Council.** The Immediate Past President is the liaison to this committee. This committee will keep a current mailing and e-mail list of all the past presidents for NALS of Michigan as well as make the arrangements for the Past Presidents' Dinner at Annual Meeting
- L. Permanent History.** The Executive Secretary is the liaison to this committee. Permanent files shall consist of minutes, contracts, Treasurer's records which shall be retained by this Association for at least seven (7) years, Annual Meeting programs, and permanent history that shall be maintained by the Executive Secretary and/or Permanent History Chairman. These records may be maintained as a hard copy or on CD-ROM. All available issues of *The Official Record* shall be maintained annually by the individual appointed to those positions and kept permanently either as a hard copy or on a CD-ROM where they can be readily accessed. The Executive Committee must approve the reprinting of all or any portions of the NALS of Michigan history. Reprinting should be proposed only every five (5) years with the last printing occurring in the fiscal year 2006-2007.
- M. Scholarship.** The President-elect is the liaison to this committee. This committee will be bound by the NALS of Michigan Scholarship Fund Bylaws and Standing Rules.
- N. Scholarship Endowment Fund Committee.** The Treasurer is the liaison to the committee. This committee will be bound by the NALS of Michigan Scholarship Fund Bylaws and Standing Rules. The committee will devise ways and means of raising funds and research avenues for non-dues income as well as assisting in money making projects and accepting donations to establish and maintain the Scholarship Endowment Fund. No donations or funds from money making projects will be used for the good of any Trustee of the NALS of Michigan Scholarship Fund. The committee chair will prepare an annual budget for review by the Executive Committee and approval of the Trustees at the Winter Trustee Meeting. Financial records will be reviewed in accordance with the Bylaws and Standing Rules. All actions of this committee shall be in accordance with the IRS

guidelines for nonprofit 501(c)(3) organizations. Once the Scholarship Endowment Fund is established, it will be entitled the "NALS of Michigan Scholarship Endowment Fund," and this committee will cease to exist. After the NALS of Michigan Scholarship Endowment Fund is established, the Treasurer will be responsible for preparing the budget and monitoring the NALS of Michigan Scholarship Endowment Fund to make sure that the required balance is maintained.

- O. State Bar.** The Marketing Director is the liaison to this committee. The State Bar Liaison will work with the chapter bar liaisons, which are liaisons to local bar associations. Where there is no chapter liaison, the State Bar Liaison will assist members of that chapter upon request. This committee will assist at the State Bar Annual Meeting, including contacting all Chapter Directors requesting volunteers one (1) month prior to the State Bar of Michigan Annual Meeting and sending confirming letters or e-mails upon receipt of replies from volunteers. Additionally, this committee will work with the Marketing Director and the State Bar of Michigan on news releases and articles in the State Bar of Michigan publications, send congratulatory letters to the newly elected or appointed officers of the State Bar of Michigan, and obtain approval from the State Bar of Michigan for use of its facilities and services, including meetings of the Board of Directors.
- P. State Publication.** The Marketing Director is the liaison to this committee. This committee shall prepare and publish this Association's quarterly publication, working with the Marketing Committee for advertisements. The Editor shall serve as the chair of this committee. This committee shall compile, collate, and print or publish to the website four (4) editions of *The Official Record* each fiscal year: Summer, Fall, Winter, and Spring. One copy of each edition shall be retained in the Editor's file for a permanent record and one copy provided to the Executive Secretary for inclusion in the permanent files. The Editor may subscribe to two (2) publications or magazines for utilization by the committee. The committee shall strive to make the publication self-sufficient. Paid advertisements shall be applied toward expenses. Each edition shall be posted on the NALS of Michigan website. The committee shall print and mail copies of each edition to members who do not have access to e-mail. An e-mail will be sent to the Chapter Presidents, Chapter Directors, the Executive Committee, the Region 3 Director, Region 3 State Presidents, the State Bar of Michigan President, NALS of Michigan Past Presidents who are no longer members, notifying them that the latest edition has been posted to the website. Those without e-mail access shall receive a printed copy via United States mail. Editions may also be mailed to presidents of law-related associations as designated by the President. This committee shall be reimbursed for one (1) planning meeting which shall include mileage reimbursement at the rate of thirty (30) cents per mile.

- Q. Strategic Planning.** The President-elect is the chair of this committee. All officers and Functional Directors will be members of this Committee. The chair may also, at its discretion, appoint Chapter Directors or individual members to the committee. The committee shall annually review and update a strategic plan for this Association, establishing short term and long range goals for this Association, and propose new programs and changes to existing programs. This committee shall be reimbursed for one (1) planning meeting, which shall include mileage reimbursement at a rate of thirty (30) cents per mile.
- R. Website.** The Marketing Director is the liaison to this committee. This committee shall maintain and enhance the NALS of Michigan website, www.nalsoftmichian.org; changes to the domain name and web host provider need prior approval of the Executive committee.

9. DUES.

All dues levied on members shall be due on the first day of the month following the anniversary date established by NALS, and shall be delinquent thirty (30) days after the due date. Dues shall be paid each year directly to NALS on or before the first day of the next month following the established due date.

- A. Individual and At-Large Members.** Dues shall be \$15 per year for all individual and at-large members. In the event an individual member submits an Application for Waiver of Annual Membership Dues to NALS that is considered and accepted, NALS of Michigan will consider a one-year waiver of dues. The Application for Waiver of Annual Membership Dues shall be submitted to the Treasurer.
- B. Retired Members.** Dues shall be \$10 per year for all retired members.
- C. Associate Member.** Dues shall be \$15 per year for all associate members. Verification of eligibility shall be submitted to the Treasurer.
- D. Honorary Members.** Honorary members shall not be required to pay state dues.
- E. Secondary Members.** Dues shall be \$15 per year for all secondary members.
- F. Student Members.** Dues shall be \$10 per year for all student members. Verification of eligibility shall be submitted to the Treasurer.

10. EXPENDITURES. All officers and chairs shall confine their expenditures to the limits

of the budget. All proposed expenditures, which would exceed the budget, are subject to approval by the Executive Committee and Board of Directors prior to the expenditures. In the event that income exceeds expenses, a committee will not be considered over budget.

A. National Activities.

- 1. Travel.** Certain officers will incur certain travel and related expenses in connection with the performance of their responsibilities to attend specific national meetings. Reimbursement for those expenses shall be made, from their respective budgets, to the following officers/chairs for their attendance at the following specific meetings.
 - a. President.** – travel and related expenses for attending the national forum.
 - b. Immediate Past President.** – travel and related expenses for attending the national forum and Region 3 meetings.
 - c. Three officers.** travel and related expenses to attend leadership training at the national mid-year meeting to be selected by the Executive Committee and approved by the Board of Directors by the Fall Meeting
- 2. Reimbursement.** Reimbursement for travel and related expenses referred to in Section A.1 above shall be limited to the following:
 - a.** Round-trip, tourist-class airfare from residence to meeting place or actual gas expense if driving.
 - b.** Registration in full including meeting-related functions but excluding optional tours and events.
 - c.** Half of double-occupancy room rate at hotel or motel for day(s) of meeting and education, plus no more than two (2) travel days, if required.
 - d.** Per diem of twenty dollars (\$20) for day(s) of meeting, plus no more than two (2) travel days, if required.
- 3. Advances.** Advances may be received from the Treasurer upon presentation of an itemized billing of allowable expenses.

B. State Activities.

1. **Scrip Registration.** The Executive Committee shall be reimbursed for their registration for the State Annual Meeting and Educational Conference.
2. **Mileage.** The Executive Committee shall be reimbursed for actual cost of gas to be submitted for reimbursement with a receipt. To figure the actual cost of the gas you start with a full tank of gas and refill the tank at the end of the trip for the actual amount used.
3. **Officer Outreach Program.** Officers participating in the NALS of Michigan Officer Outreach Program shall be reimbursed for actual cost of gas to attend chapter meetings to be submitted for reimbursement with a receipt. To figure the actual cost of the gas you start with a full tank of gas and refill the tank at the end of the trip for the actual amount used.
4. **Chair Registration.** The Annual Meeting Chair or two (2) co-chairs shall be reimbursed for the registration for the Annual Meeting and Educational Conference for which said chair or co-chairs are responsible.
5. **Organizational Meetings.** The Membership Director and/or a member of the Executive Committee shall be reimbursed for actual cost of gas for attendance at informational and/or organizational meetings of new or potential members to be submitted for reimbursement with a receipt. To figure the actual cost of the gas you start with a full tank of gas and refill the tank at the end of the trip for the actual amount used.
6. **Seminars.** The Legal Education Chair's seminar registration fees and meals in connection with seminars conducted during the fiscal year shall be waived.
7. **Strategic Planning.** The Strategic Planning Committee Chair and committee members shall be reimbursed for actual cost of gas for one (1) planning meeting to be submitted with a receipt. To figure the actual cost of the gas you start with a full tank of gas and refill the tank at the end of the trip for the actual amount used.
8. **Membership.** The Membership Director and the committee members shall be reimbursed for actual cost of gas for one (1) planning meeting to be submitted with a receipt. To figure the actual cost of the gas you start with a full tank of gas and refill the tank at the end of the trip for the actual amount used.

session which will be held prior to the First General Assembly, each General Assembly, and after a break or recess.

4. **Delegate Seating.** Delegates shall be seated together during all sessions, except Officers who are delegates shall be seated at the head table. An alternate delegate shall not be seated with the delegates and shall not vote except in the event of disqualification or absence of a regularly elected delegate.
5. **Delegates Leaving the Assembly Room.** A delegate may leave the Assembly Room upon checking out at the Credentials Desk and informing the Credentials Chair of the name of the alternate delegate to be seated in the delegate's chair.
6. **Delegates and Alternate Delegates Term.** The term of the delegates and alternate delegates shall expire at the close of the Annual Meeting.

C. **Quorum.** A majority of the voting power shall constitute a quorum for the transaction of business at the Annual Meeting.

D. **Motions.**

1. **Making Motions.** Motions may be made, seconded, and/or discussed by any member of this Association. Motions must be presented in written form to the President.
2. **Recommendations in Annual Report.** Motions contained in annual reports shall be followed by a motion if action is desired. Action on any such motion will be delayed until later in the meeting. All motions to adopt recommendations of Officers and Chairs presented with their annual report will be brought before the delegates under unfinished business. The Executive Secretary will read the motion, and the Officer or Chair making the recommendation will be given an opportunity to speak first on the motion.
3. **Debate.** No member shall be permitted to speak more than twice on any one subject and not more than three (3) minutes each time except by permission of the President. No member may speak a second time on any question so long as another member desires to speak who has not spoken on the question. The President may limit the time for debate on any subject. The President shall appoint a timekeeper if debate is to be limited.
4. **Caucus.** Delegates may confer with member of their chapters present at the general assembly session at any time they desire counsel in casting

votes. Should this situation arise, the delegates shall rise and request an \ intermission for a caucus of not to exceed ten (10) minutes.

E. Elections.

1. **Executive Officers.** The President-elect, Executive Secretary, Treasurer, Certification/Education Director, Marketing Director, and Membership Director shall be elected by the delegates at Annual Meeting. Voting shall be by ballot at the Annual Meeting General Assembly. When there is but one (1) candidate for an office, if there is no objection, the election for that office may be by hand or voice vote.
2. **Tellers.** The President shall appoint not less than three (3) tellers, one of which shall be appointed as chair teller. The tellers shall supervise the elections and count the ballots. The Chair of the tellers shall immediately report the results of the election in writing to the President.
3. **Majority.** A majority shall elect each officer. If no candidate receives a majority of the votes cast, the candidate receiving the fewest number of votes on each ballot shall be excluded in further balloting. In the event of a tie, the delegates shall immediately proceed to vote by ballot to dissolve such tie. Should a third ballot fail to break the tie, the winner shall be determined by lot.
4. **Scholarship Winner.** The Chair of the Tellers shall provide the Scholarship Chair, in writing, the results of the voting for all candidates for the scholarship. The Scholarship Chair shall place the results of the voting in the file.
5. **Destruction of Ballots.** All ballots used in voting on any issue by the delegates of the Annual Meeting shall be delivered to and destroyed by the Executive Secretary after adjournment of the meeting.

F. Amendments to the Bylaws.

1. **Amendments or Revisions.** The Bylaws of this Association may be amended or revised at any Annual Meeting of the members by a two-thirds (2/3) vote of the voting power present, provided the proposed amendment or amendments or revisions shall have been submitted to the Parliamentarian not less than seventy-five (75) days prior to the opening date of such Annual Meeting and to each local chapter of this Association not less than forty-five (45) days prior to such Annual Meeting.
2. **Grammatical, Editorial, or Correlation Changes.** Automatic grammatical, editorial, and correlation changes in the Bylaws and

Standing Rules and amendments thereto, which in no way alter the intent of the Bylaws or Standing Rules and amendments thereto, shall be effected by the Parliamentarian subject to the approval of the Executive Committee.

G. Bids.

- 1. Annual Meeting.** A bid for Annual Meeting is to be submitted to the President two (2) years in advance and must be in the form of a letter from a chapter or individual issuing a bid. If a chapter is submitting a bid, it must be accompanied by a certificate signed by both the chapter President and the chapter Secretary attesting that the action was approved by such chapter.
- 2. Bid Presentations.** Bid presentations for Annual Meeting shall be made at the Annual Meeting when called for by the President. A bid presentation shall not exceed ten (10) minutes. Delegates shall vote for the Annual Meeting site two (2) years in advance. A majority of votes cast is required to select an Annual Meeting site. If no site receives a majority of the votes cast, the site receiving the fewest number of votes on each ballot shall be excluded in further balloting. In the event of a tie, the delegates shall immediately proceed to vote by ballot to dissolve such tie. Should a third ballot fail to break the tie, the site shall be selected by lot.
- 3. Notice of Intent to Bid.** At Annual Meeting chapters may present notices of intention to bid for future Annual Meetings three (3) or more years in advance, provided notice in writing has been provided to the President.

H. Campaign Policy.

- 1. Campaign Parties.** Individual campaign parties for candidates for office are prohibited. Arrangements may be made for a general campaign party to be held for all candidates and for all chapters bidding for Annual Meeting.
- 2. Participation in General Campaign Party.** Any candidate for office who is not listed on the official ballot but who intends to be nominated from the Annual Meeting floor may participate in the general campaign party for candidates, provided notice of intention to participate has been given to the President thirty (30) days in advance.

3. **Written Campaign Materials.** Any candidate for office or any chapter bidding for Annual Meeting may distribute written campaign materials at the general campaign party or in the general assembly meeting room, but campaign materials may not be inserted in the registration packets.
4. **Candidate Address.** Each candidate for office shall be given the opportunity to address the general assembly for two (2) minutes.
- I. **Approval of Annual Meeting Minutes.** The minutes of the Annual Meeting shall be submitted to the incoming Executive Committee for approval within sixty (60) days following the Annual Meeting. When preparing the minutes, the Executive Secretary will also prepare a proposed Certificate of Approval for signature by members of the incoming Executive Committee.

14. CHANGES IN STANDING RULES.

- A. **Adoption.** A Standing Rule may be adopted by a majority vote of the Board of Directors at any meeting of the Board of Directors without previous notice or by the delegates at an Annual Meeting without previous notice.
 - B. **Amendment.** A Standing Rule may be amended or rescinded at any meeting of the Board of Directors or at an Annual Meeting by a two-thirds (2/3) vote without previous notice or by a majority vote with previous notice.
 - C. **Suspension.** A Standing Rule may be suspended for the duration of a single meeting by a majority vote of the Board of Directors at any meeting of the Board of Directors without previous notice or by the delegates at an Annual Meeting without previous notice. Such suspension may be for a longer period if specifically authorized by the Board of Directors or delegates.
 - D. **Change.** A proposed change to a Standing Rule shall be submitted to the Parliamentarian at least thirty (30) days prior to a regularly called business meeting or an Annual Meeting.
 - E. **Result.** Amendments to these Standing Rules shall take effect immediately upon adoption unless otherwise specified. Grammatical, editorial, or correlation changes in these Standing Rules or amendments thereto which in no way alter the intent of the respective Standing Rules may be effected by the Parliamentarian without vote subject to the approval of the Executive Committee.
15. **EMBLEM.** Reproduction of this Association's emblem in any form for commercial gain is prohibited except by express authority of the Board of Directors.

16. FILES.

- A. Permanent File Contents.** Permanent files shall consist of minutes, contracts, Treasurer's records which shall be retained by this Association for at least seven (7) years, Annual Meeting programs, and permanent history that shall be maintained by the Executive Secretary and/or Permanent History Chairman. These records may be maintained as a hard copy or on CD-ROM. The Parliamentarian's records shall be kept for a minimum of seven (7) years for reference purposes either as a hard copy or on a CD-ROM. All available issues of *The Official Record* shall be maintained annually by the individual appointed to those positions and kept permanently either as a hard copy or on a CD-ROM where they can be readily accessed.
- B. Officer and Chair File Delivery.** Files of officers and committee chairs shall be delivered to the incoming officers and committee chairs at the Annual Meeting or within two (2) weeks thereafter. If no successor has been appointed, the files shall be given to the President.
- C. Retained Files.** Files of all officers and chairs other than those listed in Section 16.A shall consist of records for the current year plus the two (2) preceding years.

17. MAILING. Date of postmark of mailing or documented proof of mailing governs compliance with all deadlines.

18. REFUND POLICY. The refund policy shall appear on all registration flyers and/or forms for legal education seminars, seminars in conjunction with regularly called business meetings, legal education programs in conjunction with Annual Meetings, and Annual Meetings as follows:

Refund Policy: Full refund if notification is received ten (10) days prior to the scheduled event. Fifty percent (50%) refund if notification is received less than ten (10) days but more than forty-eight (48) hours prior to the scheduled event. No refund if notification is received less than forty-eight (48) hours prior to the scheduled event or for failure to notify.

19. SUPPLIES.

- A. Envelopes and Stationery.** Stationery template may be obtained from the Executive Secretary.

- B. Certification Program Brochures.** Certification Program brochures may be obtained from the Certification Director, Certification Committee Chair, or NALS headquarters.
- C. Change in Status Forms.** Change in status forms may be obtained on the NALS website.
- D. Membership Brochures.** Membership brochures may be obtained from the Membership Director, Membership Committee Chair, or NALS headquarters.
- E. Supplies.** Refer to NALS Order Form or access the Bookstore at www.nals.org for supplies available from NALS headquarters.