

**STANDING RULES  
OF  
NALS OF MICHIGAN  
SCHOLARSHIP FUND**



May 2010

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**NALS OF MICHIGAN SCHOLARSHIP FUND  
STANDING RULES**

1. Distribution.  
A copy of the Scholarship Fund's Standing Rules of NALS of Michigan shall be furnished to each state officer, state committee chairperson, state special committee chair, **chapter director**, and chapter president. The copies shall be transmitted to the successor officers, chairs, **chapter directors**, and presidents.
  
2. Trustees.
  - A. Any member of this Association may attend any regularly called **Scholarship Fund 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 trustees (chapter directors, and elected & appointed officers) have a vote.
  
  - B. The trustees are the governing body of NALS of Michigan's Scholarship Fund (**elected and appointed officers and chapter directors** of NALS of Michigan).
  
  - C. The Executive Committee shall specifically determine the dates and places of regularly called Scholarship Fund business meetings. **Suggested** schedule of meetings:

Summer	June/July
Fall	September/October
Winter	February
  
3. General Duties of Trustees.
  - A. Vote on behalf of the members of the chapter and be the liaison between the chapter and the Scholarship Fund.
  
  - B. Maintain a complete file, including copies of minutes and financial reports of all trustee meetings, to be passed on to the successor.
  
4. Specific Duties and Procedures.  
The Scholarship Committee shall have the following specific duties and procedures:
  - A. The committee shall obtain approval from the trustees at the Trustees' Summer (June/July), first regular meeting as to the number of scholarship(s) and amount(s) to be awarded.
  
  - B. Each scholarship shall be for tuition/books – only nonrenewable scholarship available to those enrolled in an advanced education in the legal field with specific emphasis given to prospective legal support professionals. **No check(s) will be sent directly to the scholarship recipient(s), only to the school of higher education of his/her choice.**
  
  - C. Each scholarship shall be available to members and nonmembers of NALS of Michigan enrolled in a school of advanced education in the legal field. Applications may be submitted by NALS of Michigan chapters, NALS of Michigan members-at-large, or non-NALS of Michigan members. **All applicants must be residents of Michigan and enrolled in a school of advanced education in Michigan.**
  
  - D. Scholarship grants shall be made upon the basis of scholastic or legal career achievement, future career goals, demonstration of financial need, and leadership ability on an objective-discriminatory basis.

- E. Applications shall be on a form approved by the trustees. **Scholarship applications will be available on the state website under Scholarship.**
- F. The Scholarship Committee shall prepare and mail scholarship program rules and regulations to all NALS of Michigan chapters by the trustees' Fall meeting, together with three (3) copies of an application of scholarship. The committee shall also mail rules and regulations, together with scholarship application materials, to area high schools (**where local chapters exist**), and secondary schools **with programs of a legal nature (i.e. legal secretary, legal assistant, paralegal, law student and/or criminal justice student)** throughout the state prior to October 15. The application for each candidate must be submitted on forms provided, with all attachments, postmarked no later than January 15.
- G. The committee shall recruit three judges: one from the business field, one judge or attorney, and one civic leader from the Scholarship Committee chairperson's community. The trustees at (or prior to) the trustees' Fall (Sept/Oct) meeting shall approve the judges.
- H. Upon receipt of all applications within the rules and regulations adopted, the Committee chairperson shall remove all identification and shall assign each application with a number. Said identification shall be placed in a sealed envelope, bearing the same number given to the application. All applications shall then be delivered to the judges. The chairperson shall retain the envelopes containing the identifications until finalists are determined.
- I. The judges shall select, not later than February 15, not less than three (3) nor more than five (5) finalists from the entries submitted for voting by the delegates at the NALS of Michigan annual meeting.
- J. The committee shall prepare and mail data regarding the finalists to each NALS of Michigan chapter not less than forty-five (45) days prior to the annual meeting. This message shall be included at the top of the data regarding the finalists: "After consideration by the chapter, give this to your delegates to take with them to the NALS of Michigan annual meeting, because it will not be reproduced again for the delegates' annual meeting packets".
- K. Each scholarship grant shall be paid directly to the school of the winner's choice for enrollment in the ensuing term of school **and NOT to the scholarship winner directly.**
- L. The committee shall notify all winners and runners-up immediately after selection, solicit photographs to be used for publicity, and apprise the NALS of Michigan president-elect of pertinent details regarding the winner for publicity purposes.
- M. No later than August 15, each scholarship winner must notify the committee chair of a final decision regarding enrollment. If a winner cannot accept the award, the award shall be presented to the first runner-up.
- N. A scholarship grant must be used in full within one (1) year from the date of the notification to the winner of his/her selection. The school thereof shall refund any unused scholarship grant or portion to the Scholarship Fund by June 1 of the year following the year of the grant. This shall be set forth in writing to each winner as a part of the notification.
- O. The committee shall retain the originals of all finalists' applications in the scholarship file for two (2) years.

5. Expenditures.
- A. The chair shall confine expenditures to the limits of the budget. All proposed expenditures, which would exceed the budget, are subject to approval by the trustees prior to the expenditures. In the event that income exceeds expenses, the Committee will not be considered over budget.
  - B. The annual meeting committee shall be reimbursed for the cost of the scholarship winner(s) and guest(s) dinner at the awards banquet of the state annual meeting and education conference.
6. Minutes.
- A. Minutes shall contain a record of what is done and shall be written in report style. The tone of the minutes shall be objective with the first paragraph containing:
    - (1) Name of organization
    - (2) Date, time and place of meeting.
    - (3) Kind of meeting (regular, special, annual).
    - (4) Purpose, if a special meeting.
    - (5) Whether called pursuant to notice required by the By-laws.
    - (6) Whether quorum present. List names of officers and other voting members present at meetings.
    - (7) Name and title of person presiding as President.
    - (8) Name and title of person recording minutes if other than the executive secretary.
  - B. The report of the committee chairperson may be entered into the minutes in one of the following ways, depending on the importance of the subject or the wish of the trustees:
    - (1) Summary of the report with name of chairperson.
    - (2) Copy of the entire report as submitted by the chairperson.
    - (3) Reference to the subject of the report when the entire report is filed separately and available in the files.
  - C. Motions shall include name of maker and fact motion was seconded, when required. They should be clearly worded since they are the final authority in questions or discussion of past business discussed. Show whether adopted or lost; if appealed, whether sustained or lost; referred to a committee; or tabled. Never record motions that have been withdrawn. If vote is by ballot or roll call, show the total number voting, the number for the affirmative and the number for the negative. All motions and resolutions adopted by the trustees shall be included in the minutes exactly as presented.
  - D. Sideheads giving the subject of each paragraph make it easy to locate each item of business in the minutes.
  - E. Suggested wording of motions. General motion. "It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and CARRIED that \_\_\_\_\_."
  - F. Bylaw amendment(s). "It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and CARRIED by a two-thirds vote to adopt the following Bylaw amendment(s): Section \_\_\_ of Article \_\_\_ was amended to read: \_\_\_\_\_."
  - G. New Bylaws. "\_\_\_\_\_, Parliamentarian, moved to substitute the proposed Bylaws for the existing Bylaws. Each section and article was read seriatim. After discussion, by a two-thirds vote, there being \_\_\_\_\_ in the affirmative and \_\_\_\_\_ in the negative, the proposed revised Bylaws were adopted as the Bylaws of this Association and read as follows: \_\_\_\_\_, COPY THE REVISED BYLAWS IN THEIR ENTIRETY AS ADOPTED.

- H. Sign the minutes. Anyone other than the Executive secretary taking the minutes shall sign with the words “Secretary Pro Tem” or “Secretary of the Meeting” beneath the signature. To the left of the secretary’s signature shall be shown the approval of the president as “Approved by \_\_\_\_\_, President”. When the Trustees approve minutes, the word “Approved” should be shown on the signature page.
  - I. Minutes may be corrected at any time by proper motion at a regular meeting. Make corrections with red ink by marking through portion to be deleted and inserting corrected material just above the deleted portion or in the margin; then initial and date.
  - J. Mailing by bulk rate, third class, first-class, or e-mail may be used to distribute the minutes, in the discretion of the executive secretary, to allow timely receipt by the trustees.
7. Notices of Meetings.
- A. Regular. Send out notices of meetings to the trustees, committee chairpersons and chapter presidents, thirty- (30) days prior thereto at the discretion of the president.
  - B. Special. Send out notices to the trustees, committee chairpersons and chapter presidents, at least fourteen- (14) days prior thereto at the discretion of the president or a majority of the trustees.
8. Treasurer.
- A. Scholarship Fund.
    - (1) Maintain savings account designated NALS of Michigan Scholarship Fund.
    - (2) Maintain subsidiary ledger.
    - (3) Deposit contributions specifically received for scholarships.
    - (4) Pay monetary award directly to the school designated by winner for ensuing year of enrollment.
  - B. NSF policy. NALS of Michigan Scholarship Fund will only accept cash or money order from an individual, who after the second occurrence, presents an insufficient funds or closed account check.
9. Parliamentarian. Present proposed amendments to the Standing Rules of the Scholarship Fund to the trustees.
10. Financial Review Chair.
- A. Review the financial books of the treasurer, including, but not limited to, all scholarship accounts and financial records prior to all regularly called business meetings and make a report of the findings at such meetings.
  - B. The financial review shall consist of:
    - (1) Examination of the treasurer’s report(s).
    - (2) Determination that all monies received has been accounted for.
    - (3) Determination that there is a receipt and/or voucher for each disbursement.
    - (4) Determination that all expenditures were authorized.
    - (5) Examination of all bank statements to determine that the bank balance(s) matches the report(s) and that the funds are credited to the Scholarship Fund.
    - (6) A personal examination of all bonds, notes and the like.
11. Changes in Standing Rules.
- A. A standing rule may be adopted by a majority vote of the trustees at any trustees’ meeting without previous notice.

- B. A standing rule may be amended or rescinded at any meeting of the trustees by a two-thirds vote without previous notice or by a majority vote with previous notice.
- C. A standing rule may be suspended for the duration of a single meeting by a majority vote of the trustees. Such suspension may be for a longer period if specifically ordered by the trustees.
- D. When possible, 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.

12. Files.

- A. Permanent files shall consist of minutes of the trustees' meetings and all financial records of the Scholarship Fund.
- B. Files of the Scholarship Committee chairperson shall be delivered to the incoming committee chairperson at the annual meeting or within two (2) weeks thereafter. If no successor has been appointed, the files shall be given to the President.

13. Mailing. Date of postmark of mailing or documented proof of mailing governs compliance with all deadlines.