

STANDING RULES

OF

**AUSTIN LEGAL PROFESSIONALS
ASSOCIATION, INC.**

Adopted August 26, 1993
Revised through July 2010

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**STANDING RULES
OF
AUSTIN LEGAL PROFESSIONALS ASSOCIATION, INC.**

DEFINITIONS

The following terms are used throughout these standing rules and are described and defined as follows (any reference to “he” or “she” is not to be construed as gender specific):

“this Association”	Austin Legal Professionals Association, Inc.
“Texas Association”	Texas Association of Legal Professionals
“NALS”	NALS, Inc. ... <i>the association for legal professionals</i>
“certification exams”	the PLS, PP, and/or ALS exams
“member”	<i>see</i> “Classes of Membership” as defined in the bylaws of this Association in Article IV, Section 1 thereof
“executive committee” or “EC”	all elected and appointed officers of this Association
“board of directors”	all voting members of this Association
“Code of Ethics”	the Code of Ethics and Professional Responsibility adopted by NALS
“fiscal year”	May 1 of one year through April 30 of the next year
“LPY” or “legal professional of the year”	Legal Professional of the Year of the Texas Association
“MOY” or “member of the year”	Member of the Year of this Association
“ <i>The Verdict!</i> ”	the official publication of this Association
“Website”	www.austinlpa.org

SECTION 1. GENERAL RULES FOR OFFICERS, CHAIRMEN, AND MEMBERS

- A. Refer to the bylaws of this Association in their entirety for specific duties of officers and chairs. Other requirements are set out in these standing rules.
- B. Responsibility to the membership is an implied duty, which all officers and chairs should keep firmly in mind. Decisions should be made and duties performed on the sole basis of what would be best for this Association; personal preferences should not be allowed to interfere.
- C. Strict adherence to the Code of Ethics and Professional Responsibility is imperative for officers and chairs. They should be aware at all times that they must set an example for members and that they represent the membership in all contacts with the public.
- D. All officers, chairs, and members should attempt to attend all functions of this Association, as well as those of the Texas Association and NALS, when feasible.
- E. Annual reports of officers and committee chairs to be given at the annual meeting in April must be in writing. Copies should be prepared for the president, recording secretary, and the pertinent file.
- F. Reports of officers and committee chairs to be given at the business meetings should be distributed to all persons in attendance, if they have not been included in the consent agenda. Said consent agenda shall be distributed to all members by the president, whenever possible, at least three (3) days prior to the business meeting. The reading of reports shall only be necessary for clarification. Items presented in reports which require action shall be discussed under new business during the business meetings.
- G. Motions shall be presented in writing to the president and recording secretary. If at all feasible, motions shall also be presented in writing to all officers and chairs prior to the business meetings so that the officers and chairs shall have ample opportunity to review the motions before voting on them at the meeting. Motions of a routine nature (approval of minutes, etc.) may be handled orally or distributed in writing prior to the meeting of the board of directors.
- H. If there is to be discussion of a motion presented, a speaker may not speak more than twice on any one motion, except on order or request of the president. The president may limit time for debate on any subject for up to three (3) minutes per speaker. Debate shall alternate between pro and con on any motion. If there is not a speaker who wishes to be recognized in opposition to the immediate past speaker, debate shall be considered closed, and a vote shall be called. The president may either act as timekeeper or appoint a timekeeper.
- I. The president shall have knowledge and final approval of all formal mailings, whether by mail, facsimile, or e-mail, pertaining to this Association. In the absence of the president, mailings pertaining to this Association should be then sent to the president-elect for approval. In the event the president chooses to appoint liaison officers for the chairs, the liaison officer shall also be made aware of all mailings, whether by mail, facsimile, or e-mail.

- J. Requests for use of the roster for any purpose other than the business of this Association shall first be submitted to the EC for approval/disapproval. No member should assume that the roster is to be used for any type of personal or non-association related business (*i.e.*, advertising) without permission from the EC.
- K. Copies of all letters shall be sent to the president and the corresponding secretary and any other officer or chair concerned with the contents. When identical letters are written for mass mailing, only one (1) copy of the letter with an accompanying mailing list shall be sent to the president, corresponding secretary and any other officer or chair concerned with the contents.
- L. Any member desiring to discontinue membership in this Association is requested to notify the treasurer. If said member is an officer or committee chair, he/she shall also submit a written resignation to the president and to the corresponding secretary. If he/she is a member of a committee, he/she shall furnish a copy to the chair of that committee.

M. INCOME AND EXPENSES

- 1. All members handling funds belonging to this Association shall transmit those funds to this Association's treasurer accompanied by a transmittal of funds form within ten (10) days of receipt of those funds. The member shall include, where applicable, an inventory of any merchandise in stock.
- 2. Every officer and chairman should maintain control of expenditures and must closely supervise any expenditures made by their committee members. If circumstances require expenditures exceeding the amount budgeted, the expenditure of such excessive amount must first be approved by the EC prior to being incurred.
- 3. A single expenditure exceeding \$100 in any budget category shall be presented to the EC prior to its expenditure. Cumulative expenditures exceeding \$200 in any budget category shall also be presented to the EC prior to its expenditure. Lesser expenditures in any category exceeding the budgeted amount shall be submitted for retroactive approval at the annual meeting.
- 4. All bills must be paid promptly, and none shall be outstanding more than thirty (30) days.
- 5. Any bill, debt, or notice thereof that is not submitted at or prior to April 20 of the current fiscal year shall be the responsibility of the person who incurred such bill or debt on behalf of this Association, and that member shall be held responsible for its payment. Any exception to this rule must be approved by the president.
- 6. Two (2) signatures are always required on all checks written from this Association's accounts. This standing rule is in effect whether or not this Association's banks require two (2) signatures.

N. FILES

- 1. All files of officers and chairs, containing a list of duties/procedures and this Association's bylaws and standing rules, shall be delivered to the incoming officers and chairs at the first

business meeting in May. If no successor has been appointed, such files shall be given to the president, with the exception of this Association's charter, bylaws, standing rules and minutes, which shall be given to the recording secretary.

2. Permanent files shall be those of the current bylaws and standing rules, the minutes of all business meetings, the charter, and any contracts of this Association. It shall be the responsibility of the appropriate officer or chair to submit the applicable documents to the recording secretary for the maintenance of permanent records.
 3. Semi-permanent files shall be those of the treasurer. It shall be the responsibility of the treasurer to keep those files for a period of not less than seven (7) years.
 4. With the exception of paragraphs 2 and 3 above, the files of officers and chairs shall consist of informative files for the current year, plus two (2) prior years. Said officers and chairs shall be responsible for destruction of obsolete and miscellaneous material and correspondence.
- O. It shall be the responsibility of every officer and chair to first transmit any required e-mail communication for the members to the president for approval before sending to the roster chair for mass distribution. Such mass e-mail communications shall be transmitted by the roster chair, within three (3) business days, in "bcc" format so as to protect the privacy of all members. Such mass e-mail communications should also state that all replies should be sent to the preparer of the e-mail. It shall be the duty of the preparer of the e-mail to inform the president, president-elect, executive advisor, and parliamentarian thereafter.
- P. If any contract is required to be signed on behalf of the Association, the committee chair responsible for the contract's activity shall first present it to the president for review.

SECTION 2. OFFICERS (In addition, refer to this Association's bylaws.)

A. PRESIDENT:

1. Shall supervise work of all officers (both appointed and elected) and all chairs.
2. Shall be an ex-officio member of all committees, except the nominations and elections and financial review committees.
3. Shall countersign checks with the treasurer.
4. Shall remain neutral on all matters and permit full discussion, while being certain the final determination of all matters is by this Association.

B. PRESIDENT-ELECT:

1. Shall be familiar with the bylaws and standing rules of this Association and be prepared to assist the president at any time requested.
2. Shall take telephone or e-mail votes of the board and any other telephone or e-mail reminders or notices as directed by the president.

C. VICE PRESIDENT:

1. Shall be familiar with the bylaws and standing rules of this Association and be prepared to assist the president at any time requested, in the event this Association has no president-elect for the current year.
2. Shall serve as chair of the membership committee.

D. RECORDING SECRETARY:

1. Shall promptly draft the minutes of all meetings, and present the draft to the president and parliamentarian for review and corrections within seven (7) days after the meeting. The minutes shall be returned to the recording secretary by reviewing officers within seven (7) days of receipt thereof.
2. Shall keep a record of attendance at all meetings.
3. Shall be the custodian of permanent files containing this Association's charter, bylaws and standing rules, minutes, and contracts.

E. CORRESPONDING SECRETARY:

1. Shall transmit by e-mail the official current letterhead and envelope style thereon for use by officers and chairs of this Association when requested.
2. Shall assist the president, when requested, in mailing letters to membership.
3. Shall solicit and collect contributions for this Association's outgoing president's gift from the members of this Association.

F. TREASURER:

1. Shall pay all bills, which have been approved by the chair of the particular committee, if applicable, and the president by check signed by him/her and countersigned by the president. Two (2) signatures are required on all checks written from this Association's accounts.
2. Shall provide a written report of receipts and disbursements at each regular business meeting.
3. Shall ensure that the bond for this Association is promptly paid each year.
4. Shall not hold new membership applications and/or dues for a period to exceed thirty (30) days.
5. Shall immediately contact any insufficient check writer to attempt collection of the original funds plus any bank charges relating to such insufficient transaction. Such collected funds must be in the form of either a money order or certified funds. In the event the treasurer is

unable to obtain collection of such funds, then the treasurer will have the authority, after obtaining approval of the EC, to take legal action to collect the funds.

G. DIRECTOR:

1. Shall report to the members concerning the Texas Association activities, shall inform the members of proposed amendments to the Texas Association bylaws and standing rules prior to the Texas Association meetings to obtain membership opinions, and shall report to this Association on activities of board meetings of the Texas Association.
2. Shall ask the EC to appoint a director pro tem in the event the director is unable to attend a Texas Association meeting. The director shall then certify the appointment as set out in the Texas Association bylaws.
3. Shall help to coordinate hotel arrangements for Association members for any Texas Association meeting.
4. Shall be responsible for submitting the gift contributions for the outgoing presidents of the Texas Association and NALS in compliance with this Association's current budget.
5. Shall submit advertisements for Texas Association, Regional, and NALS events as budgeted.
6. Shall submit coffee break contributions to Texas Association host chapters.

H. PARLIAMENTARIAN:

1. Shall assist the president and members in an advisory capacity on questions of order arising in the conduct of affairs of this Association and see that parliamentary rules are followed.
2. Shall assist the bylaws and standing rules chair on amendments.
3. Shall assist the incoming president in preparing a calendar of events for this Association for the new fiscal year to present to the members at the first business meeting in May.

I. EXECUTIVE ADVISOR:

It is in the discretion of the president whether or not to appoint an executive advisor. In the event an executive advisor is appointed by the president, the executive advisor shall assist in preparing for and conducting meetings and planning activities of this Association.

SECTION 3. STANDING COMMITTEES AND SPECIAL COMMITTEES

A. BYLAWS AND STANDING RULES

This committee shall consist of not less than two (2) members and shall include the parliamentarian. All proposed amendments to the bylaws and standing rules of this Association must be reviewed by this committee prior to presentation to this Association for approval. All proposed amendments to the bylaws of this Association must be approved by the Texas Association parliamentarian prior to

presentation to this Association for approval, and it shall be this committee's responsibility to submit all proposed bylaw amendments to the Texas Association parliamentarian for review and approval. Upon approval by the Texas Association parliamentarian and adoption by this Association, it shall further be the responsibility of this committee to notify the recording secretary to prepare a certificate of adoption for amended bylaws and to deliver two (2) executed copies of such certificate and amended bylaws to the Texas Association parliamentarian.

B. CERTIFICATION

1. It shall be the duty of this chair to act as a liaison between the membership of this Association, the Texas Association, and NALS regarding any certification information and activities. It shall be the duty of this committee to inform members, the State Bar, and the general public of eligibility requirements, dates, and places to take the certification examination; to answer inquiries from members or nonmembers with respect to the certification programs; to furnish application forms for all certification examinations; and to keep members informed concerning the time when applications to take the examination must be received by NALS or the Texas Association.
2. It shall be the duty of this committee to arrange for a study course when feasible and approved by this Association. This committee shall also provide CLE certificates to all attendees. It shall also be the duty of this committee to arrange for speaker gifts when feasible and approved by this Association.
3. It shall further be the duty of this committee to provide legal education articles, when requested, for the newsletter of this Association.
4. The certification chair shall inform *The Verdict!* editor of members passing the examination and shall be responsible for obtaining certification pins to be presented to such member(s) by the certification chair at a general membership meeting following certification.

C. COMMUNITY SERVICE

This committee shall be responsible for coordinating community service projects.

D. CONTINUING EDUCATION

At the discretion of the president, this committee may work hand in hand with the programs committee. This committee shall be responsible for the development and coordination of all continuing education programs of this Association. It shall further be the duty of this committee to provide legal education articles for the newsletter of this Association each month. It is also the responsibility of this committee to obtain speakers at the monthly education meetings of this Association and to provide CLE certificates to be disbursed at all legal education functions (*i.e.*, seminars, day in court, and monthly education meetings).

E. CORPORATE SPONSOR LIAISON

This committee shall be responsible for all corporate sponsors who wish to support this Association. It is the duty of this committee to properly inform all corporate sponsors of the following:

1. The annual fee for any corporate sponsor shall be \$75. This amount is payable at the time of application and thereafter on their renewal anniversary date. Corporate sponsors who fail to pay their fee within thirty (30) days after the beginning of their renewal anniversary date will be considered delinquent and not in good standing, and all references to that entity's name will be removed from this Association's website.
2. Corporate sponsors may not vote or hold office.
3. Corporate sponsors are not entitled to any "membership" rights within the Texas Association or NALS.

F. FINANCIAL REVIEW

The financial review committee shall be appointed by the president at the first business meeting in May and may consist of two (2) or more members other than the president, outgoing president, and treasurer. This committee shall receive all financial records from the outgoing treasurer within two (2) weeks following the first business meeting in May, and shall deliver the books to the new treasurer within thirty (30) days of this Association's annual meeting. The committee will meet on a quarterly basis, and financial review reports shall be given by the chairman at the business meeting following each audit.

G. HISTORIAN

It shall be the duty of this chairman to keep a historical accounting of this Association for the current year, which may include a complete pictorial book to be presented to the outgoing president at the officer installation ceremony. It is at the discretion of the president whether or not to appoint a historian for the current year.

H. INSTALLATION

It shall be the responsibility of this chairman to assist the incoming president in his/her desire to perform the installation of officers ceremony.

I. LOCAL CAREER OPPORTUNITIES

It shall be the duty of this committee to maintain a record of all positions of a legal nature that are made known to this committee. No charge shall be made to any member or prospective employer for such information. All requests made with the chairman of this committee are confidential. Only members of this Association, the Texas Association, and NALS are eligible for such services. Any information contained in the Association's local career opportunities bank of jobs may not be disclosed to any non-member or corporate sponsor of this Association. All positions shall be submitted to the Association's webmaster or technology committee for placement on the Association's website.

J. MEMBER OF THE YEAR

This committee shall be responsible for providing the membership with the correct nomination forms, setting deadlines, receiving nominations, and submitting the nomination forms to a judging panel for the selection of this Association's member of the year.

1. This chair shall be responsible for creating an application form for use in nominating the MOY applicants. Any new application form shall first be approved by the EC. If the chair so desires, he/she may use the same form used by the Texas Association for its legal professional of the year award.
2. All entries must be submitted with one (1) original and three (3) copies to the chair. No scans or copies will be accepted in place of the original, only originals of all required signatures (nominator, nominee, and employer). If additional space is needed to complete any section, the back of the nomination form should be used. Strict observance of the 300 word limit in any of the sections on any of the application forms is required. This chairman must disqualify the nominee if the rules and regulations are not strictly adhered to.
3. To be eligible for judging, all entries must be either postmarked by the United States Postal Service, validated by an overnight delivery service, or hand delivered to the chairman on or before December 15. Any applications received after December 15 shall be disqualified.
4. The chairman shall receive the application forms from the membership and redact the forms to protect the anonymity of the nominees by assigning numbers to the applications. The numbered applications will be submitted to a panel of local judges, selected by this committee, as follows:
 - a. The judging panel for selection of the member of the year shall consist of no less than three (3) members and may include one (1) or more persons, including an officer of the Austin Young Lawyers Association; a law firm administrator; a paralegal institute director; a past boss of the year recipient; and a school administrator or school counselor. These judges shall be approved by the EC of this Association.
 - b. Nominations for this Association's member of the year shall be solicited from the membership based on the following qualifications:
 - (1) Must be an active member in good standing of this Association and must be nominated by an active member in good standing of this Association.
 - (2) Shall be judged on the following basis:
 - (a) Legal skills and experience (60%); and
 - (b) Service to this Association, the Texas Association, and NALS (40%).
 - (3) Shall not have been a member of the year recipient in any of the prior three (3) years.

Only the chairman will have knowledge of the cross-referencing and of the final selection made by the panel.

5. If at all possible, after the final judging, the names of all nominees for member of the year will be furnished to the editor of *The Verdict!* for publication in the issue to be sent prior to the recognition event. Only the chairman shall know the name of the winner until the announcement is made at the recognition event.

6. The member of the year shall be presented with an engraved award. It shall be the responsibility of this chairman to secure the award and arrange for the engraving of the recipient's name on the award.
7. The application of this Association's member of the year recipient, if eligible to receive the Texas Association and/or NALS awards, and if he/she so desires, may be submitted to the Texas Association and/or NALS awards chairmen for participation in their respective awards. It shall be the responsibility of this chairman to ensure that the correct application form has been provided to the recipient wishing to be a candidate for the Texas Association and/or NALS awards.

K. MEMBERSHIP

1. This committee shall develop programs for membership growth and retention and shall report to the membership at each business meeting.
2. It is the responsibility of this chair to promptly forward membership dues to the NALS Resource Center. No new membership application and/or dues should be held for more than thirty (30) days pending approval by the committee.

L. NEWSLETTER

It shall be the duty of this committee to publish and distribute a newsletter, to be known as *The Verdict!*, at least every other month containing educational articles, information from NALS and the Texas Association of interest to the members, reports from selected officers and committee chairs, and any other information contributing to the benefit of the general membership.

M. NOMINATIONS AND ELECTIONS

It shall be the duty of this committee to:

1. Issue the call for nominations for officers no later than one (1) month prior to the date of the meeting of this Association at which elections are scheduled to be held; or, in the event of a vacancy during the fiscal year, issue a call for nominations within two (2) weeks of said vacancy.
2. Verify that each nominee meets the requirements for the officer position to which they have been nominated and provide all nominees with a letter of nomination and a form for acceptance or rejection. In addition, all nominees shall be provided with the applicable portions of the bylaws and/or standing rules to which their nomination pertains.
3. After receipt of such acceptances or rejections, provide a sample ballot of all nominees to the president, who will forward to the roster chair for distribution to the members. This sample ballot must be sent to all members of this Association no later than one (1) week prior to the business meeting of this Association at which elections are scheduled to be held.
4. Assist the president as needed with the preparation of blank ballots and tellers' reports for use during elections.

N. PROGRAMS

At the discretion of the president, this committee may work hand in hand with the certification committee. This committee shall be charged with the organization of the monthly education meetings and, if necessary, will notify the local press authorities of upcoming program activities of this Association. It is also the responsibility of this committee to obtain speakers at the monthly education meetings of this Association and to provide CLE certificates to be distributed at all legal education functions (*i.e.*, seminars, day in court, and monthly education meetings), unless specifically provided for by another committee chair (*e.g.* the certification committee).

O. RECOGNITION EVENT

The annual recognition event will be held each year to honor the member of the year candidates and winner, the scholarship recipient, and any other type of award recipient, which shall be determined by the president and the board. It shall be the responsibility of this committee to make arrangements to hold the annual recognition event in a suitable location and to receive approval from the board for the cost of the meal function and location.

P. ROSTER

It shall be the duty of this committee to:

1. Maintain an accurate membership roster.
2. Prepare a roster (to be known as the “official roster”) containing a list of elected and appointed officers, committee chairs, and any other information as may be designated by the EC. The roster should also include all secondary members and corporate sponsors. The roster shall include the preferred mailing address, home, office, and facsimile telephone numbers, and e-mail addresses, if available. The official roster shall be distributed to each member, when requested.
3. Prepare a miniroster listing the officers and committee chairs from information provided by the president and/or treasurer, including their preferred mailing address, home, office, and facsimile telephone numbers, and e-mail addresses, if available. The miniroster shall be distributed to each member upon request.
4. Prior to the installation of new officers, work with the incoming elected and appointed officers to compile and provide to all officers and committee chairs the new fiscal year roster of officers and committee chairs, as well as any committee members, and distribute same to the membership at the May business meeting.
5. Communicate with the treasurer at least monthly to obtain all new member information as well as information regarding current members who have not timely renewed their dues. Maintain an accurate roster of all active members as well as secondary members and corporate sponsors.

6. Notify the executive directors of the State Bar of Texas and the Austin Bar Association and/or the Reference Desk of the Austin Public Library with the names and addresses of the new roster of the officers and committee chairs.
7. Work with the membership chairman to obtain birthday information and other relevant information from new members.
8. When directed by the president, distribute all mass e-mails of this Association. The distribution of all mass e-mails must always be transmitted in “blind carbon copy” format.
9. Monitor all requests for use of the Association’s roster by informing all members (including corporate sponsors) of its proper use before dissemination and referring them to the Association’s standing rules. If the chair of this committee feels that a request for use of the roster will be inappropriate in any way, the chair shall immediately inform the president and/or executive committee and shall not disseminate the roster until express permission has been received.
10. Any member (which includes all classes of membership as per the bylaws of this Association) may not disclose any information contained within the roster to any non-member without the express approval of two-thirds (2/3) vote of the membership.

Q. **SCHOLARSHIP**

1. The amount of this Association’s scholarship shall be determined by the EC during the annual meeting each year. In the event of a surplus of funds in any given year, the amount of the scholarship and/or the number of recipients may be increased, upon the express approval of two-thirds (2/3) vote of the membership.
2. An Association scholarship shall be presented during the recognition event each year and shall be available to any eligible high school senior or person enrolled in a school of advanced education, such as junior colleges, community colleges, four year colleges, universities, or business schools. Eligibility shall be determined by the standing rules herein. Any candidate for the award, including the winner, who has filed in one (1) contest may be eligible to apply again in the usual manner for another award.
3. Applicant must have at least a “B” average to be substantiated by a transcript of grades, must need the scholarship, and must be able to enroll in the September term for a facility of higher education. The application of the Association’s scholarship winner(s) will be presented to the Texas Association awards chair for participation in their scholarship event.
4. Applicant must submit **in quadruplicate** the following to this Association’s scholarship chair:
 - a. Completed application form including signature of applicant;
 - b. Signed letter from applicant stating why applicant would like to pursue a career in the legal field;
 - c. Signed letter from school counselor, principal or other administrative official; and
 - d. Signed letters from two (2) persons (not relatives) with whom applicant is well acquainted.

5. Deadline for entries by this Association's scholarship chairman to the Texas Association awards chair shall be February 1 of each year unless specified otherwise by the Executive Committee. This Association scholarship chairman is responsible for transmitting the winning applicant's package to the Texas Association awards chair for consideration.
6. Three (3) judges shall be selected by the scholarship chair and shall be approved by this Association. The decision of the judges in selecting the scholarship winner will be final.
7. Deadline for this Association's scholarship chair to submit scholarship applications to judges is December 31 of each year unless specified otherwise by the EC.
8. This Association's scholarship chair shall notify the successful candidate no later than January 15 of each year unless specified otherwise by the EC. The Chair will also notify the president of this Association and the editor of *The Verdict!* of the name of the successful candidate.
9. This Association's scholarship chair shall assist the Association's scholarship winner with any necessary travel arrangements to the Texas Association's annual meeting, if they are being considered for an award from the Texas Association.
10. Any award not accepted shall be deemed forfeited for the fiscal year. Scholarship funds shall be cumulative from year to year.
11. Disbursement of the entire award for the fiscal year shall be sent to the successful candidate as soon as he/she has provided proof of enrollment in an institution of higher learning.

R. TECHNOLOGY

This committee shall be responsible for maintaining the Association's website, which is located at www.austinlpa.org. Changes to the Association's website can only be made by an authorized member appointed by the president. All requests for submissions to the Association's website shall first be sent to the president for approval. Once approved, the final submission must be electronically sent to the chairman in the proper format for insertion on the website.

S. WAYS AND MEANS

It shall be the duty of this committee to propose to the board projects and methods of earning funds for the treasury of this Association and special events as approved by this Association.

SECTION 4. TEXAS ASSOCIATION, REGION 6, AND NALS MEETING REGISTRATION EXPENSES

- A. Provided funds are available, this Association shall pay registration fees (excluding optional events and educational events at additional costs) for the current director (or director pro tem if the director is unable to attend) and president (or president-elect if the president is unable to attend) for any or all Texas Association meetings.

- B. It shall be the responsibility of the director and president (or director pro tem or president-elect) to attend all board meeting functions, including educational sessions. It shall be the responsibility of the director or president (or director pro tem or president-elect) to refund to this Association the cost incurred by this Association which the director or president (or director pro tem or president-elect) did not attend.
- C. In the event a director or president (or director pro tem or president-elect) determines that he/she cannot attend the meeting after the registration fees have been submitted to the hosting Texas Association meeting chapter, it shall be his/her responsibility to contact the president to determine if another Association member can utilize that registration. The director shall then contact the hosting Texas Association meeting chapter to transfer the funds to the new registrant's name. In the event the deadline for refunding any registration/event charges has passed, it shall be the responsibility of the director or president (or director pro tem or president-elect) not attending the meeting to refund all fees to this Association paid on their behalf.
- D. It shall be the responsibility of all members whose registration have been paid by this Association to attend all meeting functions, including educational sessions. It shall be the responsibility of that member to refund to this Association the cost incurred by this Association, which that member did not attend.
- E. Provided funds are available, this Association shall pay registration fees on a *pro rata* basis (excluding optional events and educational events at additional costs) for any member who plans to attend either the Texas Association leadership conferences, Region 6 conferences, or the NALS Annual Forum or leadership conferences.
- F. The following are requirements for *pro rata*¹ registration reimbursements for monies budgeted by this Association to pay for general member registration at the Texas Association and NALS meetings and educational conferences:
1. In order to qualify, all of the following criteria must be met:
 - a. The person requesting reimbursement must be an active member (as defined by the bylaws) of this Association;
 - b. Must have paid their own registration, either in full or partially (*i.e.*, full registration was not paid by this Association, the Texas Association, employer, etc.);
 - c. The requestor must attend all business meetings and at least 75% of the continuing legal education functions offered during the conference; and
 - d. The requestor must be actively involved in this Association and, during the twelve (12) months preceding the conference, or if a member less than twelve (12) months, from date of joining, must have attended at least 50% of any of this Association's meetings and/or functions.
 2. In order to receive reimbursement, the requestor will need to deliver to the director within fifteen (15) days of the last day of the conference:
 - a. The proper reimbursement request form to be obtained by director;
 - b. A copy of the registration form;

¹ If an outside organization (*i.e.*, a law firm, the Texas Association, and/or NALS) pays for one-half of a member's registration, the reimbursement would be 50% of what that member actually paid (*e.g.*, registration is \$100, the law firm pays \$50, the member pays \$50. If a member only qualifies for 50% of what they actually paid, then they would receive \$25).

- c. Either CLE certificates, OR if attending an NEI, written notice by NEI leader affirming attendance; and
- d. A copy of the member's check paying for the registration.

Once all four (4) items are received and the deadline passes, the director will divide the budgeted money on a *pro rata*² basis between those who meet the requirements and submit requests for reimbursement to the treasurer for processing.

- G. If a member of this Association is serving as an officer, chairman, or committee member of the Texas Association, Region 6, and/or NALS and is reimbursed by the Texas Association, Region 6, and/or NALS for any expenses incurred while attending a meeting of either the Texas Association, Region 6, and/or NALS, these expenses will not be considered for reimbursement by this Association.

SECTION 5. STANDING RULES

- A. The parliamentarian and/or bylaws and standing rules chairman shall assume the duties concerning these standing rules.
- B. These standing rules may be amended or rescinded, in whole or in part, at any regular meeting of the board of directors, or any annual meeting, by a two-thirds (2/3) vote of the voting members of this Association present at such meeting without previous notice, or may be amended or rescinded at any meeting of the board of directors by a majority vote of the voting members present at such meeting, provided that notice to all voting members of this Association shall have been given by mailing or electronically transmitting same at least ten (10) days before the meeting at which the amendment is to be considered.
- C. Proposed amendments to these standing rules shall be submitted to the bylaws and standing rules chairman for presentation to this Association.
- D. Amendments to these standing rules shall be effective immediately upon adoption by the membership, unless a future date is specified in the amendment.
- E. Automatic grammatical and correlation changes in these standing rules or amendments thereto, which in no way alter the intent of the respective standing rule or amendment thereto, shall be effective subject to the approval of the president.

² See Footnote 1 herein.