

# ***DENTON COUNTY PARALEGAL ASSOCIATION***

## ***STANDING RULES AND PROCEDURES***

### **Introduction**

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

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

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shall govern the operation of the Association where not inconsistent with the Bylaws and may be suspended, amended, rescinded, or expanded from time to time by a majority vote of the Executive Committee members present and voting at a duly noticed meeting.

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

### **Article I**

#### **COMMITTEES**

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

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

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

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

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

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

## **Article II**

### **COMMITTEE GUIDELINES**

#### **A. General Guidelines Pertaining to All Committees**

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

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

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

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

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

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

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

### **Article III**

#### **TIME DEADLINES**

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

### **Article IV**

#### **DUTIES OF COMMITTEES**

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

The duties of the CLE Committee shall be to develop proposals for continuing legal education projects. The CLE Committee shall pursue such projects as authorized and directed by the Executive Committee. The CLE Committee shall procure speakers and/or materials for continuing legal education presentations to the Association's members. CLE may be conducted virtually on an as needed basis (i.e. ZOOM).

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

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

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

The CLE Committee shall monitor the ZOOM CLE events to ensure that attendees are present for the duration of the session to receive their CLE credit certificate. If the CLE Committee Chairperson is not present on any given CLE session, they shall notify the President to ensure someone else can take on this task.

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

**B. DUTIES OF FUND-RAISING COMMITTEE:**

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

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

Each proposal shall include:

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

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

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

**C. DUTIES OF MEMBERSHIP COMMITTEE:**

The duties of the Membership Committee shall include the following:

- 1) The Membership Committee shall review and investigate as may be required all applications for membership submitted to the Association and to notify applicants accordingly of acceptance or denial pursuant to the provisions of Article IV of these By-laws. The Committee shall review standards for membership and the membership application and make such recommendations for amendment thereto to the Executive Committee as the Membership Committee may deem necessary.
- 2) The Membership Committee shall ensure that membership applications are available to the general membership by the January meeting each year.
- 3) The Membership Committee shall ensure the membership directory section of the Association website is up-to-date.

- 4) The Membership Committee shall compile the slate of eligible candidates for office prior to the meeting of the Association held in October of each year, as more specifically set forth in Article V of these By-laws, and as may be required to fill a vacant office for an unexpired term.
- 5) The Membership Committee shall develop member services to be provided by or through the Association as may be directed by the membership and/or Executive Committee.
- 6) The Membership Committee shall send out monthly membership renewal reminders, with a deadline of 30 days to renew membership or they will be dropped from membership and will no longer receive reminders of DCPA announcements by email. Once the membership is renewed the member will be placed back on active status.
- 7) Prepare and maintain member name tags;
- 8) Follow up with non-members who attend meetings; and
- 9) Provide door prizes at monthly membership meetings.

#### **GUIDELINES FOR APPROVING MEMBERSHIP**

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

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

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

- a) Notify the Treasurer of the determination
- b) In the event the application is not approved, the Treasurer will forward the applicant's payment to the Membership Chair
- c) If the application is approved, the Treasurer shall deposit the applicant's payment in the Association bank account

- d) If the Membership Chair determines that the application cannot be approved, after review by the Executive Committee, the Membership Chair shall send written notice to the applicant of the rejection explaining the reason for the rejection, and returning the applicant's payment
- e) If the application is approved for membership, the Membership Chair shall **immediately:**
  - i. add the applicant's name and information to the Association website member section, or if the applicant applied through the website, ensure that all information is completed.
  - ii. Send the applicant a Welcome e-mail notifying the applicant of acceptance and provide them with a copy of the DCPA Bylaws.

**D. DUTIES OF NEWSLETTER COMMITTEE:**

The duties of the Newsletter Committee shall be to create and distribute the Association's quarterly newsletter which shall be known as "The Verdict". The Committee shall retain editorial discretion over the content of the newsletter; provided, however, if any article submitted for publication is revised or altered in any manner, permission of the author shall be required prior to publication.

The Committee shall provide the Executive Committee with a draft of the newsletter for approval prior to distribution to the membership.

**E. DUTIES OF MEMBERSHIP SCHOLARSHIP AWARD COMMITTEE**

The duties of the Membership Scholarship Award Committee shall be to award a scholarship yearly to a qualified member applicant. To be considered for the scholarship, a Member Scholarship Application **must** be completed and the Committee Chair must submit to the Executive Committee no later than September 15th. The recipient(s) will be announced at the October meeting. All Applicants must meet the following requirements:

- 1) Must be currently enrolled as a member in good standing and been a member in good standing for the previous year;
- 2) Must be working as a paralegal in Denton County, Texas;
- 3) Must be enrolled to sit, or have recently sat for a recognized paralegal certification examination (such as NALA, NFPA or TBLS) and a receipt for the application fee must be attached to the application.

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| (i) | NALA Exam                   |                    |
|     | Application filing deadline | Exam Date (Varies) |
|     | August 1 <sup>st</sup>      | September 1-30     |
|     | December 1 <sup>st</sup>    | January 1-30       |
|     | April 1 <sup>st</sup>       | May 1-31           |
- (ii) TBLS Exam application deadline is March 30<sup>th</sup> with exam in October.

If there are no applicants for a NALA, NFPA, or TBLS examination, then an applicant who desires to apply to receive registration fees for the Texas Advanced Paralegal Seminar may be considered. A receipt for registration fees must be provided.

Recipient(s) of a scholarship are selected at the sole discretion of the DCPA Executive Committee.

**F. DUTIES OF SOCIAL COMMITTEE:**

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

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

Each proposal shall include:

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

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

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

**G. DUTIES OF MARKETING COMMITTEE:**

The duties of the Marketing Committee shall include the following:

- 1) The Marketing Committee shall create media posts, review proposed media posts, amend media posts as may be required, prior to any DCPA posts to social media (i.e. LinkedIn, Facebook, DCPA website, membership e-mail blasts, sponsorship e-mails blasts, etc.).

- 2) The Marketing Committee shall be regularly checking (once a week) Facebook Messenger and Facebook inbox inquiries and direct received messages to the appropriate DCPA Committee Chair.
- 3) The Marketing Committee shall obtain approval from the Executive Committee for all proposed posts prior to posting them on social media.
- 4) The Marketing Committee shall send Birthday greetings to members and announce at monthly membership meetings.

### **GUIDELINES FOR SOCIAL MEDIA POSTS**

- 1) The Marketing Committee shall create a template for emails, publications, and posts on LinkedIn, Facebook and website to simplify and standardize the format and ease of preparing any and all posts for publication on such platforms.
- 2) The Marketing Committee shall work closely with the Secretary with events to be posted, to ensure proper timing of posts as well as any related matters that may need to be coordinated with the Executive Committee.
- 3) The Marketing Committee shall work closely with the Membership Committee to obtain list of monthly membership birthdays to ensure members are sent a birthday greeting and that membership birthdays are announced at monthly meetings.

### **H. DUTIES OF SPONSORSHIP COMMITTEE:**

- 1) The Sponsorship Committee shall build and maintain relationships with DCPA sponsor organizations.
- 2) The Sponsorship Committee shall update Sponsorship forms each year.
- 3) The Sponsorship Committee shall ensure the sponsorship requirements are being met, to include collection of sponsor gifts/donations as per their sponsorship level (Platinum, Gold, Silver, one time gift/donation, etc.) and to ensure the sponsor is receiving their rewards.
- 4) The Sponsorship Committee shall ensure the Sponsor is properly thanked by DCPA by providing recognition at their respective sponsored event and by sending a DCPA thank you note.