



## **BOARD POLICIES & PROCEDURES**

# TABLE OF CONTENTS

General Policies and Procedures for all Directors	1
President (Officer)	8
Vice President (Officer; Membership Committee)	11
Secretary/Record Custodian(Officer)	14
Treasurer (Officer)	16
Board Advisor (Nominating Committee)	19
Board-at-Large Members	23
Certification Ambassador	26
Continuing Legal Education (CLE) Chair	28
IT Administrator	31
Job Bank Chair	33
Kentucky Paralegal Association (KPA) Liaison	35
National Federation of Paralegal Associations (NFPA) Primary and Secondary Representatives	37
Newsletter Chair	40
Philanthropy and Pro Bono Chair	42
Special Events Chair	44
Student Relations Chair	47

# **General Policies and Procedures for all Directors**

## **I. BOARD OF DIRECTORS**

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, two (2) Board-at-Large members, NFPA Primary Representative, NFPA Secondary Representative, Certification Ambassador, KPA Liaison, IT Administrator, and the Chair of each standing committee.

The following Board positions shall be elected by the active members of the Association prior to the monthly meeting held each November, either by electronic mail or at a special meeting called for that purpose: President, Vice President, Secretary, Treasurer, Board-at-Large members, Job Bank, CLE Chair, Newsletter Chair, Philanthropy Chair, Special Events Chair, Student Relations Chair, and all such other committees as deemed beneficial by the Board.

All directors must be active members of the Association at the time they take office. Directors should pay their dues for the upcoming year on or before the date of the January transitional Board meeting. All directors should make every effort to attend the general membership events outlined in Section V.

All elected board positions have a two (2) year limit on successive terms of office. Elected directors should not hold any one specific position in excess of four (4) years in a consecutive eight (8) year period. This is subject to availability of qualified or interested active members of the Association.

No later than November 30 of any year, the sitting Board of Directors shall appoint the following positions to serve for the following year: Board Advisor, Primary and Secondary Representatives for the National Federation of Paralegal Associations (NFPA), Certification Ambassador, Liaison to the Kentucky Paralegal Association (KPA), and IT Administrator.

The Board Advisor shall be the immediate past president unless that person has been re-elected as President or is serving in another position on the Board, in which case the Board should appoint another past president willing to serve as Board Advisor. Board Advisor shall provide continuity, be an advisor to the President, and provide the Board with background and historical information and other assistance as needed and/or requested. If a past president is unable or ineligible to serve, the Board will appoint a person who completed their term on the Board within the past two (2) years, and who does not currently hold a Board position, to fill the position of Board Advisor. In doing so, the Board will take into consideration the following criteria and will appoint the individual most qualified:

1. Years of experience on the Board of Directors;
2. Position(s) held on the Board of Directors (past officers shall have priority);  
and

3. Ability to fulfill the duties and responsibilities of Board Advisor.

All appointed directors must be active members of the Association and shall hold office for one (1) fiscal year from January 1 through December 31. The Board recognizes the benefit of continuity in the appointed positions, particularly the NFPA representatives and the IT Administrator. Thus, there are no limitations on how long a person may serve in an appointed position, as the Board is free to appoint a different person when appointments are evaluated each year.

Every effort should be made to elect or appoint one person for each Board position and not have the same person holding multiple positions on the Board. As with term limits for elected directors, this is subject to availability of qualified or interested active members of the Association.

A director may resign by written notice delivered to the President. This notice shall contain the date the resignation is to take effect.

A director may be removed from office by a simple majority vote of the remaining directors. Actions that may result in removal include, but are not limited to, termination of membership; misrepresentation of any type on the membership application; violation of Supreme Court Rule 3.700, the NFPA Model Code of Ethics and/or the Association's Bylaws; or failure to complete his/her duties and responsibilities as outlined in this manual.

If an elected Board position becomes vacant during the year, the President shall ask for nominations to fill the vacant position via an email to the membership. If there is no active member who is qualified, able or willing to fill the position, then one (1) of the Board-at-Large members may be appointed by the Board to take on the duties of the vacant position.

## II. VOTING

Each director shall have one (1) vote, except the Board Advisor, who may not vote. The President may only cast a tie-breaking vote when needed.

The Board shall act by vote of a majority of those members entitled to vote at any meeting at which a quorum is present. A quorum is 60% of the Board of Directors entitled to vote. A director may abstain from any vote presented to the Board.

The director serving as President shall not vote in his/her capacity as President on any issues before the Board unless there is a tie vote. If there is a tie on any votes before the Board, the President shall vote as the tie breaker. If the Vice President or another director is presiding over the meeting in the President's absence, that director may only cast a tie-breaker vote.

### III. BOARD MEETINGS

The Board of Directors shall meet on a schedule set by the Board. Meetings may be held in person, telephone and/or videoconference. Directors are expected to read the agenda and Board reports in advance of each meeting and be prepared for a meeting duration of 60 to 90 minutes.

Participation of all directors in Board meetings cannot be stressed enough as they represent the entire membership of the Association. There will certainly be times that a director may be absent due to illness, a death in the family, being called out of town, or emergencies that may arise in connection with his/her job. In those instances, it is the responsibility of the director to contact the President prior to the meeting, as well as to follow up with the President or another director after the meeting to be kept up to date on discussions and actions taken at the meeting.

Each director is allowed to miss only three meetings. After a director has missed two meetings without notifying the President of the absence, that director may be notified in writing that upon missing a third unnotified meeting, he/she may be asked to resign. If a director has missed three unnotified meetings, at the direction of the President, a vote may be taken at the next Board meeting to terminate that director. It is suggested that this only be done if the director has also been derelict in his/her duties as an officer or Committee Chair.

A Board transitional meeting is to be scheduled at the beginning of each year prior to February 1. The purpose of the transitional meeting is to familiarize the incoming directors with their duties and with each other. The transitional meeting is also for sharing thoughts and ideas regarding the day-to-day running of the Association, to set goals and objectives for the Association, to evaluate how the Association is meeting or progressing toward previously established goals, to discuss general issues impacting the Association and the profession, and to discuss any other topics which are deemed necessary.

### IV. NATIONAL CONFERENCES

NFPA holds several conferences each year, which are described below.

The Joint Conference is held in the spring each year and is hosted by a local NFPA member association. It is comprised of three individual conferences: Paralegal Regulation, Leadership Training, and Certification Ambassador Training.

The GLPA is a member of Region 3. A Region 3 meeting is held twice each year; once in the spring and once in conjunction with the annual convention. The agenda for each region meeting is prepared by the Region Directors with input from the NFPA Board.

The Annual Convention and Policy Meeting is held in the fall each year and is hosted by a local association. During the convention, there is usually a full-day of CLE sessions for

paralegals, several luncheons, networking, awards and recognitions, social events, region meetings, and the policy meeting.

Each year, the Board will set a budget for attendance at NFPA meetings to include travel, hotel, food, registration fees, parking. The Board may also consider attendance via Zoom or other video conferencing means. It should be understood that not all meetings may be attended due to budget constraints or availability of NFPA Representatives and/or Board members.

## V. GENERAL MEMBERSHIP MEETINGS

The Association has historically provided three events per year, aside from any CLE session, for the general membership to meet:

- A. Members Social. A social may be held each year to provide a social setting for members to network. This event is for GLPA members only.
- B. Anniversary Luncheon. The luncheon shall be held in July of each year to mark the anniversary of the Association. Efforts should be made to obtain a guest speaker who will be of interest to all paralegals. A PACE/PCCE scholarship may be presented during the luncheon.
- C. Annual Meeting and Luncheon. The luncheon shall be held in December of each year. This event should be a casual luncheon with no guest speaker. The President should report briefly on the past year's activities; present awards for Outstanding Member (the Donald E. Eppler Commitment Award) and Outstanding Board Member (the President's Award), Most Supportive Employer, Most Supportive Attorney, and Best CLE Presenter; announce a student scholarship winner (if any); and introduce the new officers and directors for the upcoming year. A PACE/PCCE scholarship may be presented during the luncheon, and all RPs and CRPs in attendance should be recognized.

The Special Events Committee is responsible for arranging these events.

## VI. FILES/TRANSITION PACKET

All directors should keep organized records to pass on to their successor(s). These files should contain copies of the Bylaws, this manual, agendas, minutes or a brief memorandum from all Committee meetings (if any), copies of monthly reports made to the Board of Directors, and other information and correspondence pertinent to their office and/or Committee. These files, in addition to the records accumulated in prior years, should be turned over in an orderly manner to their successors at the January transitional meeting in addition to being uploaded to the GLPA website (Board Folders). If a conflict arises such that an outgoing or incoming director is unable to attend the transitional meeting, arrangements should be made between the affected directors for accomplishing the transition prior to the February board meeting.

## VII. DISPUTES AMONG BOARD MEMBERS

If, for any reason, a personality conflict exists between directors, attempts should be made to resolve it immediately as it will affect the performance of the members of the Board in carrying out their duties. Discussion between the persons affected is encouraged and if the conflict cannot be resolved, the parties should consult the President. However, if the President is a party to the conflict, then the Vice President and/or Board Advisor should be consulted to mediate a resolution.

## VIII. RULES OF COURTESY

As a member of the Greater Lexington Paralegal Association Board of Directors, it is expected that each person will conduct him/herself in a professional manner, and that professional courtesy be extended to colleagues as follows:

- a. Keep abreast of those matters before the Board. Do not hesitate to ask questions if the issue is unclear or if confusion surrounds any subject. It is important that all matters are understood before voting on any issue,
- b. It is important that, as a matter of courtesy, all directors review the agenda for the Board meetings. However, each director should feel free to voice an opinion or any disagreement he/she may have on those matters being considered by the Board. Open lines of communication will benefit the Board and the functioning of the Board as a whole. However, any disagreement or discussion should be handled in a professional, courteous manner.
- c. Each director is encouraged to bring matters of importance before the Board which are not on the agenda for a particular meeting. The Board will provide time to discuss such matters.
- d. Discussion among directors will not be permitted while another director has the floor. If such discussion is necessary, the parties should leave the room or ask for a recess.
- e. At monthly membership meetings, directors are encouraged to be friendly and courteous. Special efforts should be made to welcome new members.

## IX. BUDGET/FINANCIAL CONSIDERATIONS

The President and Treasurer share responsibility for the financial well-being of the Association. The Bylaws require them to be bonded in an amount determined based on the assets of the Association.

The Board shall review annually the dues amount for each membership category and determine whether any changes to those amounts are warranted.

Directors should review the prior year income and expenses of the Association and their committees and draft proposed budgets for their committees for the new fiscal year. The proposed committee budgets should be provided to the Treasurer prior to or at the February Board meeting. The Treasurer and the President will meet to review the committee

proposed budgets and will draft a budget for the fiscal year. The directors should vote on the proposed budget no later than the third Board meeting of the fiscal year.

Directors must have all expenses over \$30.00 approved by the Board before incurring the expense, and if a proposed expense falls outside the items included in a director's budget, the expense must be pre-approved by the Board.

Directors may request a check from the Treasurer in advance of incurring an expense or they may request the use of the Association's credit card account, rather than seeking reimbursement.

The Association has two (2) credit cards that are issued to two (2) directors annually – the President and the Treasurer. Upon taking office, these two directors should have the cards issued in their names. For all items charged, the Treasurer shall be provided with the receipt documenting each charge, its purpose, and the committee to be charged. The director utilizing either card shall be personally responsible for any charges on the card not approved by the Board.

The Treasurer shall be responsible for maintaining, paying and monitoring the usage of the Association's credit cards. At the end of each year, the Treasurer shall be responsible for canceling these cards and having them reissued to the incoming President and Treasurer, unless those specific directors are continuing for another year in the same position.

The Board-at-Large members shall arrange for an audit of the Association's finances twice a year, in January and July.

## X. REIMBURSEMENT OF EXPENSES

Reimbursement requests should be made in writing to the Treasurer within thirty (30) days of incurring the expense, providing the receipt documenting each charge, its purpose and the committee to be charged. No expenses will be advanced except upon approval by the Board.

Examples of expenses for which directors may be reimbursed are as follows:

- Travel outside Fayette County. Mileage will be reimbursed at the current federal rate. Carpooling is encouraged.
- Postage and copies
- Speaker appreciation gifts
- Food/drink for CLE meetings or seminars
- Meeting door prizes
- Any necessary and approved expenses related to an Association activity or event.



## XI. BYLAWS

The Board of Directors is governed by the most recent Bylaws approved by the membership. The Board shall routinely review the Bylaws to determine if amendments should be provided to the membership for consideration. Proposed amendments may be submitted by any member of the GLPA to the Board for review.

All proposed amendments to the Bylaws shall be distributed to the membership for review and an open discussion held. This discussion may be held in person, by phone, videoconference or by email. Once the discussion is held, the President may call a vote for the proposed amendments. All active members of the Association who are in good standing may vote.

## XII. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time. To make these procedures as efficient as possible, a director should not hesitate to request a change as necessary with approval by the Board of Directors.

All Board policies and procedures shall conform to the Association's Bylaws.

## **President**

### **I. FUNCTION**

The President is the spokesperson for the Association; presides at all meetings and social events of the Association; works with the committee chairs; and serves as the Chief Executive Officer of the Association to ensure the overall soundness of the Association.

### **II. CODE OF REGULATIONS**

The President is governed by the Bylaws.

### **III. DUTIES AND RESPONSIBILITIES**

The President is responsible for responding to written and verbal requests presented to the Association, if not already assigned to another director. Requests for membership information, Committee activities, Association matters and professional issues are commonplace so the President must be informed in order to represent the Association in a prompt, professional manner. The President may ask another director to respond to certain requests.

The President shall be aware of the policies, purposes and goals of the Association. Activities should be evaluated periodically to determine whether they are consistent with these policies and purposes, and determine whether the Association is meeting or progressing toward its goals.

The President, along with the Treasurer, is to take all necessary steps to ensure the fiscal soundness of the Association. The President shall not commit the Association to any major financial obligation without the approval of the Board. Like the Treasurer, the President has a fiduciary duty to the Association.

The President shall organize a Board transitional meeting at the beginning of each year prior to February 1. The purpose of the transitional meeting is to familiarize the directors with their duties and with each other. The transitional meeting is also for sharing thoughts and ideas regarding the day-to-day running of the Association, to set goals and objectives for the Association, to evaluate how the Association is meeting or progressing toward previously established goals, to discuss general issues impacting the Association and the profession, and to discuss any other topics which are deemed necessary.

The President may designate another director to receive the Outstanding Board Member (President's Award) during the annual meeting in December. The President is responsible for obtaining a plaque or other memento for presentation to the award winner at the annual meeting.

#### IV. MEETINGS

The President shall preside at the Board meetings unless he/she cannot attend and has arranged for another director (preferably the Vice President) to preside. The dates of the meetings shall be set by the President with the consent of the Board at the January transitional meeting. The President shall give notice of each meeting to the Board in writing, by email or by telephone at least seven days prior to the meeting. The President shall prepare the agenda for each meeting with the input of the Board. Any matters requested to be discussed by the Board shall be placed on the agenda. The President should be knowledgeable of basic parliamentary procedures and how to apply them.

#### V. CORRESPONDENCE

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letter. The President shall use his/her discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

#### VI. BUDGET/FINANCIAL CONSIDERATIONS

The President and Treasurer shall share the responsibility for monitoring income and expenses of the Association and staying within the budget set by the Board. The President shall assist the Treasurer in preparing a budget proposal to submit to the Board for approval no later than the third Board meeting of the year. All receipts for expenses incurred by the President shall be sent to the Treasurer within thirty (30) days of incurring the expense. The President should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

#### VII. NEWSLETTER CONSIDERATIONS

The President is strongly encouraged to submit a President's Column for at least 2 issues of the GLPA notifications currently called "Para-Phrases" or more often as needed. The President should submit articles and notices to the Newsletter Committee as deemed necessary to inform the membership of current or upcoming issues, events and activities. The President shall be aware of and adhere to newsletter deadlines.

The President may submit articles and/or notices for publication in the Fayette County Bar Association (FCBA) newsletter, the Kentucky Bar Association (KBA) newsletter, or any other appropriate newsletters as deemed necessary to inform the legal community of current or upcoming issues, events and activities. The President may ask another director or any other member of the Association to assist with this activity. The President shall be aware of and adhere to such newsletter deadlines.

## VIII. COMMITTEES

The President shall maintain periodic contact with the Chair of each Committee to ensure he/she is progressing toward the goals set for that Committee and the goals of the Association.

## IX. ANNUAL REPORT/ANNUAL TRANSITION

The President shall prepare a written annual report summarizing the accomplishments and events of the past year and the general state of the Association. All other directors are responsible for preparing a written annual report setting out accomplishments and events associated with their respective position occurring over the past year and submitting it to the President under whom he/she served no later than December 31<sup>st</sup>. This annual report will be separate from any other monthly reports submitted. The President who was serving during the year covered by the reports shall compile these reports and provide a PDF to the IT Administrator for posting on the website's file database. The compilation should be posted on the website within a month after the January transitional meeting.

After the annual election and appointment of directors, the outgoing President shall meet with the incoming President no later than the January transitional meeting to discuss pending projects and responsibilities and to transfer files.

## X. MISCELLANEOUS

A person may run for election to multiple positions, including President. However, if that person is elected as President and to other positions, then he/she may only serve as President and the person receiving the next higher number of votes for each other position shall be deemed elected to that position.

The President shall be bonded each year in an amount determined by the assets of the Association.

The President shall be in charge of retrieving the mail from the Association's post office box and distributing it timely to the appropriate individuals. If this arrangement is impractical, the President shall appoint a person at the transitional meeting to be in charge of mail pick-up and distribution.

It should be noted that these procedures may need to be revised from time to time.

## **Vice President**

### **I. FUNCTION**

The Vice President, in the absence of the President, or in the event of his/her death, inability or refusal to act, or in the event for any reason it shall be impractical for the President to act personally, shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to the restrictions upon the President.

The Vice President, as Chair of the Membership Committee, shall maintain an electronic record containing the names, addresses, types of membership, and email addresses of all members of the Association and shall be responsible for reporting membership/leadership information/changes to NFPA.

The Vice President shall perform such other duties and have such authority as from time to time may be delegated or assigned to him/her by the President or by the Board.

### **II. CODE OF REGULATIONS**

The Vice President is governed by the Bylaws.

### **III. DUTIES AND RESPONSIBILITIES**

The Vice President should be aware of the policies, purposes and goals of the Association in order to act in the absence of the President. The Vice President, when requested by the President, shall be available to assist with the functions and duties of the President.

The Vice President shall be responsible for receiving and keeping all membership applications and maintaining an updated electronic record of same at all times. The Vice President and at least one other board member shall review and determine membership qualifications of each applicant and handle rejected applications based upon the Bylaws. The Vice President shall send a welcome correspondence/packet (i.e. NFPA welcome letter, member benefits, etc.) to all members. The Vice President shall provide committee chairs with a list of all potential committee volunteers.

The Vice President shall maintain membership records for the GLPA and NFPA. The Vice President shall provide membership numbers to the Treasurer for reporting to NFPA and shall upload any membership data changes to the NFPA website as needed to support the membership numbers reported to NFPA and to maintain correct information for the Association's members. Due to our current website structure, membership renewals and approval of applications are automatically updated with notices going to appropriate board members. However, if this website structure changes, it is the Vice President's responsibility to keep the membership roster updated and to notify the IT Administrator of those changes. As noted later in the IT Administrator's Duties and Responsibilities, the membership directory on the website is to be updated three times per year: no later than March 31, June 30, and September 30.

The Vice President shall be responsible for storing all membership directory information securely in an electronic manner. Prior to December 31 of each year, the Vice President shall update the NFPA Leaders Directory.

The Vice President shall be responsible for sending membership renewal reminders to the membership in January, October, November, and December of each year. The reminders shall include a link to the membership application on the website.

The Vice President shall engage in activities during the year as are deemed necessary by the Board and/or the President. The Vice President shall be responsible for organizing any membership drives and events as the Board deems necessary throughout the year.

The Vice President shall also chair the Membership Committee. Responsibilities of the Committee include review of membership applications and responding to such membership applications with acceptance or denial of membership to the applicant. The Membership Committee shall follow the Bylaws of the Association relating to membership criteria to determine whether to accept or deny a membership application to the Association. If the Committee is uncertain of whether to accept or deny an application, it may present its concerns to the Board for review and recommendation.

#### IV. MEETINGS

The Vice President should attend all GLPA Board meetings. If unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting.

If the Vice President is presiding over the meeting in the President's absence, he/she may only cast a tie-breaker vote.

#### V. CORRESPONDENCE

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letter. The Vice President shall use his/her discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

#### VI. BUDGET/FINANCIAL CONSIDERATIONS

The Vice President shall submit a proposed budget for his/her position to the Board no later than the February Board meeting, so that the Board may approve a budget for the Association no later than the March Board meeting. All receipts for expenses incurred by the Vice President should be sent to the Treasurer within thirty (30) days of incurring the expense. The Vice President should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

## VII. NEWSLETTER CONSIDERATIONS

The Vice President shall submit to the Newsletter Chair any announcements regarding membership for dissemination to the members. The Vice President shall be aware of and adhere to newsletter deadlines.

## VIII. ANNUAL REPORT/ANNUAL TRANSITION

The Vice President shall prepare a written annual report summarizing the accomplishments and events of his/her position during the past year and shall submit his/her report to the President under whom he/she served no later than December 31st.

After the annual election and appointment of directors, the outgoing Vice President shall meet with the incoming Vice President at the January transitional meeting to discuss pending projects and responsibilities and to transfer files. If a conflict arises such that either person is unable to attend the transitional meeting, arrangements should be made between them for accomplishing the transition prior to the February Board meeting.

## IX. MISCELLANEOUS

If the Vice President becomes the President, he/she shall be bonded in an amount determined by the Board.

It should be noted that these procedures may need to be revised from time to time.

## **Secretary**

### **I. FUNCTION**

The Secretary shall be custodian of the corporate and official documents of the Association; may monitor or supervise the monitoring of the corporate records; keep or cause to be kept a record of the proceedings of the meetings of the membership or the Board of Directors; and perform all duties incident to the office of Secretary and such other duties as may be assigned to him/her by the President or the Board.

### **II. CODE OF REGULATIONS**

The Secretary is governed by the Bylaws.

### **III. DUTIES AND RESPONSIBILITIES**

The Secretary shall be responsible for recording and keeping the minutes of meetings of the Board of Directors or the members. The Secretary shall also be responsible for emailing to the President the final draft of Board minutes as soon as practicable after each meeting to be approved at the next Board meeting. The minutes shall be available upon request to active and associate members. The Secretary should notify all professional organizations (such as the Kentucky Paralegal Association, the National Federation of Paralegal Associations, the Fayette County Bar Association, etc.) of the newly elected members of the Board of the GLPA as soon as possible after the election.

The Secretary shall be responsible for maintaining and keeping current the Association's Bylaws as approved by the membership. Whenever amendments to the Bylaws are deemed necessary by the Board, the Secretary shall be responsible for coordinating the amendment and approval process as provided in the Bylaws.

The Secretary shall be responsible for maintaining and keeping the corporate record book. The Secretary shall also be responsible for working with the Treasurer to ensure all corporate fees are paid. The Secretary shall also be responsible for maintaining and keeping all policies and procedures adopted by the Board. Said information shall be updated in this manual.

The Secretary shall engage in additional activities during the year as are deemed necessary by the Board and/or the President.

### **IV. BOARD MEETINGS**

The Secretary should attend all Board meetings. If unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting. The Secretary shall also be responsible for obtaining another director to record the minutes if he/she is unable to be present.



## V. CORRESPONDENCE

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letter. The Secretary shall use his/her discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

## VI. BUDGET/FINANCIAL CONSIDERATIONS

The Secretary may submit a proposed budget for his/her position to the Board no later than the February Board meeting, so that the Board may approve a budget for the Association no later than the March Board meeting. All receipts for expenses incurred by the Secretary should be sent to the Treasurer within thirty (30) days of incurring the expense. The Secretary should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

## VII. NEWSLETTER CONSIDERATIONS

The Secretary should submit a summary of the Board meetings/Activities to the Newsletter Committee after each Board meeting. The Secretary shall be aware of and adhere to the newsletter deadlines.

## VIII. ANNUAL REPORT/ANNUAL TRANSITION

The Secretary shall prepare a written annual report summarizing the accomplishments and events of his/her position during the past year and shall submit his/her report to the President under whom he/she served no later than December 31st.

After the annual election and appointment of officers, the outgoing Secretary should meet with the incoming Secretary at the January transitional meeting to discuss pending projects and responsibilities and to transfer files. If a conflict arises such that either person is unable to attend the transitional meeting, arrangements should be made between them for accomplishing the transition prior to the February Board meeting.

## IX. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time.

## **Treasurer**

### **I. FUNCTION**

The Treasurer and the President shall have the custody of the Association's funds. The Treasurer shall keep full and accurate accounts of receipts and disbursements; deposit all monies and other valuable effects in the name and to the credit of the Association; disburse funds of the Association; prepare written monthly reports of all transactions and the financial condition of the Association and make reports available at each Board meeting; prepare and maintain a budget for the Association; and such other duties as may be assigned by the President or Board.

### **II. CODE OF REGULATIONS**

The Treasurer is governed by the Bylaws.

### **III. DUTIES AND RESPONSIBILITIES**

The Treasurer shall coordinate payment for any Association functions with the President and/or committee chair and shall take all necessary steps to ensure the fiscal soundness of the Association. The Treasurer shall not commit the Association to any major financial obligation without the approval of the Board. Like the President, the Treasurer has a fiduciary duty to the Association.

The Treasurer shall draft a budget with the input of the President and the other directors by February and submit same to the Board for its consideration and approval by the third Board meeting of the year.

The Treasurer shall submit monthly reports for the Board's review and approval, regardless of whether or not the board will be meeting, of all deposits and disbursements, current account balances for all accounts of the Association and the status of cumulative committee expenses and budget allotments. Once the monthly report is approved, it should be uploaded to the association's secured website for access to any board member at any time.

The Treasurer shall prepare a final year-end report that includes all income/expense detail. This year-end report shall be available for the Board transitional meeting in January.

It is anticipated that the Association will have at least two bank accounts: a money market investment-type account and a checking account for all customary income and expenses (the "General Fund").

The Treasurer shall be responsible for maintaining on-line accounts with logins and passwords to access the association's checking account, credit card statement, on-line payment program (as of 2022 Affinipay) and any money market investment-type account. The Treasurer shall also be prepared to assist the incoming Treasurer with the transition of all accounts once elections have taken place and the new board has been announced.

The Treasurer shall be responsible for the filing of the Annual Report with the Kentucky Secretary of State's Office to keep the organization in good standing. The filing should be done in January so the new officers will be documented in the Secretary of State's records.

The Treasurer shall pay the NFPA quarterly dues and coordinate with the Vice President for preparing and submitting timely quarterly reports to NFPA.

The Treasurer shall be responsible for monitoring the organization's annual gross receipts to determine if income tax filings are required. If it appears a tax filing may be required, the Treasurer shall notify the Board so appropriate action may be taken. The Association may hire a CPA to assist with the filing of the appropriate tax forms and shall budget for payment of any professional fees of the CPA.

The Treasurer shall secure and/or renew a Dishonesty Bond for the President and Treasurer for the maximum amount of funds in money accounts and credit limit of the Association's credit card as these two positions are responsible for the financial well-being of the Association. Currently, the Dishonesty Bond is payable every three years. The budget will reflect the payment schedule for the Dishonesty Bond.

The Treasurer shall provide all records requested and cooperate with the Board at Large during the audits of the financial status of the Association. Audits should be conducted in January and July of each year.

The Treasurer shall engage in any additional activities during the year as deemed necessary by the Board.

#### IV. BOARD MEETINGS

The Treasurer should attend all GLPA Board meetings. If unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting.

#### V. CORRESPONDENCE

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letter. The Treasurer shall use his/her discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

#### VI. BUDGET/FINANCIAL CONSIDERATIONS

The Treasurer and President shall share responsibility for monitoring the income and expenses of the Association and staying within the budget set by the Board. The Treasurer should review the information listed in the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

## VII. NEWSLETTER CONSIDERATIONS

The Treasurer shall submit all approved Treasurer's Reports and approved budget proposals and notices of dues increases to the Newsletter Committee for publication in the newsletter. The Treasurer shall be aware of and adhere to newsletter deadlines.

## VIII. ANNUAL REPORT/ANNUAL TRANSITION

The Treasurer shall prepare a written annual report summarizing the accomplishments and events of his/her position during the past year and shall submit his/her report to the President under whom he/she served no later than December 31<sup>st</sup>.

After the annual election and appointment of directors, the outgoing Treasurer should meet with the incoming Treasurer to discuss pending projects, responsibilities and to transfer information. It may also be necessary to meet with banking personnel to make the transition of bank account responsibilities (i.e., signature cards, credit cards). All websites and passwords shall be passed on to the incoming Treasurer to create a smooth transition of all duties.

Attending the transitional meeting is also required to begin discussion of the annual budget and begin to work with the board on financial matters.

## IX. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time.

## **Board Advisor**

### **I. FUNCTION**

The Board Advisor's primary function is to preserve the history and continuity of the Association. The Board Advisor shall serve in an advisory role on the Board for the year following his/her service in the office of President and shall serve as Chair of the Nominating Committee. However, if the immediate Past President has been reelected to another term as President, the Board shall solicit and appoint another past president or another active member who has previously served on the Board within the past 3 years to serve in this role.

### **II. CODE OF REGULATIONS**

The Board Advisor is governed by the Bylaws.

### **III. DUTIES AND RESPONSIBILITIES**

The Board Advisor's role as a (nonvoting) director is to provide a historical perspective to other directors as ideas, tasks, and opportunities are considered. The Board Advisor's past experience with the Association will also be called upon in his/her service as Nominating Committee Chair.

### **IV. MEETINGS**

The Board Advisor should attend all GLPA Board meetings. If unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting.

### **V. CHAIR**

The Board Advisor shall serve as the Chair of the Nominating Committee, unless the Board Advisor is unable to serve or accepts a nomination for an elected Board position for the upcoming year, in which case the Board shall appoint a chair from the active members of the Association. The person appointed by the Board should not be seeking an elected position on the Board for the upcoming year. The Nominating Committee shall consist of 1 board member and at least 1 active, non-board member, with the names of the committee members being disclosed to the Board prior to accepting responsibilities. The Chair will coordinate the activities of the Committee. The Committee's responsibilities are to:

In late August or early September, request and receive nominations from the membership for election of President, Vice President, Secretary, Treasurer, Board-at-Large members, Job Bank Representative, all active committee chairs, and all Board-appointed positions, as well as nominations for the Outstanding Member (Donald E. Eppler Commitment Award), Most Supportive Employer, Most Supportive Attorney, and Best CLE Presenter; Verify that all nominees are active members of the Association or will be an active member when he/she takes office on January 1. Verify with the Board members the names of those

members having been nominated for approval. Contact nominees regarding their nominations and compile candidate profiles for the ballots;

Prepare ballots (including candidate profiles) for election of directors and for annual meeting awards and send to the active membership no later than November 15. Note that there are usually separate ballots for electing directors and for annual meeting awards;

There shall be no write-in names on the ballot once it has been prepared and presented to the membership for consideration and voting.

Arrange for votes to be tabulated, with another disinterested party appointed by the Board, within three (3) business days after the voting deadline;

Notify the newly elected officers and committee chairs within two (2) weeks of the close of the election;

Distribute to the current directors all nominations for Board-appointed positions no later than the November Board meeting;

Notify the Special Events Committee of the annual meeting award winners at least one (1) week prior to the annual meeting and luncheon in December; and

Announce the election results at the annual meeting and luncheon in December or provide the election results to the President for presenting.

Should any active member properly nominated and elected to hold a position for the ensuing year resign prior to taking office, the Nominating Committee shall inform the membership of the vacant position, request nominations for said position and hold a special election.

Should there be any position(s) not filled by an active member, the Nominating Committee may reach out to the membership, advising of the available position(s), and hold a special election after having complied with the nomination/voting procedure listed above. If there are still no members willing to serve, the Board may approach/solicit members to serve, then follow the procedure set out above with a board discussion and approval prior to him/her taking office. The membership must always be informed of any appointments to fill vacant positions.

It is suggested that the members of the Nominating Committee not be interested in running for an elected office the year they serve. If a member of the Nominating Committee decides to run for an elected office, he/she shall resign from the Committee.

The Committee will meet or otherwise communicate as often as they feel it is necessary to exchange information and coordinate their activities. The Committee shall adhere to deadlines set by the Board pertaining to nominations and election.

## VI. MEETINGS

The Board Advisor should attend all GLPA Board Meetings. If unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting.

The Chair of the Nominating Committee shall determine the time and location of all Committee meetings and should keep a record of each meeting. The Chair of the Nominating Committee shall be responsible for notifying the President of the time and place of each meeting.

## VII. CORRESPONDENCE

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letterhead. The Board Advisor shall use his/her discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

## VIII. BUDGET/FINANCIAL CONSIDERATIONS

The Board Advisor shall submit a proposed budget for his/her position (including the Nominating Committee) to the Board no later than the February Board meeting, so that the Board may approve a budget for the Association no later than the March Board meeting. All receipts for expenses incurred by the Board Advisor should be sent to the Treasurer within thirty (30) days of incurring the expense. The Board Advisor should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

## IX. NEWSLETTERS CONSIDERATIONS

The Board Advisor should submit information to the Newsletter Chair regarding announcement pertaining to annual elections. The Board Advisor shall be aware of and adhere to the newsletter deadlines.

## X. ANNUAL REPORT/ANNUAL TRANSITION

The Board Advisor shall prepare a written annual report summarizing the accomplishments and events of his/her position during the past year and shall submit his/her report to the President under whom he/she served no later than December 31st.

After the annual election and appointment of directors, the outgoing Board Advisor shall meet with the outgoing President or other person appointed as Board Advisor at the January transitional meeting to discuss pending projects and responsibilities and to transfer files. If a conflict arises such that either person is unable to attend the transitional meeting,

arrangements should be made between them for accomplishing the transition prior to the February Board meeting.

XI. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time.



## **Board-At-Large Members**

### **I. FUNCTION**

The function of the two Board-at-Large members is to assist any of the officers or committee chairs with burdensome projects for which they may need assistance. The BAL may be required to fill any Board vacancy. The duties of the Board-at-Large will be split between them. In the event only one BAL is asked to fill Board vacancy, then all BAL duties will fall on the remaining BAL.

### **II. CODE OF REGULATIONS**

The Board-at-Large members are governed by the Bylaws.

### **III. DUTIES AND RESPONSIBILITIES**

The Board-at-Large members are to assist any of the officers and committee chairs with burdensome projects. The Board-at-Large members should ascertain at each Board meeting whether they are needed on any ongoing projects. Each officer and chair should feel free to call upon Board-at-Large members at any time for assistance. At various times during the year, the Board-at-Large members may be asked to solely be in charge of a project.

Board-at-Large members shall be responsible for ordering supplies and promotional materials and shall make these supplies available to all directors.

Board-at-Large members shall be responsible for contacting current and new advertisers starting October 1<sup>st</sup> of each year to determine if they wish to renew their advertisements for the following year, and following through after transition to secure sponsors. The cost of advertisements should be reviewed and determined at the budget meeting by the Board of Directors. The BAL must ensure that the sponsorship obligations are passed on to the Treasurer, Special Events, and CLE chairs and funds allotted for the sponsors. At the January transitional meeting, all directors should submit potential new advertisers to the Board-at-Large members. The BAL should continue throughout the year to obtain additional advertisers.

The Board-at-Large members are responsible for organizing fundraising events for the General Fund of the Association, soliciting advertisers, and advising other Board members of sponsorship budgeting. They should identify possible fundraisers and submit their proposals to the Board for consideration. Fundraisers generally are directed at the membership; e.g., sale of logo items, flowers, etc.

The Board-at-Large members shall be responsible for organizing an audit of the Association's financial records twice a year, in January and July. Each audit report should be submitted to the Board for review and approval no later than six (6) weeks after the audit is performed.

#### IV. MEETINGS

The Board-at-Large members should attend all GLPA Board meetings. He/she shall provide a written report to the President in compliance that Board's deadlines prior to the meeting.

The Board-at-Large members may be required to attend Committee meetings, or attend special meetings with the officers, to better assist them.

#### V. CORRESPONDENCE

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letterhead. Each Board-at-Large member shall use his/her discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

#### VI. BUDGET

The Board-at-Large members shall submit a proposed budget for their positions to the Board no later than the February Board meeting, so that the Board may approve a budget for the Association no later than the March Board meeting. All receipts for expenses incurred by the Board-at-Large members should be sent to the Treasurer within thirty (30) days of incurring the expense. The Board-at-Large members should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

#### VII. NEWSLETTER CONSIDERATIONS

The Board-at-Large members shall submit to the Newsletter Chair any announcements regarding fundraising, etc. for dissemination to the members. The Board at Large members shall be aware of and adhere to newsletter deadlines.

#### VIII. ANNUAL REPORT/ANNUAL TRANSITION

The Board-at-Large members shall prepare a written annual report summarizing the accomplishments and events of their positions during the past year and shall submit their report to the President under whom they served no later than December 31st.

After the annual election and appointment of directors, the outgoing Board-at-Large members shall meet with the incoming Board-at-Large members at the January transitional meeting to discuss pending projects that the incoming Board-at-Large members will need to address, and to transfer files. If a conflict arises such that any Board-at-Large member is unable to attend the transitional meeting, arrangements should be made among them for accomplishing the transition prior to the February Board meeting.

IX. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time.

## **Certification Ambassador**

### **I. FUNCTION**

The purpose of the Certification Ambassador is to educate paralegals and the legal community about NFPA's PACE/PCCE certifications and to offer assistance to eligible persons interested in study groups and/or applying for taking the exams.

### **II. CODE OF REGULATIONS**

The Certification Ambassador is governed by the Bylaws, as well as NFPA's Bylaws and Regulations.

### **III. DUTIES AND RESPONSIBILITIES**

The Certification Ambassador should be a PACE Registered Paralegal or a CORE Registered Paralegal in good standing. However, if an RP or a CRP is not available to serve, the Board shall appoint another suitable person as Certification Ambassador.

The Certification Ambassador is to educate all GLPA members about the PACE/PCCE certifications and exams. Each year, the Board will decide whether to offer one (1) or more scholarships for the PACE/PCCE exams and the expenses that each scholarship will cover. Historically, the Association has awarded a scholarship at the anniversary luncheon and another at the annual meeting. The Certification Ambassador shall coordinate the application and award process for the scholarships. The scholarships are awarded by a drawing of eligible members.

The Certification Ambassador may coordinate study groups and/or other meetings to discuss and assist with the application process for the PACE/PCCE exam.

### **IV. MEETINGS**

The Certification Ambassador should also attend all GLPA Board meetings. If unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting.

The Certification Ambassador may attend the NFPA Joint Conference and any other relevant national, regional or local meeting concerning PACE/PCCE and the regulation of paralegals, upon approval of the Board. Each year, the Board will set a cap on the Association's contribution to travel expenses for attendance at NFPA meetings.

### **V. CORRESPONDENCE**

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letterhead. The Certification

Ambassador should use his/her discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

#### VI. BUDGET/FINANCIAL CONSIDERATIONS

The Certification Ambassador shall submit a proposed budget for his/her position to the Board no later than the February Board meeting, so that the Board may approve a budget for the Association no later than the March Board meeting. All receipts for expenses incurred by the Certification Ambassador should be sent to the Treasurer within thirty (30) days of incurring the expense. The Certification Ambassador should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines. Each year, the Board will set a cap on the Association's contribution to travel expenses for attendance at NFPA meetings.

#### VII. NEWSLETTER CONSIDERATIONS

The Certification Ambassador should submit an article to the Newsletter Chair explaining the PACE/PCCE certifications, benefits, and exams offered through NFPA and how to apply for consideration for the GLPA certification scholarship whenever appropriate throughout the year. The Certification Ambassador shall be aware of and adhere to newsletter deadlines.

#### VIII. ANNUAL REPORT/ANNUAL TRANSITION

The Certification Ambassador shall prepare a written annual report summarizing the accomplishments and events of his/her position during the past year and shall submit his/her report to the President under whom he/she served no later than December 31st..

After the annual election and appointment of directors, the outgoing Certification Ambassador shall meet with the incoming Certification Ambassador at the January transitional meeting to discuss pending projects and responsibilities and to transfer files. If a conflict arises such that either person is unable to attend the transitional meeting, arrangements should be made between them for accomplishing the transition prior to the February Board meeting.

#### IX. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time.

## **Continuing Legal Education Committee**

### **I. FUNCTION**

The Continuing Legal Education (CLE) Committee is to plan monthly membership meetings and any educational seminars throughout the year for the benefit of the members of the GLPA, as deemed necessary.

### **II. CODE OF REGULATIONS**

The CLE Committee is governed by the Bylaws.

### **III. DUTIES AND RESPONSIBILITIES**

The CLE Committee shall organize monthly membership meetings from January through November (excluding July), consisting of obtaining a guest speaker, having a host to greet members, purchasing speaker gifts, preparing an introduction of the speaker, arranging for meeting space, and providing CLE certificates to NFPA Registered Paralegals, NFPA CORE Registered Paralegals, and Certified Kentucky Paralegals (KPA). If a particular meeting is being marketed as a CLE opportunity for attorneys, the CLE Committee should obtain approval for CLE credit from the Kentucky Bar Association at least thirty (30) to sixty (60) days in advance of the notification of the CLE. The CLE Committee is encouraged to obtain sponsors to cover the cost of lunch for the monthly meetings and collect any necessary attendance fees from non-members attending the meetings. The CLE Committee shall also be responsible for additional seminars throughout the year as they are deemed necessary. The CLE Committee should maintain lists of speakers and attendees from monthly meetings or other seminars. The CLE Committee should provide a list of speakers to the IT Administrator for posting on the website.

### **IV. CHAIR**

While most communication among the Committee members will likely be via email, the Chair may schedule and chair Committee meetings periodically. Information received from the Committee members should be used when choosing the time and location of the meetings. The Chair is responsible for informing the Committee members of the meetings. An agenda should be distributed prior to the meeting and someone should be appointed to take minutes at the meeting and circulate the minutes to all present and absent Committee members. The last meeting of the year should discuss the accomplishments of the Committee and suggestions for the next year's Committee.

### **V. MEETINGS**

The Chair should attend all GLPA Board meetings. If unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting.

The Chair of the CLE Committee shall determine the time and location of all Committee meetings and should keep a record of each meeting. The Chair of the CLE Committee shall be responsible for notifying the President of the time and place of each meeting.

#### VI. CORRESPONDENCE

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letterhead. CLE Committee members shall use their discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

#### VII. BUDGET/FINANCIAL CONSIDERATIONS

The CLE Chair shall submit a proposed budget for his/her committee to the Treasurer no later than the February Board meeting of the fiscal year, so that the Board may approve a budget for the Association no later than the March Board meeting. All receipts for expenses incurred by the CLE Committee should be sent to the Treasurer within thirty (30) days of incurring the expense. The CLE Chair should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

#### VIII. NEWSLETTER CONSIDERATIONS

The CLE Chair should submit, or have a Committee member submit, information on upcoming meetings or seminars to the Newsletter Committee. The CLE Chair shall be aware of and adhere to newsletter deadlines.

#### IX. ANNUAL REPORT/ANNUAL TRANSITION

The CLE Chair shall prepare a written annual report summarizing the accomplishments and events of his/her position during the past year and shall submit his/her report to the President under whom he/she served no later than December 31st.

After the annual election and appointment of directors, the CLE Chair shall meet with the incoming CLE Chair at the January transitional meeting to discuss pending projects and responsibilities and to transfer files. If a conflict arises such that either person is unable to attend the transitional meeting, arrangements should be made between them for accomplishing the transition prior to the February Board meeting.

It is suggested that the outgoing CLE Chair assist in obtaining a speaker for the January CLE meeting for easy transition.

X. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time.



## **IT Administrator**

### **I. FUNCTION**

The IT Administrator is responsible for maintaining and managing the GLPA's website, providing assistance to members and Board members regarding GLPA website questions, and managing or assisting with all GLPA social media.

### **II. CODE OF REGULATIONS**

The IT Administrator is governed by the Bylaws.

### **III. DUTIES AND RESPONSIBILITIES**

The IT Administrator shall be responsible for updating the Board of Directors' gallery each year, administering rights to the website to Board members based on their position, creating groups for sending emails through the website, keeping the GLPA's homepage current, and otherwise renewing content on the website as needed to keep it up to date. The IT Administrator shall assist directors with arranging for their Board position email to be forwarded to another email address. The IT Administrator shall also be responsible for renewing domain rights along with communication with website administrators to ensure proper function of the webpage. The IT Administrator shall be responsible for maintaining the GLPA's email account(s).

The IT Administrator shall assist the Vice President with maintaining an accurate membership directory and shall assist as needed with the members-only section of the website. The IT Administrator shall update the "Past Presidents" and "Firms Who Pay" sections of the website annually.

The IT Administrator shall serve as the webmaster of the Association's website ([www.lexingtonparalegals.com](http://www.lexingtonparalegals.com)). The IT Administrator will assist the Vice President as needed with the receipt of online membership applications; both positions should receive an email when a prospective or renewing member applies online.

### **IV. MEETINGS**

The IT Administrator should also attend all Board meetings. If unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting.

### **V. CORRESPONDENCE**

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letterhead. The IT Administrator shall use his/her discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

## VI. BUDGET

The IT Administrator shall submit a proposed budget for his/her position to the Board no later than the February Board meeting, so that the Board may approve a budget for the Association no later than the March Board meeting. All receipts for expenses incurred by the IT Administrator should be sent to the Treasurer within thirty (30) days of incurring the expense. The IT Administrator should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

## VII. NEWSLETTER

The IT Administrator shall assist as needed the Newsletter Committee for each issue of the newsletter. The IT Administrator shall be aware of and adhere to newsletter deadlines.

## VIII. ANNUAL REPORT/ANNUAL TRANSITION

The IT Administrator shall prepare a written annual report summarizing the accomplishments and events of his/her position during the past year and shall submit his/her report to the President under whom he/she served no later than December 31st.

If the Board has appointed a new IT Administrator for the upcoming year, the outgoing IT Administrator shall meet with the incoming IT Administrator at the January transitional meeting to discuss pending projects and responsibilities and to transfer instructions and files. If a conflict arises such that either person is unable to attend the transitional meeting, arrangements should be made between them for accomplishing the transition prior to the February Board meeting.

## IX. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time.

## **Job Bank Representative**

### **I. FUNCTION**

The Job Bank Representative is to keep apprised of paralegal job openings in the community and to communicate the availability of the Association's job bank to the GLPA membership via the web page, email notification, or other means.

### **II. CODE OF REGULATIONS**

The Job Bank Representative is governed by the Bylaws.

### **III. DUTIES AND RESPONSIBILITIES**

The Job Bank Representative shall keep a record of all paralegal job openings in the Lexington area and keep a record as they are filled. He/she should use or develop contacts in the legal community to identify prospects who might be interested in posting jobs with the GLPA. All openings should be emailed to the membership and listed on the members-only section of the Association website, where openings shall remain no longer than ninety (90) days unless otherwise specified by the employer. The job bank shall not be a repository for résumés.

### **IV. MEETINGS**

The Job Bank Representative should attend all GLPA Board meetings. If unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting.

### **V. CORRESPONDENCE.**

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letterhead. The Job Bank Representative shall use his/her discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

### **VI. BUDGET/FINANCIAL CONSIDERATIONS**

The Job Bank Representative shall submit a proposed budget for his/her position to the Board no later than the February Board meeting, so that the Board may approve a budget for the Association no later than the March Board meeting. All receipts for expenses incurred by the Job Bank Representative should be sent to the Treasurer within thirty (30) days of incurring the expense. The Job Bank Representative should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

## VII. NEWSLETTER CONSIDERATIONS

The Job Bank Representative should submit information to the Newsletter Chair regarding any announcements pertaining to the job bank. The Job Bank Representative shall be aware of and adhere to newsletter deadlines.

## VIII. ANNUAL REPORT/ANNUAL TRANSITION

The Job Bank Representative shall prepare a written annual report summarizing the accomplishments and events of his/her position during the past year and shall submit his/her report to the President under whom he/she served no later than the December 31<sup>st</sup>. After the annual election and appointment of directors, the outgoing Job Bank Representative shall meet with the incoming Job Bank Representative at the January transitional meeting to discuss pending projects and responsibilities and to transfer files. If a conflict arises such that either person is unable to attend the transitional meeting, arrangements should be made between them for accomplishing the transition prior to the February Board meeting.

## IV. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time.

## **KPA Liaison**

### **I. FUNCTION**

The KPA Liaison is to act as representative to the Kentucky Paralegal Association (KPA) on behalf of the Greater Lexington Paralegal Association (GLPA) and serve to convey information between the two organizations regarding the activities of both entities. The KPA Liaison must be a voting member of the KPA, and therefore represents the GLPA Board as an active member. All votes cast by the KPA Liaison represent the GLPA as a whole.

### **II. CODE OF REGULATIONS**

The KPA Liaison is governed by the GLPA and KPA Bylaws.

### **III. DUTIES & RESPONSIBILITIES**

It shall be the duty and responsibility of the Liaison to report the GLPA's activities, educational programs and seminars, philanthropy projects, and any and all other topics that may be of interest to the KPA. In turn, the Liaison will reciprocate by sharing relevant KPA information to the GLPA board and membership. For example, the KPA Liaison should forward to the GLPA membership notices of KPA activities, such as CLE sessions, conferences, and the like.

The KPA Liaison shall engage in activities during the year as are deemed necessary by the Board.

### **IV. MEETINGS.**

The KPA Liaison should attend all GLPA Board meetings. If unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting.

The KPA Liaison should also attend all KPA Board meetings. If unable to be present, the KPA Liaison must notify the GLPA President as soon as possible in order that another member of the GLPA Board may attend in his/her place.

### **V. CORRESPONDENCE**

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letter. The KPA Liaison shall use his/her discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

## VI. BUDGET/FINANCIAL CONSIDERATIONS

The KPA Liaison shall submit a proposed budget for his/her position to the Board no later than the February Board meeting, so that the Board may approve a budget for the Association no later than the March Board meeting. All receipts for expenses incurred by the KPA Liaison should be sent to the Treasurer within thirty (30) days of incurring the expense. The KPA Liaison should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

## VII. NEWSLETTER CONSIDERATIONS

The Liaison should submit information about KPA Board meetings and any relevant activities to the Newsletter Committee as often as practicable to keep the membership informed. The same is reciprocated for the KPA, regarding happenings of the GLPA. The Liaison shall be aware of and adhere to newsletter deadlines.

## VIII. ANNUAL REPORT/ANNUAL TRANSITION

The KPA Liaison shall prepare a written annual report summarizing the accomplishments and events of his/her position during the past year and shall submit his/her report to the President under whom he/she served no later than December 31st.

If the Board has appointed a new KPA Liaison for the upcoming year, the outgoing Liaison shall meet with the incoming Liaison at the January transitional meeting to discuss pending projects and responsibilities and to transfer instructions and files. If a conflict arises such that either person is unable to attend the transitional meeting, arrangements should be made between them for accomplishing the transition prior to the February Board meeting.

## IX. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time.

# **National Federation of Paralegal Associations (NFPA)**

## **Primary and Secondary Representatives**

### **I. FUNCTION**

The NFPA Primary and Secondary Representatives are to represent the GLPA at any and all NFPA functions and to report to the GLPA all actions taken by NFPA and all information received from NFPA.

### **II. CODE OF REGULATIONS**

The NFPA Primary and Secondary Representatives are governed by the Bylaws, as well as NFPA's Bylaws and Regulations and NFPA's Policies and Procedures.

### **III. DUTIES AND RESPONSIBILITIES**

The NFPA Primary and Secondary Representatives are to read and become familiar with all NFPA materials including NFPA Articles, Bylaws, Procedures Manual, Policy Manual and Membership Growth Information, quarterly Inside Reports, News You Can Use, Association Management Series, and other NFPA literature in order to comply with NFPA rules and to educate all GLPA members about NFPA and the importance of being a NFPA member. The NFPA representatives act as a liaison between NFPA and the membership; advise the membership association of its rights and obligations as to its relationship with NFPA stay informed on all NFPA activities, matters under consideration and NFPA decisions and keep all GLPA members aware of happenings across the nation regarding the paralegal profession. The representatives act as spokespersons for the membership on NFPA matters, and at the Board's discretion, the representatives attend the Annual Convention and Region 3 meeting; participate in monthly Region 3 phone conferences and any other meetings (whether by phone or otherwise) set by NFPA or the Region 3 Director; advise the GLPA Board and its members of all resolutions, Bylaw amendments and discussion topics to be presented at the Annual Convention, discuss and obtain a majority opinion for voting purposes, and report back following each meeting; work with the various GLPA Board positions to ensure proper reporting is being made to the NFPA Board and to ensure NFPA happenings are being relayed to various positions of the GLPA Board. NFPA Representatives vote as the member association's representative to NFPA If either Representative is unable to attend a function, the Board may select another director to attend, preferably the President or the Vice President. There may be occasions when, due to financial or other considerations, the Board determines that no director will attend a NFPA function. The NFPA representatives are to make NFPA publications available to the membership, and encourage members to participate in NFPA activities. The Primary and Secondary Representatives should work together to achieve the goals of these positions. The NFPA representatives have the option of planning additional fundraisers to offset the cost of attendance to any NFPA function.

### **IV. MEETINGS**

The NFPA Primary and Secondary Representative may have meetings and should keep a record of each meeting. The first meeting of the year should discuss the goals and objectives of the Representatives. The last meeting of the year should discuss the accomplishments of the Representatives and suggestions for the next year's Representatives.

The NFPA Primary and Secondary Representatives should also attend all GLPA Board meetings. If either Representative is unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting.

#### V. CORRESPONDENCE

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letterhead. The NFPA Primary and Secondary Representatives shall use their discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

#### VI. BUDGET/FINANCIAL CONSIDERATIONS

The NFPA Primary and Secondary Representatives shall submit a proposed budget for their positions to the Board no later than the February Board meeting, so that the Board may approve a budget for the Association no later than the March Board meeting. Each year, the Board will set a cap on the Association's contribution toward expenses for attendance at NFPA meetings. All receipts for expenses incurred by the NFPA Representatives should be sent to the Treasurer within thirty (30) days of incurring the expense. The NFPA Representatives should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

#### VII. NEWSLETTER CONSIDERATIONS

The NFPA Representatives should submit information to the Newsletter Committee to advise the membership of their rights and obligations as to its relationship with NFPA; inform the members of matters under consideration and NFPA decisions and keep all them aware of happenings across the nation regarding NFPA activities and the paralegal profession. The NFPA Representatives shall be aware of and adhere to newsletter deadlines.

#### VIII. ANNUAL REPORT/ANNUAL TRANSITION

The NFPA Primary and Secondary Representatives shall prepare a written annual report summarizing the accomplishments and events of their positions during the past year and shall submit their report to the President under whom they served no later than December 31<sup>st</sup>.



After the annual election and appointment of directors, the outgoing NFPA Representatives shall meet with the incoming NFPA Representatives at the January transitional meeting to discuss pending projects and responsibilities and to transfer files and any NFPA materials that the outgoing Representatives purchased on behalf of the Association. If a conflict arises such that any of the Representatives is unable to attend the transitional meeting, arrangements should be made among them for accomplishing the transition prior to the February Board meeting.

IX. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time.

## **Newsletter Chair**

### **I. FUNCTION**

The Newsletter Chair is to oversee the publication of the Association's twice-monthly electronic newsletters, Para-Phrases, which serves as the primary means of communicating events, ideas and viewpoints relating to the GLPA, the paralegal profession and the law to GLPA members.

### **II. CODE OF REGULATIONS**

The Newsletter Chair is governed by the Bylaws.

### **III. DUTIES AND RESPONSIBILITIES**

The Newsletter Chair is responsible for the design, layout, content and distribution of the newsletter in a timely manner. Board members are responsible for accumulating information and articles of interest and providing to the Newsletter Chair. It is recommended that all past newsletters be archived. The Chair will work with the Board-at-Large members to ensure compliance with advertising agreements.

### **IV. CHAIR**

The Chair may select, schedule, and head Committee meetings periodically. Information received from the members should be used when choosing the time and location of the meetings. The Chair is responsible for informing the Committee members of the meetings. The Chair should prepare a summary of the meeting and provide to the president for circulation at the next board meeting. The first meeting of the year should discuss the goals and objectives of the Committee. The last meeting of the year should discuss the accomplishments of the Committee and suggestions for the next year's Committee.

### **V. MEETINGS**

The Chair should attend all GLPA Board meetings. If unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting.

The Chair of the Newsletter Committee shall determine the time and location of all Committee meetings and should keep a record of each meeting. The Chair of the Newsletter Committee shall be responsible for notifying the President of the time and place of each meeting.

### **VI. CORRESPONDENCE**

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letterhead. The Newsletter Chair shall use his/her discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

## VII. BUDGET/FINANCIAL CONSIDERATIONS

The Newsletter Chair shall submit a proposed budget for his/her position to the Board no later than the February Board meeting, so that the Board may approve a budget for the Association no later than the March Board meeting. All receipts for expenses incurred by the Newsletter Committee should be sent to the Treasurer within thirty (30) days of incurring the expense. The Newsletter Chair should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

## VIII. ANNUAL REPORT/ANNUAL TRANSITION

The Newsletter Chair shall prepare a written annual report summarizing the accomplishments and events of his/her position during the past year and shall submit his/her report to the President under whom he/she served no later than December 31st.

After the annual election and appointment of directors, the outgoing Newsletter Chair shall meet with the incoming Newsletter Chair at the January transitional meeting to discuss pending projects and responsibilities and to transfer files. If a conflict arises such that either person is unable to attend the transitional meeting, arrangements should be made between them for accomplishing the transition prior to the February Board meeting.

## IX. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time.

## **Philanthropy and Pro Bono Chair**

### **I. FUNCTION**

The Philanthropy and Pro Bono Chair is to offer the membership opportunities to be involved in charitable, pro bono, and community activities in ways that promote the Association as a positive influence in the community. The Philanthropy Chair can organize Committees to work on Philanthropy projects and the Chair will act as liaison between the Committee and the Board.

### **II. CODE OF REGULATIONS**

The Philanthropy and Pro Bono Chair is governed by the Bylaws.

### **III. DUTIES AND RESPONSIBILITIES**

The Philanthropy and Pro Bono Chair shall gather information on charitable, pro bono, and community activities in which the GLPA membership may become involved and shall decide which projects would draw the most response from the membership. Once a project is chosen or selected, it is the Chair's responsibility to oversee it, or to oversee the Committee selected.

The Chair has a standing responsibility to write and mail greeting cards to GLPA members on their birthdays and other significant events that the Committee may be made aware of. Examples of significant events are illness, births, deaths, promotions, and retirement. All directors should assist and communicate any events that warrant a card.

### **IV. CHAIR**

The Chair may select, schedule and head Committee meetings periodically. Information received from the members should be used when determining the time and location of the meetings. The Chair is responsible for informing the Committee members of the meetings. The Chair will prepare a summary of the meeting and provide to the President for circulation at the next board meeting. The first meeting of the year should discuss the goals and objectives of the Committee. The last meeting of the year should discuss the accomplishments of the Committee and suggestions for the next year's Committee.

### **V. MEETINGS**

The Chair should attend all GLPA Board meetings. If unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting.

The Chair of the Philanthropy and Pro Bono Committee shall determine the time and location of all Committee meetings and should keep a record of each meeting. The Chair shall be responsible for notifying the President of the time and place of each meeting. The Chair will also be responsible for, or delegating, the drafting of a written report following each

Committee meeting to be submitted to the President before the next Board meeting after the Committee meets.

## VI. CORRESPONDENCE

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letterhead. The Philanthropy and Pro Bono Chair shall use his/her discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

## VII. BUDGET/FINANCIAL CONSIDERATIONS

The Philanthropy and Pro Bono Chair shall submit a proposed budget for his/her position to the Board no later than the February Board meeting, so that the Board may approve a budget for the Association no later than the March Board meeting. All receipts for expenses incurred by the Philanthropy and Pro Bono Committee should be sent to the Treasurer within thirty (30) days. The Philanthropy and Pro Bono Chair should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

## VIII. NEWSLETTER CONSIDERATIONS

The Philanthropy and Pro Bono Chair shall submit to the Newsletter Chair any announcements regarding philanthropy events. The Philanthropy and Pro Bono Chair shall be aware of and adhere to newsletter deadlines.

## IX. ANNUAL REPORT/ANNUAL TRANSITION

The Philanthropy and Pro Bono Chair shall prepare a written annual report summarizing the accomplishments and events of his/her position during the past year and shall submit his/her report to the President under whom he/she served no later than December 31st.

After the annual election and appointment of directors, the outgoing Philanthropy and Pro Bono Chair shall meet with the incoming Philanthropy and Pro Bono Chair at the January transitional meeting to discuss pending projects and responsibilities and to transfer files. If a conflict arises such that either person is unable to attend the transitional meeting, arrangements should be made between them for accomplishing the transition prior to the February Board meeting.

## X. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time.

## **Special Events Chair**

### **I. FUNCTION**

The functions of the Special Events Chair is to organize any special events or social activities which the GLPA may host and to keep informed about community and state events in which the GLPA may want to be or should be involved. The Chair may select or invite a Committee to help brainstorm ideas or organize a Special Event. The Chair or chosen Committee is also responsible for sending invitations for any social functions and creating flyers and/or signs for such functions. The Chair is responsible for organizing and hosting any Social Mixer/networking events for the members and the annual luncheon (typically held in July) and year-end banquet.

### **II. CODE OF REGULATIONS**

The Special Events Chair is governed by the Bylaws.

### **III. DUTIES AND RESPONSIBILITIES**

The Special Events Chair is responsible for social events as determined by the Board and as outlined in Section V, General Membership Meetings, of the General Policies and Procedures for all Board Members. The Special Events Chair Committee shall make all arrangements for these events, including:

- Preparing a budget to reflect anticipated costs for events.
- Securing a location
- Selecting a menu
- Obtaining speaker(s), if appropriate
- Soliciting/Purchasing door prizes
- Determining actual costs involved in each specific event
- Preparing the program
- Sending invitations
- All of these arrangements shall be subject to Board approval; i.e., the Special Events Chair shall obtain the Board's approval of the location, menu, speaker, and sponsors.

Other social events may be planned with Board approval.

### **IV. CHAIR**

The Chair may select, schedule and head Committee meetings periodically. Information received from the members should be used when choosing the time and location of the meetings. The Chair is responsible for informing the Committee members of the meetings. The Chair should prepare a summary of the meeting and provide to the President for circulation at the next board meeting. The first meeting of the year should discuss the goals and objectives of the Committee. The last meeting of the year should discuss the accomplishments of the Committee and suggestions for the next year's Committee.

## V. MEETINGS

The Chair should attend all GLPA Board meetings. If unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting.

The Chair of the Special Events Committee shall determine the time and location of all Committee meetings and should keep a record of each meeting. The Chair of the Special Events Committee shall be responsible for notifying the President of the time and place of each meeting.

## VI. CORRESPONDENCE

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on both the letterhead. The members of the Special Events Committee shall use their discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

## VII. BUDGET/FINANCIAL CONSIDERATIONS

The Special Events Chair shall submit a proposed budget for their position to the Board no later than the February Board meeting, so that the Board may approve a budget for the Association no later than the March Board meeting. The Chair is responsible for allocating Sponsorship funds and purchasing/soliciting sponsor door prizes and event materials. The Chairperson will be responsible for working with the President and/or Treasurer to purchase sponsored door prizes. All receipts for expenses incurred by the Special Events Committee should be sent to the Treasurer within thirty (30) days of incurring the expense. The Special Events Chair should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

## VIII. NEWSLETTER CONSIDERATIONS

The Special Events Chair shall be responsible for submitting to the Newsletter Chair any announcements regarding any special events for dissemination to the membership. The Special Events Chair shall be aware of and adhere to newsletter deadlines.

## IX. ANNUAL REPORT/ANNUAL TRANSITION

The Special Events Chair shall prepare a written annual report summarizing the accomplishments and events of his/her position during the past year and shall submit his/her report to the President under whom he/she served no later than December 31st.

After the annual election and appointment of directors, the outgoing Special Events Chair shall meet with the incoming Special Events Chair at the January transitional meeting to

discuss pending projects and responsibilities and to transfer files. If a conflict arises such that either person is unable to attend the transitional meeting, arrangements should be made between them for accomplishing the transition prior to the February Board meeting.

X. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time.



## **Student Relations Chair**

### **I. FUNCTION**

The functions of the Student Relations Chair to serve as liaison between the GLPA and Program Directors of surrounding paralegal schools; to be available to work with high school educators when requested to educate students on the paralegal profession; to encourage and promote student membership; and to make the GLPA accessible to all students.

### **II. CODE OF REGULATIONS**

The Student Relations Committee is governed by the Bylaws.

### **III. DUTIES AND RESPONSIBILITIES**

The Student Relations Committee is responsible for planning and executing student outreach efforts, such as soliciting members to speak to groups of students on the college and/or high school level via a paralegal panel, job fairs, or other means; in conjunction with the CLE Committee, planning education seminars on topics appropriate for students at the Committee's discretion; organizing and maintaining a mentor program between students and practicing paralegals; working with the Special Events Committee to organize student-related social activities; and forming a subcommittee for purposes of organizing and administering a student scholarship. In the event that no qualified applicants are nominated for the Scholarship, no Scholarship award will be given.

### **IV. CHAIR**

The Chair may select, schedule and head Committee meetings periodically. Information received from the members should be used when choosing the time and location of the meetings. The Chair is responsible for informing the Committee members of the meetings. The Chair should prepare a summary of the meeting and provide to the President for circulation at the next board meeting. The first meeting of the year should discuss the goals and objectives of the Committee. The last meeting of the year should discuss the accomplishments of the Committee and suggestions for the next year's Committee.

### **V. MEETINGS**

The Chair should attend all GLPA Board meetings. If unable to be present, he/she should provide a report to the President within 24 hours prior to the meeting.

The Chair of the Student Relations Committee shall determine the time and location of all Committee meetings and should keep a record of each meeting. The Chair of the Student Relations Committee shall be responsible for notifying the President of the time and place of each meeting.

## VI. CORRESPONDENCE

It is anticipated that most communications will be done via email. However, in any instance where paper correspondence is required, particularly to non-members, such correspondence should include the GLPA logo on the letterhead. The Student Relations Chair shall use his/her discretion in determining whether any other director should be copied on all such correspondence, whether via email or paper.

## VII. BUDGET/FINANCIAL CONSIDERATIONS

The Student Relations Chair shall submit a proposed budget for his/her position to the Board no later than the February Board meeting, so that the Board may approve a budget for the Association no later than the March Board meeting. All receipts for expenses incurred by the Student Relations Committee should be sent to the Treasurer within thirty (30) days of incurring the expense. The Student Relations Chair should review the information listed in Section IX, Budget/Financial Considerations, and Section X, Reimbursement of Expenses, of the General Policies and Procedures for all Board Members in this manual and adhere to those guidelines.

## VIII. NEWSLETTER CONSIDERATIONS

The Student Relations Committee shall be responsible for submitting to the Newsletter Chair any announcements regarding any student relations updates, event schedules, and deadlines regarding the student scholarship for dissemination to the membership. The Student Relations Chair shall be aware of and adhere to newsletter deadlines.

## IX. ANNUAL REPORT/ANNUAL TRANSITION

The Student Relations Chair shall prepare a written annual report summarizing the accomplishments and events of his/her position during the past year and shall submit his/her report to the President under whom he/she served no later than December 31st.

After the annual election and appointment of directors, the outgoing Student Relations Chair shall meet with the incoming Student Relations Chair at the January transitional meeting to discuss pending projects and responsibilities and to transfer files. If a conflict arises such that either person is unable to attend the transitional meeting, arrangements should be made between them for accomplishing the transition prior to the February Board meeting.

## X. MISCELLANEOUS

It should be noted that these procedures may need to be revised from time to time.