



## **BOARD POLICIES & PROCEDURES MANUAL**

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# **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, Board Advisor, NFPA Primary and Secondary Representatives, 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 no later than the date of its annual meeting, either by electronic mail or at a special meeting called for the 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 elected directors must be active members of the Association and shall hold office for one (1) fiscal year from January 1 through December 31.

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 December 31 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 reelected 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.

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 to 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 Secretary. 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 listserv. 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.

If an **appointed** Board position becomes vacant during the year, the Board may appoint an active member of the Association to fill the vacant position. 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.

Directors should pay their dues for the upcoming year by the date of the January transitional Board meeting.

## II. VOTING

Each director shall have one (1) vote, except the NFPA Primary and Secondary Representatives, who shall have one (1) vote between them, and 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 one-half (1/2) 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.

A director must be an active member of the Association at the time of his/her election or appointment. If the director's membership status changes, however, he/she may remain on the Board for the remainder of his/her term and will retain his/her voting abilities for all motions and decisions before the Board. However, upon the expiration of his/her term, such director may not stand for election or

appointment to any Board position until such time as he/she regains active member status.

### III. BOARD MEETINGS

The Board of Directors shall meet on a schedule set by the Board. Meetings may be held via telephone and/or videoconference from time to time. 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, that director may be notified in writing that upon missing a third meeting, he/she may be asked to resign. If a director has missed three 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 cap on the Association's contribution toward travel expenses for attendance at NFPA meetings, based on the venue and budgetary constraints. These expenses may include travel, hotel, food, registration fees, parking.

#### V. GENERAL MEMBERSHIP MEETINGS

The Association usually provides three sessions 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. This event is for GLPA members only. 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 Award) and Outstanding Board Member (the President's Award), Most Supportive Firm, Most Supportive Attorney, and Most Outstanding Speaker; 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. 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 try to make time available 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 by the Board each year.

The Board shall review 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 preapproved 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 another to be decided upon by the Board. Upon taking office, these two directors should have the cards issued in their names. For all items charged, the directors should provide the Treasurer with the receipt documenting each charge, its purpose, and the committee to be charged. Any 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 two new directors, unless those specific directors are continuing for another year in the same position and the Board has no objection to the continued use by said directors.

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 on the check request form included in this manual within sixty (60) days of incurring the expense. No expenses will be advanced except upon approval by the Board.

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

- a. Travel outside Fayette County. Mileage will be reimbursed at the current federal rate. Carpooling is encouraged.
- b. Postage and copies



- c. Long distance calls
- d. Speaker appreciation gifts
- e. Food/drink for CLE meetings or seminars
- f. Meeting door prizes
- g. Any necessary and approved expenses related to an Association activity.

## 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, 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. FORMS

There are certain forms to be used by directors, which are included in the *Forms* section at the end of this manual.

## XIII. 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 both the letter and envelope. 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 shall be responsible 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 should be sent to the Treasurer within sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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 should write a President's Column for each issue of Para-Phrases. 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 for the past year and submitting it to the President under whom he/she served no later than the January transitional meeting. 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 members-only section of the website. 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 Board.

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 chair the Membership Committee, which should include the Vice President, IT Administrator, and a Board-at-Large member. 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 the Membership Committee shall review and determine membership qualifications of each applicant and handle rejected applications based upon the Bylaws. The Vice President shall send a welcome letter/packet to all members that includes a welcome letter from NFPA. 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. The Vice President shall provide the IT Administrator with the current membership listing for the purposes of posting the membership directory on the members-only section of

GLPA website and shall provide updates to the IT Administrator as new members apply and are approved by the Committee. 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 January 31 of each year, the Vice President shall revise the officers/directors section of the membership directory with the current officers and directors. The Vice President shall provide the IT Administrator with the officers/directors information to post on the website and shall update the NFPA Leaders Directory.

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

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 both the letter and envelope. 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 sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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 should submit a list of new members (names and employers) and an article to the Newsletter Committee for each issue of the newsletter. 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 the January transitional meeting.

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 give or cause to be given notice of the meetings in accordance with the provisions of the Bylaws; 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 Board the final draft of Board minutes to be approved no later than three (3) days before the next scheduled Board meeting, and shall make the minutes 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 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 both the letter and envelope. 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 sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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 an article to the Newsletter Committee for each issue of the newsletter. 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 the January transitional meeting.

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 shall have the custody of the Association's funds and 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 should submit reports at every Board meeting of all deposits and disbursements and current account balances for all accounts of the Association. It is anticipated that the Association will have at least three bank accounts: a money market investment account, an account for NFPA expenses (the "NFPA Fund"), and a checking account for other expenses (the "General Fund").

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. Starting in February, the Treasurer shall also submit a report at every Board meeting of cumulative committee expenses and budget allotments. The Treasurer shall also 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. The Treasurer should reconcile the bank statements each month and maintain the bank statements.

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 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 Treasurer shall provide all records requested during the audits of the financial status of the Association in January and July.

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.

The Treasurer shall provide all directors via email a draft copy of the previous month's Treasurer's Report for review no later than three (3) days before the next scheduled Board 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 both the letter and envelope. 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 shall be responsible for monitoring the income and expenses of the Association and staying within the budget set by the Board. The Treasurer, with the assistance of the President, shall prepare a budget proposal to submit to the Board for approval no later than the third Board meeting of the year. The Treasurer shall receive all deposits and check request forms (see Forms at the end of this manual). All receipts for expenses incurred by the Treasurer should be reported using the check request form included with this manual. The Treasurer 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 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 the January transitional meeting.

After the annual election and appointment of directors, the outgoing Treasurer should meet with the incoming Treasurer 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 shall be the responsibility of the incoming Treasurer to make arrangements for the change of names and signatures of the incoming President and incoming Treasurer on all accounts.

#### IX. MISCELLANEOUS

The Treasurer shall be bonded each year in an amount determined by the Board.

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 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 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 Chair will coordinate the activities of the Committee. The Committee's responsibilities are to:

1. 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 Award), Most Supportive Firm, Most Supportive Attorney, and Most Outstanding Speaker;

2. Verify that all nominees are active members of the Association. Contact nominees regarding their nominations and compile, organize and distribute candidate profiles to the Board for review and approval;
3. 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;
4. Arrange for votes to be tabulated, with another disinterested party appointed by the Board, within three (3) business days after the voting deadline;
5. Notify the newly elected officers and committee chairs within two (2) weeks of the close of the election;
6. Distribute to the current directors all nominations for Board-appointed positions no later than the November Board meeting;
7. 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
8. Announce the election results at the annual meeting and luncheon in December.

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 both the letter and envelope. 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 sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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. NEWSLETTER CONSIDERATIONS

The Board Advisor should submit an article to the Newsletter Committee for each issue of the newsletter. The Board Advisor shall submit Board election and appointments results to the Newsletter Committee for publication in the newsletter that follows the Association's annual meeting. The Board Advisor shall be aware of and adhere to 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 the January transitional meeting.

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. Board-at-Large members are responsible for preparing templates and ordering letterhead, envelopes and other forms used by the Association. The Board-at-Large members are responsible for fundraising events for the General Fund of the Association.

### **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 and maintaining letterhead, envelopes, check request forms, etc. and/or preparing electronic templates for same and shall make these supplies and/or templates available to all directors.

Board-at-Large members shall be responsible for contacting current advertisers no later than March 1 of each year to determine if they wish to renew their advertisements. The cost of advertisements should be reviewed and determined at the January transitional meeting by the Board of Directors. At the January transitional meeting, all directors should submit potential new advertisers to the Board-at-Large members.

While it is understood that most of the Association's funds are generated from membership dues, the Board-at-Large members are also responsible for additional fundraising for the General Fund of the Association. 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. They will secure two (2) active members to perform the audits and shall supply those members with audit guidelines. 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. If either Board-at-Large member is unable to be present, he/she should provide a report to the President within 24 hours 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 both the letter and envelope. 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 sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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 should submit an article to the Newsletter Committee for each issue of the newsletter. 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 the January transitional meeting.

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 both the letter

and envelope. 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. Each year, the Board will set a cap on the Association's contribution to travel expenses for attendance at NFPA meetings. All receipts for expenses incurred by the Certification Ambassador should be sent to the Treasurer within sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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.

#### VII. NEWSLETTER CONSIDERATIONS

The Certification Ambassador should submit an article to the Newsletter Committee for each issue of the newsletter. 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 the January transitional meeting.

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 each monthly membership meeting 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 each monthly membership meeting 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 a meeting room, 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 forty-five (45) 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 both the letter and envelope. 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 sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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 the January transitional meeting.

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 the Association's listserv and other email groups, website and Facebook page.

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

The IT Administrator is governed by the Bylaws.

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

The IT Administrator shall be responsible for posting job openings to the website, updating the Board of Directors' gallery each year, posting notice of monthly CLE meetings, maintaining the Association's Facebook page or other social media as the Board directs, 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 keeping the member listserv up to date with current members' email addresses as supplied by the Vice President/Membership Committee, for updating the *board* and *vote* Google groups, and for maintaining the guest listserv.

The IT Administrator shall assist the Vice President with maintaining an accurate membership directory and shall post it to the members-only section of the website three times each year: on or before March 31, June 30, and September 30. The IT Administrator shall post to the leaders-only section of the website any lists of meeting or seminar attendees provided by the CLE Committee.

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

### **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 both the letter



and envelope. 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 sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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 should submit an article to 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 the January transitional meeting.

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 legal community.

### **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 listerv 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 both the letter and envelope. 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 sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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 an article to the Newsletter Committee for each issue of the newsletter. 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 January transitional meeting.

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.

IX. 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 functions 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 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 both the letter and envelope. 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 sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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 an article about KPA Board meetings and any relevant activities to the Newsletter Committee for each issue of the newsletter. 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 the January transitional meeting.

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 educate all GLPA members about NFPA and the importance of being a NFPA member; keep all GLPA members aware of happenings across the nation regarding the paralegal profession; at the Board's discretion, 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 are strongly encouraged to fundraise to offset the cost of attendance at any NFPA function. Bi-monthly reports to the NFPA Inside are required as well as quarterly articles for the GLPA newsletter. The Primary and Secondary Representatives should work together to achieve the goals of these positions.

The NFPA Primary and Secondary Representatives, at the Board's discretion, may attend the Annual Convention and Region 3 meeting. 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.

### **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 both the letter and envelope. 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. The NFPA Representatives are responsible for knowing their budget information and for raising funds or securing sponsorships to supplement their budget, if needed. All receipts for expenses incurred by the NFPA Representatives should be sent to the Treasurer within sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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 an article to the Newsletter Committee for each issue of the newsletter. 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 the January transitional meeting.

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 Committee**

### **I. FUNCTION**

The Newsletter Committee is to oversee the publication of the Association's quarterly 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 Committee is governed by the Bylaws.

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

The Newsletter Committee is responsible for the design, layout, content and distribution of the newsletter in a timely manner. Committee members are asked to accumulate information of interest to the GLPA members. It is recommended that a file of potential articles be kept. The Newsletter Committee is responsible for contacting committee chairs for upcoming events to be included in the newsletter. The Committee will work with the Board-at-Large members to solicit advertising. The Newsletter Chair should send the current newsletter to NFPA for posting on the NFPA website, so long as such posting is in the members-only section of NFPA's website.

### **IV. CHAIR**

The Chair may schedule and chair 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. There should be an agenda 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 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 both the letter and envelope. 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 sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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 the January transitional meeting.

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 Committee**

## **I. FUNCTION**

The Philanthropy and Pro Bono Committee 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.

## **II. CODE OF REGULATIONS**

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

## **III. DUTIES AND RESPONSIBILITIES**

The Philanthropy and Pro Bono Committee 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 Committee's responsibility to oversee it.

The Committee 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, retirement. All directors should assist and communicate any events that warrant a card.

## **IV. CHAIR**

The Chair may schedule and chair 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. There should be an agenda distributed prior to the meeting and someone should be appointed to take minutes at the meeting and circulate 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.

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 letter and envelope. 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 sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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 should submit, or have a committee member submit, an article to the Newsletter Committee for each issue of the newsletter. 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 the January transitional meeting.

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 Committee

## I. FUNCTION

The functions of the Special Events Committee are 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 Committee is also responsible for sending invitations for any social functions and creating flyers and/or signs for such functions.

## II. CODE OF REGULATIONS

The Special Events Committee is governed by the Bylaws.

## III. DUTIES AND RESPONSIBILITIES

The Special Events Committee 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 Committee shall make all arrangements for these events, including:

- Securing a location
- Selecting a menu
- Obtaining speaker(s), if appropriate
- Obtaining sponsors and door prizes
- Determining the costs involved
- Preparing the program
- Sending invitations

All of these arrangements shall be subject to Board approval; i.e., the Special Events Committee 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 schedule and chair 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. There should be an agenda 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 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 letter and envelope. 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. All receipts for expenses incurred by the Special Events Committee should be sent to the Treasurer within sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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 should submit, or have a Committee member submit, an article to the Newsletter Committee for each issue of the newsletter. 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 the January transitional meeting.

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 Committee**

### **I. FUNCTION**

The functions of the Student Relations Committee are 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; 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.

### **IV. CHAIR**

The Chair may schedule and chair 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. There should be an agenda 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 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 both the letter and envelope. 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 sixty (60) days of incurring the expense and should be reported using the check request form included with this manual. 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 should prepare and submit an article to the Newsletter Committee for each issue of the newsletter. 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 the January transitional meeting.

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.

# FORMS

Calendar

Check request

CLE credit request for video viewing of CLEs (once we have YouTube fully functional)

CLE NFPA and KPA Certificates

Membership application

Philanthropy/Pro Bono hours reporting document

Other documents to consider (these may be better suited to transition packets):

Proxy for member

Brochure – and where to find it on website

Letterhead template

Logo for letterhead and envelope; stickers for return address

Thank you letter

Prize solicitations

Nomination form

Ballot (if we don't switch to survey monkey)

Annual awards ballot

Special events program

GREATER LEXINGTON PARALEGAL ASSOCIATION  
CHECK REQUEST FORM  
**ATTACH ALL RECEIPTS**

Amount Requested \$ \_\_\_\_\_

Date Requested \_\_\_\_\_

Purpose \_\_\_\_\_

Budget Line Item

\_\_\_\_ Executive

\_\_\_\_ Board-at-Large

\_\_\_\_ CLE

\_\_\_\_ Certification Amb

\_\_\_\_ IT Admin

\_\_\_\_ Job Bank

\_\_\_\_ KPA Liaison

\_\_\_\_ Membership

\_\_\_\_ NFPA

\_\_\_\_ Newsletter

\_\_\_\_ Philanthropy

\_\_\_\_ Special Events

\_\_\_\_ Student Relations

\_\_\_\_ Vice President

Payee \_\_\_\_\_

Payee Mailing Address \_\_\_\_\_

Requested by \_\_\_\_\_

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Treasurer use only

Date paid \_\_\_\_\_

\_\_\_\_ Mailed

\_\_\_\_ Hand Delivered

Check No. \_\_\_\_\_

Date mailed/delivered \_\_\_\_\_