



**TEXAS ASSOCIATION
OF LEGAL PROFESSIONALS**

POLICY AND PROCEDURES MANUAL

(Revised May 2011)

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TEXAS ALP POLICY AND PROCEDURES MANUAL

*Revisions to this Manual are subject to review by the
then current Governance Task Force (no GTF this year) which includes the
Texas ALP President-Elect and Parliamentarian*

GENERAL GUIDELINES

ASSOCIATIONAL MEETINGS

ANNUAL EDUCATIONAL CONFERENCE

Refer to the Texas ALP Guidelines for Bidding and Planning Educational Conferences, registration form template, and this Manual for specific duties of this committee.

FALL EDUCATIONAL CONFERENCE

Refer to the Texas ALP Guidelines for Bidding and Planning Educational Conferences, registration form template, and this Manual for specific duties for this committee.

ATTENDANCE

Officers and Chairmen (O/C) should attend as many scheduled functions as possible.

AWARDS

Any annual award based on membership will use the Treasurer's membership report for either (1) the period ending March 31 of the current fiscal year or (2) each membership reporting period (August 31 and March 31) or (3) as determined by the current Membership Chairman and approved by the EC. Secondary and honorary members will not be included in a chapter's membership total for competition purposes.

The Parliamentarian, or another officer appointed by the President if the Parliamentarian is unavailable, shall be responsible for verifying the submissions and the results of each competition or award before the results are announced. The officer appointed should also verify the chapter affiliation.

BONDS

Any Texas ALP officer or chairman who is responsible for handling Texas ALP money in a fiduciary capacity will be bonded. The Texas Association purchases a commercial blanket surety bond that covers the officers and chairmen who handle our finances. Because it is a "blanket bond," the officers and chairmen are covered by virtue of their position, not specifically naming each individual.

BUDGET

A proposed budget for Texas ALP shall be prepared by the President and Treasurer and will be distributed to each local chapter director no later than March 1 of each year for approval at Annual Conference.

It is imperative to stay within your budget. If you see you will need additional funds, please inform the President in advance of any upcoming meeting in order that this request can be placed on

the Executive Committee (EC) agenda for discussion. Any increase in budget requires approval by the Board of Directors (Board).

BYLAWS AND STANDING RULES

It is absolutely essential that you have current Texas ALP Bylaws and Standing Rules. If you are not sure the Bylaws and Standing Rules in your files are current, a current set can be found on the Web site. Familiarize yourself with any Bylaw or Standing Rule concerning your office/chairmanship.

CHAPTER ORGANIZATION

The organization of new chapters shall be supervised by the President-elect, who shall work closely with the individual(s) desiring to organize such chapter(s) in accordance with the NALS guidelines and with the Membership Chair.

Texas ALP does not budget for expenses in organizing new chapters, such as room rental and refreshments. Organizational meetings should be held at a location where there is no charge for the room. Any refreshments should be donated, if possible.

Travel expenses for the President-elect and Membership Chair to attend such meetings shall be reimbursed from the *Membership budget*.

Any Texas ALP officer or member who can attend organizational meetings should do so.

Upon notification of a newly organized local chapter, each officer and committee chairman shall write such new local chapter offering assistance.

CORRESPONDENCE & MAILINGS

Correspondence should be answered promptly.

All official correspondence should be copied to the EC members designated by the President. At present, you should copy the Executive Committee, and any chairman or committee member concerned with the contents. Members of all committees should be kept informed. If you are sending multiple letters, send only one copy of the letter with an attached list of addressees to whom correspondence was sent. E-MAIL SHOULD BE USED WHENEVER POSSIBLE TO FORWARD COPIES OF CORRESPONDENCE. It is not necessary to send hard copies by the U.S. Postal Service.

Texas ALP letterhead must never be used to express your personal views or for any reason that does not pertain to the duties of your office or chairmanship.

For any correspondence not of a routine nature (particularly to outside the organization), ***you must obtain the President's approval before sending.*** If you are unsure whether certain correspondence requires approval, contact the President. Any form letters should be edited for correctness when referring to dates, Standing Rules, or Bylaws.

Liaison officers should be included on all inter-committee correspondence and e-mails.

Obtain mailing labels from the Roster Chairman for mailouts. Members' addresses sometimes change before a supplement has been distributed. Therefore, to have an up-to-date list, please obtain it from the Roster Chairman. Allow sufficient time for the labels to be furnished to you. DISSEMINATE INFORMATION BY E-MAIL WHENEVER POSSIBLE.

All correspondence to local chapters from the Texas Association officers and chairmen should be sent to local chapter directors, except when specifically directed to counterparts of officers and chairmen.

All correspondence to local chapters regarding National Association policies and procedures should be sent to local chapter presidents by the President-elect.

Official non-metered postmark of originating city on the envelope or certificate of mailing governs compliance with deadlines established in the Bylaws or Standing Rules.

When appropriate and allowed, the use of facsimile or other means of electronic mail shall be an acceptable means of transmission for compliance with deadlines.

DEADLINES

You will be furnished a Texas ALP Officer and Committee Calendar at the beginning of the year. Please make proper notations on your personal calendar to avoid missing any deadlines concerning your office or committee. Keep your calendar current as changes occur.

Officers should also keep track of deadlines for their respective liaison committees, and chairmen should keep track of deadlines for their respective liaison officer.

Deadlines for *The Texas Docket* and requested monthly reports are very important and must be observed.

Please notify the President and Parliamentarian of any calendar changes, especially if they will affect any Bylaw or Standing Rule.

DISCIPLINE

SUSPENSION OR EXPULSION OF MEMBERS

DISCIPLINARY PROCEEDINGS

A member may be suspended or expelled at the local, state, or national level. A disciplinary proceeding may be initiated and heard by a local chapter or by the Disciplinary Committee of this Association.

Provisions contained in the current edition of *Robert's Rules of Order* concerning formal procedures for expulsion must be followed.

PRIVACY OF RECORDS AND PROCEEDINGS

All proceedings under these rules at the local, state, or national level shall be private, and the name of the member under investigation shall not be disclosed in any communication or to any person other than to persons whose testimony is necessary in connection with the proceeding or to members of the Disciplinary Committee. However, at the request of the accused member, a disciplinary hearing and the entire record and all proceedings shall be made public. All communications concerning disciplinary proceedings are to be marked "confidential" and all disciplinary files are to be maintained in strict confidence.

APPEALS

To the Texas Association

In the event of suspension or expulsion from a chapter, the member may appeal, in writing, to the Board of Directors of the Texas Association through the President-elect within fifteen (15) days after receipt of notice of action by the local chapter. A copy of intent to appeal shall be mailed to the president of the local chapter concurrently with notice to the Board of Directors of this Association.

The President-elect or the designated committee shall investigate the facts thoroughly and notify the member and the local chapter president and director of the date of the hearing on the appeal.

To the National Association

Where suspension or expulsion of a member by a local chapter has been upheld by the Texas Association and an appeal is desired from said decision, the member shall give notice of appeal at the time of the hearing, and the Texas Association shall furnish a transcript of the proceedings to the designated national officer.

Where suspension or expulsion is initiated by the Texas Association, the member, within fifteen (15) days after receipt of notice of action by the Texas Association, may give notice of appeal to the designated national officer, and the Texas Association shall furnish a transcript of the proceedings to such designated national officer.

TEXAS ASSOCIATION DISCIPLINARY COMMITTEE

The chairman of the Disciplinary Committee shall be the President-elect, who shall appoint the members of the committee, subject to the approval of the Executive Committee. Said committee shall be limited in number to five members, including the chairman. If the President-elect is unable to act, the President shall appoint a chairman and the committee, subject to the approval of the Executive Committee.

The Disciplinary Committee shall investigate thoroughly all facts pertinent to the issues of suspension or expulsion of a member and make a full report to the Board of Directors in executive session, who shall either sustain or reject such suspension or expulsion.

DISTRIBUTIONS

Make every effort to schedule all-member distributions to coincide with a Call to a meeting. Send the distribution in Word, WordPerfect, or PDF format to the Secretary with the request that it be included in the Call transmission being sent to all members. Such material should be received by the Secretary well in advance of the distribution deadline.

E-DISTRIBUTION PROGRAM

All submissions for E-distribution must be submitted to the President for approval at least two weeks prior to the intended distribution date.

The program may be used for official Texas ALP business only and may not be used for solicitation purposes or for purposes of disseminating personal opinions on any issue.

All officers and chairmen must be cognizant of deadlines and allow for the additional time necessary to provide sufficient notice to the E-Distributor.

All items must be submitted to the E-Distributor in PDF format and must include the transmittal language at least two days prior to the distribution deadline.

EMBLEM

Reproduction of the Texas Association emblem in any form for commercial gain is prohibited except by express authority of the Board of Directors.

ETHICS

Strict adherence to the Code of Ethics is imperative for officers and chairmen. They should be aware at all times that they must set an example for the members and that they represent the membership in all contacts with the public.

EXPENSES

No reimbursement for late charges of any kind will be made.

Your files should contain a copy of the current budget, check request form, and transmittal of funds form. The original (and one copy, if mailed) of the check request should be sent to the President for approval and submission to the Treasurer for payment. If you are working with a committee, please closely supervise any expenditure made by your committee. Committee members must submit check requests to the chairman for approval prior to forwarding to the President. Expenses must be submitted within forty-five (45) days of date being incurred. A check request form can be found on the Web site.

Officers and chairmen must pay their own travel expenses in conjunction with the Texas ALP Fall and Annual Conferences. Other travel expense, if on approved Texas ALP official business, must have prior approval of the Executive Committee.

If on approved official travel other than in conjunction with Texas ALP Board/Annual Conferences, Texas ALP will reimburse, ***in addition to the registration fee:***

The lesser of the current IRS rate per mile when driving or actual economy airfare.

One-half (1/2) the hotel double-room, room block rate at the meeting attended.

The cost of approved official travel other than in conjunction with the Texas ALP Fall and Annual Conferences should not exceed the amount budgeted for such travel without prior approval of the President and will not be reimbursed until after such costs have been incurred and the function attended.

Check requests for travel expenses should be submitted promptly to the President.

FILES

For information pertaining to retention of files, please refer to "Records Retention Policy" contained elsewhere in this document.

For information pertaining specifically to the Executive Committee, please see that section in the Officer Guidelines Section of this document.

It is very important to pass your files along to your successor as soon as possible. Keep files up-to-date and organized. You should receive two full years of files from your predecessor. Some files will contain permanent files and these should be well marked.

If the standard information and correspondence regarding your office/chairmanship has been reduced to computer disk or CD, please pass a disk or CD containing such information along with your file to your successor within two (2) weeks of the Annual Conference, with the exception of Treasurer, the Fundraising Chairman, and the Annual Conference Chairman files. **NOTE: Do not delete** any forms or other information related to your files from your computer until you ensure that your successor is able to access files transferred on disk or CD or by e-mail. The Bylaws, Standing Rules, this Manual, calendars, and Forms Manual are all available on the Web site.

Check carefully any items being discarded to make sure they will not be needed (historical value, etc.). **Also refer to Records Retention Policy in this Manual.**

FUNDRAISING ITEMS

When fundraising items are sold at different prices for members and for nonmembers, any NALS member shall be considered as a member.

FUNDING FOR MEETINGS

NALS MEETINGS

Professional Development Conference: Current President-Elect, incoming President-Elect, and Membership Chair (“Funded Member”) (full registration and optional event fee plus expenses as outlined below)

Region 6 Meeting: President (“Funded Member”) (full registration and optional event fee plus expenses as outlined below)

NALS National Forum: President (“Funded Member”) (full registration, award luncheon, and optional event fees plus expenses as outlined below)

Texas ALP will pay, ***in addition to the registration fee:***

The lesser of the current IRS rate per mile when driving or actual economy airfare, and

One-half (1/2) the hotel double-room, room block rate at the meeting attended. If the President is the only representative attending a NALS meeting and is unable to find a roommate, Texas ALP will pay the fee for the entire hotel room.

Travel allowance in the amount of \$100 to each Funded Member per NALS conference attended.

The cost of official travel to NALS and Region 6 conferences should not exceed the amount budgeted for such travel without prior approval of the President.

TEXAS ALP MEETINGS

Texas ALP will pay the full registration fee (excluding optional events) for officers. (It is the duty of each officer to pre-register.) Texas ALP will not pay LATE REGISTRATION fees. The Treasurer will

write one check to cover all officer registration fees.

Officers should attend scheduled functions, i.e., welcome function, any optional event, professional development function, CLE, etc.

The registration fee and any individual event charges (excluding events specifically marked as optional) will be paid in the amount of \$50 per conference for each standing chair and special committee chair by the Texas Association with each chair paying the remaining balance

If Texas ALP pays for your registration fee and you do not attend the meeting, you must reimburse Texas ALP the amount of that registration fee.

Texas ALP will pay for sleeping quarters for the EC when necessary, making all efforts to stay within the budgeted amount. Occasionally, EC members may wish to come in early for personal convenience and will have to pay for their own rooms for that night.

IMPLIED DUTY

Responsibility to the membership is an implied duty which all officers and chairmen should keep firmly in mind. Decisions should be made and duties performed solely on the basis of what is best for Texas ALP. Personal preferences should not be allowed to interfere.

INSUFFICIENT FUNDS AND REFUNDS

Insufficient Checks: The President may take legal action in the event of the inability to collect an insufficient or uncollectible check given in connection with any Texas Association-sponsored function or sale.

Refunds:

The Texas Association will not be responsible for refunding money to any chapter for unused merchandise ordered by the chapter from the Texas Association. Chapters should carefully determine their needs and order accordingly.

A no-refund policy may be in effect for certain Texas Association-sponsored functions, and chapters and members should be aware of any deadline for refunds.

LIAISONS

The President shall assign officers as liaisons to committees. Such assignments are made each year to ensure that committees have a specific link to the executive committee and that each officer has the opportunity to learn about all committees and how they function within Texas ALP.

Officers shall contact assigned committees and mentor the chairs as may be needed. Officers should make every effort to become familiar with assigned committee's duties, especially if the officer has never served as the chair of that committee. Officers should review Bylaws, Standing Rules, and this Manual for committee information.

It is important that each committee chair be diligent in keeping the liaison officer in the loop regarding the committee's activities. In addition, the liaison officer is expected to offer advice when asked, and to ensure the committee is meeting its deadlines and fulfilling its duties.

Officers shall remind assigned liaison chairmen to submit quarterly reports. Each committee

chair (and subcommittee chair, if applicable) is to submit a report to the President-elect to provide an update on the committee’s activities. The President-elect shall compile those reports in *The Roundup* and post on the Web site. See the calendar for specific deadlines.

PRINTING & SHIPPING

Before having anything printed for Texas ALP, obtain three (3) bids for approval by the President. Shipping and copying charges can be substantial, and it is beneficial to shop for price comparisons in this regard. All efforts should be made to get any copying costs donated.

RECORDS RETENTION POLICY

The current President, Secretary, and Parliamentarian will retain a copy of the permanent records on flash drive (FD). Additionally, a FD containing all records will be placed in a safe deposit box as designated by the Executive Committee.

Procedure for transferring records to FD:

Step One: Secretary receives above records from officers and chairmen and organizes for scanning

Step Two: Receive FD of documents and compare with originals

Step Three: Shred original documents. See the following chart for the Current Records Retention Policy.

OFFICER/CHAIR & ITEMS TO RETAIN	PDF/YEARS TO RETAIN
<p>President:</p> <p>Hotel Contracts (including contracts for advertising)</p> <p>Other items President prefers to retain</p> <p>Organizational/historical documents</p>	<p>4</p> <p>4</p> <p>FOREVER</p>
<p>Secretary:</p> <p>Minutes of Board Meetings</p>	<p>FOREVER</p>
<p>Treasurer:</p> <p>Financial Reports</p> <p>IRS Tax Returns (if any), and filing receipts</p> <p>State Sales Tax Returns</p>	<p>7</p> <p>7</p> <p>7</p>
<p>Parliamentarian:</p> <p>Texas ALP Charter</p> <p>Texas ALP current Bylaws/Standing Rules</p> <p>Texas ALP current Policy and Procedures Manual</p> <p>Each chapter’s current charter/bylaws</p>	<p>FOREVER</p> <p>FOREVER</p> <p>FOREVER</p> <p>FOREVER</p>

Bylaws/Standing Rules Chairman:	
Texas ALP Bylaws	2
Texas ALP Standing Rules	2
Fundraising Chairman:	
Purchase/Sales Records	4
Roster Chairman:	
Official/Supplemental Rosters	5
Texas Docket:	
One copy of each issue	FOREVER

REPORTS

BYLAWS: 13, Section 3

All officers, committee chairmen, and task force chairmen shall submit written reports as specified by and when requested by the President for Board and Annual Meetings.

Reports of officers and committee chairmen will be made as necessary and included in the minutes of the meeting, but no motion is required for acceptance of reports. Any recommendation by such officers and committee chairmen should be separately submitted.

All committee and subcommittee chairmen shall submit a report to the President-Elect quarterly giving the status of all committee activities. The President-Elect shall post these reports in the quarterly *Roundup* for distribution to all members. This procedure will be at the discretion of the sitting President.

Prior to each Texas ALP conference, each officer and chairman shall prepare a written report to be completed as requested by the President in the notice which goes out with the Call to the conference. Reports are to follow the format provided in the Forms Manual and written in the first person. Officers and committee chairmen or a committee representative will report at each board meeting as necessary. If reporting orally at a board meeting, do not read your report; rather, give a short synopsis, highlighting important duties or deadlines.

Individual written reports received by the Secretary will be compiled into one document and distributed to all members via e-distribution prior to the conference. If changes are made to your report, please submit a corrected copy to the Secretary immediately following the conference.

Please note the deadline included in the Call for forwarding your reports to the EC. This deadline is very important and will assist the President in preparing the agenda for the meeting and the Secretary in preparing reports for compilation and distribution.

Any officer or chairman who fails to submit her/his written report to the Secretary by the deadline in the Call shall be responsible for delivering to the Secretary a sufficient number of copies for distribution at the conference.

RESIGNATIONS OF CHAIRMEN

When a resignation is received, the President should immediately notify the EC, particularly the Liaison Officer for that committee. The Liaison Officer should immediately review Bylaws, Standing Rules, and Officer/Chairmen Guidelines for any immediate deadlines/actions that need to be handled.

If the resigning chairman has not notified committee members, the President and/or the Liaison Officer will notify committee members. The President should immediately begin an effort to find a replacement chairman. Committee members should be asked if one of them is interested in volunteering to serve as chairman before asking another Texas ALP member outside of the committee.

When a replacement is found, the Liaison Officer needs to contact the potential replacement, by e-mail and phone, to make sure the transition is smooth. After a two-week period, the Liaison Officer should again contact the replacement chairman to see if there are any questions, if the file has been received, etc. This is especially helpful if the replacement chairman has never been a volunteer for Texas ALP before and/or if the replacement has never been a chairman before.

If a replacement is not located, the EC as a team needs to collectively review the committee's duties and make a decision on reassignment of those duties in the most efficient and reasonable manner and with the cooperation of the member(s) asked to take on the new duty. Example: If there is no certification chairman, the Annual Conference recognition function could be reassigned to the Host Chapter and to the Awards Committee, with Awards calculating the certification awards and the Host Chapter handling the function.

When such changes are made, the Officer-Chairmen-Committee Roster, the Mini-Roster, and the official Texas Roster will need to be revised accordingly. The Web site will also need to be revised.

ROSTER

The Treasurer, Membership Chairman, President-elect, and Roster Chairman will receive a full roster of members. At the end of the fiscal year, the Roster Chair should forward her/his copy to the Secretary to be placed in the Texas ALP permanent files.

The Roster of the Texas Association shall be maintained in accordance with Standing Rule No. 11.

RULES OF PROCEDURE

See Standing Rule No. 17.

**THE FOLLOWING PAGES CONTAIN ADDITIONAL DUTIES AND
RESPONSIBILITIES OF SPECIFIC OFFICERS AND CHAIRMEN.**

SPECIFIC GUIDELINES FOR OFFICERS

EXECUTIVE COMMITTEE MEETINGS

The EC will meet before the fall and annual conferences and may have one or more work sessions during the year. Each member of the EC is expected to attend unless it is absolutely impossible to do so. The Secretary shall record the minutes of the Executive Committee and supply the other officers with copies thereof.

In general, EC meetings which will conflict with or overlap scheduled meeting functions will not be planned. An occasional emergency meeting may be necessary, but will be avoided when possible.

Should any Texas ALP-related calls be necessary from the EC suite, notify the Treasurer of such charges so he/she will be aware of them when paying the bill. If personal telephone calls or personal room service charges are charged to the EC suite, notify the Treasurer of such charges and your arrangements to pay for same.

The cost of refreshments for use by EC members will be divided among EC members and are not an expense of the meeting.

In addition, the EC will also pay for the cost of refreshments consumed in entertaining official visitors of the EC, if any, and for any EC receptions. These are also not an expense of the meeting.

FILES

In addition to the Files information in the general section of this document, please be familiar with the following items that are specific to Officers.

All files should be delivered to your successor before the EC Retreat. However, only your year plus the one preceding year should be delivered. Go through your files and eliminate those files which should not be passed on. It is very important to pass your files to the next person as soon as possible. Keep files up-to-date and organized. Some files will contain permanent files and these should be well marked. Check carefully any items being discarded to make sure they will not be needed (historical value, etc.).

Remove from your files any unnecessary personal notes, comments, etc., which would not be needed or beneficial for your successor's use.

Each officer should have a current copy of Bylaws, Standing Rules, Texas ALP Policy and Procedures Manual, Budget, and Forms Manual. If standard information and correspondence regarding your office/chairmanship has been reduced to computer disk or CD, please pass a disk or CD containing such information along with your file to your successor, and make sure that your successor can access such information prior to deleting any information from your computer.

Check carefully any items being discarded to make sure they will not be needed (historical value, etc.). **Also refer to Records Retention Policy in this Manual.**

FUNDING FOR MEETINGS

See the general section of this document for this information.

GENERAL

Letters to the President inquiring about policy or procedures should be answered by the President. Officers receiving copies should write their suggestions or opinions to the President immediately, unless requested in their copy to answer directly to the writer.

The President and any other appropriate officers should be advised, preferably in writing, of telephone calls pertaining to Texas Association business.

ILLNESS OR DEATH

Texas ALP will send cards in instances when someone on the EC is aware of the need. Occasionally, Texas ALP may send flowers in an unusual circumstance, but normally this action will require an EC vote, which may include electronic means.

Texas ALP will make a \$25 memorial contribution:

- a. When a Texas ALP Past President dies (active or inactive);
- b. At the death of a member of the immediate family (spouse, child, or parent) of a Texas ALP Past President who is a member in good standing; and
- c. At the death of a member of the immediate family (spouse, child, or parent) of a current Texas ALP officer.

Contributions shall be made to a charity designated by the family or, if no designation is made, to a charity selected by the Executive Committee. Costs for memorial contributions shall be charged to **Other (Unbudgeted)**. It is recommended that only a sympathy card be sent when the above criteria are not met. Upon majority vote, the Executive Committee shall have the discretion to vary from these guidelines.

OFFICER VISITATION

Official officer visitation no longer exists, except for chapters in trouble which is handled by the President-elect. If a chapter requests an officer to visit, such chapter should be made aware at the outset that the chapter, if possible, will be responsible for and expected to pay for any expenses incurred by such officer. If a chapter needs a visit, but is unable to contribute toward the expenses of the visiting officer, with prior approval arrangements may be made for Texas ALP to pay such expenses.

RESOLUTIONS

Current policy of the Executive Committee is not to present any resolutions.

VOTING RIGHTS

Each officer is entitled to her/his own opinion and should vote accordingly, whether in EC meetings or Texas ALP meetings, and should not feel pressured to conform to what others do.

While each officer has the right to express her/his own opinion about any subject without fear of retribution from other EC members, EC members should be cautious about using their position to influence other Texas ALP members who might be swayed by the officer's position or feel undue pressure.

Occasions may arise when an electronic vote is necessary. When a vote is taken by electronic means and circumstances do not permit sufficient time for all EC members to respond, only enough votes to constitute a majority may be counted.

PRESIDENT

BYLAWS: 6, 7.2, 8, 9, 11, 12, 13, 16, 17, 18, 20

STANDING RULES: 5, 6, 12, 14, 16, 17, 22

In addition to the duties outlined in the B/SR above:

GENERAL

Supervise work of other officers and committee chairmen and delegate special assignments, if desired or when necessary.

Remember that first responsibility is to membership. Encourage full discussion and properly explain matters to the assembly, unless Parliamentarian does, so that no confusion exists about a question.

Approve all expenditures from budgets.

File Form 802 (officers/director) with Texas Secretary of State by **November 15** annually.

Check and mark dates for all association activities and deadlines.

Have Parliamentarian approve agenda in advance of meetings, if possible. Furnish a copy of agenda, prior to meetings, to Executive Committee.

Refer to Standing Rule No. 12 and this Manual pertaining to minutes.

Act as committee liaison person. Contact committee chairmen and let them know you will be working with them as committee liaison. It is best to contact them in writing and to request that they forward all correspondence concerning the committees to you. This gives the committees a direct line to the EC.

Deliver President's Annual Conference files to the incoming President no later than sixty (60) days following the Annual Conference.

CONFERENCES

Advise local chapters of pertinent business expected at meetings so that they may discuss such matters.

Invite participants for Board and Annual Conferences, except those to be secured by host chapter, as set forth herein under the respective procedures for Board and Annual Conferences.

LETTERS

Send congratulatory letter to members who have passed Certification Exams and advise the Executive Committee and *The Texas Docket* Editor of those passing any exams.

Prepare chapter anniversary letters to be sent in sufficient time to the chapter so that it may be read at the chapter meeting held in the anniversary month.

Prepare welcome letters to all new members.

PRESIDENT-ELECT

BYLAWS: 9, 11, 17

STANDING RULES: 5, 7, 12, 19, 22

In addition to the duties outlined in the B/SR above:

Assist chapters having difficulties. If possible, visit such chapters.

After each meeting of the Board of Directors, write each absent local chapter to encourage future attendance, stressing the importance of participation, and forwarding necessary materials from said meeting.

Handle any violations of the Code of Ethics.

When a local chapter desires to withdraw, obtain petition to withdraw form, together with instructions, as directed by the National Association.

Act as liaison with the NALS regional director for the region in which the Texas Association is affiliated. Liaison duties include disseminating information to local chapters with reference to National Association policies and procedures, acting in an advisory capacity to the Texas Association and the local chapters, and such other duties as may be designated by the President or Board of Directors.

Prepare a report of National Association regional meetings for *The Roundup*. Put this on the Conference page of the website if *The Roundup* is no longer prepared.

Prepare *The Roundup* with quarterly recap reports submitted by officers and chairmen by the deadlines set out on the calendar. *The Roundup* is to be approved by President. Send the final version to the Webmaster for posting to the Web site by the deadlines set out on the calendar. Reports will be required at the discretion of the President.

Review and/or proof any documents requested by the President, which may include minutes, hotel contracts, and *The Texas Docket*.

Act as committee liaison as appointed by the President. Upon being appointed to work with a committee, contact committee chairmen and let them know you have been appointed. It is best to contact them in writing and to request that they forward all correspondence concerning the committees to you. This gives the committees a direct line to the EC.

Review and make revisions to the Texas ALP Policy and Procedures Manual as necessary. Ask all officers and chairmen to review the Manual and submit revisions by **March 1**.

Serve as member of the Governance Task Force to review and revise the Texas ALP Policy and Procedures Manual, as necessary.

TREASURER

BYLAWS: 5, 8, 9, 11, 19

STANDING RULES: 5, 8, 14, 20, 21, 22

In addition to duties outlined in the B/SR above:

GENERAL

Be bonded in an amount to be fixed by the Executive Committee or the Board of Directors.

Exercise general supervision of all funds of the Texas Association and any proposed expenditures thereof.

Receive all dues and assessments of this Association in accordance with the National Association bylaws and standing rules. Funds received by the Treasurer for the Texas Association shall be deposited upon receipt in the official depository established for the fiscal year. All disbursements shall be made by check countersigned by the President.

Keep an itemized book of accounts of all funds received and distributed and make a report to the Membership at each meeting.

File required IRS and state tax forms.

Be responsible for certifying with the Roster Chairman and submitting to the Nominations and Elections Chair a list of members eligible to vote.

Be aware of any insufficient funds checks or requests for refunds and proceed in accordance with the Association's policy pertaining to such things.

File the Texas Sales & Use Tax Return, which is due **January 20**. No sales tax is paid on items purchased for resale. If the Fundraising Chairman did not provide a Sales and Use Tax Resale Certificate to the vendor when the order was placed, one should be included with the check to the vendor (and the sales tax deducted from the invoice).

NALS, local chapters and state associations are 501(c)(6) corporations. If gross receipts are lower than \$25,000, electronically file a Form 990-N (e-postcard) with the IRS on the 15th day of the 5th month following the close of the fiscal year. Our FY runs from 5/01 through 4/30. File IRS tax form (990, 990-EZ or 990-N, whichever is applicable) by **September 15**.

Texas ALP is exempt from paying franchise tax to the Texas Comptroller. A copy of the exemption should be maintained in the permanent Treasurer's files.

Provide the EC, Roster Chairman, E-Distributor, and Membership Chairman with copies of dues transmittals (rebate reports) from NALS. This is the source of Texas ALP's Official Roster.

Furnish accounting of membership to Executive Committee when requested.

Pay the NALS Regional Assessment on or after **May 1**.

Act as committee liaison person as appointed by the President. Upon being appointed to work with a committee, contact committee chairmen and let them know you have been appointed. It is best to contact them in writing and to request that they forward all correspondence concerning the committees to you. This gives the committees a direct line to the EC.

Act as Treasurer and Financial Chairman for all Texas ALP non-hosted conferences. Prepare a profit and loss statement for any non-hosted Texas ALP conferences.

Budget. Prepare a first draft of the proposed budget, with the assistance of the President, by **December 1** and send to the EC. Send preliminary budget to all members by **March 1** for review, comment, and approval by the Board of Directors at the Annual Meeting.

Check Requests. All requests for reimbursement will be sent directly to the President, who will then forward the original copy to you, along with supporting receipts, etc., for payment. The President will approve the request, designate the budgeted line item to be charged, and give you any other instructions necessary. Process all requests as soon as possible so that everyone will receive reimbursement checks quickly.

Expenses. See the general section in this Manual under “Expenses” for this information.

Files. Files of financial records for previous years shall be delivered to the incoming Treasurer at the Annual Conference or by June 30.

The outgoing Treasurer shall forward the permanent records of the Treasurer not being forwarded to the incoming Treasurer, including rosters, to the outgoing Secretary for placement in the Texas Association permanent storage.

Financial Review. Submit financial records for review to the Financial Review Committee Chairman for the fiscal period to which the records relate, which report of the Financial Review Committee shall be presented to the Board of Directors.

Financial records to be submitted to Financial Review include: balance sheet, budget, income/expense report, itemized categories report (bank statement and CDs) register report, transaction report, reconciliation statement, copies of checks that made up deposits, funds transmittal forms, check request forms with supporting documents attached for each check or an explanation of why a completed requisition form was not required for an expenditure (i.e. budget item); NALS rebate reports; and secondary membership applications.

Prepare reports and submit financial records to Financial Review Chairman for Review as follows:

Reporting Period Covering	Records Due to Financial Review	Fundraising Chairman’s Report Due
May 1 through August 31	September 15	Board Meeting
September 1 through April 30	May 15	Annual Meeting or Board Meeting

The outgoing Financial Review Chairman reviews the September 1 through April 30 records and prepares the report which is presented at the Fall Board Meeting by the incoming Financial Review Chairman.

Surety Bond. A commercial blanket bond is what gives protection to the association and covers the officers and chairmen who handle association finances. Because it is a "blanket bond," certain specified officers and chairmen are covered by virtue of their position, not specifically naming each

individual. The President, President-elect, Treasurer, Fundraising Chairman, Annual Conference Finance and Registration Chairmen, and Fall Conference Finance and Registration Chairmen are covered. The officers listed are those who are authorized to sign checks or handle money. The surety bond is renewed on **July 1**.

SECRETARY

BYLAWS: 6, 9, 11

STANDING RULES: 5, 9, 12, 22

In addition to the duties outlined in the B/SR above:

GENERAL

Compile reports of officers and chairmen for distribution by e-mail to all members prior to the Fall and Annual Conferences **as directed by the President**.

Act as committee liaison as appointed by the President. Upon being appointed to work with a committee, contact committee chairmen and let them know you have been appointed. It is best to contact them in writing and to request that they forward all correspondence concerning the committees to you. This gives the committees a direct line to the EC.

Prepare chapter anniversary certificates for the President's signature. There is a list of anniversary dates for each chapter in the file.

Sign the certificate of adoption as prepared by the Parliamentarian regarding the adoption of any amendment or revision of the Texas Association Bylaws.

Chair the special resolutions committee.

CALL

Send out the call to Annual Meetings thirty (30) days prior thereto and the call to Board Meetings thirty (30) days prior thereto at the direction of the President. Such notices shall be drafted and submitted to the President for approval before final preparation for distribution.

CREDENTIALS

Receive certifications of directors and directors *pro tem* to all meetings of the Board of Directors.

Prepare credentials list of elected and appointed officers and directors prior to each board meeting, furnishing copy thereof to each member of the Executive Committee.

LETTERS

When known, acknowledge illness or death of a Texas Association member or the immediate family of a member with an appropriate card. If appropriate and when directed by the Executive Committee, send Christmas cards to a list approved by the President.

Immediately after any Texas Association function, prepare letters of appreciation as directed by the President. The chairman of the function shall be notified in advance that the names and addresses of hotel contact, etc., will be needed.

Prepare congratulation letters to all new Texas PPs, PLSs, and ALSs, for the President's

signature, if so requested. A list of those passing is available from the Certification Chairman. Form letters can be used, and examples are in the file. Letters should be sent as soon as possible after results are available (within six weeks of the exam date).

The outgoing Secretary is responsible for review, correction, and distribution of Annual Meeting minutes. The final minutes should be sent to all members.

MINUTES

Send draft of Board Meeting minutes and Annual Meeting minutes within thirty (30) days from date of the meeting to the Executive Committee officers who were in office at the time of the meeting for review, correction, and President's approval before preparing in final form for distribution not more than sixty (60) days from date of meeting. Final minutes shall be distributed to all members.

Minutes of the Texas Association shall conform with Standing Rule No. 12. The Secretary is responsible for preparing the EC actions report to be included with minutes of Board of Directors meetings. EC meeting minutes will be prepared by the Secretary and furnished only to EC members. EC meeting minutes should not reflect any personal discussions, but should reflect only those items which need to be recorded for future reference. EC meeting minutes will not be maintained in officer files passed on each year, and each officer should maintain her/his own set for future reference.

PRESIDENT'S COMMEMORATIVE ITEM, PIN, AND GIFT

The outgoing President shall be presented with a commemorative gift and a pin at the Annual Conference. The immediate Past President shall be responsible for ordering both these items by February 15 of each year and presenting them to the President at the Presidents' Banquet (unless another person is selected to make the presentation). The Secretary shall confirm with the Immediate Past President that these items have been ordered.

Prepare and send (via e-distribution) a letter to all officers, committee chairmen, chapter directors, and Texas ALP past presidents requesting a donation to the Texas ALP President's Gift Fund. The letter should explain the significance of the gift and a deadline to send contributions. This request should be sent in January of each year.

TEXAS ALP HISTORY

The outgoing Secretary shall be responsible for updating the Texas ALP History which may include:

- Long Range Plan (if updated by the Strategic Planning Committee),
- *The Texas Docket*,
- Name of current year Texas ALP President,
- Location of current year Texas ALP Fall and Annual Conferences,
- Legal Professional of the Year for the current year,
- Texas ALP members serving on NALS board and/or committees,
- NALS Award of Excellence recipient for the current year,
- Honorary Members,
- Certification (with total number of certified members),
- List of certified PLSs (in alphabetical order),
- List of certified ALSs (in alphabetical order),

- List of PPs (in alphabetical order),

At the end of the year, forward history updates to the Webmaster for posting to the Web site.

PARLIAMENTARIAN

BYLAWS: 8, 9, 12, 16, 18, 20

STANDING RULES: 5, 10, 12, 16, 17, 18, 22

In addition to the duties outlined in the B/SR above:

GENERAL

Be familiar with Roberts Rules of Order, latest version, as well as NALS and Texas ALP Bylaws and Standing Rules.

Assist the President in preparing and proofing agenda for each meeting.

Assist the President in preparing calendars for the year, designating events and deadlines, and provide to officers, chairmen, and Webmaster for posting, updating as necessary.

Act as committee liaison person as appointed by the President. Upon being appointed to work with a committee, contact committee chairmen and let them know you have been appointed. It is best to contact them in writing and to request that they forward all correspondence concerning committees to you. This gives committees a direct line to the EC.

Forward revised Bylaws to NALS with Certification of Adoption by **June 15** (outgoing Parliamentarian) per NALS Uniform State Bylaws 9.2.

After amendments or revisions to Texas Association Bylaws, forward to NALS Resource Center one (1) copy of the amended or revised Bylaws and one (1) copy of the certificate of adoption stating the date of adoption and that such Bylaws or amendments do not conflict with the National Association Bylaws.

Refer to this Manual pertaining to minutes.

Act as an *ex officio* member of the Governance Task Force of the Strategic Planning Committee.

CHAPTER BYLAWS

Request that chapters submit proposed bylaw changes to you prior to submission to the chapter membership so that any changes might be worked out prior to the chapter's action. When chapters pre-submit proposed bylaw amendments, look them over for conflicts with state or national bylaws and for other items that may create problems. Let the chapter know your recommendations as soon as possible.

Check proposed amendments and compare to bylaws and standing rules to be sure no conflicts exist.

Once the chapter has approved bylaw amendments, the amendment, along with a certificate of approval, should be forwarded to you for approval. Once approved, one (1) copy of the amendments and the certificate is forwarded to the NALS Resource Center. The other copy is retained for the

permanent Texas ALP Parliamentary files. The certificate of approval should be signed by the chapter secretary stating the date of adoption and that such bylaws or amendments do not conflict with the National Association or Texas Association bylaws. Retain one copy of the certificate of bylaws or amendments. Notify the local chapter of date of forwarding to the National Association.

MEETINGS

Know how to handle basic motions such as postpone indefinitely, table, amend, and call for the question and know where other items can be located.

Know what motions require a two-thirds vote.

Know what the credentials count is at all times so that a majority or two-thirds vote can be attested to.

Furnish to the voting body at the Annual Meeting copies of Rules of Procedure and General Instructions on Voting.

If available prior to the meeting, ask that those motions or amendments being made from the floor be delivered in writing to the President prior to the meeting so the President will already have it for the agenda and be prepared to handle the item.

During all business sessions, accept all messages intended for the Chair and, without exception, interrupt the Chair only for those messages which constitute an emergency, unless another officer is appointed by the President to perform this duty. All other messages will be given to the Chair at the next break in the business session.

RESOLUTIONS

A special Resolutions Committee may be established by the President to offer, among other things, resolutions of respect.

In the event of the establishment of a special Resolutions Committee, the Secretary shall chair the committee, and the Parliamentarian shall act as *ex officio* member.

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SPECIFIC GUIDELINES FOR CHAIRMEN

ANNUAL EDUCATIONAL CONFERENCE

BYLAWS: 7, 13

STANDING RULES: 3, 5, 22, 24, 25

Also refer to Texas ALP Guidelines for Bidding and Planning Educational Conferences and registration form template.

In addition to duties outlined in the B/SRs above:

Annual Conference Chairman shall:

Be appointed by the host chapter, subject to approval of the Executive Committee. In the event that the Annual Conference is nonhosted, the President shall appoint an Annual Conference Chairman, subject to approval of the Executive Committee.

Set Annual Conference date (subject to approval of the President), select Annual Conference facilities, and appoint host chapter committees to plan all details of the Annual Conference.

Make status reports as requested by the President.

Be a standing committee chairman of the Texas Association and report regularly to the President and Board of Directors at its regularly scheduled meetings.

Prepare and submit a proposed Annual Conference budget, registration form, and schedule of events to the Executive Committee, for approval, within sixty (60) days after winning the bid. Prepare and submit final Annual Conference financial report to the Board of Directors at the Board Meeting following the Annual Conference.

Finances, Funds, and Distributions:

The Annual Conference Chairman shall appoint a finance chairman.

The Annual Conference finance chairman shall maintain a separate bank account known as “(Host Chapter Name) Special Meeting Account” in which shall be deposited all Annual Conference monies.

All approved expenses of the Annual Conference shall be paid from the Special Meeting Account. Texas Association contest awards **are not** Annual Conference expenses.

The Annual Conference Chairman shall co-sign all checks from the Special Meeting Account with the Annual Conference finance chairman.

The Annual Conference finance chairman shall keep an accurate record of all funds received and disbursed in accordance with generally accepted accounting procedures. Final accounting of the Annual Conference shall be concluded no later than forty (40) days after the Annual Conference. In addition, the finance chairman shall prepare a balance sheet and profit and loss statement, which shall be submitted to the Financial Review Chairman, with the original records, for financial review within five (5) days of the final accounting. **Note:** Documents forwarded to the Financial Review chair at the

close of the Annual Conference books should include the conference budget previously approved by the Executive Committee.

Upon completion of financial review, the Financial Review Chairman will report to the Executive Committee, and the Executive Committee shall authorize final distribution of monies. The Annual Conference Chairman shall present a check to the Texas Association with the final accounting within seven (7) days of completion of the review or as directed by the Executive Committee. No deviation from this procedure shall be acceptable unless an extension of time has been requested and obtained from the Executive Committee. Any balance remaining from receipts of the Special Meeting Account, after payment of all approved expenses of such Annual Conference, shall be divided equally between the Texas Association and local chapter hosting the Annual Conference, or, if there is a deficit, one-half of the same shall be borne by the Texas Association and one-half by local chapter hosting the Annual Conference.

The Texas ALP Treasurer shall act as Treasurer and Finance Chairman for any nonhosted Annual Conference.

In the event an Annual Conference is nonhosted, all profits or losses shall inure solely to the Texas Association.

Registrations and Reservations: Approved conference registration form and schedule of events shall be furnished to *The Texas Docket* Editor, Webmaster, and Marketing Chairman prior to the conference and distributed at the conference immediately prior to the event.

Seminars: Legal education provided at the Annual Conference shall be coordinated by the Texas ALP Education Chairman and approved by the President.

General: Within six weeks after the Annual Conference, all Annual Conference files, except financial records, shall be given to the local chapter hosting the next Annual Conference, and all Annual Conference financial records shall be forwarded as soon as possible after financial review, but no later than the Fall Conference immediately following the Annual Conference.

The local chapter hosting an Annual Conference should keep a permanent file with the necessary financial information for the chapter's use in preparing and substantiating its annual income tax information return.

AWARDS CHAIRMAN

BYLAWS: 13
STANDING RULES: 5, 22

In addition to the duties outlined in the B/SR above:

GENERAL

Any annual award based on membership will use the Treasurer's membership report for either (1) the period ending April 30 of the current fiscal year or (2) for each membership reporting period (August 31 and April 30) or (3) as determined by the current Membership Chairman and approved by the EC. Secondary and honorary members will not be included in a chapter's membership total for competition purposes.

The Parliamentarian, or another officer appointed by the President if the Parliamentarian is unavailable, shall be responsible for verifying submissions and results of each competition or award before results are announced. The officer appointed should also verify the chapter affiliation.

RESPONSIBILITIES

Coordinate all awards to be presented by this Association at the Annual Conference, including Legal Professional of the Year, Scholarship, and any other awards to be given (with the exception of Membership and Certification awards).

Provide Awards forms to the Executive Committee for approval at their retreat. Provide updates and corrections to the Webmaster for Awards forms on Texas ALP's Web site.

Obtain correct number of judges for each award and submit for approval by the Executive Committee.

In addition to the usual notifications, include timely blurbs in the Texas Roundup.

The Awards Chairman is responsible for coordinating the following awards, including rules, regulations, applications, and judges.

LEGAL PROFESSIONAL OF THE YEAR AWARD

A Legal Professional of the Year award shall be presented at the Annual Conference each year. See "Appendix No. 1" in this Manual for Rules and Regulations and Calendar of Events for this award.

General

Review the Official Rules and Regulations for any changes or additions which should be made.

Timely distribute Rules and Regulations to all Texas ALP officers, directors, and chairmen.

Thoroughly check all nomination forms to make sure that all rules and regulations have been complied with and forward nomination forms to the judges.

Coordinate interviews of the three finalists at the Annual Conference.

Purchase an award, subject to approval of the EC, for the winner. The Awards Chair has the option of getting a gift without the name of the LPY engraved on it.

Introduce the three finalists at an appropriate time as directed by the EC. Introduce the three finalists again at the general assembly of the Annual Meeting and present each with a certificate.

Announce the winner at an appropriate time (usually at the banquet on Saturday night of the Annual Conference).

SCHOLARSHIP AWARD

Texas Association Scholarship is presented at the Annual Conference each year. See "Appendix No. 2" in this Manual for Rules and Regulations and the Calendar of Events for this award.

General

Follow up with previous year's scholarship recipient and report status/progress to members.

Review Official Rules and Regulations for any changes or additions which should be made.

Timely distribute Rules and Regulations to all Texas ALP officers, directors, and chairmen.

Thoroughly check all nomination forms to make sure all rules and regulations have been complied with and forward nomination forms to the judges.

Announce the winner at the Annual Conference and present two Scholarship Awards -- one for the scholarship recipient and one for the sponsoring chapter.

Verify scholarship recipient's enrollment in school prior to sending any funds.

The Texas ALP scholarship is payable in one payment of \$1,500 at the beginning of the Fall semester. Payment will be made directly to the recipient or to the school upon receipt of proof of enrollment. The proof of enrollment form will be utilized by the Texas ALP Awards Chairman to process the payment.

BYLAWS/STANDING RULES CHAIRMAN:

BYLAWS: 13
STANDING RULES: 5, 22

In addition to duties outlined in the B/SR above:

Furnish the Executive Committee with a copy of proposed bylaw/standing rule amendments or revisions as proposals are submitted.

Periodically review Bylaws and Standing Rules for necessary changes. Recommend amendments and maintain Bylaws and Standing Rules in conformance with National Association bylaws and standing rules.

Following board and annual meetings, the Chairman shall, within 30 days after each meeting, update the Bylaws and Standing Rules and forward a copy to the Executive Committee and to the Webmaster for posting to the Website.

Under the direction of the Parliamentarian, review any editorial changes to the Bylaws and Standing Rules necessary to renumber paragraphs or pages or to correct errors in punctuation, grammar, or spelling. Final draft of the Bylaws and Standing Rules shall be approved by the President or a committee assigned to approve same.

CERTIFICATION CHAIRMAN

BYLAWS: 13
STANDING RULES: 5, 22

In addition to duties outlined in the B/SR above:

Cooperate with the National Association and Texas ALP in promoting current certification programs and provide updates and corrections to the Webmaster for Texas ALP's Web site.

Inform the membership of certification requirements/eligibility, deadlines for applications, dates for upcoming examinations, and any changes to the programs. Answer membership inquiries regarding same.

Maintain a supply of up-to-date certification brochures, applications, and testing center information. If copies of these items are in the file received from the predecessor, be sure they are current.

Immediately inform the Executive Committee and all local chapter presidents of members and nonmembers passing certification exams or recertifying with respect to certification programs promoted by the National Association.

Send congratulatory letters to all newly certified members and nonmembers in Texas immediately after they have passed their exams. For nonmembers, include current membership brochure and contact information for Membership chair.

Work with Marketing Chairman to publish press releases for members and nonmembers passing certification exams or re-certifications.

Serve as an *ex officio* member of the Texas ALP Education committee.

Prepare articles to publish in *The Texas Docket* to promote certification programs, including application deadlines and examination dates.

Work with local chapters to plan and promote certification study programs.

Plan, coordinate, and market Texas ALP study courses for membership (fee for course, if any, to be approved by the Executive Committee).

In cooperation with the hosting chapter of Annual Educational Conference, plan a Recognition Function for members and local chapters who have succeeded over the last year. Be responsible for the computation and presentation of awards at the Recognition Function. Awards presented at Recognition Function are as follows: Clara Lagow PLS Awards, Texas ALP Accreditation Awards, Texas ALP Professional Paralegal Certification Awards, , Clara Lagow Accreditation, "Champion Mentor Awards." If a local chapter has received the Clara Lagow Accreditation three out of five years previous, such local chapter will maintain "Champion Mentor" status for three consecutive years before being eligible for additional applicable awards. For awards having two parts, one shall be presented to the local chapter having the greatest increase of certified primary members during the fiscal year and the other award shall be presented to the local chapter having the greatest percentage of certified primary members during the fiscal year, with the results to be verified in advance by the Parliamentarian.

CRAM WEEKEND GUIDELINES

When planning a cram weekend, be sure there are no conflicting holidays or other major events, especially in the area where the weekend is to be held.

The city chosen for a cram weekend should be easily accessible. The location (hotel) within the city should be easy to find.

Registrants should be informed of what they need to bring with them and should be informed of suggested references.

Registration forms and fees must be approved by the EC prior to distribution of the registration forms.

E-DISTRIBUTOR

BYLAWS: 13
STANDING RULES: 5, 22

Be responsible for the E-Distribution program and dissemination via e-mail of Texas ALP official business as directed by the President.

Include at the end of each e-distribution the following language:

<p>NOTICES</p> <p>If you wish to be removed from the Texas ALP e-mail distribution list, please so respond to this message.</p> <p style="text-align: center;">Caution Regarding Removal From the Texas ALP E-mail Distribution List</p> <p>In the event you desire to be removed from the Texas ALP e-mail list, please be aware of the consequences of such removal. In today's business environment, e-mail is the method that allows Texas ALP to communicate most expeditiously and cost-effectively with its members and has become the primary communication tool. Please know that, in removing you from the e-mail distribution list, you are also requesting that you not receive the Call and other notices that may be sent by Texas ALP to its members. If you wish to be removed from the e-mail distribution list of your local chapter or of NALS, please contact them directly.</p> <p style="text-align: center;">Restrictions to Use of Distribution List</p> <p>The member information included in this distribution list is to be used solely to enhance communications within our membership. This information is not to be used for solicitations of any kind. Thank you for respecting the personal nature of this information.</p>
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Use the E-Distribution program for official Texas ALP business only and not for solicitation purposes or for dissemination of personal opinions on any issue.

All submissions must be submitted to the President for approval at least two weeks prior to the intended distribution date.

All officers and chairmen must be cognizant of deadlines and allow for additional time necessary to provide sufficient notice to the E-Distributor.

All items must be submitted to the E-Distributor in PDF format and must include the transmittal language at least two days prior to the distribution deadline.

EDUCATION CHAIRMAN

BYLAWS: 13
STANDING RULES: 5, 22

In addition to duties outlined in the B/SR above:

Plan and coordinate legal education seminars sponsored by Texas ALP, with fee approved by the Executive Committee.

Obtain speakers for each Texas ALP educational conference prior to the deadline which is **90 days** prior to each conference. Provide detailed topic information, along with the category of law, for each seminar.

Timely promote, through articles in *The Roundup*, education seminars to be provided at state meetings and official courses.

Work with the Marketing Chairman to promote seminars, official courses, and educational materials.

Provide a schedule of CLE topics and speakers to the Secretary to be included in each Call.

Prior to each meeting, the local committee member should send an initial confirmation letter to each speaker. The Education Chairman should follow-up, re-confirming dates and times and offering assistance. Be sure to obtain a short biography from each speaker for introduction purposes and set a deadline with speakers for receipt of any handouts well in advance of the seminar for presentation. See "Printing and Shipping" in the general section of this Manual.

For each state meeting, prepare a master "blank" CLE certificate for the seminar host to copy and include in the registration packets. **NOTE:** All CLE certificates should be printed on white paper (which makes for better copies when members are preparing recertification submissions).

Following a state meeting, both the local committee member and the Education Chairman should send thank you letters to each speaker.

In an effort to provide current, cutting-edge seminars, maintain for reference a list of CLE topics offered at each conference for a period of no less than three (3) years. It is preferable to not offer the same topics at back-to-back conferences.

Provide education articles for each issue of *The Texas Docket*.

The Certification Chairman is an *ex officio* member of this committee and should be advised of all committee meetings.

Provide Certification and Professional Development Chairmen with legal education certificates, if applicable. Work closely with these Chairmen in order to provide members an opportunity to earn credit toward CLE by attending certification or leadership seminars.

Encourage local chapters to plan legal education study courses/seminars and assist with execution of same. Assist local chapters with contacting colleges about courses for legal professionals.

FALL EDUCATIONAL CONFERENCE

BYLAWS: 6, 13

STANDING RULES: 2, 5, 22, 24, 26

Also refer to the Texas ALP Guidelines for Bidding and Planning Educational Conferences and registration form template.

In addition to duties outlined in the B/SR above:

Fall Conference Chairman shall:

Be appointed by the host chapter, subject to approval of the Executive Committee. In the event that the Fall Conference is nonhosted, the President shall appoint a Fall Conference Chairman, subject to approval of Executive Committee.

Set Fall Conference date (subject to approval of the President), select Fall Conference facilities, and appoint host chapter committees to plan details of Fall Conference.

Make status reports as requested by the President.

Be a standing committee chairman of the Texas Association and report regularly to the President and Board of Directors at its regularly scheduled meetings.

Prepare and submit a proposed Fall Conference budget, registration form, and schedule of events to the Executive Committee, for approval, within sixty (60) days after winning bid. Prepare and submit final Fall Conference financial report to the Board of Directors at the Annual Meeting following the Fall Conference.

Finances, Funds, and Distributions:

The Fall Conference Chairman shall appoint a finance chairman.

The host chapter shall maintain a separate bank account known as “(Host Chapter Name) Special Meeting Account” in which shall be deposited all Fall Conference monies.

All approved expenses of the Fall Conference shall be paid from the Special Meeting Account.

The Fall Conference Chairman shall co-sign all checks from the Special Meeting Account with the Fall Conference finance chairman.

The Fall Conference finance chairman shall keep accurate records of all funds received and disbursed in accordance with generally accepted accounting procedures. Final accounting of the Fall Conference shall be concluded no later than forty (40) days after the Fall Conference. In addition, Finance chairman of the Fall Conference shall prepare a balance sheet and profit and loss statement, which shall be submitted to the Financial Review Chairman, with original records, for financial review within five (5) days of final accounting of the respective meeting. **Note:** Documents forwarded to Financial Review chair at the close of Fall Conference books should include the conference budget previously approved by the Executive Committee.

Upon completion of the financial review, Financial Review Chairman will report to the Executive Committee, and the Executive Committee shall authorize final distribution of monies. The Fall Conference Chairman shall present a check to the Texas Association with final accounting within seven (7) days of completion of Review, or as directed by the Executive Committee. No deviation from this procedure shall be acceptable unless an extension of time has been requested and obtained from the Executive Committee. Any balance remaining from receipts of the Special Meeting Account after payment of all approved expenses of the Fall Conference shall be divided equally between the Texas Association and local chapter hosting the Fall Conference, or, if there is a deficit, one-half of the same shall be borne by the Texas Association and one-half by local chapter hosting the Fall Conference.

Texas ALP Treasurer shall act as Treasurer and Finance Chairman for any nonhosted Fall Conference.

In the event a Fall Conference is nonhosted, all profits or losses shall inure solely to the Texas Association.

Registrations and Reservations: The approved conference registration form and schedule of events shall be furnished to *The Texas Docket* Editor, Webmaster, and Marketing Chairman prior to the conference and distributed at the conference immediately prior to the event.

Seminars: Legal education provided at the Fall Conference shall be coordinated by Texas ALP Education Chairman and approved by the President.

General: The local chapter hosting the Fall Conference should keep a permanent file with necessary financial information for the chapter’s use in preparing and substantiating its annual income tax information return.

FINANCIAL REVIEW CHAIRMAN

BYLAWS: 13

STANDING RULES: 5, 22

In addition to duties outlined in the B/SR above:

Review and update guidelines and procedures for Financial Review as necessary.

Review records of Treasurer, Fundraising Chairman, Annual Conference Chairman, and Fall Conference Chairman within thirty (30) days of receipt of said records, verifying all receipts and disbursements, and report on said Reviews as follows:

Records	Records Due to Financial Review Chairman	Reporting Period Covered	Financial Review Report Due
Treasurer and Fundraising Chairman	September 15	May 1 through August 31	Annual Meeting
Treasurer Fundraising Chairman	May 15	September 1 through April 30	Board Meeting
Annual Conference Chairman	45 days following Annual Conference	Annual Conference	Board Meeting
Fall Conference Chairman	45 days following Fall Conference	Fall Conference	Annual Meeting

Upon completion of review of financial records of Treasurer and Fundraising Chairman for the period September 1 through April 30, the outgoing Financial Review Chairman shall provide a financial review report to the current Financial Review Chairman for delivery to the Board of Directors at the Board Meeting.

Return the books to Treasurer or to the Treasurer-elect, as appropriate, within seven (7) days of completion of financial review.

Return the books to Fundraising Chairman or to the incoming Fundraising Chairman, as appropriate, within seven (7) days of completion of financial review.

Report to Executive Committee; deliver the books of Annual Conference Chairman to next year’s Annual Conference Chairman within seven (7) days of completion of financial review; and present a financial review report covering such books at the Board Meeting.

Report to Executive Committee; deliver the books of Fall Conference Chairman to next year’s Fall Conference Chairman within seven (7) days of completion of financial review; and present a financial review report covering such books at the Annual Meeting.

POLICY AND PROCEDURES FOR PERFORMANCE OF FINANCIAL REVIEW:

TREASURER'S RECORDS

The Treasurer closes out the financial records as of *April 30* and delivers them to you at the Annual Conference or within thirty (30) days thereafter. Documents/records required for review are: reports for fiscal period, including balance sheet, budget, income/expense report, itemized categories reports (bank statement and CDs), register report, transaction report, reconciliation statement, copies of checks that make up deposits, funds transmittal forms, check requisition forms with supporting documents attached for each check or an explanation of why a completed requisition form was not required for an expenditure (i.e. budget item), NALS rebate reports, and secondary membership applications.

Procedure:

Using the register report, each check and deposit is compared to those contained in the bank statements. Reconcile bank statements. Simultaneously, each transaction is checked for amount and verified that posting was to the proper budget account. (Highlighter pens make it easier to keep track of checked entries.)

Using the register report totals, verify all amounts shown on the Balance Sheet and Profit and Loss statement. Verify the register report balance. If adjustments are necessary, an Amended Balance Sheet and Amended Income/Expense Statement should be prepared and made a part of Financial Review Committee report presented at Fall Board Meeting.

FUNDRAISING CHAIRMAN'S RECORDS

Fundraising Chairman closes out the records as of *April 30* and delivers them to you at the Annual Conference or within thirty (30) days thereafter. Documents/records required for review are: records showing beginning inventory, number of items added to inventory, number of items sold, and ending inventory, copies of checks received for purchases.

Procedure:

Verify that beginning inventory amounts used by both the Fundraising Chairman and the Treasurer are the same. Using records furnished, verify each entry made during the year. Using both the Fundraising Chairman's records and the Treasurer's records, verify that monies sent/received are the same. Verify that ending inventory amounts used by both the Fundraising Chairman and the Treasurer are the same.

ANNUAL AND BOARD CONFERENCE FINANCIAL RECORDS

Each Annual/Board Meeting Conference closes out the financial records as soon as possible after the hosted meeting and should send the following items for review: **ORIGINALS** of journal, ledger (if any), checkbook stubs, supporting documents for each check written, copies of checks (if available) that make up each deposit, bank statements, Profit and Loss Statement, and Balance Sheet, plus the operating Budget for the conference.

Procedure:

Using checkbook stubs, each check and deposit is compared to those contained in the bank statements. Verify that the ledger balances. Simultaneously, check each journal and ledger entry for

amount and verify that posting was to the proper account. (Highlighter pens make it easier to keep track of checked entries.)

Using ledger totals, verify all amounts shown on the Profit and Loss Statement.

Prepare a Profit and Loss Statement to be included as part of the Financial Review Committee report for each Annual/Board Meeting.

FUNDRAISING CHAIRMAN (

Bylaws: 13
Standing Rules: 5, 22

Devise ways and means of raising funds for the Texas Association, with approval of Executive Committee or Board of Directors.

Develop and market logo items approved by Executive Committee.

Submit Texas Sales and Use Tax Resale Certificate to the vendor when ordering fundraising items for resale.

Have items available for sale at all Texas Association functions and arrange with the respective Board Meeting or Annual Meeting chairman for a display table.

Provide articles and fundraising order forms for *The Roundup*.

Verify that mail order shipping rates advertised are the current USPS rates.

Keep local chapters fully informed of items available for sale.

Forward all monies promptly to Treasurer.

Maintain an inventory, including the beginning and ending figures, for financial review purposes. Keep a record of original purchase price and cost at which sold (including original cost at which sold for marked-down items) for each fundraising item, and provide to Executive Committee with the inventory prior to each Executive Committee meeting.

Close records of Fundraising Chairman for the fiscal year by April 30.

Prepare reports and submit financial records to Financial Review Chairman for Review as follows:

Reporting Period Covering	Records Due to Financial Review	Fundraising Chairman's Report Due
May 1 through August 31	September 15	Board Meeting
September 1 through April 30	May 15	Annual Meeting or Board Meeting

Submit financial records for the period of September 1 through April 30 to outgoing Financial Review Chairman.

FUNDRAISING ITEMS. When fundraising items are sold at different prices for members than for nonmembers, any NALS member shall be considered a member.

MARKETING CHAIRMAN

BYLAWS: 13

STANDING RULES: 5, 22

In addition to duties outlined in the B/SR above:

Work with local chapters in maintaining an updated list of news media publications.

Make contributions to *The Roundup*, giving marketing tips for local chapters.

Prepare the Region 6 ad for the incoming committee. Prepare other ads as requested for NALS Professional Development Conference and NALS Annual Forum.

Assist Membership Committee in marketing and advertising benefits of membership in the Texas Association.

Develop and keep updated promotional packet for distribution to local bar associations and for use by local chapters for local bar presentations.

Keep updated and expand Texas Association brochure.

Promote to the legal community benefits of the Texas Association.

Work with Certification Committee in preparing press releases to be submitted by Marketing Committee for members and nonmembers passing certification exams or recertifying with respect to certification programs promoted by the National Association.

Prepare and furnish press release forms to all chapters at least three weeks prior to the registration deadline for each Texas Association function.

Assist local chapters in planning Day-In-Court observance events.

Work with Texas ALP Education Chairman and Certification Chairman in promoting seminars, official courses, and education materials which shall include providing promotional material to be included in *The Texas Docket* for all Texas Association-sponsored seminars, educational events, and conferences.

MEETINGS COORDINATOR

Bylaws: 13

Standing Rules: 5, 22

In addition to the duties outlined in the B/SR above:

❖ It shall be the duty of the committee to encourage and assist chapters to bid for board and annual conferences, and to act as coordinator between the President, Executive Committee, applicable Chairmen, and the hosting chapter in implementing the scheduled conferences.

❖ Receive all bids for hosting board or annual conferences.

- ❖ Review all material received for conformity with Association needs. Contact bidding chapters for clarification and/or revisions to bids as necessary. Prepare a comparison sheet for use by Directors in selecting sites, which comparison sheet shall be furnished to the Executive Committee prior to preparation of the Call to the conference.
- ❖ In the event that only one bid is received for a board conference, this committee may propose an alternate site for a non-hosted conference and prepare a comparison sheet as mentioned above.
- ❖ In the event of a non-hosted board conference, this committee shall coordinate all phases of the conference under direction of the President. Monthly reports concerning the progress of the committee shall be furnished to the President.
- ❖ Prepare and keep current the Guidelines for Bidding an Educational Conference and the Guidelines for Planning an Educational Conference.
- ❖ Order and maintain ribbons for Texas ALP conferences and provide to conference registration chairmen.

General Guidelines

1. Obtain files from predecessor and become familiar with the contents.
2. The primary duty of the Meetings Coordinator Committee is to encourage chapters to host conferences.
3. Distribute Guidelines for Bidding an Educational Conference to interested chapters and/or let them know that these Guidelines are available on the Texas ALP website.
4. Be sure chapters are aware of the deadline for receipt of bids.
5. If no chapter has submitted a bid for a particular conference, contact chapters who bid for and lost the bid at the prior conference(s) and encourage them to submit a bid.
6. If no chapter has submitted a bid, the committee should recommend two sites from which the board can select. It is recommended that the Meetings Coordinator Committee present alternate bids using information compiled. It is not recommended to have someone from a chamber of commerce, hotel, etc. give alternate bid presentation.
7. The chairman's files should contain conference information obtained from various hotel/conference facilities.

8. If someone from the Association is not familiar with a particular location, then a representative from the committee should visit that location to verify it has adequate facilities to handle a conference.
9. Distribute Guidelines for Planning an Educational Conference to host chapter as necessary and/or let them know that these Guidelines are available on the Texas ALP website.
10. In a hosted conference, work with the host chapter and the President to verify adequate space available at the location.
11. In a non-hosted conference, work under the direct supervision of the President in planning details of the conference using conference guideline procedures. The Marketing Chairman will assist with exhibitors. The Education Chairman will be responsible for the seminars.
12. Upon receipt of bids from prospective host chapters, review for conformity with projected needs of the conference (i.e., maximum room bookings, number of persons in attendance at functions, etc.). If proposed numbers appear to be excessive, contact chapters to modify their bid accordingly and to obtain written confirmation from hotel of any adjustment due to increase or decrease.
13. Prepare bid comparison chart containing, minimally, name of bidding chapter, hotel, dates of conference, room rates (single, double, triple, and quad), parking charges, ground transportation charges from nearest airport, availability and cost of Executive Committee suite, and current air fares from three or four major areas to proposed site.
14. Bid comparison chart to be provided in a timely manner to allow time for President's approval and to submit to Texas ALP Secretary to include in the Call to conferences.
15. Revise and amend the Guidelines for Bidding an Educational Conference and the Guidelines for Planning an Educational Conference as necessary.

HOSTED CONFERENCE GUIDELINES

- ❖ Work with the host chapter and the President to verify adequate space available; if necessary, meet with the hotel, President, and host chapter immediately prior to the function to go over space requirements, microphones needed, and any other incidental items that need to be finalized.
- ❖ Be available during the conference to assist host chapter if needed.
- ❖ One-half hour prior to business session, inspect the room to assure it is set up according to the President's instructions; if not, assist host chapter in setting up the room.

NON-HOSTED CONFERENCE GUIDELINES

- ❖ Work under the direct supervision of the President in planning details of the conference.
- ❖ Meet with the hotel as soon as possible to confirm function needs.
- ❖ The Marketing chair will be responsible for the exhibitors.
- ❖ The Education chair will be responsible for the seminars.
- ❖ The President and the committee will decide on the menus for the meal functions.

MEMBERSHIP CHAIRMAN

BYLAWS: 13
STANDING RULES: 5, 22

In addition to duties outlined in the B/SR above:

GENERAL

Receive and promptly answer all inquiries for membership.

Work with local membership chairmen to stress local membership increase.

Be responsible for development, implementation, and evaluation of any and all membership campaigns approved by the Texas Association.

Act as liaison with National Association functional director responsible for membership matters, including any National Association membership reports.

Act as liaison with local membership chairmen regarding membership through workshops, newsletters, and/or correspondence.

Work with Texas ALP Membership Committee, as may be designated by the President, regarding membership inquiries and membership reports from local membership chairmen.

Be responsible for conducting membership workshops at Texas ALP conferences as may be planned by the Executive Committee.

Assist with contacting nonmembers who attend education courses.

Assist Marketing Committee in marketing and advertising the benefits of membership in the Texas Association.

Be responsible for timely submission of membership article and appropriate workshop information for each issue of *The Texas Docket* and *The Roundup*.

Coordinate with Conference Registration Chairman to obtain names of those members who are attending a meeting as a first timer. Solicit volunteers to act as mentors for the meeting weekend. Assign a mentor to a first timer and notify the mentor of the first timer's name and e-mail address so that the mentor can correspond with the first timer prior to the meeting. Send memorandum to first

timers so that they will be informed of activities and dress code of the weekend's activities. Provide a list of first timers and mentors to EC and coordinate a time with the EC to meet first timers.

AWARDS

Be responsible for any membership awards as may be a part of any membership campaign approved by the Texas Association.

Be responsible for computation and presentation of any and all membership awards to be presented at the Annual Conference, with results to be verified in advance by such person as may be designated by the President.

CHAPTER ORGANIZATION

Encourage formation of a chapter if inquiry is from an area large enough for a chapter. If not, encourage membership-at-large. Refer to National Association material for instructions on organizing chapters.

Attend organizational and installation meetings of new chapters if possible. Advise officers and chairmen and designated National Association officers of time, date, and place of said meetings, and the name and address of the local person in charge.

Notify all members-at-large within reasonable distance of new chapter upon formation of new chapter. Furnish names of members-at-large in area to new chapter membership chairman.

SECONDARY MEMBERSHIP

Receive and approve applications for secondary membership. Forward copies of the applications, together with checks, to the Treasurer. Send a welcome letter and add to the list of Secondary Members. (This is for Texas ALP information only since NALS is not furnished with this information.) Furnish the list of Secondary Members to the EC, Roster Chairman, and E-Distributor. The Roster Chairman will add these names to the mailing list.

NOMINATIONS & ELECTIONS CHAIRMAN

BYLAWS: 6, 9, 10, 13

STANDING RULES: 5, 10, 15, 16, 22

In addition to duties outlined in the B/SR above:

NOMINATIONS

Prepare and keep updated the Texas Association Candidate Profile form. Furnish to all candidates the Texas Association Candidate Profile form.

VOTING

Make arrangements for and take advantage of utilizing electronic voting when available and appropriate.

Have blank ballots and tellers' reports prepared for use at Board and Annual Meetings.

When necessary, prepare and enclose ballots in individually identified envelopes for each member of the voting body.

To facilitate the return of ballots when requesting a paper ballot, include a return envelope in

ballot mailings to members.

PROFESSIONAL DEVELOPMENT (Special Committee or Subcommittee of Education)

BYLAWS: 13
STANDING RULE: 5, 22

In addition to duties outlined in the B/SR above:

Coordinate programs to assist future leaders of our association to manage the challenges of volunteer leadership.

Offer personal development programs that will help Texas ALP members deal with everyday life at both personal and professional levels.

Educate current and future leaders regarding specific topics and their desired duties such as the presidency, membership, etc.

Provide updates and corrections to Webmaster for the leadership pages on the Texas ALP Web site.

Provide leadership or professional development articles for *The Texas Docket*.

ROSTER CHAIRMAN

BYLAWS: 13
STANDING RULES: 5, 11, 22

In addition to duties outlined in the B/SR above:

The Treasurer, Membership Chair, President-elect, and Roster Chairman will receive a full roster of members. At the end of the fiscal year, the Roster Chair should forward her/his copy to the Secretary to be placed in Texas ALP permanent files.

The Roster of the Texas Association shall be maintained in accordance with Standing Rule No. 11.

Prepare a roster (to be known as the "Official Roster") containing a list of local chapter elected and appointed officers, Texas Association officers and committee chairmen, and Texas Association Past Presidents, and any other information as may be designated by the Executive Committee. For each person listed, the roster shall include the preferred mailing address and both home and office telephone and fax numbers and e-mail addresses, if available. The Official Roster shall be distributed to the director of each local chapter and to Texas Association officers and committee chairmen at the Fall Conference.

Prepare mini-roster listing the Texas Association officers and committee chairmen from information provided by President-elect, including their preferred mailing address and both home and office telephone and fax numbers and e-mail addresses, if available. The mini-roster shall be distributed to the director of each local chapter and to Texas Association officers and committee chairmen at the Annual Conference.

Prior to the Annual Conference, request each local chapter to provide a roster of their incoming elected and appointed officers, and other information as designated by the Executive Committee, to be

provided sufficiently in advance of the Annual Conference for organization and distribution at the Annual Conference to all incoming Texas Association officers and committee chairmen.

Notify the NALS Resource Center of the names and addresses of the new roster of Texas Association officers and committee chairmen (after the Annual Conference and supplement during the year if appointments are made).

Notify Legal Directories Publishing Company, Inc., and Papillon Publishing of the names and addresses of the new roster of Texas Association officers and committee chairmen.

Be responsible for coordinating with the Treasurer a list of members eligible to vote, which the Treasurer will certify and submit to the Nominations and Elections Chairman.

Prepare a supplemental roster reflecting all changes occurring during interim period between the Fall Conference and the Annual Conference. The supplemental roster shall be distributed by e-distribution to the officers, chairmen, and members the first week of February.

At the Fall Conference, provide the President-elect one complete roster of all members to use as a reference for appointing her chairmen and committee members.

If directed by the President, furnish to *The Texas Docket* Editor mailing labels in ZIP Code order for any members receiving the *Docket* by mail rather than electronically.

The Texas ALP Treasurer will send you a copy of the dues remittances as she receives them. This is the source for your labels for *The Texas Docket*. The outgoing Roster Chairman should have provided you with a list of members who have paid their dues (with their anniversary date) and are already on the mailing list for the new year. You should continue to add to that list by using the information on the dues remittance reports you receive from the Treasurer.

Provide the E-Distributor with any updates or changes to member e-mail addresses and provide a complete list of member e-mail addresses upon request by the E-Distributor.

Do not delete non-renewing members from the Official Roster until NALS has deleted them from the NALS roster (usually 90 days after non-renewal).

Provide the incoming list of officers to the current Executive Director of the State Bar of Texas and to:

Addresses: Papillon Publishing
 2401 Aspen Lane Southwest, 2nd Floor
 Floor Rochester, MN 55902
 800-282-0501
 507-281-4737 Fax
 info@papillonpublishing.net
 www.papillonpublishing.net

Legal Directories Publishing Company, Inc.
P.O. Box 189000
Dallas, TX 75218-9000
800-447-5375

STRATEGIC PLANNING CHAIRMAN

BYLAWS: 13
STANDING RULES: 5, 22, APPENDIX 1

In addition to the duties outlined in the B/SRs above:

Be composed of six members to include a chair and vice chair, with the chair to be an incumbent member of the committee.

Be aware that all members of the committee shall serve staggered two-year terms.

Be composed of various task forces in accordance with the Strategic Plan as shown on the flow chart in Appendix 1 of the Standing Rules.

Monitor and update the strategic plan annually.

Facilitate the strategic planning process, including involvement and input of the membership via surveys, questionnaires, and open forums/roundtable discussions at educational conferences.

Compare the same with the Texas ALP Bylaws and Standing Rules for necessary amendments, and consult with the Texas ALP Treasurer and EC for information on available funds for implementation of proposals.

Set proposed target or goal dates for the accomplishment of proposed projects, keeping in mind available funds and the number of Texas ALP members available to work on the projects.

Amendments or additions to the Strategic Plan shall be presented to the Directors.

Meet monthly (online) with the various task forces, including the President-Elect as a member.

THE TEXAS DOCKET EDITOR:

BYLAWS: 13
STANDING RULES: 4, 5, 22

In addition to the duties outlined in the B/SR above:

Work with officers and chairmen designated by the President to obtain articles for publication in *The Texas Docket*. Distribute copies to all members and to such other individuals and entities as directed by the Executive Committee.

Prepare and distribute each issue of *The Texas Docket*, using methods that also allow for electronic distribution, so that each member in good standing will receive a copy, whether by electronic copy or by other distribution means. A copy of each issue shall also be distributed to the State Bar president and executive director, the editor of the *Texas Bar Journal*, the National Association president, and the NALS Resource Center.

Secure advertisers and advertisements **appropriate to the legal field** for *The Texas Docket*, subject to the approval of the Executive Committee and/or the Board of Directors prior to acceptance.

Include in each issue of *The Texas Docket* a calendar of events of the Texas Association.

Forward a copy of the galley or page proof to the Executive Committee for proofreading prior to final printing.

Serve as an *ex officio* member of the incoming Editorial Board at the option of the President and Editor.

Distribute one copy of each issue to the Secretary for the Texas Association permanent files.

WEBMASTER

BYLAWS: 13
STANDING RULES: 5, 22

Keep the Texas ALP Web site current with information provided by various committees, as approved by the President.

Receive and publish *The Texas Docket* upon approval of the President.

Receive and publish *The Texas Roundup* upon approval of the President.

APPENDIX NO. 1

LEGAL PROFESSIONAL OF THE YEAR AWARD

A Legal Professional of the Year award shall be presented at the Annual Conference each year.

General

Review the Official Rules and Regulations for any changes or additions which should be made.

Timely distribute the Rules and Regulations to all Texas ALP officers, directors, and chairmen.

Thoroughly check all nomination forms to make sure that all rules and regulations have been complied with and forward the nomination forms to the judges.

Coordinate the interviews of the three finalists at the Annual Conference.

Purchase an award, subject to approval of the EC, for the winner. The Awards Chair has the option of getting a gift without the name of the LPY engraved on it.

Introduce the three finalists at an appropriate time as directed by the Executive Committee. Introduce the three finalists again at the general assembly of the Annual Meeting and present them with a certificate.

Announce the winner (usually at the banquet on Saturday night of the Annual Conference).

Rules and Regulations

Any member in good standing of the Texas Association who has at least five (5) years of legal experience is eligible to compete for this award.

Each local chapter has the privilege of sponsoring one applicant, who may or may not be the current winner of that local chapter's Legal Professional of the Year award. Additionally, each member in good standing may nominate one member as Legal Professional of the Year. The nominee must meet the requirements set out above. Only one nomination will be considered for each nominee. In the event of multiple nominations, the first nomination received by the Awards Chairman will determine the nomination form to be considered and submitted to the judges.

- All entries must be submitted on the Texas ALP nomination form (or a photocopy thereof).
- All entries must be submitted in duplicate to the Awards Chairman. If additional space is needed to complete any section, the back of the nomination form should be used.
- Observance of the 300-word limit specified under "Comments by Present Employer" and "Comments by Local Chapter" or "Comments by Nominating Member" and observance of the 300-word limit specified under "Nominee Narrative" is required. If the Awards Chairman finds that the material in these sections contains the use of numbers, the most current edition of *The Gregg Reference Manual* will be the deciding authority on how numbers will be counted in the tabulation of the word limit specified. The use of "and/or" will be counted as two words in the tabulation of the word limit specified. Nominations will be disqualified if material in these sections exceeds the 300-word limit.

- Except for the “Comments by Present Employer” and “Comments by Local Chapter” or “Comments by Nominating Member,” the nominee must personally complete the nomination form.
- No testimonial letters or other supporting documentation will be considered by the judges.

All nominees will be judged on the following basis:

Legal skills and experience.....	40%
Service to local, state, and national associations	40%
Personal Interview	20%

The Awards Chairman shall select three judges and three alternate judges to assist in the judging of the LPY competition. The names of such judges will be presented no later than January 1 to the Executive Committee for approval. Selection of the three LPY finalists and two LPY alternates will be made by the three judges (or alternate judges, if necessary).

To be eligible for judging, all entries must be hand delivered to the Awards Chairman by no later than February 1, postmarked by the United States Postal Service on or before February 1, or validated by an overnight delivery service that such parcel was placed in such service’s depository on or before February 1, and received by the Awards Chairman on or before February 10. The Awards Chairman will disqualify any nominations not validated as specified above or received after February 10.

The Awards Chairman shall submit all qualified entries to the judges no later than February 15. As soon as the judges have made their decision, the Awards Chairman will, no later than March 10, notify each of the three finalists by telephone and first class mail and notify the two alternates by certified mail. The finalists will be furnished a copy of the information form to be completed by the finalists, which completed forms, along with a photograph of each finalist, will be given to *The Texas Docket* Editor after official announcement of the finalists. In the event any finalist is unable to attend the Annual Meeting, an alternate, selected by the judges, will be invited to attend and thus will become a finalist.

The Awards Chairman will acknowledge receipt of each nomination received. The Awards Chairman will further, by either official report or direct mail, notify the local chapters whose entries have been disqualified, giving the reason(s) for disqualification.

Each of the judges shall conduct a personal, private interview with each of the three finalists during the Annual Conference, and thereafter, each judge will individually and independently rate the three finalists according to the criteria given. The judges and the Awards Chairman will then compile the results and determine the winner. The three finalists will be introduced and the winner announced at the Annual Conference banquet.

The finalists’ scores from above will be carried forward and used as part of the scoring to determine the winner. During the interview, the finalists will be further judged on the basis of the following categories and the results recorded on a second rating sheet:

Neatness of appearance
Poise
Personality
Ability to converse

The finalist receiving the highest overall rating from both the initial scoring and the personal interview will be selected as the Legal Professional of the Year. In the case of a tie, the judges will re-evaluate each finalist, giving further consideration to both rating areas, and will make a decision.

A nominee will be disqualified if the nominee, or anyone else on the nominee's behalf, contacts any of the judges, personally, in writing, or by telephone.

The rating sheets used by the judges are considered to be confidential. After the judging of the nominees has commenced, the information on the rating sheets will be viewed only by the President, the Awards Chairman, and the judges.

The final tabulation sheet prepared by the Awards Chairman from the individual rating sheets of the judges will be signed and dated by all three judges and the Awards Chairman following the final interviews at the Annual Conference. The President will approve and attest to the scoring and will sign and date the final tabulation sheet.

At no time will the rating sheets or final tabulation form be duplicated for any nominee, finalist, or chapter for use in local chapter history books or for any other purpose.

At the close of the Annual Conference, all rating sheets, the evaluation forms, the judges' notes, the final tabulation form, etc., will be sealed in an envelope by the Awards Chairman and delivered to the President for destruction.

Calendar of Events

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|----------|---|
| August | Review Standing Rules for any changes to be made to the Official Rules and Regulations and Nomination Form from the prior year. Make required revisions and submit to the Texas ALP President for approval. |
| November | Contact member of chapter hosting Annual Conference for necessary assistance in selecting three judges and three alternate judges to assess the nominees for the LPY competition. Also make necessary arrangements for rooms for final interviews of the nominees. Obtain name, address, and telephone number of an engraver, who will be available to finish the engraving on the plaque on Friday afternoon during Annual Conference. |
| December | Contact the judges and alternate judges to inquire if they would agree to serve in this capacity.

Furnish Official Rules and Regulations and Nominations Form to E-Distributor to be sent to the members no later than December 30. |
| January | Furnish names of proposed judges and alternate judges to the Executive Committee <i>no later than January 1</i> for approval by electronic vote.

Once EC has approved the judges and alternate judges, confirm with a detailed letter to the judges and alternate judges, providing them with the details of the event and |

their responsibilities as judges. Provide them with a copy of the Official Rules and Regulations and Nomination Form.

February **February 1** is the deadline for receipt of Nomination Forms. Process nominations and furnish to judges no later than **February 15**. Redact name, SSN, and chapter name from nominations before submitting to the judges. Acknowledge receipt of all nominations.

March Obtain Nomination Evaluation Forms from judges. Assess the evaluations and notify the three finalists by telephone and first class mail and notify the two alternates by certified mail no later than **March 10**. Request that the finalists provide a brief biographical sketch, as well as a picture, to be published in *The Texas Docket*. **Note** that you are responsible for preparing the *Docket* articles on the finalists (check with *Docket* editor for deadline). Prepare an interview schedule for Friday morning of the Annual Conference and notify finalists of the schedule.

NOTE: Some of this may be done by e-mail. If you have any questions, check with your liaison officer.

May/June On Friday of the Annual Conference, coordinate interviews of the finalists by the judges. Review the Personal Interview Evaluation Sheets with the judges. Complete the Personal Interview Computation Form based on the Personal Interview Evaluation Sheets. The Judges are NOT to collaborate when completing the Personal Interview Evaluation Sheets. Arrange for Texas ALP President to review the Personal Interview Evaluation Sheets and Personal Interview Computation Form and sign off on the results. The computation forms are to be delivered to the President for destruction.

During the Annual Conference (Welcome Reception and at the actual meeting) announce the finalists.

On Saturday night at the Presidents' Banquet, announce the LPY winner and present the award. Provide the Editor of *The Texas Docket* and Webmaster with the biographical articles and photos of the LPY winner and finalists (**check with *Docket* editor for deadline**).

APPENDIX NO. 2

SCHOLARSHIP AWARD

Texas Association Scholarship is presented at the Annual Conference each year.

General

Follow up with previous year's scholarship recipient and report status/progress to members.

Review the Official Rules and Regulations for any changes or additions which should be made.

Timely distribute the Rules and Regulations to all Texas ALP officers, directors, and chairmen.

Thoroughly check all nomination forms to make sure that all rules and regulations have been complied with and forward the nomination forms to the judges.

Announce the winner at the Annual Conference and present two Scholarship Certificates -- one for the scholarship recipient and one for the sponsoring chapter.

Verify scholarship recipient's enrollment in school prior to sending any funds.

Rules and Regulations

A Texas Association Scholarship presented at the Annual Conference each year shall be available to high school seniors or those enrolled in a school of advanced education, such as junior colleges, community colleges, four year colleges, universities, or business schools. Any candidate for the award, including the winner, who has filed in one contest may be eligible to apply again in the usual manner for another award.

Only one applicant from each local chapter may be submitted. Applicant must have at least a "B" average to be substantiated by a transcript of grades, must need the scholarship, and must be able to enroll in the fall term.

Applicant must submit in duplicate the following to the scholarship chairman of the local chapter.

Completed Texas ALP Scholarship application form including signatures of both applicant and sponsoring chapter;

Signed letter from applicant stating why applicant would like to pursue a career in the legal support field;

Signed letter from school counselor or principal; and

Signed letters from two persons (not relatives) with whom applicant is well acquainted.

Deadline for entries by local scholarship chairman to the Awards Chairman shall be February 1 of each year unless specified otherwise by the Executive Committee. The Awards Chairman shall acknowledge receipt of each entry.

Three judges from various areas shall be approved by the Executive Committee. The decision of the judges in selecting the scholarship winner will be final.

Deadline for the Awards Chairman to submit scholarship applications to judges is February 10 of each year unless specified otherwise by the Executive Committee.

The Awards Chairman shall notify the successful candidate or candidates and nominating chapter representative no later than March 15 of each year unless specified otherwise by the Executive Committee. The chairman will also notify the Marketing Chairman and *The Texas Docket* Editor of the name of the successful candidate and such other information as they may desire.

Any award not accepted shall be deemed forfeited for the fiscal year.

<i>Scholarship Amount</i>	\$1,500
<i>Application</i>	Texas ALP scholarship applications must be completed in accordance with the Texas ALP Standing Rules currently in effect.
<i>Announcement of Winner</i>	The winner of the scholarship will be announced at the Annual Conference; however, the winner will be advised immediately upon selection.
<i>Scholarship Award</i>	A scholarship certificate will be presented at the Annual Conference to the recipient and a duplicate to the sponsoring chapter for their history book.
<i>Payable</i>	The Texas ALP scholarship is payable in one (1) payment of \$1,500 at the beginning of the Fall semester.
<i>Payment Payable to</i>	Payment will be made directly to recipient or to the school upon receipt of proof of enrollment. A copy of the request form to be used by the recipient to receive the scholarship funds is in the file. This form will be utilized by the Texas ALP Awards Chairman to process the funds for payment.
<i>Eligibility</i>	Applicant must be a high school senior or currently enrolled in a school of advanced education, i.e. junior college, four-year college, university, or business school. Texas ALP members or their children are not eligible for the scholarship according to the latest ruling from NALS.

Calendar of Events

May	Upon receipt of the previous year's materials from your predecessor, you should review the files. Be sure to check all forms and rules to conform to the Standing Rules in the event amendments to the Standing Rules were approved at the Annual Meeting.
July/August	Begin updating the Application and the Scholarship Guidelines. Prepare your form letter to the Chapter Scholarship Chairmen and/or Directors. E-mail a set to President, President-elect, and Secretary. If there are no corrections suggested by the President, the Secretary will then e-mail the copies of your packet to all members when the Call is sent by the E-Distributor to the Fall Board Meeting.
January	Furnish names of proposed judges and alternate judges to the Executive Committee <i>no later than January 1</i> for approval by electronic vote. Once EC has approved the judges and alternate judges, confirm with a detailed letter to the judges and alternate judges, providing them with the details of the event and

their responsibilities as judges. Provide them with a copy of the Official Rules and Regulations and Nomination Form.

March

After all applications have been checked and approved, affix a Rating Sheet to the front of each with applicant's name in the first blank, and express the need for the completed documents to be returned to you no later than **March 1**, or whatever date you desire as long as it gives you sufficient time to notify all concerned. Be sure to enclose a self-addressed, stamped envelope for the judges' use in returning the documents to you. A few days after you mail the documents, call each judge to see if they have any questions.

When you receive the documents from all three judges, determine which applicant has the highest score. Then, by telephone call, followed by certified letter, notify the winning applicant. In your certified letter to the applicant, include the completed request for funds for the winning applicant to give to the school. Invite the winning applicant to attend the Annual Conference to receive the Award in person and assist with arrangements, if necessary.

By way of telephone call and follow-up letter, inform the sponsoring chapter that their entry won the scholarship by **March 15**. Also notify all submitting chapters of the winning entry.

NOTE: Some of this may be done by e-mail. If you have any questions, check with your liaison officer.

April

Prepare letters of thanks to each participating Texas ALP Chapter informing them of the winner.

Prepare two (2) Scholarship Awards -- one for the winner and one for the sponsoring chapter.

Prepare a short introduction of winning applicant; however, this is not included in your report. After you present your report at the Annual Conference, make the introduction of the winner and make the presentation personally if the winner is in attendance. Give the Award to the sponsoring chapter if applicant is not in attendance.