



# **AFFILIATED ASSOCIATION** MEMBERSHIP PACKET



**JOIN NALA – THE LEADING PARALEGAL ASSOCIATION**

# AFFILIATED ASSOCIATION MEMBERSHIP INFORMATION & INSTRUCTIONS

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■ **Please submit one copy of each of the following documents:**

- Your association's bylaws
- Articles of incorporation (*if any*)
- Membership roster with addresses and emails
- The Affiliation Agreement signed by your association's principal officers
- The Affiliation Application
- A list of your association's officers (*including NALA Liaison*) with mailing addresses and emails

- Your association should keep a duplicate original of your submitted agreement. Upon acceptance by NALA, you will also receive a completed copy.

- Payment of the annual affiliation fee should be payable to NALA and mailed to the office with copies of your required documents.

- The underlined portions in the sample bylaws are statements that **must** be included in your association's bylaws (*not necessarily in the same order as they appear in the sample bylaws*). Pay careful attention to that information. Please underline those statements on the bylaws you submit to NALA. This speeds up the process of checking and granting provisional approval.

- The NALA Affiliated Associations Director may only grant provisional approval contingent upon ratification by the NALA Board of Directors at its next regular meeting. You will receive notification of provisional and final approval of the affiliation application.

- After ratification, you will receive NALA supplies, information, and your association will be placed on the mailing list for notices of NALA meetings, *Facts & Findings*, and on any special mailings.

- Please note that the **renewal date for Affiliated Associations is October 1**. Affiliation fees are not prorated. For associations that affiliate after May 1, the association fees will not be due until October of the next year (*18 months later*).

- Contact information for NALA correspondence:

NALA – The Paralegal Association  
6450 S Lewis Ave, Suite 250  
Tulsa, Oklahoma 74136  
PH: 918-587-6828 | FAX: 918-582-6772  
[affiliates@nala.org](mailto:affiliates@nala.org)

# AFFILIATED ASSOCIATION MEMBERSHIP BACKGROUND INFORMATION

The underlined information outlines items NALA requires of an organization before affiliating -- just as a state or local organization has a "list of musts" before considering affiliation with a national paralegal organization.

The information which is not required is, however, advisable for an organization's bylaws and, in most cases, is standard and/or acceptable practice for all professional organizations. This is an attempt to provide the thought behind or the basis of, particularly, the "nonrequired" information to add to the usefulness of the sample bylaws.

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## 1. DEFINITION OF KEY WORDS

### A. Bylaws

The bylaws of an organization function as member directives and record member adopted policies and rules. They serve as the foundation for organization activities. The basic philosophy of the organization; definitions of officers, board members, and committee chairperson duties, procedures regarding voting and nominations, and elections; and other basic information are the main ingredients of bylaws. If an organization is large or the membership is spread over a wide area, the organization may take the bylaws and from that document, draft, and agree on standing rules. The bylaws must be referred to often and particularly in considering any policy changes.

### B. Standing Rules

As stated, standing rules are built on the rules and policies of the bylaws and are used to govern the day-to-day activities of the organization. No standing rule can conflict with provisions in the bylaws. This document should expand on the provisions of the bylaws. Standing rules are a particularly useful tool in that the membership is not usually needed to amend the standing rules -- the executive committee or board of directors may have this privilege. The difference is that standing rules are an operational tool and bylaws define policy. When an organization is just beginning, the group may find that procedures, which should be outlined in the standing rules, are not practical or workable. If the amendment of the document is part of the privileges of the executive committee or board, it may be done easily and without changing any of the policy or philosophy outlined in the bylaws.

For small associations with membership located in a limited area, the membership may decide that standing rules are not needed and that the bylaws of the organization may be drafted in greater detail, which would include the two basic ingredients of bylaws -- policy and philosophy coupled with procedures -- information on the means of achieving the policy and philosophy.

### C. Affiliation

The use of this term in NALA's program means the affiliation of two separate and individual groups based on common goals, purposes, and philosophy. Each group maintains its individuality but works together in spirit of open communication and cooperation to achieve many common objectives and purposes.

### D. Standing Committees

Committees which are perpetual rather than being defined by the accomplishment of one project.

### E. Special Committees/Task Forces

Committees established for the purpose of working on only one (sometimes more) project(s). The committee is terminated at the end of the specific project(s).

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The following is an item-by-item account per the numbered articles. (Article 1 is self-explanatory)

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### 2. PURPOSES (ARTICLE II)

The purposes outlined in this article, which are required by NALA, are those upon which affiliation rests. Of course, the association may add additional objectives and purposes, **not in conflict with NALA Articles of Incorporation or Bylaws**, based on the state or local organizations' defined goals. An example of this would be an organization's object and purpose based on the fact that the organization is a local or state group and the responsibilities or role the group plays in relation to the paralegal/legal assistant concept in the state (whereas NALA plays a role in national acceptance of paralegals/legal assistants).

### 3. POLICY (ARTICLE III)

This, too, is a basis or foundation for affiliation and the required policies should be common for both national and/or state organizations.

### 4. MEMBERSHIP (ARTICLE IV)

None of the information included is required of the affiliated organization. This follows the basic thought behind the affiliated organization program by allowing the affiliated association to determine its own membership requirements, retaining its status as a separate organization.

Here, additional information should be added to list the requirements for your organization's membership. If more than one class of membership is available, complete definitions of each class should be outlined. Also, if more than one class of membership is established, the association should determine which classes carry a vote, if not all of the classes. For example, NALA provides for active, student, associate, and sustaining membership. It is in the NALA Bylaws that student, associate, and sustaining members may not vote. If, however, your membership determines that all members may vote, that statement, too, should be added. The same provisions should be made regarding which members are eligible to hold office in your organization.

### 5. APPLICATION FOR MEMBERSHIP (ARTICLE V)

The reason NALA requests to see the required language for the membership application is because the form should state that members of the organization are bound by the NALA Code of Ethics and Professional Responsibility, in addition to the organization's own code. Applicants should be aware of this requirement before joining the organization.

Here, you will note we advised that membership requirements should be included in the organization's standing rules. If you do not have standing rules, the bylaws should outline membership requirements as stated in Article IV.

Under this article, a provision should be made that a membership application may be rejected if the qualifications of membership are not met. Also, your organization may assign a further qualification on membership. For example, in the NALA Bylaws, an application may be rejected if the applicant has been convicted of a felony.

You may wish to further expand this article, or Article IV, by adding the provisions for termination of membership – for nonpayment of dues, violation of the code of ethics, etc. Whether this provision is made here or Article IV, it must be in the bylaws. In addition to the reasons for termination of membership, it is strongly urged that your organization provide a mechanism for the member's right to appeal removal of membership.

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The following is an item-by-item account per the numbered articles.

## 6. MEETINGS (ARTICLE VI)

The frequency, definition of quorum at meetings, when a two-thirds vote and majority votes are needed, call and notice of regular meetings, and call and notice of special meetings should all be included in this article. The information we included in the first paragraph of this article is standard policy. The definition of a quorum is low, however, advisable while the organization is still developing and an average number of members attending a meeting has not yet been established. This is very important for a young organization when, during its period of rapid growth, policy changes may be made without the burden of requiring a large percentage of your membership to be present. This is particularly necessary and helpful when bylaws and standing rules are combined in one document.

In the second paragraph, a shorter deadline for the call of a special meeting is advisable because a special meeting will probably only become necessary in the event of an emergency or urgent business. This is particularly important for relatively young organizations, although the provision for special meetings should not be deleted as the organization becomes more established.

NALA requires that organizations affiliated with NALA conduct a minimum of four educational programs or 10 hours of education during each fiscal year. This is based on the common purposes of both organizations of providing continuing education for members and/or non-member paralegals so that the profession may be served. It is not the intention of NALA to require that the educational programs be full and elaborate seminars or workshops. The requirement may be met by having a local attorney speak on a relevant topic, as part of a regular membership meeting. As you have probably already noted, the association shall report biannually to NALA regarding its educational programs, and forms are provided to the association for this purpose.

The provision for the annual meeting of the association is congruent with NALA's dues renewal date for affiliated organizations on October 1. We suggest a fiscal year of October 1 through September 30. We suggest this because the NALA annual meeting of members must be held in July or August as required by the NALA Bylaws. If the association adopts the October 1 through September 30 fiscal year, the association leaders will be in office at the time of the NALA annual meeting (during which we hold a forum for affiliated associations' leadership, open to members and non-members alike). This provides continuity for your organization's leadership. For example, if at the NALA annual meeting, business governing affiliated organizations is discussed and perhaps changes in the organization are made, the association's leadership (NALA Liaison and/or other association officers who are NALA members) will be in attendance during the discussion of any association business and will continue to be in office for a period of time after the NALA annual meeting to ensure the carrying out of any amended procedure.

The bylaws should also include provisions for noticing the members of the date of the annual meeting, the contents of the notice, and those members eligible to vote.

## 7. DUES AND ASSESSMENTS (ARTICLE VII)

The amount, date payable, and the delinquent date should be included in this article. Unless your association has a sophisticated billing system, we advise that dues should be payable at the beginning of each fiscal year. Prorating dues (charging only a portion of annual dues depending on when a person joins) presents difficult problems in budgeting dues income and may dilute the benefit of membership for those who pay full dues.

You must define here the provisions to fix and vary dues. What vote is needed, at what time during the year dues increases may be made, the amount of increases, etc., are items that should be included in the paragraph.

Here, you may wish to provide for a reinstatement procedure for those members who do not pay until after the delinquent date. There are several acceptable methods for this. One is by simply adding a late fee and, if the member is not a member for more than one fiscal year, you may require the member to apply as a new member.

The following is an item-by-item account per the numbered articles.

## **8. OFFICERS, EXECUTIVE COMMITTEE, AND CHAIRPERSON (ARTICLE VIII)**

This article outlines the major offices suggested for state and/or local paralegal organizations; however, your organization may wish to add more offices. NALA requires that the NALA Liaison is a NALA Active type member elected by the organization's membership because of the important role of this officer. Some affiliated organizations have designated their president as the NALA Liaison.

The role of the executive committee in serving as a long-range planning committee should be well defined in your bylaws. Often, the role of this body is not well understood by individual members. Other times, the executive committee acts in a manner not congruent with its purpose. Refer to the Leadership Manual for more information regarding the executive committee and the workings of officers.

It is important that the terms and number of terms be outlined in this article. Just as important is the fact that no officers or members shall be compensated for association duties. A provision for reimbursement of expenses is acceptable and should be defined in the bylaws.

## **9. ELECTION OF OFFICERS (ARTICLE IX)**

This is acceptable procedure for nominations and election of officers. The nominations and elections committee should be limited by the time we have outlined in the first paragraph. If the committee is in force for the entire fiscal year, the association may have problems since this often is a very powerful group. Also, a provision is needed to restrict the committee members to serving one or two terms on the committee, as you feel necessary. You may also wish to provide that the committee be composed of one or two past officers since the officers' experience and input can help determine the characteristics necessary for a particular office. The statement that no name shall be on the slate without consent of the candidate is quite necessary.

In order to keep the NALA files current, we require that a list of the new officers be sent to the affiliated associations director and NALA within 30 days after the election.

NALA requires that the NALA Liaison be a NALA Active type member because of the fact that the affiliates elect a representative to the NALA Board of Directors. A second reason NALA membership is required of this officer is that the primary responsibility of this officer is serving as the communication link between NALA and the affiliate. This officer, in carrying out this duty, must be well acquainted with both organizations.

Finally, the bylaws should have a provision for filling unexpired terms for officers in the event of a vacancy. The bylaws should also provide the procedure for an officer's resignation and a provision for removing one from office because of certain conduct -- violations of the code of ethics or irresponsible actions (conviction of a crime or misrepresentation of the association). A provision that an officer not attending three consecutive meetings, without cause, is important enough to include in the sample bylaws. How can the membership depend on an officer who is unable to serve?

## **10. STANDING AND SPECIAL COMMITTEE CHAIRPERSON (ARTICLE X)**

We previously distinguished between a standing and a special committee chairperson. The standing committees listed are helpful to an organization in pursuing its goals. Committees and how to work with committees are topics fully discussed in the Leadership Manual. One word of caution, though, avoid designating too many committees. If two committees do the work of one, efficiency is lacking.

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The following is an item-by-item account per the numbered articles.

## **11. DUTIES OF ELECTED AND APPOINTED OFFICERS AND CHAIRPERSONS (ARTICLE XI)**

This article outlines basic duties of the officers and chairpersons. Only a few points will be highlighted here since little information is required by NALA, and the officers' duties should be determined by the organization's specific needs.

### **A. President**

We added the provision regarding files because of the importance of seeing that the files are passed to new officers and chairpersons. This is imperative for the organization's continuity. Of equal importance is the suggestion that the president be an ex-officio member of all committees except nominations and elections. The president may be considered a generalist -- one who knows all phases of the organization. The president's participation and knowledge of committee work is necessary to ensure that the association policies and philosophy are congruent and committee members are working. For example, the necessity of the president on all committees is most apparent when a committee decides to undertake a project that may have already been tried or may have been undertaken by another committee. The president brings a wealth of information to committee work. If the president is aware of the history of a certain project, committee members should be made aware of that. Thus a great amount of time and volunteer effort will be saved and put to better use.

### **B. Vice President or President-elect**

This officer shall assist the president, particularly in regard to the president's role as being the pivotal role of the organization. Often, this officer becomes president so the officer must also work in learning more about the means of achieving association goals. For this reason, we have suggested that the vice president serves as chairperson of the educational programs committee because of the importance of the committee's work in relation to association goals. The long-range planning committee is another on which the vice president serves an important function. For this reason, the officer shall be concerned with membership growth -- the core of the organization.

### **C. Secretary**

The duties of the secretary are quite clear and the role of this officer is important with regard to minutes, notices, and keeping official records for the organization. No further information on this officer is necessary except that here, NALA does require that minutes be available to NALA, just as NALA minutes are available to NALA members. This is imperative in perpetuating our open communication.

### **D. Treasurer**

Here the treasurer's duties are well defined and understood. The bylaws should require that disbursements be made in accordance with the association's budget (to protect the organization). Any over-budgeted expenditure must be referred to the executive committee or membership prior to making payment or committing to pay.

### **E. NALA Liaison**

This section is required in affiliated association bylaws. It can be best understood by keeping in mind that this officer serves as the pivotal role for communication between NALA and the association. The NALA Liaison must be an Active type member of NALA as required in Article XI of the sample bylaws.

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The following is an item-by-item account per the numbered articles.

## F. Parliamentarian

The parliamentarian is necessary for conducting business sessions and ensuring smooth proceedings by the parliamentarian working with the president on agendas, etc. This officer must be familiar with NALA Bylaws since the affiliate's passage of a bylaw amendment or policy incongruent with NALA Bylaws and/or Articles of Incorporation is prohibited. It is strongly advisable that the bylaws state the parliamentary authority for all meetings -- most commonly Robert's Rules of Order.

## G. Audit Committee

In no instance should treasurers audit their own books. However, it is of equal importance that a past treasurer serves on the committee because of this officer's experience with the association's books. An annual audit is strongly advised and should be required by the association's bylaws. Financial records must be monitored.

## 12. FISCAL YEAR (ARTICLE XII)

Setting of the fiscal year was discussed earlier. The fiscal year should be clearly stated in the bylaws, and its establishment is necessary to the workings of the association.

## 13. CODE OF ETHICS (ARTICLE XIII)

One of the bases of affiliation is the membership's agreement to be bound by the NALA Code of Ethics and Professional Responsibility. Because this document is so important to the organization, the association must allow for governing violations of the code of ethics. One of the purposes of both organizations is encouraging a high order of ethical and professional attainment, and both organizations must be self-governing. In outlining the procedure for discipline of violations of the code, the association is well advised to allow for a member's right to appeal. Violation of a code of ethics is of serious importance and could even lead to a member suing the organization, if a proper investigation, or procedure, is not outlined or if the member is not provided with a right to appeal.

## 14. AMENDMENTS TO THE BYLAWS (ARTICLE XIV)

The information in this article has been discussed previously in relation to the parliamentarian's duties. NALA must be advised of the passage of a bylaw amendment(s) for our records.

## 15. DISSOLUTION (ARTICLE XV)

The required wording for this article is that required of all professional organizations. The balance of the wording should not cause any questions. The association may determine the vote required for dissolution; however, we suggest the wording "majority vote of remaining members" due to the fact that an association considering dissolution has probably suffered a decrease in membership.

## 16. RETENTION OF AFFILIATION (ARTICLE XVI)

This article is based on the procedure outlined by the NALA Policy Manual for renewal of affiliation.



# AFFILIATED ASSOCIATION MEMBERSHIP SAMPLE BYLAWS

**NOTE:** The underlined portions of this document must be included in the association bylaws to comply with the requirements for affiliation as adopted by the NALA Board of Directors. In most instances, the required portions are minimal requirements and may be used as a basis for further requirements adopted by the affiliated association.

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## ARTICLE I: NAME

The name of this association shall be \_\_\_\_\_. This association shall be affiliated with the National Association of Legal Assistants, Inc.

## ARTICLE II: PURPOSE

- 2.1 For small associations, with membership located in a limited area, the membership may decide that standing rules are not needed and that the bylaws of the organization may be drafted in greater detail, which would include the two basic ingredients of bylaws -- policy and philosophy coupled with procedures -- information on the means of achieving the policy and philosophy.
- 2.2 To encourage a high order of ethical and professional attainment.
- 2.3 To further education among members of the profession.
- 2.4 To cooperate with bar associations.
- 2.5 To support and carry out the programs, purposes, aims, and goals of the National Association of Legal Assistants, Inc.

## ARTICLE III: POLICY

This association shall be nonsectarian, nonpartisan, nonprofit and nonunion. No actions or programs may be initiated or undertaken (now or in the future) in conflict with the bylaws of the National Association of Legal Assistants, Inc., or of the policies of that association.

## ARTICLE IV: MEMBERSHIP

Membership in this association shall be open to paralegals, students in paralegal programs, attorneys, or paralegal educators, based on requirements approved by association members. All members may vote and hold office in this association. [Exception of multiple classes of members.]

## ARTICLE V: APPLICATION FOR MEMBERSHIP

Application for membership shall be submitted to the affiliated association on forms approved by the association's membership. The forms should clearly state that the association is an affiliated association of the National Association of Legal Assistants, Inc. and that all members are bound by the NALA Code of Ethics and Professional Responsibility in addition to any code adopted by the association. Approval of membership shall be noted on the forms in accordance with standing rules adopted by this association.

## ARTICLE VI: MEETINGS

This association shall meet at not less than quarterly intervals, which may include attendance at association sponsored seminars or workshops. One-fourth of the membership of this association shall constitute a quorum. In the event of a vote of dissolutionment, a quorum shall consist of two-thirds of the voting members of the association. Special meetings may be called by the President upon 15 days written notice to all members of record.

It is required that this association hold a minimum of four educational events or a total of 10 hours of education during each fiscal year in order to maintain affiliation with the National Association of Legal Assistants, Inc. These programs may be held in connection with a regular meeting of the membership. Annual meeting programs shall be held in August or September for the purpose of electing officers, hearing reports of officers and chairpersons, electing a NALA Liaison, and adopting a budget for the ensuing fiscal year. Notice of the annual meeting shall be in writing to all members of record at least 30 days prior to the meeting. Notice will also contain the slate of officers.

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**NOTE: The underlined portions of this document must be included in the association bylaws to comply with the requirements for affiliation as adopted by the NALA Board of Directors. In most instances, the required portions are minimal requirements and may be used as a basis for further requirements adopted by the affiliated association.**

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## **ARTICLE VII: DUES AND ASSESSMENTS**

The dues of this association shall be \$\_\_\_\_\_ per year, due August 1 of each year, payable by October 1. Dues shall not be prorated.

## **ARTICLE VIII: OFFICERS, EXECUTIVE COMMITTEE AND CHAIRPERSON**

The elected officers shall be the President, Vice President, Treasurer, Secretary, and NALA Liaison.

The appointed officer shall be the Parliamentarian.

The Executive Committee shall be composed of elected and appointed officers. The Executive Committee shall act as a planning committee bringing recommendations to the membership for a vote. This committee shall meet at least quarterly and at other times as called by the President.

Term of office shall be one year. Successive terms shall be limited to one year.

No officer or member shall be compensated for association duties. However, upon majority vote of the membership, persons may be reimbursed for out-of-pocket expenses in connection with association related activities, provided the expenses have been authorized expenditures.

## **ARTICLE IX: ELECTION OF OFFICERS**

The President shall appoint a nominations and elections Chair at least 60 days prior to the annual meeting of the association to present a slate of officers to the membership 30 days prior to election. No name shall be on the slate without consent of candidate. Nominations from the floor shall be accepted and election shall be by majority vote of members present.

Names of appointed officers must be presented by the President by the first meeting of the new fiscal year.

Names of newly elected or appointed officers shall be submitted to NALA and the Affiliated Associations Director within 30 days after election and/or appointment.

In the event the association has more than one class of membership, only full voting members may hold office. Unexpired terms of office shall be filled by appointment of the Executive Committee.

Any officer (elected or appointed) absent from three consecutive meetings, without good cause, may be removed from office by the Executive Committee.

## **ARTICLE X: STANDING AND SPECIAL COMMITTEE CHAIRPERSON**

The President shall appoint the following standing committee chairs:

- Educational Programs and Membership (*Vice President*)
- Finance (*Treasurer*)
- Nominations & Election
- Audit Committee
- Public Relations

A Special committee chair may be appointed by the President, as needed, with the approval of the membership.

**NOTE:** The underlined portions of this document must be included in the association bylaws to comply with the requirements for affiliation as adopted by the NALA Board of Directors. In most instances the required portions are minimal requirements and may be used as a basis for further requirements adopted by the affiliated association.

## **ARTICLE XI: DUTIES OF ELECTED AND APPOINTED OFFICERS AND CHAIRS**

**President.** The President shall preside over all executive committee, board of directors, and membership meetings. The President shall appoint a Parliamentarian, special and standing committee chairs as provided in these bylaws. The President shall pass files to successor immediately upon installation and shall cause all other officers and chairs files to be passed to respective successors. The President shall be ex-officio (non-voting) member of all committees except the committee on nominations and elections.

**Vice President.** The Vice President shall preside and shall assume all duties assigned to the president in the president's absence. This officer shall automatically be chair of the committee on education. These duties shall include planning seminars, workshops and working with NALA in the event of co-sponsorship of any programs. The Vice President shall also be responsible for fulfilling the educational requirements under Article VI of these bylaws and shall report such educational meetings to the NALA Liaison.

The Vice President shall automatically be chair of the membership committee and shall be charged with the responsibility of developing programs to encourage membership in the association. This officer shall receive applications for membership and present names of applicants to association members for acceptance or rejection. Upon approval of membership, application cards shall be signed by this officer and delivered to the treasurer with dues payment. The Vice President shall work with her national counterpart (NALA Vice President) to encourage membership in NALA.

**Secretary.** The Secretary shall be responsible for minutes for all meetings and keeping permanent minutes. This officer shall assist the President in any way including giving notice of meetings. Association minutes of any meeting shall be available to the NALA President upon request.

**Treasurer.** The Treasurer shall deposit all funds and make all disbursements, subject to approval of the Executive Committee and as provided in the budget. Any extraordinary expenses must be approved by the membership before obligation to pay. The Treasurer shall be chair of the finance committee which committee shall prepare a budget for the ensuing fiscal year which shall be adopted by the membership at the annual meeting. (Budget shall be submitted to the Executive Committee prior to presentation at annual meeting.) The Treasurer may be bonded (premium paid by association). All disbursements of association funds must be by association check, signed by the Treasurer. This officer shall submit a written financial report at each regular meeting to be attached to official minutes as part of permanent record. The Treasurer (or other affiliate officer) is also responsible for keeping a current roster of membership and reporting the membership annually to NALA with the renewal fee for continued affiliation with NALA.

**NALA Liaison.** This officer shall be a NALA Active type member, shall be familiar with the NALA Bylaws, and shall represent the association at the NALA annual meeting of affiliated associations. In the event the NALA Liaison is unable to attend the NALA annual meeting of affiliated associations, the association may designate another NALA active type member to serve as its representative. This officer shall report biannually on association activities to the NALA Affiliated Associations Director on forms provided by NALA, and shall report all officers' names to NALA and the NALA Affiliated Associations Director.

This officer may submit items the association wishes discussed to the NALA Affiliated Associations Director and shall participate in discussion sessions at NALA annual meetings. A report to association members on the NALA annual meeting will be required.

This officer shall, within 60 days of passage, notify the NALA Affiliated Associations Director of any changes in the association's bylaws. This officer shall be the main contact between NALA and the association. This officer shall be a member of the governing body of this association.

**NOTE:** The underlined portions of this document must be included in the association bylaws to comply with the requirements for affiliation as adopted by the NALA Board of Directors. In most instances, the required portions are minimal requirements and may be used as a basis for further requirements adopted by the affiliated association.

**Parliamentarian.** The Parliamentarian shall attend all meetings and give opinions on parliamentary procedures upon request of the President. This officer shall be familiar with association bylaws and NALA Bylaws, shall receive all proposed bylaw amendments, and shall prepare standing rules and amendments to standing rules and bylaws upon request of the Executive Committee. Robert's Rules of Order Newly Revised serves as parliamentary authority for items not covered by these bylaws or the association standing rules.

**Audit Committee.** The Audit Committee will be composed of a past treasurer and two members selected by the president whose purpose is to audit the treasurer's books at the close of the fiscal year prior to the transfer of accounts to the newly elected treasurer. In the event the incumbent treasurer is elected to a second term, the audit will be performed following the annual meeting and prior to the first regular meeting of the membership.

Nominations and Elections. See Article 9.

### ARTICLE XII: FISCAL YEAR

The fiscal year of this association shall be from \_\_\_\_\_ to \_\_\_\_\_.

### ARTICLE XIII: CODE OF ETHICS

Every member of this association shall subscribe to and be bound by the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc., and any other code so adopted by the membership of this association. Violations of the NALA Code shall be grounds for immediate dismissal from membership and/or removal from office.

*\*\*(Here the association should provide for a member's right to appeal ethical charges and/or dismissal of membership.)*

### ARTICLE XIV: AMENDMENTS TO BYLAWS

Bylaw amendments (**not in conflict with NALA Bylaws**) may be adopted by two-thirds of members present at any regular meeting. The NALA Affiliated Associations Director must be advised of any amendments within 60 days of passage.

### ARTICLE XV: DISSOLUTION

In the event of dissolution of this association, all property and assets shall be distributed to a nonprofit charitable organization as defined by the Internal Revenue Code, to be selected by a majority vote of the remaining members of the association, notice having been given to members of the association and the NALA Affiliated Associations Director at least 15 days prior to the meeting. In no event shall any of such property and assets be distributed to any member or private individual.

### ARTICLE XVI: DISSOLUTION

Affiliation with the National Association of Legal Assistants, Inc., is renewable each year by payment of an affiliation fee and attached to a current membership roster. In the event of suspension of affiliation, this association may reaffiliate with NALA by submitting a new application with membership roster, bylaws, sample of educational programs, petition, and current initial fee. In addition to the renewal fee, this association must comply with the required reports and requested procedures as outlined in these bylaws. The annual renewal fee is payable on October 1 and delinquent November 1. Payment received after due date must be accompanied by a late fee penalty established by NALA. This affiliation agreement shall be reviewed periodically by the President and Affiliate Director of the National Association and the President and NALA Liaison of the Affiliate Association, at the request of either party. Each party agrees that this agreement may from time to time be amended by attachment executed by the President and Secretary of each party, subject to the approval of the Board of Directors of each of the parties hereto.

## Application for Affiliation between NALA - The Paralegal Association and

Name of Association

## APPLICANT INFORMATION

Name of Association

Association Address

City

State

Zip/Postal Code

Telephone number for principal officer: \_\_\_\_\_

Length of time association has been in existence: \_\_\_\_\_

Name of President: \_\_\_\_\_

(Address, if not the same as above): \_\_\_\_\_

We, the undersigned, hereby request affiliation with the National Association of Legal Assistants, Inc., and agree to be bound by the decision of the NALA Affiliated Associations Director and Board of Directors. Attached are samples of our educational programs (if any), two copies of our bylaws, current membership roster, affiliation agreement, and initial nonrefundable fee of \$250 for the first year's affiliation. The signatures of 10 members of record of this organization are shown below as an endorsement of this petition as well as the sponsoring signature of one NALA Active type member. By adoption of the bylaws, members of \_\_\_\_\_ agree to be bound by the NALA Code of Ethics and Professional Responsibility.

Association Name

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_  
NALA Active Type Member

## FOR OFFICE USE ONLY:

Received on: \_\_\_\_\_ Date \_\_\_\_\_ By: \_\_\_\_\_  
NALA Affiliated Associations Director

Proposed Action: ☐ Approve ☐ Reject

For ratification at the: \_\_\_\_\_ Date \_\_\_\_\_ meeting of the NALA Board of Directors.

Association Notified on: \_\_\_\_\_ Date \_\_\_\_\_

Copy routed to NALA President: \_\_\_\_\_ Date \_\_\_\_\_  
Current NALA President Name

# AGREEMENT OF AFFILIATION BETWEEN: NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC & STATE AND LOCAL PARALEGAL ASSOCIATIONS

**THIS AGREEMENT**, executed between National Association of Legal Assistants, Inc., hereinafter referred to as the National Association, and, \_\_\_\_\_ hereinafter referred to as the Affiliate Association, in consideration of the mutual benefits to be derived by each of the parties hereto through cooperation at both levels.

## WITNESSETH:

**WHEREAS**, it is in furtherance of their common purpose to develop strong local, state, and national paralegal associations to promote effective cooperation among paralegals and other members of the legal community, to conduct more effectively the mutual programs necessary for a united, well-informed membership; to provide for membership promotion and retention in the best interests of both parties; and to promote educational programs for all members of the profession; and

**WHEREAS**, the intent of this agreement is to preserve and protect the rights and obligations of each party;

**NOW, THEREFORE**, the parties hereto agree as follows:

**ARTICLE I. MEMBERSHIP.** Membership may be open to all paralegals, students enrolled in a paralegal program and associates.

**A.** Both parties agree to jointly maintain and/or increase their membership by:

1. Active promotion of membership in both associations among eligible paralegals (or students) who are, at present, members of neither group;
2. Encouragement of eligible members of either association to apply for membership in the other association as well where dual membership is not required;
3. Avoiding actions which are detrimental to maintenance of membership in either association.

**B.** Each of the parties to this agreement reserves the right to change the categories of membership that it may offer from time to time where dual membership is not required.

**ARTICLE II. MUTUAL PROGRAMS.** In order to meet the aims and purposes of the National Association and to encourage a high order of ethical and professional attainment, each of the parties to this agreement recognizes that the following functions constitute the primary reasons for its existence and acknowledges that each party has a role in coordinating its activities.

**A. Education.** Each party to this agreement acknowledges that education of paralegals is one of the primary reasons for its existence. The National Association will place major emphasis on educational programs most appropriately developed at the national level and of an innovative nature. The associations will communicate regularly for purposes of coordinating their educational efforts and for the purposes of preventing duplication and conflicts with one another's programming. While most national educational programs are essentially designed for national audiences and are located in major cities for the convenience of members travel, special assistance for Affiliated Associations may be arranged when feasible, at the request of the affiliate association.

**B. Communication.** Each party to this agreement acknowledges that communication to its members, the legal profession, and the public at large is one of the reasons for its existence. With respect to communication with members, the National Association agrees to provide its members and affiliates with timely and appropriate information on matters of national importance at NALA's discretion. The Affiliated Association has the responsibility to report to the National Association any items that may be of interest to the National Association or other affiliated associations. The National Association agrees to distribute appropriate items to other affiliated associations, at NALA's discretion.

# AGREEMENT OF AFFILIATION BETWEEN: NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC. & STATE AND LOCAL PARALEGAL ASSOCIATIONS

**Agreement.** The Affiliated Association shall not use the name, initial, or logo of the National Association without prior written approval of the NALA President. With respect to communication with the legal profession and the public, the National Association has the prime responsibility for representing its members with the national news media and with information that is national in impact. The National Association shall inform the Affiliated Association of its activities whenever possible in order to avoid conflict and to gain local and state support. Recognizing that many programs for the public are most effective on a local or state level, both parties agree to cooperate in their efforts to assist the affiliates in maximizing the impact of such programs.

**ARTICLE III. AMENDMENT TO CONTRACT.** This affiliation agreement shall be reviewed periodically by the President and Affiliated Director of the National Association and the President and NALA Liaison of the Affiliated Association, at the request of either party. Each party agrees that this agreement may from time to time be amended by attachment executed by the President and Secretary of each party, subject to the approval of the Board of Directors of each of the parties hereto.

**ARTICLE IV. TERMINATION.** This agreement shall remain in full force and effect until cancelled. Cancellation by either party may be effected only upon 60 days prior written notice to the other party. The agreement shall be cancelled automatically in the event the Affiliated Association fails to forward its annual fee, together with a listing of its members, within 60 days after October 1 of each year. Failure to abide by the NALA Bylaws and Standing Rules governing affiliated associations shall be cause for termination.

**ARTICLE V. FEES AND DUES.** Each affiliated association shall pay an annual fee for affiliation at any time or from time to time according to the standard promulgated fee basis for all affiliated associations. Dues for individual members shall be billed and collected by each association and each association shall determine its own dues.

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## NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.

By \_\_\_\_\_  
NALA President

And \_\_\_\_\_  
NALA Secretary

**NAME OF ASSOCIATION:** \_\_\_\_\_

By \_\_\_\_\_  
Association President

And \_\_\_\_\_  
Association Secretary

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

