



# NALA Liaison Guidebook

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*A Comprehensive Guide to Your  
Role as the NALA Liaison*



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# Welcome Letter

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**NALA Liaisons,**

**Welcome to the comprehensive guide for NALA Affiliated Associations, specifically for your role as NALA Liaison! This guide is designed to provide you with valuable insights into your role as your association's NALA Liaison and how NALA supports paralegals, legal support professionals, and paralegal associations across the country.**

**NALA, established in 1975, is the largest professional organization for paralegals in the United States. With a mission to equip paralegals for future challenges through certification, professional development, and advocacy, NALA is trusted to provide exceptional continuing education and resources to advance paralegals and legal support professionals in their careers. NALA's vision is to ensure paralegals are known and valued as an integral part of the legal ecosystem.**

**As the NALA Liaison for your NALA Affiliated Association, you play a crucial role in fostering a strong relationship between your association and NALA. In this guide, we will explore who NALA is, how it supports paralegal associations, and the benefits of being a NALA Affiliated Association. We will also delve into your responsibilities as the NALA Liaison and provide tips on using the NALA partnership to boost your local paralegal association's success. This comprehensive guide is designed to be your go-to resource to come back to repeatedly.**

**Whether you are looking to enhance networking opportunities, access valuable educational resources, or gain recognition in the legal community, partnering with NALA can be a meaningful change for your association. Dive in and discover how to maximize the benefits of our NALA partnership and strengthen your association's position within the paralegal profession.**

# Introduction

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NALA is a professional organization that supports paralegals, legal support professionals, and paralegal associations across the country. As a NALA Liaison, you play a crucial role in your association's relationship with NALA. This comprehensive guide will explore who NALA is, how we support paralegal associations, and your role as the NALA Liaison for your NALA Affiliated Association.

Since 1975, NALA has been trusted to provide exceptional continuing education and professional development designed specifically to advance paralegals and other legal support professionals in their careers. NALA connects members with their peers across the nation and opens doors of knowledge and opportunity.

NALA delivers current information about the paralegal profession through continuing education, networking opportunities, professional certification programs, occupational survey reports, and other publications to help paralegals excel in the workplace. NALA is a non-profit organization, 501(c)(6), representing 17K+ paralegals, who are individual members or members of NALA Affiliated Associations. NALA is a membership organization, which means the individual members of NALA are the leading force of NALA programs and policies. The association is governed by a Board of Directors and maintains an office and headquarters staff in Tulsa, Oklahoma.

**NALA Mission** – Equipping paralegals for the challenges of the future through certification, professional development, and advocacy.

**NALA Vision** – Ensuring paralegals are known and valued as an integral part of the legal ecosystem.

## Importance of Paralegal Associations

Paralegal associations play an essential role in promoting the paralegal profession. They supply a platform for paralegals to connect, share knowledge, and advance their careers. Paralegal associations offer opportunities for professional development by offering various educational resources, networking events, and certification programs. Additionally, paralegal associations advocate for the paralegal profession by promoting professional standards and ethics, increasing public awareness of paralegal contributions, and supporting legislation that benefits the paralegal profession.

## How Does NALA Support Paralegal Associations?

NALA is the largest professional organization for paralegals in the United States. Our mission is to promote the paralegal profession, through certification, continuing education opportunities, and advocating for paralegal professionals. NALA supports paralegal associations by offering resources and guidance on best practices for running a successful association, as well as by providing opportunities to connect with other paralegal associations across the country.

## **NALA Affiliated Associations (AAs)**

NALA is the largest professional organization for paralegals in the United States. Our mission is to promote the paralegal profession, through certification, continuing education opportunities, and advocating for paralegal professionals. NALA supports paralegal associations by offering resources and guidance on best practices for running a successful association, as well as by providing opportunities to connect with other paralegal associations across the country.

### **Affiliated Association Driven**

NALA Affiliated Associations (AAs) are given a voice in the management of NALA through their election of a member to the NALA Board of Directors, the NALA Affiliated Associations Director. NALA AAs are also offered a voice in developing policies and positions of NALA, not only through their representative on the NALA Board of Directors but also through the annual meeting of NALA Affiliated Associations, which is held during NALA's national conference in July. NALA AAs may present resolutions for consideration by the NALA Board of Directors. Resolutions are adopted by NALA's Board of Directors.

# Leveraging a NALA Partnership to Boost Your Local Paralegal Association's Success

As a paralegal, you understand the importance of networking and staying up to date with the latest developments in the legal industry. That is precisely why partnering with NALA can be game-changing for your association. By leveraging NALA's resources, you gain access to valuable education and training opportunities while connecting with other paralegal associations and legal professionals across the country. Whether you are looking to boost your association's membership, expand your educational offerings, or simply enhance your networking capabilities, a NALA partnership can help take your local paralegal association to the next level. Let us jump in and help you discover how to use this powerful partnership for success!

## Affiliated Associations Benefits

Partnering with NALA can offer a range of benefits for local paralegal associations. One of the most significant benefits is the prospect of networking with other legal professionals across the country. NALA offers a variety of networking events, including our annual conference and online forums, which can help your association connect with other paralegal organizations and legal professionals. This can be particularly valuable for smaller associations that may not have a large local network of legal professionals.

Another advantage of partnering with NALA is the credibility and recognition that comes with being associated with a reputable national organization. By aligning your association with NALA, you can prove a commitment to professionalism and excellence, which can help attract new members and enhance your association's reputation in the legal community.

Networking opportunities are also a major benefit of being a NALA Affiliated Association. By uniting with other NALA Affiliated Associations, your association can learn from the experiences of other paralegal associations, fostering innovative ideas for growth, outreach, events, programs, and board development. Additionally, NALA hosts an annual conference and expo that draws paralegal professionals from across the country, providing attendees with even more possibilities for networking and professional development.

In addition to networking opportunities, NALA also offers a wealth of educational resources that can help your association's members stay up to date with the latest trends and advancements in the legal industry. From webinars and online courses to certification programs and publications, NALA provides a comprehensive range of educational resources that can enhance the skills and knowledge of your association's members. This can be especially beneficial for associations that may not have the resources to provide extensive training and educational opportunities on their own.

Finally, becoming a NALA Affiliated Association allows your association to offer NALA-approved Continuing Legal Education (CLE) courses. This designation can be a major selling point for potential members, as it shows that your association is committed to offering high-quality educational opportunities that meet NALA's high standards.

## Additional benefits include:

- Waiver of the \$50 approval fee for sponsors requesting CLE credit approval.
- Waiver of the \$50 approval fee to have your event listed on NALA's website.
- Publications that help with best practices in leading and managing an association.
- Affiliates are entitled to receive a free consultation from NALA's professional staff, representing many years of experience in association management.
- Publications that help your members to analyze and review issues affecting the paralegal profession, including but not limited to Facts & Findings and the bi-annual NALA Utilization and Compensation Report.
- Affiliated Associations Annual Meeting – the ability for affiliated association representatives and members to meet, announce the election of their Director and Secretary and share ideas concerning association governance.
- Members of affiliated associations receive 25% off annual NALA Active membership dues.
- Student associations may also affiliate with NALA. Student associations receive all the benefits of the affiliation program, except for voting privileges.
- Materials and communications from NALA are provided to affiliated associations through their presidents and NALA Liaisons. These officers serve as the communications link between NALA and members of your association.

## Educational Resources

Partnering with NALA can also offer a range of educational resources for local paralegal associations, including live CLE sessions, on-demand webinars, online courses, certification programs, and publications, which can help your association's members stay up to date with the latest developments in the legal industry.

One of the most significant educational offerings by NALA is the Certified Paralegal (CP®) program, which provides paralegals with a nationally recognized credential that proves their knowledge and skills in the legal profession. By offering the CP® program to your association's members, you can help them enhance their career prospects and show their commitment to professionalism and excellence.

In addition to the CP® program, NALA also offers the Advanced Certified Paralegal (ACP®) program, which can help your association's members develop specialized skills and knowledge in specific areas of the legal profession.

## Get the most out of your partnership with NALA

To make the most of your association's partnership with NALA, it is important to have a clear strategy in place. Below are some tips for using the NALA partnership for your local paralegal association's success:

- **Take advantage of networking:** Take part in NALA's annual conference and online forums to interact and connect with other legal professionals to promote your association to a wider audience.
- **Utilize NALA's educational resources:** Offer NALA's webinars, online courses, and certification programs to your association's members to help them stay up to date with the latest developments in the legal industry and enhance their career options.

- **Promote your association's partnership with NALA:** Highlight your association's affiliation with NALA on your website, marketing materials, and social media channels to show your commitment to professionalism and excellence.
- **Collaborate with other paralegal associations:** Partner with other paralegal organizations that are also affiliated with NALA to share knowledge and resources and enhance your association's visibility in the legal community.

## Networking Opportunities

Networking is a crucial aspect of any professional organization, and partnering with NALA can offer a range of networking opportunities for local paralegal associations. One of the most significant networking events offered by NALA is the annual conference, which brings together legal professionals from across the country to share knowledge, connect with colleagues, and learn about the latest trends and developments in the legal industry.

In addition to the annual conference, NALA also offers a range of online networking opportunities, including discussion forums and social media groups, which can help your association connect with other paralegal organizations and legal professionals. These online forums can be particularly valuable for smaller associations that may not have a large local network of legal professionals.

By taking part in NALA's networking events and online community NALA Commons, your association can gain valuable insights into the legal industry, connect with other associations and legal professionals, and promote your organization to a wider audience.

## NALA Active Affiliated Associations

Connect with other NALA Affiliated Associations (AAs). A complete list of all active AAs, with links to their web pages, can be found on NALA's website under Affiliates. NALA promotes the list of our AAs through our membership marketing and communications efforts. If your association website URL changes, please email [affiliates@nala.org](mailto:affiliates@nala.org).



# NALA Guidelines and Requirements for Affiliation

To become a NALA Affiliated Association (AA), your association must submit an affiliation application packet and pay annual affiliation dues. Once your application is approved, you will be required to submit an annual report detailing your association's activities and governance structure. NALA has established guidelines for AAs to ensure they align with NALA's mission, goals, and values. These guidelines cover various aspects of an association's operation, including membership, governance, fiscal management, and communication. Some of the critical guidelines include adhering to NALA's Code of Ethics and Professional Responsibility, offering educational programs that meet NALA's standards, and taking part in NALA's programs and initiatives.

As NALA Liaison, you must be an Active type of NALA member, abide by the requirements in the NALA AA Bylaws, and ensure that your association follows NALA's guidelines and meets the requirements for affiliation. Such guidelines include but are not limited to, having a minimum of 10 members sign/endorse the membership petition and agree to be bound by NALA's Code of Ethics, adopting NALA's Code of Ethics and Professional Responsibility, aligning your association's bylaws with NALA's required statements, and designating a NALA Active member to serve as the NALA Liaison: the primary point of contact between your association and NALA. To learn more, please view the NALA Affiliated Associations Membership Packet and/or the NALA Affiliated Associations Membership Sample Bylaws under Affiliates on the NALA website.

Please remember that NALA does not require members of NALA AAs to become individual members of NALA, except for those serving as their affiliated association's NALA Liaison. NALA believes membership in a national association is a choice best left to individual paralegals.

Affiliation with NALA does not jeopardize the unique programs and philosophies of your association and its members.

During the NALA Conference & Expo, the Affiliated Associations Annual Meeting is conducted, providing an opportunity for members to share their experiences, programs, successes, and difficulties. Relative issues in association management are also discussed.

The Annual Meeting of NALA Affiliated Associations takes place during the Annual NALA Conference & Expo. During the Affiliated Associations Annual Meeting, the results of the elections, which are conducted electronically, for the Affiliated Associations Director, who is the representative of the NALA Affiliated Associations on the NALA Board of Directors for the next year, and the NALA Affiliated Associations Secretary, who is not a NALA Board member but works with the Affiliated Associations Director to make sure the concerns of the affiliated associations are heard and addressed, are announced. The Affiliate Exchange presentation is delivered, and the NALA Affiliate Award recipients are announced.

NALA encourages affiliated associations to set up exhibit tables at the Affiliate Showcase, displaying information about programs and activities offered through their associations.

## Your Role as the NALA Liaison for Your Association

As the NALA Liaison, you play a crucial role in ensuring that your association keeps a healthy relationship with NALA. Your responsibilities include serving as the primary point of contact between your association and NALA, attending NALA's annual conference, AA Town Halls, and other events; taking part in NALA's programs and initiatives, and sharing NALA's resources with your association's membership. Additionally, you may be asked to represent your association at NALA events or serve on NALA committees.

## Timelines and Requirements for NALA Affiliated Associations

Once your association is approved as a NALA Affiliated Association, you will need to meet certain timelines and requirements to maintain your affiliation, like submitting an annual and mid-year report along with the required attachments to NALA, paying the annual affiliation dues, and ensuring that your association continues to meet NALA's guidelines and requirements. Failure to renew your affiliation may result in the loss of affiliation status and its benefits.

## Tips for Maximizing the Benefits of the NALA Partnership

- **Stay informed:** Keep up to date with NALA's latest developments, events, and educational resources to ensure that your association is taking advantage of all available opportunities.
- **Collaborate with other paralegal associations:** Partner with other paralegal organizations that are also affiliated with NALA to share knowledge and resources and enhance your association's visibility in the legal community.
- **Engage with NALA's online forums:** Take part in NALA's online discussion forums, social media groups, Affiliate Town Hall meetings, and Affiliate Presentations to connect with other legal professionals and promote your association to a wider audience.
- **Promote your association's partnership with NALA:** Highlight your association's affiliation with NALA on your website, marketing materials, and social media channels to show your commitment to professionalism and excellence.
- **Promote your association's CLE events and newsletters:** Highlight them on NALA Commons and share them with NALA to be posted on the NALA website.

## Other Resources Available

Below are examples of other resources available for local paralegal associations that partner with NALA.

- **American Bar Association (ABA):** The ABA provides a range of resources for legal professionals, including networking events, educational opportunities, and publications.
- **State Bar Associations:** Many state bar associations offer resources and support for paralegal associations in their respective states.

Partnering with NALA can be a powerful way to enhance your local paralegal association's success. By leveraging NALA's networking and educational resources, your association can connect with other legal professionals and stay up to date with the latest developments in the legal industry. Whether you are looking to increase your association's membership, expand your educational offerings, or boost your networking opportunities, a NALA partnership can help take your local paralegal association to the next level.

### **Why NALA is your partner in success.**

NALA is here to help you and your association succeed by offering resources and support. NALA presents educational programs (webinars, live seminars, and online courses covering diverse topics related to the paralegal profession), certification programs (Certified Paralegal and Advanced Certified Paralegal) that provide paralegals with a recognized credential, and publications to help paralegals stay current with industry developments and trends (Facts & Findings, The NALA Utilization & Compensation Report, Paralegal Job Analysis, and Certified Paralegal Exam Fundamentals - Second Edition). NALA also provides advocacy for the paralegal profession by promoting professional standards and ethics while supporting legislation that benefits the paralegal profession.

### **Strengthening national connections with other paralegal associations.**

NALA's network of affiliated associations provides an opportunity for paralegal associations to connect and collaborate at the national level. By working together, paralegal associations can share best practices, promote the paralegal profession, and advocate for paralegal issues. Additionally, paralegal associations can take part in NALA's programs and initiatives to expand their reach and impact.

### **Learning together to grow and advance as a paralegal community.**

The paralegal profession is continuously evolving, and paralegals must stay current with industry developments and trends to remain competitive. By joining a paralegal association and taking part in NALA's programs and initiatives, paralegals can learn together, grow, and advance as a community. Paralegal associations supply a platform for networking, sharing knowledge, and professional development. By collaborating and learning together, paralegals can elevate the profession and expand their career opportunities.

### **Support your paralegal association.**

As a NALA Liaison, you play a vital role in promoting the paralegal profession and supporting your association's membership. By following NALA's guidelines, leading your association, and sharing NALA's resources, you can help your association and its members succeed. NALA is your partner in success, supplying resources and support to help you and your association achieve your goals.

# How to Lead Your Association and Share NALA with Your Members

As a NALA Liaison, you can lead your association and share NALA's resources with your members by organizing educational seminars and training sessions that meet NALA's standards, promoting NALA's certification programs, and encouraging your members to take part in NALA's programs and initiatives. It is expected that you share NALA's publications, such as NALA's monthly newsletters and NALA's quarterly Affiliate Connection newsletters, with your members to keep them informed of NALA news, industry developments, and trends. Below are tips for leading your association to success:

- **Take advantage of NALA's resources:** NALA offers a variety of resources to help your association succeed. Take the time to explore these resources and make use of them.
- **Attend NALA events:** NALA events provide great opportunities for networking and professional development. Encourage members of your association to attend and represent your association.
- **Share NALA with your association's membership:** It is important to keep your members informed of NALA's developments and resources. Consider including information about NALA in your association's newsletters or hosting a presentation on NALA at one of your association's meetings. Request a NALA representative to come to your association to discuss NALA.
- **Strengthen national connections with other paralegal associations:** By connecting with other paralegal associations across the country, your association can learn from their experiences and gain innovative ideas for events and programs.
- **Provide NALA resources to your association membership:** Make sure your association members are aware of the resources that NALA offers. Consider hosting a webinar or workshop on a topic that NALA offers resources on.
- **Learn together to grow and advance as a paralegal association:** NALA offers a variety of continuing education opportunities that can help members of your association stay current on the latest advancements in the paralegal profession. Make sure your association is capitalizing on these opportunities.

## How can you share the importance of your association's affiliation with NALA with members, prospects, and the local paralegal community?

As a NALA Liaison, you play a vital role in promoting the paralegal profession and supporting your association's membership. By following NALA's guidelines, leading your association, and sharing NALA's resources, you can help your association and its members succeed. NALA is your partner in success, supplying resources and support to help you and your association achieve your goals.

- **Website Promotion:** Ensure that your association's website prominently displays the NALA Affiliated Association logo along with a clear statement showing your affiliation. Create a dedicated page or section that highlights the benefits and value of being associated with NALA. Include information on how NALA supports and enhances the paralegal profession.

- **eNewsletters:** Feature articles, updates, and success stories that highlight the advantages of your association's affiliation with NALA. Highlight any collaborative initiatives or joint projects between the two organizations.
- **Social Media Campaigns:** Use social media platforms such as Facebook, Twitter, LinkedIn, and Instagram to promote your association's affiliation. Share posts, articles, and infographics that emphasize the rewards of being part of an association connected to a prestigious organization like NALA. Encourage members to share their positive experiences related to NALA's resources or events.
- **Events and Webinars:** Organize events, or webinars featuring guest speakers from NALA or experts who can discuss the advantages of the affiliation. Highlight NALA's involvement, resources, and professional development opportunities for your members. Use these occasions to network, share knowledge, and strengthen the affiliation's value.
- **Collaborative Initiatives:** Develop collaborative projects or initiatives with NALA that can help both organizations and our members and prospective members. This could include joint educational programs, research endeavors, special promotions, or community outreach activities. Publicize these initiatives through press releases, newsletters, and social media, emphasizing the relationship between your association and NALA.
- **Member Benefits:** Communicate the specific benefits that association members receive because of your association's affiliation with NALA, such as discounted membership fees for NALA, access to NALA's resources and publications, discounted and specialized educational opportunities, annual conference discounts, and exclusive networking events. Highlight these benefits when recruiting new members and remind current members of the advantages.
- **Testimonials and Case Studies:** Gather testimonials from members who have received help from your association's affiliation with NALA, especially as an individual NALA member or as a CP®/ACP®. Encourage them to share their success stories, career advancements, or educational opportunities that came from affiliation and membership. Share these testimonials on your website, social media platforms, and newsletters to show the value of the affiliation.
- **Networking Opportunities:** Foster connections between your association's members and NALA members by facilitating networking events, online forums, or mentorship programs. Encourage collaboration, knowledge sharing, and professional development. When members see the value of networking and building relationships through affiliation, it will further promote the association's connection with NALA.

Remember, consistency in promoting your affiliation across various channels and highlighting the tangible benefits is key to effectively promoting your affiliation with NALA to members and prospects.

## How can you share NALA news with your members?

There is no set method, but here are a few options to keep in mind.

- **Verbally:** please share NALA news and announcements with your members at every in-person and online event – mention upcoming CP® testing dates, relay dates for the next annual NALA Conference & Expo and offer reminders of the upcoming webinars and CLE offerings available via NALA’s website. Allow them to ask questions and encourage them to reach out to us ([affiliates@nala.org](mailto:affiliates@nala.org)) if they have any specific questions that you are unable to answer.
- **In Writing:** share the monthly member newsletters and quarterly Affiliate Connection newsletters with the entire membership of your association. Not every member of your association is an individual Active type of NALA member, so we want to make sure information is shared with everyone who might benefit from it.
- **Via NALA Representative:** Schedule an in-person or virtual visit from a NALA spokesperson. If you would like a NALA representative or Board member to speak at a future association event, feel free to submit a request at <https://nala.org/2021/visit-or-materials-requests/>.

## Additional benefits include:

- Share information about individual NALA discounts offered to members of NALA Affiliated Associations.
- Encourage attendance at NALA events (in-person events: annual conference and meetings, and virtual events: – town halls, panel discussions, and webinars).
- Offer potential NALA members an opportunity to ask questions about NALA (offer a panel discussion or a simple Q&A session and invite a NALA Board or committee member to attend).
- Supply information about NALA affinity relationships and discounts.

## How can you encourage members to get their CP®/ACP®?

- Work with your association to consider hosting a CP® study course or collaborate with another NALA Affiliated Association to offer a mutually beneficial option.
- Relay upcoming CP® testing dates.
- Ask NALA for CP®-related data and stats that you can share with your members.
- Share notices and info on your association’s Facebook/LinkedIn pages.

## How can you promote attendance at NALA’s Conference & Expo?

- Circulate a “save the date” to your members and continue to provide conference-related information as more becomes available.
- Provide small prizes for conference-related contests (conference/NALA trivia - ask NALA for conference fun facts to share with members).
- Work with your association to offer a scholarship/travel voucher for lucky potential conference attendees.
- Share conference-related notices, information, and updates on your association’s Facebook/LinkedIn pages.

# Affiliate Reporting

All NALA Affiliated Associations must submit an annual and mid-year report. NALA uses this information to improve our services and technical support to associations and evaluate individual and collective progress toward meeting NALA's AA requirements.

## Annual Report

**Affiliated associations must submit an annual report by January 15 each year.** As the NALA Liaison, you should work with your fellow Board of Director members to complete this comprehensive report to ensure accuracy and approval.

### Step 1: Annual Report Online Form

This fillable online form is used for both the annual and mid-year reports. The reporting period for the Annual Report is January through December of the previous year. You can access the form [here](#).

Take some time to familiarize yourself with the form. It has standard reporting areas, such as Education Offerings, Charitable Activities, Legal Activities, Student Events & Recruitment Programming, Membership Engagement & Retention, and Accomplishments/Community Awards. There are multiple fields for you to enter your association's CLE events. If you do not need all these fields, you can scroll past them. When you are done, click "Submit." A copy of the report will be sent to NALA and to the email address provided on the form.

### Step 2: Current Membership Roster

NALA uses your current membership roster to ensure that your association members are eligible to receive association discounts and to share vital information from NALA. When sending your association's membership roster, please adhere to NALA's specific format.

Your association's membership roster should include the first and last name, mailing address (optional), and primary email of all members (telephone numbers are also helpful). Please indicate current officers, including the NALA Liaison. The roster must be submitted in NALA-approved format. Please see the sample template [here](#).

### Step 3: Current Association Bylaws and/or Amendments/Addendums

All your association's bylaw amendments and/or addendums must be approved by NALA. Send a copy of your association's current bylaws, with any amendments and/or addendums, to [affiliates@nala.org](mailto:affiliates@nala.org). Please also remember that if your association is considering any updates or changes to its bylaws, it is recommended that you send any proposed changes to NALA's Affiliated Associations Director **before** obtaining your membership's approval.

1. Within 30 days of passage (approval by the association's members), send a final copy of the amendment(s) to NALA's Affiliated Associations Team at [affiliates@nala.org](mailto:affiliates@nala.org).
2. The information submitted should clearly show the wording for the current bylaw and the wording for the amendment and/or proposed changes.
3. Please see sample bylaws with NALA's required language [here](#).

## Step 4: Submitting Your Annual Report and Required Attachment(s)

1. Review your association's completed Annual Report Form for accuracy and completeness. Select "submit" on the last page of the report to send to NALA.
2. Review your association's member roster for accuracy and completeness.
3. Review your association's bylaws and/or amendments to ensure you have the most current approved version(s).
4. Generate an email titled, "Association Name or Acronym, Annual Report Attachments." Attach your member roster and bylaws/amendments and send the email to NALA's Affiliated Associations Team at [affiliates@nala.org](mailto:affiliates@nala.org).
5. The Annual Reports are compiled and available for all affiliated association representatives.

**Important Reminder:** *An affiliated association that does not submit an annual report within 60 days of the January 15 submission deadline will have their affiliated association benefits suspended on March 15. Affiliated association benefits will be reinstated once the annual report is received, so long as the association adheres to all other requirements. If there are extenuating circumstances where your association is unable to meet these timelines, please email [affiliates@nala.org](mailto:affiliates@nala.org) before the deadline so that we can work together to maintain all the benefits for your association.*

## Mid-Year Report

**Affiliated associations must submit AA mid-year reports by June 8 each year.** As the NALA Liaison, you should work with your fellow Board of Director members to complete this comprehensive report to ensure accuracy and approval.

### Step 1: Mid-Year Report Online Form

This fillable online form is used for both the annual and mid-year reports. The reporting period for the mid-year report is January through May of the current year.

You can access the form [here](#). Take some time to familiarize yourself with the form. It has standard reporting areas such as Education Offerings, Charitable Activities, Legal Activities, Student Events & Recruitment Programming, Membership Engagement & Retention, and Accomplishments/Community Awards. There are multiple fields for you to enter your association's CLE events. If you do not need all these fields, you can scroll past them. When you are done, click "Submit." A copy of the report will be sent to NALA and to the email address provided on the form.

### Step 2: Current Membership Roster

NALA uses your current membership roster to ensure that your association members are eligible to receive association discounts and to share vital information from NALA. When submitting your association's membership roster, please adhere to NALA's specific format. Your association's membership roster should include the first and last name, mailing address (optional), and primary email of all members (telephone numbers are also helpful). Please indicate current officers, including the NALA Liaison. The roster must be submitted in NALA-approved format. Please see the sample template [here](#). When submitting the mid-year membership roster, you can update the roster submitted in January of the current year as part of your annual reporting for the previous year. However, please highlight added members in yellow and removed members in green.



### Step 3: Current Year Bylaws and/or Amendments/Addendums

If your association has made any changes, updates, or additions to its bylaws between January and May, please send a copy of your association's current bylaws with any amendments and/or addendums to NALA's Affiliated Associations Director at [affiliates@nala.org](mailto:affiliates@nala.org). Please also remember that if your association is considering any updates or changes to its bylaws, we recommend that you send any proposed changes to NALA's Affiliated Associations Director **before** obtaining your membership's approval.

1. Within 30 days of passage (approval by the association's members), send a final copy of the amendment(s) to NALA's Affiliated Associations Team at [affiliates@nala.org](mailto:affiliates@nala.org).
2. The information submitted should clearly show the wording for the current bylaw and the wording for the amendment and/or proposed changes.
3. Please see sample bylaws with NALA's required language [here](#).

### Step 4: Submitting Your Mid-Year Report and Required Attachment(s)

1. Review your association's completed Mid-Year Report Form for accuracy and completeness. Select "submit" on the last page of the report to send to NALA.
2. Review your association's member roster for any updates between January and May of the current year. Be sure to use the NALA-approved format with any necessary highlights.
3. Review your association's bylaws and/or amendments to ensure you have the most current approved version(s).
4. Generate an email titled, "Association Name or Acronym, Mid-Year Attachments." Attach your membership roster and bylaws/amendments and send the email to NALA's Affiliated Associations Team at [affiliates@nala.org](mailto:affiliates@nala.org).
5. The Mid-Year Reports are available for all affiliated association representatives on NALA's website under Affiliate Resources.

**Important Reminder:** An affiliated association that does not submit its mid-year report within 60 days of the June 8 submission deadline will have its benefits suspended on August 15. Affiliated association benefits will be reinstated once the mid-year report is received, so long as the association adheres to all other requirements. If there are extenuating circumstances where your association is unable to meet these timelines, please email [affiliates@nala.org](mailto:affiliates@nala.org) before the deadline so that we can work together to maintain all the benefits for your association.

## Bylaw Amendments/Addendums

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### ***Seek NALA Approval Before the Board of Directors/Membership Approval***

All your association's bylaw amendments and/or addendums must be approved by NALA. If your association is considering an amendment to your bylaws, it is recommended that you send a draft of the proposed changes to the Affiliated Associations Director before having your members vote to approve such changes.

1. Within 30 days of passage (approval by the association's members), send a final copy of the amendment(s) to NALA's Affiliated Associations Team at [affiliates@nala.org](mailto:affiliates@nala.org).
2. The information submitted should clearly show the wording for the current bylaw and the wording for the amendment and/or proposed changes.
3. Please see sample bylaws with NALA's required language [here](#).

# Annual Renewal of Affiliation

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Coordinate with your association's treasurer to ensure your annual renewal dues are submitted to NALA in a prompt fashion. See important timelines below:

- As the NALA Liaison, you are responsible for working with your association's treasurer or other designated individual responsible for paying your association's annual affiliate dues to NALA. Once payment details have been coordinated, please let NALA know to avoid any delays with your association's access to their NALA account and to ensure NALA assigns the proper designee as your association's "payer/purchaser."
- Annual affiliate renewal dues may be submitted online via your association's account or coordinated with NALA by contacting the Affiliated Associations Team at [affiliates@nala.org](mailto:affiliates@nala.org).
- Annual affiliate renewal dues for the **upcoming year** are due October 1 and considered delinquent on November 1.
- A NALA Affiliated Association that does not submit the annual renewal dues by November 1 will incur a \$50 late fee. If the annual renewal dues payment (plus any applicable late fee) is not received by December 31, the affiliated association's affiliation with NALA will be terminated until NALA receives the full payment.
- The current year of affiliate membership ends on December 31.

# Affiliated Associations Annual Meeting

The annual meeting of NALA Affiliated Associations (AAs) takes place during the NALA Conference & Expo. During the Affiliated Associations Annual Meeting, the results of the electronically conducted elections for AA Director and AA Secretary are announced. Ideas from affiliates are shared through the annual Affiliate Exchange presentation, and the NALA Affiliate Award recipients are announced.

To ensure a successful Annual Meeting for representatives of NALA Affiliated Associations, it is imperative to pay close attention to all deadlines and details related to the election of the Affiliated Associations Director and Secretary. All communications about the meeting are sent via email to the Presidents and NALA Liaisons of each affiliated association. As the NALA Liaison, you need to stay informed about the deadlines and submit all required materials and information on time.

## Affiliated Association Nominations

NALA must receive nominations for Affiliated Associations Director and Secretary by May 1.

You can find the roles and responsibilities for both leadership positions, as well as more detailed instructions, on NALA's webpage close to election time.

1. NALA will circulate the call for nomination information to the current email addresses on file for the affiliated associations' Presidents and NALA Liaisons on or before April 1. The call for nominations form will be available on [nala.org](http://nala.org).
2. NALA will circulate all candidate information and qualifications to the current email addresses on file for the affiliated associations' Presidents and NALA Liaisons on or before June 1. All candidate information will be available on [nala.org](http://nala.org).
3. Be sure to pass the information on to your membership so that the association may have discussions and help the NALA Liaison or designated voting representative make an informed decision on the election of these officers.
4. NALA will circulate the ballot for the election of the Affiliated Associations Director and Secretary to the NALA Liaison or the designated voting representative. You must let NALA know if there is to be a designated voting representative other than the NALA Liaison at least 30 days prior to the Affiliated Association's Annual Meeting.

## Affiliated Association's Designated Voter

- To ensure eligibility for voting for the Affiliated Associations Director and Secretary, it is mandatory to submit the Designation of Voting Representative Form to NALA at least 30 days before the date of the AA Annual Meeting that the NALA Liaison is unable to vote. The NALA website offers the call for nominations form, and a link to it will also be sent to the current email addresses on file for the affiliated associations' Presidents and NALA Liaisons.
- The designated and alternate voting representatives must be NALA active members to be eligible to cast a vote on behalf of your association.

More information is made available each year on voting by proxy. Please see the NALA website near voting time for the current year's instructions.

# Affiliated Associations Awards and Showcase

## Celebrating Excellence Across NALA Affiliated Associations

At NALA, we believe that our affiliated associations are the lifeblood of our mission. Without your dedication, passion, and hard work, we could not hope to achieve our goals. That is why we are thrilled to have an opportunity every July during our Affiliated Associations Annual Meeting at a conference to celebrate your outstanding contributions to our shared cause!

### Affiliate Award

The prestigious Affiliate Award by NALA is a tradition at our annual conference. Each association nominates one member or committee, and NALA honors them nationally. Your association holds the power to decide who deserves this recognition. Recognizing outstanding contributions, this award is a chance to spotlight exceptional efforts. The deadline to nominate is May 1. Winners are announced during our Affiliated Associations Annual Meeting at the conference, receiving certificates. Learn more about the Affiliate Award [here](#).

### Affiliated Associations Pinnacle Award

The Affiliated Associations (AA) Pinnacle Award recognizes the achievements and contributions of either an affiliate member, affiliate committee, or entire AA, which have had substantial and long-lasting impact on NALA and/or the paralegal profession. Your nominee should truly stand out as a champion for the paralegal profession. The winner of this award is recognized during the AA Annual Meeting at the conference. On top of that, the conference travel expenses of one representative will be paid by NALA. The nomination deadline is April 1. Read more about the Pinnacle Award, including detailed nomination information, [here](#).

### Affiliated Association of the Year Award

What sets this Affiliated Association of the Year Award apart is its unique selection process. There is no need for nominations. The winning association will be chosen based on accomplishments outlined in their annual and mid-year reports submitted to NALA. The benefits of winning extend beyond the pride of recognition. Upon winning, the award association is recognized during the conference and receive a certificate for a complimentary on-demand webinar of their choice from NALA. This webinar can be presented to the entire membership during an in-person event, allowing each attendee to earn CLE credits. Find details for the new Affiliated Association of the Year Award [here](#).

### Affiliate Exchange

Every year, NALA accepts proposals from our affiliated associations (AA) for a presentation at the AA Annual Meeting. This event provides an opportunity for your association to showcase its best practices, emerging strategies, successful initiatives, and growth. Your association could also share experiences on starting CP® study groups, mentoring, recruiting speakers, expanding the availability of CLEs for your members, or outreach efforts toward paralegal students and educators. NALA invites your association to submit a proposal on any topic that your association feels would be informational and helpful to other affiliates. Proposals can be submitted between September 1 through December 31 for the following year's annual meeting. The AA Leadership Team will notify all submitting

associations of the selection for the current year by March 1. This collaborative process fosters learning, encourages dialogue, and generates meaningful discussions to strengthen paralegal associations for the advancement of the profession. Instructions for submitting an Affiliate Exchange Application can be found on NALA's website [here](#).

## **Affiliate Showcase**

At the annual NALA conference, the affiliated associations (AAs) share their association's ideas and swag and market their association to conference attendees during the Affiliate Showcase.

The Affiliate Showcase is a dynamic event filled with excitement, enjoyment, and networking. Immerse yourself in a delightful atmosphere where each of NALA's AAs has an opportunity to create a display that is staffed by enthusiastic association members, eagerly waiting to engage with you, address your queries, and provide valuable suggestions. This event also sets the stage for you to connect with members from other NALA AAs. Be prepared to be captivated, have loads of fun, and make lasting connections at the Affiliate Showcase. It is an experience you will not want to miss!

Your association can view more details and send a request to take part by completing the Affiliate Showcase form, which can be found on NALA's website under Affiliate Resources once registration opens.

# Continuing Legal Education (CLE) Requirements

NALA requires that affiliates conduct a minimum of four educational programs or 10 CLE hours of education during each calendar year. This allows NALA and your association to provide continuing education for members and/or non-member paralegals to meet their ongoing professional development needs. It is not required that the educational programs be elaborate seminars or workshops. Your association can meet this requirement by having a local attorney speak on a relevant topic, as part of a regular membership meeting or as a “lunch and learn” type of event. Your association must account for your CLE events twice a year as part of your association’s annual and mid-year reporting.

For continuing education programs to be eligible for credit, they must be relevant to the work performed by paralegals. Certified Paralegals (CPs) can earn credit by attending and taking part in sessions that fall into three categories:

- Substantive: mock trials, contract law, and torts
- Legal Ethics: programs focused on legal ethics and the professional code of responsibility
- Non-Substantive: office management, legal-based computer programs/software, and mediation.

Please remember, that the maximum number of non-substantive credits applied toward CP® recertification every five years is ten credit hours.

The NALA Certified Paralegal Program offers voluntary national certification for paralegals and legal assistants. This program provides an opportunity for paralegals to demonstrate their commitment to professional development by completing the Certified Paralegal Examination. To keep their CP® credential, Certified Paralegals must show evidence of completing a minimum of 50 hours of continuing legal education every five years, including at least five hours dedicated to legal ethics.

## Requests for all CLE credit approval must meet these four qualifications:

1. Subjects must be relevant to the work of paralegals. Programs/sessions will be awarded substantive, non-substantive, or legal ethics credits based on the three learning objectives submitted on the application.
2. Presenters should be attorneys, paralegals, and/or attorney/paralegal teams.
3. Seminar programs that require analysis and interpretation of the law by the speakers must feature an attorney as the presenter or one of the presenters. This rule applies to both the presentation of the seminar itself and the analysis and study required to prepare for the session.
4. Methods of presentation must meet the specifications of the Americans with Disabilities Act.

## Timing

Submit your application at least three weeks before your educational program. For all approval requests received less than 10 business days before the scheduled session or event, the fee is \$150 per credit hour. You may submit your application by email to [cle@nala.org](mailto:cle@nala.org) to begin the process.

## Acknowledgment

NALA will respond to your CLE request by returning the completed form. The acknowledgment will describe whether the seminar has been approved for credit for substantive legal education, non-substantive education, or legal ethics credit.

## Approval of Program/Session

A CLE request form must be submitted for each event. An event can include multiple sessions. NALA's CLE approval must be granted before the publishing of promotional CLE materials. Approval is for the individual program/session, and not for the organization or sponsors. If the same program/session is offered in many locations with the same schedule and speakers, approval will extend to the other locations for the additional dates. A Certified Paralegal (CP®) may receive credit for attending a seminar that has not been approved in advance by NALA through this CLE request process, provided the program meets the requirements of the NALA Certifying Board.

## NALA's promotion of your event – optional

The NALA website offers a list of upcoming continuing legal education events. Events sponsored by NALA and NALA Affiliated Associations and programs that have received pre-approval for CLE credit from the NALA Certifying Board are eligible for inclusion in the published list. If your CLE request is submitted in a prompt fashion, and you wish to include this program in NALA's CLE event directory, please check that choice on the request form.

To request NALA CLE approval for your next association event, please complete the Affiliate CLE Approval Form.

Be sure to submit the form **three weeks** before your association's event to ensure timely NALA approval. To access the Affiliate CLE Approval Form, click [here](#).



# NALA Affiliated Association Logo Use

Using the NALA Affiliated Association logo can provide several benefits to your paralegal association, such as:

- **Credibility and Trust:** By displaying the NALA Affiliated Association logo, your paralegal association can enhance its credibility and build trust among its members, potential members, and the legal community. The logo signifies that your association is affiliated with NALA, a well-established and recognized professional organization in the field.
- **Recognition and Visibility:** The NALA Affiliated Association logo can help increase the visibility and recognition of your paralegal association. Members and individuals familiar with NALA will easily identify your association as a trusted affiliate, which can attract more attention and interest.
- **Professionalism and Quality Assurance:** The logo acts as a symbol of professionalism and quality assurance. It indicates that your paralegal association upholds the standards and values promoted by NALA, including ethical conduct, ongoing professional development, and commitment to excellence.
- **Networking and Collaboration Opportunities:** Displaying the NALA Affiliated Association logo can help networking and collaboration with other paralegal associations affiliated with NALA. This affiliation can open doors to joint events, shared resources, and exchange of knowledge, creating a stronger and more interconnected paralegal community.
- **Membership Benefits:** The NALA Affiliated Association logo can serve as an added incentive for potential members to join your paralegal association. Individuals looking to become paralegals or those already in the field may view the affiliation as a valuable advantage, making your association an attractive choice for professional development and networking opportunities.
- **Branding and Marketing:** The NALA Affiliated Association logo can be incorporated into your paralegal association's branding and marketing materials, such as your website, social media profiles, event banners, and promotional information. This branding consistency can contribute to a professional and unified image for your association.

Please review the [NALA Affiliated Association Logo and Statement Guidelines](#) for detailed information on how to obtain and use the NALA Affiliated Association logos and to ensure adherence to NALA's requirements.

# Affiliated Associations Communications, Events, and Presentations

## Affiliated Association (AA) Town Halls

Once every quarter, the Affiliated Associations Director and Affiliated Associations Secretary hold Town Halls where issues of concern to the affiliated associations are shared along with practical solutions to those concerns.

Participating in quarterly AA Town Halls with NALA representatives and NALA Liaisons from other paralegal associations can offer many benefits. Here are a few compelling reasons why liaisons should actively engage in these virtual Town Halls:

- **Networking Opportunities:** Town Halls provide an excellent platform for networking with fellow paralegal association presidents and liaisons. Building connections with professionals from other associations can broaden your professional network, fostering collaborative opportunities and an exchange of ideas.
- **Knowledge Sharing:** Town Halls allow liaisons to share best practices, strategies, and initiatives implemented by their associations. Learning from the experiences and successes of others can help you gain insights into effective approaches for addressing shared challenges and advancing the paralegal profession.
- **Stay Informed:** Town Halls offer a valuable opportunity to stay updated on the latest industry trends, regulatory changes, and important developments affecting paralegal practice. By actively taking part, you can get timely information, which you can then disseminate to your association members, keeping them informed and engaged.
- **Collective Problem Solving:** Town Halls often involve discussions on various issues and concerns affecting the paralegal profession and paralegal associations. By joining these discussions, you can contribute your insights and expertise, collectively working towards solutions and advancing the interests of paralegals.
- **Advocacy and Influence:** Being part of a larger community of paralegal associations provides a stronger voice and greater influence when advocating for the interests of paralegals. Through Town Halls, you can collaborate with other liaisons to find common advocacy goals, coordinate efforts, and strengthen your collective impact on issues affecting the profession.
- **Professional Development:** Engaging in Town Halls exposes you to different perspectives, innovative ideas, and diverse approaches to professional development. By taking part actively, you can gather valuable insights, gain inspiration, and enhance your skills and knowledge as a NALA Liaison.
- **Building a Support System:** The paralegal profession can sometimes present unique challenges. Connecting with fellow liaisons facing similar situations can be reassuring. Town Halls offer a supportive community where you can seek advice, share experiences, and find encouragement in the pursuit of your role's responsibilities.

Remember, active participation in Town Halls not only benefits your association but also contributes to the growth and advancement of the paralegal profession. By engaging with other liaisons and collectively working towards shared goals, you can help shape the future of the paralegal field and make a meaningful impact on the community.

## Affiliated Association (AA) Presentations

Each quarter, NALA hosts an AA peer-to-peer presentation. Attending presentations by peers in your industry offers valuable benefits:

- **Learning opportunities:** Gain knowledge and stay updated on trends, techniques, and best practices.
- **Networking:** Connect with like-minded professionals for collaborations and future opportunities.
- **Inspiration:** Hear success stories and innovative approaches, fueling your creativity and motivation.
- **Industry insights:** Understand current trends, technologies, and member behavior.
- **Personal/professional growth:** Challenge your beliefs, expand your knowledge, and enhance your adaptability.

Engage actively by asking questions and participating to maximize the benefits. AAs are also encouraged to share lessons learned, success strategies, and other helpful information for associations through live virtual presentations. If your association is interested in presenting, please email [affiliates@nala.org](mailto:affiliates@nala.org).

## AA Affiliate Connection

The Affiliate Connection is a quarterly newsletter aimed at keeping NALA Affiliated Associations informed, connected, and engaged. It provides a platform for sharing association-specific knowledge, timelines, educational resources, and upcoming events. It also offers an opportunity for networking and for recognizing our various AAs. NALA Liaisons and presidents will receive this mailing, and they are expected to share it with their association's members.

## NALA Commons

You will want to log into your NALA account and go to NALA Commons. NALA Commons is our shared space where NALA members can gather to exchange information, collaborate, and access resources. Commons is a wonderful place for discussions, sharing best practices, asking questions, and seeking guidance from fellow paralegals. NALA Commons is designed to foster interaction, knowledge sharing, and networking among paralegals associated with NALA. There are two NALA Commons groups dedicated to NALA Affiliated Associations: 1) NALA Liaisons and 2) NALA Affiliated Associations. To stay aware, you will want to be sure to join both, as details and updates about AA Town Halls, AA Presentations, and registration are shared here.

# How to Use NALA Promotional Materials

Requesting promotional materials and brochures from NALA can be beneficial for your paralegal association and its members in several ways:

- **Informing current members:** Promotional materials and brochures from NALA can help keep your paralegal association members informed about the latest developments, resources, and opportunities in the field of paralegal studies. They can learn about upcoming events, conferences, workshops, and networking opportunities that NALA offers, enabling them to stay connected and enhance their professional development.
- **Supporting professional growth:** NALA provides a wide range of educational resources, certifications, and publications aimed at paralegals' professional growth. By sharing NALA's promotional materials with your association's members, you can help them access valuable resources, such as webinars, seminars, and publications, which can contribute to their knowledge and skills development.
- **Strengthening networking opportunities:** NALA offers a strong professional network of paralegals across the country. By distributing NALA's brochures, you can encourage your association members to connect with other paralegals and expand their professional network. This can lead to valuable connections, mentorship opportunities, and collaborations within the paralegal community.
- **Attracting prospective members:** NALA's promotional materials and brochures can be effective tools for attracting new members to your paralegal association. By highlighting the benefits of joining both NALA and your association, you can show the value that prospective members can gain from being part of a professional community. It can also help potential members understand the resources, educational opportunities, and professional support they can receive by joining your association.
- **Enhancing credibility and visibility:** Collaborating with a nationally recognized and respected organization like NALA can enhance your paralegal association's credibility and visibility within the legal community. By affiliating with NALA and sharing our promotional materials, you demonstrate your commitment to providing valuable resources and opportunities to your members. This can attract attention from other legal professionals and organizations, opening doors for potential partnerships and collaborations.

Requesting promotional materials and brochures from NALA can help inform, educate, and engage your paralegal association's members while also attracting prospective members. By leveraging NALA's resources, you can strengthen your association's credibility, visibility, and professional network, contributing to the growth and success of your paralegal community.

# Requesting a NALA Representative to Visit Your Event (Virtually or In-Person)

There are several reasons why you should consider inviting a representative from NALA to speak at your association's event:

- **Expertise and Knowledge:** NALA is a nationally respected and well-established professional association for paralegals. By inviting a representative, you can benefit from their extensive expertise and knowledge in the field. They can provide valuable NALA insights, share best practices, and discuss the latest trends and developments in the paralegal profession.
- **Networking Opportunities:** Having a representative from NALA at your event can create networking opportunities for your association members. Attendees can connect with a national representative, ask questions, and establish valuable professional contacts within the paralegal community.
- **Educational Value:** NALA representatives can deliver informative and engaging presentations on a wide range of topics related to paralegal work. They can cover subjects such as ethics, legal research, case management, technology in the legal field, and professional development. This can enhance the knowledge and skills of your association's members and help them stay up to date with industry advancements. Please note that a visit from a NALA representative does not qualify for CLE credits.
- **Professional Development:** NALA offers various resources, certifications, and continuing education opportunities for paralegals. By inviting a NALA representative, your association members will be informed about NALA's offerings and encouraged in their professional growth. The representative can explain the benefits of NALA membership, share success stories, and supply guidance on career advancement.
- **Credibility and Recognition:** NALA is a nationally recognized professional association that sets standards for the paralegal profession. By uniting your event with NALA, you add credibility and prestige to your association. It shows your commitment to supplying high-quality educational and networking opportunities for your members.
- **Awareness and Outreach:** Inviting a NALA representative can help raise awareness about the paralegal profession and the importance of paralegal support within the legal community. It can also attract potential new members to your association who may be interested in pursuing a career as a paralegal.

Overall, having a representative from NALA speak at your association's event can bring many benefits, including access to expertise, networking opportunities, educational value, professional development, enhanced credibility, and increased awareness.

# Growing Your Certified Paralegal (CP®) Membership

The Certified Paralegal (CP®) certification opens doors to success, respect, and opportunities within the legal profession. For over 45 years, NALA's CP® Program has garnered national and international recognition. Accredited by the National Commission for Certifying Agencies and endorsed by the American Bar Association, our program stands as the sole accredited Certified Paralegal Program since April 30, 2014.

The CP® credential is esteemed as a symbol of exceptional professional accomplishment, as acknowledged by the American Bar Association. We take pride in our commitment to professionalism and nurturing enduring connections with our Certified Paralegals.

Promoting the CP® credential and encouraging members of a NALA Affiliated Association to become NALA Certified Paralegals (CP®) can benefit both the association and its members. Below are five ways to promote and encourage members to pursue their CP® certification:

- **CP® Study Group:** Organize a CP® study group within the association, where members interested in becoming certified can come together to study and prepare for the NALA CP® Exam. The study group can provide a supportive environment for members to share resources, discuss difficult topics, and motivate each other during the certification journey.
- **Educational Workshops:** Conduct educational workshops or seminars focused on CP® certification requirements, exam preparation strategies, and study tips. Invite experienced CPs or NALA representatives to speak at these events and provide insights into the certification process. These workshops can help demystify the certification process and supply valuable guidance to interested members.
- **Mentorship Program:** Set up a mentorship program within the association, pairing members who are pursuing CP® certification with experienced CPs. Mentors can supply guidance, share their own experiences, and offer support throughout the certification process. This mentorship can be invaluable for members who are new to the certification journey.
- **CP® Exam Scholarships:** Offer scholarships or financial aid to members who demonstrate a strong commitment to obtaining their CP® certification. This can help alleviate some of the financial burdens associated with the certification process, such as exam fees or study material costs. By providing financial support, the association shows its investment in the professional growth and success of its members.
- **Recognition and Celebration:** Recognize and celebrate members who successfully achieve CP® certification. Highlight their accomplishments through the association's newsletter, website, or social media platforms. Organize unique events or ceremonies to honor CP® members and acknowledge their hard work and dedication. By celebrating their achievements, you create a positive and motivating environment that encourages others to pursue certification.

Remember, it is crucial to provide ongoing support, resources, and encouragement to members who are interested in becoming CPs. By implementing these strategies, your association can foster a culture of professional development and inspire its members to pursue excellence in their careers.

# NALA Monthly Newsletter

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NALA is proud to offer a monthly newsletter that is full of essential information and is organized into the various sections described below to give you updates on all areas of NALA. It is packed with important updates on membership, certification, and education, along with exciting news, upcoming events, helpful reminders, and valuable resources to help you thrive. A lot of time, thought, and challenging work goes into each edition of the NALA newsletter so subscribers can be aware of what is happening at NALA. Be on the lookout for the next issue to be delivered to your inbox on the 15th.

## Association News

This section will always include a video message from NALA's President and a spotlight on one of NALA's volunteers.

## Membership

Here, you can read up on what is new for members, including important reminders and deadlines.

## Education

You will find NALA's latest educational resources here. This section has a current list of upcoming live webinars, featured resources, and a diversity, equity, and inclusion (DEI) article.

## Upcoming Events

In this section, you will find a more long-term calendar of events, emphasizing smaller events and reminders.

## Certification News

This section outlines certification information and resources, whether you are currently a Certified Paralegal (CP®) or are hoping to be one someday. You will discover videos about certification, CP® Exam testing dates and reminders, test prep resources, and/or CP® statistics, data, and trends.

## Store

From t-shirts and textbooks to tote bags and pins, the NALA store is full of goodies. Each month, we feature an item available for purchase.

## Affinity Discounts

NALA members are eligible for exclusive discounts from various affinity partners. From notary bonds to travel discounts and office supplies, this section highlights the various affinity partners and occasionally features an advertisement or limited-time promotion.

## Your Association Newsletters

Please be sure to include NALA on the mailing list for your association's newsletter(s). If your association would like the newsletter posted to NALA's website, please provide permission to NALA by emailing your newsletter to [affiliates@nala.org](mailto:affiliates@nala.org).

## **Association Referral List (Coming Soon)**

Many of the NALA Affiliated Associations offer various programs such as CP® review courses, pro bono projects, and scholarship programs. NALA keeps a list of associations and the projects they offer to provide contacts for other associations considering similar programs. Please keep NALA updated if your association offers any of these types of programs so the referral list is up to date.



# Promoting NALA Member & NALA AA Digital Badges

Digital badges have revolutionized the way we display and share our accomplishments online. In an increasingly virtual world, our achievements must receive recognition both in person and on the internet, which is why NALA collaborates with Credly, a leading provider of digital badging solutions, to offer this innovative platform to our members. With NALA digital badges, you can collect, display, and share your achievements on Credly's online platform at no extra cost.

## Why Are Digital Badges Important?

Digital badges have emerged as the new standard for highlighting training, certification, and e-learning achievements. By providing a comprehensive view of your skills and accomplishments, these badges make it easier for employers to recognize your qualifications. With NALA's digital badges, you now have a simple and effective way to share your hard-earned achievements with peers, potential employers, educational institutions, and more.

## How to Claim Your NALA Badge

Once you qualify for any of the NALA badges, you will receive an email notification from Credly. Please note that if you have earned multiple badges, you will receive separate emails from Credly for each badge. For example, ACPs will also receive a CP® badge in a separate email from Credly.

## Here Is What You Need to Do Next:

1. Look out for an email from admin@credly.com.
2. Click the button in the email to accept your badge.
3. Create and confirm your Credly account.
4. Accept your badge.

Once you have claimed your badge, you can proudly display it in your email signature and on social media platforms such as LinkedIn, Facebook, and Twitter. Sharing your digital badges will contribute to the development of your professional resume and allow others to recognize your accomplishments.

## Managing Your Badge Privacy

At Credly, you have complete control over the information about you that is made public. You can easily configure your privacy settings within the Credly platform, ensuring that you share only with what you are comfortable.

## Share Your Badge

Once you have accepted the badges and created your Credly account, you can share NALA badges directly from Credly's platform to various online platforms, including LinkedIn, Twitter, and Facebook. Additionally, you can share them via email or embed them in websites or your email signature. Sharing your earned badges is an excellent way to enhance your professional profile.

## AA Digital NALA Badge

As a NALA Affiliated Association, your association qualifies for the NALA AA badge upon annual affiliation renewal. The NALA Liaison and/or President will receive an email notification from Credly to claim your AA Badge. Place the AA digital badge on your association's website and social channels to show your affiliation. Potential members can click on the badge to confirm their association's affiliation with NALA. We encourage you to add the badge to your association's email box signature line. The AA digital badge is only to be used by the association and not for individual member use.

By using NALA digital badges, you can proudly show your achievements and contribute to the professional growth of members of your association and NALA.

If you have not received your badge invitation or require another invitation, please contact our office at 918-587-6828 or email us at [nalanet@nala.org](mailto:nalanet@nala.org).

## FAQs

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As a NALA Liaison, you have the responsibility of communication between NALA and your association's membership. Do you have any questions? Please ask! Your Affiliated Associations Director, Affiliated Associations Secretary, and NALA staff are available to help you with any questions or problems you may have. You may call NALA at 918-587-6828 ext. 412 from 8:30 a.m.-5:00 p.m. CT Monday through Friday, or you may send an email to [affiliates@nala.org](mailto:affiliates@nala.org).

### **How do we get our bylaws and/or any amendments approved by NALA?**

Before obtaining membership approval of amended bylaws, send proposed amendments to NALA and the Affiliated Associations Director. The information should clearly show the wording for the current bylaw and the wording for the amendment and/or proposed changes. NALA will review your document(s) and respond to inform you whether your association's amendment and/or proposed changes align with NALA's requirements before you seek approval from your Board and membership. Upon approval by the association's membership, please send a final copy of the bylaws to NALA at [affiliates@nala.org](mailto:affiliates@nala.org).

### **What should we do if our association is unable to meet affiliate requirements?**

Reach out to us! If you overlooked a deadline, give us a call. If you are short of meeting the yearly CLE requirements, send us an email. If your treasurer is on medical leave and you are not sure how to renew your association's membership with NALA before the due date, contact us and we will walk you through the process. If your association is struggling to meet any affiliation requirements, just let us know. We are here to help! Email [affiliates@nala.org](mailto:affiliates@nala.org) or call 918-587-6828.

Be sure to check the Affiliated Associations Resources page on NALA's website at <https://nala.org/affiliates/resources/> for the most up-to-date information, forms, and resources for affiliated associations.

# Important Dates to Remember

## January

- 1 New Year! Current year annual affiliate membership begins
- 15 Annual Report, bylaws, and membership roster deadline to submit (online form & email process)
- 20 AA Connection quarterly newsletter distributed

## February

- 20 (week of) AA Town Hall virtual forum

## March

- 1 Call for Pinnacle Award nominations
- 20 (week of) AA Presentation virtual event

## April

- 1 Pinnacle Award nominations deadline
- 1 Call for Affiliate Leadership Election nominations: AA Director & AA Secretary
- 1 Call for Affiliate Award nominations
- 20 AA Connection quarterly newsletter distributed

## May

- 1 Deadline to submit your association's nominations for Affiliated Associations Director and Affiliated Associations Secretary
- 1 Affiliate Award nominations deadline
- 1 AA Showcase registrations deadline
- 15 Designated Voters deadline to submit for participating in Affiliate Leadership Election
- 20 (week of) AA Town Hall virtual forum

## June

- 1 AA Director & AA Secretary nominees shared with Designated Voter, Liaison, and President
- 8 Annual AA Leadership Elections open for Designated Voters – AA Mid-Year Report and attachments deadline (online form)
- 20 (week of) AA Presentation virtual event
- 30 Annual AA Leadership Elections close

## July

- 12 (est. week of) NALA Conference & Expo
- 12 (est. week of) Affiliated Associations Annual Meeting & Affiliate Exchange: Annual Meeting presented by AAD & AAS; Affiliate, Pinnacle, and AA of the Year Award winners announced and recognized; Newly-elected AAD & AAS announced; Affiliate Exchange presented by AAs
- 12 (est. week of) Affiliate Showcase
- 20 AA Connection quarterly newsletter distributed

## August

20 (week of) AA Town Hall virtual forum

## September

20 (week of) AA Presentation virtual even

## October

- 1 Affiliated association annual renewal dues payment deadline for next calendar year
- 20 AA Connection quarterly newsletter distributed

## November

- 1 \$50 late fee applied to late affiliated association annual renewal dues for next calendar year
- 20 (week of) AA Town Hall virtual forum

## December

- 20 (week of) AA Presentation virtual event
- 31 End of affiliate annual membership for current year