

**WESTERN DAKOTA ASSOCIATION OF LEGAL ASSISTANTS**  
**--STANDING RULES--**

- I. Elected and Appointed Officers: - see Articles VII and IX of Bylaws
  - A. President:
    1. First responsibility is to membership;
    2. Supervises work of other officers and committee chairmen and may delegate special assignments;
    3. Checks Bylaws and marks dates for all W.D.A.L.A. activities and deadlines;
    4. Makes appointments for approval by Board of Directors;
    5. Prepares agenda in advance of meetings and furnishes copy of agenda, prior to meetings, to the Executive Committee for Executive Committee meetings and to the Board of Directors for all regular meetings;
    6. Has membership advised as fully as possible, in advance, of pertinent business expected at meetings. This may be accomplished by inclusion in the official notice of meetings or in issues of the Summons;
    7. Refers all non-budgeted or over-budgeted expenditures in excess of \$100 to the Board of Directors;
    8. Approves all mailings to members and articles for publication.
    9. Shall represent the association at the NALA annual meeting of affiliated associations.
    10. Distribute information about job listings to all members of WDALA.
  - B. First Vice President:
    1. Should be familiar with the Bylaws and prepared to assist the President at any time requested;
    2. Shall supervise the planning and presentation of such seminars as the Board of Directors may designate;
    3. Shall solicit ideas for seminar topics from membership;

4. Shall submit proposed seminar schedules, programs and budget to the Executive Committee for approval before plans are finalized;
5. Shall co-ordinate printing of handout material (cost to be within budget);
6. Shall be responsible for writing thank-you notes to speakers and shall see they are reimbursed for their expenses.
7. The First Vice President's seminar fee shall be waived for the seminars that are organized and coordinated by the First Vice President. If there are Co-First Vice Presidents, each First Vice-President will receive a fee waiver of one-half (1/2) of the seminar fee for each seminar organized and coordinated by them.

C. Second Vice President:

1. Shall receive all membership applications and accept or reject same;
2. If application is incomplete, shall contact applicant for further information. In the event of a question as to eligibility for membership, the matter shall be presented to the Executive Committee for determination;
3. Shall work with public relations chairman and regional directors to increase membership.
4. Shall maintain a current roster of membership, provide an updated roster to the President and NALA Liaison as changes occur to the roster, and periodically provide the roster to all members.
5. Shall cause a membership renewal form and dues statement to be published in the *Summons* as well as individually provided by mail or electronic means to all members at least 30 days prior to due date.

D. Secretary:

1. Shall prepare roll call for each meeting, furnishing copy to President;
2. Shall prepare report of Executive Committee for each Board meeting and annual meeting, if necessary;
3. Shall prepare report of Board of Directors for annual meeting;
4. Shall record the minutes of all meetings. Shall submit draft of all minutes to the Executive Committee for approval. Shall finalize and

reproduce executive committee minutes and forward to officers within 30 days of the meeting. Shall finalize and reproduce board meeting and annual meeting minutes and forward to directors within 30 days of the meeting;

5. Shall draft notices of meetings for approval by President. Upon approval, notice shall be mailed to all members or published in the Summons at least 30 days prior to the annual meeting and 10 days prior to a Board meeting;
6. Maintains permanent file of all minutes.

E. Treasurer:

1. Shall handle all funds of the association and bookkeeping in connection therewith;
2. Shall not pay any non-budgeted or over-budgeted items in excess of \$100 without approval of Board of Directors;
3. Shall submit written financial report at all meetings of the Board or membership;

F. NALA Liaison:

1. Shall receive all mailings from NALA and disseminate pertinent information to the membership;
2. Shall represent the association at the NALA annual affiliates meeting;
3. Shall report association activities to NALA quarterly and shall report officers' names to NALA Headquarters and NALA affiliated associations director within 10 days after election or appointment.
4. Shall report the membership annually to NALA with the renewal fee for continued affiliation with NALA.
5. Shall secure information from NALA concerning the CLA/CP and ACP examinations and disseminate the information to the membership and other interested persons;
6. Shall encourage members to take the CLA/CP and/or ACP examinations;
7. Shall assist with seminars and workshops on topics pertaining to the CLA/CP and ACP examinations;

8. Shall keep a roster of persons who have attained the CLA/CP and ACP designations as well as those who have taken the examination but must re-take sections;
9. Shall assist members with application forms, etc. as requested.
10. Shall administer the Scholarship program as set forth below.
  - a. Scholarship Program Purpose and Eligibility.
    - i. The Scholarship program is established to assist WDALA members with the expense of continuing education. The Scholarship funds can be applied towards a NALA education sponsored event, including but not limited to:
      - a. the NALA CLA/CP examination;
      - b. a NALA ACP course;
      - c. attendance at the NALA annual convention;
      - d. NALA Campus Self Study Course;
      - e. NALA Campus Live! Courses; or
      - f. Any NALA education program that should be developed in the future.
    - ii. Funding is available for retaking an exam only if the applicant was not awarded a scholarship in connection with taking the initial exam.
  - b. Scholarship Award:
    - i. One scholarship per fiscal year will be awarded in the amount of \$250.00.
  - c. Scholarship Guidelines:
    - i. Applicants must be members in good standing of WDALA for a minimum of six (6) months prior to submitting a scholarship application.
    - ii. Applicants must meet the eligibility criteria for sitting for the CLA/CP or ACP exam at the time of application for the scholarship.

- iii. Scholarships will be awarded on a reimbursement basis. The scholarship recipient shall be responsible for paying the fee directly to NALA. Upon proof submitted to the scholarship chair of completion of the selected exam, course or NALA convention, WDALA will issue the recipient the \$250 scholarship award.
  - iv. The award recipient will have one year from the date of the award to complete the selected exam or course or attend the NALA convention. The award will be withdrawn if the recipient does not complete the selected exam or course or attend the NALA convention within the one-year time requirement.
  - v. An award recipient can receive a scholarship award no more than once every five (5) years. The five-year period of time begins to run on the date the scholarship is awarded to that member.
- d. Scholarship Award Procedure:
- i. Scholarship applications are available from the NALA Liaison.
  - ii. Scholarship applications must be received by the NALA Liaison no later than August 1 of each year.
  - iii. Winners will be determined by lottery drawing to take place during the annual board meeting of WDALA. The winner must be present at the time of drawing to win.
  - iv. Names of award recipients and the purpose for the scholarship may be published in the *Summons*.

G. Parliamentarian:

- 1. Shall supervise parliamentary procedure at all meetings, counseling the President when asked for an opinion;

2. Shall up-date Bylaws and Standing Rules as necessary.
- II. Board of Directors: - See Article X.1. of Bylaws.
  - III. Committee Chairmen:
    - A. Educational Programs: - See Standing Rule I.B.2, 3, 4, 5, 6 & 7
      1. Shall be responsible for four educational events or a total of ten hours of education each fiscal year.
      2. Shall assist local members in each region with mini-seminars to be presented in connection with board meetings and the annual meeting.
    - B. Membership: - See Standing Rule I.C.
    - C. Finance: - See Standing Rule I.E.
    - D. Nominations and Elections: - See Article XII of Bylaws.
    - E. Audit Committee: - See Article IX of Bylaws.
    - F. Public Relations: - See Article IX of Bylaws.
    - G. Official Publication:
      1. The name of the publication shall be The Summons;
      2. Budget for the Summons is determined by the Board of Directors;
      3. The Editor shall select material which is considered of interest to the membership, including notices required by the Bylaws, Standing Rules and officers;
      4. Shall be published and distributed a minimum of four issues and a maximum of five issues per fiscal year to all members, NALA headquarters and other affiliated associations;
      5. Articles submitted for publication shall include citations or references when not the opinion or research of the writer. All submissions must be typed, double-spaced and bear the contributor's name, address and telephone number;
      6. The Summons shall contain no advertising, but may contain information regarding vacancies if timely submitted;

7. Shall maintain a file with one copy of each printed issue as a permanent record.
- H. C.L.A. – See Standing Rule I.F.
- I. Ethics
1. Shall report any alleged violation of the code of ethics adopted by NALA and any other code so adopted by the membership of this association to the President.
  2. Shall automatically be chairman of the investigation committee.
  3. Shall report the results of such investigation to the Board of Directors for action. If a violation is determined to have occurred, action shall be taken in accordance with Article XIV of the bylaws.
  4. Shall monitor ethical opinions locally and nationally and report on such opinions to the Board of Directors and members.
- J. Professional Development
1. Research issues of certification, licensing, regulation, and the unauthorized practice of law.
  2. Report case law and legislation affecting our profession to the members of the association and Board of Directors.
  3. Develop, encourage, support, and maintain high standards for the legal assistant profession.
- K. Student/School Liaison

The student/school liaison shall be responsible for maintaining an open line of communication between WDALA and legal assistant students and schools to ensure quality curricula and to advise students of current issues affecting the legal assistant profession. The liaison shall:

1. Maintain contact with directors of various legal assistant programs and, when appropriate, serve on advisory boards;
2. Prepare and maintain statistical information regarding legal assistant programs offered within the State of North Dakota;
3. Organize a speaker's bureau of members willing to address legal assistant classes and promote student membership in Western Dakota Association of Legal Assistants and National Association of Legal Assistants;

4. Organize, promote and present programs beneficial to the continuing legal education of the legal assistant student.

L. State Bar/North Dakota Trial Lawyer's Association (NDTLA) Liaison

1. Represent Western Dakota Association of Legal Assistants in communications with the North Dakota State Bar Association and North Dakota Trial Lawyer's Association. As part of this communication, educate lawyers relating to the duties and responsibilities of legal assistants.
2. Work with County Bar Associations to establish associate memberships for legal assistants.

M. Legal Assistant Day

1. Coordinate preparation of Legal Assistant Day Proclamation with RRVPA chairman.
2. Submit Proclamation to Governor and arrange meeting to sign the Proclamation and publicity picture with Governor.
3. Publish Proclamation in June issue of Summons and submit information to the media.
4. Encourage regional directors to hold regional gatherings for Legal Assistant Day.

IV. Reports:

- A. Each officer, chairman and director shall make an annual written report to the membership at the annual meeting. This report shall be submitted to the President no later than 20 days prior to the annual meeting.
- B. Each officer and chairman shall also submit a written report no later than 20 days prior to each Board meeting.
- C. Copies of all reports shall be retained in the files of the officer and chairman.

V. W.D.A.L.A. files:

- A. All files of officers, committee chairmen and regional directors shall be delivered to the incoming officers, committee chairmen and directors at the Board meeting immediately following the annual meeting or within two weeks. If no successor has been appointed, files shall be given to the President.



- B. Permanent files shall be those of the Bylaws in Parliamentarian's files and minutes.
- C. With the exception of permanent files listed above, files of officers, chairmen and regional directors shall consist of necessarily permanent files and informative files for the current year plus two years; and a list of duties, procedures and deadline dates. Officers, chairmen and directors shall be responsible for destruction of obsolete and miscellaneous material and correspondence.

VI. Correspondence:

- A. Copies of all letters and electronic communications should be sent to the President, First Vice President and any other officer, chairman, or regional director concerned with the contents.

VII. Supplies and Expenses:

- A. Letterhead and envelopes for officers, chairmen and regional directors are available from the President.
- B. Miscellaneous telephone, postage, etc. shall be reimbursed. Claims for reimbursement should be submitted to the Treasurer no later than 15 days prior to a Board meeting.
- C. The annual budget may include funds for reimbursement of expenses of the Board of Directors for attendance at Board meetings and the annual membership meeting. Such funds may be disbursed only upon receipt submitted to the Treasurer. The lodging expense eligible for reimbursement is 1/2 of the seminar hotel rate for one night per meeting.
- D. The association shall pay for expenses of the president and NALA Liaison to attend the NALA annual meeting of affiliated associations. Expenses to be paid or reimbursed consist of (a) the NALA convention registration fee; (b) air transportation; (c) ground transportation to and from the airport and hotel; (c) lodging expense no greater than ½ the seminar hotel rate; and (d) \$35 per diem (no receipts required) up to a maximum of five (5) days of per diem. If another association member(s) is approved by the membership to attend the NALA annual meeting, the association will pay or reimburse the same expenses as outlined in this paragraph.

VIII. Amendments to Standing Rules:

- A. Proposed amendments to Standing Rules may be submitted by any active member. Proposals must be submitted in writing to the President 30 days prior to each Board meeting so that proposals may be placed on the agenda for consideration by the Board.

- B. A majority vote of the Board of Directors shall be required to amend or suspend a Standing Rule.
- C. The Standing Rules shall automatically reflect any Bylaw amendments insofar as they affect said Rules.

XI. Regional Seminars:

- A. Regional educational seminars shall be held in connection with each annual meeting and each directors' meeting.
- B. One member from the hosting area may be appointed by the regional director to be in charge of the seminar.
- C. The local member shall work with the Educational Programs Chairman and shall submit proposed seminar schedule, program and budget to the President and Educational Programs Chairman for approval before plans are finalized.
- D. The local member shall be bound by Standing Rule I.B.5, 6, and 7.

(adopted April 8, 1988)

(amended Sept. 16, 1988)

(amended October 21, 1988)

(amended Sept. 15, 1989)

(amended April 3, 1992)

(amended January 29, 1993)

(amended April 22, 1994)

(amended Sept. 19, 1997)

(amended Apr. 10, 1999) [Section V. (B) "Treasurer" removed]

(amended Oct. 1, 2004) [Section I. (B) (8) added] (amended Oct. 14, 2004) [Section I E(4) moved and added as I C(4)]

(amended July, 2005) [Section F(4) added.]

(amended Sept. 21, 2007) [Section I C(5) moved from Section I E (4) and Section I E (5) removed; RRVLA changed to RRVPA throughout]

(amended Sept. 23, 2010) [Changes made to Section 1 A, C, D, F; Section III G, H; Section V C, Section VI A, Section VII C, D; Section XI B]

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(amended January 24, 2013) [Changes made to Section I(F)(10)(i)]

(amended September 11, 2013 [Changes made to add a Section I (A)(10); eliminate Section I (B) (5) and renumber subsequent section(s); eliminate Section III (L) (2) and renumber subsequent section(s); eliminate Section III (M) regarding the Job Bank and Section III (O) regarding Legal Assistant Task Force; revise Section IV (A) and (B) regarding report formats]