STANDING RULES OF UTAH PARALEGAL ASSOCIATION

1. For the purposes of Articles 2, 3, and 6 of this Association's Bylaws, the term "in-house training" as a legal assistant/paralegal means attorney education of the employee concerning legal assistant duties. In addition to review and analysis of assignments, the paralegal should receive a reasonable amount of instruction directly related to the duties and obligations of the paralegal.

2. For the purposes of Article 5.1 of this Association's Bylaws, the initiation fee for new active members shall be $10.00.

3. For the purposes of Article 5.2 of this Association's Bylaws, the annual dues shall be as follows:

New Members - $60.00 (includes initiation fee)

Active Members -$55.00

Student Members -$20.00

Sustaining Members -$100.00, minimum

Associate Members -$35.00

Sustaining members shall be entitled to advertising in the official publication, as set forth in the "Advertising Policy" addendum to these Standing Rules. There shall be no mid-year reduction in membership fees for Sustaining members.

4. For the purposes of Article 5.2 of this Association's Bylaws, the reinstatement fee shall be $10.00.

5. For the purposes of Article 5.2 of this Association's Bylaws, dues may be prorated at the discretion of the Board of Directors.

6. For the purposes of Article 5.3 of this Association's Bylaws, the penalty fee assessed for not completing the minimum-hour continuing education requirement shall be $10.00 for the first year and $50.00 thereafter, subject to Article 6.3.

7. For purposes of Article 5.5 of this Association's Bylaws, the "bounced check" fee shall be the amount UPA's bank charges.

8. Additional Defined Duties of Elected and Appointed Officers, Standing Committees[1] and Special Committees:

A. **President:** In furtherance of the President's role as the general manager of the Association, she/he:

1. Makes membership her/his first responsibility;
2. Supervises the work of other officers and committee chairs and may delegate assignments;
3. Checks Bylaws and marks dates for all Association activities and deadlines;
4. Makes appointments for board vacancies for approval by Board of Directors;
5. Prepares agenda in advance of meetings and furnishes copy of agenda, prior to meetings, to all officers and committees chairs who will attend the meeting;
6. Advises membership, in advance and as fully as possible, of pertinent business expected at membership meetings. This may be accomplished by inclusion in the official notice of membership meetings or in issues of the Association's official publication;

[1] Committees may or may not exist depending on the needs of the organization. If a committee referenced does not exist, the appropriate officer will assume those duties.

7. Refers all non-budgeted and over-budgeted expenditures in excess of $75.00 to the Board of Directors[i];

8. Approves all mailings and distributions to members and articles for publication;

9. Refers all NALA correspondence to the NALA Liaison;

10. Presents the annual report of the Association to membership at the annual meeting, a copy of which shall timely be published in the Association's official publication;

11. Should conduct or otherwise provide for a training session, which should be held after the election of officers, but prior to the transitional Board meeting, to help ensure the Board is familiar with the current bylaws, standing rules and duties relating to his or her office;

12. Works with the Treasurer in preparation of Association financial documents, including, but not limited to, any Association tax return;

13. Works with the Secretary in the approval and delivery of notice of meetings;

14. Has general supervision of the business, shall conduct all of the regular business of the Association, shall see that all orders and resolutions of the Board of Directors are enforced and put into effect, shall be its principal officer and agent, shall automatically be and serve as Chair of its Board of Directors, shall preside at all meetings and shall negotiate and execute all contracts, bonds, mortgages and all other instruments whatsoever to conduct the business of the Association. By way of extension rather than limitation, the President may appoint and remove, employ, contract with and discharge all employees and agents of the Association; the President shall have such other and further authority, power and discretion as shall reasonably be necessary, incident to or convenient for the accomplishment of the purposes of the Association and transaction of all of its business of whatsoever nature except as shall be prohibited under the law of Utah or absolutely reserved to the Board of Directors in the Bylaws or hereafter limited by act of the Board of Directors; and

15. In addition, the President shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

B. **First Vice President:** In addition to presiding and assuming duties assigned to the President in the President's absence, and as automatic chair of the Education Committee, the First Vice President shall:

1. Plan seminars and workshops and work with NALA and the NALA Liaison in the event of co-sponsorship of any programs; be responsible for keeping a record of continuing education hours completed by active members, approving hours for credit towards the continuing education requirement, and reporting any deficiencies to the Board of Directors; be responsible for fulfilling the education requirements under Article 6 of the Bylaws; and report such CLE to the NALA Liaison;

2. Be familiar with the Bylaws and be prepared to assist the President at any time requested;

3. Supervise the planning and presentation of such seminars as the Board of Directors may designate;

4. Solicit ideas for seminar topics from the membership;

5. Submit proposed seminar schedules, programs and budget to the Board of Directors for approval before plans are finalized;

6. Provide Public Relations Chair or Utah State Bar Paralegal Division Liaison with complete details of seminars (including names and addresses of speakers and biographical information) in ample time to publicize the same. Brochures, flyers, etc., must be approved by UPA's President prior to printing; and shall coordinate printing of handout materials;

7. Keep costs of the committee within budget;

8. Have on the Education Committee the chair of the Utilization Committee;

9. Email or otherwise deliver notices of meetings to the Board and to membership, unless otherwise delegated; and

10. In addition, the First Vice President shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors;

C. Second Vice President: In addition to automatically being the chair of the Membership Committee, the Second Vice President and said committee shall:

1. Receive applications for membership. Upon acceptance, emails confirmingmembership shall be delivered to the members, and the dues shall be delivered to the Treasurer;

2. Be charged with the responsibility of developing programs to encourage membership in the Association;

3. If application is incomplete, contact applicant for further information. In the event of a question of eligibility for membership, the matter shall be presented to the Board of Directors for determination;

4. Deliver a current membership roster to each member (listing members through January 20 of each year) to be received by membership no later than March 1 of each year, and also, in the case of new members, a reference to UPA's website in the new member "welcome" letter;

5. Maintain the roster of membership, with updates delivered to membership and the NALA Liaison regularly, or as otherwise specified by the board;

6. Coordinate with the Treasurer and the Finance Committee[2] for mailing or e-mailing annual dues statements;

7. Coordinate with the Public Relations Chair and Regional Directors to increase membership in the Association;

8. Coordinate regional meetings with the Regional Directors and shall otherwise act as liaison between the Regional Directors and the Board of Directors;

9. Draft and revise applications for membership in accordance with the Bylaws and the Standing Rules of this Association;

10. Include student liaisons on the membership committee; and

11. In addition, the Second Vice President shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

D. Secretary: In addition to being responsible for recording minutes for all membership meetings, for keeping permanent minutes and assisting the President in any way, including giving notice of meetings, the Secretary shall:

1. Record the names of Board members and any guests present, those Board members not present but excused, and Board members not present;

2. Assist the President in preparation of the annual report of the Board of Directors for the annual meeting;

[2] Committees may or may not exist. If a committee does not exist, it is solely the responsibility of the officer.

3. Submit a draft of the prior meeting's minutes to the Board of Directors for approval at the next regularly scheduled meeting; finalize and reproduce Board meeting and membership meeting minutes; and forward same to Board of Directors within 30 days of approval;

4. Draft notices for approval by the President;

5. Mail or e-mail notices of meetings to members if requested to do so by the President;

6. Maintain the permanent files of all minutes and correspondence, including proof of delivery of annual meeting notice to members;

7. Make Association minutes of any meeting available for examination by the membership upon request at a place designated by the Board of Directors during regular business hours or during Association meetings; and

8. In addition, the Secretary shall have such powers and perform such duties consistent with the Bylaws and these Standing Rules as may be assigned from time to time by the Board of Directors.

E. **Treasurer:** In addition to automatically being chair of the Finance Committee, and the duties set forth under Article 12 of the Bylaws, the Treasurer and the Finance Committee shall:

1. Handle all funds of the Association and bookkeeping in connection therewith;

2. Not pay any non-budgeted or over-budgeted items in excess of$75.00 without approval of Board of Directors, and only upon submitting original receipts (unless otherwise approved by the Board) with a voucher request;

3. Submit a written financial report, including a statement of income and expenses, at each regular Board meeting, to be attached to the official minutes;

4. Prepare proposed budget covering the next fiscal year, January 1 through December 31, and submit same to the Board for its approval by September 15 in order for the Board to present same to membership for adoption through electronic voting platform and announced at the annual meeting in October;

5. Surrender the books to the Board of Directors for an annual independent audit no less than 45 days prior to the Association's annual meeting, and assist with the audit as requested by the President, in accordance with the provisions specified for the "Audit of Books" in these Standing Rules;

6. Prepare a semi-annual report to the membership through the end of June, such report to be distributed by July 15th of each year in cooperation with the Communications Committee;

7. Prepare final fiscal financial report for prior fiscal period , such report to be distributed to the membership by January 31st of each year in cooperation with the Communications Committee;

8. Assist in the preparation of financial reports of the Association, including but not limited to preparation of any Association tax return; and be responsible for the filing of such annual financial reports as are required by law;

9. Keep all financial records at a place designated by the Board of Directors to be available for inspection at reasonable times to all members of the Association;

10. One member of this committee shall be appointed to a two-year term on the Long-Range Planning Committee, whose duties are further specified in these Standing Rules;

11. The Treasurer may be bonded (premium paid by the Association);

12. Assist the Membership Committee, as requested, in collecting membership dues and "bounced check" fees; and

13. In addition, the Treasurer shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

F. NALA Liaison. In addition to duties and qualifications set forth in Article 12 of the Bylaws, the NALA Liaison shall:

1. Represent the Association at the NALA annual meeting and the NALA annual meeting of Affiliated Associations and shall be the Association's voting delegate at the NALA annual elections for Affiliated Associations. In the event the Liaison is unable or unwilling to attend said NALA annual meeting of Affiliated Associations or the NALA annual meeting, the Association president may appoint an active member, who is also an NALA active member to serve as representative of the Association to attend in the Liaison's place, having provided any documentation required by NALA. In the event the NALA annual meeting and/or NALA annual meeting of Affiliated Associations are available to attend virtually, the Liaison must attend virtually. If the Liaison decides to attend the NALA annual meeting and/or NALA annual meeting of Affiliated Associations in-person but a virtual option is available, the Liaison must pay all transportation and travel costs without reimbursement. In the event the NALA annual meeting and/or NALA annual meeting of Affiliated Associations is only available to attend in-person, the Liaison shall be reimbursed for transportation and travel costs as described in 8.F.7.(b);

2. Receive all mailings from NALA and disseminate pertinent information to the membership, newspapers and Bar Associations as appropriate;

3. Respond to and keep record of all NALA correspondence;

4. Ensure that the Association's affiliation fee to NALA is timely paid, and furnish membership roster to NALA annually with the affiliation fee <u>and other required reports</u>;

5. Coordinate with the Education Chair to organize the CP/ CLA Intro Course in preparation for the taking of the CP Exam and arrange to inform the membership, legal community and students registered with various paralegal training programs of the CP Short Course;

6. Publish information through the Association's official publication of the CP testing locations, deadlines for registration and eligibility requirements to take the full examination, specialty examinations and retake examinations;

7. Apply for approved expenses for NALA Liaison to attend NALA annual meeting, which shall be limited to the following items and amounts:

    a. Virtual Attendance:

        1. If virtual attendance is available, the Registration fee for the NALA Convention shall be reimbursed or paid by this Association. All other expenses or costs to attend the NALA annual meeting shall not be reimbursed by this Association.

    b. In-person Attendance, if virtual attendance is unavailable:

        1. If virtual attendance is not available and NALA Liaison attends the NALA Convention in-person, the Registration fee for the NALA Convention shall not be reimbursed or paid by this Association.

        2. Reasonable airfare or other transportation expense to and from NALA annual meeting, to be approved by the President and Treasurer prior to the transportation being arranged shall be reimbursed by this Association. Transportation undertaken during the convention will not be approved;

        3. Charges for meals or other incidentals shall not exceed $150 per NALA annual meeting;

4. Reasonable hotel room charges during the days of the NALA annual meeting. Charges such as internet access or parking shall be reimbursed by this Association. Charges such as telephone calls, pay-per-view television charges, and service gratuities for hotel personnel shall not be reimbursed by this Association;

5. Original receipts (unless otherwise approved by the Board) shall be submitted prior to reimbursement of the above convention costs, and reimbursement applies to only one UPA representative to attend the NALA annual meeting;

6. An amount may be budgeted with Board approval for items such as door prizes, postage and copying, directly relating to UPA at the national convention. An exception may be allowed by the Board for items which are already on hand.

8. Submit contact information to the Membership Committee as to Utah individuals who have applied for or successfully completed NALA's Certified Paralegal exam;

9. Work with the First Vice President on NALA co-sponsored programs and with the Education Committee as to effective ways to relay information about NALA and NALA Convention to Association membership; and

10. In addition, the NALA Liaison shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

G. Parliamentarian. In addition, the duties enumerated in Article 12 of the Bylaws, the Parliamentarian shall automatically be chair of the Bylaws Committee and shall:

1. Receive all proposed amendments to Bylaws and Standing Rules, and prepare amendments thereto upon the request of the Board of Directors;

2. Consult the current edition of Roberts Rules of Order as parliamentary authority for items not covered by the Bylaws or Standing Rules;

3. Convene a bylaws review committee at least every five (5) years to review the bylaws and standing rules, unless proposed amendments have previously been presented and acted on, to make recommendations to amending the bylaws and standing rules;

4. Annouce the election of officers results at the annual meeting;

5. Supervise parliamentary procedure at all meetings, counseling the Board of Directors as appropriate and give opinions on parliamentary procedures upon request of the President;

6. Be familiar with the Association's Bylaws and Standing Rules and NALA's Bylaws; and

7. In addition, the Parliamentarian shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

H. Bar Liaison. In addition to duties enumerated under Article 12 of the Bylaws, the Bar Liaison may:

1. At the direction of the Board of Directors, work on a co-sponsored seminar with the Bar;

2. Work to involve members in Law Day activities;

3. Attend and participate at the Paralegal Division of the Bar's mid-year and annual meetings at the Paralegal Division’s discretion;

4. Work with the Bar staff to place articles, job bank advertisements, etc. in the Bar Journal; and

5. In addition, the Bar Liaison shall have such powers and perform such duties, consistent with these Bylaws, as may be assigned from time to time by the Board of Directors.

6. The Board of Directors will appoint a bar liaison, which may be a current serving officer, such as the Education Chair.

7. In addition, the Bar Liaison shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

I. Regional Directors. In addition to the duties set forth in Article 12 of the Bylaws, the Regional Directors shall:

1. Report to and coordinate with the Second Vice President on regional activities;

2. Supervise the planning and presentation of regional meetings;

3. Draft notices of regional meetings/CLE and submit to the Secretary at least 20 days prior to the meeting/CLE for mailing or e-mailing to all members in accordance with Bylaw VII. Notice may be published or mailed or e-mailed in accordance with Bylaw VII. Reservations and payment, if any, for events at the regional meeting/CLE shall be collected by the Regional Director and payments delivered to the Treasurer within 5 business days following the event;

4. Work with the Second Vice President to encourage membership in the Association;

5. Represent the members who work or live in the region on the Board of Directors. For purposes of this Association, Salt Lake County is a stand-alone jurisdiction and not part of any other Region of the Association. Regions include counties, as follows:

Northern Region includes Box Elder, Cache, Daggett, Davis, Duchesne, Morgan, Rich, Tooele, Summit, Uintah and Weber Counties;

Central Region includes Carbon, Emery, Grand, Juab, Millard, Sanpete, Sevier, Utah, and Wasatch Counties;

Southern Region includes Beaver, Garfield, Iron, Kane, Piute, San Juan, Washington, and Wayne Counties.

6. In addition, the Regional Directors shall have such powers and perform such duties, consistent with the Bylaws and the Standing Rules, as may be assigned from time to time by the Board of Directors.

J. Immediate Past President. The duties of the Immediate Past President are fully enumerated in Article 12.10 of the Bylaws. In addition, the Immediate Past President is encouraged to be a member of the Long-Range Planning Committee; and shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

K. Utilization Committee.

1. Promote the utilization of paralegals;

2. Develop programs to educate attorneys and others on the economic benefits and effective utilization of paralegals;

3. Coordinate appropriate activities with the Bar Liaison;

4. Have its chairperson be a member of the Educational Programs Committee; and

5. In addition, this Committee shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

L. Student Liaisons. Student Liaisons shall:

1. Serve on the Membership Committee;

2. Meet at least annually with student organizations in schools offering paralegal training programs to discuss issues of common interest to students and the Association; and may

3. Coordinate speaking engagements to student groups about the paralegal profession;

4. Coordinate participation in career fair activities in area high schools;

5. Coordinate and encourage students to contribute to the Association's official publication;

6. Be encouraged to hold a seat on the Long-Range Planning Committee; and

7. In addition, the Student Liaisons shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

M. Nominations and Elections Committee. In addition to duties set forth in Articles 8.2 and 9 of the Bylaws, the chair of this committee shall:

1. Issue a call for nominations and declaration of candidacy at least 60 calendar days prior to the annual meeting of the Association in the form substantially as provided in these Standing Rules;

2. Present a slate of candidates to the membership by September 15;

3. Obtain the consent of nominees for office as no candidate's name may be listed on the slate without the consent of the candidate;

4. Prepare and distribute voting instructions, link to electronic voting platform, and any forms to the members with the slate of officers;

5. No Committee member shall be eligible for nomination or subsequent election to any elected office during his or her term of service in this position without approval of the Board; and

6. In addition, the Nominations and Elections Committee and its chair shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

N. Long Range Planning Committee. In addition to the provisions of Article 16 of the Bylaws:

1. The Chair of this committee shall be appointed by the President for a three-year term;

2. The remaining 4 (or more) committee members shall be appointed by the Chair for two, three or four-year terms to provide for overlapping membership on the committee; provided, however, that one member of the Finance Committee shall serve a two-year term on this committee. It is recommended that members include the Immediate Past President of the Association, and at least one student member;

3. One member of this committee shall be appointed by the Committee Chair to attend meetings of the Board of Directors ex-officio;

4. It shall be the duty of this committee to set long-term goals for the Association for financial planning, membership benefits and enhancement of the profession. The recommendations of the committee shall be presented to the Board of Directors;

5. The report of this committee shall be delivered at the Association's annual meeting;

6. In addition, this Committee shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

O. Public Relations Committee.

1. Edit and handle any and all material for publication pertaining to the Association including arrangements for radio and television programs or in any other media, and shall submit the same to the President for approval;

2. Work with the Education Committee in publicizing all projects and activities of the Association and the paralegal profession;

3. Coordinate the development of promotional brochures and other media (including radio, video, print and television) for the Association and the profession;

4. Establish contacts and develop community service and other public projects to enhance the Association and the profession;

5. Coordinate with the Communications Committee; and

6. In addition, this Committee shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

P. Communications Committee.

1. Have oversight of the Association's official publication and the Association's website, and coordinate with the Public Relations Committee;

2. The chair of the committee may be a separate position or be the same person as the editor and/or the webmaster;

3. Communications shall be reviewed and approved by the President before dissemination to membership; and

4. The official publication may be part of the website, and shall include notice of the annual meeting in its second and third quarter issue, reports of the annual meeting in its fourth quarter issue, and each issue may contain regular reports from the officers and directors of the Association, the NALA Liaison, and the Committee chairs.

5. In addition, this Committee shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

Q. Professional Standards Committee.

1. Research compensation, benefits, working hours and conditions, education requirements, and types of functions which paralegals perform, etc.;

2. Track legislative agenda items of licensure, regulation or any statute, rule or ordinance pertaining to the paralegal profession;

3. Track educational programs offered by training schools in the state; and

4. In addition, this Committee shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

R. Social Committee.

1. Provide opportunities for the members to interact with one another on a personal and social basis;

2. Coordinate with the Educational Programs and Public Relations Committees on joint activities; and

3. In addition, this Committee shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

S. Librarian/Historian.

1. Accumulate, prepare and maintain an index for use by members of all articles, written documentation and information pertinent to paralegals and the profession in general, such as publications from NALA and its affiliates, local news articles, legislation, etc.;

2. Record the history of the Association; and

3. In addition, the Librarian/Historian shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

T. Job Bank Coordinator. The job bank is a service for members and members of NALA affiliates. Any member seeking employment as a paralegal is eligible to use the job bank information. Any reproduction of any listing to non-members is prohibited. In addition, the coordinator shall:

1. Receive inquiries from law or law-related employers and disseminate such information via e-mail, website, or other means as the Board determines to Association members for their follow-up;

2. Include in each e-mailed job offering a disclaimer, substantially in this format: "This email contains an advertisement for a job opening submitted to the UPA job bank. UPA makes no representations with regard to this position and is merely passing along the information provided to them by the person submitting the ad. Please remember that it is your responsibility to follow the Canon of Ethics for Paralegals when performing any paralegal duties. Such Canon of Ethics can be accessed through the UPA Website";

3. Work with the Public Relations and Communications Committees, Regional Directors, Bar Liaison and Second Vice President to increase job bank employer listings; and

4. In addition, the Job Bank Coordinator shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

U. Ethics Committee.

1. Be familiar with NALA's Code of Ethics and Professional Responsibility ("NALA Code");

2. Act as an advisory body to the membership in the area of legal and professional ethics;

3. Refer complaints of suspected violations under the NALA Code to the Board of Directors for consideration;

4. Act as an investigatory body as directed by the Board of Directors in the event of a violation of the NALA Code;

5. Develop educational programs on ethics for presentation to members, law firms, Bar Associations and other organizations in cooperation with Educational Programs Committee, Student Liaison and Bar Liaison;

6. In addition, this Committee shall have such powers and perform such duties, consistent with the Bylaws and these Standing Rules, as may be assigned from time to time by the Board of Directors.

V. Website. A webmaster shall be appointed by the Board of Directors to maintain the Association website, with the reasonable charges related thereto to be applied from the Communications budget.

W. Audit of Books.

1. The Board of Directors shall appoint an outside auditor to perform an annual independent audit of the books and records of the Association;

2. The outside auditor shall not be a member of the Association and shall have had experience in auditing non-profit organizations; and

3. The written report of the outside auditor shall be delivered to the Board of Directors not later than 30 days prior to the annual meeting.

9. Reports.

A. Each officer, chair and director may make an annual written report to the membership at the annual meeting. This report shall be submitted to the President at least 10 days prior to the annual meeting. The President has discretion to require a particular officer, chair, or director to prepare an annual written report to be presented at the annual meeting.

B. Each officer and chair shall also submit a written report at each board meeting. The report shall include copies of all incoming and outgoing correspondence. The original report shall be appended to the minutes by the Secretary.

10. Association Files.

A. All files of committee chairs and Regional Directors shall be delivered to the incoming officers, committee chairs and directors within seven (7) days of installation. If no successor has been appointed, files shall be given to the President.

B. Permanent files shall be those of the Treasurer, Bylaws in the Parliamentarian's files, minutes and correspondence in the Secretary's files, and educational credits earned by attendance at Association sponsored programs in the First Vice President's files.

C. With the exception of the permanent files listed above, files of the officers, chairmen and Regional Directors shall consist of necessary permanent files and informative files for the current year plus the preceding two years with a list of the duties, procedures and deadline dates. Officers, chairmen and Regional Directors shall be responsible for destruction of obsolete and miscellaneous material and correspondence.

11. 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 within 30 days of incurring the charge.

C. There shall be reimbursement only to Regional Directors for mileage expenses for attendance at the first meeting of the Board of Directors. There shall be no reimbursement for attendance at the annual meeting.

12. Proxy. The proxy form, if used for any voting, shall take substantially the form found on the attached sample.

13. Adoption, Amendments, or Suspension of Standing Rules.

A. Proposed amendments to Standing Rules may be submitted by any Active Member. Proposals must be submitted in writing to the Parliamentarian (or to the President if there is no Parliamentarian) 30 days prior to each Board meeting so that proposals may be placed on the agenda for consideration by the Board.

B. All amendments to the Standing Rules shall be presented to membership at the next annual meeting or through the electronic voting platform dependent on form of voting selected by the Board of Directors.

C. A majority vote of the Board of Directors shall be required to adopt, amend or suspend a Standing Rule.

D. The Standing Rules shall automatically reflect any Bylaw amendments insofar as they affect said rule.

APPENDIX A

Call for nominations format

UTAH PARALEGAL ASSOCIATION NOMINATION FORM[3]

NOMINATIONS MUST BE RECEIVED NOT LATER THAN 5:00PM ON (DATE) BY FAX, E-MAIL OR U.S. MAIL, DIRECTED TO:

(Name, address, fax number and email of nominations and elections Chair:)

I, the undersigned, an active member of UPA, hereby nominate the following person(s) (not more than 3) for the position(s) indicated:

For President: ______________________________

For First Vice President/Education: ______________________________

For Second Vice President/Membership: ______________________________

For Secretary: ______________________________

For Treasurer: ______________________________

For Northern Region Director (1): ______________________________

For Central Region Director (2): ______________________________

For Southern Region Director (3): ______________________________

For NALA Liaison: ______________________________

____

Signature of member

NOMINATION ACCEPTED[4],[5]:

______________________________ (Signature of Nominee)

______________________________ (Signature of Nominee)

______________________________ (Signature of Nominee)

(1) Northern Region includes Box Elder, Cache, Daggett, Davis, Duchesne, Morgan, Rich, Tooele, Summit, Uintah, and Weber Counties;

(2) Central Region includes Carbon, Emery, Grand, Juab, Millard, Sanpete, Sevier, Utah, and Wasatch Counties;

(3) Southern Region includes Beaver, Garfield, Iron, Kane, Piute, San Juan, Washington, and Wayne Counties.

[3] Forms are for information purposes only
[4] By accepting the nomination, you agree to have read, understood, and accept all duties as outlined in the bylaws and standing rules.
[5] All nominees understand that in the event s/he is elected, a mandatory meeting will take place immediately following the annual meeting and a mandatory training session will be conducted no later than 30 days after the election. Further, all nominees are strongly encouraged to join NALA of which UPA is an affiliate.

APPENDIX B

CALL FOR NOMINATIONS AND DECLARATION OF CANDIDACY

TO: UPA Active Members
FROM: [name], Nominations and Elections Chair
DATE: [date]
NOTICE IS HEREBY GIVEN:

1. A call for nominations and declaration of candidacy for office in the Utah Paralegal Association is hereby issued for the 20_ -20_ term. Pursuant to the Bylaws of the Association, the term of elected officers of the Association shall be for a period of one year. Officers shall be elected at the annual meeting or by electronic voting platform prior to the annual meeting and shall be installed and assume their duties at the next succeeding board meeting after the date of election is held.

2. The elections will be held at the annual meeting of the association on [day, date, time, place] or to take place by electronic voting platform [include voting instructions, link, and login credentials as applicable].

3. Written nominations must be received by the Nominations and Elections Chair by 5:00 p.m. on [day and date].

4. All candidates for office must be Active Members in good standing of the Association.

5. The duties of the officers are outlined below, and nominations will be taken for the following positions:

President: The President is the general manager of the Association and shall have general supervision of the business of the Association, shall serve as Chair of the Board of Directors, and attend to all other duties as provided for in Section 12.1 of the Bylaws and Standing Rules of the Association.

First Vice President: The First Vice President shall preside and assume all duties assigned to the President in the President's absence, shall automatically be Chair of the Education Committee and shall attend to all other duties as provided for in Section 12.2 of the Bylaws and the Standing Rules of the Association.

Second Vice President: The Second Vice President shall automatically be Chair of the Membership Committee and shall attend to all other duties as provided for in Section 12.3 of the Bylaws and the Standing Rules of the Association.

Secretary: The Secretary shall be responsible for minutes of all membership meetings and for keeping permanent minutes and shall attend to all other duties as provided for in Section 12.4 of the Bylaws and the Standing Rules of the Association.

Treasurer: The Treasurer shall deposit all funds and make all disbursements, subject to the approval of the Board of Directors, and shall attend to all other duties as provided for in Section 12.5 of the Bylaws and the Standing Rules of the Association.

NALA Liaison: The NALA Liaison shall be a NALA member, shall be familiar with the NALA Bylaws and Standing Rules, shall represent the Association at the NALA annual meeting and NALA annual meeting of Affiliated Associations, and shall attend to all other duties as provided for in Section 12.6 of the Bylaws and the Standing Rules of the Association.

Regional Directors: Each Regional Director shall represent the members of the respective region as a member of the Board of Directors, shall work with the other members of the Board of Directors in the promotion of membership and development of activities with the respective regions, and shall attend to all other duties as provided for in Section l2.7 of the Bylaws and the Standing Rules of the Association. No Director shall be elected for a region in which there are no members.

APPENDIX C

NOTICE OF ANNUAL MEETING - (SAMPLE)

Date: _____________Time:

7:45 -10:00 a.m. Registration

8:00 - 8:55 a.m. CLE Session 1

9:00 – 9:55 a.m. CLE Session 2

10:00 – 10:15 a.m. Short Break

10:20 – 11:15 a.m. CLE Session 3

11:20 – 12:15 p.m. CLE Session 4

12:15 - 1:30 p.m. Lunch, Election Results, and Association Business

1:30 – 2:25 p.m. CLE Session 5

2:30 – 3:25 p.m. CLE Session 6

Place: ____________________________

Cost: $____________

Notice is hereby given that the Annual Meeting of the members of UPA will be held at the date, time and place set forth above to act upon the following matters:

1. To elect officers to serve for the term 20_ -20_. The candidates and their qualifications are as follows:

For President: Candidate A	Qualifications: Active Member; currently 1st VP for Education; previous board positions
For 1st Vice President: Candidate B	Qualifications: Active Member; has served on Membership Committee
For 2nd Vice President: Candidate C	Qualifications: Active Member; seeking 2nd term as Membership chair
For Treasurer: Candidate D	Qualifications: Active Member; has completed 2 terms as treasurer
For Secretary: Candidate E	Qualifications: Active Member
Northern Reg. Director: Candidate F	Qualifications: Active Member, located in Northern Region
Central Reg. Director: Candidate G	Qualifications: Active Member; located in Central Region
Southern Reg. Director: Candidate H	Qualifications: Active Member; located in Southern Region
For NALA Liaison: Candidate I	Qualifications: Active Member; Active Member of NALA

NOTE: There are no timely nominated candidates for offices of __________________________________.

2. To vote on the proposed budget;

3. To vote on adopting a new set of Bylaws or Standing Rules for the Utah Paralegal Association -UPA; and

4. To transact such other business as may properly come before the meeting.

Per Bylaws Article 8.1.1, active members of record at the close of business on September 10, ______ [date per bylaw], will be entitled to notice of and to vote on the officers during the election period.

By ORDER OF THE BOARD OF DIRECTORS

[UPA president name], 20__-20__ President

APPENDIX D

WRITTEN BALLOT SAMPLE

For the 20_-20__ Term Elections

If no nominations have been made to date for a particular position. You are welcome to write in your vote or leave the write-in blank.

I, ___________________________, an Active Member/Student Member of UPA, hereby place my vote for the following people for the offices of UPA in the 20_-20_ term:

For President

☐ Candidate A

☐ _________________ (write in vote if you wish to vote for someone other than the named candidate.)

For First Vice President/Education

☐ Candidate B

☐ _________________ (write in vote if you wish to vote for someone other than the named candidate.)

For Second Vice President/Membership

☐ Candidate C

☐ _________________ (write in vote if you wish to vote for someone other than the named candidate.)

For Secretary

☐ Candidate D

☐ _________________ (write in vote if you wish to vote for someone other than the named candidate.)

For Treasurer

☐ Candidate E

☐ _________________ (write in vote if you wish to vote for someone other than the named candidate.)

For NALA Liaison

☐ Candidate F

☐ _________________ (write in vote if you wish to vote for someone other than the named candidate.)

For Northern Region Director (must reside in Box Elder, Cache, Daggett, Davis, Duchesne, Morgan, Rich, Tooele, Summit, Uintah or Weber County)

☐ Candidate G

☐ _________________ (write in vote if you wish to vote for someone other than the named candidate.)

For Central Region Director (must reside in Carbon, Emery, Grand, Juab, Millard, Sanpete, Sevier, Utah, or Wasatch County)

☐ Candidate H

☐ _________________ (write in vote if you wish to vote for someone other than the named candidate.)

For Southern Region Director (must reside in Beaver, Garfield, Iron, Kane, Piute, San Juan, Washington, or Wayne County)

☐ Candidate I

☐ __________________ (write in vote if you wish to vote for someone other than the named candidate.)

Write-in votes are subject to acceptance by the candidate, should that candidate receive the majority of the votes.

PROPOSAL ONE -[text of proposal)

☐ For

☐ Against

☐ Abstain

____

Signed and Dated by Active Member/Student Member

APPENDIX E

BALLOT Template

For the ______________________ Term Elections

For President

☐ Candidate A

☐ _____________________________ (write in vote if you wish to vote for someone other than the named candidate.)

For First Vice President/Education

(No nominations have been made to date for this office. You are welcome to write in your vote or leave this blank)

☐ _____________________________ (write in vote if you wish to vote: (or someone other than the named candidate.)

For Second Vice President/Membership

☐ Candidate B

☐ _____________________________ (write in vote if you wish to vote for someone other than the named candidate.)

For Secretary

☐ Candidate C

☐ _____________________________ (write in vote if you wish to vote for someone other than the named candidate.)

For Treasurer

☐ Candidate D

☐ _____________________________ (write in vote if you wish to vote for someone other than the named candidate.)

For NALA Liaison

☐ Candidate E

☐ _____________________________ (write in vote if you wish to vote for someone other than the named candidate.)

For Northern Region Director (must reside in Box Elder, Cache, Daggett, Davis, Duchesne, Morgan, Rich, Tooele, Summit, Uintah or Weber County)

(No nominations have been made to date for this office. You are welcome to write in your vote or leave this blank)

☐ _____________________________ (write in vote if you wish to vote for someone other than the named candidate.)

For Central Region Director (must reside in Carbon, Emery, Grand, Juab, Millard, Sanpete, Sevier, Utah, at Wasatch County)

☐ Candidate F

☐ _____________________________ (write in vote if you wish to vote for someone other than the named candidate.)

For Southern Region Director (must reside in Beaver, Garfield, Iran, Kane, Piute, San Juan, Washington. or Wayne County)

☐ Candidate G

☐ _____________________________ (write in vote if you wish to vote for someone other than the named candidate.)

Write-in votes are subject to acceptance by the candidate, should that candidate receive the majority of votes.

***

BALLOT RE BYLAWS AMENDMENTS (SAMPLE)

PROPOSAL 1

[TEXT]

- ☐ For
- ☐ Against
- ☐ Abstain

APPENDIX F

Proxy Template

I, the undersigned, acknowledge that I am a member in good standing in UPA and that the person designated has the authority to vote for me at the Annual Meeting [or other meeting] and s/he shall vote in my place.

This proxy must be received by the Nominations and Elections Chair by email at ______________ [or other medium if applicable] by DATE.

Date: ___________________________

NAME OF PROXY: (please print) ___________________________

NAME OF THE ABSENTEE MEMBER: (please print) ___________________________

Signature of Absentee Member: ___________________________

APPENDIX G

TELLERS' REPORT UPA ANNUAL MEETING [AND DATE]

INSTRUCTIONS:

RECORD THE NUMBER OF VOTES CAST;

THE NUMBER OF VOTES NEEDED FOR ELECTION OR FOR THE PROPOSAL TO PASS; THE NUMBER OF VOTES EACH CANDIDATE OR SIDE RECEIVED, EACH LISTED SEPARATELY;

ANY ILLEGAL VOTES CAST, INCLUDING THE REASON THEY WERE ILLEGAL AND THE NUMBER OF ILLEGAL VOTES.

ELECTIONS

NUMBER OF TOTAL MEMBERS (Association's Active and Student Members) ENTITLED TO VOTE (defined by Bylaw 8.1.1)	_______
A QUORUM IS 100% OF PARTICIPATING MEMBERSHIP WITH ELECTRONIC VOTING	_______
TOTAL NUMBER PARTICIPATING IN THE ELECTRONIC VOTING PLATFORM	_______
NUMBER OF VOTES NEEDED TO ELECT (majority of those participating in electronic voting)	_______
TOTAL NUMBER OF VOTES CAST	_______

INDICATE WRITE-INS OR OTHER CHANGES TO THE FOLLOWING LIST (Pres, 1st VP, 2nd VP, Sec., Treas., NALA liaison).

IF THERE IS A SINGLE SLATE WHICH PASSES

WRITE "elected" HERE and proceed to Region Directors.

Write "Elected" on Candidate or write-in with the most votes for each position

President:
Candidate A #In Favor _________
_________________ (write-in) #In Favor _________
First Vice President/Education:
Candidate B #In Favor _________
_________________ (write-in) #In Favor _________
Second Vice President/Membership:
Candidate C #In Favor _________
_________________ (write-in) #In Favor _________
Secretary:
Candidate D #In Favor _________
_________________ (write-in) #In Favor _________
Treasurer:
Candidate E #In Favor _________
_________________ (write-in) #In Favor _________
NALA Liaison:
Candidate F #In Favor _________
_________________ (write-in) #In Favor _________

Northern Region Director:

Candidate G	#In Favor _________
________________ (write-in)	#In Favor _________
Central Region Director	
Candidate H	#In Favor _________
________________ (write-in)	#In Favor _________
Southern Region Director	
Candidate I	#In Favor _________
________________ (write-in)	#In Favor _________

NUMBER OF ILLEGAL VOTES: ___________________ (if zero, so indicate)

****

APPENDIX H

TELLERS' REPORT UPA ANNUAL MEETING [DATE OF ANNUAL MEETING]

BYLAWS & BUDGET PROPOSALS

NUMBER OF TOTAL MEMBERS (Association's Active and Student Members) ENTITLED TO VOTE (defined by Bylaw 8.1.1) _______

A QUORUM IS 100% OF PARTICIPATING MEMBERSHIP WITH ELECTRONIC VOTING _______

TOTAL NUMBER PARTICIPATING IN THE ELECTRONIC VOTING PLATFORM _______

NUMBER OF VOTES NEEDED TO ELECT (majority of those participating in electronic voting) _______

TOTAL NUMBER OF VOTES CAST _______

NUMBER OF VOTES NEEDED FOR PROPOSAL TO PASS (majority of those participating in electronic voting) _______

Proposed Amendment 1	#FOR ______	#AGAINST ___	PASS ____	FAIL ____
Proposed Amendment 2	#FOR ______	#AGAINST ___	PASS ____	FAIL ____

NUMBER OF VOTES NEEDED FOR PUDGET TO PASS (majority of those participating in electronic voting) _______

Budget	#FOR ______	#AGAINST ___	PASS ____	FAIL ____

NUMBER OF ILLEGAL VOTES: ____________ (if zero, so indicate)

Signed ___________________________

Election Judge

____

____

Tellers

APPENDIX I

ADVERTISING POLICY AND ADVERTISING AGREEMENT (template)

UTAH PARALEGAL ASSOCIATION· UPA· ADVERTISING POLICY

At the discretion of the Board of Directors, UPA may place advertising for member-owned and operated services or businesses in its official publication no more than two (2) times per member per calendar year, free of charge to the member. Such advertising cannot exceed a quarter page in size and must be requested at least thirty(30) days prior to the release of the issue into which the advertising is to be placed.

Regular rate: UPA may place advertising for vendors not affiliated with UPA or its members in its official publication at a charge $__ per quarter page of space and

$__ per half page of space per issue into which the advertising is placed. All such advertising shall be memorialized by an agreement signed by an authorized person on behalf of the vendor and by the signature of a member of UPA designated by the Board of Directors the ad having been approved based on a majority vote of the UPA Board of Directors.

Advertising of positions for paralegal or other law-related employment shall be complimentary to the advertiser as part of the UPA Job Bank.

Sustaining Member Rate: Sustaining members of UPA shall be entitled to place three (3) quarter-page ads during one calendar year. Ads should be requested at least thirty (30) days prior to the release of the issue into which the advertising is to be placed. Size of ads is restricted to one-half page, which may be approved for an additional $__ per ad, per issue. Ads beyond the three (3) per fiscal year may be placed at the regular rate.

...

ADVERTISING AGREEMENT

This Advertising Agreement (the "Agreement") is made effective on __________, 20__ (the "Effective Date") by and

between the Utah Paralegal Association ("UPA") (formerly known as Legal Assistants Association of Utah (LAAU)); and ________________________________, a Utah Corporation, having its principal place of business at ________________ ("Vendor").

CHECK THE APPROPRIATE BOX:

☐ Vendor is a Sustaining Member of UPA through December 31, 20_, and this agreement covers the placement of (3) one-quarter-page ads in UPA TODAY, the official publication of UPA, and any supplemental terms.

- ☐ The advertisements shall appear in the following issues of UPA TODAY __________________.
- ☐ The advertisements shall appear in three issues, at the editor's discretion, published prior to December 31, 20_
- ☐ Includes supplemental terms (additional charge): __________________
- ☐ Additional Number of Ads: __________________
- ☐ Half-page ads

☐ Vendor is a "regular rate" advertiser, and in consideration of Vendor's non-refundable payment to UPA of $____, UPA shall place in its official publication the advertisement agreed upon in writing by the parties, a copy of which is attached. Before publication, payment and this signed, completed Agreement shall be delivered to [generally, Editor's name and address]; or be mailed to [generally, Editor's email] with "ADVERTISING AGREEMENT" in the subject line. Said advertisement shall appear in the following issue(s) of the publication:

The following terms apply to all advertisers:

UPA will review the advertisement prior to publication for appropriate content but will not be liable for accuracy (minor or typographical errors). Vendor is wholly responsible for providing the content to appear in the advertisement to the editor.

Final copy must be received by the editor from Vendor no later than __________________, 20__.

This Agreement shall commence on the Effective Date and terminate on the date that is fourteen (l4) calendar days from the date on which the last issue containing the advertisement is published. UPA shall have no continuing obligations hereunder following said termination. This is the full and final agreement of the parties.

APPENDIX J

Informational: Fiscal Year Jan 1 – Dec 31

Membership Year Jan 20 – Jan 19

Pursuant to Bylaws 7.2.1, the following chart is intended to aid in determining dates referred to in the Bylaws and the Standing Rules:

TASK	DEADLINE	ADDITIONAL INFO	GOVERNANCE
Set date for annual meeting in October and select Nominations & Elections Chair	90 days prior to annual meeting	July Board Meeting	Bylaws § 9.2
Call for Nominations & Declaration of Candidacy and Notice of Annual Meeting	60 days prior to annual meeting	August At a minimum, provide date and any other details of the annual meeting 60 days in advance. Further meeting details must be provided no later than 30 days in advance.	Standing Rules § 8M1
Surrender books to board members for annual audit	45 days prior to annual meeting	After Board approval, gather/provide approved info to CPA for independent audit	Standing Rules § 8E5
Proposed Budget to Board	September 15	Prepare proposed Annual Budget for Board approval; later for membership approval	Standing Rules § 8E4
Member list of those entitled to vote to President	September 15	Members in good standing as of September 10	Bylaws § 8.1.1
Slate of Officers Closes	September 15		Bylaws § 7.7 Standing Rules § 8M1
Report due from an independent auditor	30 days prior to annual meeting	Independent auditor must provide written report	Standing Rules § 8W3
Notice of Annual Meeting	30 days prior to annual meeting	Only if full details of the annual meeting have not been provided previously.	Bylaws § 7.2.1
Voting instructions sent to membership with Slate of Officers, Budget, and any Proposed Amendments	No earlier than 25 calendar days prior to annual meeting with polls closing no later than 3 business days prior to annual meeting (actual polling	September	Bylaws §§ 7.2.1, 7.7 Standing Rules § 8M1

	period is set by Board)		
Election Results	Day of Annual Meeting	Parliamentarian will present election results at annual meeting Notice will also be sent to membership via email, social media, or other alternatives as determined by the Board within 7 calendar days of the annual meeting	Bylaws § 7.2.1