

MISSISSIPPI PARALEGAL ASSOCIATION, INC.

STANDING RULES

Revised November 14, 2007

MISSISSIPPI PARALEGAL ASSOCIATION, INC.

STANDING RULES

INDEX

<u>RULE</u>	<u>PAGE</u>
FOREWORD	1
I. Amendments to Standing Rules; Copies of Standing Rules	1
A. Recommendations for Amendments	1
B. Voting on Standing Rules	1
C. Bylaws Control Standing Rules	1
D. Copies of Standing Rules	1
II. Procedure for Amending Bylaws	1
A. Submission of Proposed Amendments to Parliamentarian	2
B. Submission of Proposed Amendments to Membership	2
C. Effective Date of Amendments	2
D. Ratification by NALA	2
E. Submission to NALA	2
III. Membership and Qualifications	2
A. Qualifications for Active Membership	2
B. Qualifications for Inactive Membership	2
C. Qualifications for Associate Membership	2
D. Qualifications for Student Membership	2
E. Application for Membership	3
F. Retention of Active Membership	3
G. Removal from Membership	3
H. Appeal from Cancellation of Membership	4
IV. Dues and Assessments	4

- A. Annual Dues.....4
- B. Reinstatement Fee4
- C. Dues Statement4
- V. Board of Directors.....5
 - A. Board Membership.....5
 - B. Powers, Authority and Procedures.....5
 - C. Election and Tenure5
 - D. Expenses.....5
 - E. Reports5
- VI. Officers5
 - A. Elected Officers.....5
 - 1. President.....5
 - 2. Vice President/Education.....6
 - 3. Vice President/New Membership8
 - 4. Vice President/Established Membership8
 - 5. Secretary.....9
 - 6. Treasurer10
 - 7. NALA Liaison.....10
 - 8. Region Directors10
 - B. Additional Qualifications and Duties of Elected Officers11
 - C. Appointed Officer--Parliamentarian11
- VII. Committee Chairpersons.....12
 - A. The Standing Committees of this Association shall be.....12
 - 1. Nominations and Elections12
 - 2. Public Relations12
 - 3. Newsletter Editors.....13

4.	CLA Coordinator	13
5.	Student Liaison	13
6.	Bar Relations.....	16
7.	Job Bank.....	16
8.	Educational Programs	16
9.	Membership	16
10.	Audit.....	16
11.	Social.....	16
12.	Pro Bono	17
13.	Professional Development	17
14.	Bylaws.....	17
B.	Reports of Chairpersons.....	17
C.	Expenses.....	17
D.	Supplies.....	17
VIII.	Expenses.....	17
A.	Miscellaneous Expenses	17
B.	Authorization Required for Expenses Over \$25.00.....	18
C.	Travel Expenses	18
IX.	Election of Officers.....	19
A.	Qualifications and Procedure.....	19
B.	Vacancies in Office, Unexpired Terms and Removal.....	19
X.	Nominations and Elections	19
A.	Procedure	19
XI.	Meetings.....	20
A.	Membership Meetings.....	20
B.	Board of Directors Meetings.....	21

C.	Annual Meetings	21
XII.	Geographical Regions	22
A.	Description of Regions.....	22
B.	Method of Change.....	22
XIII.	Rosters.....	22
A.	Roster of Board of Directors and Committee Chairmen.....	22
B.	Official Roster.....	23
XIV.	The Official Publication.....	23
A.	Name, Distribution and Mailing	23
B.	Material and Copy.....	23
C.	Files.....	23
XV.	Logo	24
XVI.	Publicity Releases	24
XVII.	MPA Files	24
A.	Files Passed on to Successor.....	24
B.	Permanent Files.....	24
C.	Treasurer’s Files.....	24
XVIII.	Correspondence and Mailings.....	24
A.	Approval.....	24
B.	Responses to Correspondence; Distribution of Copies.....	25
XIX.	Resolutions.....	25
XX.	Budget	25
XXI.	Minutes and Notices.....	25
A.	Recording and Approval	25
B.	Copies.....	25
C.	Fee for Copy of Minutes	25

- D. Meeting Notices25
- XXII. Supplies.....25
 - A. Stationery25
 - B. Postage26
 - C. Speakers Gifts26
- XXIII. Bond26
 - A. Insurance26
 - B. Custodian26

MISSISSIPPI PARALEGAL ASSOCIATION, INC.

STANDING RULES

FOREWORD

The Board of Directors of the Mississippi Paralegal Association, Inc. shall maintain a manual of Standing Rules and board procedures. The Standing Rules are a clear reflection of values and goals held by the Board of Directors and is the basis for all actions and decisions of the Board. Standing Rules adopted by the MPA Board of Directors must be in compliance with the MPA articles of incorporation and MPA Bylaws. They must be ethical, equitable and consistently applied. References to specific sections of the Bylaws and Standing Rules should not be considered to be all inclusive. Each officer and committee chairperson is responsible for being familiar with and fulfilling the duties of their position as required by the Bylaws and Standing Rules.

I. Amendments to Standing Rules; Copies of Standing Rules:

A. Recommendations for Amendments.

Proposed recommendations for amendments to the Standing Rules may be submitted by an active member of MPA. Recommendations must be submitted in writing to the President forty-five (45) days prior to each Board meeting so that proposals may be placed on the agenda for consideration by the Board.

B. Voting on Standing Rules.

A majority vote of the Board of Directors shall be required to create a Standing Rule, or amend or suspend an existing Standing Rule.

C. Bylaws Control Standing Rules.

The Standing Rules shall automatically reflect any bylaw amendments insofar as they affect said rules. In the event of any conflict between the Bylaws and the Standing Rules, the Bylaws will control.

D. Copies of Standing Rules.

A copy of the Standing Rules shall be furnished to each officer, committee chairperson, and region director at the beginning of each fiscal year. They shall also be provided to any other member of MPA who shall request same.

II. Procedure for Amending Bylaws:

See Article XV of the Bylaws.

A. Submission of Proposed Amendments to Parliamentarian.

Proposed amendments shall be submitted to the Parliamentarian at least thirty (30) days prior to a scheduled Board meeting at which the proposed amendment is to be considered.

B. Submission of Proposed Amendments to Membership.

Upon approval by the Board of Directors, notice of such proposed amendment shall be published with the notice of a special or regular meeting of the membership, or included in a mail notice not less than thirty (30) days prior to such meeting.

C. Effective Date of Amendments.

An amendment shall become effective immediately upon the affirmative vote of two-thirds (2/3) of the active members present at any regular meeting of the combined geographic regions.

D. Ratification by NALA.

The Bylaws as amended are subject to ratification by NALA and shall not conflict with NALA's Bylaws.

E. Submission to NALA.

The NALA Liaison shall submit all amendments, within 60 days of passage by the MPA membership, to NALA headquarters and the NALA Affiliated Associations Director.

III. Membership and Qualifications:

A. Qualifications for Active Membership.

See Section 4.2 of the Bylaws.

B. Qualifications for Inactive Membership.

See Section 4.3 of the Bylaws.

C. Qualifications for Associate Membership.

See Section 4.5 of the Bylaws.

D. Qualifications for Student Membership.

See Section 4.4 of the Bylaws.

E. Application for Membership.

See Article V of the Bylaws.

1. Upon receipt of a properly completed membership application and appropriate dues, the Vice President/New Membership shall automatically approve such application if the applicant meets the qualifications as set out in Sections IV and V of the Bylaws and is not known to have been convicted of a felony. The Vice President/New Membership shall note such approval and the date on the approval form.
2. If the application is not complete, or if there is some question regarding the applicant's eligibility, the applicant shall be contacted by the Vice President/New Membership to obtain such information as will insure completeness and clarification of the applicant's eligibility.
3. Upon approval of the application, the Vice President/New Membership:
 - a. Immediately notifies applicant, enclosing membership card and other material with copy of cover letter to the President, Secretary, Vice President/Established Membership and appropriate Region Director.
 - b. Sends membership dues to Treasurer within one (1) week of approval.
4. Application for membership shall be rejected if applicant does not meet qualifications set forth in Articles IV and V of the Bylaws. The Vice President/New Membership shall notify applicant of such rejection in writing.

F. Retention of Active Membership.

Active members may retain their membership for the balance of the fiscal year though not actively employed as a legal assistant, as defined in Standing Rule VI.B.1(a). provided they have been active members of MPA for at least one year and shall continue to pay such dues as may be required for this class of membership. Said members shall retain all the privileges of active membership, except the right to hold office as an officer pursuant Section 4.6 of the Bylaws.

G. Removal from Membership.

See Sections 5.3 and 14.1 of the Bylaws.

1. Information that membership should be canceled for an individual must be filed with the President. Upon receipt of such information, the President, for matters other than non-payment of dues, shall notify the member whose membership has been placed in jeopardy in writing by certified mail. All communications are to be marked "Confidential" and all files are to be maintained in strict confidence.

H. Appeal from Cancellation of Membership.

See Section 5.4 of the Bylaws.

IV. Dues and Assessments:

See Article VII of the Bylaws.

A. Annual Dues.

1. The Board of Directors shall determine the annual dues for all classes of membership prior to each fiscal year without submission to or approval by the membership. The following annual dues as determined by the Board shall continue in force and effect until revised dues may be determined by the Board:

Active	\$45.00
Inactive	\$30.00
Student	\$20.00
Associate	\$60.00

2. Dues shall be payable November I of each year. Unpaid dues become delinquent on November 15. Failure to pay dues by December 1 shall be basis for termination of membership.
3. All persons submitting applications for membership during September and October of each fiscal year shall have the option of paying dues for the current or ensuing fiscal year.
4. The Vice President/Established Membership shall furnish a list of paid members to the Treasurer at the time dues are tendered to the Treasurer for deposit in the Association's account.

B. Reinstatement Fee.

1. Any delinquent member may be reinstated upon payment of a \$15.00 reinstatement fee, together with dues for the upcoming fiscal year. Reinstatement will not be allowed after December 31st. After December 31st, the applicant must fill out a new member application.

C. Dues Statement.

See Standing Rule IV.A.2.

V. Board of Directors:

A. Board Membership.

All elected officers (See Article VIII of the Bylaws) and the Parliamentarian compose the Board of Directors. The Parliamentarian shall be a nonvoting member, except to break a tie vote.

B. Powers, Authority and Procedures.

See Article X of the Bylaws.

All meetings of the Board of Directors are open meetings and the Board will go into executive session as necessary. All matters discussed in executive session are strictly confidential. Copies of correspondence regarding Board of Directors matters should be sent to all members of the Board of Directors.

C. Election and Tenure.

See Section 10.2 of the Bylaws.

D. Expenses.

See Standing Rules VI.A.6.(e). and X. Travel expenses must be submitted within thirty (30) days following the meeting or function for which expenses were incurred unless approval for late filing is obtained from the President.

E. Reports.

Written or oral reports by every elected officer and the Parliamentarian, other than the Region Directors, shall be made at all Board meetings and incorporated in the minutes thereof. Section 12.9 of the Bylaws requires that the Region Directors' monthly reports be in writing and made a permanent part of the minutes of each respective Board of Directors meeting.

VI. Officers:

A. Elected Officers.

1. President.

See Section 12.1 of the Bylaws and Standing Rules I.A.; III.E.3.(a.); III.G.; V.B.; V.D.; VI.A.2.; VI.A.4.(b), (c), (e); VI.A.6.(a), (e), (f); VI.A.8.(e); VI.C.4.; VII.A.1.(c); VII.A.2.(a), (c); VII.A.6.(e); VII.B.; VIII.A. and C.; X.A.; XI.A.4.; XI.B.1. and 9.; XIV.B.1. and 3.; XV.; XVI.; XVII.A. and B.; XIX.; XXI.D.; and XXIII.A.

- a. First responsibility is to membership.

- b. Supervises work of officers, region directors and Committee Chairpersons and may delegate special assignments.
- c. Checks Bylaws for preparation of MPA's fiscal year calendar for all MPA and NALA activities and deadlines. The fiscal year calendar shall be furnished to the Board of Directors at its first meeting of any fiscal year.
- d. Appoints positions to the Board and, with the assistance and approval of the Board of Directors, appoints Committee Chairpersons as set forth in Sections 8.2, 10.2, 11.3 and 12.1 of the Bylaws.
- e. Provides Board of Directors a copy of agenda prior to the meetings.
- f. Approves all mailings to the membership with the exception of pre-approved form letters.
- g. Signs checks in the absence of the Treasurer and approves unbudgeted and over-budgeted items, subject to Section VI.A.6(e) of the Standing Rules.
- h. Executes or approves for execution all contracts and other documents legally binding MPA.

2. Vice President/Education.

See Section 12.2 of the Bylaws and Standing Rules VI.A.6.(f), VI.A.8.(d), VII.A.2.(c), VIII.C.3.(b).

- a. Should be familiar with the Bylaws and Standing Rules and be prepared to assist the President at any time when requested.
- b. Fills any vacancy in the office of the President should the office of the President become vacant between elections.
- c. Executes or approves for execution all contracts and other documents legally binding MPA in the absence of the President.
- d. Chairs the Education Committee.
- e. Supervises the planning and presentation of seminars for legal assistants and students as the Board of Directors may designate, including obtaining speakers and vendors.
- f. Writes appropriate letters confirming speakers for luncheons and seminars.
- g. Executes any contracts in connection with all seminars, upon approval of the President.

- h. Solicits ideas for seminar topics from MPA members.
- i. Proposes standard programs, seminars sites and tentative dates for the ensuing fiscal year to be submitted to the Board for approval at the first Board meeting following the election of officers.
- j. Submits registration fees for seminars for the ensuing fiscal year for approval by the Board at the first Board meeting following the election of officers and submits quarterly financial report on each seminar to the Board at each regular meeting.
- k. Develops printed brochures, registration, scheduling deadlines, etc. All flyers, brochures, etc., must be approved by the President prior to final printing. Handout material may be available to members and, at the option of the Board, to nonmembers unable to attend the seminar at a cost to be determined by the Board.
- l. Advises the Public Relations Chairperson of the topics and speakers and other necessary information no later than thirty (30) days prior to each seminar date. Advises the Public Relations Chairperson of the topic and speaker no later than thirty (30) days prior to each educational and regular meeting of the membership.
- m. An official announcement in brochures form shall be mailed to the general membership not less than three (3) weeks prior to the seminar date. Such brochure shall contain, in addition to time and place, a registration form stating the registration fees and late fees as approved by the Board. Nonmembers may attend such educational events upon payment of the designated nonmembers registration fee and late fees, if applicable.
- n. Arranges hotel accommodations for the seminars and speakers. Arranges hotel accommodations for Board members and Committee Chairpersons whose hotel accommodations will be paid by MPA if the Vice President/Education is notified in sufficient time to make the arrangements and submit the arrangements to the Board for approval prior to the seminar.
- o. Submits proposed seminar information to NALA for proper CLAE credit approval and prepares Certificate of Attendance forms for CLA's to be completed at end of seminars.
- p. Prepares evaluation sheet for completion by those attending the seminar and a summary of the same to be kept in the Vice President/Education's permanent files.
- q. Writes appropriate thank-you letters to speakers after seminars, educational meetings and regular meetings, and coordinates reimbursement to speakers for their actual expenses incurred (including gasoline and hotel accommodations at minimum double occupancy hotel rate), as

substantiated by MPA expense claim forms. No speaker will be paid a fee unless prior approval is obtained by the Board or the President under advisement from a majority of the Board of Directors.

- r. Maintains a complete file of persons contacted and information obtained, including speakers' names and topics.
- s. Certifies attendance at seminars sponsored by MPA for continuing legal education credit when requested to do so. Such certification shall include the pertinent session, subject covered, speaker, attendance, location and duration.

3. Vice President/New Membership.

See Section 12.3 of the Bylaws and Standing Rules III.E., VI.A.6.(f), VII.A.5.(a)., and VII.A.5.(t).(19).

- a. Provides membership application and other membership information to prospective members with pre-approved form membership letters.
- b. Receives completed applications with membership dues from prospective members and reviews the applications for accuracy and completeness.
- c. Informs prospective members of any deficiencies in application. Follows up with applicant until application is considered complete or applicant's dues are returned due to incomplete application.
- d. Presents membership applications to membership committee for approval.
- e. Upon approval by membership committee, letter is sent to applicant noting approval and dues submitted with membership application are forwarded to the Treasurer for deposit into MPA's account.
- f. Provides updates to Vice President/Established Membership after new members are approved.
- g. Provides NALA Liaison with a list of new members for each quarterly report to NALA.

4. Vice President/Established Membership.

See Section 12.4 of the Bylaws and Standing Rules III.E.3.(a)., IV.A.4., VI.A.3.(f), VI.A.6.(f), X.A.5., and XIII.B. I.

- a. Not more than sixty (60) days after the beginning of the fiscal year, the Vice President/Established Membership shall cause to be prepared a list of all active, inactive, student and associate members. Such list shall constitute the membership roster and shall be available for use at meetings

of the membership and other purposes as described in the Bylaws. Such list shall be updated periodically as new members are added.

- b. Provides current membership roster to President three (3) days before every regular Board meeting.
- c. Prepares and distributes a list and total count of all active, inactive, student and associate members as of forty-five (45) days prior to the annual meeting, to the Nominations and Elections Committee Chairperson and the President.
- d. Provides current membership roster in report to Board at each regular Board meeting.
- e. Mails renewal notices to all members on or about October 15 of each year. Mails a second notice prior to November 30, after conferring with the President as to a preferred mailing date, for those whose dues are delinquent. Should the Board decide, renewal notices may be sent to the membership as an enclosure in the newsletter prior to the renewal deadline.
- f. Provides NALA Liaison with a membership roster by October 15 of each year.
- g. Maintains mailing labels of all members divided by membership category and by Region.

5. Secretary.

See Section 12.5 of the Bylaws and Standing Rules III.E.3.(a.); VII.A.1.(c.); VII.B.; XI.; XIII.A.; XVII.B.; XVIII.B.; XXI.A., B., and D.; and XXII.A.

- a. Prepares notices of all meetings in accordance with Standing Rule XI.
- b. Prepares minutes of all Board of Directors meetings.
- c. Prepares report of Board of Directors for Annual Meeting, if necessary.
- d. Maintains permanent file of all minutes.
- e. Picks up mail at post office box and delivers to officers.
- f. Maintains current mailing lists of members, prospects and schools.
- g. Houses letterhead and envelopes and reorders when necessary.
- h. Provides notice of monthly luncheons.

- i. Makes reservations for monthly luncheons with establishment where luncheon is being held.
- j. Prepares Certificate of Attendance forms for CLA's for educational meetings that are held, other than seminars.
- k. Maintains permanent file of all correspondence generated by officers and committee chairmen.

6. Treasurer.

See Section 12.6 of the Bylaws and Standing Rules III.E.3.(b)., IV.A.4., VI.A.1 .(g)., VI.A.3.(e)., VII.A.5.(f)(22)., XVII.B. and C., and XXIII.

- a. Disbursements: Signs checks for approved expenditures (including administrative costs). The President shall sign checks in the absence of the Treasurer.
- b. Deposits: The MPA bank account will be maintained at such bank as approved by the Board. All deposits to such account will be made at the direction of the Treasurer.
- c. Bookkeeping: The Treasurer shall maintain all books of MPA.
- d. Reports: See Section 12.6 of the Bylaws.
- e. Expense Claims: Budgeted expense claims must be submitted to the Treasurer, with a copy to the President, for payment by the Treasurer. If not budgeted or if over-budgeted, the President must approve the expenditure. Non-budgeted items must be submitted to the Board at its next meeting to establish the necessary budget categories.
- f. Budget: Not later than August 15 of each year, the Treasurer shall prepare a proposed budget for the next fiscal year, after conferring with the President, Vice President/Education, Vice President/Established Membership and Vice President/New Membership, to be approved by the membership at the annual meeting.

7. NALA Liaison.

See Section 12.7 of Bylaws and Standing Rules II.E., VI.A.3.(f)., VI.A.4.(f)., and VII.A.2.(a).

8. Region Directors.

See Section 12.9 of the Bylaws and Sections I.D., III.E.3.(a)., V.E., VII.A.2.(c)., VIII., X.A.5. and 7., XII.A., XVII.A., and XXIII.A. of the Standing Rules.

- a. Work to develop MPA in their respective regions.
- b. Make contact with new members of their respective regions advising of functions and activities of MPA in the region.
- c. Organize functions such as luncheons and other gatherings of legal assistants in their respective regions, working within that region's designated budget if possible.
- d. Assist the Vice President/Education in soliciting sponsors for seminars held within their regions, as well as speakers, if requested by the Vice President/Education.
- e. Upon approval of President, executes all contracts in connection with region functions or activities.

B. Additional Qualifications and Duties of Elected Officers.

See Section 8.1 of the Bylaws.

1. Elected officers must be active members of MPA and must be actively employed as legal assistants.
 - a. "Actively employed as a legal assistant" shall be defined as:
 1. Employed full time as a legal assistant, as defined by the ABA;
 2. Regularly employed on a part-time basis as a legal assistant as defined by the ABA;
 3. If self-employed, employed under the supervision of an attorney in a manner which would qualify the individual for active membership in MPA.
 - b. Elected officers may retain their status as officers of MPA for the balance of the current fiscal year though not actively employed as a legal assistant as defined in Standing Rule VI.B.1.(a). hereinabove, subject to approval of the Board of Directors.
2. Duties: See Article XII of the Bylaws and Standing Rule VI.

C. Appointed Officer--Parliamentarian.

See Section 12.10 of the Bylaws and Standing Rules II.A., V.A. and E, XI.A.5.(e)., XVII.B., and XIX.

1. Prepares Amendments to Bylaws for approval by the Board of Directors prior to submission to membership.

2. Mails out proposed Bylaw amendments thirty (30) days prior to annual meeting.
3. Prepares amendments to Standing Rules for approval by the Board of Directors.
4. Supervises parliamentary procedure at all meetings, and counsels the President when requested.

VII. Committee Chairpersons:

Committee Chairpersons must be active or associate members of MPA. Duties for Committee Chairpersons are set out in Articles XI and XII of the Bylaws and Standing Rule VII.

A. The Standing Committees of this Association shall be:

1. Nominations and Elections.

- a. See Article IX of the Bylaws and Standing Rules VI.A.4.(c)., X., XI.A.5.(c). and (d)., and XI.C.2.
- b. Acts as Credentials Chairperson and arranges for registration by members at each called meeting of the membership for the purpose of elections with separate registration for inactive, student and associate members.
- c. Reports in writing to the President and Secretary the number of voting members present in person or by absentee ballot. The Chair of the meeting shall announce the number of votes represented.

2. Public Relations.

See Section 11.1 and 12.10 of the Bylaws and Standing Rules VI.A.2.(l)., XV., and XVI.

- a. Submits proposed articles to MPA's President and NALA Liaison for approval prior to publication.
- b. Investigates advertising prices in legal publications and journals and makes recommendations to the Board.
- c. Coordinates with the President, Vice President/Education and Region Directors in publicizing seminars, projects and activities of MPA.
- d. Aids in developing promotional brochures for MPA.
- e. Assembles and maintains an organized and properly dated continuing historical register of activities and special projects of MPA, including, but not limited to, seminars, special events, or any other activities as may be directed by the Board.

- f. Maintains in the historical register all MPA pictures, special events, news media and magazines articles and any other information relating to projects or accomplishments of MPA.
- g. Is not responsible for maintaining copies of MPA materials required to be maintained by another Board member or Committee Chairperson as directed by the Bylaws or Standing Rules.
- h. Maintains historical register for availability to the membership at each annual meeting of the membership, seminars, or any other special meetings as may be directed by the Board.
- i. Maintains the MPA web page by updating the information as needed.

3. Newsletter Editors.

See Section 12.16 of the Bylaws and Standing Rules VII.A.5.(f).(17)., VII.A.6.(f), X.A.2. and 6., and XIV.

- a. Maintains a file of articles published by *The Mississippi Lawyer*, and other legal publications for possible publication in the newsletter.
- b. Maintains a file of possible vendors for ads in the newsletter and contacts each vendor in January of the new year.
- c. Annually assesses fee for ads.
- d. Contacts committee in January to review possible changes and or additions to the newsletter.

4. CLA Coordinator.

See Section 12.15 of the Bylaws.

5. Student Liaison.

See Section 12.8 of the Bylaws.

- a. Distributes information on student membership to all schools in Mississippi which offer training programs for legal assistants. Advises the Vice-President/New Membership of membership solicitation.
- b. Prepares and forwards the informational letter to schools with paralegal programs.

- c. Maintains up-to-date list of Mississippi schools offering legal assistant training programs including a special notation of those programs approved by the American Bar Association, type of program offered, etc.
- d. Works closely with paralegal student associations, including communication with student faculty adviser.
- e. Supervises the planning of presentations for legal assistant schools.
- f. Conducts the student essay contest each year.
 - 1. Gets approval from Board for timing and prizes and creates a Calendar of Events.
 - 2. The title of the essay to be written shall be determined by the Board.
 - 3. Writes to NALA asking if they will again donate 3 subscriptions to *Facts & Findings* as prizes in contest.
 - 4. At least two months before deadline writes to directors of paralegal programs announcing the contest; sending the guidelines, an application, and a list of prizes.
 - 5. Two to three weeks prior to deadline, writes to directors reminding them of deadline.
 - 6. Obtains three judges, who are active MPA members and legal assistants, with Board approval of the judges. Writes to judges confirming they will act as judges and assign each a letter— Judge “A”, Judge “B”, Judge “C”.
 - 7. As entries come in, makes sure entry is received by deadline, gives each a registration number, and keeps a registration sheet of person’s name, school and registration number. On this sheet also have places for each judge’s score and the total score for placing entrants as first, second or third.
 - 8. Puts registration number of all pages of each essay.
 - 9. Reads each essay to make sure nothing in content gives away identity of writer or school.
 - 10. Attaches score sheet to each essay and places registration number on each score sheet. At this time, on the score sheet, award 10 points each for no more than four pages nor less than two, cover sheet being completed, and no name on content pages.

11. Makes three copies of the essay contents (not the cover page) and the score sheet for the judges' uses.
12. Approximately one week after deadline (when you are sure that all entries have been received by the deadline), sends a copy of each essay to the judges along with the guidelines and gives them a deadline to have their scores back to you. You should keep in mind the end of the semester and allow at least a week or so before the end of the semester so that the instructors can announce the winners to their classes.
13. When scored essays come back from judges, places scores on the registration sheet, add the three scores for each essay, and determine the winners. In case of a tie, the winner will be the one who scores the highest in Content. In the event these scores tie, the top four papers will be resubmitted for judging. In case there is a first place tie, there will be two first places and one third place. In the event of a second place tie, no third place award will be given. In the event of a third place tie, both entries will be awarded third place.
14. Advises MPA Board of Directors of paralegal programs of the winners.
15. Advises winners of winning.
16. Invites winners to the announcement meeting for the awarding of prizes and acknowledgment of their success. Send prizes to those who cannot make the meeting.
17. Advises *The Assistant's* editors of the winners, sending them the first, second and third place essays so these can be published in the newsletter.
18. Writes to NALA advising of winners, sending them names and address for the free subscription for each to *Facts & Findings*.
19. Writes to membership chairman advising of winners so that winners will get their free one-year membership.
20. Draws up certificate to present on award day.
21. Advises judges of the winners.
22. Obtains token presents for the judges and send receipt to Treasurer for reimbursement.

6. Bar Relations.

See Section 12.18 of the Bylaws.

- a. Maintains contact with the Mississippi Bar Association and local bar associations regarding MPA and its projects and activities. Following approval by the Board, assists at state and local bar functions.
- b. Writes an article or gets someone to write an article for possible submission to *The Mississippi Lawyer* for publication in the column “From Your Assistants.” -
- c. Obtains approval from the Board of Directors to publish the article.
- d. After approval, sends article to the Mississippi Bar Association, Post Office Box 2168, Jackson, Mississippi 39225. The Bar’s magazine is published sporadically, so have the Bar one or two articles ahead at all times.
- e. Maintains a permanent file containing copies of articles and sends the President a copy of the article and cover sheet of *The Mississippi Lawyer*.
- f. Provides a copy of articles published in *The Mississippi Lawyer* to the Newsletter Committee Chairman for publication in *The Assistant*.

7. Job Bank.

See Section 12.13 of the Bylaws.

- a. As a service to MPA members and attorneys, maintains job listings and a current list of job applicants and notifies such applicants of available positions. The Job Bank will also be accessible online, password protected, to all MPA members, with the exception of associate members.

8. Educational Programs.

See Section 12.2 of the Bylaws and Standing Rule VI.A.2.

9. Membership.

See Sections 12.3 and 12.4 of the Bylaws and Standing Rules III, IV, and VI.A.3. and 4.

10. Audit.

See Sections 12.6 and 12.11 of the Bylaws.

11. Social.

See Section 12.14 of the Bylaws.

12. Pro Bono.

See Section 12.19 of the Bylaws.

13. Professional Development.

See Section 12.20 of the Bylaws.

14. Bylaws.

See Section 12.10 and Article XV of the Bylaws, as well as Standing Rules II, XI.A.5.(e). and XVII.B.

B. Reports of Chairpersons.

1. Each Chairperson shall submit a written report to the President and the Secretary at least thirty (30) days prior to the annual meeting to be presented orally at the annual meeting.
2. Each Chairperson shall also submit to the President and the Secretary a written report at least one (1) week prior to the meetings of the Board held during the months of March, June, September and December.
3. Reports shall be typewritten on 8-1/2 x 11 paper.
4. Copies of all reports shall be retained in the files of the Committee Chairperson and in the minutes of the meeting.

C. Expenses.

See Standing Rules VI.A.6.(e)., VIII. and XX.

D. Supplies.

See Standing Rule XXII.

VIII. Expenses:

See Standing Rules VI.A.6.(e)., VII.C., and XXII.B.

Elected and appointed Officers, members of the Board of Directors, Region Directors and Committee Chairpersons shall be allowed the following expenses:

A. Miscellaneous Expenses.

Miscellaneous expenses incurred on behalf of and necessary for the transaction of MPA business, such as supplies, stationery, postage, telephone and facsimiles are allowed. Expense claims must be submitted within thirty (30) days. Thereafter, approval of the President for late filing must be obtained.

B. Authorization Required for Expenses Over \$25.00.

If the Board of Directors determines that a Board members has incurred or will incur extraordinary expenses that will exceed \$25.00, the Board must authorize payment of such extraordinary expenses.

C. Travel Expenses.

When called by the Board to any meeting, or any special event previously approved by the Board, the following expenses will be allowed:

1. Transportation allowance will be mileage to be reimbursed at the rate currently allowed by the Internal Revenue Service.
2. Meals — reimbursement for meals (excluding alcoholic beverages) will be allowed for Board members and Committee Chairpersons who must travel more than 100 miles one way on behalf of MPA, excluding seminars, for actual expense up to a maximum of \$10.00 per meal per day per Board member or Committee Chairperson. No other meal or beverage expense will be reimbursed unless previously approved by the Board or by the President under advisement from a majority of the Board of Directors.
3. Hotel:
 - a. If accommodations are for two or more Board members, MPA will pay one-half the minimum double bed rate for the number of days as may be determined by the Board or the President. Board members will share hotel accommodations (two or more to a room) when possible. If a Board member elects to have a private room when double accommodations are available, MPA will reimburse one-half of the cost of a minimum single room rate. If accommodations are for a single Board member, MPA will reimburse the cost of a minimum single room rate.
 - b. All Board members expecting to stay in a room, and seeking reimbursement for any seminar, must so notify the President and Treasurer at least thirty (30) days in advance of the seminar.
4. Travel expenses as allowed in these Standing Rules must be submitted within thirty (30) days following the meeting unless approval for late filing is obtained from the President.
5. Reasonable miscellaneous expenses will be reimbursed as approved by the Board or the President under advisement from a majority of the Board of Directors.

IX. Election of Officers:

A. Qualifications and Procedure.

The qualifications and method of election are set forth in Article IX of the Bylaws.

B. Vacancies in Office, Unexpired Terms and Removal.

See Sections 9.4- 9.7 of the Bylaws.

X. Nominations and Elections:

A. Procedure.

See Article IX of the Bylaws and Standing Rule VII.A. 1.

1. Nomination and Elections Chairperson prepares Declaration of Candidacy forms and submits same to the President for approval. Forms should contain a statement that candidate is actively employed as a legal assistant and contain sufficient space for the candidate to list qualifications for office. Deadline date for returning forms shall be stated on the form.
2. At least 60 days prior to the annual meeting an announcement shall be made at a meeting in each region, and in a prominent place in the newsletter, reflecting any and all election deadlines, including the deadline for acceptance of nominations to be placed on the ballot.
3. The Nominations and Elections Chairman shall call every active member of the association to inquire as to any interest in running for office. If an active member is not available when called, a message as to the purpose of the call shall be left.
4. The Declaration of Candidacy Form shall be furnished to active members upon request.
5. Declarations of Candidacy Form for officers and region directors must be filed with the Nominations and Elections Chairperson at least sixty (60) days prior to the annual meeting. Immediately thereafter, the Nominations and Elections Chairperson shall check with the Vice President/Established Membership to ascertain that candidates for officers and region directors are members in good standing and qualified to run for such office.
6. No later than September 15, the Nominations and Elections Chairperson shall forward by mail to the President a transmittal letter listing names of candidates by region. A copy of transmittal letter and Declaration of Candidacy shall be mailed to the Newsletter Editor for publication in the Quarterly Newsletter.

7. Nomination and Elections Chairperson shall prepare the ballots and assist with election of officers and region directors at the annual meeting as directed by the President.

XI. Meetings:

A. Membership Meetings.

See Article VI of the Bylaws.

1. Written notice stating the day, time and place of the annual meeting and in the case of a special meeting, the purpose of the meeting, shall be given at least fifteen (15) days in advance of such meeting. Such notice may be by mail or facsimile. If mailed, such notice shall be deemed effective when deposited in the United States mail so addressed, with postage thereon prepaid.
2. Regular meetings are open to all classes of membership. Privilege of the floor is granted to all members, but no speaker shall be permitted to speak more than twice on any one subject and not more than three (3) minutes each time except by permission of the Chair; provided, however, that the Chair may limit time for debate on any subject to less than three (3) minutes per speaker.
3. A quorum of the membership shall be deemed to exist at any duly called meeting of the membership at which 13% of the members entitled to vote are present either in person or by individual proxy. -
4. The President may require any main motion, resolution, amendment or instructions to a committee to be in writing.
5. Voting:
 - a. Any active member shall have the right to vote in person or by absentee ballot at any meeting of the membership pursuant to Section 4.6 of the Bylaws.
 - b. No active member who is delinquent in the payment of dues or assessments shall be qualified to vote.
 - c. The Nominations and Elections Chairman shall cause to be prepared an official absentee ballot for elections form, subject to approval by the Board at least thirty (30) days prior to the annual meeting, pursuant to Section 9.1 of the bylaws, which shall be furnished to every active member in good standing.
 - d. Any individual absentee ballot for elections must be filed by such member with the Nominations and Elections Chairman at least fifteen (15) days before the annual meeting is called to order and seven (7) days before a special meeting is called to order.

- e. An absentee ballot for approval of amendments to bylaws shall be prepared by the Parliamentarian and shall be handled in the same manner as the absentee ballot for elections as outlined in Section XI.A.5.(a)-(d) above.
- f. Any other matters that require a vote of the membership shall be handled as instructed by the Board of Directors.

B. Board of Directors Meetings.

- 1. Meetings of the Board of Directors shall be held not less than monthly at the place and time designated by the President.
- 2. Regular meetings of the Board of Directors shall be held during the second week of each month, the dates of which will be listed in the yearly calendar provided to each Board member in January at the first Board meeting. Board members are placed on notice of each monthly Board meeting upon receipt of the yearly calendar in January. Written notice of additional Board meetings stating the place, time and day of such regular meeting shall be delivered not less than ten (10) days before the date of the meeting. If mailed, such notice shall be deemed effective when deposited in the United States mail so addressed, with postage thereon pre-paid.
- 3. Regular Board meetings shall be open to the general membership. Any member may participate in discussions of motions.
- 4. The Chair may limit time for debate on any subject.
- 5. No proxy voting will be allowed.
- 6. The Board of Directors shall vote upon all recommendations before any recommendations are presented to the membership for vote.
- 7. Reports of Board members and Chairpersons will be given and, if in writing, attached to the minutes of the meeting.
- 8. A majority of the voting members of the Board shall constitute a quorum and shall be requisite at all meetings of the Board for the transaction of business.
- 9. The President may require any main motion, resolution, amendment or instructions to a committee to be in writing.

C. Annual Meetings.

- 1. The annual meeting shall be held in October of each year in Region I.
- 2. Registration for the annual meeting shall be conducted by the Nominations and Elections Chairperson who shall also act as the Credentials Chairperson. (See Standing Rule X).

XII. Geographical Regions:

A. Description of Regions.

There shall be five (5) Region Directors on the Board, each representing one of the following geographical regions:

Region I: Adams, Amite, Claiborne, Copiah, Franklin, Hinds, Issaquena, Jefferson, Kemper, Lauderdale, Leake, Lincoln, Madison, Neshoba, Newton, Pike, Rankin, Scott, Sharkey, Simpson, Smith, Warren, Wilkinson and Yazoo counties;

Region II: George, Greene, Hancock, Harrison, Jackson, Pearl River and Stone counties;

Region III: Alcorn, Benton, Calhoun, Chickasaw, Coahoma, DeSoto, Itawamba, Lafayette, Lee, Marshall, Monroe, Panola, Pontotoc, Prentiss, Quitman, Tallahatchie, Tate, Tippah, Tishomingo, Tunica, Union and Yalobusha counties;

Region IV: Attala, Bolivar, Carroll, Choctaw, Clay, Grenada, Holmes, Humphreys, Leflore, Lowndes, Montgomery, Noxubee, Oktibbeha, Sunflower, Washington, Webster and Winston counties; and,

Region V: Clarke, Covington, Forrest, Jones, Jasper, Jefferson Davis, Lawrence, Lamar, Marion, Perry, Walthall and Wayne counties.

B. Method of Change.

1. Any proposed change in the geographical regions must be approved by the membership through a bylaw amendment.
2. In no event shall a region be permitted to annex a county unless such county is contiguous to at least one other county in the region to which it is to be annexed.
3. In no event shall a region be permitted to remove a county unless there shall also be a corresponding recommendation to annex such county to another region to which it is contiguous.

XIII. Rosters:

A. Roster of Board of Directors and Committee Chairmen.

1. The Secretary shall maintain an accurate register of the members of the Board of Directors and Committee chairpersons of MPA. A copy of such roster shall be provided to all members of the Board of Directors and Committee Chairpersons.
2. The Secretary shall provide to the Mississippi Bar Association a list of the Board of Directors at the beginning of the fiscal year, and any updates as necessary during the year.

B. Official Roster.

1. The Vice President/Established Membership shall maintain an accurate roster of all members of MPA. If so requested, the Vice President/Established Membership shall be able to provide any member a list of those members in each of the geographical regions.
2. None of the contents of the official or membership rosters are to be divulged to outside sources for any reason whatsoever, and each and every member receiving a roster, or portion thereof, is so bound by these restrictions.

XIV. The Official Publication:

See Section 12.16 the Bylaws and Standing Rule VII.A.3.

A. Name, Distribution and Mailing.

1. The name of the official publication shall be *The Assistant*.
2. At least four (4) issues of the official publication must be published during each fiscal year.
3. The Newsletter Editors shall see that the publication is distributed via the most economical means feasible.

B. Material and Copy.

1. Copy is prepared from material selected by the Newsletter Editor and approved by the President, which is considered of interest to the membership, and shall include notices as required by the Bylaws, Standing Rules and the Board in a timely manner.
2. A double spaced, typed original, and two (2) copies or a copy on computer disc should be made of all copy and submitted to the Newsletter Editor. Each article or column should be typed individually so that layout placement and corrections can be indicated on copy with minimum error and confusion.
3. Copy of proposed draft of entire newsletter shall be sent to President for review before being put in final form.

C. Files.

1. The Newsletter Editors' files shall contain one copy of each printed issue for a permanent record. Extra copies should be held for use of MPA and the Board.
2. Every effort should be made to return all pictures with proper record being made of same.

XV. Logo:

The MPA logo shall be as approved by the Board of Directors. The reproduction of the MPA logo in any form except by express written authority of the President and Public Relations Chairperson is prohibited.

XVI. Publicity Releases:

All proposed press, radio and television releases or coverage shall be submitted to the Public Relations Chairperson and the President for approval.

XVII. MPA Files:

A. Files Passed on to Successor.

All files and related materials (including any computer files, notebooks, etc.) of all officers (with the exception of the Board of Directors' files and those specified as permanent files in Standing Rule XVII.B.), Committee Chairpersons and Region Directors, shall be delivered to the incoming officers, including Region Directors, and Committee Chairpersons, not later than December 15. If no successor has been appointed, files shall be given to the President. The President's files shall be delivered to the incoming President not later than December 10.

B. Permanent Files.

Permanent files shall be those of the President, Secretary (official minutes and official roster of Board), Treasurer, and Parliamentarian (Bylaws and Standing Rules). Copies of all contracts of MPA should be maintained in the President's files. All permanent files and minutes shall be retained and/or stored.

C. Treasurer's Files.

The Treasurer shall retain copies of all income tax reports, financial reports, and ledger records indefinitely. The Treasurer shall also retain all other miscellaneous financial data for the current year.

XVIII. Correspondence and Mailings:

A. Approval.

Mailings and correspondence other than pre-approved form letters, routine correspondence, i.e., thank you letters and confirmation letters, should first be submitted to the President for approval.

B. Responses to Correspondence; Distribution of Copies.

Correspondence should be answered promptly. Copies of all letters shall be sent to the President, Secretary, and any other officer or chairperson concerned with the contents.

XIX. Resolutions:

All proposed resolutions shall be filed with the President, Parliamentarian and the chairperson of the appropriate committee for presentation to the Board. Every resolution shall be typewritten on 8 1/2 x 11 paper, not exceeding three hundred (300) words.

XX. Budget:

See Standing Rule VI.A.6.(f),

XXI. Minutes and Notices:

A. Recording and Approval.

The Secretary shall record the minutes of all membership meetings and Board meetings. The Secretary shall draft minutes of each meeting, and within thirty (30) days of such meeting, shall submit a draft to the Board of Directors for approval. Such draft may include summaries of the officers' and chairpersons' reports or copies of same.

B. Copies.

The Secretary shall provide a copy of the minutes as approved to the members of the Board of Directors and to other Committee Chairpersons or any active, student or associate/institutional member upon request.

C. Fee for Copy of Minutes.

Members desiring to receive a copy of official minutes of a given meeting shall pay a fee of \$3 per set of minutes.

D. Meeting Notices.

The Secretary shall draft a notice of all meetings pursuant to Standing Rules VI.A.5., XI. and XXI.

XXII. Supplies:

A. Stationery.

Letterhead and envelopes and other stationery supplies are obtained from the Secretary for officers and chairpersons.

B. Postage.

Postage may be purchased by Board members and statement of expense rendered as stated in Standing Rule VIII.A.

C. Speakers Gifts.

Periodically the Board of Directors will purchase items for use as gifts for speakers or to be used as promotional materials. Should one of the items not be available for use as a speaker's gift, a gift may be purchased with the approval of the Board.

XXIII. Bond:

A. Insurance.

The President or Treasurer shall cause to be issued in the name of MPA by such fidelity insurance company as shall be approved by the Board of Directors, a fidelity bond in such amount as approved by the Board of Directors covering the President and Treasurer.

B. Custodian.

The fidelity bond shall be held in the Treasurer's files.