




CHARLESTON ASSOCIATION OF LEGAL ASSISTANTS, INC.


BYLAWS

AS AMENDED December 2023
APPROVED BY MAJORITY MEMBER VOTE December 18, 2023
APPROVED BY NALA January 5, 2024

I hereby certify that I am a full member in good standing and an elected member of CALA's Executive Board at the time these Bylaws are AMENDED, APPROVED, and ADOPTED by this organization.



Ernalene Rex, CP, SCCP
NALA Liaison



DATE

TABLE OF CONTENTS

| | |
|--------------|--|
| ARTICLE I | NAME |
| ARTICLE II | OBJECTIVES AND PURPOSES |
| ARTICLE III | DEFINITION |
| ARTICLE IV | POLICY |
| ARTICLE V | MEMBERSHIP |
| ARTICLE VI | APPLICATION FOR MEMBERSHIP |
| ARTICLE VII | DUES AND ASSESSMENTS |
| ARTICLE VIII | MEETINGS |
| ARTICLE IX | ELECTION OF OFFICERS |
| ARTICLE X | OFFICERS, EXECUTIVE COMMITTEE & CHAIRPERSONS |
| ARTICLE XI | DUTIES OF ELECTED & APPOINTED OFFICERS & CHAIRPERSONS |
| ARTICLE XII | STANDING & SPECIAL COMMITTEE CHAIRPERSONS |
| ARTICLE XIII | FISCAL YEAR |
| ARTICLE XIV | CODE OF ETHICS |
| ARTICLE XV | AMENDMENTS TO BYLAWS |
| ARTICLE XVI | DISSOLUTION |
| ARTICLE XVII | RETENTION OF AFFILIATION |

CHARLESTON ASSOCIATION OF LEGAL ASSISTANTS, INC.

BYLAWS

ARTICLE I

NAME

The name of the association shall be the CHARLESTON ASSOCIATION OF LEGAL ASSISTANTS, INC. (CALA). The association shall be affiliated with the National Association of Legal Assistants, Inc. (NALA)—The Paralegal Association.

ARTICLE II

OBJECTIVE AND PURPOSES

- 2.1 To establish good fellowship among association members, NALA, and members of the legal community.
- 2.2 To encourage a high order of ethical and professional attainment.
- 2.3 To further education among members of the profession.
- 2.4 To cooperate with the Bar Association.
- 2.5 To support and carry out programs, purposes, aims and goals of NALA.

ARTICLE III

DEFINITION

3.1 A legal assistant or paralegal is a person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible (Adopted by the ABA in 1997 and by NALA in 2001).

The ABA adopted a revised definition in 2020, removing the term “legal assistant.” NALA realizes that the terms legal assistant and paralegal are used in the United States. NALA recognizes and supports paralegals, regardless of title; however, as an organization, we primarily use the term **paralegal**.¹

¹ <https://nala.org/certification/nala-code-ethics-and-professional-responsibility/> (Last Visited: 10.24.23)

3.2 Whenever the word "Legal Assistant," "Paralegal" and/or "Legal Assistant/Paralegal" appears and is used in the Bylaws herein, shall be held and taken to include both the singular and plural, the masculine, feminine and neuter gender thereof, and shall apply equally to definition of the same.

3.3 **DEFINITION OF KEYWORDS**

i. **ByLaws** – The Bylaws of an organization function as member directives and record member adopted policies and rules. They serve as the foundation for organizational activities. The basic philosophy of the organization; definition of officers, board members, and committee chairperson duties, procedures regarding voting and nominations, and elections; and other basic information are the main ingredients of Bylaws. The Bylaws must be referred to often and particularly in considering any policy changes.

ii. **Standing Rules** – As stated, standing rules are built on the rules and policies of the Bylaws and are used to govern the day-to-day activities of the organization. No standing rule can conflict with provision of the Bylaws. For small associations with membership located in a limited area, the membership may decide that standing rules are not needed.

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

iv. **Standing Committees** – Committees which are perpetual rather than being defined by the accomplishment of one project.

v. **Special Committees/Task Forces** – Committees established for the purpose of working on only one (sometimes more) project(s). The committee is terminated at the end of the specific project(s).

ARTICLE IV

POLICY

This Association shall be nonsectarian, nonpartisan, nonprofit and nonunion. No actions or program may be initiated or undertaken (now or in the future) in conflict with the Bylaws of NALA or of the policies of that Association.

ARTICLE V

MEMBERSHIP

5.1 **Full Membership**: Full membership in this Association shall be open to those persons who are currently employed as Paralegals/Legal Assistants (as defined in Article 3.1) and who are either graduates of a Paralegal training program which was either an ABA approved program or part of an institutionally accredited program, or who have had at least one year experience as a Paralegal/Legal Assistant, experienced to be verified by an attorney. Only Full Members may vote, hold office, or chair committees in the Association. However, no Paralegal/Legal Assistant shall be entitled to hold an elected office or serve as a committee chairperson if such person becomes unemployed as a Paralegal/Legal Assistant and leaves the profession, with no intention of returning to the profession within the next fiscal year.

5.2 **Associate Membership**: Associate membership is available to those persons who do not meet the requirement of Full Membership or becomes unemployed as a Paralegal/Legal Assistant and leaves the profession, not intending to return to the profession within the next fiscal year. An Associate Member shall have all the privileges of an active membership, including committee service, except that an Associate Member may not vote, hold office, or serve as a committee chairperson.

5.3 **Student Membership**: A Student membership is available to those persons currently enrolled in a Paralegal training program which is either an ABA approved program or part of an

institutionally accredited program. A student member shall have all the privileges of active membership, with the exception that a student member may not vote, hold office, serve as committee chairperson, or serve on an ad hoc committee.

ARTICLE VI

APPLICATION FOR MEMBERSHIP

Applications for membership shall be submitted to the Association on forms approved by the Association's Membership Committee. The form should clearly state that the Association is an affiliated association of NALA and that all members are bound by the NALA Code of Ethics and Professional Responsibility in addition to any code adopted by this Association. Approval by the Membership Committee shall be noted on the application or renewal in accordance with Appendix A and the Standing Rules adopted by this Association. A membership application may be rejected by the Membership Committee if the requirements for membership set forth herein have not been met by the applicant. The new member will be presented at the next meeting of the general membership as approved.

ARTICLE VII

DUES AND ASSESSMENTS

Annual dues shall be determined by the Executive Committee prior to November 1 of each year. The renewal fee shall be due January 1 of each year, payable on or before January 1. Non-payment of dues by March 31 shall be basis for termination of membership. Dues shall not be prorated for renewals and are not transferable. Dues for new members may be prorated at one-half the annual dues amount for new members joining after June 30th; such proration shall be considered and approved by the Executive Board.

ARTICLE VIII

MEETINGS

8.1 Regular Meetings: This Association shall meet no less than quarterly intervals which may include attendance at Association-sponsored seminars or workshops. Frequency of meetings shall be determined by vote of membership. Regular meetings will be held in accordance with Appendix B.

8.2 Annual: The annual meeting will be held in accordance with Appendix C, and a notice shall be given in writing to all members at least thirty (30) days prior to the meeting.

8.3 Special Meetings: Special meetings may be called by: 1) the President; 2) a majority vote of the Executive Committee; or 3) one-fourth (1/4) of the voting membership of the Association.

8.4 Quorum: One-fourth (1/4) of the voting membership of the Association shall constitute a quorum for the transaction of business at all meetings of the Association, except as may otherwise be provided by law or by these Bylaws; if there be less than a quorum, a majority present or represented may adjourn the meeting from time to time. In the event of a vote of dissolution, the quorum shall consist of two-thirds (2/3) of the voting members of the Association.

8.5 Voting by Individual Proxy: At any meeting of the membership of the Association, any full member shall have the right to vote either in person, electronically, or by individual proxy. A member may appoint another member as proxy by an appropriate written designation and proxy. Any such individual proxy shall be valid only for that single meeting for which it shall have been given and not otherwise. No person shall solicit any proxies and proxies obtained by such solicitation may not be used at any membership meeting nor shall the same be accepted by the Secretary. Any individual proxy shall be filed by a member with the Secretary prior to the meeting being called to order.

8.6 Notice: Written notice of all meetings enumerated in this Article shall be emailed, mailed, or delivered to each member at a reasonable time prior to the meeting. Notice may also be distributed

to potential members, guests, and vendors. Notice of any Special Meeting shall be limited to the purpose (s) stated in the notice.

8.7 Continuing Legal Education and Specialization (CLE) Requirements: It is required that this Association hold a minimum of four (4) educational events or a total of ten (10) hours of education during each fiscal year to maintain affiliation with NALA (including 1 CLE in Legal Ethics). These programs may be held in connection with a regular meeting of the membership.

ARTICLE IX

ELECTION OF OFFICERS

The President shall appoint a Nominations and Elections Chairperson at least sixty (60) days prior to the annual meeting of the Association to present a slate of officers to the membership thirty (30) days prior to the election. No name shall be on the slate without the consent of the candidate. Elections shall be by majority vote of Full membership present and/or by proxy as otherwise provided herein.

In the event the Association has more than one class of membership, only Full members may hold office.

Unexpired terms of office may be filled by special election of the voting membership. Any officer (elected or appointed) absent from three (3) consecutive meetings without good cause may be removed from office by the Executive Committee.

Names of newly elected or appointed officers shall be submitted to NALA headquarters and the Affiliated Association Director at least thirty (30) days after election and/or appointment.

ARTICLE X

OFFICERS, EXECUTIVE COMMITTEE AND CHAIRPERSONS

The elected officers shall be President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary and NALA Liaison. The appointed officer of the Association shall be the Parliamentarian.

Terms of office shall be two (2) years for Elected Officers, or until the election of a new officer, whichever period is shorter. Appointed officers shall serve for one year term(s) at the pleasure of the President; terms for Appointed Officers may run consecutively.²

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

No officer or member shall be compensated for Association duties. However, persons may be reimbursed for out-of-pocket expenses in connection with association-related activities. Such expenses exceeding \$50.00 shall only be reimbursed with prior approval of the Executive Board, and request for reimbursement should be made within thirty (30) days of incurring such expenses.

The Association shall bear all expenses related to its monthly Executive Board meetings. These expenses shall be reflected in the financial report and made available to all members upon request.

Upon election and installation, each elected officer may request to be reimbursed for one-half of his or her annual dues payment, provided that elected officer paid annual dues. The request(s) shall be considered and voted upon by the Executive Board, and if approved, reimbursement shall be made directly to the individual elected officer(s) within thirty (30) days of such approval.

Additionally, Elected Officers, Appointed Officers, and Chairpersons are entitled to a reduced-price lunch when attending the Monthly Membership Luncheons in the course of their service to the organization. The reduced price shall be set by the President at the first Board meeting after the election of new officers and recorded in the minutes of that meeting and announced to the membership. The reduced price may be adjusted as necessary, so long as any adjustment is recorded in the minutes and announced to the membership.

² Current Elected Officers may remain in office to ensure the association (CALA) continues operating with appropriate elected officers, until replacement officers are elected.

ARTICLE XI

DUTIES OF ELECTED AND APPOINTED OFFICERS AND CHAIRPERSONS

11.1 President: The President shall be the chief executive and administrative officer of the Association and as such shall: (i) have general and active supervision over the property, business and affairs of the Association; (ii) automatically be and serve as chairperson of the Executive Committee; (iii) see that all orders and resolutions of the Executive Committee are enforced and put into effect; (iv) enforce these Bylaws; (v) preside at all meetings of the Executive Committee and membership meetings; (vi) have the authority to disburse funds; (vii) sign and execute all contracts in the name of the Association, and all notes, drafts or other orders of payment of money and all other instruments whatsoever incident to the conduct of business of the Association; (viii) be an ex-officio (non-voting) member of all committees; (ix) appoint a Parliamentarian to serve as provided in these Bylaws; (x) serve as the Association's voting delegate to the South Carolina Alliance of Paralegal Associations, if such a delegate is required; and (xi) appoint a member of the Executive Committee to serve as a second delegate to the South Carolina Alliance of Paralegal Associations, if such a delegate is required.

The President also shall pass files on to the successor President immediately upon installation and shall cause all officers' and chairpersons' files to be passed on to respective successors.

11.2 Vice President: The Vice President shall; (i) preside and shall assume all duties assigned to the President in the President's absence; (ii) shall be chairperson of one committee of his/her choosing; (iii) perform such other duties as from time to time may be assigned by the Executive Committee or the President; (iv) succeed the President in the event of the President's inability to serve; and (v) serve as Secretary and/or Parliamentarian when this officer(s) is absent.

11.3 Corresponding Secretary: The Corresponding Secretary shall (i) give notice of all meetings and be responsible for all general correspondence to the membership either electronic or written; and (ii) shall be chairperson of the Job Bank Committee.

11.4 Recording Secretary: The Recording Secretary shall (i) record the proceedings of the meetings of the Association and the Executive Committee; (ii) maintain a current roster of membership, (iii) perform all duties incident to the office of Secretary and such other duties as may be prescribed by the Executive Committee.

Association minutes of any meeting shall be available to the NALA President upon request. Additionally, the minutes of each Executive Board meeting shall be made available and distributed to all Board members in advance of the next Executive Board meeting.

11.5 Treasurer: The Treasurer (or other affiliate officer) shall: (i) deposit all funds and make all disbursements subject to approval of the Executive Committee and as provided in the budget; (ii) have any and all extraordinary or unbudgeted expenses approved by the Executive Committee prior to payments of said expenses; (iii) confirm that all disbursements of the Association are by association check signed by two (2) of the following officers: the President or Treasurer; (iv) submit a written financial report to the Executive Committee at least quarterly to be attached to the official minutes and be made a part of the permanent record of the Association; (v) be responsible for keeping a current roster of membership and reporting the membership annual to NALA with the renewal fee for continued affiliation with NALA; (vi) have the authority to sign and execute notes, drafts or other orders for payment of money; and (vii) shall be chairperson of the Finance Committee.

If cash payment is accepted at any Association event, it is the responsibility of this officer, together with one other officer, to count and record all cash payments.

11.6 NALA Liaison: This officer shall be a NALA member, shall be familiar with the NALA Bylaws and Standing Rules, shall receive minutes of all NALA meetings and shall represent the Association at the NALA annual meeting of affiliated associations. The Association may designate another NALA active type member to serve as its representative (as deemed necessary). This officer shall report bi-annually on Association activities to the NALA affiliated associations director on forms provided by NALA

headquarters and shall report all officers' names to NALA headquarters and the NALA affiliated associations director.

This officer may submit items the Association wishes discussed to the NALA affiliated associations director and shall participate in discussion sessions at NALA annual meetings. A report to Association members on the NALA annual meeting will be required. The Association shall pay this officer's annual NALA dues for each year he or she serves as NALA Liaison as part of his or her service to the Association. Upon election and installation, the NALA Liaison shall submit to the Treasurer his or her completed NALA application or renewal form, and the Treasurer shall issue the check for payment of the NALA dues and submit to NALA within thirty (30) days of receipt.

This officer shall, within sixty (60) days of passage, notify the NALA Parliamentarian and affiliated associations director of any changes in the Association's Bylaws. This officer shall be the main contact between NALA and the Association. This officer shall be a member of the governing body of this Association.

11.7 Parliamentarian: The Parliamentarian shall: (i) give opinions upon parliamentary procedures upon request of any member of the Executive Board; (ii) be Chairperson of the Bylaws Committee; (iii) attend Executive Committee meetings and membership meetings or, if unable to attend, carefully review the minutes of said meetings; (iv) be familiar with the Association's Bylaws and NALA Bylaws; (v) receive all proposed amendments to the Bylaws and/or the Standing Rules on behalf of the Bylaw Committee; (vi) use the Association's Bylaws and Standing Rules of the Association to maintain parliamentary order; and (vii) use rules contained in the current edition of Robert's Rules of Order as parliamentary authority for items not covered by these Bylaws or Standing Rules of the Association.

This officer, selected from the Association as any full member in good standing, shall be appointed by the President. Any member may nominate any full member for this position in response to the Call for Nominations, and the President shall consider all nominations. Prior to appointment, the President shall confer with the Executive Board and confirm there is no good reason or cause why his or her selection

should not be appointed. Absent a unanimous vote of the Executive Board in opposition to the President’s selection, the President shall appoint the Parliamentarian following the last Executive Board Meeting of each calendar year, and the Parliamentarian shall follow the guidelines set forth in Appendix C regarding transfer of materials and installation as an Officer.

ARTICLE XII

STANDING AND SPECIAL COMMITTEE CHAIRPERSONS

12.1 Standing Committees: The President shall appoint the following standing committee chairpersons, unless otherwise provided for herein:

| | |
|-----------------------|--------------------------|
| Job Bank | Education |
| Bar Liaison | Bylaws (Parliamentarian) |
| Membership | Website/Social Media |
| Nomination & Election | Finance (Treasurer) |
| Social Planning | Community Outreach |

The duties and responsibilities of these committees and chairpersons shall be followed as outlined in Appendix D and the Standing Rules of the Association.

Committee chairpersons shall serve for one year term(s) at the pleasure of the President; terms for chairpersons may run consecutively.

12.2 Finance Committee: The primary function of this Standing Committee shall be to establish an annual budget for the Association. This committee should reference Appendix E and the Standing Rules of the Association for creation of the budget and other guidelines. This committee shall also be responsible for ensuring that the President and Treasurer of the Association are bonded each year. If a new company is sought for the bond(s), this committee shall gather comparable quotes and present the information together with the application for bond to the Executive Board for approval.

12.3 Special Committees: Special committee chairpersons may be appointed by the President as needed, for special events.

Specifically, Nomination & Election Chairperson shall be appointed by the President during the 3rd Quarter of the bi-annual election year.

ARTICLE XIII

FISCAL YEAR

The Fiscal Year of the Association shall be from January 1 to December 31 of the calendar year. Every member of this Association shall subscribe to and be bound by the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc. and any other code so adopted by the membership of this Association.

ARTICLE XIV

NALA CODE OF ETHICS & PROFESSIONAL RESPONSIBILITY

Copyright® 2021; Adopted 1975; Revised 1979; 1988; 1995; 2007; 2022; 2023. NALA – The Paralegal Association

Each NALA – The Paralegal Association (NALA) member agrees to follow the canons of the NALA Code of Ethics and Professional Responsibility. Violations of the Code may result in cancellation of membership. First adopted by the NALA membership in May of 1975, the Code of Ethics and Professional Responsibility is the foundation of ethical practices of paralegals in the legal community.

A paralegal must adhere strictly to the accepted standards of legal ethics and to the general principles of proper conduct. The performance of the duties of the paralegal shall be governed by specific canons as defined herein so that justice will be served and goals of the profession attained. (See Model Standards and Guidelines for Utilization of Legal Assistants, Section II.)

The canons of ethics set forth hereafter are adopted by NALA, as a general guide intended to aid paralegals and attorneys. The enumeration of these rules does not mean there are not others of equal importance although not specifically mentioned. Court rules, agency rules and statutes must be taken into consideration when interpreting the canons.

Definition: A legal assistant or paralegal is a person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible (Adopted by the ABA in 1997 and by NALA in 2001).

The ABA adopted a revised definition in 2020, removing the term “legal assistant.” NALA realizes that the terms legal assistant and paralegal are used in the United States. NALA recognizes and supports paralegals, regardless of title; however, as an organization, we primarily use the term paralegal.

Canons

Canon 1 – A paralegal must not: (a) engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law; (b) establish attorney-client relationships, set fees, give legal opinions or advice, or represent a client before a court or agency unless so authorized by that court or agency; and (c) engage in conduct or take any action which would assist or involve the attorney in a violation of professional ethics or give the appearance of professional impropriety.

Canon 2 – A paralegal must not perform any of the duties that attorneys only may perform or take any actions that attorneys may not take.

Canon 3 – A paralegal may perform any task which is properly delegated and supervised by an attorney, as long as the attorney is ultimately responsible to the client, maintains a direct relationship with the client, and assumes professional responsibility for the work product.

Canon 4 – A paralegal must use discretion and professional judgment commensurate with knowledge and experience but must not render independent legal judgment in place of an attorney. The services of an attorney are essential in the public interest whenever such legal judgment is required.

Canon 5 – A paralegal must disclose his or her status as a paralegal at the outset of any professional relationship with a client, attorney, a court or administrative agency or personnel thereof, or a member of the general public. A paralegal must act prudently in determining the extent to which a client may be assisted without the presence of an attorney.

Canon 6 – A paralegal must strive to maintain integrity and a high degree of competency through education and training with respect to professional responsibility, local rules and practice, and through continuing education in substantive areas of law to better assist the legal profession in fulfilling its duty to provide legal service.

Canon 7 – A paralegal must protect the confidences of a client and must not violate any rule or statute now in effect or hereafter enacted controlling the doctrine of privileged communications between a client and an attorney.

Canon 8 – A paralegal must disclose to his or her employer or prospective employer any pre-existing client or personal relationship that may conflict with the interests of the employer or prospective employer and/or their clients.

Canon 9 – A paralegal must do all other things incidental, necessary, or expedient for the attainment of the ethics and responsibilities as defined by statute or rule of court.

Canon 10 – A paralegal’s conduct is guided by bar associations’ codes of professional responsibility and rules of professional conduct.³

ARTICLE XV

AMENDMENTS TO BYLAWS

Bylaws amendments (not in conflict with NALA Bylaws) may be adopted by a majority of voting membership at any regular meeting, in accordance with the Standing Rules of the Association. The NALA Affiliated Associations Director must be advised of any amendments within sixty (60) days of passage.

ARTICLE XVI

DISSOLUTION

³<https://nala.org/certification/nala-code-ethics-and-professional-responsibility/> (Last Visited: 10.24.23)

In the event of dissolution of this Association, all property and assets shall be distributed to a nonprofit, charitable organization as defined by the Internal Revenue Code of 1986, as amended, to be selected by a majority vote of the remaining members of the Association, notice having been given to the members of the Association and the NALA affiliated associations director at least fifteen (15) days prior to the meeting. In no event shall any such property and assets be distributed to any member or private individual.

ARTICLE XVII

RETENTION OF AFFILIATION

Affiliation with NALA is renewable each year by payment of an affiliation fee and attached to a current membership roster. In the event of suspension of affiliation, this Association may reaffiliate with NALA by submitting a new application with membership roster, bylaws, sample education programs, petition, and current initial fee.

In addition to the renewal fee, this Association must comply with the required reports and requested procedures as outlined in these Bylaws.

The annual renewal fee is payable on October 1 and delinquent by November 1. Payment received after due date must be accompanied by a late fee penalty established by NALA. This affiliation agreement shall be reviewed periodically by the President and Affiliate Director of NALA and the President and NALA Liaison of the Affiliate Association, at the request of either party. Each party agrees that this agreement may from time to time be amended by attachment executed by the President and Secretary of each party, subject to the approval of the Board of Directors of each of the parties hereto.

[APPENDICES TO FOLLOW]

These Appendices are intended to provide clarification as to specific topics and operating procedures for the Association, including any sub-committees or affiliated functions. If under any circumstance, the Appendix contradicts the Association's Bylaws, the Bylaws shall be the governing principles and the Bylaws shall supersede the Appendix.

APPENDIX A

APPROVAL OF MEMBERSHIP APPLICATIONS

Membership Applications and Renewal Applications shall be distributed to the current membership in October of each year and made available on the Association's website and at general membership meetings.

Applications shall be considered for approval beginning January 1 of each year. Upon review of each application, the Membership Committee shall approve or deny membership to the Association in accordance with Article V of the Bylaws (as amended December 18, 2023). If any applicant or renewal does not meet the qualifications for the category of membership to which he or she applied, the Membership Committee may recommend approval under the appropriate category of membership. The applicant shall then be notified of such approval and membership category.

All applications submitted prior to January 1, should receive notification of membership status no later than January 31. Applications and renewals received subsequent to January 1, should receive notification of membership status within 30 days of the Association's receipt of the application.

APPENDIX B

PROCEDURE FOR CONDUCT AT MEMBERSHIP MEETINGS

In compliance with Articles 8.6 and 11.3, notice shall be given to the members in advance of each membership meeting.

Upon arrival at the membership meeting, attendees shall:

- (1) Sign in with full name, firm or affiliation, and membership status; and
- (2) Submit payment by cash, check, or electronically to the Treasurer, or designee.

The Social Committee Chairperson shall monitor the facility's handling of the membership meeting and address any concerns to ensure a smooth meeting.

The Education Chairperson, or designee, shall be responsible for distributing signed CLE forms to eligible attendees. These forms shall be provided only when attendance can be confirmed.

At the conclusion of the meeting, the Treasurer shall review the bill in comparison to the reservation and sign-in sheet, and then issue payment to the facility.

The President, or designee, shall run the membership meeting as follows:

- (1) Call the meeting to order;
- (2) Introduce new members, renewal memberships, and guests;
- (3) Call for committee reports;
- (4) Discuss Old Business and New Business -If there exist action items discussed or identified at the quarterly Board Meeting that require voting and/or approval by the General Membership, the action items shall be presented at the next available Membership meeting;
- (5) Welcome the guest speaker; and
- (6) Adjourn the meeting.

APPENDIX C
ANNUAL MEETING

The Annual Meeting of the Association shall be held in November of each year. Elections shall be conducted every other year, as set forth in Articles VIII, X, and XI of the Bylaws (as amended December 18, 2023).

Transfer of materials from outgoing/incoming Board Members. Within fifteen (15) days following the Annual Meeting, all materials shall be transferred from outgoing Board Members to newly elected Board Members. These materials shall include, but not be limited to:

- (1) CALA Executive Board member notebook;
- (2) Index of CALA Forms;
- (3) Robert's Rules book; and
- (4) Any position-specific files, passwords, usernames, or possessions.

In addition, the outgoing President and Treasurer shall arrange to meet the incoming President and Treasurer at the Association's bank for the purpose of transferring the account, executing new signature cards, and ordering new checks if necessary.

Incoming Board Members shall be invited to attend the December Board Meeting and are encouraged to attend to effect a smooth transition and transfer of ideas to the incoming Executive Board. Attendance at the December Board Meeting shall be mandatory for Outgoing Board Members.

New officers shall be installed at the January Membership Meeting. The Oath shall be administered at the January Membership Meeting by the Elections Chair if he/she is available to attend the meeting. If the Elections Chair is not present, then any member in good standing may administer the Oath to the incoming Executive Board.

September – Appoint Elections Chair

October – Send Notice of Annual Meeting with Slate of Officers and Proxy form

November – Annual Meeting with Elections

January – Installation of Officers

APPENDIX D

DUTIES AND RESPONSIBILITIES FOR COMMITTEE CHAIRS

In referencing Article XII of the Bylaws (as amended December 18, 2023), all Committee Chairpersons are responsible for specific duties. Committee Chairpersons shall have wide latitude in coordinating committee members, meeting with committee members, and accomplishing the goals of the committee. Committee Chairpersons report directly to the President of the Association.

Each committee is responsible for submitting a written report at least seven (7) days prior to the monthly Board Meeting. Submission via e-mail is acceptable. Committee members are also invited to attend and participate in the monthly Board Meetings as is appropriate.

The basic function and responsibility of each committee is outlined in this Appendix, and the Committee Chairperson for each committee is responsible for ensuring these functions are met.

- (1) Job Bank – This committee shall receive position descriptions from prospective employers and ensure the information is communicated to all members of the Association.⁴
- (2) Bar Liaison – This committee shall cultivate, develop, and nurture positive relations with the local Bar Association and the State Bar Association.
- (3) Membership – This committee shall promote membership of the legal community in Charleston, South Carolina and the surrounding area.
 - a. Receive and review all applications for membership. Confirm membership category or suggest correct membership category. Present approved applications to the Executive Board within thirty (30) days of receipt of application.
 - b. Create a plan for welcoming new members to the Association and maintaining existing members.
 - c. Develop a plan for recruiting new members.

⁴ To be distributed to CALA members by the Corresponding Secretary.

- i. Paralegal programs
- ii. Unaffiliated NALA members and recently awarded Certified Paralegals (CP)
- iii. Sustaining members, vendors, and law firms

(4) Nomination/Election – The Chairperson of this committee shall preside over the elections for the Association. This committee must set forth the timeline for events leading up to elections including Call for Nominations, Notice of Annual Meeting, Presentation of the Slate of Officers, Proxy Voting, and Election Ballots. This committee shall certify that all candidates are Full Members and duly qualified to serve in the office sought, distribute, and collect ballots at the Annual Meeting, and certify the election results.

(5) Social Planning – The Social Planning committee shall oversee the planning of social events, happy hours, parties, and the Holiday Party.

- a. Establish a calendar for social events throughout the year.
- b. Research facility locations, expenditures, and member preferences to make decisions that are in the best interest of the Association. Then present competitive quotes to the Executive Board for approval at least thirty (30) days prior to the event for approval. Quotes may be circulated to the Executive Board via email for approval.
- c. Plan and execute all details for each social event including but not limited to decorations, menu, entertainment, invitations, and clean-up.

(6) Education – The Education Committee shall oversee the planning of seminars, workshops and programs, and coordinate with any student association(s).

- a. Establish a calendar for educational speakers, and recruit presenters for monthly membership luncheons and other educational functions for the Association.
- b. Secure CLE approval from NALA for the Associations' members.⁵
- c. Encourage members to enroll for Certified Paralegal (CP) study courses and sit for NALA's CP exam.

⁵ To be submitted by the NALA Liaison, three (3) weeks prior to the event.

(7) Bylaws (Parliamentarian) – The Parliamentarian shall be chairperson of the Bylaws Committee whose duties include being familiar with Association's Bylaws and receiving all proposed amendments to the Bylaws and/or the Standing Rules on behalf of the Bylaws Committee. The Bylaws Committee shall prepare the proposed amendments for review by the Executive Committee prior to presentation to the full membership for approval.

(8) Website/Social Media – This committee shall maintain and update the Association's website and social media presence in a timely manner. If such updates require any increase in expenditure, the committee shall bring proposed actions to the Executive Board for approval prior to incurring any increased costs.

(9) Finance – The Treasurer shall be chairperson of the Finance Committee whose duties include preparation of the annual budget. This committee shall be responsible for preparing a budget for the ensuing calendar year for adoption by the Executive Committee. This budget shall be submitted to and approved by the Executive Committee at least thirty (30) days prior to presentation at the annual meeting.

(10) Community Outreach – This committee shall research and select philanthropic endeavors for the Association and plan the Association's participation in charitable events. The committee shall bring potential charities to the Executive Board for review/approval prior to committing to the charity.

a. Plan volunteer opportunities for the Association and coordinate all volunteers.

b. Maintain records for all volunteer efforts and charitable contributions by the Association.

APPENDIX E

BUDGET

The Association shall create an annual budget to be presented to the Membership at the Annual Meeting each year for the upcoming fiscal year. Said budget shall be drafted by the Financial Committee and presented to the Executive Board during the Board Meeting of the month prior to the Annual Meeting.

The Budget shall include line items for the following:

- (1) Income, such as:
 - a. Expected revenue from membership applications;
 - b. Expected revenue from membership meetings; and
 - c. Expected revenue from Seminar.

- (2) Administrative expenditures, such as:
 - a. PO Box and postage;
 - b. Bank fees;
 - c. Bad debts;
 - d. Website hosting;
 - e. Advertising;
 - f. Printing; and
 - g. Miscellaneous.

- (3) Operating Expenses, such as:
 - a. Monthly membership meetings;
 - b. Social events;
 - c. Educational Seminar;
 - d. Holiday Party;
 - e. Board Meetings;
 - f. Scholarship;
 - g. President's Table; and
 - h. CALA Appreciation Gifts (door prizes and/or Early Bird Drawings).

APPENDIX F

PROCEDURE FOR PLANNING SOCIAL EVENTS FOR THE ASSOCIATION

Any member entrusted with planning a social event for the Association shall carefully review the Bylaws and Appendices prior to undertaking the task. This is to ensure that the member is familiar with the Association's goals, foundation, and expectations.

Each social event requires a separate budget, to be presented to and approved by the Executive Board prior to agreement with the facility. Submission via e-mail is acceptable.

Only the President may enter a contract with any facility. Any member acting on behalf of the Social Committee shall present all contracts to the Executive Board for review and approval. Submission via e-mail is acceptable.

APPENDIX G

SOCIAL MEDIA POSTING RULES

The following guidelines shall be followed when posting on CALA's website, Facebook, Instagram, and LinkedIn accounts:

1. **Holidays/Special Occasions:** CALA does **not** post political, radical, religious, or otherwise take stance on any side. We are a group of all age groups, political and religious backgrounds, and must remain neutral. Posts need to be recognized with discretion, so as not offend anyone who may have different beliefs.
2. **CALA Social Networking Events:** Date and time of the event may be posted, without the location, with instructions to RSVP for additional information.
3. **CALA Lunch & Learns (Luncheons):** Date and time of the event may be posted, without the location, with instructions to RSVP for additional information.
4. **CALA Community Events:** These may be posted with all available information.
5. **CALA Annual Seminar:** Date and time of the event may be posted, without the location, with instructions to RSVP for additional information.
6. ****Follow NALA social media rules. It is OK to re-post anything NALA posts.****