



LOUISIANA STATE PARALEGAL ASSOCIATION BOARD POLICY 2009-2010

Membership of Board

The Louisiana State Paralegal Association Board of Directors consists of the elected officers – President, President-Elect, First Vice-President, Second Vice-President, Secretary, Treasurer, and NALA Liaison – the eight District Directors, and the Chair of the LCP¹ Certifying Board. The Parliamentarian and the Associate/Student Liaison, both appointed by the President, shall be nonvoting members of the board. (January 2004, August 2006)

Board Meetings

The Board of Directors will meet quarterly during the fiscal year in the months of October, January, April, and July.

The location of each board meeting is subject to the discretion of the current president or presiding chairperson.

If the Parliamentarian is unable to attend any of the meetings, including the executive committee, quarterly board meetings and/or annual meetings, the president shall appoint someone to act as the parliamentarian for that meeting. (September 2007)

The Secretary shall tape record, at her discretion, all meetings of the Association including executive committee meetings, quarterly board meetings and annual meetings. Should the meetings be tape recorded, the Secretary shall keep all tape recordings as part of the Secretary's records and the minutes. The tapes shall be kept for a period of five years. (August 2006; September 2007)

Attendance at Board Meetings

All board members must plan to attend at least seventy-five percent (75%) of the board meetings and must attend for the duration of each meeting in order to receive "credit" for attendance. Participatory board members (committee chairpersons) must attend the board meetings that they are required to attend by the president. The President will advise committee chairpersons of the meetings they will be required to attend at the beginning of the fiscal year.

¹ Louisiana Certified Paralegal – LCP is a trade name duly registered with the Louisiana Secretary of State. Any unauthorized use is strictly forbidden,

Mileage, in an amount to be determined by the board, will be paid to board members only if the board member stays for the duration of the board meeting. (October 1989)

All officers are required to attend those board meetings and special meetings that are deemed by the President to be mandatory meetings. Any officer, elected or appointed, who fails to fulfill his/her prescribed duties, including attendance of 75% of the mandatory meetings, without showing good cause for such failure, may be removed from office by the executive Committee, pursuant to the provisions of Section 7.5 of the LSPA By-Laws. (August 2006; April 2008)

Each board member must notify the President if he or she is unable to attend a board meeting. If a board member does not attend a meeting, information distributed at the meeting will be mailed by the Secretary to the member with the minutes of the meeting.

Committee chairpersons are participatory members of the board and should follow the guidelines set forth herein. (Amended April 2008)

Duties of Board Members and Committee Chairs

All board members should submit quarterly reports timely to the President and Secretary. All board members are to provide 25 copies of their report at the board meeting and to arrive at the location for the board meeting by the time designated for the start of the meeting on the day of the meeting to distribute or incorporate such reports into the board members' packets. If the board member is unable to attend the meeting, he/she is to inform the secretary in a timely fashion so that the Secretary is able to provide copies at the meeting. (January 2004; September 2007)

Each member of the Board of Directors will be required to maintain a notebook for the fiscal year during which they serve. (October 1988; January 2004)

All board members should copy the President with any correspondence sent out in connection with work being done for their respective offices and committees.

Official records of LSPA shall be stored either in hard copy or in CD ROM format or other appropriate electronic storage medium, with electronic storage being the preferred method for storing such records. After records have been converted into an electronic form, hard copies may be destroyed.

Each board member may be responsible for submitting quarterly articles for the association's newsletter, *The Advocate*. (January 1989; January 2004; August 2006)

Each board member is responsible for providing a door prize for the annual meeting. (July 1989)

Board Expenses

No expense for which LSPA will ultimately become liable to pay which exceeds \$300.00 may be incurred by any member of LSPA until after express approval of the Board of Directors by formal vote, either at a regularly scheduled board meeting or by special vote. Expenditures of sums of \$300.00 or less for which LSPA will ultimately become liable to pay may be incurred by any LSPA member, but only if such expenditure is incurred in furtherance of LSPA-sponsored activities which are being organized and managed by duly elected Board members and/or duly appointed Committee chairs. (January 2008)

Officers, directors, and committee chairs who negotiate with third parties for goods or services on behalf of the Association, and for whose goods or services the Association will ultimately be responsible to pay, shall enter into a signed contract with such third parties, upon authorization of the Board to enter into such contract, and after presentation of the proposed contract to the Board for review. (June 2008)

Mileage will be paid at the rate of 40 cents per mile for all officers, directors, committee chairs, and any other person specifically requested by the president to attend any board meeting, committee meeting and/or any other event required by their duties with LSPA. (July 1991; September 1993; September 1997, September 2004, October 2005, September 2007, January 2010)

Records Retention Policy

Official records of LSPA shall be stored either in hard copy or in digital electronic medium, with electronic storage being the preferred method for storing such records. After records have been converted into an electronic form, LSPA records shall be managed pursuant to the policy set forth in Article XIX of the By-Laws.

Miscellaneous

The official colors of LSPA are gray and burgundy.

District Directors

The District Directors' main priorities are to increase LSPA membership and serve as a local liaison for LSPA in their respective districts. This is accomplished by sending out membership packets/letters to persons who express an interest in the association, and serving as ex-officio members of the membership committee. District Directors also keep updated mailing labels (roster) of various firms, schools, etc. in their district for mail outs such as seminar brochures, newsletter, etc. (September 2007)

District Directors also work with other committees within their district in promoting the Rochelle scholarship, seeking advertisers for the newsletter, fund-raising activities of the organization helping to secure speakers for seminars or workshops in their district, and obtaining

an attorney or judge from their district to serve on the committee to select the outstanding paralegal of the year. (January 2004)

Committee Chairs

Each committee chair is encouraged to develop goals and objectives for the year immediately, and then to call quarterly committee meetings, if needed.

If appropriate and necessary, committees should hold an organizational meeting no later than November 1 of the fiscal year. Committee meetings may be scheduled in conjunction with the quarterly board meeting, if appropriate. (October 1996)

Seminar tuition fees will be waived for the CLE/Seminar Co-chairs. (July 1991)

LCP Review Course tuition fees, hotel and parking expenses will be waived for the LCP Review Course Chair. (October 1997; September 2007)

LSPA Committees

All committee chairs and co-chairs are encouraged to attend and participate in quarterly board meetings. These meetings will be held in the months of October, January, April and July. At the beginning of the year, each committee chair is requested to discuss with the previous year's chair the status of the work by that committee and to submit at the October board meeting a written statement which includes an evaluation of the work by the committee and the plan or objectives for the current year. (January 2004; September 2007)

Committee chairs are required to submit a quarterly report prior to each board meeting, and to keep a notebook of reports and procedures which can be turned over to the new committee chair at the beginning of the next fiscal year. All committee chairs and co-chairs are encouraged to have a committee meeting prior to the quarterly board meeting. (September 2007)

A listing of the committees and a description of the duties of each are shown below:

Advertising Committee

The duties of the advertising committee are to generate income through advertisements in LSPA publications and printed materials, including:

- (1) *The Advocate*
- (2) Mid-year seminar booklet/brochure
- (3) LCP review course brochure/booklet
- (4) Annual meeting booklet
- (5) Annual seminar brochure/booklet

- (6) Any other opportunities for LSPA to generate income.

This committee falls under Budget and Finance but is separate and distinct from the Fundraising Committee. The Treasurer is advisor/liaison.

Awards Committee

The Awards Committee is designed to recognize LSPA members for outstanding service to LSPA and/or special achievement within the profession. The duties are to obtain the names of members who, because of their special service to the association or the profession, should be recognized at the annual meeting in September.

Additionally, this committee solicits nominees for outstanding paralegal of the year, forms a committee of attorneys or judges (as selected by the district director for each district) to make the selection and writes a newsletter article announcing the winner.

The awards committee is also responsible of obtaining certificates, gifts, or other special recognition awards and preparing them for presentation at the annual meeting. The President is advisor/liaison. (January 2004)

Continuing Legal Education / Seminars Committee (See also Program Committee)

The CLE/Seminar committee is responsible for planning seminars or workshops totaling ten (10) CLAE credit hours, offered at co-sponsored seminars and a seminar held in connection with the annual meeting in september. Duties include selecting topics and obtaining speakers, working with the program committee to select sites and coordinate meeting arrangements, designing and mailing seminar brochures, receiving registration forms and preparing a final accounting of the expenses and profits from such seminars. (September 1996)

With the assistance of the program committee, the CLE/Seminar committee will (1) approach the local bar association in the city/parish where the seminar or workshop will be held and ask them to co-sponsor any seminar(s) or workshop(s); (2) work with the bar association to obtain approval of the Louisiana state bar association for continuing legal education credit for attorneys or judges who attend; and (3) seek and obtain approval from NALA for continuing education credits for CLAs and LCPs who attend. The Second Vice-President is advisor/liaison. (January 2004)

Compensation/Utilization Survey Committee

The Compensation/Utilization Survey Committee is appointed for a one-year term. The duties of this committee are to conduct a state-wide survey of paralegals concerning their salary and compensation packages, utilization of paralegals, etc., and to tally the results and prepare and publish for sale a statistical compilation of the results. (This is a five-year cycle; next due during fiscal year 2008-2009.) the President is advisor/liaison. (January 2004)

Credentials Committee

Appointed by the President to verify credentials of each member attending the annual meeting, ascertain and designate voting membership to those in attendance and present proxy ballots to those holding proxies. When voting has begun, voting members must check in and must check out with the credentials chair. The President is advisor/liaison. (October 2004)

Executive Committee

The President chairs this committee, which is comprised of the elected officers (President-Elect, First and Second Vice-Presidents, Secretary, Treasurer, and NALA Liaison). The Parliamentarian and Associate/Student Liaison are non-voting members of the committee. It is the function of the Executive Committee to carry on the business of the Association in accordance with the desires of the membership.

Finance and Budget Committee

The Treasurer is the chair of this committee, whose duties are to work with the board of directors to develop a suitable budget for the upcoming year, assure that all authorized expenses of the association are paid, stay informed of current banking rates and procedures, and report on the financial status of the association on a quarterly basis. The President-Elect and the outgoing treasurer shall serve as members of this committee.

Fund-Raising Committee

(Currently inactive)

The duties of the Fund-Raising Committee are to work with the board of directors to develop and oversee activities which financially benefit the association and provide funds in excess of those received from membership dues and seminars, as outlined by the finance and budget committee. The ultimate goal of this committee is to help assure a stable financial basis from which to operate the association in promoting its goals as set forth in the By-Laws. The Treasurer is advisor/liaison.

Grant Proposal Committee

(Currently inactive)

The duties of the Grant Proposal Committee is to investigate, apply for and obtain funding for the LCP Examination through grant funding, donations and all other funding sources available. The Certifying Board Chairperson shall serve as a member of this committee. The Treasurer is advisor/liaison. (January 2004)

Historian/Scrapbook Committee

This committee will be responsible for developing, maintaining and preserving the historical records of the association, including seminar brochures and materials, annual meeting

booklets, corporate minute books, and other historical documents. The Secretary is advisor/liaison. This committee will also be responsible for gathering and saving any newspaper clippings, articles or photographs pertaining to the association. This committee shall follow the provisions of Article XIX of the LSPA By-Laws in fulfilling its duties of record retention, disposal and backup. The Secretary is advisor/liaison. (September 2007, June 2008)

Job Bank Committee

The duties of the Job Bank Committee are to educate all bar associations in Louisiana about the existence and purpose of LSPA's job bank; to work with the membership committee and District Directors to notify paralegals of the existence of the job bank. The committee chair is to follow-up with employers who advertise openings on the website as to whether the positions have been filled. The committee chair is to notify the technology chair of new listings to post on the website and which listings are to be removed.

Additionally, this committee shall submit a quarterly report to the board of directors regarding how many resumes are in the bank, and how many inquiries were received for the quarter, and shall submit articles to LSPA's newsletter advising the membership of paralegal positions available throughout the state (without divulging firms' or attorneys' names). The First Vice-President is advisor/liaison. (September 2007)

LCP Review Course Committee

The duties of this committee include development of a plan and/or course materials by which LSPA can offer, either through the Association or through an outside entity, a course of study which would assist participants in preparing to sit for the LCP Examination. The duties include:

- (1) proofreading and correcting outlines in the study guide;
 - (2) recruiting lawyers and/or paralegals to update the outlines and keep them current;
 - (3) developing continuing sources of materials necessary to print and publish the study guide;
 - (4) providing copies of the outline to the teaching faculty;
 - (5) coordinating with outside entities (when necessary) the schedule, facilities and faculty for the Review Course;
 - (6) seeking and obtaining approval from NALA for continuing education credits for CLAs and LCPs who attend; and
 - (7) developing updates to the study guide to be marketed separately.
- The Second Vice-President is the advisor/liaison.

Lobbying Committee

The primary duty of the Lobbying Committee is promoting legislation which provides for the awarding of paralegal fees at market rates as a part of attorney's fees awarded in connection with lawsuits. In addition, the committee will work with the LCP Certifying Board Chair with regard to any legislation affecting certification, licensure, or any form of regulation of paralegals in Louisiana.

The Lobbying Committee Chair will be responsible for registering the Association in accordance with legal requirements regarding lobbyists, and shall direct and/ or assist in lobbying efforts on any pending bills during the legislative session, and monitor legislation for bills which may affect the paralegal profession in the state of Louisiana. The President is advisor/liaison.

Long Range Planning Committee

The President-Elect is chair of this committee, made up of the current president and all past LSPA presidents who are active, voting members of the Association, as well as any committee chairpersons whom the President-Elect invites to participate. The purpose of the Long Range Planning Committee is to effect continuity in the ongoing business of the association.

Marketing Committee

The function of this committee is to oversee, assist and ultimately be responsible for the work of the following sub-committees:

Media relations (public relations)
Publications
Promotions

The chair of the Marketing Committee will be responsible for reporting to the LSPA board of directors on behalf of all of the above sub-committees. Board meeting attendance is mandatory for this committee chair. The First Vice-President is advisor/liaison. (January 2004)

Media Relations (Public Relations) Sub-Committee

This committee is a sub-committee of the Marketing Committee. The duties of this committee are to promote and publicize the activities of LSPA and the paralegal profession and include the following:

- (1) preparation of the press releases of elections, meetings, seminars, and announcements to be given to the district directors for publication in their area newspapers (press releases on "Paralegal Week," any seminars and workshops and the annual meeting and seminar should be sent to the local paralegal associations as well);
- (2) editing and submitting LSPA's listing for the Louisiana Legal Directory with a list of the new officers, district directors and committee chairs;

- (3) procuring Proclamation signed by the Governor during “paralegal week” in Louisiana during the week of LSPA’s annual meeting (traditionally held the second week in September); and after obtaining the proclamation, notifying the LSBA, LAFJ, NALA, NFPA, local bar associations, local paralegal associations, and any other legal trade journals of the proclamation of “Paralegal Week”;
- (4) assisting District Directors in contacting paralegal schools in their districts to promote LSPA and recruit new members whenever possible.
- (5) preparation and dissemination of press releases to all forms of media;
- (6) coordinate TV and radio appearances; and
- (7) working with NALA to publicize and promote the LCP Examination both statewide and nationally.

This committee will report to the Marketing Committee chair. (Amended April 2008)

Promotions Sub-Committee

This committee is a sub-committee of the marketing committee. The duties of this committee are to:

- (1) publicize and promote development and recognition of LSPA, the LCP credential and the paralegal profession;
- (2) promote the philosophies of LSPA;
- (3) promote the benefits of membership in LSPA; and
- (4) promote the benefits of voluntary certification and the LCP credential

The above goals will be accomplished through:

- (1) publicizing LSPA, the LCP credential, and the paralegal profession through various paralegal and attorney professional publications;
- (2) organizing activities and/or assisting in the organization of activities that would promote LSPA and the LCP credential in various districts;
- (3) developing promotional ideas and items;
- (4) developing opportunities for an LSPA presence at legal professional functions; and
- (5) developing and maintaining a web page.

This committee will report directly to the Marketing Committee chair.

Publications Sub-Committee

This committee is responsible for publicizing and publishing all printed materials (LCP program, LCP advertising brochures, LSPA pamphlets, LSPA letterhead and envelopes, etc. of the Association). The duties of the committee include:

- (1) proofreading and making corrections to all publications of LSPA;
- (2) negotiating with and soliciting bids from printers and/or copy businesses for continued printing of LSPA materials;
- (3) developing standards, guidelines, templates and logos for all LSPA publications, including print and electronic media. This will include paper and ink colors, paper weight, formatting styles, etc.;
- (4) actual printing of all LSPA materials;
- (5) calendaring of dates for publications; and
- (6) assisting all officers and/or committee chairpersons with publication of any LSPA materials.

This committee will report directly to the Marketing Committee chair. (September 2007)

Membership Committee

The First Vice-President is chair of this committee, which sends dues notices and receives membership applications, coordinates a current membership roster and prospective member list, provides updated membership information to the newsletter printer, Technology Committee, and the Secretary of the Association, provides members with current membership lists upon request, and provides the CLE/Seminar chair, Second Vice-President, and Credentials Chair with alphabetical rosters of the full LSPA membership, including voting, associate/student and sustaining members.

This committee is charged with overall responsibility of member recruitment through the District Directors, and is responsible for reporting on membership through the newsletter. This committee, through the First Vice-President, determines the LSPA member who is the top recruiter for the year and submits his/her name to the Awards Chair.

All memberships received during the last quarter of the association's fiscal year (July, August, September) will automatically be extended through the next fiscal year. (Effectuated by board vote September 1996, retroactive to memberships received since July 1996). The Membership Committee shall be responsible for contacting these members to advise that the membership has been extended.

Newsletter Committee

The Newsletter Committee collects articles from the board members, writes articles, edits and publishes four newsletters per year (November, February, May and August). During the months of October, December, January, March, April, June, July, and September, the newsletter committee will publish “informative mini newsletters” to keep in touch with all members around the state. (August 2006) this committee also works with the advertising committee to solicit advertisements for the quarterly newsletters, and with the publications committee. The President is advisor/liaison.

Pro Bono Committee (Currently inactive)

The duties of the Pro Bono Committee are to investigate and develop a statewide plan to better involve paralegals in providing legal services to that segment of the population who do not have access to the services of an attorney, whether because of distance or financial situations. Duties of this committee include research on (1) services that presently exist to meet the legal needs of the indigent, (2) what lawyers and paralegals are already doing to make legal services available to more people at a lower cost, and (3) services paralegals might be able to provide without getting into the unauthorized practice of law or insurance liability questions. The Second Vice-President is advisor/liaison. (January 2004; April 2008)

Professional Development Committee

Responsible for professional standards and career development. Tracking, summarizing and updating case law that affect the paralegal profession. Research and update the standards and guidelines with respect to the utilization of paralegals and further the goals and support. Development, coordination and implementation of a mentoring program. The President is advisor/liaison. (August 2006)

Program Committee (See CLE/Seminar Committee)

The Program Committee is made up of members from each location where any seminars and the annual meeting are to be held. The Program Committee will work with and assist the CLE/Seminar Committee. The duties of the committee include: on-site arrangements for the seminar(s), workshop(s), and meeting(s), preparation of the annual meeting booklet, assisting in locating speakers, preparation of “goody bags” and name tags for attendees, collection of door prizes, and coordination of a social event with the local association where the seminar/workshop/ meeting is to be held. Co-chairpersons can be appointed, if necessary, to assist with arrangements for seminar(s), workshop(s), and meeting(s), etc. held in various locations. The President is advisor/liaison. (August 2006)

Scholarship Committee

The Scholarship Committee is comprised of all of the District Directors in addition to any appointed members. The objectives of the committee are as follows:

- (1) to publicize the annual Rochelle Scholarship to all schools having a paralegal studies program, and to notify all local paralegal associations of the scholarship;
- (2) to review all applications for compliance to minimum application standards;
- (3) to notify applicants of receipt and acceptance or denial of their applications;
- (4) to select members of the scholarship selection committee, distribute all accepted applications to committee members and coordinate the selection process; and
- (5) to notify the scholarship recipient and arrange for the recipient to be present at the annual meeting to receive the award.

The duties also include updating and distributing the necessary materials about the scholarship to the other committee members submitting quarterly articles for the newsletter, submitting news releases to the public relations chair when necessary. The Treasurer is advisor/liaison. (Amended April 2008)

Speakers Bureau

This committee is responsible for:

- (1) assisting the CLE/Seminar Committee and the Program Committee;
- (2) soliciting and receiving invitations and coordinating speaking engagements for speakers at legal professional and educational related functions;
- (3) developing and maintaining a database of speakers and speech materials on a variety of subjects.

The Second Vice-President is advisor/liaison. (January 2004; August 2006)

Technology Committee

The Technology Committee is responsible for making use of technology tools that will encourage and foster increased communications among LSPA members, aid in the marketing of the Association and recruitment of new members, and promote the importance of achieving the LCP designation.

The duties of the Technology Committee include:

- (1) soliciting information from the board and committees to include on the website;

- (2) providing recommendations to the board concerning technology tools suitable for use within LSPA;
- (3) assisting other committees in making the most of information technology.
- (4) setting up, maintaining and updating the LSPA website and making the LSPA website user friendly in order for both non-members and “members only” to navigate through the website.

The President is advisor/liaison. (January 2004, August 2006)