

Standing Rules of the Kansas Paralegal Association

*Adopted October 20, 2001
Amended June 20, 2003
Amended August 10, 2004
Amended June 11, 2010
Amended June 13, 2014*

I. KPA Standing Rules

- A. ADOPTION. Standing Rules may be adopted by the Board of Directors at any meeting of the Board. Adoption requires a majority vote.
- B. AMENDMENT OR RESCISSION. These Standing Rules may be amended or rescinded by a majority vote of the Board of Directors. Standing rules are effective immediately.
- C. SUSPENSION. Any Standing Rule may be suspended for the duration of a single meeting by a majority rule. Such suspension may be for a longer period if specifically ordered by the Board.
- D. DISTRIBUTION. A copy of By-laws and Standing Rules of KPA shall be made available to each member of KPA.

II. PROCEDURE FOR AMENDING LOCAL BY-LAWS (should local by-laws exist)

- A. Chapter president or chairperson of chapter advisory council forwards to KPA State President one copy of amendments to by-laws, along with certificate from chapter secretary or council member that such amendments do not conflict with the State by-laws.
- B. State President, after reviewing and approving said by-laws or amendments, forwards certificate of adoption to chapter council chairperson with a copy of the amendments, retaining one copy of the certificate and amendments in the state Board's file.

III. DUTIES OF OFFICERS

- A. The duties of the officers shall be such as are implied by their respective titles or as defined in KPA By-laws (Article VIII), and in addition as follows.
 - 1. President
 - a. In the event of a tie vote on any matter pending before the Board of Directors, shall cast the deciding vote.

- b. Sign bank signature card and be bonded, in the event of the absence or inability of treasurer.
- c. See that all files are transferred to the incoming officers and committee chairpersons.

2. President-Elect

- a. Shall perform such other duties as may be assigned by the President or Board of Directors.

3. Vice President-Membership

- a. Shall perform such other duties as may be assigned by the President or Board of Directors.
- b. Shall distribute membership renewal forms to all members before July 1 of each year.
- c. Shall chair the membership committee.

4. Secretary

- a. See that all notices are duly given in accordance with the provisions of the KPA By-laws.

5. Treasurer

- a. Shall present the proposed budget as prepared by the Board of Directors.
- b. Shall prepare for approval of the Board of Directors and file, if required by law, annual federal and state corporate income tax returns.
- c. Shall follow the D&O insurance requirement that the President be sent a copy of the monthly bank statements for each district each month.

6. Parliamentarian (if a parliamentarian is appointed)

- a. Shall advise on all questions of order and see that parliamentary procedure is followed.
- b. Interpret the By-laws and the policies adopted by the Board of Directors.

IV. KPA *In Brief*...

- A. Duties of Editor. The editor shall be responsible for the publication of at least six (6) issues annually of *KPA In Brief*... The editor shall be responsible for ensuring that a copy is made available to each member in good standing. Copies may be made available to other organizations, when approved by the Board of Directors.
- B. Material and Copy. Copy is prepared from bulletins and news articles received from state officers, District Directors, NFPA representatives, and committee chairmen, members of KPA, and other material which is considered by the editor to be of interest to the membership.
- C. Distribution. *KPA In Brief*... is made available to all KPA members and others approved by the Board.
- D. Files. The President shall maintain one copy of each issue for permanent record.

V. KPA LIBRARY. This section has been rescinded.

VI. COMMITTEES.

- A. Membership Committee.
 - 1. A membership committee may be appointed by the Board of Directors to be chaired by the Vice President-Membership.
 - 2. Duties of the membership committee shall include:
 - a. Collection of new and renewal membership applications.
 - b. Examination and investigation, if necessary, of all membership applications to determine if each applicant meets all requirements of the membership category marked on the application.
 - c. Compilation, preparation and maintenance of an up-to-date distribution list of all members.
 - d. This paragraph has been rescinded.
- B. Marketing Committee.

1. A marketing committee may be appointed by the Board of Directors to be chaired by the Marketing Director for the promotion of KPA and recruitment of new members throughout the State of Kansas.

C. Education Committee.

1. An education committee may be appointed by the Board of Directors, to be overseen by the Education Director
2. Duties of the education committee may include:
 - a. Work with paralegal educators;
 - b. Work with students enrolled in paralegal educational programs;
 - c. Work with other legal professional organizations on educational activities; and
 - d. Develop and oversee a speaker's bureau.

D. Job Registry Committee.

1. A job registry chairperson or committee may be appointed by the Board of Directors to be overseen by the Board of Directors.
2. Duties of the job registry chairperson or committee may include:
 - a. Promotion of the job registry to potential employers;
 - b. Promotion of the job registry to KPA members; and
 - c. Maintain accurate listings for job openings throughout Kansas and notify interested members of the job openings.

E. Kansas Bar Association Legal Assistant Committee Representative.

1. One or more representatives of KPA, the number being determined by the Kansas Bar Association Legal Assistant Committee, will be appointed to the KBA Legal Assistant Committee by the KPA Board of Directors in July of each year.
2. Board Member Status. KBA Committee Representatives shall be ex officio non-voting members of the KPA Board of Directors.

3. Duties of the KBA Legal Assistant Committee Representatives will include:
 - a. Represent KPA at Committee meetings;
 - b. Attend all meetings of the Committee;
 - c. Report to the KPA Board the activities of the Committee; and
 - d. Report to the members of KPA the activities of the Committee.

F. Pro Bono Committee.

1. A Pro Bono Committee Chairperson will be appointed and overseen by the Board of Directors.
2. Board member status. The Pro Bono Committee Chairperson shall be an ex officio non-voting member of the KPA Board of Directors.
3. Duties of the Pro Bono Committee Chairperson and/or Committee may include:
 - a. Coordinate volunteers for and chair meetings of the Pro Bono Committee.
 - b. Develop and implement a state-wide KPA Pro Bono program, to include:
 - i. Develop policies to be endorsed by the KPA Board of Directors regarding KPA member participation, selection of programs, and unauthorized practice of law.
 - ii. Research current programs of other paralegal associations.
 - iii. Research and present prospective programs to be selected by the KPA Board of Directors for KPA participation.
 - iv. Develop a registration and reporting procedure for member participation.

- v. Promote the KPA Pro Bono program to KPA members, the Kansas Bar Association and local bar associations.
- vi. Provide press releases and articles to the Publications Director and Marketing Director to publicize the program.
- vii. Report the plans and activities of the Pro Bono Committee to the KPA Board.

G. Advisory Council Members.

1. Representatives of KPA will be elected by local district membership and the following positions:
 - a. Director
 - b. Chairperson
 - c. Secretary
 - d. Treasurer
 - e. Job Registry Coordinator
 - f. Newsletter Editor
 - g. Luncheon Coordinator
 - h. Community Service Activities Coordinator
 - i. Education Coordinator
2. Board Member Status. Advisory Council members shall be *ex-officio* non-voting members of the KPA Board of Directors.
3. Duties of Advisory Council Members.
 - a. Work with District Director to fulfill and maintain the duties as set forth in Articles IX and XVI of the By-Laws of the Kansas Paralegal Association.
4. Appointments. District Director may appoint KPA members to fill additional positions at the discretion of the District Director.

VII. ANNUAL MEETING.

- A. The annual meeting of KPA shall be held at the time of the annual seminar each year, unless changed by the Board of Directors.
- B. The Board of Directors shall meet prior to the seminar held in conjunction with the annual meeting.
- C. All ballots used in voting on any issue by the Board of Directors or by the membership at the annual meeting will be destroyed after adjournment of said meeting.

VIII. NOMINATIONS AND ELECTIONS. (See Articles VII and IX of KPA By-laws)

- A. Elections of officers and District Directors will be held by ballot. Ballots shall be distributed to members at least thirty (30) days prior to the annual meeting and results will be announced at the annual meeting.
- B. The KPA *In Brief...* may contain a brief biography of all candidates prior to elections.
- C. Candidates may campaign, but are prohibited from using KPA stationery for that purpose.
- D. All voting members of the KPA Board including President must be a resident of the State of Kansas or working in the state of Kansas.

IX. MINUTES AND NOTICES.

- A. The State Secretary shall record the minutes of all Board meetings and the annual meeting and shall distribute copies of same to all board members prior to the next meeting.
- B. Meetings of the Board of Directors shall be held at the discretion of the Board of Directors, but at least six (6) meetings shall be held annually.

X. SEMINARS.

- A. KPA shall have at least one seminar each year, in conjunction with its annual meeting. Additional seminars may be held at the discretion of the Board of Directors.
- B. A seminar chairperson(s) shall be approved by the Board of Directors.

- C. The seminar chairperson(s) shall follow the guidelines approved by the Board of Directors, which are a part of the permanent seminar file, in addition to the following:
1. The location, date, topics, the seminar schedule, speakers and speakers' fees shall be approved by the Board of Directors.
 2. The seminar chairperson(s) shall present a budget to the Board of Directors prior to publishing.
 3. The seminar brochure shall be approved by the Board of Directors prior to publishing.
 4. All checks received from attendants, exhibitors, sponsors, or from any other individual or entity in conjunction with the seminar should be directed or mailed to the State Treasurer. All checks written or funds disbursed for seminar expenses shall be done so by or at the direction of the State Treasurer, or by the State President in the absence of the State Treasurer.
 5. A complete accounting shall be provided to the Board of Directors by the Treasurer at its first meeting after the seminar.
 6. Registration fees, as set by the Board of Directors, must be paid by every person attending the seminar, except those who are also serving as speakers or other persons so excepted from payment at the discretion of the Board of Directors.

XI. DUES.

- A. Dues are payable by July 1 of each year. The amount shall be set by the Board of Directors prior to the annual meeting of the membership each year.
- B. If dues are not paid by September 21, membership shall be dropped, at the discretion of the Board of Directors.
- C. All applications received after April 1 will be processed for the membership year starting in July 1.

XII. EXPENSES.

- A. All elected and appointed officers, District Director(s), NFPA representative(s), and committee chairpersons shall be eligible for 100% reimbursement for operating expenses incurred in the performance of their offices.

- B. Elected and appointed officers and District Director(s) shall be eligible for mileage and lodging reimbursement and turnpike toll expenses incurred in attending Board of Directors' meetings. Mileage and lodging reimbursement rate shall be set by the Board of Directors at its annual budget meeting. Expenses will not be reimbursed at the board meeting held in conjunction with the annual meeting of KPA if the Board member is attending the annual meeting, or at any board meeting if the board member's employer pays expenses.
- C. Committee chairpersons called to a meeting of the Board of Directors shall be reimbursed as outlined in paragraph B above.
- D. Allowable expenses shall be reported within 30 days following regular Board meetings and/or annual meeting for reimbursement.
- E. This paragraph has been rescinded.
- F. Claim vouchers must state the committee or district to which the expense is to be allocated.

XIII. BUDGET.

- A. The Board of Directors shall set the budget for the year at its first meeting following the annual meeting, taking into consideration the suggestions of officers, District Director(s), NFPA representative(s), and committee chairperson(s).

XIV. FILES.

- A. Files of officers and District Director(s) shall be delivered to the incoming officer or District Director expeditiously, but in no event later than two weeks following the annual meeting.
- B. All files of committee chairperson(s) shall be delivered to the incoming committee chairperson within two weeks following the annual meeting. If no successor has been appointed, the files shall be sent to the KPA President.
- C. Copies of KPA By-laws and Standing Rules should be left in the officers' and committee chairpersons' files to be passed on to successors.

XV. SUPPLIES.

- A. Letterhead and envelopes are available through KPA President for officers, District Director(s), directors, NFPA representative(s), and committee chairperson(s) and are to be used for official business only.

Copies of all correspondence or any document bearing the name KPA or Kansas Paralegal Association or prepared as a representative of KPA shall be sent to the State President. Any correspondence or any document bearing the name KPA or Kansas Paralegal Association or prepared as a representative of KPA voicing an opinion, a view or a policy of KPA shall be reviewed and approved by the State President prior to distribution.

- B. KPA By-laws and Standing Rules may be obtained from the State President.
- C. KPA Membership packets are available from the Vice President-Membership.
- D. The KPA Secretary will maintain the corporate seal and minute books of the organization.
- E. The President will maintain a full set of newsletters of the organization.
- F. The President and Vice President-Membership will maintain a supply of any and all promotional materials of the organization.
- G. The NFPA Representative will maintain promotional materials of the NFPA.