

ARIZONA PARALEGAL ASSOCIATION -- BOARD OF DIRECTORS

ELIGIBILITY: As a prerequisite for candidacy, officers must be voting members in good standing and must be actively employed as a paralegal. Any candidate for the office of President must have served on an APA special committee or standing committee or as an officer or director for at least one (1) year prior to submitting an application for candidacy for this office. Any candidate for the office of NALA Liaison must also be an individual member of NALA.

REQUIREMENTS: Members wishing to declare themselves candidates for any of the above offices may use the Declaration of Candidacy Form (below).

NOMINATIONS FROM THE FLOOR: Nominations will be accepted from the floor at the Annual Business Meeting (held at the APA's Annual Legal Seminar each May). Any person nominated for an office must consent to run for the office for which he or she is nominated or that person's name will not appear on the ballot. Once nominations from the floor are closed, and if at that time there is but one candidate for any office, and provided there is no objection from the APA voting membership, the election for each such office will be held at the Annual Business Meeting by hand or voice vote. The new officers will be installed at the next APA Board Meeting.

PRESIDENT-presides at all meetings of this Association and its Board of Directors and performs such other duties as ordinarily pertain to this office; appoints Parliamentarian and special committee chair(s) as provided by these Bylaws; serves as an ex-officio (non-voting) member of all committees, except the Nominating Committee; has charge of enforcing the Code of Ethics (one year term).

FIRST VICE PRESIDENT-presides in the absence of the President and shall succeed to that office in the event of a vacancy and shall perform such other duties as may be assigned by the President or the Board of Directors; responsible for the Job Bank for the Association and maintains a list of available paralegal positions and announces these positions at each monthly membership meeting and Board of Director's meeting; submits the Job Bank information to the newsletter editor for publication (one year term).

SECOND VICE PRESIDENT-conducts the correspondence of the Association; notifies members of monthly membership meetings, Board of Directors' meetings and special meetings; notifies the Board of Directors of meetings of the Board; responsible for obtaining educational speakers for the monthly membership meetings (one year term).

TREASURER-receives all monies and makes all disbursements; keeps account of all receipts and disbursements; prepares monthly written reports; prepares annual certificate of disclosure for filing with the Arizona Corporation Commission; works with accountant -to confirm and close books at end of year and in preparing annual tax returns; maintains current membership roster (two year term).

RECORDING SECRETARY-maintains a correct recording of all meetings of the Board of Directors and the Annual Business Meeting in a permanent record book; preserves in a permanent file all records and letters of value to the Association and its officers; assists the President in any way, including giving notice of meetings; makes Minutes of the Association's meetings available to the NALA President upon request (one year term).

NALA LIAISON-must be an individual NALA member; must be familiar with the NALA Bylaws and standing rules; receives minutes of NALA meetings; represents the Association of the NALA annual meeting of Affiliated Associations; submits quarterly reports on Association activities to the NALA Affiliated Associations Director, reports all officers' names to the NALA headquarters and the NALA Affiliated Associations Director; submits items the Association wished discussed to the NALA Affiliated Associations Director; participates in discussion sessions at NALA's annual meetings; submits a report to the APA members on the NALA annual meeting; notifies the NALA Parliamentarian and Affiliated Associations Director of any changes in the Association's Bylaws; serves as the main contact between NALA and the Association (one year term).