

ARIZONA PARALEGAL ASSOCIATION -- BOARD OF DIRECTORS

ELIGIBILITY: Any voting member in good standing and who has been a member of the Association for a minimum of one (1) year shall be eligible to hold office in this Association. Any candidate for 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. All officer positions are for a term of two (2) years.

REQUIREMENTS: Members wishing to declare themselves candidates for any of the above offices may submit an electronic application in October when invited by the Nominations Director.

PRESIDENT-presides at all meetings of this Association and its Board of Directors and shall perform such other duties as ordinarily pertain to this office. The President shall appoint a Parliamentarian and special committee directors as provided by the Bylaws. The President serves as an ex-officio (non-voting) member of all committees, except the Nominating Committee. The President shall also have charge of enforcing the Code of Ethics.

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. The First Vice President shall (1) be in charge of the Job Bank for the Association including keeping a list of available paralegal positions and announce those positions at each monthly membership meeting and Board of Directors meeting, and submit the information to the newsletter editor for publication; (2) conduct the correspondence of the Association; (3) notify members of monthly membership meetings, Board of Directors' meetings, and special meetings; and (4) notify the Board of Directors of meetings of the Board (unless such notices are otherwise made, as provided in these Bylaws). The First Vice President shall (1) receive all dues and monies; and (2) deposit all funds of this Association in such bank as the Board of Directors may designate.

SECOND VICE PRESIDENT- shall be responsible for obtaining educational speakers for the monthly membership meetings and preparing informational announcements regarding each monthly membership meeting speaker and topic.

TREASURER- shall: (1) make all disbursements as directed by the Board of Directors; (2) keep account of all receipts and disbursements; (3) make monthly written reports to the Board of Directors and an annual written report at the Annual Business Meeting; (4) timely file state and federal tax returns and pay any amounts owing; and (5) close the books and have them ready for audit with all canceled checks and bank statements for the fiscal year.

RECORDING SECRETARY- shall: (1) keep a correct recording of all meetings of the Board of Directors and the Annual Business Meeting, and shall maintain them in a permanent record book; and (2) shall preserve in a permanent file all records and letters of value to the Association and its officers. Such records and letters, together with the minute book, shall be delivered to the successor at the close of the term. The Recording Secretary shall assist the President in any way, including giving notice of meetings. Minutes of the Association's meeting(s) shall be available to the NALA

President upon request. The Recording Secretary shall prepare the required annual report for the Association and file it with the Arizona Corporation Commission.

NALA LIAISON-must: (1) be an individual NALA member; be familiar with the NALA Bylaws and standing rules; (3) receive minutes of NALA meetings; and (4) represent the Association at the NALA annual meeting of Affiliated Associations. The NALA Liaison shall report quarterly on the Association's 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. The NALA Liaison shall submit items the Association wishes discussed to the NALA Affiliated Associations Director and shall participate in discussion sessions at NALA's annual meetings. A report to Association members on the NALA annual meeting will be required. The NALA Liaison shall, within sixty (60) days of passage, notify the NALA Parliamentarian and Affiliated Associations Director of any changes in the Association's Bylaws. The NALA Liaison shall be the main contact between NALA and the Association. The NALA Liaison is also responsible for obtaining from the Membership Committee a current roster of membership and reporting the membership annually to NALA with the renewal fee for continued affiliation with NALA.