



**WESTERN KENTUCKY
PARALEGALS**

**POLICY & PROCEDURE
MANUAL**

PRESIDENT
PRESIDENT ELECT
VICE PRESIDENT
SECRETARY
TREASURER
PAST PRESIDENT
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CLE
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Revised 01/01/18

PRESIDENT

I. Function

The President shall preside over all Board of Directors meetings and membership meetings. The President shall appoint special and standing committee chairs as provided in the bylaws. The President shall pass files to successor immediately upon installation and shall cause all other officers' and chairs' files to be passed to respective successors. The President shall be ex-officio (non-voting) member of all committees except the committee on nominations and elections. Additionally, the President will automatically hold the position of Past President for the year immediately following the year in office as President.

II. Duties

The President shall perform the following specific duties:

- A) Prepare an agenda for each Board of Directors and membership meeting.
- B) Ensure compliance of Board of Directors and members with by-laws.
- C) Appoint members to committees.
- D) Ensure minutes are recorded for each meeting in the event the secretary is absent.
- E) Check periodically with officers and chairs to be sure that they are completing their tasks.
- F) Preside over the Annual Meeting portion of the Annual Meeting Seminar.
- G) Prepare a "President's Message" for each edition of the newsletter.
- H) Solicit and accept applications for the Outstanding Member Award and notify Past President of recipient so Past President can obtain award.

PRESIDENT ELECT

I. Function

The President Elect shall automatically be chair of the membership committee and shall be charged with the responsibility of developing programs to encourage membership in the association. This officer shall receive applications for membership and upon approval, send a bill for dues and forward dues to the Treasurer upon receipt. This officer shall also forward membership renewal dues notices to all members. The President Elect shall work with his/her national counterpart (NALA Second Vice-President) to encourage membership in NALA. The President Elect is also responsible for keeping a current roster of membership and providing the NALA Liaison with the membership roster for forwarding to NALA. Additionally the President Elect will automatically hold the position of President for the year immediately following the year in office as President Elect.

II. Duties

The President Elect shall perform the following specific duties:

A) Chair of Membership Committee

This committee is responsible for all aspects of membership recruitment, application and acceptance (or rejection), and renewal.

1) Recruitment

- a) Encourage members to actively recruit
- b) Respond to requests for applications and membership information
- c) Follow up with all guests with an invitation to join (if they meet membership criteria)

2) Application Process

- a) Process applications for acceptance / rejection

Upon receipt of completed applications, the chair verifies the

information on the applications and checks accreditation. If there are no questions regarding qualification, the chair can approve the application. If there are any questions regarding qualification, the chair presents the application to the committee for approval.

b) Rejection

If the applicant is rejected, the reason for rejection should be noted on the application. The chair writes the rejection letter and returns the check, if any.

c) Acceptance

If accepted, the chair forwards dues payment to the treasurer, or if necessary, bills applicant for dues. The chairperson sends or delivers a welcome letter with a membership package and adds the new member to the roster. An announcement regarding the new member shall be forwarded to the WKP Board, newsletter chair and CLE chair.

3) Renewal Process

- a) Bills for dues shall be mailed on or about June 1, to be paid by July 1. However, members with CLE deficiencies will not be billed for dues for the coming year. Please refer to CLE policy for more specific information.
- b) Notification that dues are delinquent shall be sent on August 1.
- c) If dues remain unpaid after August 31, name will be removed from roster.
- d) Upon receipt of renewal dues, notation is made on the membership roster and payment is forwarded to the Treasurer.

4) Membership Directory

The membership chair shall prepare a roster or revise the current roster, in a directory format, and shall deliver or mail a copy of the directory to all members in September. The membership chair is responsible for updates to the directory when necessary.

5) Oversee maintenance of CLE files

- a) Distribute WKP continuing education sheets at every meeting;
 - b) Pick up completed WKP continuing education sheets from members or remind to mail completed forms;
 - c) Keep a record of CLE hours for each member;
 - d) Notify Membership Chair of changes in member status so cards can be updated.
 - e) At least one month before the annual meeting, notify members of their current number of CLE hours recorded.
- 6) Mentor Program-See separate policy on this program in this manual.

VICE PRESIDENT

I. Function

The Vice-President shall preside and shall assume all duties assigned to the President in the President's absence. This officer shall automatically be Chair of the committee on education. These duties shall include planning seminars, workshops and working with NALA in the event of co-sponsorship of any programs. The Vice-President shall also be responsible for fulfilling the educational requirements under Article VI of the bylaws and shall report such educational meetings to the NALA Liaison.

II. Duties

The Vice-President, or a member of the Education Committee, shall perform the following specific duties:

A) Organization of Annual Meeting

- 1) Contact committee members, if necessary, for assistance;
- 2) Establish a date and time;
- 3) Make all arrangements for location of meeting;
- 4) Allow 45 minutes to 1 hour for the annual business meeting;
- 5) Arrange for lunch meal and snacks for breaks;
- 6) Contact 5 to 6 speakers and obtain biographical information and outlines for the folders given out to attendees;
- 7) Decide on price of seminar (Example: \$30/WKP member, \$35/non-member);
- 8) Obtain speaker gifts;
- 9) Prepare brochure and mail to WKP members, KPA and NALA members in the area who are not WKP members, and selected law firms in the area (brochures should be mailed out at least four weeks before the event).
- 10) Contact local sponsors for door prizes and goody bag items;
- 11) Prepare folders and name tags for seminar attendees;

- 12) Contact Annual Meeting site one day prior to event to confirm the number of people attending;
- 13) At seminar – make sure agenda is planned including welcome and introductory remarks, annual meeting, and introduction of speakers;
- 14) Write thank you notes to speakers, donors, and sponsors;
- 15) Transfer all annual meeting information to disk/CD to be passed on to the next Vice President.

B) Organization of monthly meetings

- 1) Arrange locations and speakers for monthly meetings;
- 2) Obtain gifts for speaker;
- 3) Send meeting announcements to WKP members;
- 4) Keep newsletter chair informed of upcoming meetings.

C) Education Committee Chairperson

- 1) Serve as chairperson of the education committee;
- 2) Stay abreast of surrounding educational events and report them to the members; and
- 3) Encourage continuing education.

SECRETARY

I. Function

The Secretary shall be responsible for minutes for all meetings and keeping permanent minutes. This officer shall assist the President as requested. Association minutes of any meeting shall be available to the NALA President upon request.

II. Duties

The Secretary shall perform the following specific duties:

- A) The Secretary shall be responsible for minutes of monthly meetings, Board meetings and any interim action taken by Board members, by email or otherwise.
- B) Minutes shall be kept in a notebook and should be kept up to date. The notebook shall contain the original minutes of each monthly meeting and Board meeting, along with the sign-in sheet of members present and Treasurer Reports.
- C) Copies of the minutes of each monthly meeting shall be distributed to the President at least three days prior to the next meeting.
- D) Copies of the minutes of the last monthly meeting shall be distributed to each member attending the next monthly meeting to be reviewed and voted on.
- E) Copies of the minutes of each Board meeting shall be distributed to each member of the Board prior to the next Board meeting.
- F) At the end of the year, the Secretary shall transfer to the incoming Secretary a disk/CD of the prior year's minutes to be kept in the Secretary's notebook.

TREASURER

I. Function

The Treasurer shall deposit all funds and make all disbursements, subject to approval of the Board of Directors and as provided in the budget. Any extraordinary expense must be approved by the membership before obligation to pay. The Treasurer shall be chair of the finance committee which committee shall then prepare a budget for the ensuing fiscal year, which shall be adopted by the membership at the annual meeting. (Budget shall be submitted to the Board of Directors prior to presentation at annual meeting.) The Treasurer may be bonded (premium paid by association). All disbursements of association funds must be by association check, signed by the President or Treasurer. The Treasurer shall submit a written treasurer's report at each monthly meeting and Board of Directors meeting, to be attached to official minutes as part of permanent record.

II. Duties

The Treasurer shall perform the following specific duties:

A) Finance Committee Chair

- 1) Prepare budget for ensuing fiscal year
- 2) Submit budget to Board of Directors at the Board Meeting prior to annual meeting
- 3) Present budget for adoption by membership at the annual meeting

B) Banking

- 1) Deposit funds
- 2) Make disbursements, subject to approval of Board of Directors and as provided by budget, checks to be signed by President or Treasurer
- 3) Reconcile monthly bank statements
- 4) Prior to annual meeting, obtain and prepare forms required by bank to be filed with bank effective at the beginning of the new fiscal year (6/1)

- 5)
 - a) Obtain signature card and "Authority of Lodge, Association or Other Similar Organization Deposit Account" form from bank
 - b) Obtain signature of newly elected officers and retiring officers on "Authority" form
 - c) Obtain signature of newly elected President and Treasurer on signature card

C) Financial Reports

- 1) Treasurer's report must be made at each monthly meeting and Board of Directors meeting, to be attached to official minutes as part of the permanent record
- 2) Checkbook balance to be made available for the newsletter prior to printing

D) Audit

- 1) Prepare for audit by Audit Committee, to be held at the close of the fiscal year, in the event of a newly elected Treasurer; or following the annual meeting and prior to the first regular meeting, if Treasurer is reelected.

PAST PRESIDENT

I. Function

The Past President shall be chair over the Public Relations / Community Service Committee. These duties will include promoting awareness of the paralegal profession by directing the Association's involvement in community service and charitable organizations. The purpose of the Public Relations / Community Service Committee is to promote public awareness of the paralegal profession by the Association's participation in charitable and community service projects within its membership area.

II. Duties

The Past President shall perform the following specific duties:

- A) Select charitable and community service projects for WKP membership
- B) Obtain plaque for the outgoing President for presentation at the Annual Meeting.
- C) Obtain plaque for the Outstanding Member Award for presentation at the Annual Meeting.

NALA LIAISON

I. Function

This officer shall be a NALA member, shall be familiar with the NALA Bylaws and Standing Rules, and shall represent the association at the NALA annual meeting of affiliated associations. 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.

II. Duties

The NALA Liaison shall perform the following specific duties

- A) Affiliated Association Quarterly Report. Because of the information required by this report, it is essential that the NALA Liaison work with the Membership and Education Chairman in obtaining the membership and program data in order to complete the report fully and accurately.
 - 1) Attach copy of membership roster (or addendum since last report). Roster must include both the name and address of all members. (Telephone numbers would also be helpful.)
 - 2) Attach copy of any education program.
 - 3) Mail original to NALA Headquarters; copy to Affiliated Associations Director; copy to WKP President.
 - 4) Due Dates: September 30; December 31; March 31; and June 30
- B) Bylaw Amendments. All bylaw amendments must be approved by NALA. Within 60 days of passage, send amendments directly to NALA Headquarters, with a copy of the amendment and transmittal to the NALA Affiliated Associations Director.
- C) Renewal of Affiliation. Responsibility for payment of annual renewal fee is the Treasurer's. However, the NALA Liaison should check to be sure this has been done.

- 1) Due October 1 (statements mailed from NALA Headquarters August 1 to Presidents and NALA Liaisons).
 - 2) A current membership roster must accompany fee.
 - 3) Fees delinquent November 1.
- D) Represent WKP at the NALA Annual Convention as the Voting Representative. In the event the NALA Liaison is unable to attend the annual meeting, an alternate representative shall be appointed by the Board of Directors. The alternate representative must be a NALA active member. If deemed appropriate by the representative and the Board of Directors, the representative may set up an affiliate's table at the convention on the date designated by NALA.
- E) Affiliated Association Annual Report.
- 1) Prepare and forward Annual Report to NALA.
 - 2) Annual Reports are due at NALA Headquarters on a date selected each year by NALA, but generally between May 15 and June 1, depending on the date of the Annual Meeting.
 - 3) The report is limited to four (4) pages and shall be a summary of the year's activities for WKP, and may include information on special projects or accomplishments.
- F) NALA Affiliated Association Award
- 1) Remind the Board of Directors of the May 1 deadline for nominations for NALA's Affiliates Award.
 - 2) If a nominee is selected, the Liaison shall timely forward the nomination to NALA for consideration.
- G) Communicate NALA information to WKP members at regular meetings and through the newsletter.
- H) Perform such other duties as designated by NALA in its Bylaws and Policies.

KPA LIAISON

I. Function

This officer shall be a KPA member, shall be familiar with the KPA Bylaws and Policies, shall receive minutes of all KPA Board meetings, and shall represent the association at KPA Board meetings and the KPA annual meeting. This officer shall act as a link between WKP and the KPA. This officer shall be a member of the governing body of this association.

II. Duties

The KPA Liaison shall perform the following specific duties:

- A) Represent WKP at KPA Board Meetings.
- B) Represent WKP at the annual KPA Conference. In the event the KPA Liaison is unable to attend the annual conference of the KPA, an alternate shall be appointed by the Board of Directors.
- C) Communicate KPA information to WKP membership at regular meetings and through the newsletter.
- D) Perform such duties as designated by the KPA in its Bylaws and Policies.

CONTINUING LEGAL EDUCATION

I. CLE Committee

The CLE Committee is a sub-committee of the Education Committee and shall consist of at least two active WKP members.

II. Required CLE

To maintain active membership, all active WKP members are required to attend at least six hours of CLE each year, at least three of which are WKP sponsored. WKP's year runs June 1 to May 31. It is the responsibility of each member to submit documentation of all CLE attended, sponsored both by WKP or any outside source.

The categories of Continuing Education Credit are:

Category A	Successful completion of the NALA CLA/CP examination. Six (6) hours
Category B	Successful completion of a NALA Advanced Certification examination. Three (3) hours
Category C	Successful completion of the KPA Certified Kentucky Paralegal examination. Three (3) hours
Category D	Successful completion (Grade C or better) of a relevant course completed at an accredited institution of higher education. Three (3) hours
Category E	Attendance at conferences, seminars, workshops, etc. on relevant topics for working paralegals with actual hours recorded.

III. Required CLE When Joining During CLE Year

If a member joins after November 30, three CLE hours are required for the current year. These hours may be hours sponsored either by WKP or other sources. If a member joins after March 31, no CLE hours are required for the current year.

IV. Grace Period

If the required CLE is not met by May 31, members are allowed a three-month grace period and must complete the required hours by August 31. (This grace period does not change the required six hours for the year beginning June 1.) If any scheduled CLE was cancelled during the CLE year, an equal number of hours shall be added to the grace period.

V. Notification of Deficiencies

By no later than June 10, the CLE Committee will notify members of any deficiencies and the option to either make up CLE by August 31 (or the current grace period date if such was extended) or change to associate (non-voting) membership status. It is the responsibility of the member to contact the CLE Committee to change status. If the CLE Committee is not contacted, the CLE Committee will notify the Membership Committee who will delete the member from the active member list. A member is not automatically changed to associate membership status unless requested by the member.

VI. Eligibility for Active Membership Following Deficiencies

Once a member has changed to associate membership status because of CLE deficiencies, a member is eligible for active membership after a year in which the member attends and records the CLE required of active members.

VII. Dues for Deficient Members

Members with CLE deficiencies on May 31 will not be billed for dues for the coming year until the time CLE is met or the member changes to associate membership status, but no later than September 15.

VIII. Relevancy of CLE Courses

Questions regarding relevancy of CLE courses are to be decided by the CLE Committee. The CLE Committee's decision can be appealed to the Board of Directors for final decision.

IX. Records

The CLE Committee shall keep yearly records of attendance of CLE by each member, which is to be tallied before the annual meeting. In addition, the Committee shall keep an ongoing record of CLE status of each member. CLE attendance forms will be discarded after the grace period ends. Any member wishing his/her attendance forms returned shall contact the CLE Committee prior to August 31.

MEMBERSHIP RECOGNITION

The Board of Directors prior to the Annual Meeting shall make a determination regarding membership recognition, including, but not limited to, perfect attendance and most continuing education hours attended.

OTHER RECOGNITION

The Board of Directors, at its discretion and prior to the Annual Meeting, may designate a non-member, i.e. employer, speaker, contributor, vendor, to be recognized at the Annual Meeting for outstanding service to Western Kentucky Paralegals.

**WESTERN KENTUCKY PARALEGALS
OUTSTANDING MEMBER AWARD**

In 2005, the WKP Board implemented the Outstanding Member Award to recognize an outstanding member who has contributed to the goals and programs of the association and/or the enhancement and development of the profession.

The Outstanding Member Award is presented each year at the Annual Meeting. Nominations will be accepted from April 1 – April 15. Please take this opportunity to nominate a friend or co-worker for their contributions. Criteria and other information are set out below and on the Nomination Form.

In the event that the recipient is also a NALA member, he/she will also be submitted for a NALA Affiliate Award.

ELIGIBILITY: Nominee shall be an active member in good standing of WKP.

CRITERIA: Nominee will have made a contribution to the goals and programs of the association and/or the enhancement and development of the profession above and beyond the call of his/her position. Contributions to Western Kentucky Paralegals may include exceptional service as a board member, planning education programs, service on committees, or any special project or program. Contributions to the profession may include working with any bar association, any legal aid society or pro-bono project, any paralegal education program or law school or the general public.

NOMINATIONS: Written nominations shall be submitted on the attached form by any member of WKP. The nominations shall be submitted to the current President of WKP.

SELECTION OF RECIPIENT: The nominations will be reviewed by the WKP President, who shall then appoint a committee of three active WKP members to review the nominations and select a recipient. Those nominated for the award or who have nominated someone for the award are not eligible to serve on the selection committee.

**NOMINATION FORM
WESTERN KENTUCKY PARALEGALS
OUTSTANDING MEMBER AWARD**

I hereby nominate the following individual for WKP's Outstanding Member Award:

NAME: _____
ADDRESS: _____
PHONE: _____
EMPLOYER: _____

This individual has contributed to the goals and programs of the association and/or the enhancement and development of the paralegal profession as follows:

(Attach additional sheets, if additional space is needed.)

Please consider the following additional information about this individual:

(Attach additional sheets, if additional space is needed.)

Name and address of nominator:

Please fax forward this completed form by April 15 to:
WKP PRESIDENT

ATTENDANCE AT NALA MEETINGS

Members attending NALA meetings or conventions at the same time as a WKP meeting shall be given credit for having attended the WKP meeting for attendance purposes, i.e. perfect attendance or compliance with CLE requirements. This consideration shall also extend to any WKP member who is a NALA officer or committee member.

JOB BANK

I. Function

The Job Bank Committee is responsible for all aspects of collecting and sharing information among members and others interested in a paralegal position, and attorneys and legal professionals who have an available position. There is no fee for this service.

II. Duties

The Job Bank committee shall perform the following specific duties:

- A) Accept applications/resumes from members and others interested in obtaining a position as a paralegal in our membership area
- B) Accept information from local attorneys and other legal professionals who have an available position
- C) Provide information to applicants regarding available positions
- D) Provide information to attorneys and other legal professionals regarding applicants
- E) Keep confidential any applications and inquiries upon request

MENTOR PROGRAM

I. Function

The purpose of the Mentor Program is to help new members feel welcome; to help them meet other WKP members; to acquaint them with WKP, NALA, KPA and other organizations; to help them learn and grow in the paralegal profession; to help them learn about local practices; to refer them to other resources; and to help them through new experiences.

Period of mentoring should be at least six months, and as otherwise needed.

II. Duties

This program is the responsibility of the Membership Committee, which shall have the following specific duties:

- A) Contact new member and provide information regarding mentor program.
- B) If new member desires to have a mentor, the committee selects a member from the same general location, if possible; however, the new member may request a particular member as a mentor.
- C) Contact member and request as mentor for new member.
- D) Mentor assignments are subject to consent by both parties.
- E) Once mentor and new member consent, the Committee shall provide information (addresses and phone numbers) to both, if needed.
- F) Membership Committee maintains record of mentor program. Records will be passed on each year to new Committee Chair.
- G) The mentor shall:
 - 1) Contact and welcome new member.
 - 2) Assist new member in learning about WKP, NALA, KPA, etc.
 - 3) Keep in monthly contact with new member (preferably before each meeting – give them a ride to the meeting, if needed)



**WESTERN KENTUCKY
PARALEGALS
PROFESSIONAL
DEVELOPMENT
SCHOLARSHIP**

As an affiliated association of the National Association of Legal Assistants (NALA), the Western Kentucky Paralegal Association encourages its membership to attain the status of Certified Legal Assistant/ Certified Paralegal (CLA/CP). In order to help members desiring financial assistance to achieve this certification goal, WKP offers a Professional Development Scholarship to qualified applicants. The scholarship award is as follows:

1. For applicants taking the CLA/CP exam, a scholarship of \$200.00.

The scholarship award is good for one year from the date of the award and will be made payable to the recipient. The recipient must return the scholarship award to WKP in the event the exam is not taken within the one year period.

The scholarship may be awarded only once during the fiscal year and will be awarded at the Annual Meeting.

The following Rules for award of scholarship apply:

1. The applicant must be an Active member of WKP for at least one year prior to application for the scholarship.
2. The applicant must meet the eligibility requirements for the CLA/CP exam.
3. It is the responsibility of the applicant to submit a completed NALA Examination Application to the Scholarship Committee. In the event an incomplete application is submitted and rejected by NALA, the applicant will be responsible for

payment of any late and/or processing fees incurred in resubmitting the Examination Application to NALA.

4. The WKP Scholarship Committee will appoint a review board of three (3) current WKP members who are also either CLA/CP or CLAS for the purpose of reviewing all applications and selection of the Scholarship recipient. The name of the scholarship recipient will be announced at the Annual Meeting of WKP, and in the WKP newsletter. With the respective recipient's permission, the winning essay may be published in the WKP newsletter and/or a NALA publication.
5. Deadline for submission of the Scholarship Application to the committee shall be March 31.
6. The scholarship shall not apply to any re-take part(s) of the CLA/CP exam.

The applicant must submit 3 copies of the attached WKP Scholarship Application, 3 copies of the essay and one completed NALA Examination Application to:

WKP Professional Development Scholarship Committee
P.O. Box 2895
Paducah, KY 42002-2895

**WESTERN KENTUCKY PARALEGALS
PROFESSIONAL DEVELOPMENT SCHOLARSHIP
APPLICATION**

Name: _____

Address: _____

Home Phone: _____

Business Phone: _____

Employer: _____

Address: _____

Position: _____

Area(s) of Law: _____

Number of years experience as legal assistant/paralegal: _____

Number of years as active WKP member: _____

NALA member: Yes: _____

No: _____

Education:

*List all schools that you have attended since high school.
Please list schools in chronological order and include
information such as the degrees and/or certificates earned.*

Name/Address of School	Years Attended
Degrees/Cert. _____	_____

Name/Address of School	Years Attended
Degrees/Cert. _____	_____

Awards, Achievements and/or Accomplishments:

List all awards you have received, as well as your achievements and accomplishments.

Essay: An essay on the following question must be submitted with the application. The essay must be no more than 2 pages in length, double-spaced and typed.

The CLA/CP designation is important to me because.....

Terms of Scholarship: I understand that WKP may publish my essay in its newsletter, Highlights, and/or a NALA publication, and I hereby grant WKP permission to publish my essay accordingly without remuneration being made to me. I also understand that, if I am awarded the Professional Development Scholarship, I am responsible for any obligations as stated in the aforementioned WKP scholarship rules.

Signature: _____ Date: _____

NEWSLETTER

The guidelines regarding the WKP newsletter for format, content, and distribution are as follows:

1. The WKP Logo shall appear on the top of the first page, along with the date, volume and issue number. (i.e. July 15, 2017, Volume 26, Issue 1).
2. The President's Message shall always be the first article of the newsletter followed by officer reports, including those from the President Elect (Membership/CLE), Vice President (Education), Past President (Community Service) Secretary, Treasurer, KPA Liaison and NALA Liaison. New member spotlight articles are encouraged.
3. Articles from members are also encouraged and shall follow the above officer reports, along with a list of member birthdays (month and day only) for the current quarter.
4. The newsletter coordinator may provide a short commentary section following the member articles, including encouragement for article submissions, deadlines for submissions, etc. Graphics, fillers and seasonal pictures are acceptable but preferably should be related to the legal field.
5. Newsletter articles shall be reprinted verbatim. Changes concerning typographical or grammatical errors shall be approved by the person submitting the article.
6. Newsletters shall be published in January, April, July, and October using the following deadlines for publication:
 - 1st Friday – Newsletter submissions due from members and board members.
 - 2nd Friday - Draft newsletter submitted to the Board for approval.
 - 3rd Friday – Final newsletter submitted to membership.