

STANDING RULES

LEGAL STAFF PROFESSIONALS OF ORANGEBURG

**August 18, 2025
Ratified and Approved**

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**LEGAL STAFF PROFESSIONALS OF ORANGEBURG
STANDING RULES**

Standing Rules of the Legal Staff Professionals of Orangeburg set forth in more detailed information regarding the practices of the Association.

**ARTICLE I
NAME AND AFFILIATION**

The name and affiliation of this Association are Legal Staff Professionals of Orangeburg and affiliated with NALS, a not-for-profit corporation of the State of Oklahoma and affiliated with Legal Staff Professionals of South Carolina.

**ARTICLE II
PURPOSE/POLICY**

The purpose of this Association is set forth in Article II of the Bylaws.

**ARTICLE III
MEMBERSHIP**

Section 1. **Qualifications.** The qualifications for membership in this Association are set forth in Article III, Section 1 of the Bylaws.

Section 2. **Membership Classifications.** The classifications of membership in this Association are set forth in Article III, Section 4 of the Bylaws.

**ARTICLE IV
DUES, FEES, AND EXPENSES**

Section 1. **Due Date.** All dues levied on members shall be due on the first day of the month following the anniversary date established by NALS. Dues shall be paid each year directly to NALS on or before the first day of the next month following the established due date.

Section 2. **Dues.**

- A. Individual Members. Dues shall be \$8.00 per year.
- B. Retired Members. Dues shall be \$8.00 per year.
- C. Life Members. The Association recognizes the granting of life membership to a member who has rendered outstanding service to NALS, the state Association and Legal Staff Professionals of Orangeburg. Life members shall pay \$8.00 per year for dues.
- D. Student Members. Dues shall be \$8.00 per year for the first two years of membership. After two years, the dues shall be the same as individual members.
- E. Associate Members. Dues shall be \$8.00 per year.
- F. Honorary Members. Shall pay no dues but shall be entitled to receive the Association's publication.
- G. Secondary Members. Shall pay no dues but shall be entitled to receive the Association's publication.

Section 3. **Refunds of Dues.** Except as to members transferring from this Association, there shall be no refund of dues after an applicant shall have become a member. Dues of a member transferring to another chapter may be prorated and forwarded to the other local Association.

Section 4. **Assessments.** Assessments for any purpose may be levied by resolution setting forth the amount and purpose for which the assessment is to be used, presented at a regular meeting of the Association, after notice of such presentation, and passed by a majority vote of the members attending such meeting.

Section 5. **Expenses.**

A. Budgeted Expenses. Officers, committee chairpersons, or other members who incur expenses that are budgeted, provided funds are available, will be reimbursed for such expenses upon presentation of proper documentation to the treasurer. Where possible, such a request for funds shall be submitted within thirty (30) days of the date the expense was incurred. If there are not sufficient funds available in that budgeted category for such expenditure, requests should be made prior to expending funds for approval.

B. Expenses not Budgeted. If the Board determines that an expense on behalf of the Association is necessary or in the best interest of the Association, it may approve amounts up to \$50. Amounts exceeding \$50 shall be approved by the Board prior to such expenditure being made.

**ARTICLE V.
MEMBER MEETINGS AND VOTING**

Section 1. **General Membership Meetings.** General membership meetings of this Association shall be held on the third Monday of each month. When holidays or schedule conflicts occur, the Board shall have authority to reschedule a general membership meeting.

The order of business shall be: Call to Order; pledge of allegiance; NALS Code of Ethics; recommendations from the Board; old business; new business; announcements; speaker; adjournment. Minutes of the last board meeting, treasurer's report and any committee reports will be emailed to the members prior to the monthly meeting.

Section 2. **Special Meetings.** Special meetings of this Association may be held at such time and place and a majority of the members shall approve. Special meetings shall include Court Observance, Probate Court seminar, educational training seminars, community projects, Fashion Show, or other such special activities.

Section 3. **Voting.** A simple majority of votes of members attending any meeting shall be necessary for the conducting of business. Voting methods are set forth in the Bylaws.

**ARTICLE VI.
BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

The Board of Directors of this Association is as set forth in the Bylaws. The Board shall hold its monthly meeting at least one week prior to the regular monthly meeting of the Association and may hold such other meetings as the President and/or the Executive Committee may deem necessary. Guidelines for the Executive Committee are set forth in the Bylaws.

**ARTICLE VII.
COMMITTEES**

Within thirty (30) days after election of officers the president may appoint the following committees to carry out the purposes, business and programs of this Association: Certification; Community Projects; Education; Employment; Financial Review; Sunshine and Welfare; Historian; Marketing and Publicity; Membership;

Nominations and Elections; and Technology. These committees shall have such other duties and responsibilities as may be designated by the president, Board, or the membership. When required, reports on activities of committees shall be reported to the membership. Officers may serve in other positions along with their elected or appointed office. The president may from time to time appoint other committees as she may deem necessary to conduct the functions of this Association.

Section 1. **Certification.** This committee shall work with state and national Associations in making available to members of this Association information concerning the following: the accredited paralegal exam, PP program; the certified legal professional examination, the CLP program; the accredited legal professional exam, the ALP program, and all other certifications available through NALS.

Section 2. **Community Projects.** This committee shall be responsible for organizing community projects which the Association participates in and serving as a contact between the project coordinator and the Association. This committee shall also be responsible for obtaining non-profit organizations for consideration in the Association's December charity event and shall secure a speaker from the non-profit organization for the December meeting.

Section 3. **Education.** This committee, led by the Functional Director of Education/Certification, shall be responsible for the development and coordination of all continuing education programs of this Association. It shall obtain educational material for the bulletin or articles to be disseminated to the members with a view of assisting members to become better legal assistants and/or assisting attaining certification. It shall educate the legal community on the educational programs of the Association and provide seminars for the legal community.

- a. **Speakers** – This sub-committee shall oversee securing speakers for the general membership meetings. The president shall serve as a member of this committee.
- b. **Programs** – This sub-committee shall plan and provide the program at all meetings of this Association. All speakers should be advised that this Association is non-political. The speakers should be limited to not more than 20-25 minutes so that the meeting may be adjourned at 6:00 p.m.
 - i. **Court Observance Week.** This committee shall be in charge of making all preparations for court observance activities, contact the proper officials at the courthouse, contact the area schools, secure a declaration from the Mayor, prepare all letters to students and attorneys, secure a speaker, and make all preparations for the court observance activities.

Section 4. **Employment.** This committee shall keep records of all members seeking employment and all employers seeking personnel. It shall notify the membership of such employment needs. This committee will always keep in mind that this Association is not an employment agency and is for use by members of this Association only. It shall make no recommendations of anyone for employment.

Section 5. **Financial Review.** This committee shall make an audit of the books of the Association at such times as requested by the Board of directors and/or membership.

Section 6. **Sunshine & Welfare.** This committee shall be present at general membership meetings to welcome members and guests to meetings. Where available, committee members shall pass out name badges prior to the meeting and collect them after the meeting. This committee shall be responsible for informing the Association of any personal needs and concerns of members. This committee shall use the following guidelines: Cards, emails, and other similar written communications shall serve as inspiration and motivation to members who are ill in the hospital and at home, to immediate family of members who are ill, and to members in case of death of spouse, child, parent or member of immediate family. Congratulations card to members upon birth of child or marriage.

Section 7. **Historian.** This committee, chaired by the Immediate Past President, shall maintain a historical record of the Association.

Section 8. **Marketing and Publicity.** This committee, led by the Functional Director of Membership/Marketing, shall publicize and market the events of this Association through media, printed publications, internet, and like sources. This committee shall also maintain a file of articles published for the Association.

Section 9. **Membership.** This committee, chaired by the Functional Director of Membership/Marketing, shall recruit new members. An application for membership will be available from this committee. Membership packets will be given to prospective new members attending our general membership meeting or others interested in membership.

Section 10. **Nominations and Elections.** This committee shall be responsible for issuing a call for nominations, receive nominations from the members and determine that the nominee meets the qualifications for the office to which nominated, secure acceptance of qualified nominees, and cause a ballot to be prepared containing, in alphabetical order, the names of the nominees for each office. A sample ballot will be provided to each member prior to the election of officers in March of each year.

This committee shall have charge of the election of officers at the annual meeting in March; however, the president presides during the election of officers. If she is a candidate for office, she shall pass the gavel to the president-elect or another officer during the election for that office. The committee shall prepare the necessary ballot forms for each office, with ample ballots, blank paper and pencils present at the meeting.

The nominating committee serves as tellers for the election. Anyone who is a candidate for office shall not serve as a teller.

Nominations for office may be made from the floor during the election of officers provided that the person making the nomination will have secured permission from the nominee in writing, including qualifications for the office, and presented the same to the nominations and elections committee prior to the nomination from the floor.

The officers to be elected at the annual meeting are: president-elect, secretary/treasurer, FD of Membership/Marketing, and FD of Education/Certification. Should there be but one nominee for office, the ballot may be dispensed with and the officer elected by voice vote.

- a. **Re-election.** No member shall hold the same office for more than two consecutive years. The purpose of the president-elect system is to allow members to move through the officer chairs at a more rapid pace and therefore encourage a greater number of members to become officers. This may be waived by a majority vote of the membership.
- b. **Proxy Voting.** No proxy voting shall be allowed at any time.
- c. **Vacancies.** Vacancies in office shall be managed by this Association as set forth in the Bylaws of this Association.

Section 11. **Technology.** This committee shall assist in the development and maintenance of the Association's web pages and any other programming or internet accessibility.

ARTICLE VIII DUTIES OF OFFICERS

The duties of the officers are as set forth in Article VII, Section 5 of the Bylaws of this Association.

ARTICLE IX DUAL SIGNATURES

The President, President-Elect, and Treasurer shall all be authorized to sign checks of this Association. Current signature cards shall be kept on hand at the financial institution used by the Association. Two of these members must sign all checks. In the absence of a President-Elect holding office, the President may appoint either the Functional Director of Membership/Marketing or Functional Director of Certification/Education as the third signer on the account.

**ARTICLE X
PARLIAMENTARY AUTHORITY**

The parliamentary authority of this Association shall be the current edition of Robert's Rules of Order as set forth in the Bylaws. However, in conducting the business of this Association, common sense should prevail.

**ARTICLE XI
ADOPTION AND AMENDMENT**

These Standing Rules may be adopted by a majority vote of the members of the Legal Staff Professionals of Orangeburg. They may be amended or rescinded by a two-third vote of the members present, without previous notice, or by a majority vote after previous notice.

In the event if any member shall violate any of the rules of this Association, such member may be expelled in accordance with the National Standing Rules, Article IX.

**ARTICLE XII
DISSOLUTION OF CHAPTER**

In the event of dissolution or withdrawal of the chapter from the National Association, the procedures set forth in the Bylaws of the National Association shall be followed.