



BYLAWS OF THE MONTANA ASSOCIATION OF LEGAL ASSISTANTS*PARALEGALS

ARTICLE X. OFFICERS, EXECUTIVE COMMITTEE AND CHAIRPERSONS

The elected officers shall be the President, Vice President, Secretary, Treasurer, and NALA Liaison.

The appointed officers shall be Parliamentarian and Montana State Bar Paralegal Association Liaison.

The Executive Committee shall be composed of elected and appointed officers. The Executive Committee shall act as a planning committee bringing recommendations to the membership for a vote. This committee shall meet at least quarterly and at other times as called by the President.

Terms of office shall be one (1) year. Successive terms shall be limited to one (1) year.

No officer or member shall be compensated for association duties. However, upon majority vote of the membership, persons may be reimbursed for out-of-pocket expenses in connection with association-related activities, provided the expenses have been authorized to expend.

ARTICLE XI. ELECTION OF OFFICERS

The President shall appoint a nominations and elections chairperson at least thirty (30) days prior to the annual meeting of the association to present a slate of officers to the membership fifteen (15) days prior to election at the annual meeting. No name shall be on the slate without consent of the candidate. Nominations from the floor will not be accepted at election. Election shall be by majority vote of members present voting in person or by proxy.

Voting for officers shall be by ballot at the annual meeting except when there is but one candidate for any office. In that event, if there is no objection, the Chair may declare the candidate elected. Prior to the submission of the ballot at the annual meeting, the President shall appoint two (2) tellers for the purpose of tallying the votes, including all ballots voted by proxy. The tellers shall verify the results to the Chair who shall announce the results to the membership. In the event of a tie, the voting members shall immediately proceed to vote by ballot to dissolve such tie.

No member shall hold more than one elected or appointed office during the fiscal

year.

Names of appointed officers must be presented by the President to the membership by the first meeting of the new fiscal year.

Names of newly elected or appointed officers shall be submitted to NALA headquarters and the Affiliated Associations Director as least thirty (30) days after election and/or appointment.

In the event MALA has more than one (1) class of membership, only full voting members may hold office.

Student members shall not be allowed to hold office and shall not be appointed to an office. A student member may serve on a committee, but shall not be chairperson of said committee.

Unexpired terms of office shall be filled by appointment by the Executive Committee.

Any officer (elected or appointed) absent from three (3) consecutive meetings without good cause, may be removed from the office by the Executive Committee.

Upon an officer's death, resignation, removal or inability to act, the President shall appoint an individual to fill the position, subject to the approval of the Executive Committee. Said officer shall hold such office for the remaining term of the office until such time as a successor is duly elected at the next annual meeting of the membership.

ARTICLE XIII. DUTIES OF ELECTED AND APPOINTED OFFICERS AND CHAIRPERSONS

The MALA Executive Committee shall consist of a President, Vice President, Secretary, Treasurer, NALA Liaison, Montana State Bar Paralegal Section Liaison, and Parliamentarian. The President shall appoint the Parliamentarian, Montana State Bar Paralegal Association Liaison, and special and standing committee chairpersons as provided in these bylaws.

President: The President shall preside over all Executive Committee meetings and membership meetings. The President shall pass files to successor immediately upon installation and shall cause all other officer's and chairpersons' 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.

This officer shall automatically be chairperson of the Standing Seminar Committee. This committee is responsible for planning MALA seminars and workshops and working with NALA in co-sponsorship of any programs. The President shall be responsible for fulfilling the educational requirements under Article VI of these bylaws and shall report such educational meetings to the NALA Liaison.

Vice President: The Vice President shall preside and shall assume all duties assigned to the President in the President's absence.

The Vice President shall serve as chair of the Membership Committee and shall be charged with developing programs to encourage membership in MALA. This officer shall receive applications for membership and shall, in conjunction with the Membership Committee, review applications for membership, and accept or reject said applications

based on requirements set forth in MALA's bylaws.

The Vice President shall determine if MALA members have met membership renewal requirements as set forth in Article IV of MALA's bylaws and shall notify said members if they are not in compliance.

The Vice President shall maintain a current roster of membership.

The Vice President shall work with the NALA Liaison to encourage membership in NALA.

This officer shall also work with the MALA Student Liaison Committee to explain the benefits of MALA membership to paralegal students and encourage membership in MALA.

The Vice President will be responsible for MALA's Mentoring Program and encourage new members to participate in this program.

Secretary: The Secretary shall be responsible for taking minutes of all meetings, keeping permanent minutes, and submitting minutes approved by the Executive Committee and MALA membership to MALA's Webmaster for publication on MALA's website. The Secretary shall provide minutes of MALA's meetings to the NALA Affiliated Associations Director upon request.

This officer shall assist the President in preparing meeting agendas, notifying members of upcoming meetings, and assisting in other areas at the President's request.

Treasurer: The Treasurer shall deposit all funds and make all disbursements, in a timely manner, subject to approval of the Executive Committee and as provided in the budget. Any extraordinary expenses must be approved by the membership before obligation to pay.

The Treasurer shall work with the Executive Committee to prepare a proposed budget for the ensuing fiscal year. This proposed budget shall be presented to the membership for approval at the annual meeting.

The Treasurer may be bonded (premium paid by association). All disbursements of association funds must be by association check, signed by the Treasurer and/or the President. However, the Treasurer or President are not to sign any association check that is made payable to him/her as payee.

This officer shall submit a written financial report at each regular meeting to be attached to official minutes as part of permanent record. The Treasurer is responsible for providing an annual report on MALA membership to NALA Affiliated Associations Director and submitting the fee required to continue MALA's affiliation with NALA.

NALA Liaison: This officer shall have completed at least one (1) full term as a MALA President, Vice President, Secretary, or Treasurer within the past five (5) years.

MALA shall pay for the NALA Liaison's membership in NALA during the fiscal year of the NALA Liaison's term in office.

This officer shall be the main contact between NALA and MALA.

This officer shall be familiar with the NALA Bylaws and Standing Rules.

This officer shall:

- Represent MALA at the NALA annual convention of affiliated associations;
- Submit items that MALA wishes discussed at NALA annual meetings to the NALA Affiliated Associations Director;
- Participate in discussion sessions at NALA annual meetings;

- Provide a biannual report on MALA activities to the NALA Affiliated Associations Director on forms provided by NALA headquarters; and
- Submit names of newly elected or appointed officers to NALA headquarters and the Affiliated Associations Director as least thirty (30) days after election and/or appointment.

The NALA Liaison shall attend the NALA annual convention and prepare a report on what transpired at the convention. This report may be presented at MALA's annual meeting, published in MALA's newsletter, or posted on MALA's website.

Parliamentarian: The Parliamentarian shall attend MALA Executive Committee meetings and membership meetings and give opinions on parliamentary procedures upon request of the President. This officer shall be familiar with MALA bylaws, and NALA bylaws.

Robert's Rules of Order Newly Revised shall serve as parliamentary authority for items not covered by these bylaws or the association standing rules.

Montana State Bar Paralegal Association Liaison: This individual shall apply for membership to the Montana Paralegal Section of the Montana State Bar and said membership fee shall be paid by MALA. The Liaison shall attend Paralegal Section meetings and shall report Paralegal Section activities to MALA members.