

CORPUS CHRISTI ASSOCIATION OF LEGAL PROFESSIONALS

GENERAL OPERATING PROCEDURES FOR OFFICERS AND CHAIRMEN

ATTENDANCE

(S.R. 2D)

Officers and Chairmen should attend as many scheduled functions as possible. As a member of the Board of Directors, you play an integral part in the planning and decision making on behalf of the membership of CCALP. Any board member who misses three consecutive meetings may, at the discretion of the Board of Directors, be asked to resign their position.

BONDS

CCALP will see that a bond for all officers and chairmen involved in a fiduciary capacity will be obtained at the beginning of each fiscal year.

CORRESPONDENCE

(S.R. 2G)

Obtain the president's approval before mailing any correspondence not of a routine nature (particularly outside the organization correspondence). Any form letters should be edited for correctness when referring to dates, standing rules, or bylaws.

Copy the president, president-elect, parliamentarian, and any other officer or chairman/committee member concerned with the contents. Members of all committees should be kept informed. If sending multiple letters, only send one copy of the letter with an attached list of the recipients.

CCALP letterhead should NEVER be used to express personal views or for any reasons that do not pertain to the duties of a specific office or committee.

A calendar of events for CCALP will be furnished at the beginning of the fiscal year. Make proper notations on calendars to avoid missing any deadlines concerning a specific office/committee. Keep the calendar current as changes occur.

FILES

It is very important to pass along the files to the next person as soon as possible. Keep files up-to-date and organized. You should receive the prior two years of files from your predecessor. Some of these may be permanent files, and they should be well marked.

If the standard information and correspondence regarding a specific office/committee has been reduced to computer disk, pass such disk along with your file to your successor.

All files should have a current copy of the bylaws, standing rules, and general operating procedures for officers and chairmen.

Check any items being discarded carefully to make sure they will not be needed (historical value, etc.).

BYLAWS AND STANDING RULES

All officers and chairmen should have current CCALP bylaws, standing rules, and general operating procedures for officers and chairmen. Know the bylaws and standing rules concerning your specific office/chairmanship.

BUDGET (S.R. I)

Stay within your budget. If your committee needs additional funds, please inform the president in advance of any upcoming meeting in order that this request can be placed on the board agenda for discussion. Any over expenditure of budget allotments requires approval of the board and ratification by the membership.

All files should contain a copy of the current budget and disbursement request form. The original and one copy of the disbursement request form should be sent to the president for approval and submission to the treasurer for payment. If you are working with a committee, please closely supervise any expenditure made by your committee. Committee members must submit disbursement request forms to the chairman for approval prior to forwarding to the president. The standing rules state that expenses should be submitted within 30 days of the date incurred.

DIRECTIVE TO PRESIDENT (Bylaws Art. VII, Sec. 5; S.R. 3A)

The president shall preside at all meetings of this Association and at regular and special meetings of the executive committee and board; shall recommend appointments and committee chairmen and members, subject to the approval of the board; and shall generally manage day-to-day business of this Association. The president serves as an ex-officio member of all committees, except the nominating and financial review committees, and is a signer on all bank accounts. The president's first responsibility is to the membership and while he/she shall remain neutral on all matters, shall permit full discussion. The President's Pin, gavel, and post office key will be passed on each year to the current president at the May meeting. The president shall have possession of one of the two post office box keys and it shall be passed to the incoming President at the May meeting. The president shall check the association's post office box no less than one (1) time per week. The president shall maintain a notebook with the original bank statements for the current fiscal year and shall, immediately upon receipt of the bank statements, scan and e-mail the bank statement to the President-Elect, Treasurer, and Financial Review Chair. Any other mail received shall be distributed as necessary to the appropriate chairs with copies to the president-elect.

DIRECTIVE TO THE PRESIDENT-ELECT
(Bylaws Art. VII, Sec. 5; S.R. 3B)

The president-elect shall perform the duties of the president in the absence of the president and shall serve as this Association's liaison to the Corpus Christi Bar Association, if no other Corpus Christi Bar Association liaison has been appointed. This year should be spent preparing for your year as president. Assist on as many committees as feasible to obtain a working knowledge of how every aspect of the association functions and to become visible to members, noting each function's problems and successes, and planning how you might handle that function next year.

This is a two-year commitment. Upon election as president-elect, you automatically succeed to the office of president the next year.

1. Act in the absence of the president; perform such other duties as may be designated by the president or board of directors.
2. Countersign checks with the treasurer (in the absence of the president).
3. Be responsible for purchasing the gift and plaque to be presented to the president upon retirement from office.
4. All chairmen who are unable to be present at a board or membership meeting are to fax their reports and/or information to the president-elect for presentation.
5. Encouraged to attend state workshops in the absence of the president or in the place of other absent officers or chairmen.
6. Assist the president as necessary.
7. The president-elect shall have possession of one of the two post box office keys and it shall be passed to the incoming president-elect at the May meeting.

DIRECTIVE TO VICE PRESIDENT/MEMBERSHIP
(Bylaws Art. VII, Sec. 5; S.R. 3C)

The vice president shall perform the duties of the president in the absence of the president and the president-elect. This officer shall maintain a program designed to increase the membership of CCALP.

1. Receive and process complaints of violations of the Code of Ethics and Professional Responsibility of NALS.
2. Act as chair of the membership committee; receive and respond to all inquiries for membership.
3. Work closely with treasurer to keep abreast of non-renewing members.
4. Prepare letters to non-renewing members.
5. Immediately contact the local bar association and notify them of your position as membership chair, requesting that all membership inquiries be forwarded to you.
6. Recruit prospective members (answer all inquiries; conduct membership drives; make presentations to law firms, bar associations, schools).
7. Conduct recognition/introduction of new members and any current members celebrating a birthday or membership anniversary at membership meetings.

8. Promote membership retention.
9. Attend membership workshops at state and national meetings; timely complete any Local Membership Chairman (LMC) reports; report to membership and board of CCALP's status in all state and national membership contests.
10. Attend all outside CCALP events; set up membership information table.
11. Keep board advised of membership statistics.
12. Keep board advised of any particular new member who expresses an interest in becoming active.
13. Work with marketing committee on promotional packet for distribution to prospective members.
14. Shall notify the president-elect if he/she is unable to be present at a board or membership meeting and provide their reports and/or information to the president-elect for presentation.
15. Shall maintain membership roster and compare the CCALP roster with the NALS roster for accuracy on a monthly basis when dues are received from NALS. This roster should contain the member's name, preferred address, alternate address, contact phone numbers, facsimile number, e-mail address, member type, membership expiration date, birth date, join date, and member number.
16. Shall notify the reservations chair of any new members and provide the new member's e-mail address to the reservations chair.
17. Shall maintain regular contact with current members in an effort to retain the membership and pursue prospective members in an effort to increase the membership. This committee shall also recognize new members and current members celebrating a birthday and/or anniversary at each monthly meeting.

DIRECTIVE TO RECORDING SECRETARY
(Bylaws Art. VII, Sec. 5; S,R. 3D and S.R. 5)

The recording secretary shall record the minutes of the meetings of CCALP and the board of directors meetings and shall supply the officers and committee chairmen with copies thereof. The minutes for the regular meetings shall be submitted to the president, president-elect, and parliamentarian for approval within ten (10) days of the meeting. The minutes for the board meetings shall be submitted to the president, president-elect, and parliamentarian within ten (10) days of the meeting and shall be presented to the board at the next regularly scheduled board meeting. The minutes shall be returned to the recording secretary by reviewing officers within three (3) days of receipt thereof.

1. Shall keep a record of attendance at all meetings.
2. Shall be the custodian of permanent files containing this association's charter, bylaws, history, and minutes.
3. Accurately record the proceedings of all meetings and maintain them in a permanent book.
4. Preserve in a permanent file all records and letters of value to the association and its officers.
5. Promptly reduce the minutes of all meetings to writing; present a draft of the minutes to the president, president-elect, and parliamentarian for review and corrections within ten (10) days after each meeting.

6. Bring the original and ample copies of the final version of the minutes (of the previous membership and board meetings) to each board meeting.

DIRECTIVE TO TREASURER
(Bylaws Art. VII, Sec. 5; S.R. 3E)

The treasurer shall be bonded in an amount of \$10,000. The treasurer shall receive all dues and assessments from the National Association. All disbursements shall be made by check countersigned by the president or president-elect. The treasurer and the president shall prepare a budget for the operation of CCALP and present same for approval to the board at the board meeting preceding the annual meeting of CCALP (April). The treasurer shall exercise general supervision of all funds of CCALP and any proposed expenditures thereof. The treasurer shall keep an itemized book of accounts of all funds received and distributed on a computerized spread sheet and shall make a report thereof to the board at each of its meetings and to the general assembly at each regularly scheduled monthly meeting. Shall, immediately upon receipt of dues from the National Association, secondary members, and/or sustaining members, send copies to the president, president-elect, and membership chair so that records can be maintained.

Financial Reports:

Treasurer's Report to Membership: The treasurer will report to the membership at each regularly scheduled monthly meeting. The reports should be cumulative. This reports beginning balances, plus receipts for the reporting period, less disbursements for the same period, resulting in ending balances in all accounts.

Miscellaneous Instructions:

Spreadsheet: The spreadsheet is divided into the following sections: income and expenses. Entries are made on an Excel spread sheet for each month with cumulative figures.

Expense: A ledger page will be designated for each budget item both income and expense. Note on the page the amount that has been budgeted for that particular entry. Likewise, note any additional funds that have been approved by budget increases or decreases. Monitor the expenses paid out carefully. No expense can be paid if over-budget unless an increase in the budget is approved.

Journal: The treasurer will record every financial activity for each month on the Excel spread sheet and will reflect all activities in the bank account. The treasurer will post each deposit, each check written, and each credit to the account on the monthly report and summarize the category on the Excel spread sheet.

Budget: The directive for disbursements comes from the president according to the mandates of the adopted budget. Each year starts with the budget that was adopted at the annual meeting (April).

Budget Proposal: Prepare budget proposal report for board meetings. This will include all line items as the regular budget, adding two columns for comparison purposes. The three columns

will be: current budget, amounts spent to date of report, and proposed budget for the fiscal year. This will be discussed at a board meeting and prepared for final presentation to the membership.

Scholarship Award Disbursements: The scholarship chairman for the previous year will provide the treasurer with the name(s) and social security number(s) of the scholarship recipient(s) as well as the name and address of the college or university of his/her choice. The treasurer will pay the award in one lump sum payment at the beginning of the semester. A form will be sent to the financial aid office of the recipient's college by the scholarship chairman to verify enrollment. When it is returned signed by the financial officer, the CCALP president will sign and approve it and forward it to the treasurer for payment.

Surety Bond: This is a commercial blanket bond that covers the officers and chairmen who handle the finances of CCALP. Because it is a blanket bond, officers and chairmen are covered by virtue of their office or chairmanship, not specifically naming each individual. Currently, the bond is through HRH Insurance in Corpus Christi.

Certificates of Deposit: The signature card on the certificate of deposit should be changed at the beginning of each fiscal year.

Reimbursement Requests: All reimbursement requests will be sent directly to the president by any officer or chairman making such requests. The president will then forward the original to the treasurer, along with the supporting receipts for payment. The president will approve the request, and will give the treasurer any other instructions necessary. Process all requests as soon as possible so that everyone will receive reimbursement checks quickly. Any and all check requests will not be less than \$15 cumulative amount.

Bank Statements: Copies of bank statements should be balanced monthly by the treasurer and then given to the financial review chair along with copies of (1) Treasurer's Monthly Recap Form, (2) Treasurer's Report approved by the membership, (3) transmittal of funds forms, (4) check requisitions with supporting documents, (5) deposit slips, and (6) checkbook register. Upon completion of the financial review by the financial review chair, a copy of the completed Treasurer's Monthly Recap will be returned to the treasurer within three (3) days. Copies of the bank statement and Treasurer's Monthly Recap will be kept in the financial review chair's records and also given to the president. Copies of all other supporting documents will be kept by the financial review chair. Copies of all documents shall be scanned and sent by electronic mail to the financial review chair.

Bank Deposits: Make copies of all checks received and deposited. [For financial review purposes, it is better to have separate deposit slips for the different categories of income.] Keep a copy of the deposit slip and the check for which it is made together for quick reference.

IRS Requirements: File required IRS Form 990-N after end of each fiscal year (April 30) but prior to September 15 of each year.

Comptroller Requirements: Check the Texas Comptroller website annually to make sure no forms need to be submitted.

DIRECTIVE TO DIRECTOR
(Bylaws Art. VII, Sec. 5; S.R. 3F)

It shall be the duty of the Director to act as this Association's liaison to the State Association.

Since the director is the direct link between this Association and the State Association, any information received by the director needs to be passed on to the membership of this Association, including any proposed standing rule or bylaw amendments, major issues, and handouts from workshops and seminars attended by the director.

1. Be the liaison between the State Association and this Association; serve as a member of the state board of directors.
2. Attend and vote on behalf of this Association at all state board meetings and perform all duties as required by state bylaws.
3. Prepare a written report of state board meetings to present to membership; advise board of directors in advance of meetings, dates, and matters requiring vote of the membership.
4. Advise parliamentarian of any changes in state bylaws and standing rules that need to be made in order to conform with the State Association.
5. Provide copies of the registration form for each upcoming state function to the webmaster to be placed on the CCALP website.
6. Prepare and maintain the board roster and submit the roster to the State Association and National Association at the beginning of each fiscal year or when requested by either association.

DIRECTIVE TO PARLIAMENTARIAN
(Bylaws Art. VIII, Sec. 2; S.R. 3G)

It shall be the duty of the parliamentarian to interpret the bylaws and to assist the president in an advisory capacity on questions of order of CCALP.

1. Be familiar with the latest version of Robert's Rules of Order, as well as NALS and Texas ALP bylaws and standing rules.
2. Know how to handle basic motions such as postpone indefinitely, table, amend, and call for the question and know where other items can be located.
3. Know what motions require two-thirds vote.
4. Assist president in preparing agenda for each meeting and proof for president.
5. Check proposed amendments and compare to bylaws and standing rules to be sure no conflicts exist.
6. Proofread and review minutes of each meeting; make final approval of minutes before submission for board approval.
7. Prepare and maintain a calendar of events to be distributed to the Board at the Board Retreat.
8. Keep the Bylaws, Standing Rules, and General Operating Procedures for Officers and Chairmen up to date.
9. The parliamentarian is not allowed to make motions or introduce business in accordance with Robert's Rules of Order.
10. Provide parliamentary tips to board members.

DIRECTIVE TO FINANCIAL REVIEW

It shall be the duty of the financial review committee to review the financial records of CCALP and report thereon to the board of directors monthly.

DIRECTIVE TO BOY /LPY LUNCHEON

It shall be the duty of the Boss of the Year/Legal Professional of the Year Chair to secure a location, and establish the date for this annual event. It shall be the further duty of this committee to submit nomination forms for the BOY and LPY, to receive such nominations, and to transmit them to another chapter for the selection of the BOY and LPY. Additionally, this committee is responsible for obtaining plaques for the BOY and LPY. This Chair is to keep the winners a secret until they are announced at the luncheon.

DIRECTIVE TO WEBMASTER

It shall be the duty of this committee to maintain the CCALP website containing educational articles, information from the state and national associations of interest to the members, reports from officers and committee chair, and other information contributing to the benefit of the general membership.

Suggestions for inclusion on the *website*:

1. Names, addresses, telephone numbers, and email addresses of officers and chair
2. Calendar of events and birthdays and anniversaries
3. A link to the National Association's change of address form
4. A link to the Membership Application
5. All CCALP meeting notices
6. A link to the NALS website
7. A link to the Texas ALP website
8. A link to the registration form for upcoming Texas ALP meetings
9. A link to the registration form for upcoming NALS meetings
10. Call for nominations – sample ballot sent by electronic mail in March along with notice of CCALP Annual Meeting
11. Sample ballot, Notice of CCALP Annual Meeting - also sent by e-bomb at least ten (10) days prior to Annual Meeting in April
12. A link to the BOY/LPY nomination form
13. Report on BOY/LPY recipients
14. A link to the Scholarship Applications
15. Report on scholarship recipients
16. Director's report on any Texas ALP meeting attended
17. A link to the NALS PP/PLS/ALS Certification page
18. A link to the NALS PP/PLS/ALS certification exam application
19. Report on members who passed the PP/PLS/ALS certification exam

20. Information regarding sustaining members and a link to their respective websites
21. Legal Education writings
22. Any other information approved by the Board of Directors

DIRECTIVE TO CORPUS CHRISTI BAR ASSOCIATION LIAISON

It shall be the duty of the Corpus Christi Bar Association liaison to establish and maintain a cooperative relationship with the local bar associations in order to achieve goals common to our professional associations in such areas as continuing legal education, professional ethics, and community service.

DIRECTIVE TO COMMUNITY SERVICE

It shall be the duty of the community service committee to organize and promote projects in which CCALP will participate.

POSSIBLE PROJECTS

1. CASA
2. Women's Shelter
3. Toys for Tots
4. Metro Ministries
5. Driscoll Children's Hospital
6. Food Bank
7. Public Television
8. Telethons
9. CCBA Volleyball Tournament (when held)
10. Bokenkamp

DIRECTIVE TO EMPLOYMENT

It shall be the duty of the employment committee to maintain a record of all positions of a legal nature that are known to this committee. It shall be the further duty of this committee to report available positions to the members of this Association monthly, either in writing or orally. No position known to be offered by an employment agency shall be distributed.

DIRECTIVE TO HISTORIAN/CHAPTER HISTORIAN

It shall be the duty of the historian to maintain a history of the events occurring during the fiscal year. This history should include, but not be limited to, photographs, programs, newspaper articles, and memorabilia from local state, and national meetings. It shall be the further responsibility of the historian to compile a history and assemble said history into a scrapbook and present same to the outgoing president during the annual meeting.

DIRECTIVE TO LEGAL EDUCATION/PROGRAM

It shall be the duty of the legal education committee to develop educational programs and present them to the membership. This shall include speakers at the regular monthly meetings of the general membership and any special seminars or legal education events approved by the board.

DIRECTIVE TO PUBLIC RELATIONS

It shall be the duty of the public relations committee to create good will and to promote CCALP to the legal community and the general public. This committee shall supervise all public relations matters and publicity of CCALP and keep the marketing board up-to-date.

DIRECTIVE TO NOMINATIONS

It shall be the duty of the nominations committee to submit a call for nominations on the website, accept nominations, confer with nominees, and have a slate of candidates printed on the website. The call for nominations shall be e-bombed to the members by December 15th or a date approved by the Board of Directors. The slate of candidates shall be e-bombed to the CCALP members at least ten (10) days prior to the annual meeting in April.

DIRECTIVE TO RESERVATIONS

It shall be the duty of the reservations committee to secure a location for the monthly membership meetings. It shall be the further duty of this committee to select a menu within the budget constraints of the members of this Association. This committee shall submit information concerning the meeting to the webmaster for publication on the CCALP website and receive all reservations for the meeting. Additionally, it shall be the duty of this committee to receive all funds for such membership meetings and transmit said funds within seven (7) days to the treasurer. The committee shall maintain an accurate e-mail list of all regular members, sustaining members, and any other individual who requests notification of CCALP meetings and to e-mail the monthly meeting notice to these individuals. The monthly meeting notice shall be e-mailed no later than ten (10) days prior to the meeting date. A reminder notice should be sent no later than four (4) days prior to the meeting or on the Monday prior to the meeting date as well as two (2) days prior to the meeting date.

DIRECTIVE TO SCHOLARSHIP

It shall be the duty of the scholarship committee to inform local high schools and colleges of the scholarship program offered by this Association and the State Association. It shall be the further duty of the scholarship committee to receive all applications for any scholarship award to be presented by CCALP. One or more awards may be presented at the BOY/LPY luncheon (March) of CCALP. Awards shall be made by merit and ability, and to those whose financial status is such that it would be difficult for them to continue their education without assistance.

TIMETABLE

September	Draft letters to schools
October	Mail letters to schools
December	Follow-up letters
February	Select winner(s); submit one to Texas ALP (March 1 deadline for application) or the deadline set by Texas ALP.
March	Announce winner(s) at BOY/LPY luncheon

DIRECTIVE TO WAYS AND MEANS

It shall be the duty of the Ways and Means committee to administer the monthly raffles and explore other ways for CCALP to generate income. This could be from silent auctions, the sale of items such as t-shirts or polo shirts. This committee may also be asked to help in the selection of charities or entities that our organization might assist.

DIRECTIVE TO CERTIFICATION

It shall be the duty of the Certification committee to act as a liaison between the membership of this Association and the national and state associations regarding certification information and activities. It shall be the duty of this committee to inform members of eligibility requirements, dates, and places to take the examinations; to answer inquiries from members or nonmembers with respect to the certification program; to furnish application forms for the examinations; to keep members informed concerning the time when applications to take the examinations must be received by the national association.

It shall be the duty of this committee to arrange for the holding of a certification study course when feasible and approved by the Board of Directors.

The certification chair shall inform the webmaster of members passing the examination and shall be responsible for obtaining an ALS or PLS or PP pin or charm for each member certified as an ALS or PLS or PP during the fiscal year, such pin or charm to be presented to such member(s) by the certification chair at a membership meeting following certification.

DIRECTIVE TO MEMBERSHIP DIRECTORY

It shall be the duty of this committee to compile and maintain a directory of all members of this Association for distribution to the membership.