

STANDING RULES  
OF  
CORPUS CHRISTI ASSOCIATION OF LEGAL PROFESSIONALS  
AS AMENDED APRIL 14, 2011

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OF  
CORPUS CHRISTI ASSOCIATION OF LEGAL PROFESSIONALS

SECTION 1. MEMBERSHIP

A. Qualification. Individual members shall consist of those persons engaged in work of a legal nature. A person having been convicted of a felony is not eligible for membership. Member classifications include:

- (1) Voting Members:
  - (a) Individual
  - (b) Retired
  - (c) Life members
- (2) Nonvoting Members:
  - (a) Student
  - (b) Associate
  - (c) Honorary
  - (d) Sustaining

as defined in the bylaws of this Association. A person licensed to practice law or an educator who was an individual member prior to May 1, 1988, may continue in that class of membership as long as dues are continuously paid, even if the member no longer engages in work of a legal nature.

B. Transfers. Members may transfer from one chapter to another. The transfer shall be effective when NALS receives an acknowledgment of the transfer from the new chapter. NALS will notify the member's former chapter of the transfer.

SECTION 2. GENERAL RULES FOR OFFICERS, CHAIRMEN, AND MEMBERS

- A. Refer to Corpus Christi Association of Legal Professionals bylaws in their entirety for specific duties of officers and chairmen. Other requirements are set out in the General Operating Procedures for officers and chairmen.
- B. Responsibility to the membership is an implied duty which all officers and chairmen should keep firmly in mind. Decisions should be made and duties performed on the sole basis of what would be best for CCALP; personal preferences should not be allowed to interfere.
- C. Strict adherence to the Code of Ethics and Professional Responsibility is imperative for officers, directors, and chairmen. They should be aware at all times that they must set an

example for members and that they represent the membership in all contacts with the public.

- D. Officers, directors, and chairmen should make every attempt to attend all functions of this Association, as well as those of the state and national associations when feasible.
- E. All mailings pertaining to this Association should first be submitted to the president for approval.
- F. Requests for use of the roster for any purpose other than the business of this Association shall first be submitted to the Board of Directors for approval.
- G. Copies of all letters shall be sent to the president, president-elect, parliamentarian and any other officer, director, or chairman/committee member concerned with the contents. When identical letters are written, only one copy, listing addressees and their addresses, shall be sent as listed above.
- H. Any member desiring to discontinue membership in this Association is requested to notify the treasurer. If said member is an officer, director, or committee chairman, he/she shall also submit a written resignation to the president. If he/she is a member of a committee, he/she shall furnish a copy to the chairman of that committee.
- I. INCOME AND EXPENSES:
  - 1. All officers, directors, and chairmen handling funds belonging to CCALP shall give an accounting of all monies received or expended in connection with any matter of this Association and shall include, where applicable, an inventory of any merchandise in stock.
  - 2. Every effort should be made to stay within the budget established for each office or committee.
  - 3. If circumstances require expenditures exceeding that amount in the budget, the excessive amount must first be submitted to the board. Final approval shall be by a majority vote of the membership.
  - 4. All bills must be paid promptly, and none shall be outstanding more than thirty (30) days.
  - 5. Any bill, debt, or notice thereof that is not submitted at or prior to the June board meeting shall be the responsibility of the person who incurred such bill or debt on behalf of this Association, and that member shall be held responsible for its payment.
  - 6. All monies collected on behalf of this Association shall be submitted to the Treasurer within ten (10) days.

J. FILES:

1. All files of officers, directors, and chairmen, containing a list of duties/procedures and this Association's Bylaws and Standing Rules, shall be delivered to the incoming officers and chairmen at the Outgoing/Incoming Board of Directors Meeting. If no successor has been appointed, such files shall be given to the president.
2. Permanent files shall be those of president, historian, webmaster, treasurer, bylaws, minutes, charter, and contracts of Corpus Christi Association of Legal Professionals. It shall be the responsibility of the appropriate officer or chairman to see that the permanent files are properly maintained.
3. With the exception of the permanent files listed above, files of officers, directors, and chairmen shall consist of informative files for the current year, plus two prior years and said officers and chairmen shall be responsible for destruction of obsolete and miscellaneous material and correspondence.

SECTION 3. OFFICERS

A. PRESIDENT: (Refer to Bylaws, Art. VII, Section 5)

Shall supervise work of officers and chairmen. Shall be an ex-officio member of all committees, except the Nominating and Financial Review Committees. The president's first responsibility is to the membership and while he/she shall remain neutral on all matters, shall permit full discussion. Shall countersign checks with the Treasurer. Refer to Standing Rules, Sec. 6, regarding minutes.

B. PRESIDENT-ELECT: (Refer to Bylaws, Art. VII, Section 5)

1. Be familiar with the bylaws of this Association and be prepared to assist the president at any time requested.
2. Take electronic mail vote of the Board of Directors and any other electronic mail reminders or notices as directed by the president.
3. Shall, in the absence of the president, countersign checks with the treasurer.
4. Shall serve as this association's liaison to the Corpus Christi Bar Association, should no other Corpus Christi Bar Association liaison has been appointed.

C. VICE PRESIDENT: (Refer to Bylaws, Art. VII, Section 5)

Shall serve as chairman of the Membership Committee.

D. RECORDING SECRETARY: (Refer to Bylaws, Art. VII, Section 5 )

Refer to Standing Rule Section 6 for information pertaining to minutes. Shall keep a record of all board members in attendance at all meetings. Shall be the custodian of permanent files containing this Association's charter, bylaws, history, and minutes.

E. TREASURER: (Refer to Bylaws, Art. VII, Section 5)

1. Shall pay all bills, which have been approved by the President and/or membership, by check signed by him/her and countersigned by the president (or by the president -elect in the absence of the president).
2. Shall provide a written report of receipts and disbursements at each regular board and membership meeting.
3. Shall furnish bond at the beginning of the fiscal term for which elected in an amount equal to \$10,000.00 to cover the responsibilities of processing funds for that fiscal year. Cost of the bond shall be paid for by this Association. Waiver of the bond for any fiscal year shall be at the direction of the Board of Directors.
4. Shall prepare a proposed Budget to be presented to the Board at the March Board Meeting and voted on by the membership at the April meeting.
5. File required IRS Form 990-N after end of each fiscal year (April 30) but prior to September 15 of each year.
6. Check the Texas Comptroller website annually to make sure no forms need to be submitted.

F. DIRECTOR: (Refer to Bylaws, Article VII, Section 5)

1. Shall report to the members concerning state association activities and shall inform the members of proposed amendments to the state association bylaws and standing rules prior to the state association meetings to obtain membership opinions.
2. In the event the director is unable to attend a state association board of directors meeting, the president shall appoint a director pro tern, certifying the appointment as set out in the state association bylaws.
3. Shall be responsible for completing and submitting the state association Chapter Recognition form, if required.

G. PARLIAMENTARIAN: (Refer to Bylaws, Article VIII, Section 2)

Shall assist the president and members in an advisory capacity on questions of order arising in the conduct of affairs of this Association and see that parliamentary rules are followed. Shall prepare a calendar of events for this Association for the new fiscal year and present to the Board of Directors at the Board Retreat. Shall keep the Bylaws, Standing Rules, and General Operating Procedures for Officers and Chairmen up to date. Refer to Standing Rules, Sec. 6, regarding minutes.

SECTION 4. STATE AND NATIONAL MEETING EXPENSES

Provided funds are available, this Association shall reimburse each member who attends state or national meetings on the following basis:

- A. This Association may, when funds are available, pay the full registration fee (excluding optional events and educational events at additional costs) for the current president and director for any state board meeting.
- B. This Association may, when funds are available, pay the registration fee for the Incoming President, Incoming President-Elect, and Incoming Vice President/Membership to attend the NALS Leadership Conference.
- C. Any other reimbursements for members attending state or national meetings must be approved by the membership.
- D. If state or national chairmen or committee members are reimbursed by the state or national associations for any expenses or registration fees incurred while attending state or national meetings, these expenses or fees will not be considered for reimbursement by this Association.
- E. Those for whom full registration fees are paid by this Association must attend all functions covered by the full registration.

SECTION 5. MINUTES

The recording secretary shall promptly draft the minutes of all meetings. He/she shall present the draft to the president, president-elect, and parliamentarian for review and corrections within ten (10) days after the meeting. The minutes shall be returned to the recording secretary by reviewing officers within three (3) days of receipt thereof.

SECTION 6. STANDING RULES

The parliamentarian shall assume any duties concerning these Standing Rules.

These Standing Rules may be amended or rescinded, in whole or in part, at any regular meeting of this Association by a two-thirds vote of the active members present, or by the Board of Directors when action provided in the Standing Rules is to be taken by the board.

Proposed amendment to these Standing Rules shall be submitted to the parliamentarian for presentation to the board of Directors and/or membership.

Amendments to these Standing Rules shall be effective immediately upon adoption by the membership, unless a future date is specified in the amendment.