

Legal Assistants of Wyoming

BYLAWS

Amended April 28, 2018
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Legal Assistants of Wyoming
P.O. Box 155 Casper,
WY 82602-0155

**Legal Assistants of Wyoming
BYLAWS
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BYLAWS

Legal Assistants of Wyoming

ARTICLE I. NAME

- 1.1 Name. The name of this association shall be LEGAL ASSISTANTS OF WYOMING. This association shall be affiliated with the National Association of Legal Assistants, Inc. (NALA).
- 1.2 Principal Office. The principal place of business of this association shall be P.O. Box 155, Casper, Wyoming 82602-0155.

ARTICLE II. OBJECTIVES AND PURPOSES

- 2.1 Objectives. To establish good fellowship among association members, NALA and members of the legal community. To encourage a high order of ethical and professional attainment. To promote and encourage continuing education. To cooperate with bar associations. To support and carry out the programs, purposes, aims and goals of NALA.

ARTICLE III. POLICY

- 3.1 Policy. This association shall be nonsectarian, nonpartisan, nonprofit and nonunion. No actions or programs may be initiated or undertaken (now or in the future) in conflict with the bylaws of NALA, or of the policies of that association.

ARTICLE IV. MEMBERSHIP

- 4.1 Right to Membership. Only those persons who shall qualify for membership according to the provisions of these bylaws shall become and be members.
- 4.2 Classes of Membership. There shall be four (4) classes of membership as follows:
 - (A) Active Member
 - (B) Student Member
 - (C) Associate Member
 - (D) Honorary Member

4.3 Qualifications for Active Members. The following shall qualify for active membership.

- (A) Any individual who has successfully completed the Certified Legal Assistant (CLA) examination of NALA.
- (B) Any individual who has graduated from an ABA approved program of study for legal assistants.
- (C) Any individual who has graduated from any institutionally accredited course of study for legal assistants which requires not less than the equivalent of sixty (60) semester hours of classroom study.
- (D) Any individual who has graduated from a course of study for legal assistants other than those set forth in B and C above, plus not less than six (6) months of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant.
- (E) Any individual who has received a baccalaureate degree in any field, plus not less than six (6) months of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant.
- (F) Any individual who has a minimum of three (3) years of law-related experience under the supervision of an attorney, including at least six months of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant.
- (G) Any individual who has a minimum of two years of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant.
- (H) The Officers of the Association may at any time or from time to time prescribe further rules and regulations and/or policies and procedures governing the admission of individuals to Active membership in the Association.

4.4 Qualifications of Student Members.

- (A) Any individual who is a full time student taking a minimum of twelve (12) study/credit hours and is in good standing in any university, college, junior college or other approved school pursuing a certificate or degree in legal studies, and does not otherwise meet the qualifications of any other LAW membership class.

- (B) Any individual who is enrolled in less than twelve (12) study/credit hours and is in good standing in any university, college, junior college or other approved school pursuing a certificate of degree in legal assistant studies, and is not employed more than twenty (20) hours as a legal assistant, and who does not otherwise meet the qualifications of any other LAW membership class.
- (C) The Officers of the Association may at any time or from time to time prescribe further rules and regulations and/or policies and procedures governing the admission of individuals to Student membership in the Association.

4.5 Qualifications of Associate Members.

- (A) Those members of bar associations endorsing the legal assistant concept or involved in the promotion of the legal assistant profession.
- (B) Those members of the educational field endorsing the legal assistant concept or involved in the promotion of the legal assistant profession.
- (C) The Officers of the Association may at any time or from time to time prescribe further rules and regulations and/or policies and procedures governing the admission of individuals to Associate membership in the Association.

4.6 Qualifications of Honorary Members. The qualifications of this class of membership are at the sole discretion of the Executive Committee. This member is a member in name only; this member has no voting privileges.

4.7 Rejection of Membership Applications. An application for any class of membership shall be rejected by the Membership Committee if:

- (A) The applicant has not met any one or more of the qualifications as set out in Articles 4.3 through 4.5, or the applicant has been convicted of a felony, or the applicant is an attorney who is currently suspended or disbarred from the practice of law in any state.

4.8 Cancellation of Membership. The Board of Directors shall cancel the membership of any member by a majority vote upon determining that such member has been convicted of a felony. In addition, the Board of Directors may cancel the membership of any member by majority vote upon determining that such member has: (a) been guilty of conduct which has actually and substantially injured the good name of the association; or (b) failed to maintain a high standard of professional ethics; which in either case would have been deemed sufficient for rejection of membership application.

- 4.9 Appeal from Cancellation of Membership. Any member whose membership was canceled may make written appeal for reinstatement as follows:
- (A) To the Board of Directors, which appeal shall be considered and passed upon at the next annual, regular, or special meeting of the Board of Directors held (30) days or more after receipt of said written appeal. Appellant shall have the right to appear before the Board of Directors at said meeting.
 - (B) To the membership, by submitting a written notice of appeal to the Secretary at the principal office of the association not less than ninety (90) days prior to the date of the next annual meeting. Such notice shall be placed upon the agenda of the next annual meeting as one of the items of regular business scheduled. The membership will be reinstated only upon majority vote at such meeting.
 - (C) No individual whose membership was canceled may apply for reinstatement more than one time.
 - (D) No individual whose membership was canceled and whose application for reinstatement is pending shall exercise any rights of membership pending the determination of such application.
- 4.10 Proof of Qualifications. Not more than thirty (30) days after the end of the association's fiscal year, the Second Vice-President shall prepare a list with the names of all active, student and associate members as the end of such year. Such lists shall constitute the membership register of the association and shall be available for use at meetings of the membership and for the purposes described in these bylaws.
- 4.11 Members Qualified to Vote. Only those members who are active members as defined in Article 4.3 shall be qualified to vote at membership meetings or upon other matters coming to the members for action. No active member who is delinquent in the payment of dues or other assessments shall be qualified to vote. In no event shall student, associate, or honorary members vote.
- 4.12 Charter Membership. Those individuals who applied for and became members of this association on or before July 31, 1992 are classified as charter members for so long as such member retains his/her membership in this association.

ARTICLE V. APPLICATION, DUES & ASSESSMENTS

- 5.1 Application. Application for membership shall be submitted to the Second Vice President on forms approved by the Executive Committee. The forms should clearly state that the association is an affiliate of the NALA and that all members are bound by the NALA Code of Ethics and Professional Responsibility in addition to any code adopted by the association.
- 5.2 Dues & Assessments. Members shall be liable for the following dues and assessments:
- (A) All new members shall pay an initiation fee fixed by the Executive Committee.
 - (B) Membership dues shall be set by the Executive Committee. Provisions to fix, vary or increase dues or initiation fees shall be determined by the Executive Committee.
 - (C) Dues shall be due on June 1 of each year and delinquent on September 1 of the same year.
 - (D) Delinquent members shall be required to submit a new application for membership and meet the qualifications for membership in existence at the time, and will be required to pay the membership fee and a reinstatement fee.
 - (E) A reinstatement fee shall be fixed by the Executive Committee.
 - (F) Dues shall not be prorated.

ARTICLE VI. MEETINGS

- 6.1 Annual Meeting. An annual meeting shall be held in April or May for the purpose of electing officers, hearing reports of officers and chairmen, and adoption a budget for the ensuing fiscal year, and for such other business as may be brought before the membership. Notice of the annual meeting shall be in writing to all members of record no later than March 15. Notice will also contain the slate of nominees for offices.
- 6.2 Special Meetings. Special meetings may be called by the President upon fifteen (15) days written notice to all members of record.
- 6.3 Quorum. Membership present at a regular or special meeting shall be deemed to be a quorum, except in the case of a vote of dissolution.
- 6.4 Education Requirements. It is required that this association hold a minimum of 10 credit hours (ten (10) actual hours) of educational events during each fiscal year in order to maintain affiliation with NALA; which shall include a minimum of one

(1) actual hour of ethics review during each fiscal year. These programs may be held in connection with a regular or special meeting of the membership.

- 6.5 In the event of a national or regional emergency or disaster making it impossible to hold the annual meeting as called, the Executive Committee may reset or cancel such meeting. Should the meeting be canceled rather than reset, the Executive Committee shall determine a method for the membership to vote for the election of officers.

ARTICLE VII. GENERAL POWERS

- 7.1 General Powers. Except as otherwise hereinafter provided, the day to day business of this association shall be managed and controlled by its Executive Committee, in accordance with these Bylaws. The Executive Committee shall have the power and authority to establish such policies and procedures, rules and regulations, and qualifications as the Officers may adopt not inconsistent with the Bylaws.

ARTICLE VIII. OFFICERS, EXECUTIVE COMMITTEE, BOARD OF DIRECTORS AND CHAIRMEN

- 8.1 Officers. The officers of this association shall be the President, President- Elect, First Vice President, Second Vice President, Treasurer, Secretary and NALA Liaison. With the exception of the President, these officers will be elected. All officers (both elected and appointed) must be active members of this association.
- 8.2 Executive Committee. The Executive Committee shall be comprised of the officers as defined in Article 8.1. This committee shall meet at such times and places as called by the President and meetings may be held by telephone or other electronic means.
- 8.3 Board of Directors. The Board of Directors shall be comprised of all elected and appointed officers and regional directors.
- (A) Regional directors shall attend Board Meetings upon invitation of the President. Regional directors will be nonvoting attendees of the Board of Directors meeting.
 - (B) The Board of Directors may meet at the same time and place as the educational programs conducted by this association, and at such other times as may be set by the President or a majority of the Board of Directors.
 - (C) Within thirty (30) days after the annual meeting of the members for the preceding year, both the retiring and newly elected Board of Directors

shall meet to fix the specific dates for the meetings and educational programs.

- (D) During the Officers-Elect orientation period (defined in Article 11.10), the Officers-Elect will be nonvoting attendees of the Board of Directors meeting until such time as they take office on June 1.

8.4 Quorum. A majority of the Executive Committee shall constitute a quorum and shall be requisite at all meetings for the transaction of any business. In the absence of a quorum at any duly called meeting, the meeting may adjourn until a quorum shall attend to transact the necessary business. The majority vote of the members of the Executive Committee present at a meeting shall be required to approve any action thereof.

8.5 Regional Directors. This association shall be divided into five (5) geographical regions. Each region shall have the option of electing one director as provided in Article 9.2. The regions shall be comprised as follows:

Region 1: Teton, Park, Big Horn, Hot Springs and Washakie Counties.

Region 2: Sheridan, Johnson, Campbell, Crook and Weston Counties.

Region 3: Fremont, Natrona, Converse and Niobrara Counties.

Region 4: Goshen, Platte, Laramie, Albany and Carbon Counties.

Region 5: Sweetwater, Sublette, Lincoln and Uinta Counties.

8.6 Terms. Terms of office for all elected and appointed officers and regional directors shall be one year, with the exception of the position of Treasurer, which shall be two years. A previously elected President may again be elected to the position of President-Elect, but only following a hiatus of at least one (1) term following his or her term as President. The position of Treasurer is limited to one (1) term of two years. A previously elected Treasurer may serve in the position again following a hiatus of at least one (1) term. The remainder of the elected and appointed officers are limited to two (2) terms of one year each in succession.

8.7 Compensation. No officer, director or member shall be compensation for association duties. However, upon majority vote of the Executive Committee, persons may be reimbursed for out-of-pocket expenses in connection with association-related activities, provided the expenses have been authorized prior to expenditure and proper documentation is submitted to the Treasurer.

8.8 Resignation and Removal. Upon an Officer's or Regional Director's death, resignation or removal, the Board of Directors of the Association may appoint an

individual to fill the Officer's or Regional Director's position until such time as a successor is duly elected and qualified at the next annual meeting of the membership.

- 8.8(A) Resignation. An Officer or Regional Director may resign at any time by delivering written notice thereof to the principal office of the Association. Such resignation shall take effect at the time specified therein, or, if the time is not specified, then upon receipt of such notice, at which time all officers will be notified of the resignation.
- 8.8(B) Removal. An Officer or Region I Director may be removed from office for cause by the affirmative/ vote of two-thirds (2/3) of all the then duly elected and qualified members of the Board of Directors. Cause shall be defined as having: (a) been convicted of a felony, or (b) violated the Code of Ethics of this Association or NALA, or (c) any substantial neglect of duty.

Right to appeal shall be as provided for by policies and procedures and/or rules and regulations as determined by the Executive Committee of the Association.

- 8.9 Filling of Vacancies. The Executive Committee may fill any vacant office by appointment. Any officer or regional director elected or appointed to fill such a vacancy shall serve the unexpired term of such former officer or regional director, except for the office of President-Elect. In the event of an appointment to fill a vacancy in the office of President-Elect, the appointee shall serve until June 1 and the membership shall vote to elect a President at the annual meeting in the same manner as the election of officers.

ARTICLE IX. ELECTION OF OFFICERS

9.1 Election of Officers.

- (A) The Nominations and Elections Chairman shall issue a call for declarations of candidacy and/or nomination for the offices of President-Elect, First Vice President, Second Vice President, Secretary, Treasurer, and NALA Liaison not later than January 15 by individual mailing to all active members of this association.
- (B) Declarations of candidacy and nominations must be received by February 15 in order to be included on the slate of nominees for office.
- (C) Not later than March 15 of each year, the Nominations and Elections Chairman shall prepare a list of nominees for office, and cause the same to be mailed to all active members of this association, or in lieu thereof, published in the association newsletter.

- (D) Nominations for officers from the floor shall also be accepted at the annual meeting.
- (E) No name shall be on the slate or in nomination without the written or verbal acceptance from the candidate.
- (F) Voting for officers shall be by ballot at the annual meeting except where there is but one candidate for office. In that event, if there is no objection, the chair may declare the candidate elected.

9.2 Election of Regional Directors.

- (A) The Nominations and Election Chairman, not later than January 15 of each year, shall issue a call for declarations of candidacy and/or nominations for the offices of the Regional Directors, by individual mailing by U.S. Postal Service or E-mail to all active members in their respective regions.
- (B) Declarations of candidacy and nominations received after February 15 will not be considered.
- (C) Not later than March 15 of each year, the Nominations and Elections Chairman shall prepare an official ballot for each region and cause the same to be mailed by U.S. Postal Service or E-Mail to all active members within each respective region for voting by mail.
- (D) Ballots shall be returned by April 1 to the Nominations and Elections Chairman by U.S. Postal Service only at the address which is designated in the notice. Ballots received after April 1 shall not be counted.
- (E) All such ballots returned for Regional Directors elections shall be kept unopened by the Nominations and Elections chairman for tallying at the annual meeting. The candidate receiving the greatest plurality in each region shall be declared elected.
- (F) In the event of a tie vote, members of the affected region present shall cast a second ballot at the annual meeting.

9.3 Names of Appointed & Elected Officers. Names of newly elected or appointed officers shall be submitted to NALA headquarters and its Affiliated Associations Director no later than thirty (30) days after election and/or appointment.

9.4 Non-requirement- NALA Member. With the exception of the NALA Liaison, association officers and directors are not required to be NALA members.

ARTICLE X. STANDING AND SPECIAL COMMITTEE CHAIRMEN

10.1 The President, with the approval of the Executive Committee, shall appoint the following standing committee chairmen:

- Bylaws Revision and Amendments (President-Elect)
- Educational Programs (First Vice-President)
- Membership (Second Vice-President)
- Finance (Treasurer)
- Nominations and Elections Audit Committee
- Awards
- Bar Liaison/Public Relations
- Student School Liaison
- Website

10.2 Special committee chairmen may be appointed by the President, as needed, with the approval of the Executive Committee.

**ARTICLE XI. DUTIES OF ELECTED AND APPOINTED OFFICERS,
REGIONAL DIRECTORS, AND CHAIRMEN**

11.1 President. The President shall preside over all Executive Committee meetings, Board of Directors meetings, and membership meetings. The President shall be a voting member of the Executive Committee. The President shall pass the President's files to the successor immediately upon installation and shall cause all other officers' (except the Treasurer's files) and chairmen files to be passed to respective successors. The President shall also cause the treasurer's files to be passed to the successor by or before the fifteenth day following the completion of the audit as defined in Article 11.9. The President shall be an ex officio (non-voting) member of all other committees except the committee on nominations and elections. The President shall be a listed signator on the Association's bank accounts and shall have signatory privileges.

11.2 President-Elect. The President-Elect shall assume duties of administration as delegated by the President. This officer shall automatically be chairman of the committee on bylaws revision and amendments. The President-Elect shall preside and shall assume all duties assigned to the President in the President's absence. The President-Elect shall automatically assume the office of President after having served one (1) year as President-Elect.

11.3 First Vice President. The First Vice President shall automatically be chairman of the committee on education. These duties shall include planning seminars and workshops and working with NALA in the event of co-sponsorship of any programs. The First Vice President shall also be responsible for fulfilling the educational requirements under Article 6.4 of these bylaws and shall report such educational meetings to the NALA Liaison. The First Vice President shall be a listed signator on the Association's bank accounts and shall have signatory

privileges for purposes of providing educational opportunities and continuing education seminars.

- 11.4 Second Vice President. The Second Vice President shall automatically be chairman of the membership committee and shall be charged with the responsibility of developing programs to encourage membership in this association. This officer shall receive all applications for membership and execute all membership cards to this association's members. The Second Vice President shall work with the national counterpart (NALA Second Vice President) to encourage membership in NALA. This officer is also responsible for keeping a current roster of membership and reporting the membership to all officers and this association's NALA Liaison.
- 11.5 Secretary. The Secretary shall be responsible for minutes of all meetings and permanent minutes and other permanent records of the association. This officer shall assist the President in any way, including giving notice of meetings. Association minutes of any meeting shall be available to the NALA President upon request.
- 11.6 Treasurer. The Treasurer shall automatically be chairman of the committee on finance. The Treasurer shall be a listed signator on the Association's bank accounts and shall have signatory privileges. These duties shall include management of financial transaction, subject to approval of the Executive Committee and as provided in the budget. The Treasurer shall prepare a proposed budget for the ensuing fiscal year to be adopted by the membership at the annual meeting. The proposed budget shall be submitted to the Executive Committee prior to presentation at the annual meeting. The Treasurer shall be bonded at the expense of this association. All disbursements of association funds shall be by association check or electronic payment, signed by the Treasurer, President or First Vice-President. This officer shall submit a written financial report at each regular meeting to be attached to the official minutes as part of the permanent record. This officer is also responsible for submitting the appropriate funds associated with the renewal of this association's continued affiliation with **NALA**.
- 11.7 NALA Liaison. The NALA Liaison shall act as Parliamentarian for the association. This officer shall be a NALA member. This officer shall have served at least (1) year as a board member of LAW or served as a committee member of Law. This member shall be familiar with the NALA Bylaws and Standing Rules, shall receive minutes of all NALA meetings and shall represent this association at the NALA annual meeting of affiliated associations. In the event the NALA Liaison is unable to attend, the NALA annual meeting of affiliated associations the association may designate another NALA active member to serve as its representative. This officer shall report bi-annually (December 1st and June 1st) on association activities to the NALA Affiliated Associations Director on forms

provided by NALA headquarters, and shall report all officers' and members' names to the NALA Affiliated Associations Director.

- (A) This officer may submit items this association wishes to be discussed at NALA annual meetings to the NALA Affiliated Associations Director and may participate in discussion sessions at NALA annual meetings.
- (B) This officer shall, within sixty (60) days of passage, notify the NALA Parliamentarian and Affiliated Associations Director of any changes in this association's bylaws. This officer shall be the main contact between NALA and this association. This officer shall be a member of the governing body of this association.

11.8 Regional Directors. Each Regional Director shall work with the Second Vice President in the promotion of membership and shall work with the First Vice President in the coordination of education programs within their respective regions. Regional Directors shall attend meetings of the Board of Directors as nonvoting attendees at the invitation of the President to report on the activities of their respective regions, and to keep members of their regions advised of the activities of the entire association.

11.9 Audit Committee. The Audit Committee will be composed of a past treasurer, who will serve as chairman, and two (2) members selected by the chairman, whose purpose is to audit the treasurer's books between May 31 and June 30 of each year. The audit will be performed prior to the transfer of accounts to a newly elected treasurer. In the event a past treasurer is not available to complete the audit as set out in the bylaws, the Executive Committee may vote to retain a certified public accountant or other qualified financial professional to audit the treasurer's books.

11.10 Officers-Elect. For purposes of orientation, all Officers-Elect shall attend regular Board meetings as nonvoting members from the time of their election at the annual meeting until such time as they officially take office (June 1).

ARTICLE XII. FISCAL YEAR

12.1 Fiscal Year. The fiscal year of this association shall be from June 1 to May 31.

ARTICLE XIII. CODE OF ETHICS

13.1 Code of Ethics. Every member of this association shall subscribe to and be bound by the Code of Ethics and Professional Responsibility of NALA, and any other code so adopted by the membership of this association. Violations of the NALA Code shall be grounds for immediate dismissal from membership and/or removal from office.

ARTICLE XIV. AMENDMENTS TO BYLAWS

- 14.1 Amendments. Bylaw amendments (not in conflict with NALA bylaws) may be adopted by two-thirds (2/3) of members present at any annual or special meeting. The NALA Parliamentarian must be advised of any amendments within sixty (60) days of passage.
- 14.2 Notice to the Membership. The Bylaws Chairman shall prepare a list of proposed bylaws revisions, together with a rationale thereof, and cause the same to be mailed to all active members of this association, or in lieu thereof, published in the association newsletter, no later than 15 days prior to the meeting at which the membership will vote on the proposed bylaws revisions.

ARTICLE XV. DISSOLUTION

- 15.1 In the event of a vote of dissolution, a quorum shall consist of two-thirds (2/3) of the voting members of the association.
- 15.2 Distribution. In the event of dissolution of this association, all property and assets shall be distributed to a nonprofit charitable organization as defined by the Internal Revenue Code. A special meeting shall be called in accordance with bylaw 6.2 for the remaining membership to select the nonprofit charitable organization by a majority vote. Notice of the special meeting is to be given to members of the association and the NALA Affiliated Associations Director at least fifteen (15) days prior to the meeting. In no event shall any such property and/or assets be distributed to any member or private individual.

ARTICLE XVI. RETENTION OF AFFILIATION

- 16.1 Renewal. Affiliation with NALA is renewable each year by payment of an affiliation's fee and current membership roster. This association shall comply with the required reports and procedures as outlined in these bylaws. In the event of a suspension this association may submit a petition to NALA with a new application, membership roster, bylaws and affiliation's fee.
- 16.2 Payment Deadline. The annual NALA renewal fee is payable on October 1 and delinquent November 1. Payment received after due date must be accompanied by a late fee penalty established by NALA.
- 16.3 Review of Agreement. This affiliation agreement shall be reviewed periodically by the President and Affiliate Director of the National Association and the President and NALA Liaison of the Affiliate Association, at the request of either party. Each party agrees that this agreement may from time to time be amended by attachment executed by the President and Secretary of each party, subject to the approval of the Board of Directors of each of the parties hereto.