

# **IDAHO ASSOCIATION OF PARALEGALS, INC.**

## **BYLAWS Effective October 18, 2013**

### **ARTICLE I. NAME**

The name of this Association shall be Idaho Association of Paralegals, Inc. (hereafter "this (or the) Association"). This Association shall be independent of any national association.

The Idaho Association of Paralegals, Inc., adopts the American Bar Association definition of a legal assistant/paralegal, which is:

*A legal assistant or paralegal is a person, qualified by education, training or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.*

### **ARTICLE II. PURPOSES**

The objectives and purposes of this Association are as follows:

(a) To encourage a high order of ethical attainment among its members and, specifically, to uphold, exemplify, and support the Code of Ethics and Professional Responsibility of the Idaho Association of Paralegals, Inc.

(b) To encourage, foster, and promote a high degree of professional attainment within the paralegal profession, and to promote the continuing legal education of its members.

(c) To promote cooperation, good will, and good fellowship between this Association and bar associations, paralegal educators, other national, regional and local paralegal associations, and members of the legal community.

(d) To support and carry out the programs, purposes, aims, and goals of the Idaho Association of Paralegals, Inc.

(e) To promote and foster good fellowship among its members.

### **ARTICLE III. POLICIES**

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 or the policies of this Association.

## ARTICLE IV. MEMBERSHIP

Section 1. Classes of Membership. There shall be five classes of membership in this Association; namely: Active, Active Status Pending, Student, Supporting and Retired.

Section 2. Active Members. Active membership is acquired through a combination of education and paralegal experience. Every Active member shall be an Idaho resident and meet the following qualifications.

### Six Point Requirement for Active Membership

<u>Education</u>	<u>Legal Employment Experience</u>
Graduate Degree (5 pts)	1 year as paralegal
Bachelor's Degree in Paralegal Studies (5 pts)	1 year as a paralegal
Bachelor's Degree (4 pts)	2 years as paralegal
*ABA Approved Paralegal Program (3 pts)	3 years as paralegal
Associate Degree in Paralegal Studies (2 pts)	4 years as paralegal
*Non-ABA Approved Paralegal Program (2 pts)	4 years as paralegal
CLAS Designation (2 pts)	4 years as paralegal
Associate Degree (1 pt)	5 years as a paralegal
2 years college, no degree (1 pt)	5 years as paralegal
CLA or RP Designation (1 pt)	5 years as paralegal

- Applicants must exhibit a minimum of six (6) points for membership by combining education and experience.
- Each year of experience as a working paralegal counts as one (1) point up to a maximum of 5 points.
- No more than five (5) points may be accumulated through a combination of educational criteria, which criteria must be independent of one another and not a pre-requisite for another educational criteria. For example, one could combine an Associate Degree in Paralegal Studies (2 pts) with an ABA Approved Paralegal Program (3 pts) for a total of five (5) points, and have one (1) year experience as a paralegal to meet the six (6) point requirement. One could not combine 2 years of college (1 pt) with a bachelor's degree (4 pts) for a total of five (5) points because the 2 years of college were a prerequisite to the bachelor's degree. If one combined a

bachelor's degree (4 pts) with an ABA Approved Paralegal Program (3 pts) or a Non-ABA Approved Paralegal Program (2 pts) for a total of 7 pts and 6 pts, respectively, the total accumulated points counting towards the six (6) point requirement could not exceed five (5) points, leaving a requirement of one year experience as a paralegal.

- Applicants must be currently employed as a paralegal by a practicing member of a State Bar Association who is in good standing or employed in a position performing substantive legal work employed by a corporation or other entity.
- Applicants who independently provide legal services directly to private persons shall not be eligible for membership in this Association.
- Applicants who have been convicted of a felony shall not be eligible for membership in this Association.
- Applicants who are suspended or disbarred attorneys shall not be eligible for membership in this Association.
- An ABA Approved Paralegal Program or a Non-ABA Approved Paralegal Program as set forth above shall consist of a minimum of sixty (60) semester (or equivalent quarter)\*\* hours of which at least fifteen (15) semester hours (or equivalent quarter hours)\*\*\* are substantive legal courses.

\*\* Nine Hundred (900) clock hours of a paralegal program will be considered equivalent to sixty (60) semester hours; ninety (90) quarter hours of a paralegal program will be considered equivalent to sixty (60) semester hours.

\*\*\* Two Hundred twenty-five (225) clock hours of substantive legal courses will be considered equivalent to fifteen (15) semester hours; twenty-two and one-half (22½) quarter hours of legal courses will be considered equivalent to fifteen (15) semester hours.

Section 3. Active Status Pending. Active Status Pending membership is granted:

- a) on a limited basis and for a one-year term only under the following conditions:
  - 1) An individual employed as a paralegal in Idaho who does not meet the requirement for Active status only because they lack one full year of experience; OR
  - 2) A paralegal qualified for Active status who is relocating from another state and has not yet secured employment in Idaho as a paralegal.
- b) Active Status Pending membership is also granted on a limited basis for up to a two-year term to graduates of an ABA-approved paralegal program, but who have either not secured employment in Idaho as a paralegal or who have not acquired enough work experience

to be accepted as an Active member.

Before the expiration of either time period, members granted conditional membership under this category must request conversion of their membership status to Active status and provide documentation of work experience OR request an extension of their membership in order to allow sufficient time to fulfill the one-year experience requirement. Such extensions shall be granted for no longer than one additional year.

Section 4. Student Members. Every Student member shall be currently enrolled as a student in a course of studies prescribed for training as a paralegal as more specifically set out in Section 2 above.

Any Student member in good standing may apply for Active Status Pending or Active Status upon qualifying under Section 2 or 3 above.

Section 5. Supporting Members. Every supporting member shall meet one or more of the following qualifications:

- (a) Be a member in good standing of a bar association.
- (b) Be a paralegal educator.

Any Supporting member in good standing may apply for Active status or Active Status Pending upon qualifying under Section 2 or 3 above.

Section 6. Retired Members. Every Retired member shall have been an Active member on or at the date of her or his retirement.

Retired status members shall be retained on the member roster regardless of employment status upon receipt of annual renewal form. No renewal fee will be charged for Retired members.

Section 7. Voting Qualifications. Only Active members of this Association may vote and hold office. All other members may attend all meetings of the Association's membership, and may participate in discussions at such meetings, but shall have no vote and shall be prohibited from holding office in the Association.

Section 7.1 Qualifications for Board Positions. Any candidate for any office of the Board of Directors shall have been a member in good standing of this Association for at least one year prior to such candidate's nomination for a Board position. Such candidate shall be qualified and approved as an Active status member of the Association on or before the annual meeting to elect officers. Such candidate's tenure as Student member or Active Status Pending member may be included as a fulfillment of the one-year qualification.

Section 8. Application Process. Applications for membership in this Association shall be made on forms which accurately reflect the criteria as set forth in these Bylaws above. The application forms should clearly state that the Association is independent of any national

association and that all members are bound by the Association's Code of Ethics and Professional Responsibility in addition to any code adopted by the Association. Falsification of the application is grounds for automatic rejection of the application or termination of membership. All applications for membership shall be accompanied by the requisite dues, a non-refundable administrative fee, a current resume, and a copy of the school's transcript showing all courses taken and the date of graduation. The application will be considered incomplete without copies of the required documents.

Section 8.1. Appeal Procedure - Denial of Membership. Written notice of denial of membership, setting forth the grounds for denial and the right of appeal, shall be mailed to the applicant not more than fifteen (15) days after the vote denying membership. Any person whose application for membership in this Association has been denied may appeal the denial decision by filing written notice of appeal within thirty (30) days of the date of the mailing of the denial decision. The notice of appeal shall be directed to the Board of Directors and shall be considered by the Board at the next regularly scheduled Board meeting after receipt of the notice of appeal.

The appellant shall not exercise any membership rights pending resolution of the appeal.

If the interested party does not file written notice of appeal with the Board within thirty (30) days of the date of the denial decision, such interested party shall have waived the right to appeal and the denial of membership shall become final.

Section 9. Reapplication - Lapse of Membership. Any person whose membership in this Association has lapsed because of failure to pay required fees, as set out in these Bylaws and the corresponding Standing Rules, may reapply for membership by submitting the appropriate application form, dues, and administrative fee.

Section 9.1 Reapplication - Change of Membership Status. Those members granted conditional membership under Student or Active Status Pending categories must apply for a change in status of such membership to the next level of membership (i.e., from Student to Active Status Pending, and from Active Status Pending to Active) at such time as the member's conditional status changes or the grant of conditional membership expires.

Section 10. Continuing Education Requirement. All Active and Active Status Pending members shall attend a minimum of six (6) hours of continuing legal education each fiscal year of IAP membership in order to maintain membership in good standing. Members shall submit documentation of such attendance on an approved form to the CLE Chairperson.

Continuing legal education is defined as attendance in an organized program of learning dealing with matters directly related to the field of law, professional responsibility or ethical obligations of paralegals and the paralegal profession. No course will be approved which involves solely self-study. The Board may, on a case-by-case basis, approve as partial credit education courses in connection with the pursuit of an associate's degree, a bachelor's degree or an advanced degree, or team teaching or speaker opportunities at CLE functions, as outlined in the Standing Rules of this Association.

Members who complete more than six (6) hours of continuing legal education per reporting period may apply up to three (3) of the additional hours to the next reporting period. In order to carry forward surplus continuing legal education credits to the next reporting period, a copy of the evidence of completion must be submitted with the applicable renewal form along with a letter of explanation indicating the number of hours up to a maximum of three (3) to be applied to the next reporting period.

To encourage participation on the Board of Directors and appointed committees within the Association, one-half credit will be awarded at the end of the fiscal year to all Board and committee members who have completed an active year of membership on either the Board of Directors or a committee. At the conclusion of the fiscal year, the Committee Chairperson shall report to the Board Secretary the names of the committee members who are eligible for this credit. The President shall report to the Board Secretary the names of the Board members who are eligible for this credit. The Board Secretary shall submit a report to the CLE Chairperson who shall make note of this credit. "CLE hour" means clock hour.

Section 10.1 CLE Requirement; Non-Compliance. In the event that a member fails to fulfill the continuing legal education requirement, the Board of Directors may elect to formally notify all such individual members and establish a time frame and format for satisfaction of the delinquent requisite hours as set forth in the Association's Standing Rules.

Section 11. Membership Roster. Members may not distribute, sell or use the IAP Membership Roster for commercial solicitation purposes.

## **ARTICLE V. MEMBERSHIP MEETINGS**

Section 1. General Meetings. Meetings of the membership of this Association shall be called at regular intervals. Such meetings may include seminars, workshops, or other educational events sponsored by the Association. Notice of each regular membership meeting shall be given to all members of record.

Section 2. Special Meetings. Special meetings of the membership may be called by the President, or by the Secretary upon written request of not less than one-third of the current then members of record, upon seven (7) days written notice to all members.

Section 3. Educational Events. In conjunction with and/or in addition to general membership meetings as required above, the Association shall offer to its members a minimum of four educational events, or a total of ten hours of education during each fiscal year, in order to maintain, encourage, foster, and promote a high degree of professional attainment within the paralegal profession, and to promote the continuing legal education of its members.

Section 4. Annual Meetings. An annual meeting of the membership shall be held for the purpose of reviewing reports of officers, adopting a budget for the ensuing year, electing officers for the ensuing year, and conducting such other business as may come before the meeting. Written notice of the annual membership meeting shall be issued to all members of record not more than sixty (60) days nor less than thirty (30) days before the date of said meeting, and shall

contain the slate of officers nominated for election at such meeting and specific proxy for such election.

Section 5. Proxies. At any membership meeting of this Association, any Active member shall have the right to vote by individual proxy providing that such proxy specifies the meeting for which it is given and is in the possession of the Secretary not less than two (2) days prior to such meeting. A proxy shall be valid only for the membership meeting for which it has been given and shall not be valid for any other meeting or any other purpose. Any proxy which is found to have been obtained by solicitation or fraud shall be void and shall be rejected by the Secretary.

Section 6. Quorum. The voting members present and/or accounted for at any membership meeting, annual meeting, special meeting or vote of the membership by mail either in person or represented by proxy, shall constitute a quorum.

## **ARTICLE VI. DUES AND ASSESSMENTS**

Section 1. Initiation Fees. Each applicant for membership in this Association shall be assessed a non-refundable administrative fee as set out in the corresponding Standing Rules. The administrative fee shall be remitted with the application form.

Section 2. Annual Dues. Each member of the Association shall be assessed annual renewal dues as set out in the Standing Rules. Annual dues shall be payable in advance on October 1 of each year and shall be delinquent if not paid within thirty (30) days.

## **ARTICLE VII. BOARD OF DIRECTORS**

Section 1. Composition and Function. The elected officers and the standing committee chairpersons of the Association shall comprise the Board of Directors. The Board of Directors shall have the primary responsibility for developing concepts, projects, and recommendations, and presenting them to the membership, and for effectuating the wishes and directives of the membership. The Board of Directors shall constitute the executive committee of this Association. Each elected officer shall have one vote each in matters before the Board of Directors during regular and special Board meetings.

Section 2. Meetings. The Board of Directors shall meet monthly as business deems necessary. Special meetings of the Board of Directors may be called by the President upon reasonable notice to the directors.

Section 3. Quorum. The attendance of a majority of the directors at any Board of Directors meeting shall constitute a quorum. A majority is defined as the presence of one more than one-half of the total number of the elected officers. In the case of an odd numbered board of directors, a majority is defined as the presence of one-half more than one-half of the elected officers.

Section 4. Directors' Compensation. No director of this Association shall be compensated for attendance at any meeting or for serving in the capacity of director. However, upon

presentation of appropriate receipts or other evidence of expenditure made, and upon approval by a majority of the Board of Directors, a director may be reimbursed for expenses advanced for the benefit of or on behalf of the Association.

## **ARTICLE VIII. ELECTION AND APPOINTMENT OF OFFICERS**

Section 1. Nominations. At least thirty (30) days prior to the annual meeting, the chairperson of the Nominations Committee shall present to the Secretary a slate of candidates for the elective offices set out in Article X of these Bylaws. No candidate shall be included on the slate without having consented to nomination for the specific office. Nominations from the floor at the annual meeting shall be accepted. Election shall be by majority vote of the members present at the annual meeting.

The Nomination Chairperson is responsible for determining the eligibility, as defined in the Bylaws of this Association, of each potential candidate for office, with the assistance of the current Vice President of Membership. The Nominations Chairperson is strongly encouraged to solicit candidates who have expressed an interest in the administration of the Association by previous active and complete service on an appointed committee of the Association.

Section 2. Appointive Offices. All appointive offices shall be filled by the President at or before the first regularly scheduled meeting of the Board of Directors following the annual meeting.

Section 3. Term. The term of office shall be one year. No person shall serve in the same office for more than three consecutive years.

Section 4. Unexpired Terms. Unexpired terms of elected officers shall be filled by majority vote of the Board of Directors.

Section 5. Removal of Officers. Any officer absent from three meetings of the Board of Directors, or who otherwise fails to perform required duties, may be removed from office by majority vote of the Board of Directors. An excused absence may be obtained by contacting, verbally and/or in person, the President or Secretary to explain the absence.

Section 5.1 Probationary Conditions; Elected Officers. Any officer who fails to perform his/her duties as specified in these by-laws and/or in the Standing Rules of IAP shall be formally notified at a regular or special meeting of the Board of Directors, at which time the officer at issue will be given an opportunity to respond. The Board may vote on issuing a "probationary condition statement" regarding past and future performance of the officer at issue. A quorum must be present and the officer at issue may not vote. The "probationary condition statement" must identify the particular non-performance issues and allow thirty (30) days for the stipulated performance to be satisfied. A written notification of probationary status and a copy of the condition statement must be transmitted (Return Receipt Requested) to the officer at issue. If the conditions are met within the permitted time period, a vote shall be taken by the Board of Directors and the officer at issue will be informed of their non-probationary status. If the officer at issue violates the requirements of the probationary statement, the Board of Directors will vote and



may issue and transmit a notice of "permanent forfeiture" of their rights, privileges and status as an elected officer of IAP.

## **ARTICLE IX. COMMITTEES**

Section 1. Standing Committees. Standing Committees may be appointed by the Board of Directors as deemed necessary to accomplish the goals and objectives of the Association. The Committees may include, but are not limited to, the following:

- (a) Education Committee;
- (b) Membership Committee;
- (c) Finance Committee;
- (d) Public Relations Committee;
- (e) Bylaws Committee; and
- (f) Scholarship Committee.

Committees shall operate under the supervision of the Vice President responsible for each respective duty, as outlined in Article X.

Section 2. Special Committees. The special committees may include, but are not limited to, the following:

- (a) Audit Committee; and
- (b) Nominations Committee.

Section 3. Audit Committee. The President shall appoint a chairperson of the Audit Committee within thirty (30) days after the close of the Fiscal Year, and the review of the books and records shall be completed within ninety (90) days of the close of the Fiscal Year. The Audit Committee shall select an independent party to review the books and records of the Association as soon after the end of the fiscal year as such books and records can be closed. A report shall be prepared by the individual reviewing the books and records and this report shall be distributed to the membership for their review. Any expense for such audit will be paid by the Association.

Section 4. Nominations Committee. The President shall appoint a chairperson of the Nominations Committee not more than sixty (60) days nor less than forty-five (45) days prior to the annual meeting for purposes of preparing a slate of officers required under Article VIII, Section 1, to be mailed to members within thirty (30) days of the annual meeting.

Section 5. Ad Hoc Committees. Ad hoc committees may be established as deemed necessary by the Board of Directors. Chairpersons of such committees shall be appointed by the President. Each ad hoc committee chairperson shall attend Board of Directors meetings throughout the tenure of the respective committee at the request of the Board and shall submit a written report at the membership meeting next following completion of the committee's task.

## **ARTICLE X. ELECTED OFFICERS**

The Board of Directors shall consist of a President, and as many as three (3) Vice Presidents, a Secretary, a Treasurer and one or more National Affairs Representative. The following officers shall be elected by the membership at the annual meeting and shall have the powers, duties and responsibilities respectively enumerated below:

Section 1. President. Any candidate for the office of President shall have served at least two terms on the Board of Directors of this Association, with at least one term as a Vice President, before being eligible for the presidency. The President shall:

- (a) Be generally responsible for the conduct of the Association's affairs;
- (b) Preside over all meetings of the Board of Directors and all meetings of the membership;
- (c) Fill the appointive offices described in Article XI of these Bylaws;
- (d) Be an ex-officio member of all committees except the Nominations Committee; and
- (e) Appoint such officers to fulfill the Board of Directors' positions as required in the event of a vacancy.

The Board of Directors may require the President to be bonded and, in such event, the premium for such bond shall be paid by the Association.

Section 2. Vice Presidents. Any candidate for the office of vice president shall have been an Active member of this Association for at least one year prior to nomination for the position. The position of Vice President shall be divided into as many as three offices; namely, the Vice President of Policy and Public Affairs; the Vice President of Education, and the Vice President of Membership. In the event that less than three Vice Presidents are holding office in any given Fiscal Year, the President shall distribute the duties of the vacant position as outlined among the remaining Board Members as deemed necessary.

Section 2.1 Vice President of Policy and Public Affairs. The Vice President of Policy and Public Affairs shall:

- (a) Assume all duties of the President in the event of the President's absence or incapacity with respect to policy and public affairs, such as conducting Board meetings and special meetings of the membership;
- (b) Be responsible for policy and public affairs of the Association, to include any Bylaw revisions or other policy revisions required to efficiently and effectively assist operation of the Association;
- (c) Be responsible for the publication of the Association's newsletter, as well as all other material for publication pertaining to the Association, including radio and television

programs or any other medium which is deemed to be of benefit to the Association;

(d) Be responsible for submitting the edited final draft of each newsletter to the Board at a regularly scheduled meeting for Board approval;

(e) Assume responsibility for the formation of and monitoring of such committees related to public relations matters;

(f) Assume responsibility for any such Directors as appointed by the President to assist in accomplishing the above duties; and

(g) Fulfill such other duties as the President may assign.

Section 2.2 Vice President of Education. The Vice President of Education shall:

(a) Assume all duties of the President in the event of the President's absence or incapacity with respect to education and educational functions, such as monthly educational meetings and presiding over seminars.

(b) Be responsible for fulfilling the educational requirements as set forth in Article V of these Bylaws, and for reporting such educational meetings to the Board of Directors;

(c) Be responsible for planning seminars and workshops and working with other associations in the event of co-sponsorship of any program;

(d) Assume responsibility for any such Directors as appointed by the President to assist in accomplishing the above duties;

(e) Fulfill such other duties as the President may assign.

Section 2.3. Vice President of Membership. The Vice President of Membership shall:

(a) Assume all duties of the President in the event of the President's absence or incapacity with respect to membership;

(b) Be responsible for maintenance of records and databases with regard to membership criteria, annuals dues renewals, and changes of status for the membership;

(c) Be responsible for annual notification to members of dues renewals, CLE status, and any other membership information;

(d) Update membership roster on a regular basis and distribute to members and Board as needed;

(e) Verify all criteria submitted by prospective members in an application for membership in any category

(f) Assume responsibility for any such Directors as appointed by the President to assist in accomplishing the above duties; and

(g) Fulfill such other duties as the President may assign.

Section 3. Secretary. Any candidate for the office of secretary shall have been a member of this Association for at least one year prior to nomination for the position. The Secretary shall:

(a) Be responsible for minutes of all meetings and for keeping permanent minutes;

(b) Provide duplicate minutes of all Association meetings to the President and make duplicate minutes available to the other Board Members;

(c) Be responsible for the receipt of mail to the Association, its distribution to the respective Board Members, and the distribution of mail from the Association;

(d) Respond to any inquiries to the Association, maintaining a record of correspondence;

(e) Serve as Association historian, maintaining a record of historical documents, pictures, and other memorabilia to catalog the history and progress of the Association; and

(f) Fulfill such other duties as the President may assign.

Section 4. Treasurer. Any candidate for the office of Treasurer shall have been a member of this Association for at least one year prior to nomination for the position. The Treasurer shall:

(a) Deposit all funds and make all disbursements, subject to approval of the Board of Directors and as provided in the budget;

(b) Assume responsibility for budgetary committees as established by the Board;

(c) Prepare a budget for the ensuing fiscal year which shall be first presented to the Board of Directors for review and approval and then presented to the membership for approval at the annual meeting.

(d) Submit a written financial report at each meeting, which report shall be attached to the official minutes as part of the permanent record;

(e) Deposit and disburse Scholarship funds;

- (f) Provide receipts for Scholarship donations;
- (g) Oversee and monitor the I.R.S. 501(c)(3) tax exempt status of the Association; and
- (h) Fulfill such other duties as the President may assign.

The Board of Directors may require the Treasurer to be bonded and, in such event, the premium for such bond shall be paid by the Association.

If a treasurer leaves office before completion of the term of office, the President shall appoint an ad hoc audit committee which shall be required to complete an audit of the Association books and records within fifteen (15) days after receipt of such financial information. The ad hoc audit committee shall submit a written report to the Board of Directors before the books and records are transferred to a newly appointed treasurer.

Section 5. National Affairs Representative. Any candidate for the office of National Affairs Representative shall have been a member of this Association for at least one year prior to nomination for the position. The National Affairs Representative shall:

- (a) Serve as the main contact between this Association and any other paralegal associations;
- (b) Serve as the main contact between this Association and other designated or appointed liaisons from other Idaho communities;
- (c) Serve as coordinator between this Association and other paralegal associations for purposes of networking, communication and exchange of ideas and goals with respect to the profession;
- (d) Be familiar with the IAP bylaws and standing rules;
- (e) Report on a regular basis to the Board of Directors on activities with other associations;
- (f) Serve as Parliamentarian at all Board Meetings or Association functions;
- (g) Coordinate responsibilities with Vice President of Policy and Public Affairs with regard to any public relations duties and activities relating to any of the above responsibilities of the National Affairs Representative; and
- (h) Fulfill such other duties as the President may assign.

Further descriptions of Elected Officers' duties may be delineated in the Standing Rules of this Association.

## **ARTICLE XI. APPOINTED OFFICERS**

The following officers may be appointed by the President and may have the following powers, duties, and responsibilities:

Section 1. Board Advisor. One or more Board Advisors may be appointed by the President. The Board Advisor(s) must have previously served on the Board of Directors as President or Vice President of the Association and shall:

- (a) Serve as advisor to the President and Board;
- (b) Attend regular Board meetings, or otherwise report to the President and Board at regular intervals, or as requested;
- (c) Fulfill such other duties as the President may assign.
- (d) Board Advisors shall not vote on matters before the Board of Directors unless a vote is needed to constitute a quorum, in which case a Board Advisor may vote as an elected Board member.

Section 2. Directors. One or more Directors may be appointed by the President to assist the Vice Presidents in accomplishing duties as deemed necessary. Those positions may consist of, but are not limited to, Directors of Membership, Education, Budget, Public Relations, Newsletter, and Bylaws. The Directors shall:

- (a) Report at regular intervals or upon request to the Vice President deemed responsible for the related duties of the Director;
- (b) Attend Board meetings or otherwise submit reports at the request of the Board;

Further descriptions of Appointed Officer's duties may be delineated in the Standing Rules of this Association.

## **ARTICLE XII. FISCAL YEAR**

The fiscal year of this Association shall be from October 1 through September 30.

## **ARTICLE XIII. REVOCATION OF MEMBERSHIP AND APPEAL PROCEDURE**

Section 1. Revocation of Membership. The Board of Directors may, by majority vote, revoke the membership of any member of this Association upon determining that such member has:

- (a) Falsified the membership application; or

(b) Violated the Code of Ethics and Professional Responsibility of the Idaho Association of Paralegals, Inc.; or

(c) Been convicted of a felony; or

(d) Been suspended or disbarred from the practice of law by a local, state or national bar association; or

(e) Engaged in conduct actually and substantially to injure the good name or interfere with pursuit of the goals of this Association.

(f) Distribution, use or sale of the Association's membership roster for solicitation purposes.

Written notice of revocation of membership, setting forth the grounds for revocation and the right of appeal, shall be mailed to the interested party not more than ten days after the vote for revocation.

Section 2. Appeal Procedure. A person whose membership in this Association has been revoked may appeal the revocation decision by filing written notice of appeal with the Secretary, not more than 30 days after the date of mailing of the notice of revocation mentioned in Section 1 above. The notice of appeal shall be directed to either the Board of Directors or the membership. The appeal shall be considered by the forum to which it is directed at such forum's next meeting held 15 or more days after the Secretary's receipt of the notice of appeal.

The appellant shall not exercise any membership rights pending resolution of the appeal.

If the interested party does not file written notice of appeal with the Secretary within 30 days after the date of mailing of the notice of revocation, such interested party shall have waived the right to appeal and the revocation of membership shall become final.

Section 3. Vote on appeal. The appellant's membership shall be reinstated only by majority vote at the forum hearing the appeal. If a majority vote for reinstatement is not had, the revocation of the appellant's membership shall become final, and the appellant shall have no further right to appeal.

## **ARTICLE XIV. DISSOLUTION**

This Association may be dissolved by vote of two-thirds of the membership. Upon vote of dissolution, the membership shall select a nonprofit charitable organization, as defined by the Internal Revenue Code, to which all property and assets of this Association shall be distributed. In no event shall any of such property or assets be distributed to any member of this Association or to any private individual.

## **ARTICLE XV. STANDING RULES**

Standing Rules for this Association may be adopted, amended, or repealed by majority vote of the Board of Directors at any regular or special meeting.

## **ARTICLE XVI. AMENDMENTS**

These Bylaws may be amended or repealed and new bylaws adopted by a two-thirds vote of the members present and/or accounted for at any annual meeting, special meeting or vote of the membership by mail. Proposed amendments shall be provided to each individual member within ten (10) calendar days of the date set for voting on the amendments.

## **ARTICLE XVII. CODE OF ETHICS**

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