

**STANDING RULES  
OF  
KANSAS PARALEGAL ASSOCIATION  
DISTRICT II**

**Adopted July 31, 2013**

**I. KPA DISTRICT II STANDING RULES**

- A. ADOPTION.** Standing Rules may be adopted by the Advisory Council at any meeting of the Advisory Council. Adoption requires a majority vote of the Advisory Council.
- B. AMENDMENT OR RESCISSION.** These Standing Rules may be amended or rescinded by a majority vote of the Advisory Council. Standing rules are effective immediately.
- C. SUSPENSION.** Any Standing Rule may be suspended for the duration of a single meeting by a majority rule. Such suspension may be for a longer period if specifically ordered by the Advisory Council.
- D. DISTRIBUTION.** A copy of Standing Rules of KPA District II as adopted by the Advisory Council shall be furnished to each member of the District.

**II. LOCAL BYLAWS**

- A.** District II Bylaws may be proposed by the District II Advisory Council to the District membership. Such bylaws shall not be inconsistent with the KPA Bylaws. A majority vote of the District II membership shall be required for adoption of District II Bylaws. Any such bylaws may be amended or rescinded by a majority vote of the District II membership.
- B.** The District Director(s) shall forward to the KPA State President one copy of any proposed Bylaws or amendments to Bylaws, along with a certificate from the Advisory Council Chairperson or other member that such Bylaws or amendments do not conflict with the State Bylaws.
- C.** The State President, after reviewing and approving said bylaws or amendments, shall forward a certificate of adoption to the District II Director(s) with a copy of the bylaws or amendments, retaining one copy of the certificate and such bylaws or amendments in the State Board's file.

### III. DISTRICT II ADVISORY COUNCIL MEMBERS

A. The District II members shall elect District Director(s) and five (5) other individuals to serve on the District's Advisory Council. The election process shall be as follows:

1. **District Director(s).** District Director(s) shall be elected by the District's voting members to serve for a two-year term. A nominations committee at the State level shall present a slate of District Director(s) to the voting membership thirty (30) days prior to the annual State meeting. A district with a minimum of 21 members shall qualify for a second District Director, in which event an election shall be held every year for one of the two positions. District Director(s) shall serve a two-year term commencing July 1<sup>st</sup> and ending on June 30<sup>th</sup> two years later. District Director(s) terms shall be staggered so that no two directors are up for election in the same year.

2. **Advisory Council Members.** The District Director(s) shall hold elections for Advisory Council members by June 15<sup>th</sup> of each year, and shall notify the KPA President of the results of the election within one month thereafter. Advisory Council members must be current members of KPA. Nominations shall be accepted from the District members and consents obtained from those individuals agreeing to serve on the Advisory Council. If consents are received from more than five individuals, a vote of the District II membership shall be required. Advisory Council members shall serve a one-year term commencing July 1<sup>st</sup> and ending on June 30<sup>th</sup>.

3. **Vacancies.** In the event of any vacancy on the Advisory Council occurring either by death, resignation, removal or otherwise, the remaining voting members of the Advisory Council shall have the power to act and carry on the business of the District until such time as the vacancy is filled.

B. The duties of the District II Advisory Council members shall be as follows:

1. **District Director(s).** District Director(s) shall attend all meetings of the State Board of Directors. District Director(s) shall be responsible, in cooperation with the Advisory Council, for the business of the District, and for generating interest within the District in KPA. The District Director(s) shall be ex officio voting members of the District II Advisory Council.

2. **Chairperson.** The Chairperson shall preside at all meetings of the District II Advisory Council, and shall prepare and distribute an agenda for each meeting. The Chairperson shall also take minutes at Advisory Council meetings. The Chairperson shall provide the welcome and make any announcements at the monthly District II luncheons.

3. **Treasurer.** The Treasurer shall have custody of all funds of District II; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget and as authorized by the Advisory Council. The Treasurer shall reconcile the checkbook with the monthly bank statement and shall provide a Treasurer's report at each meeting of the Advisory Council. In addition, the Treasurer shall prepare on a quarterly basis, a District II treasurer's report to be provided to the District Director(s), who will then forward the report to the State Treasurer. The Treasurer's accounts shall be audited annually by two members of the Advisory Council, one of which may be a District Director, but may not include the Treasurer.

4. **Luncheon Coordinator.** The Luncheon Coordinator shall be responsible for coordinating bi-monthly luncheons to be held the third Thursday of every other month, except for November which date shall be adjusted so as to not interfere with national holiday, or unless otherwise determined by a vote of the District II membership. The Luncheon Coordinator shall make arrangements for a location, a speaker, and a sponsor for each bi-monthly luncheon, in coordination with and as approved by the Advisory Council.

5. **Newsletter Editor.** The Newsletter Editor shall be responsible for the publication of at least six issues annually of the District newsletter and luncheon notice. The Newsletter Editor shall be responsible for e-mailing the newsletter to those members who have provided e-mail addresses and for printing and mailing copies of the newsletter to those members without e-mail. The Newsletter Editor shall also assist in taking minutes at Advisory Council meetings if the Chairperson is not in attendance.

6. **Education Coordinator.** The Education Coordinator shall be responsible for coordinating one or two mini-seminar(s) annually for the District II members. The Education Coordinator shall make arrangements for a location, a speaker, and a sponsor for each mini-seminar, in coordination with and as approved by the Advisory Council. The Education Coordinator shall work with the Luncheon Coordinator in arranging for luncheon speakers. The Education Coordinator shall also work with the local paralegal programs to coordinate speakers' panels consisting of KPA members.

#### IV. COMMITTEES

The District II Advisory Council may appoint committees to assist with District projects as it may deem fit and proper. Two projects which will need immediate such appointments are:

1. **Marketing/Membership Coordinator.** The Marketing/Membership Coordinator shall be responsible for assisting with the maintenance of an up to date mailing list of all District II members and guests for the purpose of sending District

II information about events and official KPA news/announcements. The Marketing/Membership Coordinator shall promote and recruit new members throughout District II by contacting local firms and/or businesses/agencies that employ Paralegals and introduce KPA membership. The Marketing/Membership Coordinator shall promote and oversee satellite KPA meetings and groups and prepare a monthly report for the District II Director(s) on the status of said groups and progress. The Marketing/Membership Coordinator shall work with the Treasurer on marketing ideas with the goal of raising money to fund District II outreach activities.

2. **Pro Bono/Community Service Coordinator.** The Pro Bono/Community Service Coordinator shall be responsible for coordinating the community service and pro bono activities for District II. The Pro Bono/Community Service Coordinator shall be responsible for recruiting volunteers to staff and or fulfill District II community service or pro bono commitments. The Pro Bono/Community Service Coordinator shall maintain a list of all community service and pro bono activities for District II including agency information, contact information, and community needs. The Pro Bono/Community Service Coordinator shall be responsible for keeping a calendar of events and submitting said calendar, on a monthly basis, to the State Publications Director, the District II Newsletter Editor, and the District II Director(s). The Pro Bono/Community Service Coordinator shall be responsible for promoting participation and awareness of activities/opportunities among the District II membership. The Pro Bono/Community Service Coordinator shall prepare the necessary reports and press releases for the activities of District II and submit said reports to the District II Director(s).

## **V. MEETINGS**

The District II Advisory Council will meet on a monthly basis at a date and time agreed to by its members. A majority of the voting members present shall constitute a quorum for the transaction of business in any meeting of the Advisory Council. The affirmative vote of a majority of the Advisory Council members present shall be required for the approval of any action before the Advisory Council.

Members of the Advisory Council may participate in a meeting of the Advisory Council by telephone, and such participation in a meeting shall constitute presence in person at the meeting. Members who cannot participate either in person or by telephone should submit to the Chairperson or a District II Director(s) prior to the meeting a proxy appointing another member to vote in their place.

Any action required or permitted to be taken at any meeting of the Advisory Council may be taken without a meeting if all of the members of the Advisory Council consent thereto in writing. Voting may be accomplished either by means of facsimile or e-mail.

## VI. MISCELLANEOUS

A. **Execution of Checks.** All funds of KPA District II shall be deposited in a bank or financial institution designated by the Advisory Council and all checks against said account shall be signed by either the Treasurer or one of the District II Director(s).

B. **Acceptance of Gifts.** The Advisory Council may accept on behalf of KPA, any contribution, gift, bequest or device for the general or special purposes of KPA.

C. **KPA Code of Ethics and Professional Responsibility.** The members of KPA shall abide by the KPA Code of Ethics and Professional Responsibility.

D. **Procedure.** Roberts Rules of Order as last revised shall govern the proceedings of all meetings of the Advisory Council.