

**AALS...the association for legal professionals, an Association of NALS, Inc.**

**PROCEDURES MANUAL**

**(Revised September 14, 2019)**

**AALS...the association for legal professionals**

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## PREFACE

Material appearing in this Procedures Manual is offered for the assistance of AALS officers and committee chairmen. General instructions and information contained herein are to be used as guidelines only. Should there be any conflict with the Bylaws and Standing Rules of NALS or AALS, the Bylaws and Standing Rules shall prevail as to any such question.

This Manual offers guidelines on the duties of each office and chairmanship. Although every attempt has been made to make these guidelines as thorough as possible, each officer and chairman should also refer to the AALS Bylaws and Standing Rules pertaining to the particular office or chairmanship.

**THIS MANUAL IS A PERMANENT PART OF YOUR FILE, AND AS SUCH SHOULD BE PASSED ON WITH THE FILE TO THE SUCCEEDING OFFICER OR COMMITTEE CHAIRMAN AT THE END OF THE FISCAL YEAR. THE FISCAL YEAR OF AALS IS MAY 1 THROUGH APRIL 30.**

This Manual will be updated on a regular basis. Corrected pages will be furnished as updated. It shall be the duty of the officer or chairman to substitute new pages as furnished and to maintain an updated Manual for the next officer or chairman.

Comments, suggestions, or corrections that will be helpful in making future revisions should be submitted to a member of the AALS Executive Committee.

**FOR EASE OF READING PURPOSES ONLY, AND NOT TO BE USED TO EXCLUDE ANYONE, ALL GENDER REFERENCES ARE IN THE FEMININE VOICE.**

## I. GENERAL INFORMATION

### 1. Executive committee:

The Executive Committee shall be composed of the elected and appointed officers of AALS, an association of NALS, Inc. ("AALS"). The Executive Committee shall meet prior to each regular and special meeting of the Board of Governors. Minutes of the Executive Committee meeting shall be attached to the minutes of the subsequent Board of Governors meeting.

The Executive Committee shall approve appointments made by the President. It shall have the authority to dispose of emergency matters that arise between meetings of the Board of Governors for the interests of AALS but shall have no authority to dictate any policy of AALS.

The incoming Executive Committee shall prepare the budget for the upcoming year at the Executive Committee retreat prior to the Annual Meeting.

The Executive Committee shall have authority to spend amounts not to exceed One Hundred Dollars (\$100) for items not included in the budget. The President may authorize payments of expenses of committee chairmen and officers that are deemed necessary to the proper performance of their duties.

A majority of the Executive Committee shall constitute a quorum.

### 2. Board of Governors:

The Board of Governors ("Board") shall be composed of the elected and appointed officers and the Governor from each chapter. The Board shall be the managing body of AALS. Only elected members of the Board shall have a vote at any meeting of the Board, and the vote must be cast in person. All Board members must be in good standing.

The Board shall meet at least twice, but not more than four times each year, unless special meetings are called by the President. Notice of all regular or special meetings shall be given to the Board not less than thirty (30) days before the meeting is held. The attendance of a Board member at any meeting shall constitute a waiver of notice of such meeting. The Board shall have the power to adopt and amend the Standing Rules of AALS. The Board shall approve the budget for the fiscal year at the First Board Meeting immediately following the Annual Meeting and shall approve such other expenditures for travel or other expenses for members of the Board as are deemed necessary to properly perform their duties. However, no member shall receive a salary for services to AALS.

A majority of the eligible voting Board Members present shall constitute a quorum.

Each chapter shall elect one (1) Governor as its representative on the Board. The Governor shall attend all Board meetings. In the event the elected Governor cannot attend, she shall inform her chapter and the chapter shall appoint a Governor Pro Tem

for the upcoming meeting

.Each chapter Governor has one (1) vote on the Board. The Governor shall receive from AALS minutes of previous meetings, information regarding upcoming meetings, seminars, and other events, as well as nominations for officers, Member of the Year, New Member of the Year, scholarships, amendments to Bylaws and Standing Rules, and other programs sponsored by AALS. It is the duty of the Governor to relay all such information received from AALS to the members of the local chapter and to keep them informed of the actions taken by the Board.

The Governor shall submit a written report to the editor of the *Dixie Digest*, prior to the deadline set by the editor, highlighting events and plans made by her local chapter. The Governor shall also submit the same report to the AALS Secretary, at the time specified in the Notice and Call of the Board Meeting, for the Secretary to attach to the minutes of the respective Board meeting. The Governor may update her report during the Board meeting if needed.

The Governor shall keep an accurate account of all sales of Ways and Means items for AALS and shall remit any funds received to the AALS Treasurer promptly upon such sales.

The Governor shall maintain a complete file, including minutes of the Board meetings, to be passed on to her successor.

### **3. Delegates:**

The voting body at the Annual Meeting consists of duly elected officers and all certified delegates or alternates. Delegates serve only for the duration of the Annual Meeting. Any member serving as an AALS officer and a chapter delegate may vote in each capacity, which means that person may vote twice. Each local chapter shall select a delegate(s) and alternate delegate(s) to represent the chapter at the Annual Meeting. Only certified delegates, and certified alternates acting in place of a delegate, may vote on matters brought before the assembly at the Annual Meeting. A majority of the certified delegates and elected officers present constitutes a quorum.

Delegates and alternates to the Annual Meeting shall be certified by the President and Secretary of each local chapter and mailed or otherwise delivered to the AALS Secretary not less than ten (10) days prior to the date of the Annual Meeting, with a copy of the certification mailed or delivered to the Nominations and Elections Chairman. No certification may be authenticated after that date without the vote of the assembly. If the certification was sent by mail, the postmark date on the envelope shall determine whether compliance has been met.

All delegates and alternates must check in at the credentials desk prior to being seated in the assembly. Delegates shall be seated together during all sessions of the assembly unless a delegate is also serving as an officer. Delegates may leave the assembly only upon permission of the chair, at which time the alternate may be seated and her name announced. An alternate delegate shall not vote except in the absence of the delegate.

In the event a delegate wishes to confer with members of her chapter, she shall rise and request a caucus, which shall not exceed ten (10) minutes.

#### 4. **Reports:**

Each officer, committee chairman, and Governor shall submit a written report to the *Dixie Digest*. The editor shall advise all officers, chairmen, and governors of the deadline for the reports.

Any reports containing information regarding an officer, chairman, or local chapter's activities not published in the *Dixie Digest* shall be submitted to the Secretary, with a copy to the President and President-Elect, in accordance with the deadline and guidelines specified in the notice sent by the Secretary. Oral updates may be made at each Board meeting.

Any motion needed should be made at the end of the report. Written copies shall be given to the President, President-Elect, Secretary, Parliamentarian, and Treasurer if money is involved prior to the report.

Accurate and updated files shall be maintained by each officer and chairman. The file shall contain copies of minutes, reports, correspondence, etc. At the end of the fiscal year, the current file, together with files from the two (2) previous years, shall be handed down to the succeeding officer or chairman, with the exception of the Treasurer, whose files must be kept for seven (7) years, and the Secretary, who is responsible for permanent storage of the minutes.

#### 5. **Voting Members:** The voting members of AALS shall be as follows:

- A. **Annual Meeting** - Voting shall be by elected officers and all duly certified delegates or their alternates. Any person serving as an officer and delegate may vote in both capacities.
- B. **Fall Board of Governors Meeting** - Voting shall be by all eligible members of the Board.
- C. **Winter Board of Governors Meeting** - Voting shall be by all eligible members of the Board except for the election of officers. Election of officers shall be by ballot by all eligible members in attendance.

6. **Scholarships:** AALS awards three (3) scholarships each year, two (2) by vote at the AALS Annual Meeting and one (1) by a rotation schedule among chapters at the Fall Board Meeting. The AALS Scholarship is presented to a high school senior or a student enrolled in a school of advanced education. The Hollis-Schultz Scholarship is presented to a member of AALS or the child or ward of a member of AALS. The Hollis-Schultz Scholarship is named after Gus Hollis-Baird, PLS (Birmingham) and Merlene Schultz (Mobile), charter members of AALS, in appreciation of their dedication to our profession and their foresight in the area of education. The AALS Leadership Scholarship is presented by rotation schedule to a chapter of AALS. Refer to Article III, Section 13 of this Procedures Manual for additional information. This chairman shall:

- A. Provide each chapter president, Governor, and member-at-large with a copy of the rules and application forms no later than the Winter Board Meeting of each year.

- B. Review all applications to ensure that all criteria have been met. If an application is disqualified, the chairman shall notify the chapter president and Governor, or member-at-large, who submitted the application of such disqualified candidate. If more than three (3) applications are approved by the chairman, she shall select one (1) educator, one (1) judge or lawyer, and one (1) civic leader, if possible, from the chairman's community to review the applications, and select the three (3) most qualified candidates.
- C. Prepare copies of the applications, attachments and ballots for voting to be given to all delegates and officers at the Annual Meeting. These documents shall **not** include the identity of the applicant. Each application received will be assigned a number in the order received by the chairman. Information submitted by the chairman to delegates must include the criteria stated in the rules for each scholarship. The chairman shall retain the application containing applicant's name and address, and the number assigned thereto, until a decision has been reached as to the recipient.
- D. Provide balloting information to the Nominations and Elections Chairman no less than seven (7) days prior to the Annual Meeting in order for scholarship ballots to be included in the delegate packets.
- E. Receive all ballots from the tellers collected at the time of voting for counting. If there is a tie, the delegates shall vote again. If there still remains a tie, the names of all applicants shall be placed in a container and the President shall draw the name of the recipient. The name of the recipient shall remain confidential until revealed at the awards recognition event.
- F. Notify the recipient by letter within thirty (30) days, setting out the guidelines for the scholarship:
  - 1. The amount of the scholarship.
  - 2. If the funds are not used within two (2) years of receipt, they shall be forfeited.
  - 3. Scholarship monies awarded are to be used for educational purposes only; i.e., books, tuition, testing fees, and other expenses relevant to the continued education of the recipient. All expenses must be approved by the chairman and paid by the AALS Treasurer. If the recipient pays any expenses and desires reimbursement, a paid receipt must be submitted to the chairman. The scholarship monies awarded **MAY NOT** be used retroactively for fees or expenses occurring prior to receipt of the scholarship, except for fees or expenses that may have been paid by the recipient for the current school term.
- G. Invite the recipient to attend the awards recognition event in the event he or she is in attendance.

- H. Destroy the scholarship file of any recipient, with the exception of retaining for two (2) years one (1) copy of the application marked "paid in full." If a recipient has not claimed the scholarship funds within the time specified, the recipient's file shall be destroyed, with the exception of retaining for two (2) years one (1) copy of the application marked "forfeited."
- I. Destroy the ballots within 24 hours after announcement of the scholarship recipient, retaining a list of the three (3) candidates receiving the most votes.
- J. Announce the recipients in the next issue of the *Dixie Digest* and submit any exceptional essays from the applicants to the *Dixie Digest* editor for publication.
- K. Advise the incoming chairman to notify previous recipients of their scholarship balances and the expiration dates of the available funds.

## **7. Annual Meeting and Educational Conference (General):**

The Annual Meeting of AALS shall be called the "Annual Meeting and Educational Conference." This meeting is traditionally held on either the last weekend in April or the first weekend in May of each year.

Each chapter shall host the Annual Meeting based on a rotating alphabetical order of the AALS chapters. Traditionally no chapter has hosted the Annual Meeting for consecutive years. The AALS President and the Annual Meeting Chairman shall execute the contract.

The host chapter president shall make known to the AALS President the chapter's selection of a chairman for the Annual Meeting, at which time the AALS President appoints the Annual Meeting Chairman. The Annual Meeting Chairman shall coordinate all details of the Annual Meeting in compliance with the AALS Bylaws and Standing Rules. All matters concerning the Annual Meeting shall be approved by the AALS President and, if necessary, by the Executive Committee.

The outgoing AALS President and the Annual Meeting Chairman shall coordinate the agenda for the Annual Meeting. However, the incoming President shall select the Installing Officer for the installation ceremony.

The Annual Meeting Committee shall consist of a chairman and the following appointed committee chairmen: Door Prizes; Event Tickets and Name Tags; Exhibitors and Vendors; Facility; Finance; Food and Breaks; Goodie Bags; Program Book and Signs; Registration; and Sponsors and Ads. Seminars shall be the responsibility of the Legal Education Committee Chairman.

The host chapter for the Annual Meeting shall be allowed to sell at the Annual Meeting certain items (i.e. T-shirts, pins, etc.) as a funding project for the host chapter. All profits from the sale of these items shall belong to the host chapter and are not part of the Annual Meeting profits. All expenses incurred for said funding project of the host chapter shall be paid for by the host chapter and shall not be paid out of the Annual Meeting Fund. However, any chapter shall be allowed to sell items

as a funding project at the Annual Meeting, subject to prior approval of the item by the host chapter.

The host chapter for the Annual Meeting shall appoint a Finance Chairman who is responsible for continuing the "AALS Annual Meeting Fund" previously established. After the prior year's Annual Meeting Fund records have been audited, the records shall be transferred to the upcoming host chapter's Finance Chairman. A sum of Two Thousand Dollars (\$2,000) shall remain in the checking account as the beginning balance. Any amount over that shall be distributed to the host chapter and AALS as follows: After all expenses, including the repayment of any advances made by AALS, have been paid, the host chapter shall receive ten percent (10%) of the profits. The balance shall be transferred to the AALS general account, leaving the required sum of Two Thousand Dollars (\$2,000) in the AALS Annual Meeting Fund. In the event the Annual Meeting Chairman and Finance Chairman have knowledge that there may be a deficit, that information shall be given to the President as soon as it becomes known to the Annual Meeting Chairman. If there is a deficit, the first \$500 of the deficit shall be borne by the host chapter and the balance shall be borne by this Association.

In the event there is no Two Thousand Dollars (\$2,000) beginning balance in the AALS Annual Meeting Fund account, a motion may be made by the Annual Meeting Chairman, as approved by the Board, to advance an amount to be determined to the AALS Annual Meeting Fund. Any such advance must be repaid to AALS before profits from the Annual Meeting are determined.

All Annual Meeting expenses shall be paid from the AALS Annual Meeting Fund, including, but not limited to, the following:

- A. Meal and transportation expense for guests/speakers attending luncheon, dinner, breakfast, or seminars.
- B. Cost of meals paid to hotel.
- C. Gift or flowers for the incoming President (optional).
- D. Room for President for three (3) nights.
- E. Room for installing marshal for one (1) night, if that person is not an AALS member.
- F. Room for Annual Meeting Chairman for three (3) nights.
- G. Any necessary in-state travel expense, including room and/or meal for one (1) night, for emcee for dinner (if different than installing marshal).
- H. Scrip ticket for Annual Meeting Chairman.
- I. Photographer expense.
- J. Publicity.

- K. Sound system or other necessary audio/visual equipment.
- L. Place cards, ribbons and badges, scrip ticket book printing, postage, photocopying and/or printing, necessary materials for registering delegates, and account books for Annual Meeting bookkeeping.
- M. Registration packets provided to each registrant.
- N. Ribbons for awards, if any.
- O. Decorations, floral arrangements, signs, and posters.
- P. Entertainment.
- Q. Hospitality (over and above donations from chapters and outside sources).
- R.. Gratuities for Annual Meeting help.
- S. All costs of social events planned by the Annual Meeting Committee shall be paid out of the Annual Meeting Fund and/or supplemented funds raised by the host chapter.

The following expenses shall **not** be paid out of the Annual Meeting Fund but shall be paid directly by AALS:

- A. President's scrip ticket.
- B. Plaque for Member of the Year.
- C. Plaque for New Member of the Year.
- D. Speaker's gifts.
- E. Any monetary awards (such as membership) given at the Annual Meeting.
- F. No personal gifts for any officer or chairman of AALS shall be allowable as an Annual Meeting expense.
- G. Door prizes and goodie bags are not required but may be provided by the host chapter through donations, if so desired. No funds shall be paid from the Annual Meeting Fund for these items.
- H. There shall be no reimbursement from said Annual Meeting Fund to the Annual Meeting Chairman or committees for expenses incidental to the planning of the Annual Meeting, including but not limited to luncheon meetings, gasoline, tips, etc.

If the facility gives complimentary rooms, they shall be assigned in the following order:

- A. Annual Meeting Chairman.

- B. Any NALS officer or other special guest who provides a service to AALS and is invited to spend the entire weekend.
- C. The installing marshal (if different from special guest listed above and not an AALS member).
- D. AALS President.

**8. Fall Board of Governors' Meeting (General):**

The Regular Board of Governors' Meeting of AALS shall be called the "Fall Board of Governors Meeting and Education Conference." This meeting is traditionally held in August or September of each year.

**9. Winter Board of Governors' Meeting (General):**

The Winter Board of Governors Meeting of AALS shall be called the "Winter Board of Governors Meeting and Education Conference." This meeting is traditionally held in January of each year.

## **II. DUTIES OF OFFICERS**

1. **President:** The President is the chief executive officer of AALS. The President shall supervise the work of the other officers and committee chairmen and shall be available to answer questions or make decisions whenever necessary. She must be kept fully informed of the activities of all officers and committees and be well acquainted with the Bylaws of both AALS and NALS, as well as with parliamentary procedures. She shall delegate to the proper chairman issues that arise relating to that committee and shall ensure that the chairman has fulfilled her responsibilities. The President shall set an example for the membership, be tactful and professional in all dealings, and be an inspiration to the members. The President shall:
  - A. Preside at all regular and special meetings of the Executive Committee, the Board, and the Annual Meeting.
  - B. Appoint the Parliamentarian, Chaplain, and all committee chairmen and co-chairmen, subject to the approval of the Executive Committee, and shall be an ex-officio member of all committees, except the committee on Nominations and Elections.
  - C. Ensure that all files from previous years are turned over to the current officer and/or chairman.
  - D. Generally manage the day-to-day business of AALS according to the Bylaws and Standing Rules of AALS and NALS.
  - E. Authorize expenditures, as necessary, and is a signatory on all bank accounts, except the Annual Meeting Account.

- F. Prepare agendas for each regular and special meeting of the Executive committee, Board, and Annual Meeting.
- G. Work with the Secretary to see that the notice and call of each meeting is timely sent to the Board, committee chairmen, chapter presidents, and members-at-large. The Annual Meeting deadline for the notice and call is at least thirty (30) days prior to such meeting.
- H. Attend as many chapter functions as possible or see that another officer attends in her place. She shall speak to chapters and other groups as requested on behalf of AALS.
- I. Answer all correspondence and inquiries promptly and take proper action on all directives from NALS.
- J. Attend the NALS Education and Networking Conference held each year by NALS. AALS shall pay the following expenses in connection with the conference: registration fees, including special ticket items, transportation expenses (not to exceed normal airfare), ground transportation to and from the airport, actual costs of gasoline when traveling by car, lodging expenses to cover one-half (1/2) of a standard double room, and a per diem expense of Fifty Dollars (\$50) if funds are available. If said officer fails to attend the conference she shall reimburse AALS all funding received within thirty (30) days of the conference. Failure to reimburse AALS will result in the officer being classified as not in good standing and she will not be eligible for future funding until established as a member in good standing.
- K. Plan and implement a leadership conference for AALS and chapter officers, committee chairmen, and other prospective leaders, if desired. She shall secure the necessary facilities and enlist the assistance of other AALS officers to lead the leadership conference as soon as possible following the election of local chapter officers.
- L. Timely communicate with all officers and committee chairmen regarding specific functions of their respective office or chairmanship in order that deadlines are adhered to.
- M. Prepare periodic newsletters to local chapter presidents.
- N. The President shall remain neutral in all matters. However, as a member of AALS she has the same rights in debate as other members but due to the impartiality of her office, she shall not exercise these rights while she is presiding. If possible, she shall have nothing to say on the merits of pending questions. On certain rare occasions, she may believe that a crucial factor relating to a question has been overlooked and that, as a member, her obligation to call attention to the point outweighs her duty to preside. To participate in debate, she must relinquish the chair by passing the gavel to the President-Elect (or the officer next in line present at the meeting). The presiding officer who relinquishes the chair shall not return to it until the pending question has been disposed of.

**2. President-Elect:** The nominee for President-Elect shall have served as a

Vice President for a term of at least one (1) year, and an additional year as a state committee chairman and/or a member of the Board prior to nomination.

The President-Elect shall be second in command, and as such shall assist the President and be prepared to assume the duties of the President, if necessary. She shall become fully acquainted with the duties of the President, and with the NALS and AALS Bylaws. She shall be elected at the Winter Board Meeting and will automatically succeed to the office of President at the next Annual Meeting. The President-Elect shall:

- A. Assist chapters with problems dealing with membership retention and potential loss of charter. She shall visit as many chapters as possible during her term and become acquainted with the members throughout the state in preparation for her term as President. She shall serve as the liaison officer to secondary members, keeping them informed of current developments in AALS.
- B. Serve as chairman of the Marketing Committee and work closely with the Bar Liaison Chairman and the Membership Chairman in an effort to promote AALS to non-members and to further improve its image with the bar associations.
- C. Assist the President in planning and implementing a leadership conference for local chapter officers, state and local committee chairmen, and other prospective leaders, if desired.
- D. Serve as chairman of the Strategic Planning Committee. The Strategic Planning Committee shall work with the President and all committees to implement the strategic plan adopted by AALS. It shall review the current plan and recommend to the Parliamentarian any changes in the Bylaws and/or Standing Rules necessary for its implementation.
- E. Prepare periodic newsletters to all secondary members with copies to the Executive Committee.
- F. If the Executive Committee wishes to present a gift to the AALS President at the end of her term, contributions shall be solicited from the Executive Committee, with the President-Elect being responsible for the purchase of this gift.
- G. If the budget permits, she shall be responsible for selecting and presenting a gift from the AALS membership to the outgoing AALS President at the Annual Meeting.
- H. Distribute information about NALS to the membership and participate in decisions affecting NALS as required.
- I. Advise the Governor of each chapter at the beginning of her term, preferably at the First Board Meeting that qualifications to receive a free registration (Faith Stevens Chapter Achievement) per chapter to a regular board meeting is based on submission of all Dixie Digest Reports by the set deadlines. She shall remind governors at each

meeting that winning chapters shall be chosen in compliance with the criteria set of submitting all Governor Dixie Digest Reports for the current year. Chapter winners receive a certificate awarding a free registration to a future Board meeting, excluding the Annual Meeting, to be used within one (1) year. A copy of the certificate is to be given to the Secretary and Treasurer.

- J. Be responsible for preparing any application for a Foundation Education Grant upon the Executive Committee's decision to apply. She shall also advise local chapters on the procedures to follow in applying for a grant.
- K. Perform such other duties as may be determined by the President, the Executive Committee, and the Board.
- L. Be responsible for tablecloth, pull-up sign, and certification pins.

**3. Vice President:** The Vice President shall serve as the State Membership Chairman, placing her on the NALS Membership Committee, with duties as set out under Membership in this Procedures Manual. Guidelines for membership goals are furnished each year by NALS. The Vice President shall:

- A. Implement a membership plan or continue with the existing membership plan, as set forth under Membership in this Procedures Manual.
- B. The Incoming Vice President shall take the Online Leadership Training Course as scheduled by NALS annually, if registration is funded by AALS and in an amount not to exceed \$250. The Incoming Vice President may choose to be reimbursed for the registration fee or to have the Treasurer pay the registration fee directly to NALS. Upon completion of the course, the Incoming Vice President shall file a certificate of attendance with AALS President and a copy with AALS Secretary. If the Incoming Vice President fails to take the course, the officer will not be reimbursed for the registration fee and, within thirty (30) days of the course, the officer shall reimburse any funds expended by AALS for the registration fee. Failure to reimburse AALS will result in the officer being classified as not in good standing and she will not be eligible for future funding until established as a member in good standing.
- C. Assist the President in planning and implementing a leadership conference for local chapter officers, state and local committee chairmen, and other prospective leaders, if desired.
- D. Prepare periodic newsletters to the local membership chairmen, if desired, with copies to the Executive Committee.
- E. Perform such other duties as may be determined by the President, the Executive Committee, and the Board.
- F. Be in charge of and promote the AALS Continuing Education Grant (currently \$250). She shall distribute the rules, guidelines, and application to all governors at the First Board Meeting following the Annual Meeting.

The AALS Continuing Education Grant application deadline is ten (10) days prior to the AALS Fall Board Meeting. The Vice President shall present the applications to the Executive Committee at the Executive Committee meeting prior to the second Board Meeting, where the Executive Committee of AALS shall decide the recipient of the grant. The Vice President shall announce the recipient and present the check at the Fall Board Meeting.

- G. Should membership plan include monetary awards, a copy should be given to Secretary and Treasurer.

**4. Secretary:** The Secretary shall conduct all correspondence on behalf of AALS and give notice to the Board of the call of meetings issued by the President or other proper persons, chapter presidents, committee chairmen, and members-at-large at least thirty (30) days prior to said regular, special or annual meetings. The notice shall include the time, date, and place of the meeting, together with any other pertinent information. Shall perform all duties required by the office of Secretary and such other duties assigned by the President, Executive Committee, and Board. The Secretary shall:

- A. Record and maintain a permanent minute book containing the minutes of all meetings of the Executive Committee, Board, and Annual Meeting. She shall submit to the President a draft of the minutes of all Executive Committee and Board meetings within two (2) weeks after such meeting. Copies of the minutes of the Executive Committee and Board meetings shall be distributed to each member of the Board within thirty (30) days after such meeting.
- B. Handle minutes of AALS as follows:
  - 1. The minutes shall contain the name of AALS, the type of meeting (regular or special), the name of the meeting (Executive Committee, Board, Annual Meeting), and the time and place of the meeting. Motions shall include the name of the maker, but not the name of the member seconding the motion unless ordered by the assembly. The minutes shall be worded clearly as they are the final authority regarding questions or discussions of business conducted. The minutes shall state whether motions were adopted or defeated, and if appealed, the final disposition. Motions that are withdrawn are not recorded. Any resolution adopted by AALS shall be included in the minutes exactly as presented. Attach all written reports presented at the meeting to the minutes.
  - 2. The minutes shall be signed by the Secretary and approved and signed by the President. The President's signature indicating approval shall be to the left of the Secretary's signature. Minutes approved by the Board shall contain the word "Approved" and the date.
  - 3. In the event someone other than the Secretary records the minutes, she shall sign her name with the words "Secretary Pro Tem" beneath her signature and the date.

4. Minutes may be corrected at a Board meeting by marking in RED INK the portion to be deleted and inserting the corrected material above the deleted portion or in the margin. The correction should be initialed and dated by the Secretary.
  5. Minutes of the previous meeting of the Executive Committee shall be approved by each member of the Executive Committee from copies distributed by the Secretary prior to the next meeting.
  6. The Secretary shall be responsible for copying the minutes to electronic format at the end of her term and delivering said electronic format to the member designated by the President for placement in the AALS Library materials currently stored at the Montgomery County Law Library. The Secretary shall retain the original minutes for each year for a period of two years. At the end of the two-year retention period, since the minutes have been stored in electronic format, the minutes shall be destroyed.
- C. Within thirty (30) days after the Annual Meeting, a draft of the Annual Meeting minutes shall be distributed to the outgoing President for her approval and signature. The Secretary shall distribute copies of the minutes of the Annual Meeting to each member of the Board within sixty (60) days after such meeting.
  - D. The call for delegates and alternate delegates for the Annual Meeting shall be mailed or e-mailed to all chapter presidents in February. This form shall contain instructions to the chapter presidents and secretaries to certify and return the duly certified forms to the AALS Secretary not less than ten (10) days prior to the Annual Meeting. She shall prepare and distribute a written report of the certifications of delegates to the Chairman of the Nominations and Elections Committee at least seven (7) days prior to Annual Meeting for use by the Credentials Chairman. (The Nominations and Elections Chairman shall serve as the Credentials Chairman.)
  - E. Coordinate with the President to ensure that the notice and call of each meeting is timely sent to the Board, committee chairmen, chapter presidents, and members-at-large. The Annual Meeting deadline for the notice and call shall be at least thirty (30) days prior to such meeting.
  - F. Keep an inventory of all legal documents, records, and equipment.
  - G. Keep and maintain a list of the members of the Board and committee chairmen of AALS, together with all chapter officers elected and appointed. She shall furnish this roster to members of the Board and update same as needed.
  - H. Obtain and distribute stationery for use by AALS officers and committee chairmen.
  - I. Coordinate with the President and other officers, as needed, to furnish NALS all reports and other required information in a timely fashion.

- J. Prepare a written report of the certifications for use by the Credentials Chairman at the Annual Meeting
5. **Treasurer:** Under the direction of the Board, the Treasurer shall serve as chairman of the Finance Committee and oversee the financial affairs of AALS. She shall sign checks to authorize disbursements and perform such other duties as are assigned by the President or the Board. The Treasurer shall:
- A. Secure from the bank new signature cards to be executed by the Treasurer and President. If possible, the Treasurer shall establish a free checking account as AALS is a non-profit organization.
  - B. Be responsible for handling and distributing all funds of AALS, making deposits, and disbursing checks. All checks shall be countersigned by the President. The Treasurer shall not countersign any checks signed in advance by the President until the check is disbursed. All electronic transactions shall be approved by the president's signature on a debit card transaction form.
  - C. Transfer the approved scholarship funds to the AALS scholarship account immediately after the Third Board Meeting.
  - D. Follow expense reimbursements for AALS officers and committee chairmen as set forth under the heading "Expenses and Accounts" of the Standing Rules.
  - E. Pay only budgeted expenses as authorized, retaining copies of all invoices, showing the date paid and the check number. Any other expenses shall be brought to the Executive Committee for approval prior to payment.
  - F. Present a Treasurer's report at each meeting of the Executive Committee and the Board. A copy shall be provided to the Secretary for inclusion with the official minutes.
  - G. Provide a complete annual report to the Executive Committee and the membership at the AALS Annual Meeting. Take all files to the Annual Meeting for audit by the Audit Committee.
  - H. Maintain Treasurer's bond.
  - I. Perform such other duties as are assigned by the President, Executive Committee, and the Board.
6. **Parliamentarian:** The Parliamentarian is appointed by the President and shall serve as chairman of the Bylaws Committee. She shall attend all meetings of AALS and serve in an advisory capacity on all issues of parliamentary questions that may arise. Upon request, the Parliamentarian shall advise the President, the Executive Board, and any other member on parliamentary questions. She shall see that parliamentary rules are followed and shall interpret the Bylaws and Standing Rules of AALS. The Parliamentarian shall:

- A. Maintain a file of all Bylaws and Standing Rules, including amendments, of each local chapter.
  - B. Have available at all AALS meetings a current copy of the NALS Bylaws and Standing Rules, the AALS Bylaws and Standing Rules, and the current edition of *Robert's Rules of Order, Newly Revised*. She shall prepare any proposed Bylaw and Standing Rule amendments for adoption by the membership, confirming that they do not conflict with NALS Bylaws and Standing Rules.
  - C. Provide a thirty (30) day written notice to all voting members of any proposed amendments to the Bylaws and Standing Rules of AALS in accordance with the Standing Rules.
  - D. Report directly to the presiding officer and not the assembly when asked for advice.
  - E. Provide updated Bylaws and Standing Rules to the Executive Committee, committee chairmen, chapter presidents, governors, and other members who request copies, as well as to the NALS Resource Center.
  - F. Conduct the delegate orientation for all delegates and alternate delegates at the Annual Meeting prior to the first General Assembly.
  - G. The elected officers and certified delegates attending the General Assembly session at the Annual Meeting shall constitute a quorum for the transaction of business at such meeting.
7. **Chaplain:** The Chaplain is appointed by the President and it shall be the duty of the Chaplain to give the invocation at all Board meetings and as otherwise requested. She shall furnish to the *Dixie Digest* Editor inspirational material. She shall send out cards to members and handle prayer requests.

### III. DUTIES OF COMMITTEES

- 1. **AALS Web Page:** This chairman shall create and maintain a web page setting out all pertinent information with respect to the activities of AALS and local chapters.
- 2. **Annual Meeting Advisory Council:** This committee shall serve as a go to committee for the Annual Meeting Committee for advice and direction, and other duties as assigned by the President. This committee shall be composed of past Annual Meeting Committee Members.
- 3. **Bar Liaison/Publicity:** This Chairman shall work with the Alabama State Bar and any local bar association to further the objectives of AALS. She shall promote AALS to the bar associations by coordinating events or other special occasions in which AALS and the bar associations participate. The Chairman shall:
  - A. Work with the persons who publish bar publications, or such other publications within the state, for the purpose of promoting AALS.

- B. Write congratulatory letters to new bar association presidents, to newly appointed or elected state judges, to any lawyer who receives an outstanding award, and to introduce herself to the Executive Director of the Alabama State Bar.
  - C. Maintain a copy of the NALS Bar Relations Guide in the Bar Liaison file.
  - D. Submit announcements of important events to the *Dixie Digest*, local newspapers, *The Alabama Lawyer*, and local bar bulletins, all at no cost to AALS, with prior approval of articles to be published by the President.
  - E. Copy the AALS President with all correspondence and make a final report at the end of the fiscal year.
4. **Bylaws:** The Parliamentarian shall serve as the Bylaws Committee Chairman. The President, with approval from the Board, shall appoint two (2) other members to this committee.
- A. This committee shall present to the Board any changes to the current Bylaws as may be appropriate. At least a thirty (30) day written notice of any proposed amendment shall be given to all AALS officers and chapter governors. Any amendments shall be adopted by a two-thirds (2/3) vote of the AALS officers and chapter governors at any scheduled Board meeting. Any amendment shall take effect immediately upon adoption unless otherwise specified. It is the Parliamentarian's responsibility to provide revised Bylaws to all officers and chapter governors. She shall keep the membership informed of any changes in NALS and AALS Bylaws.
  - B. Any proposed amendment to the Standing Rules shall be submitted in writing to the AALS Parliamentarian not less than forty-five (45) days prior to a Board meeting or the Annual Meeting. The Parliamentarian shall submit the proposed Standing Rules or proposed amendments to the AALS officers and chapter governors not less than thirty (30) days prior to a Board meeting or the Annual Meeting. With previous notice, Standing Rules may be adopted or rescinded at any Board meeting by a majority vote of the AALS officers and chapter governors. Without previous notice, Standing Rules may be amended or rescinded by a two-thirds (2/3) vote. Any Standing Rule may be suspended for the duration of a single meeting by a majority vote of the AALS officers and chapter governors. Such suspension may be for a longer period if specifically ordered by the Board.
  - C. The chairman shall copy the AALS President with all correspondence and make a final report at the end of the fiscal year.
5. **Certification:** The Certification Chairman is the liaison between the NALS Certifying Board and the local chapters and shall assist members in preparing for the ALP, PLS, or PP examinations by providing information regarding testing dates and sites, brochures, applications, and other necessary information, as well as keep the chapter governors informed of any

developments in the certification program. The chairman shall solicit ideas for study groups and other activities to promote the ALP/PLS/PP certification. ALP, PLS, and PP shall mean the following:

ALP-Accredited Legal Professional  
PLS-the Advanced Certification for Legal Professionals  
PP-Professional Paralegal

This chairman shall:

- A. Answer inquiries from legal support personnel (members and non-members) and attorneys and furnish applications and information regarding the certification programs. The chairman shall promote certification at Board meetings and the Annual Meeting.
- B. Keep the chapter governors informed of the deadlines for filing applications to take examinations, dates and places the examinations will be given, changes in the examinations, all applicable fees associated with the examinations, and encourage and assist local chapters in organizing study groups by providing information and assistance.
- C. Be responsible for making arrangements for a "cram day" for those taking the ALP, CLP, PLS, or PP examinations by selecting a date, location, instructors, and providing this information to all chapter governors. The chairman shall provide instructors with copies of the materials to be used.
- D. Inform the participants of the materials and reference books available to be ordered directly from the publishers. The chairman may purchase mock examinations from NALS or other state associations as needed and keep the library updated. Chairman should inform members where the certification library materials are currently held and that the certification library materials are for the use of all members. The chairman should assist members in obtaining their requested materials. CLE certificates shall be provided to participants after each topic tested. The chairman may charge for the expense associated with the ALP/CLP/PLS/PP cram day(s).
- E. Provide lunch for all persons in attendance at each cram day.
- F. Write congratulatory letters to each new ALP/PLS/PP and her boss, as well as letters of encouragement to members who did not pass the exams.
- G. Present any bills for expenses to the Treasurer for payment and turn over all monies received to the Treasurer. She shall stay within her budget.
- H. Provide the *Dixie Digest* Editor and the AALS webmaster with all pertinent information regarding the certification program.
- I. Assist PLSs and PPs who wish to recertify by obtaining and disseminating recertification information to the chapter governors.

- J. Advise the AALS President of all activities, copy the AALS President with any correspondence, and make a final report at the end of the fiscal year.

**6. Corporate Sponsors:** It shall be the duty of this committee to seek corporate sponsorships for the benefit of AALS.

**7. Dixie Digest:**

- A. The *Dixie Digest* is the official publication of AALS, and as such shall portray a professional image of AALS and the legal profession. It shall be prepared to reflect the goals of AALS and for use as public relations and marketing tools for AALS.
- B. Prior to each Board meeting, the *Dixie Digest* Editor shall be responsible for delivering via email the *Dixie Digest* to all AALS members, secondary members, NALS officers, and one (1) copy to NALS Resource Center. The Editor shall set the deadline for receipt of reports and advise all officers, governors, and committee chairmen of the deadline date. The copy shall be prepared from information received from those persons as well as such other material as may be prepared and/or deemed appropriate by the Editor.
- C. The Editor's files shall contain at least one (1) copy of each printed issue for a permanent record. Since the *Dixie Digest* is a patented trademark, every ten (10) years, or as the law requires, this trademark shall be renewed. It shall be the responsibility of the Editor to make sure the President is aware of this deadline.
- D. The Editor shall also make items available to local chapters for their local publications; i.e. legal educational articles, registration information, and state and national events and information.

**8. Dixie Digest Patron Ads:**

- A. The chairman shall work closely with the Editor of the *Dixie Digest*.
- B. The Ad Chairman shall set the price of ads, send letters to local chapter governors, and send letters to proposed advertisers well in advance of the print deadline set by the *Dixie Digest* Editor. The Ad Chairman may request help from local chapters to help sell ads in their areas. The chairman is responsible for getting the ads from advertisers and to the *Dixie Digest* Editor in a timely manner.
- C. Members may also advertise as a patron in each issue of the *Dixie Digest*. The Ad Chairman shall provide a form for members to fill in as a patron sponsor, giving the price for the full year or price for individual issue patron listing.
- D. Any money received by the Ad Chairman shall be forwarded to the AALS Treasurer as soon as possible. The chairman shall include a list of names

and amounts received when forwarding the money.

**9. Finance:** The Treasurer shall serve as Chairman and oversee the financial affairs of this Association under the direction of the Board of Governors; sign checks for authorized disbursements. She shall be responsible for the reconciliation of all the books (bank accounts) of the Association on a monthly basis and shall report to the President that the reconciliation of each account was in order.

**10. Funding:** The duty of this committee shall be to raise funds for AALS. The Board shall approve a budget at the First Board Meeting. The chairman shall propose Funding projects for the upcoming year at the Fall Board Meeting for approval by the Board. Expenditures for items not covered by the budget shall be approved by the Board.

- A. This chairman shall enlist the assistance of chapter governors to sell AALS Funding items, may distribute items for sale in chapters, and shall maintain an accurate inventory.
- B. Any funds received from the sale of Funding items shall be immediately remitted to the AALS Treasurer, together with a full accounting.

**11. History Book:** This chairman shall:

- A. Maintain a complete history of the activities and events of AALS.
- B. Discuss with the President the type of history book she desires and maintain individual files for the purpose of collecting pertinent information regarding AALS activities; i.e., state bulletins, newspaper articles, photographs, etc., noting the month and date on the back. She shall compile all information in a monthly sequence to reflect AALS' activities throughout the year and accurately reflect the occurrence of events of the current year.
- C. The history book shall be presented to the outgoing President at the Fall Board Meeting. The President becomes the custodian of the history book on behalf of AALS.
- D. Provide the Webmaster with all pertinent information concerning the committee's events to be placed on the AALS website.
- E. Request information regarding the events and affairs of each chapter from local chapter historians and/or governors.

**12. Installation:** This Chairman all be responsible for planning the installation program and overseeing the installation ceremony activities of the President and her officers at the specified time at the AALS Annual Meeting. The Annual Meeting is generally held in April of each year.

**13. Legal Education:** This chairman shall be responsible for planning and implementing all legal education seminars throughout the year, including seminars held in conjunction with Board meetings, the Annual Meeting, and any additional

seminars sponsored by AALS. She shall investigate areas for holding seminars where potential chapters could be formed, as well as areas where chapters exist but could be strengthened by a seminar. Any expense incurred for the educational workshops and seminars at Annual Meeting shall not be paid from the Annual Meeting Fund but shall be paid directly by AALS. The Legal Education Chairman shall:

- A. Select legal education topics for AALS seminars to be included in registration packets and for publication in the *Dixie Digest*.
- B. Promote the NALS Continuing Legal Education Award and recognize all members who receive the award. In order to be recognized by AALS, a member must inform the Legal Education Chairman when she has received the NALS CLE Award. Applications for this award may be obtained from NALS or the Legal Education Chairman.
- C. Be in charge of and promote the AALS Continuing Legal Education Award, recognizing all members who receive the award at any Board Meeting. She shall make available to all governors the rules, guidelines, and applications at each Board meeting or upon request at any time. The AALS CLE application deadline is thirty (30) days prior to a Board meeting. She shall include in the application that a member receiving award will receive \$5 off (or other discount, if approved by board for current year) regular board meeting for a period of 1 year from date of issues, but must provide copy of CLE Award with each registration form.
- D. Work closely with local chapters to assist them in preparing for and conducting local chapter seminars.
- E. Perform all other duties as assigned by the President, the Executive Committee, or the Board.
- F. Be responsible for sign-in sheets for seminars, report number in attendance.
- G. Be responsible for CLE Certificates.
- H. Be responsible for the AALS microphone.

Other members may be appointed to this committee by the President with approval of the Board.

The primary responsibilities of the Legal Education Committee shall be to further the knowledge of AALS members to help increase their job efficiency, including providing information on new procedures and laws affecting legal support personnel and offering legal education to non-member legal support personnel throughout the state.

**14. Marketing:** The President-Elect shall serve as chairman of this committee. She shall work closely with the Bar Liaison Chairman and the Membership Chairman in an effort to promote AALS to non-members and to further improve its image with the bar associations. The Marketing Committee is responsible for handling publicity for and

promoting AALS. The President shall approve all press releases.

**15. Member-at-Large Liaison:** It shall be this committee's sole duty to make sure member information is sent to the members-at-large. This committee shall refer the members-at-large to the Dixie Digest for details on AALS matters. While this committee does not serve as a governor or representative for the members-at-large, it shall be the duty of this committee to make sure that the members-at-large are informed of upcoming AALS events or other membership matters that are not covered in the Dixie Digest. Names and contact information of Members-at-Large may be obtained from NALS.

**16. Member of the Year:** This chairman shall:

- A. Provide each chapter Governor with the proper application form no later than the Winter Board Meeting. The deadline for receiving nominations from chapters shall be established by the chairman. All entries must be received by the deadline and in the form prescribed, eliminating any applications not conforming to the rules and regulations. The chapter Governor shall be notified immediately if a nomination is disqualified. All nominees will be judged on the following basis:
  1. Legal professional skills and experience 30%
  2. Service to NALS, AALS and the local chapter 60%
  3. Civic and charitable activities 10%
- B. Verify that all nominees are AALS members in good standing and have at least five (5) years as a member of AALS. Each chapter may submit only one (1) nominee, and all entries shall be on the application form provided.
- C. It is optional that a black and white glossy or color photograph (5 x 7 or larger) of the nominee be included with each nomination.
- D. Prepare copies of the application forms for submission to the judges by removing the names and addresses of the nominees from the application forms.
- E. Select three (3) judges not affiliated with AALS, sending a confirmation letter to each setting out the criteria and response deadline. The judges' responsibilities are to review and rank the applications by selecting first, second, and third place preferences. In the event of a tie, the applications shall be returned to the judges to be voted on again in the order of preference until a winner is selected by a majority vote. **THE NAME OF THE WINNER SHALL REMAIN CONFIDENTIAL AND MUST NOT BE DIVULGED TO ANYONE, INCLUDING THE AALS PRESIDENT.**
- F. Purchase and present an appropriately engraved plaque to the winner at the awards recognition event. The cost shall not exceed the amount budgeted. The plaque shall contain the recipient's name, the statement "AALS Member of the Year," and the year.
- G. Ensure that a photograph of the new Member of the Year is taken and

provided for the President's history book.

- H. Write letters of appreciation to the judges as soon as possible after the Annual Meeting.
- I. Announce the winner in *The Dixie Digest*.

**17. Membership:** The Vice President shall serve as chairman of the Membership committee and as the state Membership Chairman. She shall:

- A. Be responsible for soliciting members and planning such membership drives as AALS may deem desirable and encourage attendance, participation, and retention of members.
- B. Serve as the liaison to secondary members and each chapter's membership chairman.
- C. Assist in forming new chapters, following up on the proper structure of the chapter's formation and making sure there are seasoned AALS members to assist as necessary. She shall confirm that the charter is issued by NALS and that the installation of officers of the new chapter is conducted.
- D. Present a Membership Plan at the AALS First Board Meeting to be adopted by the Board detailing her goals for the upcoming year. The cost for implementing the Membership Plan shall not exceed the budgeted amount. She shall coordinate and encourage all chapters to participate in the membership program.
- E. Record and maintain the names of all first-time attendees at an AALS Board Meeting. She shall conduct a drawing from the names of the first-timers present to receive a free registration to the next Board meeting or other prize, if desired.
- F. Be responsible for calculating the total members of each chapter in attendance at all AALS seminars, excluding the host chapter. A monetary award of Fifteen Dollars (\$15) or other monetary award approved by the Board will be given to the chapter with the highest percentage of members in attendance.
- G. Provide the names and contact information of members at large to the Member at Large Chairman.

**18. NALS Legal Training Course:** This chairman shall:

- A. Promote and assist local chapters in sponsoring the NALS Legal Training Course and serve as the liaison between NALS, AALS, and local chapters. She shall be available to assist any chapter course coordinator, as necessary, and shall make available a copy of the course guidelines and procedures for setting up the NALS Legal Training Course, both basic and advanced, when requested.

- B. In the event a Legal Training Course is sponsored by AALS, she shall be responsible for coordinating the course with a college in the area selected, including planning the course curriculum and selecting speakers.
- C. Obtain approval from NALS for each course to be offered.
- D. Provide to the AALS webmaster all information regarding courses to be offered.

**19. New Member of the Year:** The purpose of this award is to recognize and provide an incentive to new members of AALS who immediately became active. This chairman shall:

- A. Provide each chapter Governor with the proper application form no later than the Winter Board Meeting. Each chapter may submit only one (1) nominee, and all entries shall be on the application form provided. The deadline for receiving nominations from chapters shall be established by the chairman. All entries must be received by the deadline and in the form prescribed, eliminating any applications not conforming to the rules and regulations. The chapter Governor shall be notified immediately if a nomination is disqualified. All nominees will be judged on the following basis:

- |                                      |     |
|--------------------------------------|-----|
| 1. Service to AALS                   | 75% |
| 2. Service to local chapter and NALS | 25% |

- B. Verify that all nominees are AALS members in good standing and have no more than three (3) years of membership in AALS as of the date of the upcoming Annual Meeting in the year in which they are nominated. For example, if an applicant became a member in March 2001, and the Annual Meeting is April 2004, the nominee would have been a member for three (3) years and one (1) month, and therefore is not eligible. If the nominee is a former member and thereafter rejoins AALS, the nominee is not eligible unless the nominee has less than three (3) years total membership and meets the requirements set out above.
- C. Select three (3) judges not affiliated with AALS, sending a confirmation letter to each setting out the criteria and response deadline. The judges' responsibilities are to review and rank the applications by selecting first, second, and third place preferences. In the event of a tie, the applications shall be returned to the judges to be voted on again in the order of preference until a winner is selected by a majority vote. **THE NAME OF THE WINNER SHALL REMAIN CONFIDENTIAL AND MUST NOT BE DIVULGED TO ANYONE, INCLUDING THE AALS PRESIDENT.**
- D. Purchase and present an appropriately engraved plaque to the winner at the awards recognition event. The cost shall not exceed the amount budgeted. The plaque shall contain the recipient's name, the statement "AALS New Member of the Year," and the year.
- E. Announce the winner in *The Dixie Digest*.

- F. Ensure that a photograph of the New Member of the Year is taken and provided for the President's history book.

**20. Nominations and Elections.** This committee shall be responsible for handling all matters relating to nominations and election of AALS officers.

- A. This committee shall issue a call for nominations of AALS officers to each chapter Governor, with a copy to each chapter President, no later than September 30. The deadline for nominations shall be November 15. The committee shall be responsible for making sure each nominee is a member in good standing. The nominee for President-Elect shall have served as a Vice President for a term of one (1) year and an additional year as an AALS committee chairman and/or a member of the Board prior to nomination. The other officers shall have served as an AALS committee chairman and/or a member of the Board for at least one (1) year prior to nomination.
- B. The call for nominations shall be placed in the fall issue of the *Dixie Digest*.
- C. Immediately following the November 15 deadline, the chairman shall contact the nominees by letter asking for their acceptance or rejection to be received no later than December 10.
- D. The chairman shall prepare a list of nominees and their qualifications to be mailed to chapter presidents, nominees, and members of the Executive Committee not less than thirty (30) days prior to the Winter Board Meeting. A sample ballot shall be placed in the Winter issue of the *Dixie Digest*.
- E. The chairman shall prepare sufficient copies of the official ballot for the election to be held at the Winter Board Meeting. Blank ballots shall be available in the event of a run-off. All officers, except the President, shall be elected by ballot by all eligible members in attendance at the Winter Board Meeting. Officers shall be elected by a majority vote, unless there is only one (1) candidate for an office, in which case the Secretary shall cast the elective ballot.
- F. The chairman shall present the slate of nominees to the membership. Nominations may also be made from the floor; however, no name shall be placed in nomination without the consent of the nominee.
- G. Tellers shall collect the ballots in baskets or other containers without touching the ballots. After counting the ballots, the head teller prepares a tellers' report to be signed by all tellers and presented to the president, who announces the results and declares the officers duly elected.
- H. The officers shall be voted on in the following order:

President-Elect

Vice President

Secretary

Treasurer

- I. After the election, the committee shall prepare a Certificate of Election to be given to the Secretary for filing with the minutes and to the Treasurer to provide to the bank in order to secure signature cards for the newly elected President and Treasurer.
- J. Disposal of the ballots shall be by vote of the Board following the election.
- K. This committee shall serve as the Credentials Committee at the AALS Annual Meeting.

**21. Procedures Manual:** The Parliamentarian shall be responsible for updating the Procedures Manual when substantial changes are made in rules, regulations, Bylaws, Standing Rules, duties of officers, or duties of committee chairmen. She shall provide updated copies to all officers and committee chairmen.

**22. Scholarships:** Applicants nominated by chapters are eligible to apply for either the AALS Scholarship or the Hollis-Schultz Scholarship in a fiscal year, but not both. Applicants nominated in previous years are eligible for re-nomination; however, **EACH CHAPTER MAY SUBMIT ONLY ONE (1) NOMINEE FOR EACH SCHOLARSHIP.**

- A. AALS Scholarship:** This scholarship is awarded to a high school senior or a student enrolled in a school of advanced education in need of financial assistance. The applicant must submit an original essay, maintain at least a "B" average, and submit an official transcript of grades. Applications must be mailed to the AALS Scholarship Chairman or as specified on the application form.

Applications must be received by the Scholarship Chairman no later than April 15 of each year. Any application received after said date will be disqualified.

The AALS Scholarship will be awarded on the following basis:

Essay (content and grammar)	30%
Grade point average	30%
Financial Aid	30%
Achievements and Accomplishments	10%

- 1. The essay shall be typed, double-spaced, on 8½" x 11" white paper, and shall be no less than two (2) pages nor more than four (4) pages. Extensive footnoting or endnoting is discouraged and is included in the paper's length. All papers shall be the original, unpublished work of the applicant, but may have been prepared as a course assignment.

2. Papers will be evaluated based on the following: grammar and spelling; writing quality and clarity; topic and substance in terms of interest; analysis and reasoning; timeliness, originality and creativity; quality and use of any research; and compliance with these rules. The essay must be attached to the application.
3. All papers shall become the property of AALS, and AALS shall have the right to publish the articles in its publication.

**B. Hollis-Schultz Scholarship:** This scholarship is awarded to a member of AALS or a child or ward of a member of AALS in need of financial assistance. The applicant must submit an original essay, and if the applicant is a child or ward of a member of AALS, the applicant must submit an official transcript of grades.

Applications must be mailed to the AALS Scholarship Chairman or as specified on the application form.

Applications must be received by the Scholarship Chairman no later than April 15 of each year. Any application received after said date will be disqualified.

The Hollis-Schultz Scholarship will be awarded on the following basis:

	<u>AALS Member</u>	<u>Child or Ward of AALS Member</u>
Essay (content and grammar)	30%	30%
Grade Point Average	0%	30%
Financial Aid	30%	30%
Achievements and Accomplishments	40%	10%

1. The essay shall be typed, double-spaced, on 8½" x 11" white paper, and shall be no less than two (2) pages nor more than four (4) pages. Extensive footnoting or endnoting is discouraged and is included in the paper's length. All papers shall be the original, unpublished work of the applicant, but may have been prepared as a course assignment.
2. Papers will be evaluated based on the following: grammar and spelling; writing quality and clarity; topic and substance in terms of interest; analysis and reasoning; timeliness, originality and creativity; quality and use of any research; and compliance with these rules. The essay must be attached to the application.
3. All papers shall become the property of AALS, and AALS shall have the right to publish the articles in its publication.

**C. AALS Professional Development Grant:** The purpose of the AALS Professional development Grant is to encourage chapters to attend and participate in NALS Annual Education and Networking Conference or AALS Annual Meeting and Education Conference. It is presented to a chapter(s) of AALS on a rotating basis, according to the profits from the

AALS Annual Meeting (inclusive of balance in grant account).

1. The Professional Development Grant shall be awarded at the Fall Board Meeting and shall be valid for the NALS Annual Education and Networking Conference or the AALS Annual Meeting and Education Conference. In no event shall the Grant be valid for a period longer than one (1) year from the date it is awarded.
2. The amount of the Professional Development Grant is to be determined by the Executive Committee at the Fall Board Meeting after the annual meeting profit is determined and the amount shall not exceed \$1,000. Said grant shall be used toward the funding of the Professional Development Grant recipient expenses to attend the NALS Annual Education and Networking Conference or the AALS Annual Meeting as follows: NALS Annual Education and Networking Conference early bird registration fee; transportation expenses (not to exceed normal airfare); ground transportation to and from the airport; lodging expenses to cover one-half of a double room; and per diem of Fifty Dollars (\$50) per day, not to exceed One Hundred Fifty Dollars (\$150), if funds are available. If sufficient funds are available, more than one (1) scholarship may be awarded. AALS Annual Meeting: regular registration, transportation expenses, lodging, and meals, if funds are available. If sufficient funds are available, more than one (1) grant may be awarded to more than one chapter. The recipient shall be required to attend the following:
  - a. NALS Annual Education and Networking Conference: Welcome, Keynote Speaker, Board Forum and 50% of CLE offered.
  - b. AALS Annual Meeting: Welcome, General Assembly (Fourth Board Meeting of the current board), First Board Meeting of newly installed board and 50% of CLE offered.
3. In the event the recipient fails to attend the conference she shall reimburse AALS all funding received within thirty (30) days of the conference. Failure to reimburse AALS will result in the recipient being classified as not in good standing and the recipient will not be eligible for future funding until established as a member in good standing. This requirement shall be sent to the awarded recipient of the scholarship with an acknowledgement returned to the President before recipient is registered for the conference and funding is sent to the recipient
4. By January 1 the chapter awarded the scholarship shall notify the AALS President of its intent to use the scholarship funds for the conference. If written notification is not received by January 1, the scholarship shall be deemed forfeited and AALS may, at its discretion, award the scholarship to another chapter at the Winter Board Meeting.
5. The chapter awarded the scholarship shall notify the AALS Treasurer of the name of the individual representing the chapter at the conference. A

request for advance payment of the per diem and ground transportation may be made to the AALS Treasurer. A request may also be made for AALS to pay lodging expenses directly to the hotel. A request for payment of expenses as set out above shall be made to the AALS Treasurer; however, no funds shall be prepaid more than thirty (30) days in advance of the conference. If a chapter accepts funds from the scholarship and fails to send a member to the conference, the chapter shall immediately reimburse AALS for any funds received.

**3. Strategic Planning:** The AALS President-Elect shall serve as chairman of this committee. The Strategic Planning Committee shall work with the President and all committees to implement the strategic plan adopted by AALS. It shall review the current plan and recommend to the Parliamentarian any changes to Bylaws and/or Standing Rules necessary for its implementation.

**24. Student Chapter Liaison:** It shall be the duty of this committee to keep the student chapters informed of all AALS events and encourage their participation, as well as, other duties as assigned by the President.

**25. Technology:** It shall be the duty of this committee to keep the members of this association up to date on technology and how it can assist this association, including but not limited to technology, educational classes, support of web page and social media.

## **26. Annual Meeting and Educational Conference Committees**

### **General Assembly:**

#### **Credentials:**

The Chairman of the Nominations and Elections Committee shall serve as the Credentials Chairman and shall attend the Delegate Orientation in order to distribute the necessary materials to the delegates.

The Secretary shall prepare a written report of the certifications for use by the Credentials Chairman.

Each chapter may select up to three (3) delegates and three (3) alternate delegates to represent the chapter at the Annual Meeting. In the event a Chapter has not certified its delegates and alternate delegates within ten (10) days prior to the Annual Meeting, no certification may be authenticated without the vote of the general assembly. Envelopes containing necessary materials are to be distributed by the Credentials Chairman to the delegates at the time of check-in for the general assembly sessions.

All committee chairmen responsible for voting materials for the delegates shall provide all information to the Credentials Chairman no later than seven (7) days prior to the Annual Meeting so the information can be placed in envelopes for the delegates.

The Credentials Chairman shall number the delegates listed on the delegates' roll in alphabetical order by chapter name.

The Credentials Chairman shall be prepared to call the roll of delegates whenever necessary or requested by the Chairman. The delegate roll shall contain columns to check delegates in and out.

The Credentials Chairman shall report the number of delegates in attendance to the Secretary.

A majority of the elected officers and certified delegates attending the General Assembly session at the Annual Meeting shall constitute a quorum for the transaction of business at such meeting.

### **Delegates:**

**Delegate Orientation:** The AALS Parliamentarian shall conduct the Delegate Orientation prior to the first General Assembly for all delegates and alternate delegates. The Credentials Chairman shall attend this meeting and distribute envelopes containing necessary materials to the delegates. All committee chairmen responsible for voting material for the delegates shall provide all information to the Credentials Chairman no later than seven (7) days prior to the Annual Meeting so the information can be placed in envelopes for the delegates.

**Delegate Check-in:** All delegates and alternate delegates shall check in with the Credentials Chairman at least ten (10) minutes before General Assembly begins and prior to being seated in the assembly where designated. Up to three (3) delegates per chapter may be seated at any time. A majority of the elected officers and certified delegates attending the General Assembly session at the Annual Meeting shall constitute a quorum for the transaction of business at such meeting. Alternate delegates should remain in the General Assembly area until such time as a delegate substitute is needed for one of their chapter's delegates. Delegates may leave the assembly only upon permission of the AALS President, at which time an alternate shall be seated. The name of the alternate delegate to be seated shall be announced. An alternate delegate shall not vote except in the absence of a certified delegate.

Delegates shall vote as instructed by their chapter on issues known in advance of the meeting. Any delegate wishing to consult with the members of her chapter on issues for which she has not been instructed shall request the AALS President to call a caucus, not to exceed ten (10) minutes.

Privilege of the floor is granted to all members. Any member, whether a delegate or not, may make a motion, nomination, or resolution. When making a motion, nomination, or resolution, the member or delegate shall stand and State her name and chapter. Any member may second such motion, nomination, or resolution.

Privilege of the floor shall prevail except at closed sessions, when only

upon vote of the delegates shall a member be permitted to attend and offer motions, seconds, or speak on any matter pending, the closed session being a conference of the delegates.

The AALS President may limit time for debate on any subject, and no speaker shall be permitted to retain the floor more than twice on any subject. The time limit for each speech is one (1) minute, unless given permission by the AALS President.

Any member serving as an elected AALS officer and a chapter delegate may vote in each capacity, which means that person may vote twice.

**A. Annual Meeting:** This chairman shall:

1. Coordinate all details of the Annual Meeting in compliance with the AALS Bylaws and Standing Rules. All matters concerning the Annual Meeting shall be approved by the AALS President and, if necessary, by the Executive Committee, including the date that the meeting is to be held. It is traditionally held on either the last weekend in April or the first weekend in May of each year.
2. Obtain volunteers to fill each committee position, consisting of Door Prizes; Exhibitors and Vendors; Facility; Finance; Food and Breaks; Goodie Bags; Program Book and Signs; Registration; Scrip Tickets and Name Tags; and Sponsors and Ads.
3. Obtain the records and checkbook from the previous Annual Meeting Finance Chairman and appoint a Finance Chairman. The beginning balance shall be Two Thousand Dollars (\$2,000).
4. Prepare a list of the Annual Meeting Committee Chairmen, mailing addresses, telephone numbers, fax numbers, and e-mail addressed to be distributed to all Annual Meeting Committee Chairmen.
5. Confirm if AALS is under a contract with a facility for the upcoming year. In the event AALS is not under a contract and the meeting is to be held in a chapter location or another location, she shall select facilities, including associated costs, to be recommended to the AALS President and the Executive Committee for review and final selection of the facility. She shall coordinate with the Facility Chairman regarding the reservation room block, meeting rooms, audio/video equipment required by speakers, the meals that are included in the registration packet, and cocktail parties, if donated by a sponsor. She shall also work with the Food and Breaks Chairman, as needed.
6. Obtain written contracts for services, including but not limited to, photographer and entertainment, if any.

7. Prepare a budget to present to the AALS President, Executive Committee, and Board for approval no later than the Winter Board Meeting.
8. Coordinate the legal education seminars with the Legal Education Chairman. Maintain close contact with each chairman to assure that all responsibilities are handled in a timely manner. Keep the AALS President apprised of all activities and decisions.
9. Coordinate the Annual Meeting agenda with the AALS President.
10. Obtain attendance numbers for each event from the Event Ticket and Name Tag Chairman to be announced in the General Assembly at the conclusion of the Annual Meeting and to be placed in the final report.
11. At the conclusion of the Annual Meeting, make an itemized report of the income received and expenditures paid to the AALS President, Treasurer, and the Board. Prepare books for audit at the Fall Board meeting by the Audit Committee, as appointed by the AALS President.

**B. Door Prize:** This chairman shall:

1. Request businesses and individuals to contribute donations for door prizes for the Annual Meeting. This contact can be made by letter or by telephone. Follow up with each contact as necessary.
2. Meet with the committee to divide the list of the previous year's contributors. Each committee member shall contact her list and request donations.
3. Maintain an accurate list of donors, items donated, and how the donor wishes to be recognized. Coordinate with the Program Chairman a list of all contributors to be recognized in the program. Verify this list with the Program Chairman prior to printing.
4. Decide how door prizes are to be awarded. One method is to coordinate with the Registration Chairman to make sure that all name tags are consecutively numbered. Matching numbers are placed in a container and drawn to match the numbers on name tags.
5. Prepare a final report and furnish a copy to the Annual Meeting Chairman.

**C. Event Tickets and Name Tags:** This chairman shall:

1. Coordinate the preparation of all event tickets and name tags

with the Registration Chairman for placement in the registration packets.

2. Arrange for an individual to be at the entrance of the meeting room to collect the event tickets at each non-educational event. These individuals shall provide the attendance numbers for each event to the Annual Meeting Chairman.
3. In the event sign-in sheets are used instead of event tickets for the educational seminars, arrange for someone to pass around and collect the sign-in sheets and report the attendance numbers for each seminar to the Annual Meeting Chairman.

**D. Exhibitors and Vendors:** This chairman shall:

1. Set prices for exhibitors and vendors to participate at the Annual Meeting. Current prices are:

(a) Friday (8 a.m. – 5 p.m.)	\$ 100
(b) Saturday (8 a.m. – p.m.)	75
(c) Both	150
2. Contact businesses and individuals to participate as an exhibitor or vendor for the Annual Meeting. This contact can be made by letter or by telephone. Follow up with each contact as necessary.
3. Check with exhibitors and vendors regarding necessary tables and equipment needed to set up.
4. Confirm exhibit room with hotel and request tables and other items from hotel for use by exhibitors and vendors.
5. Provide Program Chairman with a list of exhibitors and vendors to be placed in the program book.
6. Deliver all checks and cash to the Finance Chairman upon receipt (do not hold them), together with an accounting, with copies to Annual Meeting Chairman. Keep copies of checks and cash received in file.

**E. Facility:** This chairman shall:

1. If under a contract with a facility, coordinate with the facility for a reservation room block, meeting rooms, audio/video equipment required by speakers, meals to be included in the registration packet, and refreshments for breaks, lunches, or cocktail parties. In the event AALS is not under a contract and the meeting is to be held in another location, she shall select facilities, including associated costs, to be recommended to the AALS President and the Executive Committee for review and

final selection of the facility. She shall then proceed with the same arrangements as set out above regarding reservation room blocks, etc. She shall coordinate with the Annual Meeting Chairman and the Food and Breaks Chairman.

2. Obtain written contracts for services, including but not limited to, photographer and entertainment, if any.

**F. Finance:** This chairman shall:

1. Obtain the AALS Annual Meeting Fund checkbook. The beginning balance shall be Two Thousand Dollars (\$2000). In the event there is not a \$2,000 beginning balance in the AALS Annual Meeting Fund account, a motion may be made by the Annual Meeting Chairman, as approved by the Board, to advance an amount, to be determined, to the AALS Annual Meeting Fund. Any such advance must be repaid to AALS before profits from the Annual Meeting are determined.
2. Pay all Annual Meeting expenses, including but not limited to, those set out under Article I, General Information, Section 7, Paragraph A, of this Procedures Manual.
3. Deposit all checks and cash received in a timely manner in the AALS Annual Meeting Fund account, reporting to the Annual Meeting Chairman as income is received. Keep copies of checks and document cash received in file.
4. Prepare an itemized report of the income received and expenditures paid to be presented to the Board at the next Board meeting following the Annual Meeting. A copy of said report shall be furnished to the President and Treasurer
5. Prepare books for audit at the next Board meeting by the Audit Committee, as appointed by the AALS President.

**G. Food and Breaks:** This chairman shall:

1. Contact businesses, vendors, and individuals regarding sponsorship of food breaks such as a morning break, lunch, and an afternoon break for the Annual Meeting. This contact can be made by letter or by telephone. Follow up with each contact as necessary.
2. Coordinate with the facility to make arrangements for providing the food and beverages for any such lunch or breaks, including the setup and chairs. In the event the facility allows an outside caterer to provide food and beverages, coordinate with the caterer and sponsor, and facility as necessary. Coordinate payment with the sponsor and the Annual Meeting Chairman.
3. Provide Program Chairman with a list of food and break sponsors

to be placed in the program book.

4. Verbally acknowledge sponsors prior to each break or lunch event.

**H. Goodie Bags:** This chairman shall:

1. Contact businesses, vendors, and individuals regarding goodie bags and items to be placed in bags. This contact can be made by letter or by telephone. Follow up with each contact as necessary. Coordinate picking up items and placing in bags.
2. Obtain number of attendees from Reservations Chairman to determine number of bags needed.
3. Deliver the goodie bags to the registration table for distribution prior to the beginning of registration.

**I. Program Book and Signs:** This chairman shall:

1. Submit a proposed draft of the cover for the Annual Meeting Program Book to the Annual Meeting Chairman and the Executive Committee for approval no later than the Winter Board Meeting.
2. Coordinate with the Annual Meeting Chairman regarding the preparation of a program book for the Annual Meeting and its contents to be placed in the registration packets.
3. Coordinate with the Annual Meeting Chairman regarding any signage needed for the event.
4. In the event the program book and signage are not printed complimentary for AALS, the Program and Signs Chairman shall contact a printer and obtain a price for printing the program and signage (comparable to what was spent in previous years). Work with the printer and proofread the program and signage before printing.
5. Retain a copy of the program in the file and provide a copy to the History Book Chairman for the President's History Book.
6. Request a check from the Annual Meeting Finance Chairman for payment of the printing invoice.

**J. Registration:** This Chairman shall:

1. Establish a registration fee to be paid by all individuals attending the Annual Meeting, as determined by the chapter hosting the Annual Meeting, subject to the approval by the Board. Individuals are charged only for the Annual Meeting events attended.

2. Establish a late registration fee for members and non-members attending the Annual Meeting to be charged to anyone registering less than seven (7) days prior to the Annual Meeting, as determined by the chapter hosting the Annual Meeting, subject to approval of the Board.
3. Obtain mailing labels for any other state association attending the Annual Meeting from the appropriate person.
4. Mail or email via Dixie Digest registration forms in a timely manner to all AALS members and any other state associations attending the Annual Meeting.
5. Arrange the setup of the registration tables with the facility and provide for additional members as needed to assist with the registration.
6. Refund monies paid by an individual for social events only if cancellation is made at least seven (7) days prior to Annual Meeting. Refunds for registration may be made at the discretion of the Annual Meeting Chairman.

**K. Sponsors and Ads:** This chairman shall:

1. Select committee members to assist, as desired, and be responsible for obtaining sponsorships for the Annual Meeting and advertisements for the Annual Meeting Program Book. The deadline for sponsorships and advertisements shall be established by this committee. Sponsorships and advertising guidelines are as follows:
  - (a) Ads may be sold to interested parties at the discretion of this committee.
  - (b) Ads may **NOT** be purchased to promote political or religious subjects or viewpoints.
  - (c) No one purchasing a sponsorship shall receive a free ad in *The Dixie Digest*. *The Dixie Digest* ads are separate from the Annual Meeting Program Book ads.
  - (d) All ads shall be in black and white or color and must be submitted in a camera-ready format.
  - (e) All sponsorships and advertisements shall be paid in full no less than seven (7) days from the time of commitment, and all payments are non-refundable
  - (f) Sponsorship levels may be sold as follows:

- (1) Platinum Sponsorship - \$450

This level receives a full-page ad with the company logo featured in the Annual Meeting Program Book; name listing on the Sponsors' page of the Annual Meeting Program Book; an exhibitor's table; signage; recognition from the podium throughout the conference; and the opportunity to distribute marketing material to meeting attendees.

- (2) Gold Sponsorship - \$350

This level receives a half-page ad with the company logo featured in the Annual Meeting Program Book; name listing on the Sponsors' page of the Annual Meeting Program Book; an exhibitor's table; signage; recognition from the podium throughout the conference; and the opportunity to distribute marketing material to meeting attendees.

- (3) Silver Sponsorship - \$250

This level receives name listing on the Sponsors' page of the Annual Meeting Program Book; recognition from the podium throughout the conference; and the opportunity to distribute marketing material to meeting attendees.

- (4) Bronze Sponsorship - \$100

This level receives recognition from the podium throughout the conference; name listing on the Sponsors' page of the Annual Meeting Program Book; and the opportunity to distribute marketing material to meeting attendees.

- (g) Ads may be sold in the following sizes and prices:

- |     |                       |   |        |
|-----|-----------------------|---|--------|
| (1) | Full page             | - | \$ 100 |
| (2) | One-half (1/2) page   | - | \$ 50  |
| (3) | One-fourth (1/4) page | - | \$ 25  |
| (4) | Business card         | - | \$ 20  |
| (5) | Thumbnail             | - | \$ 10  |
- (1/2 Business Card Size)

- (h) Sponsorship and ad revenue shall be handled as follows:

- (1) The Annual Meeting Finance Chairman shall handle all funds received from the sale of sponsorships and ads.
- (2) Checks shall be made payable to the "20\_\_ AALS Annual Meeting Fund," and all funds shall be deposited by the Annual Meeting Finance Chairman.

#### IV. AALS MEMORIAL FUND

1. **NAME.** The name of the fund shall be the AALS Memorial Fund (Memorial Fund) and will be funded by donations made to AALS in memory/honor of someone. AALS promotes furthering legal education and recognizes that certification is the result of a significant achievement of this goal. In recognition of this achievement, these funds will be used for the purpose of furthering legal education by offsetting the certification test costs.
  
2. **Administration.** The Certification Chairman will administer the applications for this fund. After completing the certification exam, applications shall be sent to the Certification Chairman and the awards from this fund will be announced and given out at AALS Board Meetings. Applications must be received by the Certification Chairman at least ten (10) days in advance of the board meeting. If funds are available in the Memorial Fund, awards will be made to all applicants that have taken and passed the certification exam in an amount up to Fifty Dollars (\$50). The Certification Chairman will be responsible for obtaining confirmation that applicants have taken and passed the certification test. The exact amount will be determined by the Certification Chairman and approved by the board. The Certification Chairman will have to request funds from the Treasurer and funds will be allocated from the Operating Account where funds have been earmarked for the AALS Memorial Fund.