

Updated Last: April 6, 2019

KENTUCKY PARALEGAL ASSOCIATION, INC.



POLICIES AND PROCEDURES

Amended, Approved and Adopted on April 6, 2019

KENTUCKY PARALEGAL ASSOCIATION
 POLICIES AND PROCEDURES
 TABLE OF CONTENTS

Table of Contents 1

I. General Policies and Procedures for the Kentucky Paralegal Association Board of Directors..... 3

 A. Board of Directors..... 3

 B. Code of Regulations 3

II. Officers and Directors 4

 A. Officers 4

 1. President 4

 2. Vice-President 5

 3. Secretary 6

 4. Treasurer 7

 B. Directors 8

 1. Director of Certification 8

 2. Director of Member Relations 9

 3. Director of Professional Development 10

 4. Director of Public Relations 11

 5. Director of Student Relations 12

 6. Director of Ways and Means 13

 7. Local Association Liaisons 14

 C. Board Meetings 14

 D. Officers and Director Files 20

 E. Budget and Financial Considerations 21

 F. Communication and Correspondence 22

III. Committees 23

 A. Committees 23

 B. General Provisions 23

 C. Standing Committees 25

 1. KPA Annual Conference Committee 25

 2. Continuing Legal Education (CLE) Committee 27

3.	Executive Committee	28
4.	Finance Committee	29
5.	Founders Award Committee	29
6.	Kentucky Paralegal Association Certification Committee (KPACC)	30
7.	Job Bank Committee	31
8.	Membership Committee	31
9.	Nominations and Elections Committee	32
10.	Public Relations Communications Committee	33
11.	Scholarship Committee	36
12.	Technology Committee	37
IV.	Amendment of Policies and Procedures	38

**I. GENERAL POLICIES AND PROCEDURES FOR THE
KENTUCKY PARALEGAL ASSOCIATION BOARD OF DIRECTORS**

A. BOARD OF DIRECTORS

1. The Kentucky Paralegal Association (“KPA” or “Association”) Board of Directors (“Board”) is comprised of the elected Officers and Directors and the appointed Local Association Liaisons.
2. The Officers of the KPA consist of the President, Vice-President, Secretary and Treasurer.
3. The Directors of the KPA consist of the Director of Certification, Director of Member Relations, Director of Student Relations, Director of Professional Development, Director of Public Relations, Director of Ways and Means and the Local Association Liaisons.
4. No Board member may hold more than one (1) Officer or Director position, with the exception of the Local Association Liaisons who may concurrently hold a position as an Officer or Director. In the event that there are no nominees for an Officer or Director position, the Board shall have the discretion to conduct a special write-in election, appoint an eligible KPA member to the position or make necessary accommodations to insure the duties of the vacant position are carried out by the elected Board members. The appointment of Officers and Directors to vacant positions shall be approved by Board vote.
5. All Board members shall be Active member of the Association. If a Board member no longer meets all of the qualifications for Active membership at the end of the membership year, the Board member, with the exception of the President, may complete his or her term and retain his or her voting Board position for the remainder of his or her term year. In the event the President no longer meets all of the qualifications for Active membership at the end of the membership year, the President may complete his or her term and retain his or her voting Board position for the remainder of his or her term year only upon a vote by the Board.

B. CODE OF REGULATIONS

1. All Board members are governed by the KPA Bylaws and these Policies and Procedures.
2. The provisions of the KPA Bylaws are incorporated herein by reference.
3. All Board activities shall be conducted in compliance with the KPA’s Paralegal Professional Standards of Conduct.

II. OFFICERS AND DIRECTORS

A. OFFICERS. In addition to the provisions set out in the Bylaws and other sections herein, the functions, duties and responsibilities of the Officers shall be as follows:

1. PRESIDENT

- a. The President should be aware of the policies, purposes and goals of the Association. The Association's activities should be evaluated with the Board periodically to determine whether they are consistent with the Purposes, Mission, Vision and Values of the KPA and to determine whether the Association is meeting its goals.
- b. The President shall ensure the overall soundness of the KPA.
- c. The President shall be the spokesperson for the Association and "Face of the KPA."
- d. The President shall serve as the KPA's liaison to the Kentucky Bar Association to foster a positive relationship and open communications between associations for the benefit of KPA members.
- e. The President is responsible for responding to written and verbal requests from a variety of sources. Requests for membership information, Committee activities, association matters and professional issues are commonplace. Therefore, it is essential that the President remain informed in order to represent the Association in a prompt and professional manner.
- f. The President shall coordinate payment for any Association functions with the Treasurer and to take all necessary steps to ensure the fiscal soundness of the Association. The President shall not commit the Association to any major financial obligation without prior approval of the Board. Like the Treasurer, the President has a fiduciary responsibility to the Association.
- g. In conjunction with the Treasurer, the President shall obtain proper coverage for the surety bond and the Directors' and Officers' Insurance. The surety bond must equal the highest anticipated balance in the KPA's treasury. The need for general liability insurance should be continually evaluated by the President and the Treasurer and secured, if so recommended by the Board.
- h. The President is responsible for the planning and administration of the Annual Meeting of the Kentucky Paralegal Association and shall work in coordination with the KPA Annual Conference Committee to schedule the annual meeting during the KPA Annual Conference.

- i. The President shall preside at all membership meetings and shall set the Agenda for the Annual Meeting of the Kentucky Paralegal Association held at the KPA Annual Conference. The President shall also be responsible for the introduction of the Board and any Board-related presentations at the KPA Annual Conference.
- j. The President shall maintain periodic contact with the Board members and Committee Chairpersons to ensure that he/she is acting in keeping with the Association's overall goals and to ensure responsiveness to the administrative needs of the Board members and Committee Chairpersons.
- k. The President shall be the custodian of the KPA gavel.
- l. Committees
 - 1. The President shall serve as a member of the Executive Committee.
 - 2. The President shall have a standing appointment to all KPA Committees, with the exception of the Kentucky Paralegal Certification Committee (KPACC) which is governed by the KPA Professional Standards and Certification Program policy.

2. VICE-PRESIDENT

- a. The Vice-President shall periodically review the Association's Bylaws and Policies and Procedures to ensure the Association maintains compliance with statutory and regulatory provisions relating to non-profit corporations and bring any necessary revisions to the Board's attention.
- b. The Vice-President shall also monitor the Board's compliance with the Association's Bylaws and Policies and Procedures and bring any deviations or necessary revisions to the Board attention.
- c. The Vice-President shall be in charge of assisting the President with any and all activities during the year as deemed necessary by the President, Board and/or Executive Committee.
- d. The Vice-President shall serve as the KPA's liaison to the national paralegal associations to foster a positive relationship and open communications between associations for the benefit of KPA members.
- e. Committees
 - 1. The Vice-President shall serve on the Executive Committee.

2. The following committees shall report to the Vice-President:
 - (a) Nominations and Elections Committee. The Vice-President shall serve as Chairperson of the Nominations and Elections Committee;
 - (b) Founders Award Committee. The Vice-President shall serve as Chairperson or coordinating Director of the Founders Award Committee.
 - (c) Bylaws and Policies and Procedures Review Committee. Upon formation, the Vice-President shall serve as Chairperson or coordinating Director of any committee formed for the purpose of periodic review and revision of the Association's Bylaws and Policies and Procedures.

3. SECRETARY

- a. The Secretary shall be responsible for recording and maintaining the minutes of all Board Meetings, Executive Committee meetings, membership meetings, Board votes and Board approvals.
- b. The Secretary shall be responsible for maintaining and updating the KPA Bylaws and the KPA Policies and Procedures when amendments are made by Board vote at meetings throughout the year.
- c. The Secretary shall assist with the maintaining and cataloging of any additional records and items of the Association, including the KPA's historical archives.
- d. Upon request, the Secretary shall draft and answer correspondence as the President and Board may direct.
- e. In conjunction with the President, the Secretary shall finalize the KPA's Annual Report for distribution to the KPA membership.
- f. Committees
 1. The Secretary shall serve as a member of the Executive Committee.
 2. The following committees shall report to the Secretary:
 - (a) Association Records and Archives Committees. Upon formation, the Secretary shall serve as Chairperson or

coordinating Director of any Committee relating to the Association's records or historical archives.

4. TREASURER

- a. The Treasurer shall have custody of the Association's assets and shall keep full and accurate accounting of assets, receipts, disbursements, deposits and other monies held in the name and to the credit of the KPA.
- b. The Treasurer shall be responsible for preparing and maintaining all KPA corporate documents with the Secretary of State and shall ensure the compliant filing of documents pursuant to the Kentucky Revised Statutes.
- c. The Treasurer shall disburse funds in a timely manner to satisfy the Association's financial obligations. Upon receipt of invoices, the Treasurer shall forward a copy to the Director or Committee Chair incurring the expense prior to payment so that the charges may be verified.
- d. The Treasurer shall coordinate payment for any Association functions with the President and to take all necessary steps to ensure the fiscal soundness of the Association. The Treasurer shall not commit the Association to any major financial obligation without the approval of the Board. Like the President, the Treasurer has a fiduciary responsibility to the Association.
- e. The Treasurer is responsible for preparation of the KPA's annual budget and shall monitor expenditures and reimbursements to insure compliance with the budget and the terms of the Policies and Procedures. Any extraordinary expenditures shall be brought to the attention of the President and the Finance Committee.
- f. The Treasurer shall make written monthly reports of all transactions and the financial condition of the Association. In addition, said report shall also contain the most recent balances of any other type of investments [e.g. Certificates of Deposits, Money Market Funds, Loans, etc.] The Treasurer shall balance and reconcile each and every bank statement to ensure that the Association's records do not differ from the bank's records. In addition, said bank statements shall be kept in a safe and orderly fashion and shall be submitted with the Treasurer's Annual Report. The Treasurer shall make the Association's bank statements available to the President and Finance Committee upon request.
- g. In conjunction with the President, the Treasurer shall obtain proper coverage for the surety bond and the Directors' and Officers' Insurance. The surety bond must equal the highest anticipated balance in the KPA's treasury. The need for general liability insurance should continue to be

evaluated by the President and the Treasurer and secured, if so recommended.

- h. The Treasurer shall prepare and file all corporate tax documents with the Kentucky Department of Revenue and the Internal Revenue Service, including the KPA's income and sales tax returns.
- i. In conjunction with the President, the Treasurer shall finalize the KPA's Annual Report for distribution to the KPA membership.
- j. Committees
 - 1. The Treasurer shall serve as a member of the Executive Committee.
 - 2. The following committees shall report to the Treasurer:
 - (a) Finance Committee. The Treasurer shall serve as Chairperson of the Finance Committee.

B. **DIRECTORS.** In addition to the provisions set out in the Bylaws and other sections herein, the function, duties and responsibilities of the Directors shall be as follows:

1. **DIRECTOR OF CERTIFICATION**

- a. The Director of Certification shall be a Certified Kentucky Paralegal (CKP) in good standing. In the event the Director of Certification fails to maintain certification in good standing, the Director shall no longer be eligible to serve in the elected position and the Kentucky Paralegal Association Certification Committee (KPACC) shall nominate an interim Director of Certification for Board appointment to fill the vacancy for the remainder of the unexpired term.
- b. The activities of the Director of Certification are regulated by the KPA Professional Standards and Certification Program policy and the Kentucky Paralegal Association Certification Committee (KPACC) Policies and Procedures.
- c. The Director of Certification shall serve as the KPA's liaison to other state and national paralegal certification and regulation programs to foster a positive relationship and open communications between associations for the benefit of KPA members and to keep up-to-date on paralegal regulation developments affecting the Certified Kentucky Paralegal Program.
- d. Committees.

1. The Director of Certification shall serve as coordinating Director of the KPACC and shall be responsible for ensuring all Committee meeting reports, bi-monthly Board reports and the Committee's annual report are submitted to the Board in a thorough and timely manner.
2. The following committees shall report to the Director of Certification:
 - (a) Regulation Committee. Upon formation, the Director of Certification shall serve as Chairperson or coordinating Director of any Committee relating to paralegal regulation.

2. DIRECTOR OF MEMBER RELATIONS

- a. The Director of Member Relations is responsible for all aspects of KPA membership and shall evaluate applicant eligibility under the terms of the Bylaws, approve or deny membership applications, recruit members, encourage membership renewal, and maintain current information on all members of the Association.
- b. All applicants shall be notified by written communication of acceptance or denial of membership.
- c. The Director of Member Relations shall recommend the amount of yearly membership dues, if any, for each membership class for Board approval. If no formal recommendation for a change in the amount of the next membership year's dues is received by the Board within five days (5) prior to the second bi-monthly Board meeting following the Annual Board Transition meeting, then the dues of the current membership year will be assessed by default.
- d. The Director of Member Relations shall notify the KPA membership of membership expiration and renewal deadlines for the coming year no later than December 1. In addition, reminder notices shall be sent no later than December 15, January 5 and January 21 to all of the prior year's members who have not renewed his or her membership.
- e. The Director of Member Relations shall be responsible for publicizing the benefits of KPA membership and communicating with the membership regarding the member benefits the Association has to offer.
- f. The Director of Member Relations shall keep a record of the name and addresses of each member. The record shall also include date of admission, type of membership, date dues were paid and, if necessary, reason for termination.

- g. The Director of Member Relations is responsible for publishing and maintaining a current membership directory on the KPA website under the Members Only section as a resource for KPA members. Updated information shall be posted within three (3) business days of the member's notification of new contact information.
- h. In addition to being the primary contact for all members regarding membership issues, the Director of Member Relations shall serve as the KPA's liaison to its Active and Associate members to foster a positive relationship and open communications for the benefit of the Association's Active and Associate members.
- i. Committees. The following committees shall report to the Director of Member Relations:
 - 1. Membership Committee. Upon formation, the Director of Member Relations shall serve as Chairperson of the Membership Committee.
 - 2. Job Bank Committee. The Director of Member Relations shall serve as Chairperson or coordinating Director of the Job Bank Committee.
 - 3. Salary Survey Committee. Upon formation, the Director of Member Relations shall serve as Chairperson or coordinating Director of any committee formed for the purpose of conducting salary surveys for the benefit of KPA members.
 - 4. Membership Social Events. Upon formation, the Director of Member Relations shall serve as Chairperson or coordinating Director of any committee formed for the purpose of membership social events.

3. DIRECTOR OF PROFESSIONAL DEVELOPMENT

- a. The Director of Professional Development shall plan and administer continuing legal education and other programs to encourage and assist in the professional development of KPA members.
- b. The Director of Professional Development shall encourage and assist in the formation and development of local paralegal associations throughout the Commonwealth of Kentucky.
- c. The Director of Professional Development shall inform the KPA membership of national, state and local developments affecting the practices of the paralegal profession.

- d. The Director of Professional Development shall serve as Association's liaison to Non-KPA continuing legal education (CLE) providers to foster a positive relationship and open communications between the Association and the providers for the benefit of the KPA membership.
- e. Committees
 - 1. The Director of Professional Development shall serve as a member of the KPA Annual Conference Committee;
 - 2. The following Committees shall report to the Director of Professional Development:
 - (a) KPA Annual Conference Committee. The Director of Professional Development shall serve as coordinating Director of the KPA Annual Conference Committee. The Director of Professional Development may serve as Chairperson of the KPA Annual Conference Committee with the understanding that his or her commitment as Chairperson of that year's KPA Annual Conference may continue after the expiration of his or her term as Director of Professional Development.
 - (b) Continuing Legal Education Committee(s). The Director of Professional Development shall serve as Chairperson or coordinating Director of the Continuing Legal Education Committee (CLE) Committee.
 - (c) Local Association Formation Committee. Upon formation, the Director of Professional Development shall serve as Chairperson or coordinating Director of any KPA Committee formed for the purpose of fostering the formation and development of new local paralegal associations in the Commonwealth of Kentucky.

4. DIRECTOR OF PUBLIC RELATIONS

- a. The Director of Public Relations shall be responsible for publicizing KPA activities and informing the membership about legal and profession-related community and state events in which the Association or its members may want to or should be involved.
- b. The Director of Public Relations shall seek out ways to promote the Association to the legal and non-legal community through dissemination of information and articles in legal publications.

- c. The Director shall assist the President in keeping a constant and positive presence of the KPA with local, state and national paralegal associations, Bar associations through community legal forums and KPA article publications.
- d. The Director of Public Relations shall coordinate the Association's marketing and participation in legal services vendors' events with the Director of Ways and Means.
- e. The Director of Public Relations shall implement the social media policy for the Association and continuously monitor compliance
- f. Committees
 - 1. The following committees shall report to the Director of Public Relations:
 - (a) Public Relations Communication Committee. Upon formation, the Director of Public Relations shall serve as Chairperson or coordinating Director of the Public Relations Communication Committee.
 - (b) Technology Committee. The Director of Public Relations shall serve as Chairperson or coordinating Director of the Technology Committee.

5. DIRECTOR OF STUDENT RELATIONS

- a. The Director of Student Relations shall serve as the KPA's liaison to its Student and Adjunct members to foster a positive relationship and open communications between the Association and the paralegal education community for the benefit of KPA student members.
- b. The Director of Student Relations shall make and maintain contact with the directors and instructors of all paralegal programs in Kentucky, and encourage these paralegal education providers to take advantage of no-cost Adjunct membership.
- c. The Director of Student Relations shall offer his or her assistance in any capacity to the students, student paralegal associations and paralegal educators.
- d. The Director of Student Relations shall create and encourage mentoring and networking opportunities for paralegal students.

- e. The Director of Student Relations shall be responsible for the presentation of the Scholarship award at the KPA Annual Conference.
- f. The Director of Student Relations shall coordinate its Student liaison efforts with the Director of Member Relations.
- g. Committees.
 - 1. Scholarship Committee. The Director of Student Relations shall serve as Chairperson of the Scholarship Committee.
 - 2. Student Activities Committee. Upon formation, the Director of Student Relations shall serve as Chairperson or coordinating Director of any committee formed for the purpose of KPA presentations to students, education panels, student-focused social events and one-on-one student mentoring.

6. DIRECTOR OF WAYS AND MEANS

- a. In conjunction with the Finance Committee, the Director of Ways and Means shall develop and carry out efforts to increase income for the KPA, including, but not limited to, sponsorships and the sale of KPA-logo merchandise to promote the Association in a professional manner.
- b. The Director of Ways and Means shall coordinate the selection and sale of KPA-logo merchandise with KPA Directors and Committee Chairs and ensure the availability of KPA-logo merchandise for sale at the KPA Annual Conference.
- c. The Board shall approve the items, design and price of all merchandise offered for sale.
- d. The Director of Ways and Means shall serve as the Association's liaison to its Sustaining members and foster positive relationships with legal-related businesses and sponsors.
- e. The Director of Ways and Means shall coordinate its Sustaining member liaison efforts with the Director of Member Relations.
- f. The Director of Ways and Means shall coordinate the Association's marketing efforts and participation in legal services vendors' events with the Director of Public Relations.
- g. The Director of Ways and Means is responsible for keeping an accurate accounting of the location of all merchandise for sale and

to keep an accurate accounting of the numbers of these items which have been sold or given away during each calendar year. An accurate accounting of the number of items sold and all proceeds shall be provided in bi-monthly and Annual reports to ensure the timely filing of the Kentucky Sales & Use Tax Return.

h. Committees

1. Merchandising, Sponsorship and Advertisers. Upon formation, the Director of Ways and Means shall serve as Chairperson or coordinating Director of any committee formed for the purpose of KPA-logo merchandising, fundraising, sponsorship and vendor advertisement solicitation.

7. LOCAL ASSOCIATION LIAISONS

- a. Local Association Liaisons shall foster a positive relationship and open communications between the KPA and the local paralegal associations and their members throughout Kentucky for the benefit of KPA members.
- b. Local Association Liaisons shall communicate information to the KPA Board regarding local paralegal association activities, educational programs and any other events which may be of interest to the Board, KPA membership and the other local paralegal associations. Conversely, the Local Association Liaisons shall disseminate information to their local membership regarding KPA and other local association activities, educational programs and any other events which may be of interest to their members.
- c. Local Association Liaisons shall also serve as a liaison to the KPA for individual members of their local associations upon request of the individual member.
- d. The Local Association Liaisons shall promote KPA membership to members of their local associations and non-member paralegals in their geographic region.

C. BOARD MEETINGS

1. The Board shall meet bi-monthly beginning with the Annual Board Transition Meeting to be held in June or July of each year. Notice of Board meetings shall be provided to the KPA membership and all Board meetings are open to any member of the KPA.
2. Attendance

- a. Attendance of all Board members at each Board meeting cannot be stressed enough. All Board members represent the KPA membership which elected them to serve on the Board and/or the local paralegal associations appointing them to serve as their liaisons. Board members also chair and/or coordinate KPA Committees and their attendance at Board meetings is essential for conducting KPA and Committee business.
 - b. Attendance at the Annual Board Transition Meeting is mandatory for all outgoing/incoming Board members. Thereafter, attendance at all bi-monthly Board meetings is mandatory for all current Board members.
 - c. If a Board member is physically unable to attend a Board meeting, it is strongly recommended that they attend via conference call or by other electronic means which allows all Directors participating in the meeting to simultaneously hear each other. A Director participating in a meeting by these means shall be deemed to be present in person at the meeting.
3. Bi-Monthly Board meetings.
- a. Bi-Monthly Board meeting dates for the upcoming year shall be scheduled at the Annual Board Transition Meeting. Due to meeting bi-monthly only five (5) times a year, a minimum of three (3) hours shall be allotted and Board members should anticipate this time commitment.
4. Annual Board Transition Meeting
- a. The Annual Board Transition Meeting shall be scheduled for June or July. To ensure attendance of incoming Board members, the meeting date shall be announced to all potential candidates for the incoming Board of Directors. The split meeting Agenda shall include the discussion of pending projects and the conclusion of business of the outgoing Board and the planning of immediate business for the incoming Board. Due to the double agenda, a minimum of five (5) hours shall be allotted and Board members should anticipate this time commitment.
 - b. The Vice-President, as the Association's President-Elect, shall be responsible for the planning and venue arrangements for the Annual Board Transition Meeting and shall coordinate the split meeting Agenda with the outgoing President. It is strongly encouraged that the Annual Board Transition Meeting be conducted in a retreat format to provide a forum for social and team building activities.
 - c. If either an outgoing or incoming Board member is not able to attend the Annual Board Transition Meeting, they shall make arrangements to meet with his or her position counterpart and discuss any duties, pending

projects and budget matters prior to the meeting and to ensure the timely transfer of files.

- d. In addition to the transfer of reports and files, the purpose of the Annual Board Transition Meeting is to share thoughts and ideas regarding the day to day running of the Association, set goals and objectives for the Association, evaluate how the Association is meeting or working toward previously established goals, discuss general issues impacting the Association and the profession, and to discuss any other topics which are deemed necessary.

5. Agenda

- a. All Board members are encouraged to bring matters of importance before the Board which are not on the proposed Agenda for a particular meeting. If a Board member would like to add new business to the Agenda for discussion, they shall notify the President within seven (7) days prior to the meeting so that the matter may be added to the final Agenda.
- b. The President shall send out a final Agenda with copies of the bi-monthly Board reports to all Board members within five (5) days prior to the Board meeting. The final Agenda shall include all matters identified in the Board reports requiring discussion and all motions submitted by Board members to be heard at the meeting. All Board members shall review the final Agenda and Board Reports prior to the upcoming meeting so that they will be prepared for discussion and voting.
- c. At the adjournment of each Board meeting there may be time allotted for Board members to remain and informally discuss matters contained in their reports and collaborate on issues and ideas. If a Board member believes this additional time would be beneficial, the member should notify the President so that notice may be given in the Agenda. Board members who are unable to remain for further discussions are not obligated to remain.

6. Board Meeting Minutes

- a. Following each Board meeting, the Secretary shall prepare a draft of the Board meeting minutes and submit a copy to the Board within thirty (30) days after the meeting. The Board meeting minutes shall contain a full description of the business conducted at the meeting, motions, votes, approvals and other actions taken and include notations of deadlines set for future Board and/or Committee actions. All bi-monthly and interim reports submitted for the meeting shall be made a part of the board meeting minutes.

- b. Board members shall review the minutes and notify the Secretary of any necessary revisions prior to the next Board meeting. The Secretary shall then prepare a final copy of the minutes and forward to the Board with a motion to approve the minutes calendared for the next Board meeting.
- c. Once approved, the Board meeting minutes, bi-monthly and interim reports shall be made available to the KPA membership either upon request or by publication on the KPA website.

7. Board Reports

a. Bi-Monthly Reports

- 1. All Board members shall provide bi-monthly written Board reports to the President no later than seven (7) days prior to scheduled Board meetings. The purpose of Board reports is to keep the Board and KPA membership apprised of Officer, Director and Committee activities and to inform the membership of upcoming KPA events.
- 2. Board reports shall be submitted in writing in a format suitable for publication to the membership on the KPA website. Report details shall include information relating to the Board member's activities and any Committee business relating to his or her position. The need to read aloud matters contained in submitted reports is unnecessary. Reports shall contain the following information, where applicable:
 - (a) **Activities Since Last Board Meeting.** In this section, Board members should identify and provide a narrative identifying the focus of activities since the last Board meeting, report on events occurring since the last Board meeting, provide a report of Committee actions and meetings since the last Board meeting including Committee participants, and identify accomplishments. Detailed financial accounting (Treasurer, final Conference or seminar proceeds) or statistical reports should be provided as an attachment. Any Public Relations considerations should be identified and event dates and meetings should be detailed in this section so that they may be posted to the KPA website and notice provided to the membership.
 - (b) **Prospective Activities and Goals.** In this section, Board members should identify and provide information regarding upcoming activities, events and goals. Action plan and deadlines for accomplishing goals should be stated. Any financial considerations not provided for in the budget shall

be identified and detailed. Any Public Relations considerations should be identified and event dates and meetings should be detailed in this section so that they may be posted to the KPA website and notice provided to the membership.

(c) Informal Recommendation(s) and Requests for Board Input. In this section, Board members are provided an opportunity to make informal recommendations, suggestions, and comments to the Board and identify Board positions or Committees affected. Recommendations requiring Board vote or approval should be detailed here and then included in concise format under "Formal Motion(s) to the Board." Matters included in this section will be discussed at the meeting. Please provide sufficient detail for Board members' advance consideration and productive discussion at the meeting.

(d) Formal Motion(s) to the Board. In this section, Board members should specifically state any formal motion(s) to be made for a Board vote or approval at the upcoming meeting. The information should be concise and state the necessity for the action. If presenting a formal motion for the Board's consideration, the Board member should first discuss it with the Board positions and Committees affected.

3. Reports should be signed with the Board member's legal signature, or with the signature recognized by the Association, followed by the official title of the Officer or Director.

b. Annual Reports

1. Annual Reports are indispensable aids in assuring a smooth flow of continuing activity from one Board year to the next.

2. All Board members shall provide Annual reports to the President no later than seven (7) days prior to the Annual Board Transition Meeting. If detailed bi-monthly reports have been submitted throughout the previous year, a recitation of information contained in bi-monthly reports is unnecessary. The Annual Report shall be a written summary highlighting the Board member's position and Committee activities during the past year, accomplishments, pending projects, future goals and suggestions for future development. This summary should be passed on with the Board member's files to their successor(s).

3. Although Annual Reports are prepared primarily to convey information, recommendations as to general policy of the Association or proposals for specific action may be included and should be summarized at the close of a report. If required, motions for policy adoption or action proposals should accompany the report so that the incoming Board will have the opportunity to review and consider the motion.
4. Annual Reports should be signed with the Board member's legal signature, or with the signature recognized by the Association, followed by the official title of the Officer or Director.
5. The President and Secretary shall work together to finalize the Annual Report for the KPA for publication on the KPA website. The Annual Report for the KPA shall be made available to KPA members within sixty (60) days after the Annual Board Transition Meeting.

8. Motion Practice

- a. Any Board member may request that a matter be brought before the Board for discussion and vote. There shall be an opportunity for open debate of any issue before the Board prior to a formal motion being made. Discussion should be kept within the parameters of the issue before the Board.
- b. Motions to implement recommendations of a Committee should be included in the coordinating Director's report and made by the Committee's coordinating Director.
- c. After the debate or discussion on an issue, the President shall call for a motion to be made by a Board member. The motion shall be read and recorded into the minutes of the meeting. The President will then call for a second on the motion. If there is no second to a motion, the motion fails. If it is determined that the Local Association Liaisons need to take the motion back to their association for discussion, the motion will be tabled for a determination as to whether or not any amendments to the original motion are necessary.
- d. All motions must be first made, seconded and then voted on orally. Assisting a Board member with wording for a motion is permitted.
- e. In the event a formal amendment is made to an original motion and there appears to be a division among the Board, the amendment will be voted on, followed by a vote on the motion (either as amended or as originally

stated). If there is no amendment to the original motion, then the only vote will be on the original motion.

9. Voting

- a. The Board of Directors may act by vote of a majority of those members entitled to vote at any meeting at which a quorum is present. A quorum is two-thirds (2/3) of the Board of Directors entitled to vote.
- b. Each Board member shall be entitled to one (1) vote. If a Board member holds more than one (1) position on the Board, they may cast one (1) vote on behalf of each position held. Any Board member may abstain from voting on any issue presented to the Board and may request that their dissent on a vote be recorded in the record.
- c. Any Board member may request a roll call vote, otherwise votes will be called as those in favor and those opposed.
- d. Voting may be conducted in person or by any means of communication by which all Directors participating may simultaneously hear each other. A director participating in a meeting by this means shall be deemed to be present in person at the meeting.
- e. A majority vote of the Board members present is required to pass any motion brought before the Board; therefore, in the event of a tie vote the motion fails.
- f. A Director may not vote by proxy.
- g. Actions by Board approval. Matters requiring Board approval which do not require a formal motion or vote by a quorum of the Board may be submitted to the Board for approval by electronic means. A quorum is required for approval consisting of approval by two-thirds (2/3) of the Board of Directors.

D. OFFICERS AND DIRECTOR FILES

1. All Board Members shall maintain organized and up-to-date records relating to their position and any Committee(s) under their coordination. The files should contain agendas, minutes or a brief memorandum from all Committee Meetings, copies of bi-monthly reports made to the Board of Directors, receipts for expenditures, contracts or agreements, documents containing final actions of the Committees, and other information and correspondence pertinent to their position and/or Committee. The files, in addition to any records accumulated by the Board member for prior years, shall be turned over in an orderly manner to the Board member's successor(s) prior to or at the Annual Board Transition Meeting.

2. Each Board Member shall maintain related documents for the current Board year and one (1) year previous thereto. Each Board Member is responsible for depositing all original records in his or her possession to the Secretary for archiving in the KPA's storage facility or electronic records archive.

E. BUDGET AND FINANCIAL CONSIDERATIONS

1. Annual Budget

- a. Board members shall review the prior year's income and expenses of their position and any Committees that fall under their coordination and draft a proposed budget for the new fiscal year. Detailed proposed line item budgets shall be provided to the Treasurer by each Board member for his or her position and any Committees falling under their coordination no later than July 31. Liaison Board Members whose respective associations have fiscal years differing from the KPA will submit an amended budget (if needed) at the first meeting of the calendar year that will conclude at the KPA's Fiscal Year.
- b. The Finance Committee shall meet to review the proposed budgets and draft a budget for the fiscal year to be submitted to the Board no later than five (5) days prior to the first bi-monthly Board meeting following the Annual Board Transition meeting.
- c. The KPA's annual budget shall be approved by the Board no later than the first bi-monthly Board meeting following the Annual Board Transition meeting.
- d. All income, expenditures and reimbursements received or made prior to the approval of the annual budget shall be incorporated into the final budget.

2. Reimbursement of Expenses

- a. Travel Expenses.
 1. Mileage. The KPA shall reimburse all Board members for mileage to and from Board Meetings, membership meetings and KPA functions at which their attendance is required. Any Committee chairperson or KPA member whose attendance at a meeting has been requested by the Board shall also be reimbursed. To keep KPA travel-related expenses at a minimum, carpooling is strongly encouraged. Mileage shall be reimbursed at the rate of fifty cents (\$0.50) cents per mile.

2. Lodging. The KPA shall reimburse any Board member for one (1) night's lodging when travel of more than one-hundred (100) miles one way to Board Meetings, membership meetings and KPA functions at which their attendance is required. Any Committee Chairperson or KPA member whose attendance at a meeting has been requested by the Board shall be also be reimbursed. Reimbursement for lodging is limited to the cost of the hotel room or a maximum of one hundred and twenty-five dollars (\$125.00), whichever is less. To keep KPA travel-related expenses at a minimum, sharing of lodging accommodations is strongly encouraged.
- b. Non-Budgeted Expenses
 1. KPA Board and Committee members may be reimbursed for non-budgeted, reasonable and necessary expenses which may be incurred, including, but not limited to, postage, copies and long distance telephone calls.
 2. For reimbursement eligibility, all expenses that exceed fifty dollars (\$50.00) must be approved by the Finance Committee prior to incurring the expense. Cumulative non-budgeted expenses exceeding one-hundred dollars (\$100.00) must be approved by the Board prior to incurring the expense.
3. Receipts and Reimbursement Requests
 - a. Reimbursement of any expense shall not be made unless receipts are provided.
 - b. Reimbursement requests must be made on the form provided by the Treasurer within sixty (60) days from the date the expense was incurred and shall include a detailed description for the expense and the Board position and/or Committee allocation.
 - c. No expenses will be advanced without prior approval by the Board.
4. Monetary Returned Items
 - a. Bank will pay returned item(s) by debiting the KPA Deposit Account. Remitting party(s) shall pay, within thirty (30) days of a written demand by the KPA Treasurer, any amount (s) owed for the original transaction as well as returned item fee(s) and transactional fee(s) incurred by KPA for returned item(s).

F. COMMUNICATION AND CORRESPONDENCE

1. All correspondence and email communications sent outside of the Association and/or to the KPA membership shall be by a Board member on KPA letterhead or transmitted through the corresponding KPA email account(s) and copied to the President. All emails shall contain the name and position of the sender. A copy of all communications shall be saved and included in the Board member's and/or Committee Chairperson's file and preserved on the KPA email account(s).
2. All mass mailings or group email communications to both KPA members and non-members, shall be copied to the President and other affected Board members or Committee Chairs for review prior to being distributed.
3. At the beginning of each Board year, the President, with the assistance of the Board, shall appoint a Board member to be responsible for picking up mail from the KPA's post office box and for distributing mail to the appropriate Board member(s) or Committee Chair(s). To ensure timely payment of bills and to facilitate responsiveness to members, it is imperative that mail be picked up from the post office box at least one (1) time per week. During membership renewal, CKP Exam application, KPACC CLE submission deadlines and other time sensitive periods, it will be necessary to monitor the post office box more frequently and the appointed Board member shall make any necessary arrangements for coverage. All mail shall be forwarded to the appropriate Board member(s) or Committee Chair(s) within two (2) business days.
4. The KPA membership directory, including mailing labels and email addresses, is maintained exclusively for the use of the Association. Any person or organization, including KPA members, desiring to use the membership directory for any type of solicitation shall contact the Board for prior approval. This request shall be in writing and should explain the intended use of the information. Upon a determination by the Board that the solicitation is for the benefit of the KPA membership, approval may be granted. The solicitation shall then be conducted under the direction and supervision of the Board without disclosure of the membership directory to outside persons or organizations.

III. COMMITTEES

- A. COMMITTEES. In addition to the provisions set out in the Bylaws and other sections herein, the functions, duties and responsibilities of the KPA Committees shall be as follows.
- B. GENERAL PROVISIONS.
 1. The purpose of the KPA's Committees is to assist in the execution of the goals and objectives of the KPA and its Board and to encourage the membership to be actively involvement in KPA activities.

2. All Committees shall be governed and regulated by the KPA Bylaws and Policies and Procedures. Committee activities shall also be conducted in compliance with the KPA's Paralegal Professional Standards of Conduct.
3. All Board members have the discretion and are encouraged to form Committees relating to their position where necessary to carry out the responsibilities of their position and to increase KPA member involvement in KPA activities. Upon formation, the forming Board member shall be responsible for ensuring all Committee meeting reports, bi-monthly Board reports and the Committee's annual report are submitted to the Board in a thorough and timely manner.
4. When necessary to promote KPA goals and better serve its members, the Board may form new and Ad Hoc Committees at any time during the Board year which shall be coordinated by the individual Board members whose position responsibilities are most closely related to the Committee's purpose.
5. Committees shall be comprised of a minimum of three (3) KPA members in good standing. Where appropriate, Committees activities may include active participation with non-members such as members of local paralegal associations, Bar associations and event sponsors.
6. The role of the Committee's Director is to ensure the Committee has ongoing and supportive communication with the Board, that the Committee is meeting its goals, that Committee's reports are submitted in a thorough and timely manner and that any actions by the Committee which are not consistent with the KPA's Purposes, Mission, Vision and Values are brought to the Board's immediate attention.
7. Committee Chairpersons shall be elected by the members of the Committee and shall have direct responsibility over Committee functions. With the exception of the KPA Annual Conference Committee and the KPACC, Committee chairmanships shall be reviewed at the beginning of each new Board term. However, to ensure the continual flow of Committee business, the Board year shall have no effect on the working of the Committee unless otherwise stated.
8. Committee Chairpersons shall serve at the pleasure, control and direction of the Board. Committee Chairpersons who fail to act or carry out their responsibilities may be removed from their position by the Committee's Director.
9. Committee Chairpersons are not voting positions on the KPA Board and, as such, are not required to attend KPA board meetings. If the Chairperson wishes to attend any Board Meeting, he/she is encouraged to do so, but it will be at his/her own expense. In the event that the Chairperson's attendance at a Board meeting is requested by the Board, the Chairperson's expenses will be reimbursed in accordance with the KPA's policy for reimbursement of travel expenses.

10. Committee Chairpersons shall set Committee meetings on an as needed basis to ensure that the goals and objectives of the Committee are being met. All KPA members shall be provided with notice of Committee formation and meetings to promote active member involvement in the Association's activities.
11. Committees shall operate within the budget confines set out for their specific Committee. If it becomes necessary for the Committee to have additional funds allocated, the Committee's coordinating Director shall notify the Board with a detailed expenditure request and/or request for budget amendment to be presented to the Board for approval.
12. Committee Policies and Procedures are indispensable aids in assuring a smooth flow of continuing activity from one Board year to the next. Committee Chairpersons are encouraged to develop Committee manuals and/or submit Committee Policies and Procedures for incorporation herein.
13. Committee Chairpersons shall submit bi-monthly reports to the Committee's Director upon request and no later than ten (10) days prior to the each scheduled bi-monthly Board meeting. Committee Chairpersons shall also submit an Annual Report to the Committee's Director upon request and no later than ten (10) days prior to the Annual Board Transition Meeting. All Committee reports shall be submitted under the requirements set out herein for bi-monthly reports.

C. **STANDING COMMITTEES.** The following Committees shall be Standing Committees of the Kentucky Paralegal Association.

1. **KPA ANNUAL CONFERENCE COMMITTEE**

- a. The KPA Annual Conference Committee ("Conference Committee") is responsible for the planning and execution of the Kentucky Paralegal Association's Annual Conference for the benefit of KPA members.
- b. The KPA Annual Conference shall be scheduled on a Friday in October or November. An additional half-day program on the preceding Thursday or following Saturday is optional.
- c. The geographic location of the KPA Annual Conference shall be approved by the Board no later than October 1 of the year preceding the next year's Conference.
- d. The Conference Committee for each Annual Conference shall be formed no later than March 1 of each year, with a Chairperson to be elected by the newly formed Committee.
- e. The Conference Committee shall submit a proposed plan to the Committee's Director prior to August 1 of each year consisting of the

following and shall submit bi-monthly reports regarding planning updates. Where Board approval is not required, the Committee is strongly encouraged to seek and consider input from the Committee's Director during Conference planning.

1. Conference date(s), facility and/or lodging site, which shall be approved by the Board;
 2. Conference theme;
 3. Selection of potential topics and/or speakers for the keynote address and continuing legal education (CLE) programs;
 4. Total number of continuing legal education (CLE) sessions on the Conference agenda qualifying for credit by paralegal certifying associations. A minimum of six (6) sessions approved for CLE credit shall be included on the Agenda;
 5. Registration fees;
 6. Format and distribution of Conference registration, brochure and seminar materials for attendees;
 7. Social/Hospitality event;
 8. Philanthropy project;
 9. Door prizes and attendee gifts;
 10. Sponsors and vendors;
 11. Estimated start-up costs.
- f. The Conference Committee shall include the KPA Annual membership meeting on the KPA Annual Conference Agenda, which shall be allotted a minimum of thirty (30) minutes.
- g. The Conference Committee Chairperson shall consult with the KPA President, Director of Professional Development and immediate past Conference Committee Chair prior to the first meeting of the Conference Committee and prior to any disbursement of startup proceeds.
- h. The Conference Committee shall appoint a Treasurer who will maintain a checking account separate from the primary KPA account for deposits and disbursements relating to the Conference. The KPA shall provide startup funds for the Conference account. The Conference Committee

Chairperson and Conference Committee Treasurer shall both be authorized signers on the Conference checking account. Bank statements from the account shall be provided by the bank directly to the Conference Committee Treasurer. In turn, the Conference Committee Treasurer shall provide a copy of each bank statement to the KPA Treasurer with the Committee's final accounting.

- i. KPA Annual Conference registration for KPA members shall be set at a reduced cost, with a savings of at least twenty-five dollars (\$25.00) less than the full registration fee. Registration for Board members, Committee Chairpersons, Conference Committee members and paralegal students shall also be set at a reduced cost, with a savings of at least fifty dollars (\$50.00) less than the full registration fee. The KPA President, Conference Committee Chairperson, Scholarship recipient and Scholarship runner-up shall attend the KPA Annual Conference at no cost. If the KPA President is unable to attend the Conference, the Vice-President or other Director designated by the President to act in his or her stead may attend at no cost. The registration fee for KPA members shall be capped at two hundred dollars (\$200.00), unless prior Board approval is obtained.
- j. The Conference Committee shall arrange for and provide lodging at the Conference hotel for the KPA President. All charges incurred to meet this requirement are to be paid from the Conference Committee funds.
- k. The Conference Committee shall consult with the Chairperson of KPACC and/or Certified Kentucky Paralegal Program, Inc. (CKPP, Inc.) and provide for any necessary room accommodations for the Certified Kentucky Paralegal Examination to be held in conjunction with the KPA Conference. All charges incurred to meet this requirement are to be paid from CKPP, Inc. funds.
- l. A complete accounting of all Conference receipts and disbursements shall be provided to the Association's Treasurer no later than sixty (60) days after the Conference and all Conference net proceeds shall be disbursed to the Association's Treasurer within sixty (60) days after the Conference.
- m. Upon board approval, the KPA Annual Conference may be held jointly with a local paralegal association, with the division of expenses and proceeds to be determined in advance by the KPA Board.
- n. The Director of Professional Development shall serve as the Chairperson or coordinating Director of the Conference Committee and shall be responsible for ensuring all Committee meeting reports, bi-monthly Board reports, expense and income reports and the Committee's annual report are submitted to the Board in a thorough and timely manner.

2. CONTINUING LEGAL EDUCATION (CLE) COMMITTEE

- a. The CLE Committee shall plan at least one KPA CLE seminar in the spring or summer of each year for the benefit of KPA members. The seminar program shall offer a minimum of three (3) sessions approved for CLE credit. The KPA's CLE seminars are not meant to be a fundraiser for the KPA and all efforts should be made to offer the seminar free to KPA members utilizing the profit from the preceding year's KPA Annual Conference. The registration fee, if any, should be set to offset expenses of the seminar.
- b. The date, location and registration fee, if any, of KPA CLE seminars shall be approved by the Board.
- c. Upon board approval, CLE programs may be held jointly with a local paralegal association, with the division of expenses and proceeds to be determined in advance by the KPA Board.
- d. The Director of Professional Development shall serve as Chairperson or coordinating Director of the CLE Committee and shall be responsible for ensuring all Committee meeting reports, bi-monthly Board reports, income and expense accounting and the Committee's annual report are submitted to the Board in a thorough and timely manner.

3. EXECUTIVE COMMITTEE

- a. The Executive Committee shall have and may exercise the authority of the Board of Directors when the Board is not in session, except to the extent that the Executive Committee shall not have the authority of the Board of Directors in reference to amending the KPA Articles of Incorporation or Bylaws.
- b. The Executive Committee shall be comprised of the President, Vice-President, Secretary, Treasurer and one (1) additional Director elected by the Board by majority vote at the Annual Transition Meeting. To be eligible to serve on the Executive Committee, the Director elected by the Board shall have been elected to serve on the Board by the KPA membership.
- c. The Executive Committee may act by vote of a quorum which shall be three-fifths (3/5) of the members of the Executive Committee.
- d. Executive Committee meetings shall be set by the President with the consent of the Board. The President shall give notice of each meeting to the Board at least three (3) days prior to any Executive Committee meeting. The President shall prepare the Agenda for each meeting with the

input of the Board. Any matters requested to be placed on the Agenda shall be so done. In the event the President is unable or unwilling to act, the Chairperson of the Executive Committee shall act in their stead.

- e. The Director elected by the Board to serve on the Executive Committee shall serve as Chairperson of the Executive Committee and shall be responsible for ensuring all Committee meeting reports, bi-monthly Board reports and the Committee's annual report are submitted to the Board in a thorough and timely manner.

4. FINANCE COMMITTEE

- a. The Finance Committee has a fiduciary responsibility to the Association and shall take any and all necessary steps to ensure the financial soundness of the KPA. Any discrepancies found by the Committee with respect to the KPA's funds shall be immediately reported to the Board.
- b. The Finance Committee shall be comprised of the Treasurer and two (2) additional members of the Board appointed by the Board by majority vote at the Annual Transition Meeting.
- c. The Finance Committee shall meet at the beginning of the fiscal year to assist the Treasurer in the preparation of the annual Board budget. The Committee may also assist the Treasurer with the Association's tax filings.
- d. The Finance Committee shall assist the Treasurer in monitoring expenditures and reimbursements to insure compliance with the budget and the terms of the Policies and Procedures. Committee member's concerns regarding extraordinary expenditures or accounting irregularities should first be brought to the attention of the Treasurer. If additional recourse is required, the matter should be brought to the attention of the President.
- e. The Finance Committee shall coordinate the bi-yearly audits of the KPA financial accounts as set out in the Bylaws and provide all requested financial records to the independent auditor selected by the Executive Committee. Upon transition of the Treasurer position to a new Director, the Finance Committee shall advise the Board of the necessity of an additional audit.
- f. The Treasurer shall serve as Chairperson of the Finance Committee and shall be responsible for ensuring all Committee meeting reports, bi-monthly Board reports and the Committee's annual report are submitted to the Board in a thorough and timely manner.

5. FOUNDERS AWARD COMMITTEE

- a. The Founders Award Committee shall select the recipient of the KPA's annual Founders Award, which was established to recognize KPA members who have contributed to the enhancement and development of the paralegal profession.
- b. The Founders Award Committee shall be comprised of three (3) past Founders Award recipients.
- c. The recipient of the Founders Award shall be determined under the following procedures and guidelines.
 1. The Committee shall seek written nominations for the Founders Award from the KPA membership no later than September 1. Nominees shall be members of the KPA in good standing. Nominees shall have made a contribution to the profession above and beyond the call of his/her job requirements or have contributed to the development of the profession by his/her involvement in projects, activities or organizations. Contributions are defined as service to the KPA, any local or national paralegal association, bar association, legal aid society or pro-bono project, paralegal education program, law school or to the general public. All nominations shall be submitted to the Committee in writing and consist of a paragraph explaining why the nominee should receive the Founders Award. The Committee has the decision as to the length and any additional information for the nomination process.
 2. The Founders Award shall be given to a recipient only once in their lifetime.
 3. Once nominations are received, the Committee shall review and determine the recipient by a simple majority vote. The name of the recipient shall not be disclosed to any Board member or KPA member prior to being announced at the KPA Annual Conference.
 4. The nominations shall be destroyed after the Founders Award has been presented.
- d. The recipient of the Founders Award will be presented with a plaque or trophy of recognition at the KPA Annual Conference.
- e. The Committee is responsible for maintaining a list of all Founders Award recipients which shall be published on the KPA website.

- f. The Vice-President shall serve as Chairperson or coordinating Director of the Founders Award Committee and shall be responsible for ensuring all Committee meeting reports, bi-monthly Board reports and the Committee's annual report are submitted to the Board in a thorough and timely manner.
6. KENTUCKY PARALEGAL ASSOCIATION CERTIFICATION COMMITTEE (KPACC)
- a. KPACC activities are governed by the KPA Professional Standards and Certification Program policy and the Policies and Procedures adopted by KPACC.
 - b. The Director of Certification shall serve as coordinating Director of the KPACC and shall be responsible for ensuring all Committee meeting reports, bi-monthly Board reports and the Committee's annual report are submitted to the Board in a thorough and timely manner.
7. JOB BANK COMMITTEE
- a. The Job Bank Committee shall provide a resource for KPA members seeking employment and paralegal employers to communicate job openings and to increase the hiring of paralegals. The Job Bank shall also serve as a means for educating employers of the benefits regarding employing paralegals and the effective utilization of paralegals.
 - b. Listings of all paralegal job vacancies in Kentucky and surrounding states shall be posted on the KPA website under the password protected Members Only section.
 - c. The Job Bank Committee shall regularly monitor the listing for filled positions or expired postings and maintain a record of all employers that contact the Job Bank with paralegal employment opportunities.
 - d. The Job Bank Committee may charge a reasonable fee for posting job announcements on the KPA website. The posting fee shall be determined by the Director of Member Relations and approved by the Board.
 - e. The Job Bank Committee shall not maintain or distribute resumes of KPA members so as to avoid any question of liability.
 - f. The Job Bank Committee shall monitor the satisfaction of the KPA membership and paralegal employers with the Job Bank Committee's activities.

- g. The Director of Member Relations shall serve as Chairperson or coordinating Director of the Job Bank Committee and shall be responsible for ensuring all Committee meeting reports, bi-monthly Board reports and the Committee's Annual Report are submitted to the Board in a thorough and timely manner.

8. MEMBERSHIP COMMITTEE

- a. The Director of Member Relations shall serve as Chairperson of the Membership Committee and shall be responsible for ensuring all Committee meeting reports, bi-monthly Board reports and the Committees' annual reports are submitted to the Board in a thorough and timely manner.
- b. The Director of Member Relations shall serve as Chairperson or coordinating Director of any Committee formed for the purpose of member recruitment and retention, welcoming new members, member benefits and membership social events and shall be responsible for ensuring all Committee meeting reports, bi-monthly Board reports and the Committee's Annual Report are submitted to the Board in a thorough and timely manner.

9. NOMINATIONS AND ELECTIONS COMMITTEE

- a. The Nominations and Elections Committee shall administer the yearly nominations and elections of the KPA Board and any special elections in the event a Board position becomes vacant during the Board year.
- b. The Nominations and Elections Committee shall be comprised of the Vice-President and a minimum of two (2) additional committee members. It is suggested that the members of the Nominations and Elections Committee not be interested in seeking election to the incoming Board. If a member of the Nominations and Elections Committee seeks election, he or she will resign from the Committee or the Committee Chairperson shall take measures to avoid any impropriety or the appearance thereof.
- c. KPA Board nominations and elections shall be conducted by the Nominations and Elections Committee under the following guidelines and procedures.
 - 1. The Committee shall notify the KPA membership that nominations of KPA Active members for the following year's Board of Directors will be accepted between March 1 and March 31.
 - 2. The Committee shall review and determine the eligibility of all nominees to serve in the position for which they are nominated.

3. The Committee shall notify the nominees and determine if they are willing to accept the nomination. A nominee may only accept a nomination for one position on the ballot. Upon acceptance of a nomination, the nominee shall be required to submit a biography to the Committee within ten (10) days. Candidates shall have the option to submit a candidate statement supporting their qualifications and desire to serve in the nominated position. The Committee shall also have the option of requiring candidates to submit a candidate statement.
4. Ballots and candidate bios shall be sent out to the KPA Active Membership no later than April 15. Individual ballots are to remain confidential. To allow KPA Active members ample time for voting, the ballot shall remain open until April 30 or a minimum of twenty (20) days.
5. The Nominations and Elections Committee will retain the sealed election results for twenty (20) days after the Board and nominees are notified of the election results to provide an opportunity for a recount. All requests for recounts must be made to the Committee in writing and copied to the President within five (5) days of notification of election results. At the conclusion of the recount, the ballots shall be destroyed after twenty (20) days.
6. The newly elected KPA Board of Directors shall be announced to the KPA Membership by May 15.
7. The Vice-President shall serve as Chairperson or coordinating Director of the Nominations and Elections Committee and shall be responsible for all Committee meeting reports, bi-monthly Board reports and the Annual Report for the Nominations and Elections Committee.

10. PUBLIC RELATIONS COMMUNICATIONS COMMITTEE

- a. The Public Relations Communications Committee shall be responsible for promoting the Association and informing the membership and general public of Association activities through the One Voice newsletter, maintaining current KPA website postings and through the use of social media.
- b. The activities of the Public Relations Communications Committee are governed by the KPA Social Media Policy and the Committee shall continually monitor all posting on KPA social media accounts for policy compliance.

- c. **KPA SOCIAL MEDIA POLICY.** This Social Media Policy (hereinafter “SMP”) primarily addresses the use of website(s) and social media sites maintained on behalf of the Kentucky Paralegal Association (hereinafter “KPA”) and applies to all Board Members, Directors, Committee Members and KPA Members who maintain and/or use any KPA website or other KPA social media (hereinafter collectively referred to as “Social Media Users” or individually referred to as “Social Media User”).
1. **Introduction.** The KPA currently maintains a website (<http://www.kypa.org>) and social media pages with Facebook and LinkedIn.
 2. **Participation.** The KPA strongly encourages its members to “connect” with KPA on LinkedIn and “like” KPA on Facebook. This input is vital to improving the visibility of the KPA so we can attract new members, sponsors and other affiliates.
 3. **Use.** Social media provides a means of communicating and posting information or content of any sort on the internet, including but not limited to, web log or blogs, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the KPA, as well as any other form of electronic means of communication.

The KPA utilizes social media and its website to highlight material including, but not limited to, conferences, programs, blogs, reports, resources and industry appropriate content. This SMP refers to a combination of social media pages and a website as a part of its communications and marketing plan. The KPA understands that social media can be a fun and rewarding way to share life events and opinions with family, friends, co-workers and peers around the world. However, use of social media also presents certain risks and carries certain responsibilities. To assist Social Media Users in making responsible decisions about the use of social media, the KPA has established this SMP as well as specific guidelines for appropriate use of social media.

4. **Guidelines.** Social Media Users are responsible for the content they post and all activity that occurs under their account(s). Social Media Users shall not misrepresent themselves or take on the identity of someone else while using the KPA’s social media pages and/or website.

Confidential Information is defined as that which includes financial information, legal, organizational internal strategies, campaign benchmarks, unreleased advertising or promotions,

internal processes or methodologies, circulating rumors, colleagues or members' personal information, private, identifiable case/client information and medical information.

As it pertains to Confidential Information, Social Media Users are prohibited from sharing Confidential Information and from posting internal reports, policies, procedures or other internal business-related confidential communications.

No Social Media User shall create a link from his or her blog, website or other social networking site to a KPA website without identifying himself or herself as a Board Member, Director or Committee Chairperson of the KPA. Social Media User shall express only his or her personal opinions. Social Media User shall never represent himself or herself as a spokesperson for the KPA or any of its officers or directors unless directed to do so specifically by the President and the Director of Public Relations. If the KPA is a subject of the content Social Media User is creating, Social Media User shall be clear and open about his or her position. If Social Media User does publish a blog or post online related to the work he or she does or subjects associated with the KPA, Social Media User shall make it clear that he or she is not speaking on behalf of the KPA. It is recommended that Social Media User include a disclaimer such as "The postings on this site (post) are my own views and do not necessarily reflect the views of The Kentucky Paralegal Association."

Proper copyright and reference laws should be observed by Membership when posting online. Any potential infringement upon any intellectual property rights, including but not limited to, brand names, trade names, logos, copyrights or trade secrets of any person, business or place will not be tolerated.

Inappropriate posts, blogs, articles, etc. which contain, or which can be viewed as containing discriminatory, harassing, threatening, defamatory, criminal, vulgar, obscene, violent, malicious and incorrect information or other content deemed to be off-topic or to disrupt the purposes of the channel, its followers, and its sense of community and acceptance, is strictly prohibited and will not be tolerated.

Spam directed at KPA or Membership utilizing KPA's website and/or social media channels, including any form of automatically generated content or repeatedly posting the same content is prohibited.

KPA reserves the right to block, delete, add to, or delete from postings from any Member that fails to follow this Social Media Policy.

5. Discipline. Malicious, obscene, threatening or discriminatory remarks, harassment, and/or threats of violence or similar inappropriate or unlawful conduct will result in immediate removal from website access and the social media page(s) maintained by the KPA. Further, Social Media User will be subject to disciplinary action up to and including removal from Membership and all related positions as well as legal remedies where indicated.
6. Monitoring. Be advised that all of the KPA's website social media sites are monitored 24 hours a day, 7 days a week.
7. Tracking and Evaluating Success. The KPA, through its Director of Public Relations, shall monitor interactions on social media, to the greatest extent possible, utilizing available technology, including but not limited to *Hootsuite*, *Google Analytics* and *Facebook Insights*. This information shall be shared with the KPA at its board meetings as part of the Director of Public Relations monthly report.

- d. The Director of Public Relations shall serve as Chairperson of the Public Relations Communications Committee.
- e. The Director of Public Relations shall be responsible for all Committee meeting reports, bi-monthly Board reports and the Annual Report for the Public Relations Communications Committee.

11. SCHOLARSHIP COMMITTEE

- a. The Scholarship Committee shall select the recipient and runner-up of the KPA's annual paralegal student scholarship to be awarded at the KPA Annual Conference.
- b. The Director of Student Relations shall serve as Chairperson of the Scholarship Committee which shall be comprised of a minimum of three (3) members. The Scholarship recipient from the previous year shall be invited to serve on the Scholarship Committee.
- c. The Scholarship Committee shall seek applications for and award the Kentucky Paralegal Scholarship Award to an outstanding paralegal student. The Scholarship award shall be one thousand dollars (\$1,000.00) or, in the event of a tie, two (2) awards may be given in the amount of one thousand dollars (\$1,000.00) each upon approval by the Board.

- d. Applicants shall be a KPA student member in good standing enrolled as a degree-seeking student in a Paralegal Studies program approved by the American Bar Association (“ABA”) or a Paralegal Studies program that is not ABA-approved but meets the substantive legal studies requirements pursuant to the ABA guidelines. Applicants must be attending a program located within the Commonwealth of Kentucky or be a Kentucky resident enrolled in an eligible paralegal studies program located outside the Commonwealth of Kentucky. Applicants shall also have completed a minimum of twelve (12) credit hours of Paralegal Studies coursework and have at least one semester of courses remaining for completion of their degree. Further, the Applicant shall have an overall Grade Point Average (GPA) of 3.25 or higher and a GPA of 3.50 or higher in his or her Paralegal Studies coursework.
- e. Each Applicant shall submit the following items with the scholarship application: Application Information Form, two (2) letters of recommendation as designated on the Scholarship application, an official transcript, and a legal writing sample and/or essay.
- f. The Committee shall forward the scholarship applications to the KPA membership and the Program Directors of eligible paralegal programs located within the Commonwealth of Kentucky.
- g. The deadline for applications shall be established by the Chairperson. The Committee members shall review all applications and may require applicants to schedule face-to-face interviews with the Scholarship Committee members.
- h. The scholarship recipient and runner-up will be recognized and presented with a certificate of recognition at the KPA Annual Conference. The Scholarship recipient and runner-up shall be invited to attend that year’s Annual Conference at no charge. Both recipients shall also receive KPA membership at no cost for the first membership year after graduation.
- i. The scholarship check will be issued in the name of the recipient and will be delivered directly to the recipient no later than the date of the KPA Annual Conference.
- j. In the event that no qualified applicants are nominated for the Scholarship, no Scholarship award will be given.
- k. The recipient’s picture and winning essay may be published on the KPA website and/or in the Association’s newsletter.

1. The Director of Student Relations shall be responsible for all Committee meeting reports, bi-monthly Board reports and the Annual Report for the Scholarship Committee.

12. TECHNOLOGY COMMITTEE

- a. The Technology Committee shall be responsible for acquiring, maintaining and developing the technological resources required for Association and Committee business and the electronic dissemination of information.
- b. The Director of Public Relations shall serve as Chairperson or coordinating Director of the Technology Committee and shall be responsible for ensuring all Committee meeting reports, bi-monthly Board reports and the Committee's annual report are submitted to the Board in a thorough and timely manner.

IV. AMENDMENT OF POLICIES AND PROCEDURES

It should be noted that these Policies and Procedures may need to be revised from time to time. To make these procedures as efficient as possible, Board members should not hesitate to suggest amendment and necessary deviations throughout the year; however, any amendments or deviations shall be approved by Board vote.

KENTUCKY PARALEGAL ASSOCIATION
[OFFICER/DIRECTOR/COMMITTEE POSITION] REPORT (SAMPLE)
SUBMITTED BY [NAME]
[DATE]

I. Activities Since Last Board Meeting

Provide a narrative identifying the focus of activities since last Board meeting, report on events since the last Board meeting, provide a report of Committee actions and meetings since last Board meeting including Committee participants, and identify accomplishments. Detailed financial accounting (Treasurer, final Conference or seminar proceeds) or statistical reports should be provided as an attachment. Any PR considerations should be identified and event dates and meetings should be detailed in this section so that they may be added to the website and notice may be given to the membership. Matters included in this section will be not require a verbal report at the meeting; however, an opportunity will be provided for Board questions and comments.

II. Prospective Activities and Goals

Identify upcoming activities, events and goals. State action plan and deadlines for accomplishing goals. Any financial considerations not provided for in the budget should be identified and detailed. Any PR considerations should be identified and event dates and meetings should be detailed in this section so that they may be added to the website and notice may be given to the membership. Matters included in this section will be not require a verbal report at the meeting; however, an opportunity will be provided for Board questions and comments.

III. Informal Recommendation(s) and Requests for Board Input

This is an opportunity to make recommendations, suggestions, and comments to the Board and identify Board positions or Committees affected. Recommendations requiring Board vote or approval should be detailed here and then included in concise format under "Formal Motion(s) to the Board." Matters included in this section will be discussed at the meeting. Please provide sufficient detail for Board members' advance consideration and productive discussion at the meeting.

IV. Formal Motion(s) to the Board

State your motion here. Be concise and state the necessity for the action. If presenting a formal motion for the Board's consideration, you should first discuss it the Board positions and Committees affected.

Respectfully Submitted,

[OFFICER/DIRECTOR/COMMITTEE POSITION]