

STANDING RULES
of
NALS OF KITSAP COUNTY

ARTICLE I
MEMBERSHIP

Section 1. **Qualification.** Individual members shall consist of those persons engaged in work of a legal nature. A person serving a sentence for a felony conviction is not eligible for membership. Membership classifications include:

- A. Voting Members:
 - (i) Individual
 - (ii) Retired
 - (iii) Life members

- B. Nonvoting Members:
 - (i) Student
 - (ii) Associate
 - (iii) Honorary
 - (iv) Secondary
 - (v) Senior

as defined by the Bylaws of this association. Individual members may maintain their membership as long as dues are continuously paid, even if the member no longer engages in work of a legal nature.

Section 2. **Company Memberships.** Company memberships shall not be allowed.

Section 3. **Transfers.** Members may transfer from one chapter to another. The transfer shall be effective when NALS receives an acknowledgment of the transfer from the new chapter. NALS will notify the member's former chapter of the transfer.

Section 4. **Jurisdictional Dispute.** In the event of a dispute between NALS of Kitsap County (hereinafter "the Chapter") and any other chapter with regard to a jurisdictional issue involving membership, such issue shall be submitted to NALS for resolution.

ARTICLE II
DUES, FEES AND EXPENSES

Section 1. **Due Date.** All dues levied on members shall be due on the first day of the month following the anniversary date established by NALS. Dues shall be paid each year directly to NALS on or before the first day of the next month following the established due date.

Section 2. **Dues.**

- A. Individual Members. Dues shall be \$10 per year for all individual members.
- B. Retired Members. Dues shall be \$5 per year for all retired members.
- C. Life Members. Dues shall be calculated at a one time rate of 25 times the dues amount for individual members.
- D. Associate Members. Dues shall be \$10 per year for all associate members.
- E. Honorary Members. Honorary members shall not pay any local chapter dues.
- F. Secondary Members. Dues shall be \$10 per year for all secondary members.
- G. Student Members. Dues shall be \$5 per year for all student members.

Section 3. **Other Expenses**. The Board of Directors, through the annual budget process, shall establish expenses for the Executive Committee, Board of Directors, Sections, and Task Forces.

ARTICLE III MEETINGS

Section 1. **Local Chapter**.

- A. The April Board of Directors meeting shall be a joint meeting with both the incoming and outgoing Board of Directors.
- B. Notice of membership meetings shall be given to all voting members. The notice shall be sent out to all voting members at least five days prior to the meeting and shall contain the date, time and place of the meeting.

Section 2. **National and State Associations**.

- A. All members of NALS of Kitsap County are eligible for funding for the purpose of attending National and State Association conferences (see Section 2. B.). Reimbursement for registration, airfare and hotel accommodations, shall be split evenly between members. Nothing precludes the membership from receiving additional funds, if necessary, upon approval of the membership.
- B. Only the NALS Professional Development Conference, NALS Educational Conference, Region 7 Meeting, NALS of Washington Annual Meeting, and the NALS of Washington Fall Educational Conference will be reimbursable, subject to the restrictions contained in these Standing Rules and in the Bylaws.

ARTICLE IV OFFICERS

- A. There shall be a permanent file maintained for each office, which shall in turn be passed on to each succeeding officer.
- B. Each officer shall submit a proposed budget request to the Treasurer by the announced deadline. Officers who do not submit a budget request shall have a budget amount assigned based on the previous year's budget.
- C. In addition to the duties listed in Article VII, Section 5 of the Bylaws, the Secretary shall perform the following duties:
 - 1. Prepare and publish in the following month's *Brief Notes* a synopsis of the minutes of the regular meeting.
 - 2. Have available at all meetings the original of all minutes prepared during the term of her/his office.
 - 3. Provide the President with a copy of the minutes of each Board of Directors and membership meeting within one week after such meeting.
- D. In addition to the duties listed in Article VII, Section 5 of the Bylaws, the Treasurer shall perform the following duties:
 - 1. The Treasurer will send the budgeted amount, or such amount as the Board of Directors deems appropriate, to the outgoing NALS President at the expiration of her/his term.
 - 2. The Treasurer will send the budgeted amount, or such amount as the Board of Directors deems appropriate, to the outgoing NALS of Washington President at the expiration of her/his term.
 - 3. No bond shall be required of the Treasurer.

4. The Treasurer and/or the Membership Director shall place a notice in each *Brief Notes* announcing that members who have not paid their dues prior to the expiration of their anniversary will not receive further issues of the *Brief Notes* until they have renewed their dues.
5. The Treasurer shall prepare and submit to the Board of Directors a proposed budget for approval for the ensuing year. The budget shall be approved no later than the April Board of Director's meeting.

ARTICLE V
NOMINATIONS AND ELECTIONS

The Nominations Section shall issue a call for nominations to be sent to all voting members; obtain written acknowledgment of candidates intending to run for office or director positions; and, oversee the preparation and mailing of ballots to all voting members, including biographical information about the candidates. In the event of a vacancy in a director position, the nominating committee shall recommend a candidate to the Board of Directors to fill the vacant position. This vacancy will be appointed by the Board of Directors.

ARTICLE VI
SECTIONS

- A. Section Leaders shall be appointed by the President to enhance the goals of the Association.
- B. Section Leaders shall report verbally at meetings, submitting written reports to be filed with the minutes and printed in the *Brief Notes*.
- C. There shall be a permanent file maintained for each section, which shall be passed on to each succeeding section leader.

