

**STANDING RULES  
OF  
LEGAL SECRETARIES,  
INCORPORATED**

**STANDING RULES OF LEGAL SECRETARIES, INCORPORATED  
TABLE OF CONTENTS**

<u>Section</u>	<u>Page</u>
1. BULLETIN CONTEST .....	1
2. QUARTERLY CONFERENCES .....	1
3. ANNUAL CONFERENCE .....	3
4. LSI OFFICER VISITATION PROGRAM.....	4
5. HISTORY BOOKS.....	5
6. INSURANCE AND BOND.....	5
7. SUBSIDY PROGRAM.....	5
8. <i>THE LEGAL SECRETARY</i> MAGAZINE .....	6
9. CHECKING ACCOUNT, BOOKKEEPING AND ACCOUNTING .....	7
10. LSI LOGO .....	7
11. LEGAL SPECIALIZATION SECTIONS MEMBERSHIP.....	7
12. CALIFORNIA CERTIFIED LEGAL SECRETARY CERTIFYING BOARD.....	8
13. ITEMS AVAILABLE THROUGH CORPORATE OFFICE.....	9
14. COURTESIES TO PAST PRESIDENTS .....	10
15. SPECIAL COMMITTEES .....	11
16. ATTENDANCE AT MEETINGS .....	11
17. REIMBURSEMENT OF EXPENSES .....	12
18. EXPENSE CLAIMS.....	14
19. LSI PRESIDENT’S EXPENSES.....	14
20. MEMBERSHIP IN AFFILIATED ORGANIZATIONS, SUBSCRIPTIONS.....	14
21. RELEASE OF LSI MEMBERSHIP INFORMATION.....	14
22. RETURNED CHECKS .....	15
23. MEMBERSHIP CONTEST .....	15
24. DAY IN COURT .....	15
25. CHAPTER ACHIEVEMENT CONTEST .....	15
26. WORLDWIDE WEB SITE.....	15
27. MOTIONS PRESENTED FROM THE FLOOR .....	16
28. STATE BAR OF CALIFORNIA MINIMUM CONTINUING LEGAL EDUCATION .....	16
29. COMMITTEE GUIDELINES, RULES AND PROTOCOL .....	17
30. NOTIFICATION OF SERIOUS ILLNESS OR DEATH .....	17
31. LSI ADMINISTRATOR .....	17
32. LSI TAG LINE .....	17
33. AMENDING THE STANDING RULES.....	17

# **STANDING RULES OF LEGAL SECRETARIES, INCORPORATED**

## **1. BULLETIN CONTEST**

- 1.1 LSI shall conduct a Local Association Bulletin Contest at each Annual Conference, the rules of which shall be established by the Editor of *The Legal Secretary* and approved by the Executive Committee. Monetary prizes awarded in each class of membership shall be: 1st Place, \$50; 2nd Place, \$35; 3rd Place, \$25.

## **2. QUARTERLY CONFERENCES**

- 2.1 Before bidding for an August, November or February Conference (“Quarterly Conferences”), a prospective host association shall review *Guidelines for Hosting LSI Conferences*.
- 2.2 LSI may advance a maximum of \$200 to a Quarterly Conference host association, to be refunded to LSI by the host association within 60 days after the close of such Conference. Any sum advanced shall be paid, upon request to the LSI President, to the host association one year preceding the Quarterly Conference to be hosted.
- 2.3 Notice of intention to bid for November, February and August Quarterly Conferences, with proper certification on forms provided by the LSI Executive Secretary, shall be submitted to the LSI President by the February Conference, or later, at the discretion of the Executive Committee, for presentation to the Governors at the Post Annual Conference Board of Governors meeting two years in advance of such Conferences.
- 2.4 The notice of intention to bid shall include: (a) tentative Conference dates, which shall be after the first weekend of the respective months of the Quarterly Conferences; (b) intended Conference site; (c) projected room rates, including taxes and fees; (d) location of nearest major airport; (e) distance and modes of transportation available from nearest major airport to intended Conference site; (f) parking fees at intended Conference site; and, (g) projected scrip ticket price.
- 2.5 If more than three Local Associations bid for the same Quarterly Conference, the Executive Committee may request an Association who has hosted a Quarterly or Annual Conference within the previous three years to withdraw its present bid.
- 2.6 A flyer shall be prepared by the host association for publication in *The Legal Secretary* and timely delivered to the Editor. The cost of publishing the flyer shall be borne by LSI.
- 2.7 The registration fee for a Quarterly Conference shall be \$30; or \$20 if payment is received by the host association 30 days before the Conference commences.

- 2.8 The charge for the Friday night reception shall not exceed \$25 per person.
- 2.9 The host association may add a charge not to exceed \$5 for each individual banquet and brunch ticket purchased.
- 2.10 The Executive Committee shall approve the scrip ticket price six months prior to the Quarterly Conferences, based on itemization of actual costs.
- 2.11 Quarterly Conferences shall not be scheduled on California, national and/or religious holiday weekends.
- 2.12 Plurality vote of the Governors shall select Quarterly Conference sites.
- 2.13 Local associations bidding for Quarterly Conferences may distribute promotional favors donated or provided by the bidding association's chamber of commerce, visitors bureau or local businesses or by the Local Association.
- 2.14 A Governors luncheon or round table discussion shall be scheduled at each Quarterly Conference.
- 2.15 Oral reports of LSI Officers and Committee Chairmen shall be limited to two minutes each, except that of the Treasurer.
  - 2.15.1 The due dates of written reports of LSI Officers, Appointed Officers, and Chairmen are listed in the Summary of Due Dates and Deadlines for each LSI Quarterly Conference. Written reports that are not timely submitted to the LSI Administrator by the deadline listed in the Summary of Due Dates and Deadlines must be printed and submitted in paper format. The LSI Officer, Appointed Officer or Chairman submitting an untimely written report may not be eligible for reimbursement of copies under LSI Standing Rule 17.5.3.
- 2.16 The general Chairman of each Quarterly Conference Committee shall prepare and transmit to the LSI President and the LSI Administrator, not later than 45 days after the Quarterly Conference, a report containing registration and financial information, in the form provided in *Guidelines for Hosting LSI Conferences*, which information shall be reported to the Board of Governors at the immediately-following Quarterly Conference. The Chairman shall prepare and deliver to the Chairman for the ensuing Quarterly Conference a file containing documents and information of assistance to the next chairman.
- 2.17 In the event LSI receives no acceptable bid from a local association for a scheduled Quarterly Conference, LSI shall host such Conference, the President shall appoint a Special LSI Quarterly Conference Committee ("Committee"), subject to the approval of the Elected Officers. The Committee shall select the site of and execute the Quarterly Conference in the best interests of LSI. The Committee shall comply with applicable Standing Rules and Bylaws pertaining to

Conference events, files and reports. The Committee Chair shall be reimbursed for expenses in accordance with these Standing Rules.<sup>1</sup>

- 2.18 At February Quarterly conferences one potential Governor in Training from a local association may be allowed to attend the Governor's luncheon with his/her local association's current Governor.

### **3. ANNUAL CONFERENCE**

- 3.1 Before bidding for an Annual Conference, a prospective host association shall review *Guidelines for Hosting LSI Conferences*.
- 3.2 LSI may advance a maximum of \$500 to an Annual Conference host association, to be refunded to LSI by the host association within 60 days after the close of such Conference. Any sum advanced shall be paid, upon request to the LSI President, to the host association one year preceding the Annual Conference to be hosted.
- 3.3 Notice of intention to bid for an Annual Conference, with proper certification on forms provided by the LSI Executive Secretary, shall be submitted to the LSI President by the February Conference; or later, at the discretion of the Executive Committee, for presentation to the delegates at the Annual Conference two years in advance of such Conference.
- 3.4 The notice of intention to bid shall include: (a) tentative dates, which shall be after May 10; (b) intended Conference site; (c) projected room rates, including taxes and fees; (d) location of nearest major airport; (e) distance and modes of transportation available from nearest major airport to intended Conference site; (f) parking fees at intended Conference site; and, (g) projected scrip ticket price.
- 3.5 No promotional campaign favors other than qualification sketches may be distributed by candidates for LSI offices.
- 3.6 A flyer shall be prepared by the host association for publication in The Legal Secretary and timely delivered to the Editor. The cost of publishing the flyer shall be borne by LSI.
- 3.7 The registration fee for an Annual Conference shall be \$35; or \$25 if payment is received by the host association 30 days before the Conference commences.
- 3.8 The charge for the Friday night reception shall not exceed \$30 per person.
- 3.9 The host association may add a charge not to exceed \$5 for each individual banquet and brunch ticket purchased.

---

<sup>1</sup> To create an LSI Committee to conduct LSI Conferences as necessary and provide for payment of the Committee Chair's expenses.

- 3.10 The Executive Committee shall approve the scrip ticket price six months prior to the Annual Conference, based on itemization of actual costs.
- 3.11 Annual Conferences shall not be scheduled on California, national and/or religious holiday weekends.
- 3.12 The Annual Conference Standing Rules and Election Rules shall be printed in the Annual Conference Program.
- 3.13 A Governors luncheon or round table discussion shall be scheduled at each Annual Conference.
- 3.14 The host association of each LSI Annual Conference shall schedule a Newcomers event at each Annual Conference.
- 3.15 Oral reports of LSI Officers and Committee Chairmen shall be limited to three minutes each, except those of the Nominations and Elections Committee and Treasurer.
  - 3.15.1 The due date of the written reports of LSI Officers, Appointed Officers, and Chairmen is listed in the Summary of Due Dates and Deadlines for each LSI Annual Conference. Written reports that are not timely submitted to the LSI Administrator by the deadline listed in the Summary of Due Dates and Deadlines must be printed and submitted in paper format. The LSI Officer, Appointed Officer or Chairman submitting an untimely written report may not be eligible for reimbursement of copies under LSI Standing Rule 17.5.3.
- 3.16 The expenses of gifts presented to the officers at the installation ceremony shall not exceed \$160, the cost of which shall be borne by LSI.

#### **4. LSI OFFICER VISITATION PROGRAM**

- 4.1 At the beginning of each fiscal year, members of the Executive Committee shall be assigned a reasonable area within which visits to Local Associations shall be made. The Executive Committee member attending a Local Association's event must provide the President with a written report stating the date of the event and the purpose of the event (i.e., installation of officer, regular meeting, special event, etc.). An Executive Committee member attending a Local Associations' event, must prepare an expense report with his/her listed expenses incurred and provide the original to the LSI Treasurer and a copy to the LSI President for review and approval.

## **5. HISTORY BOOKS**

- 5.1 LSI may conduct a Local Association History Book Contest at each Annual Conference, the rules of which shall be established by the LSI Historian and approved by the Executive Committee. If a contest is held, the total cost of each Local Association's History Book entered in the History Book Contest shall not exceed \$500. Monetary prizes of \$50 shall be awarded in each class of membership.
- 5.2 The History Book Contest shall also include a scrapbook category. Total cost of each scrapbook shall not exceed \$400. One award of \$35 shall be presented.
- 5.3 Expense of the LSI History Book shall not exceed \$600.

## **6. INSURANCE AND BOND**

- 6.1 LSI shall carry public liability insurance, from a source determined by the Executive Committee, with coverage for a combined single limit of \$1,000,000 for all claims for bodily injury and property damage arising out of a single occurrence.
- 6.2 LSI shall carry insurance, in an amount and from a source determined by the Executive Committee, bonding the conduct of persons who were, now are or shall be directors, trustees, officers, employees, committee members or volunteers of LSI, including their estates, heirs, legal representatives or assigns in the events of their deaths, incapacities or bankruptcies.

## **7. SUBSIDY PROGRAM**

- 7.1 LSI shall budget each fiscal year for a subsidy program to fund the following subsidies or loans:

### **7.1.1 Newly Chartered Associations**

Shall receive \$200 from LSI upon presentation of LSI charter; and  
Shall receive the following payments for the first Quarterly Conference following organization: (a) scrip ticket for Governor; (b) two nights' lodging for Governor, not to exceed one-half the cost of double room at Conference site facility; and, (c) transportation expenses, as allowed LSI Officers, Committee Chairmen and committee members by these Standing Rules.

### **7.1.2 Loans to Local Associations**

Existing Local Associations may make written application to the LSI Executive Committee, attention of LSI President, for a \$100 non-interest bearing loan, to be granted at the Executive Committee's discretion, with preference given to one-year-old Local Associations and all others on a first-come, first-serve basis, if

applicant's accompanying financial statements show need and if money is to be used for: (a) assisting with Governor's or delegates' expenses; (b) setting up a legal secretarial training program; and/or, (c) reproducing and circulating a bulletin. No more than two loans shall be granted within any five-year period. Applicant's written request shall be signed by Local Association's president, governor, and/or treasurer and shall include: (a) financial statement for a 12-month period (showing receipts, disbursements, cash on hand, and other assets); (b) intended use of loan proceeds; and, (c) plans for fund-raising projects. Repayment of any such loan shall be made to LSI by the Local Association within three years of date of receipt.

**8. THE LEGAL SECRETARY MAGAZINE**

**8.1 Advertising Rates.**

The following prices shall be charged for advertising in *The Legal Secretary*:

	<u>Per Issue</u>
¼ page .....	\$ 125
½ page.....	150
Full page .....	210
Full page, preferred .....	225
Surcharge for odd size, plus next smaller .....	25
Center section (right and left) .....	170
Front or back inside cover .....	230
Back outside cover .....	250
Postcard insert .....	200
Additional cost for color.....	50

A 10% discount will be offered to advertisers contracting for four consecutive issues and a 5% discount will be offered to advertisers contracting for two consecutive issues, provided advance payment is received from the advertiser.

## 8.2 Advertising Plus Plan Rate.

Advertisers who purchase advertising space in both *The Legal Secretary* and on LSI's website shall have the following advertising rates:

### Plus Plan Rates:

Annual full page color print ad in *The Legal Secretary* and a banner sized ad of 300 x 250 on LSI's website: \$750

Quarterly half-page color print ad in *The Legal Secretary* and a banner sized ad of 180 x 150 on LSI's website: \$200

## 8.3 Subscriptions.

Non-LSI member subscription rates for *The Legal Secretary* shall be \$25 for four issues.

## 9. CHECKING ACCOUNT, BOOKKEEPING AND ACCOUNTING

9.1 The Treasurer is authorized to establish for the benefit of LSI financial accounts in the name of Legal Secretaries, Incorporated, in financial institutions of the Treasurer's choosing for the Treasurer's convenience.

9.2 The Treasurer is authorized to retain an accounting firm selected by the Executive Committee to perform general bookkeeping services, accounting and management services, tax services and an annual audit. The cost for bookkeeping, accounting, management, tax services and preparation of annual budget shall be included in the annual budget of LSI.

## 10. LSI LOGO

10.1 Subject to approval of the Executive Committee, a Local Association, service provider or other entity wishing to use any LSI service mark must enter into a license agreement with LSI. A licensee using a service mark related to a ways and means or fund-raising project to which a service mark is affixed to an item offered for sale will be charged a \$25 fee.

## 11. LEGAL SPECIALIZATION SECTIONS MEMBERSHIP

11.1 A member of LSI in good standing shall be eligible for membership in any of the Legal Specialization Sections upon submitting an application for membership and paying a fee of \$20 per Section per year, or a total discounted fee of \$75 per year to join all Sections simultaneously.

- 11.2 A non-LSI member shall be eligible for membership in any of the Legal Specialization Sections as an Associate Section Member upon submitting an application for membership and paying a fee of \$40 per Section per year, or a total discounted fee of \$150 per year to join all Sections simultaneously.
- 11.3 Legal Specialization Section membership fees are due August 1, for the period from August 1 through July 31 of the following year.

**12. CALIFORNIA CERTIFIED LEGAL SECRETARY CERTIFYING BOARD**

- 12.1 The Certifying Board for the California Certified Legal Secretary program shall consist of five LSI members who are certified as California Certified Legal Secretaries and two attorneys or educators.
- 12.2 The LSI President shall appoint the requisite number of LSI members to the CCLS Certifying Board in February of each year for terms of four years each. Should it become necessary to fill a vacancy created by the resignation, removal, or inability of an LSI member to serve in the previously appointed position on the CCLS Certifying Board, the LSI President shall appoint a new LSI member for a term of four years to fill the vacancy. Should such appointment occur mid-term, the start and end dates of the successor member's four-year term shall be determined at the discretion of the LSI President with input from the CCLS Certifying Board Chair. Terms of CCLS Certifying Board members are to be staggered to provide stability and continuity. The LSI President may extend the term of an agreeable CCLS Certifying Board member in an effort to avoid a turnover of more than two Certifying Board members at the same time.
- 12.3 The LSI President shall appoint the requisite number of attorneys or educators to the CCLS Certifying Board in February of each year for terms of two years each; or, as necessary to fill a vacancy created by the resignation, removal or inability to serve of an attorney or educator previously appointed to the CCLS Certifying Board.
- 12.4 In May of each year, the CCLS Certifying Board shall elect from among its members, a chairman, secretary and bookkeeper, to serve for term(s) of one year each. Their duties shall be determined by the CCLS Certifying Board.
- 12.5 The CCLS Certifying Board Chairman shall submit a written report to the LSI Executive Committee, with a copy to the CCLS Committee Chairman, within 30 days following each CCLS Certifying Board meeting. The CCLS Committee Chairman shall incorporate portions of such reports in that Chairman's quarterly report to the Governors.

- 12.6 As an ex officio member, the LSI President may attend meetings of the CCLS Certifying Board. The President shall not participate in matters pertaining to composition of the examination, grading of the examination, review and approval of candidates' applications or recertification requirements.
- 12.7 The CCLS Certifying Board shall meet with the LSI Executive Committee at the Annual Conference.
- 12.8 The operating rules, pertaining to: (a) composition of the examination; (b) grading of the examination; (c) examination site locations; (d) examination dates; (e) examination proctors; (f) review and approval of candidates' applications; and, (g) recertification requirements, shall be independently developed and established by the CCLS Certifying Board.
- 12.9 The fee charged to applicants taking and re-taking the examination, the fee charged for CCLS recertification, and the fee charged for replacement of an original CCLS Certificate may be adjusted upon recommendation by the CCLS Certifying Board and approval of the Board of Governors.

<b>Current Exam Fees</b>		
	LSI Member	Non-Member
Registration	25	75
Exam Fee	100	100
<b>TOTALS:</b>	<b>125</b>	<b>175</b>
Retake fee	60	70
Deferral fee	30	
Late fee	30	
Recertification	25	
New Certificate	30	

- 12.10 The CCLS Chair shall serve as the liaison to the California Certified Legal Secretary Board.

### **13. ITEMS AVAILABLE THROUGH CORPORATE OFFICE**

- 13.1 The following items shall be sold through Corporate Office, at the prices indicated, plus applicable sales tax, plus 15% of the total cost of the order for handling and shipping:

<u>Item</u>	<u>Unit Price</u>
*Brass Tacks	\$ 5
CCLS Study Guide	25
CCLS Pin	35
CCLS Study Kit	199
*Guidelines for Preparation of a History Book	5
*Guidelines for Preparation for a Legal Education Program	5
*Guidelines for Hosting LSI Conference	5
Law Office Procedures Manual:	
Instructor's Guides	7
Teacher's Training Chapter	4
Legal Secretary's Reference Guide	30
*LSI Bylaws and Standing Rules	5
*LSI History	5
LSI Membership Pin	3
LSI Membership Pin (magnetic)	5
President's Pin/Pendant – Local Association	7

The costs of handling and shipping shall be waived for orders placed and prepaid at an LSI Conference.

*\*available for download from the LSI website at no charge.*

13.2 The following items shall be available through Corporate Office at no charge: (a) Career Promotion Brochure; (b) CCLS Brochure; (c) *Law Office Procedures Manual* Flyer; (d) *LSI Legal Professional's Handbook* Flyer; (e) LSI Membership Application Form; (f) LSI Membership Brochure; (g) LSI Roster; (h) New Member Packet; and, (i) electronic version of the "Marketing LSI" PowerPoint presentation.

#### **14. COURTESIES TO PAST PRESIDENTS**

14.1 At the end of a President's last term(s) of office, that outgoing President shall be presented with a pin, charm or other memento, the cost of which shall be included in the budget.

14.2 LSI Past Presidents who retain LSI membership shall receive copies of Official Notice of Conferences, copies of the Minutes thereof and copies of the LSI Roster when available. Those who do not retain LSI membership shall receive the above and/or a copy of *The Legal Secretary*, upon request.

**15. SPECIAL COMMITTEES**

**15.1 Liaison to State Bar of California Law Practice Management and Technology Section.**

At the invitation of the State Bar of California, the President shall appoint a member of LSI to serve as a liaison to the Executive Committee of the Law Practice Management and Technology Section of the State Bar, for a term simultaneous with the State Bar term. The Liaison shall attend Law Practice Management and Technology Section Executive Committee Meetings and assist with its educational programs and promotional activities, and report as requested by the President.

**16. ATTENDANCE AT MEETINGS**

16.1 Elected and Appointed Officers, Committee Chairmen and committee members may be requested to attend scheduled Conferences, meetings or other functions at the discretion of the LSI President, subject to the approval of the Executive Committee.

16.2 The Executive Committee shall conduct its regular meetings, at the respective Conference sites, immediately preceding each Quarterly and Annual Conference.

16.3 The Executive Committee may conduct two interim meetings during each fiscal year on dates and at locations determined by the President.

16.4 In addition to attending scheduled meetings as requested by the President under the provisions of these Standing Rules, the Continuing Education Council may conduct interim meetings, subject to prior approval of the Executive Committee, on dates and at locations determined by its Chairman.

16.5 In addition to attending scheduled meetings as requested by the President under the provisions of these Standing Rules, the Legal Specialization Sections Committee may conduct interim meetings during each fiscal year, subject to prior approval of the Executive Committee, on dates and locations determined by its chairman.

16.6 In addition to attending scheduled meetings as requested by the President under the provisions of these Standing Rules, the Publications Revision Committee may conduct interim meetings, subject to prior approval of the Executive Committee, on dates and at locations determined by its Chairman.

16.7 The CCLS Certifying Board may conduct four meetings during each fiscal year, on dates and at locations determined by its Chairman, and may conduct additional meetings, subject to prior approval of the Executive Committee, on dates and at locations determined by its Chairman.

## **17. REIMBURSEMENT OF EXPENSES**

### **17.1 Travel Expenses.**

Except as otherwise provided by the Bylaws and these Standing Rules, all Officers, Committee Chairmen and committee members shall, while on official business of LSI (defined as traveling to and from or attending a Conference, meeting or other function as required or authorized by the Bylaws and these Standing Rules), be reimbursed for expenses as follows:

- 17.1.1 Actual cost of lodging, including taxes and fees, not to exceed one-half the cost of a double room at the Conference or meeting site or comparable facility, for each night such lodging is reasonable or necessary to facilitate attendance at a meeting; Reasonable or necessary is defined as committee members required to attend an a.m. meeting, the prior night's lodging will be reimbursed as indicated above. If committee members are required to attend a p.m. meeting, the prior night's lodging will not be reimbursed unless prior approval is obtained from the LSI President;
  - 17.1.1.1 Elected and Appointed members of the Executive Committee may be reimbursed the actual full cost of lodging, including taxes and fees, for each night such lodging is reasonable or necessary to facilitate attendance at a meeting. All other rules stated in Standing Rule 17.1.1 shall apply.
- 17.1.2 Actual cost of Conference scrip ticket, if attendance is requested by the LSI President;
- 17.1.3 \$20 per diem for each day or part thereof travel or attendance is required;
- 17.1.4 Actual fare of round-trip coach airplane, bus or train;
- 17.1.5 Personal automobile mileage round trip from residence to the Conference or meeting site at the rate of 40 cents per mile traveled, not to exceed the actual round trip air fare to the same destination;
- 17.1.6 Actual taxi or shuttle fare, or if convenient taxi or shuttle transportation is unavailable, actual cost of automobile rental charged, and actual cost of gas, reasonable or necessary for transportation to and from airport, bus station or train station;
- 17.1.7 Actual cost of tolls;
- 17.1.8 Actual cost of reasonable and necessary parking, not to exceed \$20 per day; and

- 17.1.9 Such additional expenses as are reasonable and necessary and approved by the Executive Committee.
- 17.1.10 Remote Location is defined as any conference location that requires an attendee to rent a car in addition to flying in order to reach the conference location because there are no airports close enough that offer a shuttle service.
- 17.2 Notwithstanding provisions to the contrary herein:
- 17.2.1 The Annual Conference Committee Chairman shall be reimbursed, for expenses at the Conference chaired, only the actual cost of Conference scrip ticket (i.e., not lodging, per diem and transportation expenses).
- 17.2.2 The Moderator(s) of the Presidents' Roundtable at Annual Conference shall be reimbursed, for expenses at that Conference, only one day's per diem and one night's actual cost of lodging, as defined above.
- 17.3 An Officer, Committee Chairman or committee member serving simultaneously as Governor, delegate or alternate delegate of a Local Association shall be reimbursed one-half the expenses described above, unless otherwise approved by the LSI President.
- 17.4 A member of the Executive Committee attending the installation meeting of a newly-chartered Local Association shall be reimbursed actual expenses, not to exceed one night's lodging, round-trip transportation and \$20 total per diem, as provided above.
- 17.5 **Operating Expenses.**
- Officers, Committee Chairmen and committee members shall be reimbursed for the following operating expenses reasonable or necessary to perform the duties assigned to them:
- 17.5.1 Actual cost of postage;
- 17.5.2 Actual cost of telephone or telecopy charges;
- 17.5.3 Actual cost of photocopying, not to exceed 15 cents per page;
- 17.5.3.1 Notwithstanding any other provision in these Rules, any LSI Officer, Appointed Officer or Chairman who submits an untimely report to the LSI Administrator, and is therefore required to submit a report in paper format, may not qualify for reimbursement under Standing rule 17.5.3.
- 17.5.4 Actual cost of office supplies; and

17.5.5 Other expenses, as required and approved by the Executive Committee.

17.6 An Officer, Committee Chairman or committee member unable to meet the limits of photocopying charges stated above may transmit documents to Corporate Office for processing. Such documents must be received, camera-ready, at Corporate Office no less than two weeks in advance of the date the photocopies are required.

**18. EXPENSE CLAIMS**

18.1 Expense claims shall be submitted to the Treasurer on forms provided, with receipts for expenses in excess of \$25 attached, at each Quarterly Conference, and paid on approval of designated members of the LSI Executive Committee.

18.2 Between Conferences expense claims in excess of \$100 may be submitted to the Treasurer, and paid on approval of the LSI President.

18.3 Expense claims submitted more than six months after the expense was incurred may be disallowed.

**19. LSI PRESIDENT'S EXPENSES**

19.1 The LSI President shall be paid a partial reimbursement for extraordinary expenses, in an amount not to exceed \$500 per quarter.

**20. MEMBERSHIP IN AFFILIATED ORGANIZATIONS, SUBSCRIPTIONS**

20.1 Officers and Committee Chairmen required to maintain membership in affiliated organizations or subscribe to publications pertaining to their positions shall obtain prior approval of the Executive Committee before incurring expenses of dues and subscriptions.

**21. RELEASE OF LSI MEMBERSHIP INFORMATION**

21.1 The LSI President shall have authority to approve the furnishing of LSI members' names and addresses to approved law-related associations on request, the specific purpose of which shall be confirmed in writing to the association by the LSI President with a copy to the LSI Administrator.

21.2 The LSI President shall have authority to provide mailing labels of LSI members to the benefit providers of LSI on request, the specific purpose of which shall be confirmed in writing by the President to the provider, with a copy to the LSI Administrator.

21.3 The LSI President shall have authority to provide the LSI Roster to the State Bar of California for potential membership referrals.

**22. RETURNED CHECKS**

22.1 Checks issued to LSI which are non-negotiable because of insufficient funds or other reason shall be replaced immediately by cash, a certified check or money order for the amount of the original check, plus \$25 penalty, plus the actual cost charged LSI by the financial institution for processing the original check.

**23. MEMBERSHIP CONTEST**

23.1 LSI may conduct a Local Association Membership Contest each year, the rules of which shall be established under supervision of the Vice President and Membership Committee Chairman and approved by the Executive Committee. Monetary prizes of \$25 each shall be awarded to winning Local Associations in each class of membership.

**24. DAY IN COURT**

24.1 The Professional Liaison/Day in Court Committee Chairman shall maintain a library of Day in Court scripts that are available to Local Associations.

**25. CHAPTER ACHIEVEMENT CONTEST**

25.1 LSI shall conduct a Local Association Chapter Achievement Contest each year, the rules and forms of which shall be established under supervision of the Vice-President and Membership Committee Chairman and approved by the Executive Committee.

25.2 LSI may provide a monetary award not to exceed \$100 for the winner of each category.

**26. WORLDWIDE WEB SITE**

**26.1 Webmaster.**

LSI shall engage the services of a qualified professional(s) to create, host, maintain, modify and improve its Worldwide Web site, at a cost to be included in each annual budget. The President and Executive Secretary shall be authorized to enter into appropriate contract(s) and amendments to retain such services.

## 26.2 Advertising Rates.

The following prepaid prices shall be charged for advertising on the LSI website:

Annual Web Banner Advertisement, posted on the Advertisers Page Size Options.

- Large Rectangular Advertisement: 336 x 280 = \$1,000
- Medium Rectangular Advertisement: 300 x 250 = \$950
- Small Rectangular Advertisement: 180 x 150 = \$900

Quarterly Web Banner Advertisement, posted on the Advertisers Page Size Options.

- Large Rectangular Advertisement: 336 x 280 = \$375
- Medium Rectangular Advertisement: 300 x 250 = \$325
- Small Rectangular Advertisement: 180 x 150 = \$275

A ten percent (10%) discount will be given to any advertiser that pays for at least two consecutive annual advertisements. A five percent (5%) discount will be given to any advertiser that pays for at least two consecutive quarterly advertisements.

## 26.3 Advertising Plus Plan Rates.

Advertisers who purchase advertising space in both *The Legal Secretary* and on LSI's website shall have discounted rates as listed in Standing Rule 8.2.

## 27. MOTIONS PRESENTED FROM THE FLOOR

27.1 Main motions and amendments presented from the floor at Annual Conferences and Board of Governors Meetings shall be written in triplicate and delivered to the President, Executive Secretary and Parliamentarian before the motion or amendment is presented to the assembly. The presenter of the motion or amendment shall be prepared to report to the assembly the benefit(s) of the motion or amendment.

27.2 Debate is limited to a maximum of three (3) minutes, per speaker, per motion, per day. Each speaker may speak twice on the same motion. A person cannot speak a second time, if others who have not spoken at least once have not yet been given an opportunity to do so.

## 28. STATE BAR OF CALIFORNIA MINIMUM CONTINUING LEGAL EDUCATION

28.1 LSI shall comply with the State Bar of California Minimum Continuing Legal Education Rules and Regulations to sponsor MCLE-approved programs. Local Associations wishing to sponsor MCLE-approved programs may do so under the supervision of the LSI Continuing Education Coordinator.

**29. COMMITTEE GUIDELINES, RULES AND PROTOCOL**

- 29.1 All LSI committee guidelines, rules and other protocol are incorporated in these Standing Rules as though fully set forth herein.
- 29.2 Committee guidelines, rules and other protocol, and amendments thereto, shall be approved by the Executive Committee prior to implementation.

**30. NOTIFICATION OF SERIOUS ILLNESS OR DEATH**

- 30.1 At the direction of the President, the LSI Administrator shall notify each Officer, Committee Chairman and Governor of the serious illness or death of an LSI Past-President; current Officer, Committee Chairman or Governor; or, of the death of a member of such person's immediate family.

**31. LSI ADMINISTRATOR**

- 31.1 In the event of a vacancy for the position of LSI Administrator, applications for the position shall be submitted to the LSI President no later than a date set by the Executive Committee when the vacancy is announced.
- 31.2 At least every two years, a performance evaluation of the LSI Administrator shall be conducted by the Executive Committee.

**32. LSI TAG LINE**

- 32.1 LSI shall use as a tagline to assist with marketing, "Educating California's Legal Support Professionals."

**33. AMENDING THE STANDING RULES**

- 33.1 An amendment to the Standing Rules requires a majority vote of the votes cast after quorum has been met.

*Amended: 11/13/99, 2/12/00 (effective 5/1/00), 8/12/00, 2/17/01, 11/17/01, 2/9/02, 8/16/03, 11/23/03, 8/21/04, 2/12/05, 2/11-12/06, 5/13/06, 11/11/06, 2/10/07, 5/20/07, 11/20/08, 05/16/09, 08/15/09, 2/27/10, 5/22/10, 8/20/11, 5/19/12, 11/17/12, 2/23/13, 5/19/13, 8/10/13; 11/16/13; 2/22/14; 8/16/14; 11/7/14; 2/21/15; 5/16/15.*