

STANDING RULES
of
MT. DIABLO LEGAL
PROFESSIONALS
ASSOCIATION

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MT. DIABLO LEGAL PROFESSIONALS ASSOCIATION
PAST PRESIDENTS

1968-1969
LUVERNE WILLIAMS*

1969-1970
ELLEN MYERS

1970-1971
KAREN CAVALLO

1971-1972
GLADYS MARTIN

1972-1973
DEE BRADSHAW

1973-1974
JAN TAYLOR

1974-1975
JOAN B. LOUX

1975-1977
JUDY (DANIELS) SHERBOURNE, CLA

1977-1979
BARBARA S. GOOCH

1979-1980
KAREN MITCHOFF, PLS

1980-1981
BECKY STEWART*

1981-1982
VERA (SERMAN) MENGUCCI

1982-1983
STACIE (CALDAS) BRINK

1983-1984
SHARON KWIAT

1984-1986
BONNIE BERNEL

1986-1987
SUSAN NEAL*

1987-1988
JOYCE RAY

1988-1990
BEVERLY MILLER, CCLS

1990-1991
JEANNE LINSON*

1991-1992
JOYCE RAY

1992-1993
PAM FISK

1993-1994
SHELLY HARTMAN

1994-1996
HILARY BECHELLI, PLS, CCLS

1996-1998
BARBARA BURKHARDT, CCLS

1998-2000
KRISTIE BARTON, CCLS

2000-2002
MARIA BISHOP, CCLS

2002-2003
NATALIE CHOP, CCLS

2003-2005
MARY LOU FLOYD, CCLS

2005-2007
MARIA BISHOP, CCLS

2007-2009
CARRIE HUGHES, CCLS

2009-2011
DIANA DEMPSEY, CCLS

2011-2013
CRISTINA GOMEZ MORENO

2013-2014
MARIA BISHOP, CCLS & MARY LOU FLOYD, CCLS

2014-2015
MARIA BISHOP, CCLS & MARY LOU FLOYD, CCLS

2015-2016
Teresa Beardsley, CCLS

*Deceased

HONORARY MEMBERS

JOHN ZANDONELLA – deceased 2008
FOSCA ZANDONELLA – deceased 2007
PRIMO RUIZ
WILFRED O'NEILL

F. JOSEPH BECHELLI, Jr.
WILLIAM E. GAGEN
FRANK J. CANUSO

LIFE MEMBERS

ELLEN MYERS
JULIA VARGO

BEVERLY MILLER, CCLS
ROSALIA POYNTER

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STANDING RULES OF MT. DIABLO LEGAL PROFESSIONALS ASSOCIATION

1. RESERVATIONS. If any member makes a reservation and the Association is held liable for any dinner, be it a regular monthly meeting, Installation, Holiday Party, or any other function, and that member does not attend that function, that member will be required to pay the full amount of her/his dinner to the Association's Treasurer within thirty (30) days of said function.
 - 1.1. A discount of 10 percent (10%) will be given off the posted price for any event (i.e., membership fees, dinner meetings, educational workshops, etc.) if payment is received by check or cash.
2. INSTALLATION. The Installation Chairman shall be the outgoing President, and that Chairman shall consult with and abide by the President-elect's wishes in all matters concerning the installation. In the event the current President is continuing for a second term, the Board of Directors shall appoint an Installation Chairman.
3. CALL TO ORDER. If a member persists in speaking on completely irrelevant matters, carries on private conversations or in any other manner disrupts the progress of a meeting, the Chair or any member may call the offending member to order. If the Chair finds this point of order well-taken, the Chair will direct the member to cease.
4. GOVERNOR'S EXPENSES. The Governor will be allowed the following expenses in connection with attendance at Annual and Quarterly LSI Board of Governors Conferences (August, November, February and May): SCRIP TICKET, GOVERNORS' LUNCHEON, TRANSPORTATION (round trip coach airfare, or \$0.40 [revised and adopted 7/2006 from \$.28] per mile if by automobile, but not to exceed the amount of round trip airfare) plus any necessary taxi or shuttle fares, reasonable car rental, or mileage at \$.40 per mile to and from the airport, and parking fees, HOTEL ACCOMMODATIONS one room for three (3) nights at the special rate obtained for the conference and actual expenses for meals, not to exceed \$50. The Governor will be a delegate to Annual Conference.
5. PRESIDENT'S EXPENSES. Provided the Association has adequate funds in the treasury, the President of the Association will be allowed the same expenses for attendance at LSI Conferences as the Governor, except she/he will be entitled to attend the President's Luncheon instead of the Governor's Luncheon. The President will be a delegate to Annual Conference.
6. DELEGATES' EXPENSES AND DUTIES. Delegates' expenses for attendance at the LSI Annual Conference shall be the same as for the Governor, except he/she will be entitled to attend the membership luncheon. Delegates shall be present

at all Annual Conference business sessions. Alternate Delegate expenses will only be paid if that person actually steps in to serve as a delegate.

7. BUDGET. A budget shall be submitted by the Budget Committee Chairman at the Board meeting held in April. This budget shall require approval of the Board and the General Membership.
- 7.1 A proposed budget shall be submitted by the committee chairperson for fundraising events including but not limited to crab feeds, educational workshops, membership drive event, or conferences. The proposed budget shall require approval by the Board. The proposed budget is to be presented to the Board at least 90 days before the event.
8. SPECIFIC ALLOWANCES AND/OR GIFTS.
 - (a) President's pin to be presented to President-elect at Installation by outgoing President. President-elect's pin to be ordered by and paid for from Association treasury.
 - (b) Past-President's gavel pin to be presented to outgoing President at Installation by incoming President.
 - (c) A monetary gift, said amount to be at the discretion of the Board, but in no event to exceed \$50, shall be annually given to the LSI President.
 - (d) A Post Office Box ("P.O. Box") shall be opened and paid for annually for all mail intended for and addressed to Mt. Diablo LPA. Said amount not to exceed \$150 annually.
 - (e) A storage unit may be rented, with Membership approval, to store boxes that contain MDLPA records, conference decorations, and other event items. Said amount not to exceed \$150 per month.
 - (f) Treasurer and one other Board member are authorized to open and close bank accounts, and authorized to sign on the accounts. MDLPA holds bank accounts at Bank of America consisting of checking and savings accounts.
9. BRASS TACKS. Each Association Officer shall have a copy of "Brass Tacks" at Association expense, to be passed on to her successor at the end of the current term in office.
10. REGULAR MONTHLY MEETINGS. General membership meetings will start at 6:00 p.m. which will include dinner, the speaker, and business.

11. RETURNED CHECKS. Checks issued to MDPLA 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 MDLPA by the financial institution for processing the original check.
12. AGENDA. An agenda shall be prepared by the President for all Board meetings, with a copy for each Board member, and an agenda shall be prepared by the President for all regular meetings, with copies to be given to all members in attendance.
13. GUESTS AT MEETINGS. Guests are allowed to attend the dinner meetings, but are to pay the non-member price.
- 13.1 PAST PRESIDENTS AT MEETINGS. Past-Presidents who are not currently members of MDLPA and attending a dinner meeting as a guest are to pay the member price.
14. RECORDS. Chairmen of all Association activities must keep thorough and complete records of such activity, to be kept in the possession of the current chairman until a successor chairman is appointed. If the current chairman does not renew her/his membership for the following year, that file is to be given to the President, to be kept with the President's files until the appointment of the successor chairman.
15. CCLS. Upon notice that a member of the Association has passed the CCLS exam, the Association will present that member with the LSI CCLS pin, as long as that member is active and in good standing.
16. ANNUAL DUES.
 - (a) Annual dues shall be payable at the time of application and thereafter annually, at the beginning of each fiscal year and shall include the per capita tax of LSI. The amount of such dues shall be \$25 per year plus per capita tax of LSI, plus a one-time initiation fee of \$10. For prospective members submitting applications between November 1 and March 1 of each fiscal year, the amount of dues shall be pro-rated for the remainder of that year, i.e. \$12.50 plus LSI per capita tax, plus \$10 initiation fee.
 - (b) A member is in good standing only when local dues and state per capita taxes are paid. Such member may resign from membership but may be recommended for reinstatement during the current fiscal year by a two-thirds vote of the Board of Directors present at a Board meeting and accepted by a two-thirds vote of members present at a regular meeting.

- (c) Delinquent Dues and Reinstatement Fees. When dues of a member are not paid to the Association by May 31, a \$5 late fee will be assessed against that member. If the dues are not paid by June 30, such member shall, upon notice, be suspended and shall lose all of her/his rights and privileges as a member of the Association. Such suspended member may be reinstated during the current fiscal year by a vote of two-thirds of the members present at a regular meeting, upon payment of the current annual dues, upon payment of a reinstatement fee of \$10 and upon payment of any reinstatement fees as may be required by LSI.
- (d) Assessments. Assessments for any purpose within the objective of the Association may be levied by a two-thirds vote of the members present at any regular meeting; provided, however, that two-thirds of the members present at a prior meeting have adopted resolutions setting forth the amount and the purpose for which the assessments are to be used, and provided further that a copy of such resolutions or notice thereof has been given to the membership at least one month prior to the date when it is proposed to levy the assessments. Any member failing to pay assessments levied in accordance with the foregoing shall be suspended and lose all of the rights and privileges of membership.

17. **MEMBERSHIP.** An applicant must be sponsored by at least one active member of the Association (or the Association Membership Chairman) and must attend at least one meeting within three months prior to submitting their application or three months after submitting their application. The application, along with payment of dues, will then be presented to the Board and to the general membership for approval.

- (a) **FULL MEMBERSHIP.** Applicants must be currently employed and have had at least six (6) months' experience in the legal field.
- (b) **STUDENT MEMBERSHIP.** Student members have two options. NOTE: Student Members are not eligible for MDLPA or LSI scholarships.

Option 1. Persons studying to become employed in the legal field are eligible for full membership and must be currently enrolled in classes of a legal nature. Student Members have the same rights and obligations as full members including voting and member discounts. Student Members are also members of LSI.

Option 2. Persons studying to become employed in the legal field shall be eligible to become members of the Association upon payment of one-half the annual dues set by this Association and acceptance by the general membership. Said Student Members shall be allowed to participate in the activities of the Association, including serving on committees, but shall not be entitled to hold office or vote on issues regarding LSI. Student

members shall be entitled to vote on issues concerning the Association. Student members are not members of Legal Secretaries Incorporated. Student members may pay the member price at all meetings and events of this local Association.

After completion of his/her training and the required experience as specifically set forth in Article III, Section 1(a) of the Bylaws of this Association, the student member may become a full active member with all the rights and obligations of such membership. In the event that the student member becomes a full, active member within one year, the amount paid as student membership dues shall be applied towards the fees due to become a full member.

Student members shall be allowed to retain such status while attending school. Renewal fees for Student members will be one-half the annual renewal dues set by this Association. Once employed in the legal field, a Student member will be required to renew membership during the renewal period as a full, active member and will be afforded all rights and obligations of such membership status. If the Student member is not employed in the legal field immediately upon graduation, membership renewal may be submitted as an Associate Member as described in Standing Rule 16A.

- (c) ASSOCIATE MEMBERSHIP. Persons with a desire to become employed in the legal field may be presented Associate membership in this Association on payment of one-half the annual dues set by this Association. Upon completion of required active legal office employment as set forth in Article III, Section 1(a) of the Bylaws, such Associates will be required to renew membership during the renewal period as a full active member and will be afforded all rights and obligations of such membership status. Associate Members shall be allowed to participate in the activities of the Association, including serving on committees, but shall not be entitled to hold office or vote on issues regarding LSI. Associate members shall be entitled to vote on issues concerning the Association. Associate members are not members of Legal Secretaries Incorporated. Associate members may pay the member price at all meetings and events of this local Association. Renewal fees for Associate members will be one-half the annual renewal dues set by this Association.
- (d) LIFE MEMBERSHIP. Pursuant to the qualifications for Life Membership set forth in Article III, Section 1(c) of the Bylaws, upon request from a Life Member, MDLPA will pay the per capita tax to LSI for said member. Likewise, the payment of per capita tax to LSI will be suspended upon request from said member, or upon said member's demise.

18. **SCHOLARSHIP.** MDLPA offers scholarships to persons desiring a career in the legal field. The applicants must submit applications and accompanying documents directly to the MDLPA Scholarship Chairperson. MDLPA will award one scholarship in the amount of \$1,000 to a single applicant. That applicant must also comply with all of the guidelines set by LSI. MDLPA members are not eligible to apply for MDLPA or LSI scholarships.

The MDLPA Scholarship shall be awarded in two (2) installments. Continued proof of enrollment in a college or business school will be required to continue to receive the scholarship moneys. Failure to provide proof as requested will forfeit any remainder of the applicant's scholarship.

MDLPA will then select one application from each of the three plans that it desires to recommend LSI for consideration in the Eula Mae Jett Scholarship Plan, and forward said applications to the LSI Scholarship Chairman, postmarked no later than April 1.

Applicants shall be restricted to the following scholarship awards which are available through the Eula Mae Jett Scholarship Plan:

Plan A - High School Senior: Applicants shall be restricted graduating high school seniors who have successfully completed business and/or law related courses in high school and will be enrolled in the fall semester immediately following the school year in a college or business school offering a course of study in the legal field.

Plan B - College Student: Applicants shall be restricted to students who will have completed at least one year of college by June of the school year and who will be enrolled in the fall semester immediately following the school year in a college or business school in a course of study in the legal field, until all such courses have been taken to satisfy the requirements for a degree or certificate in said legal related program.

Plan C - Career Change Student: Applicants shall be restricted to students who will be enrolled in the fall semester in a college or business school in a course of study in the legal field and shall be an older individual who either (a) desires to re-enter the workforce but required training or specialized education in order to qualify as a candidate for a position in the legal field; or (b) is currently working but desires to enter the legal field and wants to receive the training or specialized education needed to do so.

For information concerning these plans, visit the LSI Web site at <http://www.lsi.org>.

19. **AMENDMENTS TO STANDING RULES.** These Standing Rules may be amended by the Parliamentarian submitting a copy of the proposed amendments

to the membership at least fifteen (15) days preceding the meeting at which such amendment is to be submitted. Approval of the amendment shall be made by two-thirds of the members present at the meeting at which a vote is taken. After adoption by the members, the Parliamentarian will update the Standing Rules and provide copies to the Officers and Chairmen of the Association, and to any other member upon request.

20. REFERENCE TO LSI. Any situation arising not specifically addressed in these Standing Rules will be referred to the Standing Rules of LSI.

CODE OF ETHICS

It shall be the duty of each member of LEGAL SECRETARIES, INCORPORATED, to observe all laws, rules and regulations now and hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence and diplomacy, in accordance with the highest standards of professional conduct.