

LONE STAR COLLEGE
NORTH HARRIS

PARALEGAL ASSOCIATION

CONSTITUTION AND BYLAWS

UPDATED - 2016-2017

Constitution and Bylaws were amended and updated on June 13, 2016 as required by the original constitution.

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CONSTITUTION

ARTICLE I: NAME OF ORGANIZATION

This organization shall be known as the Lone Star College-North Harris Paralegal Association (LSC-NH PA).

ARTICLE II: ORGANIZATION OBJECTIVES

- To promote the paralegal field through networking among members and the legal community.
- To encourage professional growth and ethical responsibility.
- To provide additional information regarding duties, functions, and responsibilities of the paralegal.

ARTICLE III: MEMBERSHIP

SECTION A: ELIGIBILITY

Membership is open to any student currently enrolled in classes at Lone Star College-North Harris (LSC-North Harris). Continued membership will be reserved for members in good standing.

SECTION B: MEMBER IN GOOD STANDING:

A member in good standing will be a student currently enrolled in classes at LSC-North Harris who regularly attends meetings and participates in club activities.

ARTICLE IV: OFFICERS AND THE DUTIES OF OFFICE.

SECTION A: OFFICERS

The officers of the LSC-NH PA will consist of a President, Vice President, Secretary, Treasurer, Historian, and Webmaster.

SECTION B: DUTIES OF PRESIDENT

The duties of the President of the LSC-NH PA shall be to set the agenda for the meetings, to preside over all meetings, to convene the officers at the beginning of each semester for planning and scheduling future association activities, to appoint chairpersons for standing committees, to sign all requests for grants and funds, and to keep the LSC-NH PA Advisor apprised of all scheduled meetings, activities, and functions.

SECTION C: DUTIES OF THE VICE PRESIDENT

The duties of the Vice President of the LSC-NH PA shall be to assume the role as President in his/her absence, to supervise activities of all standing committees, unless an activities committee chairman is elected or appointed, and to assist the President in scheduling LSC-NH PA activities.

SECTION D: DUTIES OF SECRETARY

The duties of the Secretary of the LSC-NH PA shall be to take roll at meetings and/or activities, record and copy minutes to have available at each meeting and/or post on the listserv, type meeting agendas, and maintain a copy of all LSC-NH PA correspondence.

SECTION E: DUTIES OF TREASURER

The duties of the Treasurer shall be to deposit and/or withdraw all moneys into the LSC-NH PA account at Lone Star College-North Harris, to maintain records of all transaction in the LSC-NH PA account ledger, to open and close the LSC-NH PA account ledger in conjunction with the LSC-NH PA Advisor at the beginning and end of each semester, to give Treasurer's report at meetings, and to oversee fundraising.

SECTION F: DUTIES OF HISTORIAN

The duties of the Historian shall be to maintain the paralegal bulletin board(s) on campus, to compile event notebooks for future reference, to maintain and distribute the LSC-NH PA newsletter to all members, and to conserve all event photos for posting on the group's website.

SECTION G: DUTIES OF WEBMASTER

The duties of the Webmaster shall be to maintain and monitor the LSC-NH PA website and job board. It will be prerequisite that the webmaster have minimum intermediate knowledge of web design, hosting, and maintenance. Website is to include pictures, articles, and any other items of interest to the organization.

ARTICLE V: NOMINATIONS AND ELECTION OF OFFICERS

SECTION A: NOMINATIONS

1. Only LSC-NH PA members in good standing, and taking at least one LGLA class during the semester of candidacy and term of office may be nominated for offices.
2. Only LSC-NH PA members in good standing may nominate an individual for office.
3. Nominations for new officers will be held at the final meeting of the Fall and Spring semesters.

SECTION B: ELECTIONS

1. Only members in good standing may participate in the voting process.
2. LSC-NH PA members in good standing may submit an absentee vote the LSC-NH PA Advisor before general elections.

3. The LSC-NH PA Advisor will monitor elections. Elections may be held online, at the discretion of the current officers.
4. Voting for nominees will be done by secret ballot and tallied by current officers.
5. The LSC-NH PA Advisor will be present during the elections and will have the final decision concerning any questions that may arise.
6. The following positions will be elected in the Spring semester:
 - Vice-President, Treasurer, and Historian
7. The following positions will be elected in the Fall semester:
 - President, Secretary, and Webmaster.

SECTION C: FILLING VACANCIES

1. The LSC-NH PA Vice President will fill a vacancy left by the LSC-NH PA President.
2. In the event of an office vacancy, with the exception of President, the position shall be filled by the appointment of a member in good standing by the remaining officers.
3. The appointment must take place within 7 days of the office vacancy.

ARTICLE VI: IMPEACHMENT OF OFFICERS

SECTION A: AN OFFICER MAY BE IMPEACHED FOR THE FOLLOWING REASONS:

1. Failure to fulfill duties
2. Failure to attend three or more general membership meetings
3. Failure to attend two or more officer meetings
4. For causing disrepute to LSC-NH PA or within the LSC system

SECTION B: WHO MAY PRESENT CAUSE FOR IMPEACHMENT:

1. Any member of the LSC-NH PA may present cause to the officers or Advisor for impeachment of an officer.
2. Such cause will be presented to the members at the next general membership meeting.

SECTION C: IMPEACHMENT PROCESS

1. Cause for impeachment will be presented to the members at the general membership meeting with the Advisor in attendance.
2. Motion requires the support of three members in good standing and must be made to the LSC-NH PA Advisor.
3. A vote for impeachment will be taken by the Advisor at the next general membership meeting following the meeting in which the motion was submitted.

ARTICLE VII: MEETINGS

SECTION A: GENERAL MEMBERSHIP MEETINGS

1. All meetings will be posted by the officers by the end of the first month of each semester.
2. Meetings may be called by the President at any time during the semester.
3. Meetings may be conducted online at the discretion of the current officers.

SECTION B: OFFICER MEETINGS

1. Officer Meeting will be closed session meetings

2. Only LSC-NH PA officers, Advisors, and invited guests may attend officer meetings.

ARTICLE VIII: AMENDING THE CONSTITUTION

SECTION A: MEMBERS REQUIRED

This Constitution may be amended by a two-thirds vote of the members in good standing present during a general membership meeting.

SECTION B: DISCUSSION AND VOTE:

Any proposed constitutional amendment must be presented to the membership for discussion at a general membership meeting and voted on no more than two weeks after the proposed amendment.

BYLAWS

ARTICLE I

SECTION A. TERMS OF OFFICE

Each elected term is for the period of one year. No member shall be eligible to hold the same office for more than two terms

OFFICE OF THE PRESIDENT

The first duty of the newly elected President shall be to hold a meeting with the newly elected officers prior to the first general meeting to plan the goals and develop a schedule of events for the semester. In addition, the President shall:

1. Review the Constitution and Bylaws to recommend any amendments to the officers.
2. Ensure that the Advisor is informed of all LSC-NH PA activities in a timely manner.
3. Be held ultimately responsible for all LSC-NH PA activities and their consequences.
4. Be the official representative of the LSC-NH PA.
5. Preside at all LSC-NH PA meetings.
6. Have the power to vote during general and officer meetings only as a tiebreaker.
7. Have the power to call special meetings when necessary.
8. Submit a summary of the term in office in writing for the record and present to the members at the end of the semester.
9. Have the power to appoint new officers, in conjunction with other remaining officers, when needed to fill vacancies.

OFFICE OF THE VICE PRESIDENT

The Vice President shall:

1. Have the authority to perform all presidential duties when the President is absent.
2. Be prepared to assume the position of the President in the event of his/her removal or resignation.
3. Have the power to appoint and/or remove the chairpersons for all Ad Hoc committees.
4. Coordinate Ad Hoc committee activities
5. Ensure a clear goal and time schedule is presented to committee chairperson.
6. Assist chairperson with recruiting the needed committee members to accomplish the task.
7. Ensure that committee chairpersons are provided with the necessary resources to accomplish the assigned task.
8. Make all committee reports at the officer and general meetings.
9. Endorse the chairperson's written summary of a committee activity before submitting it to the Secretary for inclusion to the LSC-NH PA's official records.
10. Have the power to schedule special meetings for Ad Hoc committee chairperson as necessary.

OFFICE OF THE TREASURER

The first duty of the newly elected Treasurer shall be to set up the bookkeeping system to be used throughout the semester to detail all account balances and transactions. The Treasurer shall:

1. Maintain the Treasurer's operating account.
2. Collect and deposit membership dues.
3. Ensure that the account is used only to maintain daily operations.
4. Deposit any funds into the account on a weekly basis.
5. Provide records that detail the accounting balances for monthly audit.
6. Be held responsible for the balance in the operating account.
7. Announce the account balances at every general meeting.
8. Maintain all monetary records for the LSC-NH PA and be prepared to be audited whenever requested by:
 - LSC-North Harris PA Officers
 - LSC-North Harris PA Advisors
 - LSC-North Harris

OFFICE OF THE SECRETARY

The Secretary shall:

1. Record the minutes of all LSC-NH PA meetings.
2. Take and maintain the minutes of each general and board meeting.
3. Submit the minutes for review and approval by the President and Vice President within one week after each meeting.
4. Post an updated listing of all LSC-NH PA members prior to each general meeting.
5. Maintain the office, office supplies, and filing system for all LSC-NH PA activities and correspondence.
6. Shall initiate and respond to correspondence as directed by the officers of the LSC-NH PA.

OFFICE OF THE HISTORIAN

the Historian shall:

1. Attend all LSC-NH PA events.
2. Maintain the paralegal bulletin board(s) on campus.
3. Compile event notebooks for future reference.
4. Maintain the LSC-NH PA notebook to include pictures, articles, and any other items of interest to the organization.

OFFICE OF THE WEBMASTER

The Webmaster shall:

1. Have the minimum basic knowledge and skills required to properly support and maintain the association website and job board. Intermediate skills in website design and hosting are preferred.
2. Compile contacts and referrals for future reference.
3. Maintain along with the Historian, the LSC-NH PA notebook to include pictures, articles, and any other items of interest to the organization.

SECTION B. STUDENT GOVERNMENT REPRESENTATION

At least one member, including officers, shall serve as the LSC-NH PA representative at all Student Government Association (SGA) meetings. At the next LSC-NH PA meeting, the

officer(s) who attended the meeting shall summarize the SGA meeting for the members of the LSC-NH PA.

ARTICLE II

SECTION A. DUES.

There shall be an annual \$10.00 membership due imposed on all members of the association. Said fee will be collected by the Treasurer each fall semester.

SECTION B. BILLS AND OTHER ASSESSMENTS

Any and all bills and assessments shall be paid to or collected by the Treasurer. The Treasurer will handle all monetary transactions as outlined by Article IV of the LSC-NH PA Constitution.

ARTICLE III

SECTION A. METHOD OF NOMINATION

Nominations for the election of officers shall be opened by members and seconded by the participating members of the LSCNH PA.

Participating members will make their nominations during the general meetings. Non-participating members may forward their nominations in writing to the LSC-NH PA.

SECTION B. ELECTION OF OFFICERS

Elections shall be conducted as stated in Article V, Section B of the LSC-NH PA Constitution. Voting is open to all members and each member is limited to one vote.

ARTICLE IV

SECTION A. QUORUM

1. All general meetings will require a quorum to conduct business. A quorum at a general meeting will consist of 50 percent of active members plus one active member, including officers.
2. A club Advisor will not be counted as one of the members necessary to obtain a quorum at a general meeting.
3. All officer meetings will require a quorum to conduct business. A quorum at officer meetings will consist of no less than three officers.
4. A club Advisor will not be counted as one of the three officers necessary to obtain a quorum at an officer meeting.
5. Should a special or emergency meeting be required, the President shall be responsible for obtaining a quorum.

ARTICLE V

SECTION A. AMENDMENTS

Any member may propose to amend the Bylaws by forming an Ad Hoc committee to draft amendments and by presenting any proposed amendments to the general membership for their approval.

ARTICLE VI

SECTION A. AD HOC COMMITTEES

Ad Hoc Committees will be formed as needed to carry out the activities of the LSC-NH PA.

1. Each committee will be established to accomplish a specific task and will be dissolved at the completion of that task.
2. Each committee will be established for a set period of time.
3. The chairperson for each committee will manage its members and resources with respect to accomplishing the assigned task.
4. The chairperson will submit a written summary of its activities to the Vice President seventy-two (72) hours after the committee has been dissolved.
5. Committees will be comprised of LSC-NH PA member volunteers and officers.

SECTION B. ELECTION COMMITTEE

- a. The Election Committee will be formed one month prior to the beginning of the semester and will meet as often as necessary to accomplish its task.
- b. The Election Committee will be staffed with continuing students who are not running for any LSC-NH PA office.
- c. The chairperson will ensure that election guidelines as set forth in the LSC-NH PA Constitution and Bylaws are followed.

ARTICLE VII

SECTION A. PARLIAMENTARY RULES

Parliamentary procedure and the rules of order for LSC-NH PA meetings shall be in the following order:

- As set forth in the Constitution.
- As set forth in the Bylaws.
- As set forth by the President.

Robert's Rules of Order, newly revised, will be referenced when needed in order to clarify any procedure.

ARTICLE VIII

SECTION A. ELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES

1. Any member who desires to participate in extracurricular activities, including but not limited to trips paid for by the college or club, shall maintain a minimum 2.0 cumulative grade point average.
2. Members desiring to participate in extracurricular activities, including but not limited to trips paid for by the college or club shall maintain satisfactory attendance for all classes in which they are currently enrolled.

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3. If a student is not maintaining a cumulative 2.0 grade point average or is not maintaining satisfactory attendance in his or her classes, that shall be grounds for denial of participation to attend a conference or trip at club or college expense.