

STANDING RULES
SIERRA NEVADA ASSOCIATION OF PARALEGALS
a Nevada nonprofit corporation

A. NATIONAL ASSOCIATION OF LEGAL ASSISTANTS (NALA)
ALTERNATE VOTING REPRESENTATIVE AT THE
AFFILIATED ASSOCIATIONS ANNUAL MEETING

1. If the SNAP NALA Liaison who is the designated Voting Representative, by Article 11.6 of this Association's Bylaws, is unwilling or unable to attend the Affiliated Associates Annual Meeting, the Executive Committee shall select the Voting Representative from the June newly elected Officers in the following order: President, First Vice President, Second Vice President, Secretary, Treasurer. (June 2001)

2. The SNAP Alternative Voting Representative at the Affiliated Association's Annual Meeting held at the Annual NALA Convention shall be selected by the Executive Committee first from the June newly elected Officers who are NALA Members in the following order: President (if not selected as the Voting Representative in the NALA Liaison's place), First Vice President, Second Vice President, Secretary, Treasurer. (June 2001)

3. If no newly elected Officer is available to attend the Affiliated Associations Annual Meeting, then the Executive Committee shall ask the general membership of those who are NALA members that are available and willing to take the responsibility as the Voting Representative and/or Alternate Voting Representative as necessary. (June 2001)

4. The Alternative Voting Representative shall prepare a written report for the newsletter, give a report at the next general meeting after the Annual Convention, and provide a list of all literature obtained for viewing by the membership. The Voting Representative and Alternate may decide between them how to share in the reporting requirements. (June 1991)

B. EXPENSES OF THE AFFILIATED ASSOCIATIONS ANNUAL MEETING

Expenses related to the attendance of the Voting Representative and Alternate Voting Representative not paid or reimbursed by an employer shall be approved by a majority of the Executive Committee, shall be paid from the general funds, and may be reimbursed in the following order:

1. If funds are available, the registration fee for the SNAP NALA Voting Representative attending the Annual NALA Convention. (June 2001) (Revised 2012)

2. If funds are available, the reasonable transportation expenses of the SNAP NALA Voting Representative incurred in traveling to/from the Annual NALA Convention. (June 2001) (Revised 2012)

3. If funds are available, the reasonable lodging expenses of the SNAP NALA Voting Representative incurred in attending the Annual NALA Convention. (June 2001)

4. If funds are available, the registration fee for the SNAP NALA Alternate Voting Representative attending the Annual NALA Convention. (June 2001) (Revised 2012)

5. If funds are available, the reasonable transportation expenses of the SNAP NALA Alternate Voting Representative incurred in traveling to/from the Annual NALA Convention. (June 2001) (Revised 2012)

6. If possible, the SNAP NALA Alternate Voting Representative is expected to share lodging with the SNAP NALA Voting Representative if SNAP is covering the lodging expenses of the Voting Representative. (June 2001) (Revised 2012)

7. If funds are available, the expense for meals and incidentals will be paid for the SNAP NALA Voting Representative at the current meals and incidentals per diem rate for the location where the Annual NALA Convention is held (see the federal government Website, www.gsa.gov/perdiem for the current rate). (August 2003) (Revised 2012)

8. If funds are available, the expense for meals and incidentals will be paid for the SNAP NALA Alternate Voting Representative at the current meals and incidentals per diem rate for the location where the Annual NALA Convention is held (see the federal government Website, www.gsa.gov/perdiem for the current rate). (August 2003) (Revised 2012)

C. MISCELLANEOUS EXPENSES

1. If funds are available, reimbursement from the general funds shall be made to the SNAP member for photo copies of meeting minutes, meeting agendas, and meeting handouts with proving vouchers and receipts to the Executive Committee for approval. (June 2001)

2. If funds are available, reimbursement from the general funds shall be made to the SNAP member for funds advanced by the member on behalf of SNAP with proving vouchers and receipts to the Executive Committee for approval not to exceed \$100. (Example: speaker gifts, thank yous, printing of membership cards, purchasing mail lists, postage for meeting notices, etc.) Look to the Bylaws Article 11.5 for the procedure for extraordinary expenses, not an operational expense, more than \$100. (June 2001)

3. Guest speakers and their assistants will be provided complimentary lunches. (August 1991)

4. Any Active or Student SNAP member that is conferred a Certified Legal Assistant/Certified Paralegal (CLA/CP) designation shall be given a CLA/CP pin by the NALA Liaison, preferably together with a ceremony of congratulations. (March 1993) (Revised 2012)

D. MEMBERSHIP DUES / MONTHLY MEETINGS

1. No refunds of membership dues will be provided to members that have to leave the Association. (January 1990)

2. No refunds of luncheon registration fees will be provided to members who do not attend the meeting. (December 1990)

E. RELEASE OF MEMBERSHIP ROSTER

1. A SNAP membership roster containing a member's name and preferred mailing address only shall be available and released upon written request from individuals or business entities that fit one of the following criteria: (1) a recognized education facilitator, including but not limited to, Professional Education Systems, Inc. (PESI), Practicing Law Institute (PLI), Institute for Paralegal Education (IPE), National Business Institute (NBI); (2) other professional associations, including Washoe County Bar and Nevada State Bar; and (3) local educational facilities including but not limited to Truckee Meadows Community College and University of Nevada. The cost for purchasing a current membership roster shall be \$1.75 per name. Under no circumstances shall the SNAP membership roster be released to the general public. The Executive Committee may adjust the selling price per name at its discretion from time to time. Those members who do not want their names sold must provide written notice to the Membership Chairperson and to the Executive Committee. (Revised June 2001; 2012)

2. The membership roster shall be distributed, upon request, at no charge to SNAP members only. However, the roster shall not be used for business, personal, political or religious purposes; it may only be used for official SNAP business. (June 2001) (Revised 2012)

F. CORRESPONDENCE

Members of SNAP are not prohibited, when writing a letter, from mentioning that they are a member of SNAP if they include a disclaimer that the letter contains only their own opinions and not those of the group. (November 1989)

G. GRIEVANCES

Any grievances or discussions concerning grievances shall be limited to the Executive Committee meetings. Anyone pursuing grievances or discussion of grievances at the general meeting shall be advised (via the Parliamentarian) of this Standing Rule. All grievances must be in writing to the Executive Committee (EC), and the EC may invite the grieving party(ies) to the EC meeting for discussion purposes only. (September 1989)

H. SCHOLARSHIP POLICY AND PROCEDURES

1. Purpose:

A. To assist in funding the registration and textbooks of student members enrolled in a program leading to a paralegal degree or certificate.

B. To assist SNAP members with the costs of attending the NALA CLA/CP short course.

C. To assist SNAP members with the expense of sitting for the NALA CLA/CP examination. Funding is available for retaking an exam only if the applicant was not awarded a scholarship in connection with taking the initial exam. Funding is not available for the cost of changing exam dates.

D. To assist SNAP members with the expense of completing a NALA ACP course.

E. To assist SNAP members with the costs of attending the annual NALA convention.

F. To assist in funding the registration for SNAP's annual seminar or other legal education seminars.

G. To assist in funding professional enhancement course or seminars, such courses or seminars to be approved at the sole discretion of the Scholarship Committee (defined in 3A, below).

2. Guidelines:

A. Applicants must be members in good standing of SNAP for a minimum of six (6) months prior to the beginning of the event/class for which the scholarship is being sought AND prior to submitting a scholarship application.

B. Applicants must submit the approved SNAP scholarship application form, as that form may be amended from time to time.

C. Scholarships will be awarded on a reimbursement basis only. Applications must be submitted within 60 days after completion of the event/class for which assistance is sought. Proof of payment and completion of the event/class must be submitted with the application.

Applications may be submitted for pre-approval no more than 90 days prior to the event/class. In the case of the NALA certifying exam, should the exam be postponed after pre-approval, the pre-approval will be extended up to the maximum extension allowed by NALA. Proof of payment and completion of the event/class must be submitted before a scholarship will be funded.

3. Award Procedure:

A. Applications will be evaluated and voted upon by SNAP Executive Committee members (the "Scholarship Committee"), who do not have a currently pending application. Any Executive Committee members who have a pending application must excuse themselves from the room during discussion and vote.

B. This is an equal opportunity scholarship fund. No decision for awarding any scholarship will be based on race, religion or gender. SNAP is a non-profit corporation. Persons who are nonmembers of SNAP are not eligible for consideration.

C. The Scholarship Committee shall notify the applicant of its decision within 60 days of receipt of the application.

D. Names of award recipients and the purpose for the scholarship may be published in the SNAPShot.

4. Amount of Individual Awards:

A. Individual scholarships shall not exceed the sum of \$300 in any fiscal year (July 1 – June 30).

B. The amount of each scholarship shall be determined by the Scholarship Committee in its sole discretion.

C. In no event shall scholarships be granted if the resulting balance in the SNAP scholarship fund would be less than \$801.

D. In the event the Scholarship Committee receives more qualified applications than it can reasonably fund in any given period, the decision of which application(s) to be approved will be made by a random and impartial method adopted by the Scholarship Committee in its sole discretion.

5. Application Period: Applications will be accepted year round.

6. Record Keeping: The SNAP President shall be responsible for maintaining a record of the applications received, the applications approved, and any sums paid under this program in accordance with SNAP's record retention policy.

(June 2003; Revised 2008; 2012)

I. ADVERTISEMENTS IN THE SNAPSHOT

1. The newsletter editor may accept advertisements to put in the monthly newsletter, the SNAPShot. However, the advertisements must relate to the legal community. If there is a question as to if the advertisement relates to the legal community, the advertisement will be brought before the Executive Committee for a vote.

2. Advertisement rates will be set by the Executive Committee and will also be reviewed by the Executive Committee from time to time as needed for adjusted rates.

(June 2009)

J. MEMBERSHIP DUES

The membership dues of this Association shall be payable July 1 of each year. A \$5 discount will be given to renewing members remitting dues no later than the third Tuesday of August. Thereafter, the full membership dues must be paid by September 1 to remain a member in good standing. Dues shall be prorated on a semi-annual basis to first-time new members only. Annual membership dues are as follows:

Active Member:	\$50
Retired Member:	\$20
Associate Member:	\$30
Student Member:	\$20
Sustaining Member:	\$75

(December 2012)

These Standing Rules have been ratified, confirmed and approved by the General Membership on December_ , 2012.