

VENTURA COUNTY PARALEGAL ASSOCIATION, INC.

AMENDED AND RESTATED STANDING RULES

ADOPTED

JANUARY 5, 2005

STANDING RULES OF VCPA

I. DUES

- 1.1 The dues of VCPA shall be \$40 per year for all members, except student members, whose dues shall be \$30, and sustaining members, whose dues shall be \$125 per year. Payment shall be due August 1st of each year and delinquent after October 1st. Dues paid after October 1 shall be accompanied by a \$5 penalty. Dues for new members who shall join the association after April 1 shall be prorated to one-half the annual dues.

Adopted: 3/04/96, Amended: 01/5/05

II. STANDING COMMITTEES

- 2.1 Newly-elected president shall ask for volunteers for standing committees for the ensuing fiscal year.

Adopted 8/14/84

- 2.2 Duties of Standing Committee Chairpersons are as follows:

CAPA Secondary Representative. The CAPA Secondary Representative shall:

- (a) Attend the CAPA Board of Director meetings: November - first weekend, February - first weekend, and June - third weekend;
- (b) The CAPA Secondary Representative shall assume all duties of the CAPA Primary Representative in the CAPA Primary Representative's absence.

Publicity. The Publicity Chairperson shall submit for publication the activities of VCPA through the use of newspapers, radio, television or any other media within Ventura County, California.

CLA Review Workshop. The CLA Review Workshop chairperson shall organize an annual CLA Study Review course.

Education. The Education Chairperson shall:

- (a) Be interested in the education of legal assistant students, as well as continuing education of legal assistants; and
- (b) Work with all colleges, universities, or other education systems which provide legal assistant educational systems which provide legal assistant

certification programs in the geographical area of Ventura County, California;

- (c) Work with those legal assistant education programs to exchange information between those organizations and the members of VCPA;
- (d) If feasible, appoint an individual for each legal assistant program offered in the County of Ventura who is enrolled as a student in said program, to report to the Education Chairperson about said legal assistant program, and the chairperson shall then present the report to the members of VCPA; and
- (e) VCPA representative and coordinator for the MCLE Conference with Santa Barbara Paralegal Association.

Ways & Means. The Ways & Means Chairperson shall:

- (a) Coordinate VCPA's Wine tasting & Silent Auction Event; and
- (b) Coordinate other projects to raise funds.

Newsletter. The Newsletter Chairperson shall publish and circulate the VCPA Verdict Newsletter to members.

Advertising. The Advertising Chairperson shall work with the Newsletter Chairperson to obtain vendors to advertise in the VCPA Verdict newsletter.

Advertising Rates:

5 1/8" x 3 3/4" (3 page) \$30.00/month

4 3/4" x 7 5/8" (2 page) \$50.00/month

10" x 7 5/8" (Full page) \$85.00/month

2" x 3 1/2" (Business card) \$15.00/month

(All dimensions are height-by-width, and include any borders.)

RATE DISCOUNTS

5% discount on 3 month advanced payment

10% discount on 6 month advanced payment

15% discount on 12 month advanced payment

Employment. The Employment Chairperson shall:

- (a) Inform members of legal assistant employment opportunities available in Ventura County, California;
- (b) Inform VCPA members of legal assistant employment opportunities available in Ventura County, California;
- (c) Any VCPA member who wishes to be informed of employment opportunities which become known to VCPA should contact the Employment Chairperson. The chairperson will maintain a confidential

list of persons seeking employment. When a job opening becomes known to the Employment Chairperson, all the persons on the employment list will be informed of the position within 24 hours, regardless of the job seekers' qualifications and the requirements of the opening;

- (d) Any other VCPA Board member who is made aware of employment opportunities or who is contacted by members wishing to be on the employment list, will pass on the information to the Employment Chairperson within 24 hours of notification;
- (e) All employment opportunities shall be published on the VCPA web site regularly, until filled. It is the responsibility of the Employment Chairperson to notify the Web Site Coordinator whether a published position has been filled or should continue to be printed;
- (f) The Employment Chairperson will not utilize employment opportunities for his own benefit;
- (g) Access to employment opportunities which are made known to VCPA are available to VCPA members only. Anyone may advertise a legal assistant employment opportunity within VCPA. There is no fee for this service. Personnel agencies may advertise specific employment opportunities free of charge, however, information regarding general services available via personnel agencies must be made through paid advertising in VCPA's newsletter; and
- (h) Maintain a list of students seeking internships. When an internship becomes known to the Employment Chairperson, all the students on the internship list will be informed of the position within 24 hours, regardless of the students' qualifications and the requirements of the opening, if any.

Internship. Internships are valuable for students enrolled in legal assistant certificate programs who wish to gain supervised practical experience in a law office or other environment where legal assistants are utilized. Interested persons should contact the Employment Chairperson.

Any other VCPA Board member who is made aware of interning opportunities or who is contacted by student members wishing to be on the internship list, will pass on the information to the Employment Chairperson within 24 hours of notification.

All interning opportunities will be published on VCPA's web site regularly, until filled. It is the responsibility of the Employment Chairperson to notify the Web Site Coordinator whether a published position has been filled or should continue to be posted.

Access to interning opportunities which are made known to VCPA are available to VCPA members only. Anyone may advertise a legal assistant interning opportunity with VCPA. There is no fee for this service.

Historian. The Historian Chairperson shall compile and maintain written and pictorial records of fiscal year activities of the Association.

Ventura County Bar Association (VCBA) Liaison. The VCBA Liaison shall:

- (a) Be an associate member of VCBA, with any membership dues payable by VCPA;
- (b) Exchange information between VCPA and VCBA;
- (c) Attend meetings and assist in the VCBA Law Day 5K Run Event; and
- (d) Attend the annual VCBA Planning Session.

Ventura County Legal Secretaries Association (VCLSA) Liaison. The VCLSA Liaison shall:

- (a) Be a member of VCLSA, with any membership dues payable by VCPA; and
- (b) Exchange information between VCPA and VCLSA.

Website. The Website Chairperson shall:

- (a) Maintain VCPA's website: www.vcparalegal.org; and
- (b) Send any material for the website to the President.

Nominations and Elections Committee. The Nominations and Elections Chairperson shall:

- (a) Beginning in July, solicit and recruit nominees for Officers for the next fiscal year (President, First-Vice President, Second-Vice President, Treasurer, Secretary, NALA Liaison, CAPA Primary Representative);
- (b) No individual shall be presented as a nominee without the consent of the candidate; and
- (c) Submit slate of nominees to the general membership thirty (30) days prior to the September Annual Meeting.

Adopted: 01/5/2005

III. GENERAL MEETINGS

- 3.1 General meetings shall be held on the third (3rd) week of the month whenever possible, unless waived by majority vote of the Board.

Adopted: 8/14/84; Amended 3/04/96, Amended 01/5/05

- 3.2 Meetings of VCPA may be held in various cities of Ventura County.
Adopted: 8/14/84; Amended: 3/04/96

- 3.3 If the association must guarantee a certain number of reservations for a dinner meeting, and a member fails to cancel a reservation by the cancellation date stated in the VCPA bulletin, that member shall be financially liable for any monies paid by the association as a result of such failure to cancel timely.

Adopted: 8/14/84

IV. BOARD OF DIRECTORS MEETINGS

- 4.1 Board of Directors shall meet monthly.

Adopted: 8/14/84