

AALS STANDING RULES

ARTICLE I MEMBERSHIP AND CHAPTER ORGANIZATION

1.01 New Chapter Dues

- A. Dues received by this Association from charter members of a newly formed AALS chapter shall be returned to the treasury of that chapter during the first year after formation of the chapter. Dues shall be received from a new member of an existing chapter at the time she becomes a member.
- B. Members of a newly formed chapter submitting an application for charter between March 1 and April 30 may elect to pay this Association for the current year and seat delegates at the Annual Meeting, or they may elect to pay this Association's dues for the year beginning May 1, in which case the members may attend the Annual Meeting but the chapter shall not have voting rights.

ARTICLE II OFFICERS

2.01 Secretary

- A. At the beginning of each fiscal year, the Secretary shall obtain a list of all chapter officers from each chapter.

2.02 Executive Committee

- A. The Executive Committee shall have the authority to dispose of emergency matters that arise between meetings of the Board of Governors, but it shall have no authority to dictate any policy of the Association.

2.03 Vote by Mail

- A. The Executive Committee may vote by mail or email on any matter whatsoever at the request of the President, and the results of such voting shall be spread upon the minutes of its next meeting held following such mail or email vote.
- B. The Board of Governors may vote by mail or email on any matter whatsoever at the request of the president, and the results of such voting shall be spread upon the minutes of its next meeting held following such mail or email vote.

2.04 Appointed Officers

- A. The appointed officers of this Association shall be the Parliamentarian, Chaplain, and other officers deemed necessary by the Executive Committee or the Board of Governors. Appointment shall be by the President subject to the approval of the Executive Committee.
- B. A vacancy in any appointed office shall be filled by appointment by the President, subject to the approval of the Executive Committee.

**ARTICLE III
CHAIRMEN, COMMITTEES AND DUTIES**

3.01 History Book

- A. The state History Book compiled each year by the Historian shall be presented to the outgoing President at the Winter Board Meeting following the end of the President's term of office, but no later than the next Annual Meeting.

3.02 Scholarship

- A. Scholarships (AALS and Hollis-Schultz) will be awarded at the Annual Meeting, with the number and amount of scholarships to be determined by the Executive Committee.
- B. The scholarship recipient shall have two (2) years in which to use the scholarship before it will be forfeited and said recipient shall be so notified at the time of awarding it. Any unused funds are to be returned to the general checking account.

**ARTICLE IV
ELECTIONS**

4.01 Delegates - Certification

- A. Delegates and alternates to the Annual Meeting shall be certified by the President and Secretary of each chapter to AALS Secretary not less than ten (10) days prior to the date of the Annual Meeting and a copy of said certification shall be mailed to the Nominations and Elections Chairman simultaneously therewith. No certification may be authenticated after that date without the vote of the assembly.

**ARTICLE V
BOARD MEETINGS**

5.01 Board Meeting Procedures

- A. If the Executive Committee desires to hold a Leadership Workshop each year, the President, President-Elect and Vice President shall coordinate it. (Effective 2014, Rev. 2019)
- B. The proposed budget for the year shall be presented for adoption at the First Board of Governors meeting of the year.

5.02 Registration Fee

- A. **Members:** All members attending a Board of Governors meeting shall be required to pay a registration fee of \$10, with the exception of the first Board of Governors meeting immediately following the Annual Meeting.
- B. **Officers:** The registration fee for all other officers shall be waived for seminars held in conjunction with Board Meetings. Officers will pay the cost of the lunch included in the registration fee.
- C. In the event of a dire emergency, i.e., sickness or death in the immediate family of a member, the entire registration may be refunded, if at all possible, pending approval of the executive committee.

5.03 Contingency Plans

- A. In the event of a catastrophic and/or natural disaster occurs at the location of a Board Meeting, the meeting will be held at an alternate location if at all possible. The meeting may be abbreviated if needed.
- B. The host chapter and the Legal Education Chairman will work together to find an alternate location if possible. If a location cannot be found, the Board Meeting will be rescheduled as soon as feasible. (Effective 2014)
- C. If because of a catastrophic and/or natural disaster, a member suffers a life-threatening injury or a death of immediate family (spouse, child, or parent), the meeting will be rescheduled as soon as feasible.

**ARTICLE VI
ANNUAL MEETING AND EDUCATION CONFERENCE**

6.01 Annual Meeting and Education Conference Procedures

- A. All local Chapters will be responsible for hosting an Annual Meeting and Educational Conference, including the installation of the incoming board and the First Regular Board of Governors' Meeting commencing after the conclusion of the Annual Meeting and Education Conference business sessions, in rotation as follows

beginning in the year 2016: Baldwin County, Birmingham, Dallas County, Mobile, Montgomery, and NALS of Central Alabama. If a Chapter cannot host the year it comes up in the rotation that Chapter needs to make that fact known so any other Chapter can step in to host the meeting. The meeting each year will be held on the last weekend of April (when feasible) and a calendar showing the host and dates will be prepared so the place and date will be known to all members in advance. The hosting chapter may select the location of the Annual Meeting and Educational Conference, either in that Chapter's home or any other location in the State of Alabama.

- B. All delegates and alternates must check in at the credentials desk prior to being seated in the assembly.
- C. Delegates shall be seated together during all sessions of the assembly, with the exception of an officer who is also serving as a delegate. Delegates may leave the assembly only upon permission of the President, at which time an alternate shall be seated. The name of the alternate delegate to be seated shall be announced. An alternate delegate shall not vote except in the absence of a certified delegate.
- D. Delegates may confer with members of a delegation at any time if counsel is desired. In this event, a delegate shall rise and request a caucus. Said caucus shall not exceed ten (10) minutes.
- E. Privilege of the floor is granted to all members. Any member, whether or not a delegate, may make a motion, nomination, or resolution. When making a motion, nomination, or resolution, the member or delegate shall rise and state her name and chapter. Any member may second such motion, nomination, or resolution.
- F. The President may limit time for debate on any one subject, and no speaker shall be permitted to retain the floor more than twice on one subject. The time limit for each speech is one (1) minute, unless given permission by the Chair.

6.02 Credentials

- A. The Chairman of the Nominations and Elections Committee shall serve as the Credentials Chairman.
- B. The Secretary shall prepare a written report of the certifications for use by the Credentials Committee.
- C. Envelopes containing necessary materials are to be distributed by the Credentials Committee to the delegates at the time of check-in for the assembly sessions.
- D. The Credentials Chairman shall be prepared to call roll of delegates whenever necessary or requested by the President.

- E. The Credentials Chairman shall report to the Secretary the number of delegates present.

6.03 Registration

- A. All members attending the Annual Meeting and Educational Conference shall be required to pay a registration fee; said registration fee for individual members shall be determined by the chapter hosting the Annual Meeting and approved by the Board of Governors.
- B. A late registration fee for members and nonmembers attending the Annual Meeting shall be charged to anyone registering later than one (1) week prior to the Annual Meeting, said late registration fee shall be determined by the chapter hosting the Annual Meeting.
- C. Nonmembers attending social events only shall not be required to pay the registration fee. Nonmembers attending education workshops and/or business meetings shall pay the registration fee.
- D. The registration fee for Annual Meeting shall not be refunded in the event of a cancellation. If cancellation is made at least one (1) week prior to Annual Meeting, refunds shall be made for social event fees. Refunds for social event fees may be refunded at the discretion of the Annual Meeting Chairman if cancellation is made less than one (1) week prior to Annual Meeting. In the event of a dire emergency, i.e., sickness or death in the immediate family of a member, the entire scrip ticket can be refunded, if at all possible.

6.04 Host Chapter

- A. The host chapter of the Annual Meeting shall appoint a finance chairman. The balance at the time the account is transferred to the host chapter must be \$2,000, with \$1,000 to remain at all times. Signatories and account authorization of the "AALS Annual Meeting Fund" checking account shall be transferred yearly to the host chapter. No monies shall be electronically transferred from the Annual Meeting Account. All checks must be cashed within 60 days from the date of the check. Any amount in excess of the \$2,000 shall be distributed to the host chapter and Association as designated in Standing Rule 6.04 L. (Change effective 2014.)
- B. The proposed budget for Annual Meeting shall be submitted by the Annual Meeting Chairman to the Board of Governors for its approval no later than the Winter Board Meeting.
- C. If there is an Annual Meeting program book, and at the discretion of the host chapter, ads may or may not be sold for the program book.

- D. Advances may be made to the AALS Annual Meeting Fund upon motion of the Annual Meeting Chairman as approved by the Board of Governors. Any such advances made to the fund must be repaid to this Association before profit from Annual Meeting is determined.
- E. All Annual Meeting expenses shall be paid from the AALS Annual Meeting Fund, including, but not limited to, the following:
- (1) Meal expense for guest/speakers attending luncheon, banquet, breakfast or workshop;
 - (2) Transportation expense for non-member guest speakers;
 - (3) Cost of meals paid to hotel for luncheon, banquet, etc;
 - (4) Bouquet for the Incoming President (optional);
 - (5) Hotel room for President for two nights (for 2-day annual meeting) or three nights (for a 3-day annual meeting), not to exceed the conference room rate for a double room;
 - (6) Hotel room and/or meal for installing marshal for one night if that person is other than an AALS member;
 - (7) Hotel room for Annual Meeting Chairman for two nights (for 2-day annual meeting) or three nights (for a 3-day annual meeting), not to exceed the conference room rate for a double room;
 - (8) Scrip ticket for Annual Meeting Chairman;
 - (9) P.A. system or other necessary audio/visual equipment;
 - (10) Place cards, ribbons and badges, scrip ticket book printing, postage, photocopying and/or printing, necessary materials for registering delegates, account books for Annual Meeting bookkeeping;
 - (11) Registration packets provided for each registrant;
 - (12) Ribbons, etc. for awards, if any; and
 - (13) Decorations, floral arrangements, signs and posters.
- F. The following expenses shall not be paid out of the Annual Meeting Fund, but shall be paid directly by the Association:
- (1) President's scrip ticket;

- (2) Plaque for Member of the Year;
 - (3) Plaque for New Member of the Year;
 - (4) Speakers gifts; and
 - (5) Any monetary awards (such as membership) given at the Annual Meeting.
- G. An itemized report of the income received and expenditures paid by the Annual Meeting shall be submitted by the Annual Meeting Chairman to the Board of Governors at the second board meeting following the Annual Meeting. A copy of said report shall be furnished to the President and Treasurer.
- H. No personal gifts for any officer or chairman of this Association shall be allowable as an Annual Meeting expense.
- I. Gifts to registrants, goodie bags or substitutes and their contents are not obligatory, these may be provided by the host chapter, if so desired, but no funds shall be paid from the Annual Meeting Fund for these items.
- J. If complimentary rooms are given by the hotel, they shall be assigned in the following order:
- (1) Annual Meeting Chairman;
 - (2) Any NALS officer on official visitation or other special guest who provides a service to AALS and is invited to spend the entire weekend, if any;
 - (3) The installing marshal (if different from special guest listed in Number (2) above; and
 - (4) AALS President.
- K. The host chapter shall obtain written contracts for services, including but not limited to hotel and food service, and outside catering.
- L. The Chapter hosting the Annual Meeting shall receive ten percent (10%) of the profits from the Annual Meeting. This sum shall be paid after all expenses have been paid, including the repaying of any advances made by this Association. This Association shall retain the balance of the profit from the Annual Meeting. In the event the Annual Meeting Chairman and Finance Chairman have knowledge that there may be a deficit, that information shall be given to the President as soon as it becomes known to the Annual Meeting Chairman. If there is a deficit, the first \$500 of the deficit shall be borne by the host chapter and the balance shall be borne by this Association.

6.05 Legal Education Workshops and Seminars

- A. Legal education workshops and seminars at the Annual Meeting shall be the responsibility of and arranged by the Legal Education Chairman. The Legal Education Chairman may solicit assistance from the host Chapter in locating local speakers. Any expense incurred for the education workshops and seminars at the Annual Meeting shall be paid from the Annual Meeting Fund.

6.06 Contingency Plans

- A. In the event of a catastrophic and/or natural disaster occurs at the location of the Annual Meeting, the meeting will be held at an alternate location if at all possible. The meeting may be abbreviated if needed.
- B. The Annual Meeting Chair will work together with the Board to find an alternate location if possible. If a location cannot be found, the Annual Meeting will be rescheduled as soon as feasible.
- C. If because of the catastrophic and/or natural disaster, a member suffers a life-threatening injury or a death of immediate family (spouse, child, or parent), the meeting will be rescheduled as soon as feasible.

**ARTICLE VII
EXPENSES AND ACCOUNTS**

7.01 Expenses

- A. Expense claims, with receipts, by officers or committee chairmen shall be submitted to the Treasurer within thirty (30) days from the date the expense is incurred. A copy of the expense claim with copies of receipts attached shall be furnished to the President who will approve/reject and notify the Treasurer. All expenses shall be in line with the amount budgeted. No officer or committee chairman shall incur any expense not budgeted without prior approval of the Executive Committee.
- B. This Association shall fund the President's expenses as follows: NALS Annual Education and Networking Conference registration fees or scrip, including special ticketed events (as the case may be), transportation expenses (not to exceed normal airfare), actual costs of gasoline when traveling by car, ground transportation to and from the airport, lodging expenses to cover one-half of a double room and per diem of \$50, if funds are available. If said officer fails to attend the conference, she shall reimburse AALS all funding received within thirty (30) days of the conference. Failure to reimburse AALS will result in the officer being classified as not in good standing and she will not be eligible for future funding until established as a member in good standing.

- C. The State Membership Chairman (Vice President) shall be reimbursed for actual out-of-pocket, allowable expenses, i.e., gasoline, overnight lodging when necessary, and food, when attending organizational meetings of a new chapter. In the event the State Membership Chairman is unable to attend such meetings, then the Association shall reimburse the actual out-of-pocket, allowable expenses for the officer handling the duties of the State Membership Chairman.
- D. This Association shall fund any officer for participation in officer visitation if the Executive Committee approves or recommends officer visitation for the year. Officer visitation cannot be in conjunction with seminars sponsored by this Association and not in conjunction with Board of Governors meetings and Annual Meeting. Officers shall be reimbursed for gas receipts (not mileage, if personal car is used to visit the officer's assigned local chapter or if a local chapter extends to a particular officer an invitation for a specific purpose) and reimbursed for hotel receipts if travel is over 100 miles from officer's local chapter.
- E. This Association shall pay no compensation or reimbursement of expenses to any Governor but the local chapter, when authorized, may pay expenses of a Governor.
- F. The amount of the Professional Development Grants is to be determined by the Executive Committee at the Fall Board Meeting after the annual meeting profit is determined and the amount shall not exceed \$1,000. Said grant shall be used toward the funding of the Professional Development Grant recipient's expenses to attend NALS Annual Education and Networking Conference or the AALS Annual Meeting as follows: NALS Annual Education and Networking Conference early bird registration fee; transportation expenses (not to exceed normal airfare); ground transportation to and from the airport; lodging expenses to cover one-half of a double room; and per diem of Fifty Dollars (\$50) per day, if funds are available. If sufficient funds are available, more than one (1) scholarship may be awarded. AALS Annual meeting: regular registration, transportation expenses, lodging, and meals, if funds are available. If sufficient funds are available, more than one (1) grant may be awarded to more than one chapter.

The recipient shall be required to attend the following:

- a. NALS Annual Education and Networking Conference – Welcome, Keynote Speaker, Board Forum, and 75% of CLE offered.
- b. AALS Annual Meeting: Welcome, General Assembly (Fourth Board Meeting of current board), First Board meeting of newly installed board, and 75% of CLE offered.

If the recipient fails to attend the required sessions, the recipient shall immediately reimburse AALS for the funds received. In the event the recipient fails to attend the conference, then within thirty (30) days of the conference, the recipient shall reimburse AALS all funding received. Failure to reimburse AALS will result in

the recipient being classified as not in good standing and the recipient will not be eligible for future funding until established as a member in good standing. This requirement shall be sent to the awarded recipient of the scholarship with an acknowledgement returned to the President before recipient is registered for the conference and funding is sent to recipient

- G. The AALS Continuing Education Grant shall be awarded at the Second/Fall Board of Governors Meeting. Rules, guidelines, and applications will be supplied by the Vice President to the Governors following the First Board of Governors Meeting. Submissions must be received by the Vice President ten (10) days prior to the Second/Fall Board of Governors Meeting by USPS mail or by email. All submissions received after the deadline will be deemed disqualified. Upon receipt, the Vice President will determine if the submission(s) were received in a timely manner and if the submission(s) qualify for the consideration. The Vice President will present the qualified applications to the Executive Committee prior to the Second/Fall Board of Governors Meeting. Once a recipient(s) has been determined by the Executive Committee, the Vice President will announce the recipient(s) during the Second/Fall Board of Governors Meeting. A check will be issued from the Grant account in the amount of \$250 made payable to the recipient(s). If funds are available in the Grant account, and the Executive Committee determines more than one application meets the criteria for the grant, additional Continuing Education Grants may be awarded at the Second/Fall Board of Governors Meeting. If the Executive Committee deems no chapter submission met the grant guidelines, the grant will not be awarded, and the designated funds will be returned to the association's grant account.

7.02 Accounts

- A. The only bank accounts authorized by this Association shall be:
1. The general checking account:
 - a. The treasurer will maintain a debit card associated with this account to conduct payments in an electronic form for the Association.
 - b. The president and treasurer will have access to the PIN for this account.
 - c. Use of the debit card will be restricted to the treasurer and only with prior presidential approval.
 - d. A debit card transaction form must document all transactions involving the debit card. All debit transactions will be documented in the ledger of the general checking account.
 2. The scholarship account.
 3. The grant account; and
 4. The AALS Annual Meeting Fund account maintained by the Annual

Meeting's finance chairman.

- B. Audits of this Association's authorized accounts shall be as follows:
 - (1) Records of AALS general checking, scholarship and grant accounts shall be submitted for audit at the Annual Meeting of this Association by an Auditing Committee appointed by the President.
 - (2) Records of AALS Annual Meeting Fund account shall be submitted for audit at the second Board of Governors meeting following the Annual Meeting by an Auditing Committee appointed by the President.

ARTICLE VIII BOARD OF GOVERNORS

8.01 Revocation of Charters

- A. The Board of Governors shall vote on all orders of revocation of charters.

8.02 Voting

- A. Only Governors (or alternate Governors) and elected officers shall have a vote at meetings of the Board of Governors. In the event a chapter does not have a Governor able to attend a Board of Governors meeting, a Governor Pro Tem may be named to represent that local chapter.
- B. In the event of a tie vote on the Board of Governors, if the President has not already voted on the issue, the President may vote to change the result.
- C. All members in good standing in attendance at the Winter Board Meeting shall be eligible to vote on the election of officers, with the Board of Governors voting on all other matters.

8.03 Term of Office

- A. No member shall serve in the same capacity as an officer of this Association for a term of more than two (2) consecutive years.

ARTICLE IX STANDING RULES

9.01 Standing Rules

- A. A copy of the Standing Rules of the Association shall be furnished to each Officer,

Governor and Chapter President of AALS.

- B. Proposed Standing Rules or proposed amendments to the Standing Rules shall be submitted in writing to the State Parliamentarian not less than forty-five (45) days prior to a State Board Meeting or the Annual Meeting. The Parliamentarian shall submit the proposed Standing Rules or proposed amendments to the Board of Governors not less than thirty (30) days prior to a State Board Meeting or the Annual Meeting.
- C. The Board of Governors at any meeting of the Board of Governors may adopt Standing Rules.
- D. The Standing Rules may be amended or rescinded by a two-thirds (2/3) vote without previous notice, or a majority vote with previous notice.
- E. Any Standing Rule may be suspended for the duration of a single meeting by majority vote. Such suspension may be for a longer period if specifically ordered by the Board.
- F. Grammatical, editorial, or correlation changes in these standing rules or amendments, which in no way alter the intent of the respective standing rule, may be effected by the Parliamentarian without vote, subject to the approval of the Executive Committee.

ARTICLE X CLASSES OF MEMBERSHIP

10.01 Classes of Membership

- A. Dues for all individual members (including Life Members) of the Association shall be \$15.
- B. Student members shall be exempt from paying dues to the Association.
- C. Retired members shall be exempt from paying dues to the Association.
- D. Dues for secondary members shall be \$15.
- E. Dues for associate members shall be \$15.
- F. Honorary members shall be exempt from paying dues to the Association.

ARTICLE XI COMMITTEES

11.01 Committees

A. The committees of this Association may include:

- (1) AALS Web Page
- (2) Annual Meeting
- (3) Annual Meeting Advisory Council
- (4) Annual Meeting Audit Committee
- (5) Audit Committee
- (6) Bar Liaison
- (7) Bar Task Force
- (8) Bylaws/Standing Rules
- (9) Certification
- (10) Corporate Sponsors
- (11) Dixie Digest
- (12) Dixie Digest Patron Ads
- (13) Finance
- (14) Funding
- (15) History Book
- (16) Installation
- (17) Legal Education
- (18) Manual of Procedures
- (19) Marketing
- (20) Member-at-Large Liaison
- (21) Member of the Year
- (22) Membership
- (23) NALS Legal Training Course
- (24) New Member of the Year
- (25) Nominations and Elections
- (26) Personal Achievement Recognition
- (27) Scholarship
- (28) Strategic Planning
- (29) Student Chapters Liaison
- (30) Technology Committee

11.02 Appointment of Committees

A. The President shall appoint all committee chairmen, subject to the approval of the Executive Committee, and shall report the appointments at the first meeting of the Board of Governors following the Annual Meeting. The President is an ex-officio member of all committees except the Nominations and Elections Committee.