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 or he 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 Board of Governors.

B. A vacancy in any appointed office shall be filled by appointment by the President, subject to the approval of the Board of Governors.

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 from the date the recipient is notified of the award in which to use the scholarship funds before any unused portion of the funds will be forfeited. Recipient shall be notified by the Treasurer sixty (60) days prior to the date that any unused funds will be forfeited to give the recipient an opportunity to use any unused portion of the scholarship funds before being forfeited. Any unused and/or forfeited scholarship 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 by mail or email not less than ten (10) days prior to the date of the Annual Meeting and a copy of said certification shall be mailed or emailed 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 and Vice President shall coordinate it.

B. The proposed budget for the year shall be presented for adoption at the First Board of Governors meeting of the year.

C. Electronic Meetings. Regular and Special Board of Governors Meetings may be held in person, may be held by telephone conference that allows for simultaneous hearing of all members in attendance and allows all members in attendance to participate in the meeting, or may be held using other electronic technology, as prescribed by the board. Video conference meetings that allow members to see and to hear each other and to participate during the meeting, as prescribed by the Board, may be held. The electronic service provider and the rules of use will be approved by the Board. All members are responsible for acquiring their own equipment to participate in an electronic meeting. The Secretary will call roll and keep the attendance records for electronic meetings. Notice of an electronic meeting will be given in advance of the meeting and will include login information.

5.02 Registration Fee

A. Officers: The registration fee for all officers shall be waived for seminars held in conjunction with Board Meetings. Officers will pay the cost of the lunch, unless there is no charge for the meal and the event is free to all attendees.

B. 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 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 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, or in the event that a

catastrophe, natural disaster, pandemic, or government-imposed travel ban prevents travel within the state, the Board Meeting will be rescheduled as soon as feasible, or the Executive Committee will host a teleconference meeting accessible to all members of the Association.

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
All changes to Article VI take effect beginning with the 2024-2025 fiscal year.

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 no later than the first board meeting of that year 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. The Annual Meeting may be held in person, may be held by telephone conference that allows for simultaneous hearing of all members in attendance and allows all members in attendance to participate in the meeting, or may be held using other electronic technology, as prescribed by the Board. Video conference that allows for seeing and hearing all members in attendance and that allows all members in attendance to participate in the meeting, as prescribed by the Board, may be used. All members are responsible for acquiring their own equipment to participate in an electronic meeting. The Secretary will call roll and keep the attendance records for electronic meetings. Notice of an electronic meeting will be given in advance of the meeting and will include login information.

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, except for 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. 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.

B. 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 possible.

6.04 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 AALS general checking account.

6.05 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, or in the event that a catastrophe, natural disaster, pandemic, or government-imposed travel ban prevents travel with the state, the Annual Meeting will be rescheduled as soon as feasible, or the Executive Committee will host a cloud-based electronic meeting accessible to all members of the Association, or the Executive Committee will host a teleconference meeting accessible to all members of the Association.

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 to each recipient. Each AALS chapter shall be eligible for a Professional Development Grant each year. The grants shall be in an equal amount to each chapters. Said grant shall be used toward the funding of the Professional Development Grant recipient's expenses to attend the AALS Annual Meeting or Winter Board Meeting as follows: regular registration and lodging, if funds are available.

The recipient shall be required to attend the following: Winter Board Meeting: Winter Board Meeting (Third Board Meeting) and 75% of CLE offered; 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.

NOTE: SECTION F WILL BE DELETED AT THE BEGINNING OF FISCAL YEAR 2024-25 (MAY 1, 2025) AND SECTION G WILL BE RENUMBERED TO F.

G. The AALS Membership Grant shall be awarded at the Third/Winter Board of Governors Meeting. Grants are to be used for legal education seminars, membership drives, certification, chapter technology advancement, or chapter certification library. Rules, guidelines, and applications will be supplied by the Vice President to the Governors no later than the Second/Fall Board Meeting. Submissions must be received by the Vice President ten (10) days prior to the Third/Winter 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 Third/Winter 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 Third/Winter Board of Governors Meeting. A check will be issued from the general checking account in the amount of $250 made payable to the recipient(s). If funds are available in the general checking account, and the Executive Committee determines more than one application meets the criteria for the grant, additional Membership Grants may be awarded at the Third/Winter 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 remain in the association's general checking account.

7.02 Accounts

A. The only bank accounts authorized by this Association shall be:

1. The general checking account:
   a. The president and 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 president and 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 grant account; and **(delete after annual meeting 2024)**

3. The AALS Annual Meeting Fund account maintained by the Annual Meeting's finance chairman. **(delete after annual meeting 2024)**

B. Audits of this Association's authorized accounts shall be as follows:

(1) Records of AALS general checking and grant accounts shall be submitted for audit at the Annual Meeting of this Association by an Auditing Committee appointed by the President. (delete grant account after annual meeting 2024)

(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. **(delete after annual meeting 2024)**

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.

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 affected 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) Annual Meeting **(delete after annual meeting 2024)**
(2) Annual Meeting Audit Committee **(delete after annual meeting 2024)**
(3) Audit Committee
(4) Bylaws/Standing Rules/Manual of Procedures
(5) Certification
(6) Corporate Sponsors
(7) Dixie Digest
(8) Dixie Digest Patron Ads
(9) Finance
(10) Funding
(11) History Book
(12) Installation
(13) Legal Education (keeper of banner and tablecloth)
(14) Marketing/Membership
(15) Member of the Year
(16) New Member of the Year
(17) Nominations and Elections
(18) Scholarship
(19) Student Chapters Liaison
(20) Technology Committee/AALS Web Page (keeper of microphone, projector, and any other equipment)

11.02 Appointment of Committees

A. The President shall appoint all committee chairmen, subject to the approval of the Board of Governors, 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.