



Santa Clara County Legal Professionals Association

By-Laws

Adopted May 1, 1969

(Amended 1976, 1977, 1978, 1982, 1983, 1988, 1989, 1992, 1996, 2000, 2001, 2004, 2005, 2008, 2010, 2011, 2014, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2026)

TABLE OF CONTENTS

ARTICLE I - Name	1
ARTICLE II - Objects and Purposes	1
ARTICLE III - Membership	1
Section 1: Classes of Members	1
(a) Active	2
(b) Associate	2
(c) Honorary	2
(d) Life	2
(e) Retention of Status	2
Section 2: Application for Membership	3
Section 3: Membership to LPI	3
Section 4: Transfer of Membership	3
ARTICLE IV - Dues	3
Section 1: Annual Dues	3
Section 2: Initiation Fee	4
Section 3: Member in Good Standing	4
Section 4: Delinquent Dues.	4
Section 5: Assessments	4
ARTICLE V - Officers and Eligibility	5
Section 1: Elected Officers	5
Appointed Officer(s)	5
Section 2: Eligibility for Office	5
Section 3: Term	5

Section 4: Elected and Appointed Officers.....	5
ARTICLE VI - Duties of Officers	6
Section 1: Duties of Officers.....	6
Section 2: President.....	6
Section 4: Executive Secretary	6
Section 5: Treasurer	6
Section 6: Governor	7
Section 7: Continuing Education Council Coordinator	7
Section 8: Parliamentarian	7
Section 9: Executive Advisor.....	7
ARTICLE VII - Executive Board	8
ARTICLE VIII - Committees and Special Appointments.....	8
Section 1: Standing Committees.....	8
Section 2: Special Appointments.....	8
ARTICLE IX - Duties of Standing Committees.....	9
Section 1: Attendance	9
Section 2: Additional Duties/Record Keeping.....	9
Section 3: Advertising.....	9
Section 4: Website Coordinator	9
Section 5: California Certified Legal Secretary.....	9
Section 6: Career Promotion/Scholarship.....	9
Section 7: Employment/ Professional Liaison.....	9
Section 8: Interclub	10
Section 9: Legal Procedure	10

Section 10: MCLE	10
Section 11: Marketing.....	10
Section 12: Membership	10
Section 13: Continuing Education Council.....	10
Section 14: Reservations.....	11
Section 15: Rules	11
Section 16: Ways and Means.....	11
Section 17: Social Media	11
Section 18: Marilyn Ott BBQ	11
Section 19: Crab Feed.....	11
Section 20: Tech Committee	11
ARTICLE X - Meetings.....	12
Section 1: Regular Meetings.....	12
Section 2: Annual Meeting	12
Section 3: Special Meetings.....	12
Section 4: Executive Board.....	12
ARTICLE XI - Nominations and Elections.....	12
Section 1: Nominations.....	12
Section 2: Elections.....	12
Section 3: Installation	13
ARTICLE XII - Representation.....	13
Section 1: Delegates to LPI Annual Conference	13
Section 2: Voting Power	13
ARTICLE XIII - Fiscal Year	14

ARTICLE XIV - Quorum.....	14
Section 1: Regular and Special Meetings	14
Section 2: Executive Board.....	14
Section 3: Proxies	14
ARTICLE XV - Amendments to Bylaws	14
Section 1: Amendment.....	14
Section 2: State Approval	14
Section 3: Suspension	14
ARTICLE XVI - Code of Ethics.....	15
ARTICLE XVII - Dicipinary Action.....	15
ARTICLE XVIII - Parliamentary Authority.....	15

SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

BYLAWS

Adopted May 1, 1969

(Amended 1976, 1977, 1978, 1982, 1983, 1988, 1989, 1992, 1996, 2000, 2001, 2004, 2005, 2008, 2010, 2011, 2014, 2016, 2017, 2018, 2019, 2020, 2022, 2023, 2026)

ARTICLE I

Name

Section 1: The name of the Association shall be SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION (SCCoLPA).

Section 2: This Association shall be affiliated with LEGAL PROFESSIONALS, INCORPORATED, also known as LPI.

ARTICLE II

Objects and Purposes

Section 1: The objects and purposes of this Association are:

- (a) To stimulate a high order of business and professional attainment;
- (b) To further our knowledge of the law, and to uphold its honor and dignity;
- (c) To disseminate information and knowledge of interest to our members;
- (d) To create a high standard of ethics among our members;
- (e) To further the interests of legal professionals; and
- (f) To establish good fellowship among the members of this Association.

Section 2: This Association shall be nonsectarian, nonpartisan, nonprofit, and nonunion.

ARTICLE III

Membership

Section 1: There shall be four (4) classes of members in this Association, which shall be defined as follows:

(a) Active: An active member shall be a person who is (1) licensed to practice law; (2) employed as a legal professional in the office of an attorney engaged in the practice of law; (3) employed in any other institution or office directly engaged in work of a legal nature in California, for a period of not less than one (1) year.

(b) Associate (Student): Any person with less than one year of legal experience or enrolled in an academic program involved in legal studies and not employed as described in paragraph (a) above may be admitted to Associate/Student membership. A person who qualifies for associate membership may become an Associate (Student) member of LPI upon payment of the appropriate local association dues and one-half LPI per capita tax. This member then shall have full active membership privileges, except they shall not be eligible for LPI office and may not serve as Governor or as a delegate. Associate members, shall not be eligible for SCCoLPA office nor have voting rights, but may serve on committees of this Association.

Any Associate/Student member who becomes qualified under paragraph (a) above may become a full active member with all the rights and obligations of such membership, or any person enrolled in an academic program involved in legal studies who becomes employed part time or full time as described in paragraph (a) above and pays the full LPI per capita tax, may become a full active member with all the rights and obligations of such membership.

(c) Honorary: Shall consist of those persons elected to that status by reason of some special service to this Association or to the community. An honorary member shall not be eligible to hold office nor have voting privileges, shall not be liable for dues, and the Association shall not be required to pay per capita taxes on such member.

(d) Life: A life membership may be granted, upon vote of the members of this Association, to any member who has performed outstanding services to this Association.

Upon request in writing to the SCCoLPA Vice President, a member who has served as SCCoLPA President shall be granted SCCoLPA life membership at the expiration of that President's term(s) of office.

If a life member desires to retain active membership, it must so be indicated by the payment of dues each year. This will entitle said member to full active membership privileges, including the right to vote and hold office. This Association shall be liable for per capita taxes on all active life members.

(e) Retention of Status: An active member may retain such status, though not employed as above set forth, provided such member has been an active member of SCCoLPA for at least one year, and shall have all the rights and privileges of active membership except eligibility for elective office in SCCoLPA. An associate/student member with less than one year of legal experience but not

enrolled in an academic program involved in legal studies, may retain such status for two years.

Section 2: Application for Membership. An application for membership must be presented in writing on forms furnished by SCCoLPA, must be accompanied by the annual dues for the fiscal year and an initiation fee of \$10. Said application shall be presented by the Vice President to the Executive Board for approval.

Section 3: Membership to LPI. All active members and life members shall be, and are, members of Legal Professionals, Incorporated.

Section 4: Transfer of Membership. An active member in good standing in this Association may request transfer to another association upon changing the place of residence or place of employment. When such request is authorized by this Association, the member shall be furnished by the Association's Treasurer with a certificate showing the date to which dues (local and LPI) are paid, with a duplicate copy to the LPI Treasurer. Such certificate shall state that transfer to another association (naming it) has been authorized by this Association, and when approved by the LPI Treasurer, no further LPI per capita taxes will be required for that year. Local association dues of any member transferring shall be prorated, and the credit balance refunded to the transferee. The transferee shall then pay the membership dues charged by the association to which transfer will be made. The certificate of transfer, together with current association membership card, shall be presented by the transferring member to the association with which the member desires to affiliate, and when such association approves the transfer, it must give notice to the LPI Treasurer.

A member of another association desiring to transfer to this Association must likewise comply with the provisions of ARTICLE III of these bylaws before the request for transfer will be acted upon by the Vice President of this Association.

ARTICLE IV

Dues

Section 1: Annual Dues.

(a) The annual dues for an active member of this Association shall be \$25 per year, plus the full annual per capita tax of LPI. The annual dues of an associate member shall be \$25.00 (plus one-half of the annual LPI per capita tax). Said annual dues shall be payable at the time of application for membership and thereafter annually at the beginning of each fiscal year.

(b) A retired member of this Association, who at age 62 or more, retires from active employment, and who wishes to retain an active membership, may do so under the following terms:

(1) If less than ten (10) continuous years of active membership in this Association, upon payment of the annual per capita tax required by LPI.

(2) After ten (10) continuous years of active membership in this Association, no payment of dues in this Association or per capita tax shall be required.

(c) A disabled member of this Association, who presents to the Executive Board a certification of permanent disability, and who wishes to retain an active membership, may do so under the same terms as a retired member. (See the subsections under (b) above.)

(d) This Association shall pay, on behalf of retired or disabled members qualifying under the above subparagraphs (b) and (c), the balance of the annual per capita tax required by LPI to maintain said retired or disabled members' membership in that organization under the dues requirements set forth above.

Section 2: Initiation Fee. There shall be an initiation fee of \$10 payable at the time of application for active or associate membership.

Section 3: Member in Good Standing. A member is in good standing only when local dues and LPI dues (per capita tax) are paid. Such member may resign from membership, but may be reinstated during the current fiscal year by approval of the Executive Board and payment of a reinstatement fee.

Section 4: Delinquent Dues. When dues of a member are not paid to the Association within thirty (30) days after the due date, such dues shall become delinquent, and such member shall without notice be suspended and shall lose all rights and privileges as a member of this Association.

Such suspended member may be reinstated during the current fiscal year upon payment of the current annual dues, plus a reinstatement fee as set forth in the standing rules of this Association. Anyone who has been suspended for more than one year may be reinstated by making application, paying current annual dues and being voted upon as provided for new members.

Section 5: Assessments. Assessments for any purpose within the objectives of the Association may be levied by a quorum vote at any regular meeting; provided, however, that resolutions setting forth the amount and the purpose for which the assessments are to be used, were adopted by a quorum vote at a prior meeting, and provided further that a copy of such resolutions or notice thereof has been given to the membership at least one month prior to the date when it is proposed to levy the assessments. Any member failing to pay assessments levied in accordance with the foregoing shall be suspended and lose all of the rights and privileges of membership.

ARTICLE V

Officers and Eligibility

Section 1: Elected Officers. The elected officers of this Association shall be: PRESIDENT, VICE PRESIDENT, EXECUTIVE SECRETARY, TREASURER, and GOVERNOR.

Appointed Officer(s). The appointed officers of this Association, who shall be appointed (30) days after election, shall be: CONTINUING EDUCATION COUNCIL COORDINATOR, PARLIAMENTARIAN and EXECUTIVE ADVISOR.

Section 2: Eligibility for Office.

- (a) Any nominee or appointee must be, at the time of nomination and/or appointment, an active member in good standing.
- (b) Any nominee for an elected office shall be, or shall have been, employed in work of a legal nature and shall have been a member of an LPI-affiliated local association not less than one year.
- (c) Any nominee for the office of President shall have served at least one year as an officer of an LPI-affiliated local association.

Section 3: Term. All elected officers shall hold office for a term of two years, and six months prior to their term ending shall assist the nominating committee in finding a person to fill the position. Any officer may be elected to hold office on the Board, but may not continue in the position previously held, and must go through the nominating committee.

Section 4: Elected and appointed officers are required to attend all general and Executive Board meetings of the Association, unless good cause is shown and reported to the President. In the event it becomes impossible for an elected or appointed officer to attend all general and Executive Board meetings, that officer shall be replaced upon the recommendation of the Executive Board.

A vacancy in any elective office, except the office of President, shall be filled for the unexpired term by recommendation of the Executive Board and by majority vote of those present and voting at the first regular meeting following the effective date of the vacancy. In the event of a vacancy in the office of President, the Vice President shall become President for the unexpired term.

A vacancy in any appointive office shall be filled for the unexpired term by nomination at the first meeting of the Executive Board following the effective date of the vacancy and a majority vote of those present and voting at that meeting.

ARTICLE VI

Duties of Officers

Section 1: The duties of the officers shall be such as are implied by their respective titles and such as are specified in these bylaws. In addition, each officer shall perform the duties defined in Brass Tacks provided by LPI, shall maintain proper records for at least two years (except the Treasurer's records must be kept according to IRS regulations), and make accurate and timely reports as required by the local Association and LPI.

Section 2: President. It shall be the duty of the President to preside at all meetings of this Association and of the Executive Board, and to perform such other duties as ordinarily pertain to the office. It shall be the duty of the President to appoint chairs of committees, subject to the approval of the Executive Board. The President shall be an ex officio member of all committees except the Nominations and Elections Committee; and no chair shall take final action until a report has been made to and approved by the President.

Section 3: Vice President. It shall be the duty of the Vice President to preside at all meetings of this Association and its Executive Board in the absence of the President. To act as Membership Chair, and to perform such other duties as ordinarily pertain to this office or as may be assigned by the President and Executive Board.

Further, it shall be the duty of the Vice President to preside at all meetings of this Association and its Executive Board in the absence of the President. The Vice President shall act as the Chair of the Marketing Committee and perform such duties as ordinarily pertain to this office or as may be assigned by the President and Executive Board.

Section 4: Executive Secretary. It shall be the duty of the Executive Secretary to keep accurate records and minutes of all meetings of the Association and of the Executive Board in a proper minute book which shall be turned over to any successor at the close of the term. Additionally, said duties shall include, but are not limited to, recording all correspondence, preserving all records and letters of value to the Association, turning them over to any successor.

Section 5: Treasurer. The Treasurer shall have charge of all monies of this Association; collect all dues from members, giving a proper receipt therefor;; pay all bills upon authorization by the Executive Board of the Association; keep an itemized record, in a permanent file, of all receipts and disbursements; and give a written report of same at regular meetings or upon request of the President or the Executive Board.

All records of the Treasurer shall be and are subject to audit at any or all times designated by the Executive Board, but at least once each fiscal year. An annual audit shall be conducted by an accredited auditor. In lieu of appointing an Audit Committee, the incoming and outgoing President shall agree on an accredited auditor.

The Treasurer shall hold in trust the monies collected from members for per capita tax of LPI and make payment of per capita taxes to said organization in accordance with the bylaws thereof. The Treasurer shall be responsible for maintaining a complete and current

roster of all members, including transferees, and submit information pertaining thereto as and when required by LPI bylaws. This officer shall compile an annual report and prepare and submit any and all returns required by state and federal tax agencies at such times as required by those agencies.

The Treasurer shall keep an accurate roster of the members and a register of the officers and chairmen of this Association.

Section 6: Governor. It shall be the duty of the Governor to attend all meetings of the Board of Governors of LPI; to act as representative of this Association and to give an oral report to the Association at the next regular meeting; prepare a written report for inclusion in the next bulletin; and also perform such other duties as ordinarily pertain to this office.

A governor pro tem shall be appointed by the President whenever the elected Governor is temporarily unable to perform the duties; the Governor pro tem shall have the same powers as the elected Governor.

Section 7: Continuing Education Council Coordinator. The Continuing Education Council Coordinator shall: (1) chair the Continuing Education Council; (2) be in complete charge of all education programs; (3) select and introduce the speaker at each such program; and (4) assist the Executive Committee in its educational endeavors in any way possible. It shall be duty of this committee to plan and arrange for professional development programs at each regular meeting of this Association. It shall be the duty of this committee to coordinate and disseminate information pertaining to Day in Court activities. The Coordinator shall make all arrangements, including the awarding of certificates, and shall keep in close contact with LPI's committee to the end that any course given locally shall conform to the rules and regulations of LPI. The Coordinator shall have served as an active member of this Association for at least two years preceding appointment. No speaker or program shall be selected without the prior approval of the Continuing Educational Council Coordinator.

Section 8: Parliamentarian. The Parliamentarian shall advise the presiding officer on all questions of order and see that parliamentary procedure is followed at all times; interpret the bylaws of the Association and the policies adopted by it; attend all regular and special meetings of the membership and the Executive Board; and serve as chair of the Rules Committee.

Section 9: Executive Advisor: The immediate Past President shall be offered a courtesy seat on the Executive Committee, with privilege of voice and vote. If the immediate Past President is unable or unwilling to so serve, this office shall be offered to a SCCoLPA Past President who is willing and able to serve the remaining appointed term. This office shall remain vacant until a SCCoLPA Past President has been appointed.

The Executive Advisor shall: (1) serve in an advisory capacity to SCCoLPA; (2) serve as Chair of the Nominations and Elections Committee; and (3) assume such other assignments as may be designated by the President or Executive Committee.

ARTICLE VII

Executive Board

Section 1: The Executive Board shall consist of the elected and appointed officers of this Association.

Section 2: The Executive Board shall meet at least once a month.

Section 3: The Executive Board shall have general supervision of the affairs of the Association. The Executive Board shall perform such other duties as may be assigned to it by the Association and these bylaws.

ARTICLE VIII

Committees and Special Appointments

Section 1: Standing Committees. Within thirty (30) days after taking office, the President shall appoint the chairmen of the following committees:

- **Advertising
- **Website Coordinator
- *California Certified Legal Secretary
- *Career Promotion/Scholarship
- *Employment/Professional Liaison
- Historian
- **Inter-Association
- *Legal Procedure
- *MCLE
- Membership & Marketing (Vice President—See ART. VI, §3)
- Programs/ Day in Court/
- *Continuing Education Council
- Reservations
- Rules (Parliamentarian--See ART. VI, §9)
- **Ways and Means
- **Social Media
- **Marilyn Ott BBQ & Membership Appreciation Day (Membership Chair)
- **Crab Feed
- * and ** Tech Committee

- *Comprise Continuing Education Council
- **Comprise Marketing Committee

Section 2: Special Appointments. The President shall, from time to time, with the approval of the Executive Board, appoint chairs of such other committees as may be considered necessary, or as may be suggested by LPI. Their duties shall be such as their names imply or as outlined by the President or the Association.

ARTICLE IX

Duties of Standing Committees

Section 1: It is suggested that each chairman is to attend the Executive Board and General meetings of this Association unless good cause is shown and reported to the President. Each chair is required to submit to the Executive Board one week prior to the Executive Board meeting a monthly report or status. This report shall be presented to the President in writing.

Section 2: In addition to the specific duties outlined in these bylaws, each chair shall perform the duties defined in Brass Tacks provided by LPI; maintain proper records and make accurate and timely reports as required by the local association or LPI, submitting copies thereof to the President and the Governor. All files shall be maintained for at least two years. Upon completion of a chair's term, all records shall be turned over to the Executive Board for retention purposes.

Section 3: Advertising. The Chair of this Committee shall (1) procure and collect payment for appropriate advertising on the SCCoLPA website, at rates determined by the Board of Governors; and, (2) serve as liaison between SCCoLPA and the vendors with whom SCCoLPA conducts business.

Section 4: Website Coordinator : It shall be the duty of the Website Coordinator and the Assistant Website Coordinator to compile, edit, and publish through the website all relevant and pertinent information and documentation having to do with SCCoLPA, making certain that the information is placed in its appropriate category, as determined by the Executive Board. This dissemination of SCCoLPA information shall be published ongoing. The Website Coordinator and Assistant Website Coordinator, through the Executive Board, may request assistance as needed. It shall be required that the Chair report monthly to the Executive Board as stated above.

Section 5: California Certified Legal Secretary. It shall be the duty of this committee to promote the program for the certification of California Certified Legal Secretaries. It shall be required that the Chair report monthly to the Executive Board as stated above.

Section 6: Career Promotion/Scholarship. It shall be the duty of the Executive Board to promote the career choices of legal professionals. It shall also be the duty of this Board to provide information and applications regarding the Marilyn Ott Memorial Scholarship as well as possible awards available through the LPI scholarship program and provide information to applicants. It shall be required that the Chair report monthly to the Executive Board as stated above.

Section 7: Employment/ Professional Liaison. It shall be the duty of this committee to keep on file information pertaining to members available for temporary or permanent employment, to assist in every possible manner to procure employment for members of this Association, and to cooperate with attorneys in filling positions in law offices, but in no event shall this committee act as an employment agency. This committee shall also act as liaison for the purpose of encouraging and promoting good public relations between the

Association and all local courts and other agencies. It shall be required that the Chair report monthly to the Executive Board as stated above.

Section 8: Inter-Association. It shall be the duty of this committee to encourage the exchange of ideas for the advancement of this Association in the community; to visit neighboring associations, when practicable, to represent this Association at meetings of other associations, obtaining information as to study courses, programs, social activities, etc., which would be of interest to this Association. It shall be required that the Chair report monthly to the Executive Board as stated above.

Section 9: Legal Procedure. This committee shall keep the membership advised of proper procedures in connection with general legal practice, including changes in codes, local rules of practice, and special procedures required by the courts and other agencies. It shall be required that the Chair report monthly to the Executive Board as stated above.

Section 10: MCLE: The MCLE Coordinator shall be responsible for providing continuing education certificates and evaluation forms at all monthly meetings and educational workshops and seminars. The MCLE Coordinator shall also be responsible for transmitting on a regular basis all required evaluation reports to the Continuing Education Chair of LPI.

Section 11: Marketing. It shall be the duty of the Vice President to take charge of all publicity released in connection with this Association and work closely with the Historian of this Association. Releases concerning LPI must be approved by the LPI Director of Public Relations before submission to the media.

It shall also be the duty of the Vice President to disseminate information pertaining to insurance, credit union and other benefits available to members through LPI and to promote interest therein.

Additionally, it shall be the duty of the Vice President to display at each regular meeting information in the form of brochures, flyers, publications, etc., concerning LPI and this Association.

Section 12: Membership. The Vice President shall be the chairman of this committee. It shall be the duty of this committee to present the advantages of membership to all legal professionals within the territorial limits of this Association and to do everything that is necessary and proper to increase the membership of this Association. This Association shall receive all applications for membership and for reinstatement; examine thoroughly the qualifications for membership as set forth in these bylaws; submit its recommendations for acceptance or rejection to the Executive Board; submit the report of the acceptance of any applicant by the Executive Board to the membership at the next regular meeting, and advise all applicants of their acceptance or rejection. Initiation ceremonies shall be conducted by the Vice President.

Section 13: Continuing Education Council. This Committee shall consist of: (1) the Continuing Education Council Coordinator, as Chair; (2) Legal Procedure Committee Chair; (3) California Certified Legal Secretary Committee Chair; (4) the Career Promotions/Scholarship Chair, (5) Employment/Professional Liaison, and, (6) MCLE

Coordinator. Each member shall serve for the term of the respective office or chairmanship and shall be subject to any further responsibilities the Council may direct.

Section 14: Reservations. It shall be the duty of this committee to take reservations for monthly meetings, prepare a list of the names of members and non-members who have made reservations, and check in and collect payment at the door. It shall be required that the Chair report monthly to the Executive Board as stated above.

Section 15: Rules. The Parliamentarian shall be the chairman of this committee. It shall be the duty of the Rules Committee to keep current a set of rules pertaining to operation of this Association, said rules to be submitted to the Executive Board and the membership for approval.

It shall be the duty of the Rules Committee to keep current on the changes in LPI bylaws governing local associations and to prepare and present to this Association proposed amendments to the bylaws in keeping with LPI changes and as required by this Association.

Section 16: Ways and Means. It shall be the duty of this committee to devise ways and means of raising funds for this Association, by methods as may be proper, in order to meet the financial requirements not covered by the membership dues. This committee shall supervise all functions for the purpose of raising such funds. It shall be required that the Chair report monthly to the Executive Board as stated above.

Section 17: Social Media. It shall be the duty of this committee to maintain and update all social media outlets, and to prepare a complete history book of the Association for the current year for display at the annual meeting of LPI. Said history book shall conform to the rules established by LPI. It shall be required that the Chair report monthly to the Executive Board as stated above.

Section 18: Marilyn Ott BBQ/Membership Appreciation Day: It shall be the duty of this committee to plan and coordinate all aspects of the annual barbeque fundraiser. This committee shall supervise all functions for the purpose of raising such funds.

Section 19: Crab Feed: It shall be the duty of this committee to plan and coordinate all aspects of the annual crab feed fundraiser. This committee shall supervise all functions for the purpose of raising such funds.

Section 20: Tech Committee: The Tech Committee shall be responsible for overseeing and assisting with the technical needs of SCCoLPA meetings, live event broadcasts, and/or other events as necessary. This Committee shall have primary responsibility for: a) assessing and making recommendations on technology and related equipment needs; b) purchasing/acquiring technology software and/or equipment with the prior approval of the SCCoLPA Executive Committee; c) overseeing the implementation of any technical recommendations; d) performing any other duties or responsibilities delegated to the Committee by the SCCoLPA Executive Committee; and, e) the Tech Chair may, with prior approval from the SCCoLPA Executive Committee, add an assistant or other members to the Committee as appropriate. The Tech Committee shall be a member of the Marketing and Continuing Education Committees.

ARTICLE X

Meetings

Section 1: Membership Meetings. The membership meetings of this Association shall be held during the second week of each month, at such day and location as may be determined by the Executive Board, except that if such regular meeting falls on a holiday, an alternate date may be chosen for that particular meeting. Notwithstanding the foregoing, in an emergency situation as determined by the Executive Committee, members who are not present in person shall have the right to participate by internet meeting service, subject to any limitations established in rules adopted by the general membership to govern such participation. The time of a meeting may be changed by a quorum vote at a previous meeting. In an emergency, the Executive Board, by a quorum vote, may change the date of a meeting.

Section 2: Annual Meeting. The regular meeting in April shall be known as the Annual Meeting of this Association and shall be for the purpose of electing officers, receiving annual reports of officers and committees, and for any other business that may arise. The Annual Meeting shall be held not less than thirty (30) days prior to the date of the Annual Conference of LPI.

Section 3: Special Meetings. Special meetings may be called by the President or by the Executive Board, or by any five (5) active members, provided all members are notified in writing of the time, place and purpose of the meeting. No matter shall be considered at a special meeting except that stated in the call to the meeting.

Section 4: Executive Board. The Executive Board shall meet at least once a month on a date agreed upon by the Executive Board or upon the call of the President or any three (3) of its members.

ARTICLE XI

Nominations and Elections

Section 1: At least sixty (60) days prior to the Annual Meeting of the Association, a committee on Nominations and Elections shall be chosen from the membership and appointed by the President of the Association. This committee shall consist of the Executive Advisor, one member from the general membership and one member designated by the President. The Executive Advisor shall chair this committee. This committee shall present at the March Meeting of this Association a slate consisting of at least one nominee, but more whenever practicable, for each office. Further nominations may be made from the floor in all cases. No name shall be placed upon the ballot without first having checked qualifications and without having procured the consent of such person to serve if elected.

Section 2: Election shall be by secret ballot at the March Meeting of this Association on the slate of nominees presented by the Nominations and Elections Committee and on nominations from the floor. The ballot may be dispensed with should there be but one candidate for any office, provided there is no objection, and the President may declare the

nominee elected by acclamation. The Nominations and Elections Committee shall receive ballots so cast and announce the result to the President, who thereupon shall declare elected to each office the candidate receiving the majority of votes cast for that particular office.

Section 3: An installation ceremony shall be held at the regular meeting in April, and all officers so elected and installed shall take office as of May 1.

ARTICLE XII

Representation

Section 1: Delegates to LPI Annual Conference.

(a) Three delegates and three alternates shall be elected from the membership at large, not less than thirty (30) days prior to the date of the Annual Conference of LPI and their election shall be evidenced by a certificate duly authenticated by the President and Secretary of this Association and furnished to the Executive Secretary of LPI.

(b) At the Annual Meeting of this Association, the Executive Board shall submit, as a recommendation, a slate of three delegates and three alternates to represent this Association. Further nominations may be made from the floor in all cases. No name shall be placed upon the ballot without first having checked qualifications and without having procured the consent of such person to serve if elected.

(c) Election shall be by secret ballot each March at the Membership Meeting of this Association on the slate presented by the Executive Board and on nominations from the floor. A chair and two tellers shall be appointed by the President to receive ballots so cast and announce the results to the President, who thereupon shall declare elected as delegates and alternates the candidates receiving the majority of votes cast for the particular representative.

Section 2: Said delegates (or, in their absence from the LPI Annual Conference, their alternates) may be empowered to cast the vote of this Association at the Annual Conference of LPI as instructed by the Association. The delegates and alternates to whom a contribution from this Association is made, shall attend all business sessions of the LPI Annual Conference.

ARTICLE XIII

Fiscal Year

The fiscal year of this Association shall be from the first day of May to the last day of April of the following year, inclusive.

ARTICLE XIV

Quorum

Section 1: Regular and Special Meetings. A majority of members with voting power as defined in Section 4, below, present at any meeting shall constitute a quorum for the transaction of business at any regular or special meeting.

Section 2: Executive Board. A majority of the members of the Executive Board shall constitute a quorum of that body.

Section 3: Proxies. A proxy vote by a voting member shall be given by written consent and shall be reflected in the Minutes of this Association. The proxy format shall be as approved by the Executive Board. Proxies shall be effective for one (1) meeting only.

Section 4: Voting Power. Any Active and Life member in good standing shall have the right to vote on issues coming before the membership.

ARTICLE XV

Amendments to Bylaws

Section 1: Amendment. These bylaws may be amended at any regular meeting of this Association by a quorum vote, provided that written notice of the proposed amendment shall have been given to each active member at least ten (10) days preceding the meeting at which such amendment is to be submitted.

Section 2: State Approval. In order to avoid conflict, all proposed amendments to the bylaws of this Association shall first be submitted in duplicate to the State Parliamentarian for review and approval. The final adoption of amendments to or revisions of these bylaws shall be contingent upon and shall become effective only when approved by the State Parliamentarian.

Section 3: Suspension. A bylaw of this Association may be suspended, in case of absolute necessity, by a quorum vote at a regular meeting of this Association, but only for a single meeting.

ARTICLE XVI

Code of Ethics

Each member of this Association shall subscribe to the Code of Ethics as set forth in the bylaws of LEGALPROFESSIONALS, INCORPORATED, and shall agree to be bound by them.

ARTICLE XVII

Disciplinary Action

The Vice President of this Association shall receive complaints as to violations of the Code of Ethics or any of the rules of this Association and shall present them to the Executive Board for investigation. In the event the Executive Board, by a majority vote, finds cause to believe that the Code of Ethics, bylaws, or any of the rules of this Association have been violated by a member, such member may be expelled by this Association by Resolution of the Executive Board. Such violation shall be reported in writing to the Vice President of LPI. The matter shall then proceed as provided in the bylaws of LPI.

In the event a Complaint is received as set forth above, the member may be expelled in the following manner:

- (a) A Resolution by the Executive Board stating the Complaint supported by investigation and documentation;
- (b) At least fifteen (15) days prior to formal notice of expulsion, the Secretary shall send by certified mail to the last known address of the member a confidential notice of the pending action, setting forth the nature of the Complaint.
- (c) Upon expulsion, such member shall have the right to appeal to the LPI Board of Governors. In the event the LPI Board of Governors upholds the Association's decision, such member's name shall be stricken from the roster.

ARTICLE XVIII

Parliamentary Authority

The current publication of ROBERTS RULES OF ORDER, NEWLY REVISED, shall govern this Association in all cases to which they are applicable, and insofar as they are not inconsistent with these bylaws or the bylaws of LEGAL PROFESSIONALS, INCORPORATED.