



NWFPA
NORTHWEST FLORIDA PARALEGAL ASSOCIATION, INC.

**BYLAWS OF THE
NORTHWEST FLORIDA PARALEGAL ASSOCIATION, INC.**

P.O. Box 1333, Pensacola, FL 32591-1333

www.nwfpa.com

Adopted: September 29, 2020

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BYLAWS

ARTICLE I

NAME

1.1 Name. The name of this Association shall be NORTHWEST FLORIDA PARALEGAL ASSOCIATION, INC. (NWFPA or Association). This Association is an affiliated association with the National Association of Legal Assistants, Inc. (NALA).

ARTICLE II

OBJECTIVES AND PURPOSE

2.1 Objectives and purpose.

- To establish good fellowship among Association members, NALA, and members of the legal community;
- To encourage a high order of ethical and professional attainment;
- To further education among members of the profession;
- To cooperate with the local Bar associations;
- To support and carry out the programs, purposes, aims, and goals of NALA; and
- To encourage others to become members of this Association and increase participation in the legal community.

ARTICLE III

POLICY

3.1 Policy. This Association shall be nonsectarian, nonpartisan, nonprofit, and nonunion. No actions or programs may be initiated or undertaken (now or in the future) in conflict with the Bylaws and policies of NALA.

ARTICLE IV

PARALEGAL DEFINED

4.1 Definition. In conformity with the American Bar Association (ABA), the NALA Code of Ethics, the State Bar Rules of Conduct, and this Association's Bylaws, we recognize and affirm that the title and term "Paralegal" is defined as follows:

A legal assistant or paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible (ABA 1997; NALA adopted by resolution 2001).

ARTICLE V

MEMBERSHIP

5.1 Membership. This Association is an affiliated association of NALA and all members are bound by the NALA Code of Ethics and Professional Responsibility, as well as all rules regarding

Ethics and Professional Responsibility of the state in which the member-paralegal works, in addition to any code adopted by the Association.

5.2 Types of Membership. There shall be four (4) types of membership as follows:

- A-(5.3) Active Member
- B-(5.4) Student Member
- C-(5.5) Associate Member
- D-(5.6) Honorary Member

5.3 Qualifications for Active Members. Active membership is open to any individual who meets at least one of the following requirements and whose supervising attorney or other workplace supervisor attests that such person is working as a paralegal at the time of application:

1. Any individual who has successfully completed the Certified Paralegal (CP) examination of NALA, or the Paralegal Advanced Competency Examination (PACE) of National Federation of Paralegal Associations (NFPA) whose certification has not expired, or
2. Any individual who has graduated from an ABA-approved program of study for paralegals, or
3. Any individual who has graduated from a course of study for paralegals which is not ABA-approved but is institutionally accredited by one of the regional agencies approved by the U.S. Department of Education for accreditation of higher education institutions, and which requires not less than the equivalent of sixty (60) semester hours of classroom study, or
4. Any individual who has graduated from a course of study for paralegals other than those set forth in 2 and 3 above, plus not less than six (6) months of on-the-job training as a paralegal, or
5. Any individual who has a minimum of two (2) years of on-the-job training as a paralegal, or
6. Any individual who has received a baccalaureate degree in any field, from a college or university that is institutionally accredited by one of the regional agencies approved by the U.S. Department of Education for accreditation of higher education institutions, plus not less than six (6) months on-the-job training as a paralegal, or
7. Any individual who has a minimum of three (3) years of law-related experience under the supervision of an attorney, including at least six (6) months of on-the-job training as a paralegal, or
8. Any individual who is a Florida Registered Paralegal (FRP) in good standing with Florida Bar.

Active members have full voting privileges and may serve as members of the Executive Team or as Team Chairs.

Active members are required to attend at least one (1) business meeting per year. Active members who fail to attend at least one (1) business meeting per year will be prohibited from attending the following two (2) member meetings at which Continuing Legal Education (CLE) content will be available.

5.4 Qualifications for Student Members. Student membership is open to any individual who is an actively enrolled student in good standing in a paralegal program at any college, university, or other school, which school and program is a) ABA-approved or, b) Institutionally accredited by one of the regional agencies approved by the U.S. Department of Education for accreditation of higher education institutions and requires not less than the equivalent of sixty (60) semester hours of classroom study, and signed attestation from a professor or administrator confirming enrollment.

In the event a student member completes a degree during the calendar year, student membership will be extended until December 31st following completion of their degree. At that time, the member must become either an Active or Associate member of this Association.

Student members shall have all the rights and privileges of membership, *except they may not vote, Chair a Team, or be elected as an Officer on the Executive Team.*

5.5 Qualifications for Associate Members. Associate membership is open to any individual who meets at least one of the following qualifications:

1. Members of bar associations endorsing the paralegal concept or involved in the promotion of the paralegal profession, or
2. Active or retired professional educators endorsing the paralegal concepts or involved in the promotion of the paralegal profession, or
3. Schools offering paralegal education programs that are either approved by the American Bar Association, or in substantial compliance with its guidelines, or accredited by a nationally recognized accrediting agency or the U.S. Department of Education for accreditation of higher education institutions, or
4. Individuals directly involved in the supervision of paralegals, or
5. Any individual who is currently employed in a law related position, such as a legal secretary, attorney, judicial assistant, legal studies educator or recent graduate of a law-related degree program, who is not employed as a paralegal, or
6. Individuals who previously were Active Members but have now retired from the paralegal profession, or
7. Individuals meeting the requirements of Active Membership but not currently employed as a paralegal.

Associate members shall have all the rights and privileges of Active Membership, *except they may not vote or be elected as an Officer on the Executive Team.*

5.6 Qualifications of Honorary Members. Honorary membership is open to those individuals or organizations which support the principles, objectives, and programs of the NWFPA and the promotion of the paralegal profession through their endorsement and contributions.

Honorary membership shall be awarded by the Executive Team and have all the rights and privileges of membership, *except they may not vote, Chair a Team, or be elected as an officer on the Executive Team.*

ARTICLE VI

APPLICATION FOR MEMBERSHIP

6.1 Application. Applications for membership shall be submitted to the Parliamentarian of the Association along with the initial membership dues. The dues will not be prorated. The forms shall clearly state that the Association is affiliated with NALA, and all members are bound by the NALA Code of Ethics and Professional Responsibility, any applicable state Bar rule of professional conduct, and Code of Ethics adopted by this Association (see Article XIV). Approval of membership shall be noted on the membership application and retained by the Parliamentarian.

6.2 Determination of Membership Eligibility. The Executive Team shall determine an applicant's eligibility for membership based upon the standards set forth in these Bylaws. The Membership Team Chair, after determining the eligibility of the applicant, shall present the name and application of the applicant to the Executive Team at the next regularly scheduled Executive Team meeting and make a recommendation to the Executive Team. The Executive Team shall, by a majority vote, either accept or reject the application for membership. Upon acceptance of an application, the Parliamentarian shall certify the name of such new member to the Secretary and Treasurer and notify the applicant. Upon rejection, the Parliamentarian shall notify the applicant of the rejection and the membership dues shall be returned to the applicant. An applicant is not deemed to be vested with membership until notified of acceptance or rejection by the Parliamentarian.

6.3 Contact Information Changes. It is the Member's responsibility to notify the Parliamentarian of email and contact information changes.

The Association reserves the right to deny or revoke membership to any individual who fails to conduct themselves consistent with the objectives and purpose of the Association.

ARTICLE VII

MEMBERSHIP DUES AND RENEWALS

7.1 Membership Dues. Payment of membership dues shall be remitted no later than January 1st for the ensuing year. The membership dues shall be fixed by the Association's Executive Team.

7.2 Membership Renewal. The renewal period starts November 1st of each year with renewal applications and dues being accepted until January 31st of each year. No application for renewal will be accepted thereafter. Any member who has not renewed by January 31st will be dropped from the Association's roll and would need to reapply for membership.

ARTICLE VIII
MEMBER MEETINGS

8.1 Time and Place of Member Meetings. The Association shall meet on the fourth (4th) Tuesday of each month beginning at 12 noon until 1:00 p.m. Central Time except as otherwise authorized by the Executive Team.

8.2 Notice of Meetings. Meetings may be called by the President upon seven (7) days' notice to all members of record via email.

8.3 Business Meetings. The Association's Annual Business Meeting shall be held in September for the purpose of electing officers. Notice will contain the slate of candidates for office using a form approved by the Executive Team. An additional Business Meeting will be held in March for the purpose of hearing reports of team chairs and other Association business.

8.4 CLEs. In order to maintain its affiliation with NALA, the Association is required to conduct a minimum of four (4) educational events offering ten (10) NALA-approved CLE credits each year.

ARTICLE IX
QUORUM, AMENDMENTS TO BYLAWS, AND DISSOLUTION

9.1 Vote. Notice and information regarding items to be voted upon at meetings (except Bylaw changes see 9.3) must be provided to all members via email no later than seven (7) days prior to the meeting date scheduled for such vote.

9.2 Quorum Defined. One-fourth (1/4) of the Active Members of this Association shall constitute a quorum for the transaction of business. A majority vote of the Active Members present is required to approve any action, except amendments to the Bylaws or dissolution of the Association.

Only Active Members in good standing for forty-five (45) days prior to any meeting that has been called to order where a motion is presented for a vote, shall be qualified to vote.

9.3 Amendments to Bylaws. Bylaw amendments (not in conflict with NALA Bylaws) must be approved by majority vote of the Active Members present at any properly noticed meeting where a motion for such amendment is presented for a vote; after which, such amendment shall be adopted.

Notice and information of any Bylaw amendment(s) to be voted upon must be provided via e-mail to all members no later than thirty (30) days prior to the meeting date scheduled for such vote.

9.4 Dissolution. Notice of the vote of Dissolution of this Association shall be given to all members via email or mail at least thirty (30) days prior to meeting. In the event of a proposal for dissolution of the Association, a quorum shall consist of two-thirds (2/3) of the Active Members of the Association. Approval of the dissolution shall be by majority vote of the Active Members present at the meeting.

In the event of dissolution of this Association, all property and assets shall be distributed to a non-profit charitable organization as defined by the Internal Revenue Code, to be selected by a majority vote of Active Members of the Association present at the meeting. In no event shall any of such property and assets be distributed to any member or private individual.

ARTICLE X **OFFICERS, EXECUTIVE TEAM AND CHAIRPERSONS**

10.1 Officers. The elected officers shall be the President, Vice-President, Student Liaison Officer, Secretary, Treasurer, NALA Liaison, and Parliamentarian. The Immediate Past President shall also serve on the Executive Team with the same rights as the other members of the Executive Team, *except that the Past President may not vote on business brought before the Executive Team.* The President has the same rights as the other members of the Executive Team, *except that the President may only vote on business brought before the Executive team in the event of a tie vote.* Other members may be appointed to act as representatives or agents of the Association by the Executive Team on an as-needed basis.

10.2 Election of Executive Team Officers. Officers shall be elected at the Annual Business Meeting of the Association.

10.3 Terms of Office. No officer shall serve in the same position for more than two (2) consecutive terms.

10.3.A. 2021 Annual Meeting. Beginning with the elections held at the 2021 Annual Meeting and every election held thereafter at the Annual Meeting during odd numbered years, all persons elected to serve as the following Executive Team Officers will serve for a term of two (2) years:

Vice President, Treasurer, Parliamentarian

10.3.B 2022 Annual Meeting. Beginning with the elections at the 2022 Annual Meeting and every election held thereafter at the Annual Meeting during even numbered years, all persons elected to serve as the following Executive Team Officers shall serve for a term of two (2) years:

President, Student Liaison Officer, Secretary, NALA Liaison

10.4 The Executive Team. Executive Team shall be comprised of the elected officers and the Past President with the task of engaging in planning for the organization, bringing recommendations to the membership for a vote and approving a budget for each year.

No officer or member shall be compensated for Association duties. However, persons may be reimbursed for out-of-pocket expenses in connection with Association-related activities, provided the expenses have been authorized by the Executive Team prior to the expenditure.

10.5 Executive Team Meetings. The Executive Team shall meet at least once a month and Special Executive Team meetings may be called by the President upon five (5) days' notice to all Executive Team members via email. Meetings can be suspended by the Executive Team by majority vote of the team.

ARTICLE XI
ELECTION OF OFFICERS

11.1 Officer Nominations. The Chair of the Nominations and Elections Team shall, at least thirty-five (35) days prior to the annual business meeting of the Association, present a slate of candidates to the Executive Team for election. Members may nominate candidates from the floor at time of annual business meeting. No name shall be on the slate without the consent of the candidate(s). At the close of the nominations, the election shall be determined by majority vote of the Active Members present at the annual business meeting.

11.2 Prerequisites for Officers. Officers must be Active Members of this Association. In order to qualify to run for the office of President, a candidate must have previously served at least one full term in any position on the Executive Team. With the exception of the NALA Liaison, Association officers are not required to be NALA members.

11.3 Ties. In the event of a tie or failure to attain a majority vote, such will be resolved pursuant to Robert's Rules of Order.

11.4 Officer Vacancy. Unexpired terms of office shall be filled by appointment of the Executive Team.

11.5 Removal of Officer. Any officer (elected or appointed) absent from any three (3) meetings of the Executive Team or Association without good cause, may be removed from office by the Executive Team.

ARTICLE XII
DUTIES OF ELECTED AND APPOINTED OFFICERS

12.1 President. The PRESIDENT shall:

- Preside over all Executive Team meetings and member meetings;
- Timely notify the First Vice President of their need to preside over meetings in the event of an anticipated absence;
- Properly notice each Executive Team meeting;
- Prepare and disseminate the agenda for each member and Executive Team meeting prior to such meeting;
- Maintain the integrity of the Executive Team process;
- Oversee all Teams and, by the end of February, ensure each team chair is contacted by an Executive Team member to review team responsibilities;

- Create ad-hoc teams and appoint Team chairs as needed;
- Serve as ex-officio (non-voting) member of all teams except the Elections Team;
- Report to the Executive Team the activity of each team as needed;
- Promote relationships with legal and community organizations which promote the objectives and purposes of the Association;
- Facilitate the prompt transfer of all files and records from existing officers to all new officers no later than the first meeting of the Executive Team following the election;
- Serve as a signatory on the Association's bank account;
- Maintain possession of a key to NWFPA mail box and have the authority to delegate the 2nd key to another officer;
- Ensure all files and records required to be maintained by the President are transferred to the incoming President no later than the first Executive Team meeting after elections have taken place;
- Respond to or delegate the duty to respond to all email inquiries made to the "NWFPA Board" email:
- Have the same rights as the other members of the Executive Team, except that they may only vote on business brought before the Executive Team in the event of a tie vote: and
- Serve as a liaison to the Elections Team.

12.2 First Vice-President. The FIRST VICE-PRESIDENT shall:

- Assume all responsibilities of the President in the President's absence;
- Secure a guest speaker for the November, January, February, April, May, June, July, August, and October Member meetings;
- Provide notice and information via e-mail to members of each member meeting, including information regarding any items that will be voted upon at the meeting, no later than seven (7) days prior to the meeting date, except for amendments to our Bylaws, which will be provided no later than thirty (30) days prior to the meeting date;
- Serve as the Association's liaison in dealing with all vendors in the development, maintenance, and support of the Association's website, or any other social media or Internet presence established by the Association;

- Serve as the Chair of Professionalism and Education Team;
- Ensure all files and records required to be maintained by the First Vice President are transferred to the incoming First Vice President no later than the first Executive Team meeting after elections have taken place; and
- Perform all other duties as assigned by the President. **12.3**

Student Liaison Officer. The STUDENT LIAISON OFFICER shall:

- Assume all responsibilities of the President in the absence of the President and First Vice-President;
- Serve as the Chair of the Student-Liaison Team and develop programs to promote relationships between the Association and educational institutions which endorse and promote the paralegal concept and profession;
- Serve as the Association's representative on any advisory councils and/or boards at any educational institution with which the Association is invited to participate;
- Serve as a standing member of the Professionalism and Education Team;
- Ensure all files and records required to be maintained by the Student-Liaison Officer are transferred to the incoming Student-Liaison Officer no later than the first Board Meeting after elections have taken place; and
- Perform all other duties as assigned by the President.

12.4. Secretary. The SECRETARY shall:

- Record and maintain the minutes of all Executive Team meetings, business meetings, and any other meeting where a motion is presented, and/or a vote is taken, including electronic communication;
- Make Association minutes available to NALA upon request;
- Respond to any correspondence at the request of the President;
- Receive and respond to any complaints lodged against any Association member of violation of the Code of Ethics pursuant to the provisions of Article XIV of the of these Bylaws;
- Prepare and distribute new member packets;
- Ensure all files and records required to be maintained by the Secretary are transferred to the incoming Secretary no later than the first Executive Team meeting after elections have taken place;

- Serve as a standing member of the Publications Team;
- Serve as a liaison to the Audit Team;
- Provide Association minutes of any meeting available to the NALA President upon request; and
- Perform all other duties as assigned by the President.

12.5 Treasurer. The **TREASURER** shall:

- Maintain financial records consistent with the Association's fiscal year is January 1st to December 31st;
- Serve as a signatory on the Association's bank account;
- Promptly deposit all funds received to the proper Association bank account;
- Promptly make disbursements, subject to approval of the Executive Team, as provided in the budget;
- Maintain an accounting of all funds collected on behalf of the Association;
- Make reservations for all member meetings business meeting and any special meetings;
- Lead a discussion with the Executive Team at the November Executive Team meeting regarding establishment of a budget for the ensuing fiscal year;
- Promptly pay any budgeted expenses up to \$500.00 without prior approval of the Executive Team and report any such payments to the Executive Team at the next Executive Team meeting;
- Submit a written financial report to the Executive Team at least one week prior to the date of each business meeting to be attached to the minutes of the Association;
- Maintain custody of the letter of determination of the tax-exempt status of this Association from the IRS and take all steps necessary in order to maintain the current tax-exempt status;
- Ensure the Treasurers' current term financial records are audited by the Audit Team no later than October 1st and report submitted to the President by October 7th of each year;
- Ensure all files and records required to be maintained by the Treasurer are transferred to the incoming Treasurer no later than the first Executive Team meeting after elections

have taken place;

- Serve as a standing member of the Community Service Team;
- Serve as a liaison to the Elections Team;
- Provide a copy of the current membership roster to NALA with the annual renewal fee for continued affiliation with NALA (see Article XV); and
- Perform all other duties as assigned by the President.

12.6 NALA Liaison. The NALA LIAISON shall:

- Be an active member of NALA;
- Maintain status as a NALA Certified Paralegal;
- Obtain approval from NALA and work with the Escambia-Santa Rosa County Bar Association for approval from the Florida Bar for member meetings and seminars;
- Be familiar with the NALA Bylaws;
- Represent the Association at the NALA Annual Conference; however, in the event they are unable to attend the NALA Conference, the Association may designate a NWFPA active member who is also NALA active member to serve as its representative;
- Report bi-annually on Association activities to the NALA Affiliated Associations Director on forms provided by NALA headquarters and shall report all officers' names to NALA headquarters and the NALA Affiliated Associations Director;
- Submit items the Association wishes discussed to the NALA Affiliated Associations Director and shall participate in discussion sessions at the NALA Conference;
- Submit a report to the Executive Team on the NALA Conference within thirty (30) days of the conference, and such report shall be submitted to the membership at the Annual Meeting of the Association;
- Notify the NALA Affiliated Associations Director within sixty (60) days of passage of any changes in the Association's Bylaws;
- Submit the names of newly elected or appointed officers to NALA Headquarters and the NALA Affiliated Associations Director within thirty (30) days after election and/or appointment;
- Serve as the main contact between NALA and the Association;

- Serve as a standing member of the Professionalism and Education Team;
- Ensure the files and records are transferred to the incoming NALA Liaison no later than the first Board Meeting after elections have taken place; and
- Perform all other duties as assigned by the President.

12.7 Parliamentarian. The PARLIAMENTARIAN shall:

- Attend all meetings and give opinions on parliamentary procedure upon request;
- Be familiar with Association Bylaws and NALA Bylaws;
- Receive all proposed bylaw amendments and present to them Executive Team;
- Be familiar with *Roberts Rules of Order Newly Revised* (current edition) which shall serve as parliamentary authority for items not covered by these Bylaws or the Association's Policy Manual;
- Serve as the Chair of the Membership Team;
- Serve as a standing member of the Student Liaison Team;
- Notify applicants upon disposition of their application for membership;
- Create, prepare, and update the Membership Roster and provide this information to Executive Team by March 1st each year;
- Provide the First Vice-President, Secretary and Treasurer with the names and addresses of new members;
- Ensure the files and records are transferred to the incoming Parliamentarian no later than the first Board Meeting after elections have taken place; and
- All other duties as assigned by the President.

12.8 Immediate Past President. The IMMEDIATE PAST PRESIDENT shall:

- Offer guidance, historical perspective, and context of the Association's past activities and policies at the request of the President and
- Have the same rights as the other members of the Executive Team, except that the Past President may not vote on business brought before the Executive Team.

ARTICLE XIII
TEAMS

13.1 Standing Teams. In order to accomplish the mission of the Association we shall have the following standing teams:

- Audit Team
- Community Service Team
- Elections Team
- Membership Team
- Professionalism and Education Team
- Publications Team
- Student-Liaison Team

ARTICLE XIV
CODE OF ETHICS

14.1 Code of Ethics. All members of this Association shall subscribe to and be bound by:

- The Code of Ethics and Professional Responsibility of NALA;
- The Rules Regulating the Florida Bar Chapter 4 (The Rules of Professional Conduct) and Chapter 20 (Florida Registered Paralegal Program);
- Relevant opinions relating to paralegals or non-lawyers in the State in which the member-paralegal resides and/or works; and
- Any other code so adopted by the membership of this Association.

14.2 Ethics Violations.

If a complaint for violation of any of the Code of Ethics referenced 14.1 is lodged against any member of this Association, it shall be in writing and presented to the Secretary who shall immediately bring it to the attention of the President.

Within five (5) days of the presentation of the written complaint, the President shall appoint one or more Active members of the Association to conduct an investigation. The President shall notify the accused member of the charges lodged and the identity of the person(s) appointed to investigate them. The written report of the investigation shall be returnable to the President within fifteen (15) days with a copy of the same being provided to the accused member. A two-thirds (2/3) vote of the members of the Executive Team shall be required to revoke membership. The member shall have the right to lodge a written appeal of the ethical charges and/or revocation of membership within fifteen (15) days of the decision of the Executive Team. Upon receipt of the written appeal, the President shall give appropriate notice to all members and the appellant of the date of member meeting at which the appeal will be voted on. The President will provide the Active Members with a copy of the written report by the investigators and the written appeal from the

member whose membership has been revoked. A two-thirds (2/3) vote of the Active Members present at said meeting shall be required to reverse the actions of the Executive Team.

If a member is found to be in violation of any of the Code of Ethics referenced in 14.1 by any of the above organizations, such member shall have their membership revoked by the Association.

ARTICLE XV RETENTION OF NALA AFFILIATION

15.1 Retention of NALA Affiliation. This Association shall maintain affiliation with NALA pursuant to NALA policy and subject to the Board of Directors or Executive Team of each of the parties hereto.

Affiliation with NALA is renewable each year by payment of an affiliation fee and attached to a current membership roster. In the event of suspension of affiliation, this association may reaffiliate with NALA by submitting a new application with membership roster, bylaws, sample of educational programs, petition and current initial fee.

In addition to the renewal fee, this association must comply with the required reports and requested procedures as outlined in these bylaws.

The annual renewal fee is payable on October 1 and delinquent November 1. Payment received after due date must be accompanied by a late fee penalty established by NALA.

This affiliation agreement shall be reviewed periodically by the President and Affiliate Director of the National Association and the President and NALA Liaison of the Affiliate Association, at the request of either party. Each party agrees that this agreement may from time to time be amended by attachment executed by the President and Secretary of each party, subject to the approval of the Board of Directors of each of the parties hereto.

ARTICLE XVI EMAIL COMMUNICATIONS

16.1 Email Notice. Any notice required by these Bylaws shall be deemed given if delivered by email.

16.2 Executive Team Use of Email. The Executive Team is authorized to carry out its duties and responsibilities via email, including voting on business brought before the Executive Team between regularly scheduled meetings of the Executive Team. Executive Team voting via email shall be conducted in a manner which facilitates open discourse and time for all members of the Executive Team to comment on the business before the President calls for a vote. Upon the close of voting, the President shall formally announce the outcome of the vote to the Executive Team. The Secretary shall maintain a copy of the final outcome of all votes conducted in this matter with the regular minutes of the Association.

16.3 Executive Team. Each Executive Team Member shall be responsible for responding to all written or electronic communications that are related to Association business within a reasonable amount of time. Each Executive Team Member is assigned responsibility for at least one NWFPA email account. Each email account must be monitored weekly and responses to emails should be sent within seven (7) business days from the date of the email.

ARTICLE XVII
POLICY MANUAL

17.1 Policy Manual. The Executive Team may establish a policy manual to further guide and define the responsibilities of the Association’s officers and teams. The Executive Team shall have the discretion to amend same from time to time. In the event a conflict arises between the Bylaws and the Policy Manual, the Bylaws shall be the controlling authority until such time that either the Policy Manual is revised or the Bylaws are amended to resolve the conflict.

THESE BYLAWS were adopted by a two-thirds (2/3) vote of the Voting Members present at a duly noticed meeting of the Northwest Florida Paralegal Association, Inc. this 29th day of September, 2020.

/s/ April L. Swift

President of NWFPA

/s/ Gina Milam

Secretary of NWFPA