

FLORIDA ALLIANCE OF PARALEGAL ASSOCIATIONS, INC.

STANDING RULES

Approved April 29, 2009

I. Organization

- A. The FLORIDA ALLIANCE OF PARALEGAL ASSOCIATIONS, INC., also known as the FAPA, is hereinafter referred to as “the Alliance”.
- B. The Alliance is comprised of Member Associations, Sustaining Members, and Patron Members pursuant to Article V of the Alliance Bylaws.
- C. The Bylaws of the Alliance govern the definition of terms used in these Standing Rules and in the event there may be a conflict between the Standing Rules and the Bylaws, the Bylaws take precedence.

II. Dues

- A. Annual dues shall be as follows:
 - 1. Member Associations:
 - a. \$100.00 for Member Associations with 100 or more voting members;
 - b. \$75.00 for Member Associations with 50-99 voting members; and
 - c. \$30.00 for Member Associations with 1-49 voting members.
 - 2. Sustaining Members \$30.00; and
 - 3. Patron Members \$150.00.
- B. Any Member that is suspended for nonpayment of dues may be reinstated by paying a late fee in the amount of \$10.00, together with their yearly renewal fee.

III. Expenditures

- A. If funds permit, the Alliance shall pay the expenses of the active Delegate(s) designated as representative(s) of the Alliance to attend Florida Bar Meetings and other related meetings and conventions at the local and state levels. Expenses to be paid shall be one or more of the following to be determined by simple majority approval of the Board:

1. Mileage: Prevailing rate as set by the IRS for mileage reimbursement per mile with a minimum of 40 miles round trip or airfare and transportation if less than mileage.
 2. Hotel room (including related parking fees) at published convention/seminar rate, double occupancy.
 3. Meals not to exceed \$50 per person per day.
 4. Other expenses not listed above that may be deemed appropriate for the event.
- B. Fees incurred, due to a returned check, shall be paid by the person(s) who submitted the check.

IV. Board Meetings

- A. The order of succession for presiding at all Board meetings shall be President, Vice President, Recording Secretary and then Treasurer.
- B. If neither the President, Vice President, Recording Secretary nor Treasurer can be in attendance, the meeting shall be cancelled and notification shall be sent by the President to all Board members as appropriate.

V. Webmaster

- A. Will be appointed by the President with the simple majority approval of the Board.
- B. Shall report directly to the Board of Directors.
- C. Shall maintain the Alliance's website at www.fapainc.org.
- D. Shall ensure that a current copy of the Bylaws and the Standing Rules are accessible from the website.
- E. Shall review the domain renewal and website hosting invoices and submit the invoice to the Treasurer for payment in a timely manner, once the expense is approved for payment.

VI. Membership Lists

- A. The Alliance's membership list shall only be given to those active members that have an "official" need for it and only for official Alliance business. The list shall NOT be used for personal business or solicitation of any kind.

VII. Standing Rule Amendments

- A. The Standing Rules may be amended at a Board meeting by a simple majority approval of the Board of Directors present. Notice for meeting at which proposed amendment(s) will be considered should adhere to the same timeframe as indicated in the Bylaws for Special Meetings of the Board of Directors.

VIII. Emergency Business

- A. Business of the Alliance deemed by a simple majority of Member Association delegates which requires action considered to be an emergency in the intervening time period between Regular Meetings, shall provide at least 48 hours notice to all Member Association delegates via email, or telephone before proposed action can be discussed and voted on by Member Association delegates. A simple majority of Member Association delegates may call for a Special Meeting for discussion in lieu of action taken on an emergency basis.
- B. As business of the Alliance is conducted via alternate means in the intervening time periods between Regular and Special Meetings, the Recording Secretary shall incorporate any action voted on by Member Association delegates in the minutes of the next Regular or Special Meeting.