



NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.

1516 SOUTH BOSTON, SUITE 200, TULSA, OK 74119

Phone: 918.587.6828

Fax: 918.582.6772

<http://www.nala.org>

E-mail: nalanet@nala.org

IMPORTANT DATES AND GUIDELINES FOR NALA LIAISONS

I. *Affiliated Association Quarterly Report Forms*

Because of the information required by this report, it is essential that the NALA Liaison work with the Membership and Education Chairmen in obtaining the membership and program data in order to complete the report fully and accurately.

- A. Attach copy of membership roster (or addendum since last report). Roster **must include** both the name and address of all members. (Telephone numbers and e-mail addresses are also helpful.)
- B. Attach copies of any educational programs.
- C. Mail original to NALA Headquarters at 1516 S. Boston, Suite 200, Tulsa OK 74119 or e-mail to nalanet@nala.org.
- D. Quarterly reports are due: September 30; December 31; March 31; and June 30.

II. *Bylaw Amendments*

All bylaw amendments must be approved by NALA.

- A. Within 60 days of passage, send amendments to NALA Headquarters with a copy of the amendment and transmittal to the NALA Affiliated Associations Director.
- B. The information submitted should clearly indicate wording for the current bylaw and wording for the amendment and/or proposed changes.

III. *Renewal of Affiliation*

Payment of the annual renewal fee is your local Treasurer's responsibility. However, the NALA Liaison should check to be sure that payment has been made.

- A. Annual renewal fees are due October 1
 - 1. Billing statements are sent by e-mail from NALA Headquarters by August 1 to Presidents and NALA Liaisons, where e-mail addresses

are available; if no e-mail address is available the billing statement is sent by regular mail.

B. Fee must be accompanied by a current membership roster.

C. Fees are delinquent November 1.

IV. ***Affiliated Associations Annual Meeting***

Preparation for the Annual Meeting of Representatives of NALA Affiliated Associations requires careful attention to deadlines and details affecting the election of the Affiliated Associations Director and Secretary and materials requested for the Annual Meeting. All mailings pertaining to the Annual Meeting are mailed to Presidents and NALA Liaisons, and the NALA Liaison should be aware of the deadlines to make sure materials are submitted in a timely matter.

A. Nominations for Affiliated Associations Director and Secretary must be received at NALA Headquarters by May 1.

1. Nomination forms are sent by e-mail to Presidents and NALA Liaisons from NALA Headquarters on April 1, where e-mail addresses are available; if no e-mail address is available the nomination forms are sent by regular mail.
2. A list of candidates and their qualifications is sent by e-mail to all association Presidents and NALA Liaisons on or before June 1, where e-mail addresses are available; if no e-mail address is available the list of candidates is sent by regular mail. Be sure to pass the information on to your membership so that the association may make an informed decision on the election of these officers.
3. Election of the Affiliated Associations Director and Secretary takes place during the Annual Meeting.

B. Designation of Voting Representative form must be filed with NALA Headquarters and the current Affiliated Associations Director and Secretary no later than fifteen (15) days prior to the Affiliated Associations Annual Meeting.

1. The designation form is sent by e-mail to Presidents and NALA Liaisons from NALA Headquarters on April 1, where e-mail addresses are available; if no e-mail address is available the designation form is sent by regular mail. The form will list the actual filing deadline.
2. In order for your association to vote for Affiliate Director and Secretary at the Affiliated Associations Annual Meeting, the

association President must designate the name of a voting representative (and may also designate an alternate voting representative) to vote on behalf of the association. This form must be filed in order for the association to be eligible to vote.

3. To safeguard the association's vote, one or more alternate voting representatives should be designated to carry the association's vote in the event the voting representative is unable to attend the meeting for any reason.
 4. The designated voting and alternate voting representatives must be NALA active members in order to be eligible to cast your association's vote.
- C. Annual Reports are due at NALA Headquarters, generally between May 15 and June 1 depending on the date of the Annual Meeting.
1. The Annual Reports are compiled and presented to all affiliated association representatives during the Annual Meeting.
 2. The report is a summary of the year's activities for your association, and may include information on special projects or accomplishments you wish to share with other association representatives.
 3. Because of printing limitations, **reports are limited to four (4) pages**. Please do not include copies of newsletters, brochures, membership rosters, etc.
- D. Nominations for affiliated association award recipients are due at NALA Headquarters by May 1.
1. The award forms are handed out to association representatives during the Annual Meeting of Affiliated Associations, and are available from NALA's website at www.nala.org.
 2. Nominees for the Affiliated Association Award are automatically nominated for selection for the Outstanding Contribution Award.
 3. Associations may nominate one association member, who is also a NALA active member, for the award.

V. ***Association Newsletters***

Please be sure NALA Headquarters is included on the mailing list for your association's newsletters.

VI. ***Association Referral List***

Many of the affiliated associations offer various programs such as CLA review courses, pro bono projects, scholarship programs, etc. We keep a list of associations and the projects they offer in order to provide contacts for other associations considering these same types of programs. Please keep us updated if your association offers any of these types of programs so that we can keep the referral list up to date.

V. ***Questions***

As NALA Liaison, you are charged with the responsibility of communications between NALA and your association membership. Any questions? Please ask! Your Affiliated Associations Director, Secretary, and NALA staff are available to assist you with any questions or problems you may have. You may contact NALA Headquarters at 918-587-6828 from 8:30 a.m. - 5:00 p.m., (Central Time) Monday through Friday. NALA's FAX is available 24 hours a day at 918-582-6772, and you may also send e-mail to nalanet@nala.org.

2008-2009 UPCOMING DATES TO REMEMBER

AUGUST

August 1 Billing for annual affiliate fee e-mailed to presidents and liaisons

SEPTEMBER

September 5 Deadline for FACTS & FINDINGS - November issue
September 30 Quarterly affiliate report due

OCTOBER

October 2008 NALA Board of Directors' meeting, Tulsa, OK
October 1 Annual affiliate fee due
October 1 Deadline for applications - December CLA exam

NOVEMBER

November 1 Affiliate renewal fee delinquent

DECEMBER

December 5-6 CLA Exam - nationwide testing locations
December 10 Deadline for FACTS & FINDINGS - February issue
December 31 Quarterly affiliate report due

JANUARY

January 15 Deadline for applications - March CLA examination

MARCH

March 7 Deadline for FACTS & FINDINGS - May issue
March 20-21, 2009 CLA Exam - nationwide testing locations
March 31 Quarterly affiliate report due

APRIL

April 1 Call for nominations for office of affiliated associations director and secretary and designation of voting representative forms mailed to presidents and NALA liaisons

MAY

May 1 Nominations for office of affiliated associations director and secretary close -- nominations & elections chair must have nominations by this date
May 1 Nominations for affiliated association award recipients due at NALA Headquarters
May 15 Deadline for applications - July CLA examination

JUNE

- June 1 Affiliate annual reports due for inclusion in affiliated associations annual meeting report book
- June 1 List of nominees for office of affiliated associations director & secretary mailed to presidents and NALA liaisons
- June 6 Deadline for FACTS & FINDINGS - August issue
- June 23, 2009 Designation of voting representative for Affiliated Associations Annual Meeting due to NALA

JULY

- July 8-11, 2009
 1. 34th Annual NALA Membership Meeting and Workshop, San Diego, California
 2. Annual Meeting of Affiliated Associations
 3. NALA Board of Directors Meeting
- July 2009 CLA Exam - nationwide testing locations