



**THE NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.**  
**1516 S. Boston, Suite 200**  
**Tulsa, OK 74119**  
**918-587-6828**  
[www.nala.org](http://www.nala.org)  
[nalanet@nala.org](mailto:nalanet@nala.org)

---

***IMPORTANT DATES AND GUIDELINES FOR NALA LIAISONS***

**NOTE: Please remember that the NALA Liaison must be an active NALA member in accordance with the requirements in the NALA Affiliated Association Bylaws.**

**I. *Affiliated Association Quarterly Report Forms***

Beginning in 2011, Affiliated Associations will only be required to file a mid-year and an annual report, in lieu of quarterly reports. The annual report is due between May 15 and June 1 each year, depending on the date of the annual meeting. The mid-year report is due December.

Because of the information required by the mid-year 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](mailto:nalanet@nala.org).
- D. Mid-year report is due December 1; annual report is due between May 15-June 1.

**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. The link on NALA's web site of the 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. 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 link on NALA's web site for 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. The form will list the actual filing deadline and the addresses where the completed form should be sent.
  - 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 on the Affiliate Resource CD 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.

1. The award forms are included on the Affiliate Resource CED provided to association representatives during the Annual Meeting of Affiliated Associations, and are available from NALA's website at [www.nala.org](http://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.
4. Current members of the NALA Board of Directors or Committee Chairs are not eligible for consideration.

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](mailto:nalanet@nala.org).

**2011-2012 UPCOMING DATES TO REMEMBER**

<b>AUGUST</b>	August 1	Renewal notices for annual affiliation fee e-mailed to presidents and NALA liaisons
	August 1	Deadline for applications for September CP Exam
<b>SEPTEMBER</b>	September 1-30	September CP Examination
<b>OCTOBER</b>	October 2012	NALA Board of Directors' meeting, Tulsa, OK
	October 1	Annual affiliation fee due
	October 1	Deadline for FACTS & FINDINGS – Nov/Dec issue
	October 1	Deadline for 2013 Affiliate Exchange Application
<b>NOVEMBER</b>	November 1	Affiliation renewal fees delinquent
<b>DECEMBER</b>	December 1	Deadline for applications for January CP Exam
	December 1	Deadline for FACTS & FINDINGS – Jan/Feb issue
	December 1	Affiliate Mid-year report due
<b>JANUARY</b>	January 1-31	January CP Examination
<b>FEBRUARY</b>	February 1	Deadline for FACTS & FINDINGS – March/April issue
<b>APRIL</b>	April 1	Deadline for applications for May CP Exam
	April 1	Call for nominations for Affiliated Associations Director and Secretary & Designation of Voting Representative web site link e-mailed to presidents and NALA liaisons
	April 1	Deadline for FACTS & FINDINGS – May/June issue
<b>MAY</b>	May 1-31	May CP Examination
	May 1	Nominations for Affiliated Associations Director & Secretary close – nominations must be received by May 1
	May 1	Nominations for Affiliated Association Award recipients due at NALA Headquarters – must be received by May 1
<b>JUNE</b>	June 1	Affiliate annual reports due for inclusion in Affiliated Associations Annual Meeting CD
	June 1	List of nominees for Affiliated Associations Director & Secretary e-mailed to presidents and NALA liaisons
	June 1	Deadline for FACTS & FINDINGS – July/Aug issue
<b>JULY</b>	July 13	Designation of voting representative for Affiliated Associations Annual Meeting due – must be received by July 11, 2012
	July 25-28, 2012	1. 37th Annual NALA Membership Meeting and Workshop, Omaha, Nebraska 2. Annual Meeting of Affiliated Associations 3. NALA Board of Directors Meetings
	July 30	Deadline for FACTS & FINDINGS – Sept/Oct issue