

**Bylaws
of the
Lehigh County Paralegal Association**

ARTICLE I – Name

Section 1. Name

The name of the organization shall be The Lehigh County Paralegal Association (“LCPA”).

ARTICLE II – Purpose

Section 1. Purpose

- a. To provide a professional networking environment for Paralegals in Lehigh County, Pennsylvania
- b. To increase awareness of the role of the Paralegal in the practice of law.
- c. To provide continuing education for Paralegals through seminars.
- d. To operate without profit so that no part of the net earnings or assets of the organization shall be distributed to any private individual.

ARTICLE III – Membership

Section 1. Affiliate Membership

Membership in the LCPA is an affiliate membership of The Bar Association of Lehigh County.

Section 2. Application for Affiliate Membership as a Paralegal

Membership in the LCPA will be by application to The Bar Association of Lehigh County at any time throughout the year.

Section 3. Qualifications

Applicants for membership in the LCPA are subject to the discretionary approval of the Steering Committee.

All prospective members of the LCPA must meet the following qualifications:

- a. Graduation from an ABA approved Paralegal program; or
- b. Ten years experience as a practicing Paralegal and
- c. Sponsorship by a Member or Associate of The Bar Association of Lehigh County.
- d. Applicants not meeting either (a) or (b) above, but nevertheless having a comparable background, may be considered for membership subject to discretionary approval by the Steering Committee.

Section 4. Term and Renewal

- a. Membership in the LCPA will be for a period of one year.
- b. Membership year runs from July 1 to June 30.
- c. Membership may be renewed by payment of dues on or before July 1.
- d. A lapse in membership for a period of one year will require reapplication and approval by the Steering Committee and the Executive Committee.
- e. Membership renewal may be denied upon a majority vote of the Steering Committee.

ARTICLE IV – Steering Committee

Section 1. Management/General Powers

The activities and affairs of the LCPA shall be managed by the Steering Committee. The general powers of the Steering Committee shall be such as are necessary to perform their management duty.

Section 2. Eligibility

Any member of the LCPA may be a member of the Steering Committee.

Section 3. Number of Committee Members

The total number of Paralegal members on the Steering Committee shall not exceed nine (9) and shall not be less than seven (7).

Section 4. Attorney Member

The Steering Committee shall have at least one (1) Attorney member.

- a. The Attorney member(s) shall serve in an advisory position and shall not have voting rights.

Section 5. Term

Members may serve an unlimited number of terms.

Section 6. Attendance

Members are required to attend and/or participate in at least two-thirds (2/3) of the Steering Committee meetings in any one membership year in order to maintain their position on the Steering Committee.

Section 7. Removal of Committee Member

Steering Committee Members may be removed from the committee by petition of a committee member and a majority vote of the entire committee.

Section 8. Filling Vacancies

- a. Candidates for the Steering Committee may be suggested by the Membership to the Steering Committee.
- b. The Steering Committee shall approve a candidate upon a majority vote of the entire committee.

Section 9. Duties

The Steering Committee shall have the following duties:

- a. Review and approve/deny Applications for Affiliate Membership As A Paralegal prior to their submission to the Bar Association of Lehigh County.
- b. Develop, direct and oversee educational and networking events for the membership.
- c. Further develop the organization.
- d. Promote membership to the Paralegal community.
- e. Such other duties as they choose to undertake.

Section 10. Meetings

- a. The Steering Committee shall meet on a bi-monthly basis or as agreed to by the committee.
- b. Meetings of the Steering Committee may be held at such place as determined by the Steering Committee.

Section 11. Quorum

Five (5) members of the Steering Committee shall constitute a quorum. No official Steering Committee action may be taken without a quorum present.

Section 12. Manner of Acting

- a. *One vote per Committee Member – number needed to act.* Each voting member shall be entitled to one vote. Except as provided in Sections 7 and 8 of this Article having to do with removal of a committee member and filling vacancies; Article V having to do with removal of an officer and filling vacancies; and, Article VI having to do with amendment of these bylaws, when a majority of the voting members present act at a meeting at which a quorum is present, their action shall be recognized as the action of the Steering Committee. Voting by electronic correspondence shall be permitted when the Chairperson deems it appropriate. In such case, the rules requiring physical presence stated in section 11 are considered suspended and a quorum constitutes five (5) members of the Steering Committee.
- b. *Submission of a vote on a resolution.* A committee member who cannot attend a Steering Committee meeting may vote on any resolution mailed to the member before the meeting by delivering a yes or no vote in writing, including electronic correspondence, to the Secretary before the meeting. Such vote must be signed and dated.
- c. *Action without a meeting.* The Steering Committee may act without a meeting by delivering to the Secretary a written statement of the contemplated action signed by all voting members indicating their consent thereto. In the alternative, the Committee may act without a meeting if each voting member submits a written statement, including electronic correspondence, of the contemplated action signed by the member indicating his/her consent; provided, however, in such a case all written statements of contemplated action must read identically.

Section 13. No Right to Compensation

Steering Committee Members shall serve without compensation for their services.

Section 14. Additional Committees

The Steering Committee may establish such other committees as it feels desirable and designate who shall be the committee members. Unless the Steering Committee otherwise restricts a committee's membership, non-Steering Committee members may serve on any committee except the Steering Committee.

ARTICLE V – Officers

Section 1. Designation of Officers

The LCPA shall at a minimum have the following officers: Attorney Chairperson, Paralegal Chairperson, Vice-Chairperson and Secretary.

Section 2. Eligibility

Officers shall be Paralegal members of the Steering Committee, with the exception of the Attorney Chairperson who shall be an Attorney member of the Steering Committee.

Section 3. Appointment of Additional Officers

The Steering Committee may appoint additional officers as it deems necessary.

Section 4. Removal of an Officer

An Officer may be removed from the position by petition of a committee member and a majority vote of the entire committee.

Section 5. Filling Vacancies

- a. Candidates for an Officer's position may be suggested by the Membership to the Steering Committee.
- b. The Steering Committee shall approve a candidate upon a majority vote of the entire committee.

Section 6. Duties

- a. Attorney Chairperson. The Attorney Chairperson shall be the principal executive officer of the LCPA, but shall be subject to the control of the Steering Committee. The Attorney Chairperson shall have the following powers and duties:
 - i. Approve and execute any legal, contractual or other document relative to the organization.

- ii. Ruling on the meaning of these bylaws in case of dispute or in case the bylaws appear not to cover a situation. Before making a ruling, the Chairperson may ask the opinion and advice of other members.
 - iii. Authority to vote in the event of a tie of the Steering Committee.
- b. Paralegal Chairperson. The Paralegal Chairperson shall have the following duties:
 - i. Supervise and control all activities of the LCPA.
 - ii. Preside over all meetings of the Steering Committee
- c. Vice-Chairperson. The Vice-Chairperson shall have duties as the Chairperson shall from time to time assign to them.
 - i. Manage the day to day affairs of the LCPA under the guidance of the Chairperson and subject to review by the Steering Committee.
- d. Secretary. The Secretary shall have the following duties:
 - i. Sending out notices of Membership and Steering Committee meetings accompanied by an agenda for the meetings. Unless previously delivered to the Steering Committee, the notices shall be accompanied by the minutes of the previous Steering Committee meeting (to the Steering Committee members only).
 - ii. Taking and keeping the minutes of Steering Committee Meetings and Membership Meetings.
 - iii. Preparing and delivering all notices to comply with any provisions of these bylaws or as required by law in addition to the notices referred to in sub section i of this section.
 - iv. Maintaining the records of the LCPA.
 - v. Performing such other duties as the Chairperson(s) or the Steering Committee may assign to him/her.

Section 7. No Right to Compensation

Officers shall serve without compensation for their services.

ARTICLE VI – Amendments to Bylaws

The Steering Committee may amend these bylaws by a majority vote of all members entitled to a vote. The intent of this Article is that a majority of all voting members are necessary to pass an amendment, not just a majority of all members present at the meeting at which the vote is taken. No amendment can be adopted unless the exact wording of the amendment was delivered to all members at least 7 days before the meeting at which the vote was taken.