

Proposed Revisions
to
Bylaws of the
Asheville Area Paralegal Association, Inc.

ARTICLE VIII
Duties of Officers

1. President. The President shall be the chief executive officer of AAPA, shall supervise business, shall see that all resolutions and orders of the Executive Board are enforced and put into effect, and shall preside over all membership meetings. The President shall transact all business of whatever nature except as shall be prohibited under the laws of North Carolina or reserved by the Executive Board in these Bylaws or hereafter limited by act of the Executive Board. The President shall be an ex-officio member of all committees except the Nominations and Elections Committee. The President shall be responsible for appointing a chair for each committee, with each chair being accountable to the President. The President shall have the authority to remove any committee chair for non-performance of duties. Committee chair terms shall commence concurrently with the term of the President. The President shall be a member of the Executive Board. At the end of President's term, if not re-elected to a 2nd term, the President shall automatically hold the Immediate Past-President Position for one year.

2. President-Elect. The President-Elect shall serve as a member of the Board and an ex-officio member of all Committees. This officer shall assist the President in all duties, including working with the President on existing and future projects to ensure a smooth transition from one year to the next. The President-Elect shall perform such other duties and responsibilities as assigned by the President or Board. During his or her term of office, the President-Elect shall become familiar with the Bylaws, Code of Conduct and all other governing documents of the Association. This officer shall succeed to the office of President upon the current President's completion of term of office, resignation, inability or refusal to act, death of the President, or disqualification of the President to serve for any reason. The President-Elect shall prepare a slate of new committee chairs to be appointed by herself or himself upon commencement of his or her term of office as President.

3. Vice President. The Vice President shall assume all duties assigned to the President in the President's absence. This officer shall supervise the Programs Committee. These duties shall include planning seminars, workshops, and working with other associations in the event of co-sponsorship of any programs.

4. Secretary. The Secretary shall be responsible for keeping a permanent record of all the meetings of the membership. This officer shall assist the President in any way including giving notice of meetings and sending letters of appreciation to speakers and sponsors.

5. Assistant Secretary. The Assistant Secretary shall assist the Secretary in carrying out the duties of that office as may be delegated by the Secretary. The Assistant Secretary may perform any duties of the Secretary, at the request of the Secretary, including, but not limited to, recording minutes of Association meetings and giving notice of meetings.

6. Treasurer. The Treasurer shall deposit all funds and make all disbursements as provided for in the budget or as approved by the President. This office shall submit a written financial report at each meeting to be attached to the official minutes as part of the permanent record of AAPA. The Treasurer shall be responsible for communicating with and/or preparing appropriate reports for the Membership and Fundraising Committees as needed. The Treasurer shall be responsible for completing any or all forms required by the North Carolina Department of Revenue and the Internal Revenue Service. The Treasurer must have pre-approval by the President, in writing, before writing any check for \$400.00 and over. Checks shall require two signatures. The Treasurer shall also be responsible for reporting renewal dues and for assuring that all bank procedures (i.e. signature cards) are promptly and properly handled upon the expiration of the term.

7. Assistant Treasurer. The Assistant Treasurer shall assist with all of the Treasurer's duties as requested and shall review the monthly financial reports of the Association upon completion by the Treasurer.

8. Immediate Past-President. The Immediate Past-President shall assist the Executive Committee, the Nominating Committee and the standing committees as requested by the President or the Board from time to time and shall serve in this position for a minimum of one year. The Immediate Past-President shall be the chair of the Nominating Committee.

ARTICLE X Committees And Their Duties

6. ~~Rules & Bylaws~~ Governance Committee. This Committee will draft Bylaws and assure on a continuing basis that any recommended or proposed course(s) of action agrees with the Bylaws as currently written.

** Additionally, anywhere the word "by-laws" appears, it has been changed to read "Bylaws"