



# **BRASS TACKS**



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## **GENERAL INFORMATION**

Material appearing in this publication is offered as assistance to all local association officers and chairmen. Also, be sure to consult the Bylaws and Standing Rules of LEGAL SECRETARIES, INCORPORATED, and your local association bylaws for procedure and instruction. Except in those instances where bylaw provisions require specific performance or deadlines, all suggestions and recommendations are offered as guidelines only.

You should read the entire booklet carefully, paying special attention to the section(s) pertaining to your office or chairmanship. Legal Secretaries, Incorporated, is referred to herein as "LSI."

You should attend all local board, regular, and special meetings unless absolutely impossible. Set an example as to conduct, attention, interest, and participation. Pay your dues promptly. Always be tactful, tolerant, and work with an open mind. Someone else may have a good idea, too. Encourage members to be active on your committee. Don't be a committee of one!

When writing letters, you should use the complete date, official titles, full names, and addresses with zip codes. An LSI officer or chairman cannot possibly remember who "Mary" is five years later. When writing to LSI officers or chairmen, send copies of all correspondence (via mail/email) to your president and governor.

You should report to your LSI counterparts as and when requested. Watch deadlines. They are vitally important to you and LSI. Be sure to send copies (via mail/email) of your quarterly reports to your president, governor, and/or any other officer or chairman who might be affected.

You should maintain a complete and accurate file. Be ready to pass it on to your successor with a list of your recommendations and information about any uncompleted projects.

## **DIRECTIVES AND REPORTS**

Each quarter, LSI Officers and Chairmen prepare directives to their local association counterpart. These directives are sent to local association Presidents and Governors by the LSI Administrator. It is the duty of the local association President and Governor to ensure that these directives are distributed to the appropriate local chairman. Local association chairmen should reply in a timely manner to the directive's author. A copy of the completed directive should be provided to the local association President, Governor and a copy retained in the chairman's files. You may also wish to provide a copy to your Chapter Achievement Chairman.

LSI Officers and Chairmen prepare Reports using information provided in the directives. Reports are provided to attendees at the quarterly conferences. Governors should provide copies of these Reports to their local chairmen. Following conference, the LSI Administrator provides copies of Reports to LSI Past Presidents, Members-at-Large, and Governors and Chairmen not in attendance.

## **CODE OF ETHICS**

It shall be the duty of each member of Legal Secretaries, Incorporated, to observe all laws, rules and regulations now or hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence and diplomacy, in accordance with the highest standards of professional conduct.

Dedicated to the memory of  
Joan M. Moore, PLS, CCLS  
LSI President 1980-82

(Adopted by the Board of Governors at LSI Third Quarterly Board of Governors Meeting, February 1982)

## **MOTTO**

EXCELLENCE THROUGH EDUCATION

(Adopted at LSI Annual Conference of Delegates, May 1993)

## **TAGLINE**

LSI – Educating California’s Legal Support Professionals

(Adopted at LSI First Quarterly Conference, August 2014)

## **LSI CORPORATE OFFICE**

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Sacramento, CA 95833  
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Office: (800) 281-2188  
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## **PRESIDENT**

Except when necessarily absent, you preside at all meetings of the association and the board of directors, conducting proceedings according to the established rules of parliamentary procedure. You should make every effort to schedule your personal trips around your association meetings so that it will not be necessary for you to have your next-in-command preside over meetings except in extreme emergencies.

You are the general troubleshooter for the association. You appoint all appointive officers and chairmen, subject to the approval of the board. A president-elect may prepare and send a form letter to members requesting preferences for committee assignments. It is you, the President, the elected and appointed officers will turn to with their questions and problems; to you also are directed complaints, questions, and problems of members. Cope with these to the best of your ability and knowledge, but do not hesitate to contact the LSI President or any other LSI officer.

Check with your board members to be sure that all things decided upon have been carried out. Direct duties to the proper persons to be handled as they arise.

You should be versed in parliamentary procedure. However, when it comes to conducting a meeting, it can be more interesting if you are not too serious the entire time. Keep in mind that the monthly meetings are social as well as business and educational.

Work in conjunction with your officers and committee chairmen. Be prepared before the meeting, call it to order, and maintain order. Restate each motion clearly, call for discussion, put the motion to vote, and announce the result. Remember that you are a moderator and should not take part in any discussion or voice your own opinions unless you first hand the gavel to the vice president and request the floor, after which you resume the chair. The president should remain neutral in all matters.

When the vote is by ballot, you mark your ballot and cast it with the rest. In all other cases, you can (but are not obliged to) vote whenever your vote either will break or cause a tie, or in the case of a required two-thirds vote, cause or block the attainment of the necessary two-thirds.

Remember that the board may make recommendations, but these recommendations are subject to the approval of the membership.

You are an ex-officio member of all committees except the nominating committee. Your attendance at committee meetings is always welcome. Some chairmen are thoroughly experienced and need little help, while others need guidance.

Respond promptly to any LSI directive and be sure that all officers and chairmen do likewise.

Each year associations are contacted concerning contributions toward a monetary gift for the LSI President. The LSI President expends funds for various needs throughout her term that are not reimbursed by LSI.

Notify the particular LSI counterpart and the LSI Administrator regarding change of any local officer or chairman, giving the new officer's or chairman's name, address, and telephone number. Also, be sure that all officers and chairmen in your association report any changes of name or address to their counterparts and the LSI Administrator.

The president's byword should be tact. Explanation and patience serve to accomplish far more than argument. You should never argue with a member. Above all, you should be an inspiration to the membership.

A calendar of important dates and deadlines is included in this section. Before each meeting, prepare an agenda and provide copies to the vice president, recording secretary, and parliamentarian. Following is a suggested order in which a meeting may be run:

1. Social (networking) hour.
2. Call meeting to order promptly and remain at your place. If you must leave, request the vice president to assume chair.
3. Pledge of Allegiance; invocation (optional).
4. Immediately thereafter indicate others may start eating by lifting your own fork.
5. During the dinner you may call for necessary reports of officers and chairmen (except secretary and treasurer). Rather than call on all officers and chairmen, ascertain in advance those who have business or reports to present, and place them on the agenda. Request a written report in advance from anyone unable to attend. Lengthy reports may be reserved for after dinner.
6. Introduce the members seated at the head table and any dignitaries present.
7. (Optional, depending on the size of the membership) Ask each person to stand and be introduced, with guest, if any, stating name of employer.
8. Ask the program chairman to introduce the guest speaker. (Remember not to use the expression "I now turn the meeting over to...")
9. Guest speaker.
10. (Optional) Depending on the type of speaker and the speaker's preference, a question-and-answer period may be held. This should not be too lengthy. The program chairman will have informed the speaker of the time allotted. It is suggested that the speech take approximately one-half hour and that a question-and-answer period be limited to about 15 minutes (gauge this by the interest exhibited).
11. Thank the speaker, commenting on the presentation and subject, and invite the speaker to remain for the balance of the meeting.

12. Ask the secretary to read the minutes of the previous meeting(s); then ask for additions or corrections. "Approved as read or corrected." If mailed, "Approved as mailed" and if e-mailed "Approved as e-mailed."

13. Ask for the treasurer's report. "Filed, subject to audit."

14. Unfinished business is discussed at this point, including committee reports not previously given.

15. New business is considered.

16. Miscellaneous announcements.

17. Drawing and announcement of door-prize winners immediately after adjournment (in order not to lose control of the meeting).

18. If no further business, adjourn the meeting.

### IMPORTANT DATES AND DEADLINES

1. 60 OR 90 DAYS PRIOR TO APRIL 30: Appoint audit committee.

2. 60 DAYS PRIOR TO ELECTION MEETING: Nominations and elections committee selected.

3. MEETING BEFORE ELECTION MEETING: Nominations and elections committee presents slate of officers and delegates. Check local bylaws as to whether slate is presented at meeting prior to election meeting or presented at election meeting.

4. PRIOR TO JANUARY 15: Call issued for nominations for LSI offices. MARCH 5: Nominations due for LSI office. Candidates must furnish consent and qualifications.

5. JUNE 15: Deadline for Treasurer to submit initial per capita transmittal to the LSI Treasurer.

6. ANNUAL MEETING: Elections and annual reports (or elections may be held at meeting prior to annual meeting). Fiscal year ends April 30.

7. NOT LESS THAN 30 DAYS PRIOR TO ANNUAL CONFERENCE: Elect and certify delegates to the Annual Conference.

8. INSTALLATION: First or second meeting following elections.

9. SEPTEMBER 15: Treasurer must file IRS Form 990 and Franchise Tax Board Form 199 or 199B (tax exemption forms) and provide proof of filing to the LSI Treasurer.

10. CCLS APPLICATIONS: 60 days prior to examinations in March and October.

11. 14 DAYS PRIOR TO EACH LSI BOARD OF GOVERNORS MEETING: Officers and chairmen return responses to directives to LSI counterparts.
12. MARCH 31: Deadline to submit final per capita transmittal to the LSI Treasurer for the current fiscal year.

### **FIRST VICE PRESIDENT**

You are second in command and work closely with the president; taking over those duties should the occasion arise. Become familiar with the president's duties.

Make the job of the president easier by helping with the decision making, remembering details, and, above all, being a good friend.

This office usually encompasses the duties of a chairmanship, such as membership. See appropriate section below for duties.

If a pin or other gift is given to the outgoing president, it may be your responsibility to order it. Ordinarily presentations to the incoming president are made by the outgoing president.

### **SECOND VICE PRESIDENT**

Not all associations require a second vice president.

Work closely with the president and first vice president. Chances are remote, but should the president and first vice president be unable to conduct the meeting or perform their duties, it becomes your job.

This office usually encompasses the duties of a chairmanship, such as program. See appropriate section for duties.

### **RECORDING SECRETARY**

The size of the association will determine whether the duties of the recording and corresponding secretaries are combined. For convenience they will be separated here. If they are combined in your association, be sure to read the duties of both.

Record and maintain in a minute book the minutes of all membership and board meetings. Provide a copy to the president prior to each meeting to check any unfinished business for the agenda. Include in minutes the date, place, and type of meeting. Set forth motions clearly and state the name of the maker, including the fact that a motion was seconded and action taken.

Your records should accurately reflect all action taken by the association. Do not editorialize (words such as "interesting" and "informative" have no place in the minutes); omit personal opinion; report facts only. Minutes are records of topics reviewed and decisions made, not a transcript of conversation. Include in minutes the names of all

new members approved and initiated. Also include the results of all elections. Attach the treasurer's report.

Note and initial corrections to the minutes after they have been approved.

Complete and mail certifications of election of delegates to LSI Annual Conference as directed on forms obtained from the president.

Certify Adoption of Amendments to Bylaws (local) and any other forms or documents requiring certification.

If you must be absent from a meeting, advise the president so that an acting secretary may be appointed.

Determine if, in your association, it is your duty to prepare and distribute the membership roster to your members.

### **CORRESPONDING SECRETARY**

Answer correspondence promptly and perform such other duties as assigned.

After each meeting, send a thank you letter on behalf of the association to the speaker and/or any special participants.

Remember that your work represents your association. Make sure your letters are neat, grammatically correct, and concise.

Determine if, in your association, it is your duty to prepare and distribute the Membership roster to your members.

### **TREASURER**

As treasurer of your local association, you are responsible for the following duties:

- A. Treasurer's Bond
- B. Budget
- C. Treasurer's Report
- D. Per Capita Tax & Supplemental Reports
- E. Types of Membership
- F. Transfer of Membership
- G. Name/Address Changes
- H. Certificate of Insurance
- I. IRS Form 990 and FTB Form 199
- J. Audit

## SAMPLE FORMS ATTACHED:

FORM A	ROSTER AND PER CAPITA TAX TRANSMITTAL
FORM B	INSTRUCTIONS FOR TRANSMITTING PER CAPITA TAXES
FORM C	CERTIFICATE OF TRANSFER
FORM D	REQUEST FOR PROOF OF INSURANCE
FORM E1	SAMPLE PROPOSED BUDGET
FORM E2	SAMPLE TREASURER'S REPORT
FORM F1	SAMPLE COMPLETED ROSTER & PER CAPITA TAX TRANSMITTAL
FORM F2	SAMPLE ATTACHMENT TO PER CAPITA TRANSMITTAL
FORM G1 & G2	SAMPLE AUDIT REPORT

You are responsible for handling and disbursing all funds, making deposits and signing checks. Most banks will open a non-service charge checking account for your association.

Pay funds as authorized, retaining copies of all bills and statements paid, with notations of date paid and check number.

A ledger book or computerized bookkeeping system must be kept in conjunction with the checkbook. It serves as a double-check system for all receipts and disbursements. Suggested headings under “**Income**” are as follows: dues, per capita taxes, dinner reservations, ways and means, donations, and miscellaneous. Suggested headings under “**Expenses**” are as follows: per capita taxes, dinner, governor, delegates, ways and means, gifts and contributions, postage, history book, publicity, duplicating, stationery, and miscellaneous. Set up as many headings/categories as possible so that there will be relatively few miscellaneous items. This makes it easier to see exactly where your money goes.

### **A. TREASURER'S BOND**

It may be a good idea to obtain a bond for the association treasurer (sometimes referred to as a “dishonesty” bond). A bond can be obtained much in the same manner that bonds are obtained for notaries, and the association should bond its treasurer in the maximum amount of money over which that officer is likely to control at any one time. The premium for the bond is not too expensive and will protect both you and your association.

### **B. BUDGET**

At the beginning of each fiscal year, an annual budget should be prepared and presented to the local association board at the first board meeting of the year for review and approval. Base your budget on the previous year's annual report. If your association has access to a bookkeeping program such as QuickBooks or Quicken, a budget may easily be setup. **See Form E1** for a sample budget.

## C. TREASURER'S REPORT

Each month, a Treasurer's Report must be prepared and presented to the membership. The Treasurer's Report is a report that states the current status of income and expenses of the association, and the purpose is to keep the membership apprised of the financial status of the association. If using QuickBooks or Quicken, a simple report can be easily printed for these purposes. If using hand ledgers, prepare a statement listing all assets, income received, and expenses paid for the month. **See Form E2** for a sample Treasurer's Report.

In addition to the Treasurer's Report, the treasurer is responsible for keeping the association's bank accounts, reconciling said accounts, preparing and distributing checks as requested.

## D. PER CAPITA TAXES & SUPPLEMENTAL REPORTS

You are responsible for collecting your local association's per capita taxes and forwarding a check payable to LSI directly to the LSI Treasurer together with the form entitled "ROSTER AND PER CAPITA TAX TRANSMITTAL". This form may be found on LSI's website or obtained from the LSI Treasurer or Corporate Office. Instructions for distribution are on the front of the form and further instructions are set forth on the reverse side. It is extremely important that you carefully review these instructions. A sample copy of this form is provided herein. **See Form A.**

Near the end of April of each year, the LSI Treasurer will send a letter to the local association treasurers advising that the first Roster and Per Capita Tax Transmittal Form is due to the LSI Treasurer no later than June 15.

Immediately prior to the beginning of the new fiscal year, Corporate Office sends the outgoing treasurer a printout of your association's roster. This printout is used for submitting your association's first per capita report of the fiscal year. Instructions for submitting the first report and supplemental reports are provided with the printout. A copy of the instructions is provided herein. **See Form B.**

Note: LSI per capita tax is due and payable on May 1. The first report for the fiscal year must be received by the LSI Treasurer no later than June 15.

After payment of per capita taxes to LSI, LSI membership cards are forwarded to the local treasurer by the LSI Treasurer. Immediately upon receipt, the local treasurer should insert the names of the paid members on the cards and make arrangements with the president for distribution of the cards.

Thereafter Supplemental Roster and Per Capita Tax Transmittal Forms with a check (if required) must be submitted to the LSI Treasurer as received or on a monthly basis. The final Roster and Per Capita Tax Report for the fiscal year is due to the LSI Treasurer no later than March 31. A sample of a completed Per Capita Tax Report and Supplemental Per Capita Report are attached as **Forms F1** and **F2**.

## E. TYPES OF MEMBERSHIP

Outside the general membership, LSI – on the state level – offers Honorary Membership and Life Membership. An LSI Honorary Member is a person elected by the LSI Board of Governors to that status by reason of special service to LSI or to a community. Honorary LSI Members cannot hold office, do not have voting privileges and are not liable for dues. The award of honorary membership status is limited to one representative of a company or corporation.

**Per capita tax is not paid for Honorary Members of LSI.** Honorary members of your local association for which you pay per capita tax should be listed on a separate sheet of paper and attached to the printout of the roster. If your local association has honorary members for which you do not pay per capita tax to LSI, then you need not provide their names to LSI. LSI will provide honorary membership cards only upon request by the local association to the LSI Treasurer. These cards are continuous; therefore, new cards are not issued each year.

To obtain an LSI Life Membership, a member who has served as President of LSI must request said status in writing to the LSI First Vice President, and will be granted an LSI Life Membership at the expiration of that President's term(s) of office. A life member has all the rights and privileges of an active membership in LSI, including serving as a committee chairman or member of a committee, but is not liable for LSI per capita tax and may not hold an elective office in LSI.

**Per capita tax is not paid for LSI Life Members (LSI Past President).** If your association has life members and your bylaws provide for nonpayment of their dues, their names need not be provided to LSI. If your life member is an active, voting member, their name will appear on the printout of the roster and per capita tax must be paid on their behalf.

Local Associations may honor members by bestowing the status of a life membership upon a member of their choosing. However, a life member of a local association will be recognized as a member of LSI only if the local association pays per capita tax for that member.

## F. TRANSFERS OF MEMBERSHIP

An active member in good standing may request transfer to another local association upon changing place of residence or employment. The form entitled "CERTIFICATE OF TRANSFER" may be obtained from the LSI Treasurer. Instructions for completion are at the bottom of the form. A sample of this form is provided herein. **(See Form C)** After a request for transfer has been made, the member will be given a Certificate of Transfer which states that member's name, previous address and current association, and must be signed by the member's current association Treasurer. The member must then present the Certificate and the member's current LSI membership card to the new association Treasurer. Once the member has been accepted for membership by the new association, the new association Treasurer will forward the Certificate of Transfer to the LSI Treasurer. The new association Treasurer must provide a copy of the

Certificate of Transfer to the association from which the member has transferred. No further LSI per capita tax will be required for that fiscal year.

## **G. NAME/ADDRESS CHANGES**

Using the Roster and Per Capita Tax Form, please advise the LSI Administrator and the LSI Treasurer immediately of a change in a member's name, mailing address, office or chairmanship. Complete the Roster and Per Capita Tax Form as indicated, and attach an 8 ½ x 11 sheet marked "CHANGES" setting out the changes of the member. Advising the LSI Administrator of any changes enables the members to continue to receive *The Legal Secretary* and other LSI communications on a timely basis. Be sure to notify your appropriate local officers and/or chairmen (recording or corresponding secretary, membership chairman, bulletin editor, etc.) of any changes as well.

## **H. CERTIFICATE OF INSURANCE**

If your association is holding a special event such as a fundraiser or educational seminar, it may be necessary to obtain additional general liability coverage to cover the location where the event will be held. Check with the facility where the event will be held to see if they have appropriate coverage.

If they do not, request liability coverage from the LSI Treasurer with a Request for Certificate of Insurance setting forth the following information:

1. The date and time of the event.
2. Whether or not the public is invited and, if so, what the charge, if any, will be.
3. Whether or not food will be served and, if so, who will be serving (i.e. local members, members of the Elks Lodge, etc.)
4. The approximate number of people expected to attend.
5. The name and address of the entity requesting the additional insured certificate (i.e. county, city, school, etc.)
6. Any additional information describing the event

The request should be sent to the LSI Treasurer six to eight weeks in advance of the event, if possible. The request will then be presented to LSI's insurance carrier (Joyce Freeman, R.E. Freeman Insurance Co.), who will provide the Certificate of Insurance to the LSI Treasurer who will in turn transmit the certificate to the requesting association. A copy of the Request for Insurance is attached hereto as **Form D**.

## I. IRS FORM 990 AND FTB FORM 199

Each local association has their own individual tax identification number. The tax ID number may be obtained from the LSI Treasurer.

Each August, a special directive from the LSI Treasurer is sent giving instructions for completion and filing of IRS and FTB tax returns. EVERY SUBSIDIARY CHAPTER OF LSI MUST FILE THE IRS FORM 990 AND THE FTB FORM 199, REGARDLESS OF SIZE AND REGARDLESS OF INCOME.

IRS form 990 is due to the IRS by the fifth month after the accounting period ends, which is September 15. The IRS Form 990 is required for all associations whose annual gross receipts are normally \$25,000 or more. **Most associations will file the Form 990N e-Postcard via the IRS website, [www.irs.gov](http://www.irs.gov).** However, some associations may be required to file the regular Form 990 or Form 990EZ, which must be completed if they receive a Form 990 package with a preaddressed label from the IRS, even if they do not meet the criteria, checking the appropriate box indicating that the association's gross receipts are normally not more than \$25,000. If a Form 990 is completed, be sure to provide a copy of that form to the LSI Treasurer.

Similarly, all associations must file a Form 199 with the California Franchise Tax Board. Organizations with gross receipts that are normally \$25,000 or less are required to electronically file FTB Form 199N, California e-postcard. For more information, go to [www.ftb.ca.gov](http://www.ftb.ca.gov) and search for 199N. **The Form 199 must be filed by September 15.**

AFTER YOU HAVE FILED THE IRS FORM 990 AND FTB FORM 199, YOU MUST PROVIDE A COPY OF THE FILING, AS WELL AS YOUR PROOF OF FILING, TO THE LSI TREASURER. Pursuant to the LSI Bylaws, Article XIV, Section 6, "Local associations who have not complied with the annual reporting requirements of the Internal Revenue Service and Franchise Tax Board and have not provided proof of said filing to the LSI Treasurer shall not be entitled to vote unless the required proof has been submitted."

## J. AUDIT

It is a good business practice to audit the association's books each year to ensure that the treasurer keeps proper books. The local board will appoint an auditing committee to perform the task at the end of each fiscal year. Most local association bylaws make such provision; but if not, it is urged that this procedure be followed:

Required from Treasurer:

1. Checkbook;
2. Bank Statements;
3. Monthly Treasurer's Reports; and
4. Posted Ledger.

If your association uses a computerized bookkeeping program, such as QuickBooks or Quicken, a backup disc should also be obtained.

- Step 1: Compare checkbook with bank statements;
- Step 2: Compare checkbook with monthly Treasurer Reports
- Step 3: Compare checkbook with posted ledger

What to look for: Do all of the transactions in the checkbook match the bank statements? Is the math correct?

A sample Audit Report is attached hereto. **(See Forms G1 and G2)**

**IMPORTANT DATES**

<b><u>June 15:</u></b>	The First Roster and Per Capita Tax Report is due to the LSI Treasurer
<b><u>September 15:</u></b>	Form 990 due to the IRS; Form 199 due to the Franchise Tax Board
<b><u>March 31:</u></b>	The final Roster and Per Capita Tax Report is due to the LSI Treasurer
<b><u>Monthly:</u></b>	Transmit Roster and Per Capita Tax Supplemental Reports to the LSI Treasurer

## **GOVERNOR**

You are the liaison with LSI and have the responsibility of voting on behalf of your association at the meetings of the Board of Governors. Sometimes it is impossible to know in advance everything that will be discussed at these meetings, and you must use your best judgment, reporting your action to your association.

You will receive notice of the date and place of all Board of Governors meetings either by mail or e-mail. At least two weeks before an LSI Board of Governors meeting, notify the LSI Executive Secretary either by e-mail or on forms provided whether or not your association will be officially represented.

Immediately after receiving notification give all the pertinent information to the president, press chairman, and bulletin chairman, and announce it at the regular monthly meeting, encouraging members to attend.

Before each quarterly LSI meeting, you will receive credential forms for governor pro tem from the LSI Executive Secretary by mail. If you are unable to attend an LSI Board of Governors meeting, another member of your association should be designated by your association as the governor pro tem, and the credentials, certified by the president and recording secretary, should be mailed to the LSI Executive Secretary before the meeting. If you receive notification by e-mail, you will need to respond by e-mail the name, address, and telephone number of the person from your association designated as governor pro tem. If there is insufficient time to complete the form, the pro tem may be seated by special motion at the meeting by notifying the LSI Executive Secretary verbally.

To ensure that all local officers and chairmen have responded to the quarterly directives from their LSI counterparts, check with each of them before the LSI meeting.

At each LSI meeting, certain governors are notified by the editor of The Legal Secretary of deadlines for submission of articles. According to the editor's instructions, write and mail an article for a forthcoming issue.

Advise and discuss with your association all proposed amendments to LSI Bylaws sent to you by the LSI Parliamentarian. It is suggested that they be discussed with your local parliamentarian before presentation to your board and/or membership. Your association probably will vote to instruct you concerning its desire to amend, adopt, or reject such amendments.

The Legal Secretary magazine is sent by the printer directly to your members prior to each LSI meeting. It is delivered to member current address as submitted to the Treasurer and the LSI Administrator

Immediately after each LSI meeting, prepare a report for your association to be presented orally and/or published in your bulletin. Also, remember that it is your responsibility to distribute to the local counterparts as soon as possible the written reports given to you at each governors meeting. Directives and Reports are posted on the LSI website.

## **PARLIAMENTARIAN**

Have at hand and be familiar with local and LSI Bylaws, as well as ROBERT'S RULES OF ORDER NEWLY REVISED ("RONR"). All references to RONR herein are to the 11th Edition published in September 2011. Be sure that your copies of bylaws are kept up to date with all changes as they are adopted.

Upon request, advise the presiding officer on points of parliamentary law and give similar advice to the board and the membership.

Attend all meetings of the association and the board. You have the right to make motions and vote at the regular meetings. Refrain from entering into discussion on a subject that might require your opinion.

Remember that the LSI Parliamentarian is available for consultation concerning questions about parliamentary procedure.

If your bylaws indicate that your parliamentary authority is RONR, anything not covered completely in your bylaws will be governed by RONR. It is imperative that you be familiar with your parliamentary authority and know where to find solutions to problems which may arise.

Amending Bylaws. It is a good idea to review the bylaws periodically. If your association votes to amend its bylaws, a bylaws committee can prepare such amendments, and you are logically a member of that committee. After discussion of such amendments with your membership, send a redline/strikeout version to the LSI Parliamentarian for review. After the LSI Parliamentarian approves the proposed changes, you should follow the amendment procedures set forth in your bylaws (number of days' notice required to be given, etc.). After adoption by your membership, send a copy of the revised bylaws along with two original Certificates of Adoption, signed by your recording secretary, to the LSI Parliamentarian. The LSI Parliamentarian will return one fully executed Certificate to you for your association file and retain one in the LSI files. (The Certificate of Adoption form is set forth herein on the page following this section). The changes will become effective as of the date of adoption.

Motions and Amendments. Review and become familiar with Section 4 of RONR, THE HANDLING OF A MOTION. When a motion is made by direction of a board or committee, it need not be seconded. If a motion is long and involved, the maker of the motion may be requested to put it in writing for the benefit of the chair and the recording secretary.

Perhaps the most often used motion outside the main motion is that of AMEND. The forms of amendments are listed in RONR beginning on page 128 in the 10th Edition:

1. Insert or add
2. Strike out
3. Combination of the processes

It is not possible to strike out in one place and add in another at the same time; this should either be done embracing the entire section or in two different motions. Please read RONR thoroughly on this subject and if you have any questions, consult the LSI Parliamentarian or some other experienced parliamentarian.

Two amendments may be pending at the same time--an amendment and an amendment to the amendment--but this is the limit.

Other useful motions are the subsidiary motions (RONR, Chapter VI), which can only be entertained in their own precedence (in Parliamentary Law this is pronounced "pre-CEE-dence"). In other words, they have a sequence which makes it improper to entertain one which is lower in rank than the one being considered. The subsidiary motions in their sequence from lowest rank to highest are:

- Postpone Indefinitely
- Amend
- Commit or Refer
- Postpone Definitely
- Limit or Extend Debate
- Previous Questions
- Lay on the Table

For quick reference to the rules of any motion that has been proposed, turn to the tinted pages in RONR and find the motion on the alphabetical listing. Is it one which needs a second? Is it debatable? Amendable? Which vote is required?

The privileged motions have an order of precedence also. Review RONR, Chapter VII to learn about them.

When the vote is by ballot, the president's ballot is marked and cast with the rest. In all other cases, the president can (but is not obliged to) vote whenever that vote either will break or cause a tie, or in the case for a required two-thirds vote, cause or block the attainment of the necessary two-thirds.

There are two more motions which are very useful and have special rules: RECONSIDER and RESCIND. (RONR, Sections 37 and 35, respectively).

Incidental motions are those which relate, in different ways, to the pending business. The listing of these individual motions starts on page 70 of RONR. An important incidental motion is APPEAL. See RONR, Section 24, for the handling of this motion.

This small overview is intended to be useful in determining proper parliamentary procedure. Try to anticipate required motions and study in advance how they should be transacted.

**SAMPLE**

CERTIFICATE OF ADOPTION OF AMENDMENTS TO BYLAWS  
Of

\_\_\_\_\_ LEGAL SECRETARIES/LEGAL PROFESSIONALS  
ASSOCIATION

I hereby certify that after proper notice was given at a meeting of the above-named association on \_\_\_\_\_, at which a quorum was present, the members voted affirmatively to adopt the Bylaw amendments attached hereto.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Address

Approved as Adopted.

Dated:

\_\_\_\_\_  
LSI Parliamentarian

## HISTORIAN

### Category 1 - History Book

You are responsible for maintaining a complete historical record of the association and its members, including newspaper releases, special events held or attended by the members, mementos, letters received of importance to the membership, and correspondence or pictures sent by a member who has been on an extended trip, etc. In other words, anything of importance and interest to the group as a whole should be included, in chronological order. Your association's name should appear on the cover.

A history book is prepared each year and displayed at the Annual Conference, subject to existing rules. The book is usually presented to the retiring president as a memento of that term.

Supply the LSI Historian with material to include in the LSI History Book. You will receive directives advising of deadline dates and types of material desired.

Pictures should be taken at each meeting and at all special events, including Annual Conference and governors meetings, for insertion in the book.

The history book cover **MUST** be decorated and/or adorned by the historian or by members of the historian's association. Keep in mind cost restrictions when planning the cover.

Associations planning on entering a history book or scrapbook for judging at Annual Conference should obtain a copy of the History Book and Scrapbook Competition Rules and Guidelines for more details.

### RULES OF THE HISTORY BOOK COMPETITION

#### 1. COMPLETENESS - 50%

To include local association bylaws, LSI Code of Ethics, pictures and accounts of local meetings, special events, quarterly conferences and annual conferences, association bulletins, state magazines and local roster.

- A. The full name of the association and year must appear on the cover.
- B. Each page must contain the occasion, place, and date.
- C. Each page must be numbered. Page numbers should be placed in the same location on each page.
- D. Each picture must contain the names of those included in the photo (from left to right). Labeling must occur on the page; it may occur immediately below the picture, to the side of the picture, or an index of photos and their contents on the page may be utilized. Be consistent—all labels should be either typed, written, or printed.

E. Each book must contain a table of contents within the first few pages, setting forth activities, dates, and page numbers. Except for copies of THE LEGAL SECRETARY and bulky bulletins, all material must be in chronological order.

F. Each month's activities must be separated by a cover page or tab.

G. There should be a title page which includes the name of the history book (i.e. "Education Lights The Way" if you are using lighthouses or candles as a theme, etc.), the fiscal year of the association (i.e. 2010 – 2011), and the association's full name (no abbreviations).

## 2. PUBLICITY - 0%—No Longer A Separate Category for Judging

Should include, if possible, newspaper stories, pictures, and editorials, with the dateline and banner line of the newspaper immediately above the article.

## 3. ORIGINALITY - 25%

Each book must state a theme within the first few pages. Said theme is to be carried out in the history book's cover and throughout the book in order to maintain continuity. Suggestion: Use the theme from the president's installation.

## 4. NEATNESS - 15%

To include general appearance and continuity. Try not to overcrowd a page with too much material. Open space can be relaxing to the viewer.

## 5. BINDING - 10%

Size: Pages not less than 10" x 10", nor larger than 16" x 18". Cover may be slightly larger than page size. Cover to cover (measured from inside front cover to inside back cover at the point where contents are the thickest) thickness not to exceed 5-1/2".

Cost: Not to exceed \$300 for cover and book, paper or insert sheets, and binding; contributions of such items are not acceptable. Only donations of stickers, special inks, or other modest items may be accepted. Film and development costs are not included in the cost of the book.

A statement of expenses, showing total cost and photocopies of actual receipts for these costs, exclusive of film and developing, must appear at the end of the book.

The history book must be decorated and/or adorned by the historian or by members of the historian's association.

## 6. CLASSIFICATION OF ASSOCIATIONS

For purposes of judging, history books entered in competition will be divided in the following divisions according to size.

CLASS A	-	Associations with 0 – 15 members
CLASS B	-	Associations with 16 - 30 members
CLASS C	-	Associations with 31 - 45 members
CLASS D	-	Associations with 46 - 65 members
CLASS E	-	Associations with 66 - 150 members
CLASS F	-	Associations with over 150 members

Division computation will be made on the basis of paid members at the end of the fiscal year immediately preceding the Annual Conference at which competition is held.

## 7. SCORING AND AWARDS

There will be three judges for the history book competition who will review each book and determine the percentages for completeness, publicity, originality, neatness, and binding up to the maximum percentage for each category. The book with the highest score from all three judges in each division will receive a cash award of \$50 and a first place ribbon. Second place, third place, and fourth place ribbons will be presented in each division. Every historian who enters a history book in competition will receive a Certificate of Participation. Those associations who enter the history book contest cannot enter the scrapbook contest.

### Category 2 - Scrapbook

#### RULES OF THE SCRAPBOOK COMPETITION

This category is designed for those associations who wish to compete in the history book competition, without the expense. Your book can either be a store-bought photo album, scrapbook or three-ring binder. Use your imagination. The guidelines are set out below:

#### 1. COMPLETENESS - 50%

To include pictures and accounts of all local meetings, special events, quarterly conferences and Annual Conference of LSI:

- A. Each page must contain the occasion, place, and date.
- B. Each picture must contain the names of those included in the photo, from left to right. Be consistent -- all labels should be either typed, written or printed.
- C. The name of the association and year (i.e. 2011 – 2012) must appear on the front cover OR be set out on the first page of the book.
- D. All material should be in chronological order.

#### 2. BINDING - 25%

Size: Pages can be no larger than 16" x 18". The cover may be slightly larger than page size.

Cost: Not to exceed \$200 for cover and book, paper or insert sheets, and binding; contributions of such items are not acceptable. Only donations of stickers, special inks, or other modest items may be accepted. Film and developing are not included in the cost of the book.

A statement of expenses, showing total cost, and photocopies of actual receipts for those costs, exclusive of film and developing, must appear at the end of the book.

### 3. NEATNESS - 25%

To include general appearance and continuity. Try not to overcrowd a page with too much material.

### 4. CLASSES OF MEMBERS

For purposes of judging, scrapbooks entered in competition shall be judged under one separate category.

### 5. SCORING AND AWARDS

There will be three judges for the scrapbook competition who will review each book and determine the percentages for completeness, neatness, and binding, up to the maximum percentage for each category. The book with the highest average score from all three judges will receive a cash award of \$35 and a first place ribbon. Second place, third place, and fourth place ribbons will be presented. Each historian who enters a scrapbook in competition will receive a Certificate of Participation. Those associations who compete in the history book contest cannot compete in the scrapbook contest during the same year.

Each attendee at the Annual Conference may cast one vote for their favorite history book (no matter what classification) and one vote for their favorite scrapbook.

## **ADVERTISING**

In order to cut down on the cost of producing and mailing, many associations run advertisements in their bulletins. The function of obtaining advertisements can be handled by the bulletin editor or a separate advertising chairman may be appointed to do the work. The board should determine the cost for advertising for small business card size, quarter, half or full page ads. It is important to keep an accurate record of payments and the length of time ads are to run. Delinquent advertisers should be sent past due reminders. If they do not remit the outstanding balances within a reasonable amount of time, and if they continue to be delinquent, the ads should be pulled.

If an association permits vendors to exhibit at meetings, the advertising chairman can be involved in soliciting prospective exhibitors. The board should determine the costs for the exhibition space.

When a local association hosts an LSI conference, this chairman can assist the Annual Conference Chairman in getting exhibitors and advertising for the program.

## **AUDIT**

The audit committee usually consists of three people and is appointed by the president at least 60 days, and preferably 90 days, prior to April 30, the end of the fiscal year. The chairman should be a member with a background in bookkeeping or accounting.

Some audit committees only spot-check the treasurer's books, while others do a complete audit, matching vouchers against checks. The type of audit will depend mainly on the size of the association's treasury. A short form audit report example is included in Brass Tacks; however, you may consider reaching out to the other associations for examples of more comprehensive audit checklists and reporting forms.

If appointed well in advance of the end of the fiscal year, the audit committee is able to check practically all but the last month's disbursements and receipts before the books are turned over to the incoming treasurer.

The report should be given at the earliest possible meeting of the new administration or may be published in the bulletin. A copy should be furnished to the president, the treasurer, and the recording secretary and attached to the minutes of the meeting at which it is given.

## **BENEFITS**

### **Credit Unions:**

All members of LSI, together with unmarried dependents, or other family members living under the same roof, are eligible to join.

### **Services:**

Online 24-hour anytime banking with free BillPay, TouchTeller telephone banking, and a surcharge-free ATM network with over 28,000 CO-OP ATMs nationwide remain at members' disposal.

### **Auto Loans:**

- Discounts for Automatic Payments and Direct Deposit/Payroll Deduction
- Annual Skip-a-Pay (restrictions may apply).

### **Mortgage Loans:**

- Fixed and adjustable rates
- Low down payment options
- Automatic payments
- Home Equity Loans and Lines of Credit.

Anything of real value can be financed through the credit union and the loan application is confidential. Available are unsecured loans, share secured loans, auto/truck loans, real estate loans, and loans to purchase mobile homes or recreational vehicles.

For further information on credit unions contact the following:

L.A. Financial Federal Credit Union – [www.lafinancial.org](http://www.lafinancial.org)

Provident Credit Union – [www.providentcu.org](http://www.providentcu.org)

## Insurance

Insurance is something that people are reluctant to buy, but are glad to have when needed. Insurance programs available to members only currently consist of major medical, dental, income retirement and cancer policies, to name a few. Encourage your members through your bulletin and verbally at meetings to enroll. Make sure they are aware of the benefits of each type of policy. Ensure that prospects have all the necessary application forms, brochures, etc. For additional information contact the following providers at:

Capital investment Advisers – [www.ciadvisers.com](http://www.ciadvisers.com)

David White & Associates – [rgonzales@dwassociates.com](mailto:rgonzales@dwassociates.com)

Athletes Business Consultants – [jory@athletesbiz.com](mailto:jory@athletesbiz.com)

Legacy Wealth Management – [Daniel@legacywealthmanagement.biz](mailto:Daniel@legacywealthmanagement.biz)

Members of Legal Secretaries, Incorporated are offered certain educational benefits (seminars, publications) through Continuing Education of the Bar at a reduced cost. For more information, visit <http://ceb.com/LSI/>.

Working Advantage: Members of LSI can receive discounts on movie tickets, theme parks, apparel, plays and more. Working Advantage provides promotional material to Corporate Office, who then forwards the information to local associations. For more information contact: [www.workingadvantage.com](http://www.workingadvantage.com).

Miscellaneous Benefits: Contact the Marketing Coordinator of the LSI Marketing Committee for information concerning Hertz Corporation or visit: [www.hertz.com](http://www.hertz.com)

## **BOSSES NIGHT/BOSSES DAY**

Some associations schedule a Bosses Night or Bosses Day as an annual event. It may be held on a regular monthly meeting night or a Friday or Saturday evening. As chairman, you will work with several other existing chairmen--press, program, etc. -- or you may wish to appoint special sub-chairmen.

Entertainment may be provided ranging from an interesting speaker to a skit presented by members or attorneys. In planning the program, keep in mind at all times material that would appeal to attorneys as well as secretaries. This is your night to honor the attorneys.

Well in advance of the event: (1) select the meeting place and plan the menu; (2) prepare news releases and deliver them to the press chairman early enough so that an article may be submitted to the local bar bulletin, and (3) have invitations printed and issued. To avoid handling money at the door, request prepaid reservations.

Often the legal newspapers will send a photographer and/or reporter to cover the event. If you hire a photographer, his fee should be agreed upon in advance.

Consider inviting the president of the local bar association to give a few words of greeting or the invocation. Boutonnieres may be furnished to the male guest of honor and a corsage to your president and female dignitaries present.

If a Boss-of-the-Year contest is held, the outgoing boss of the year may serve as master of ceremonies. Invite the judges nominated for the Boss-of-the-Year contest. Announcement of the Boss of the Year should be the climax of the evening. The letter of recommendation is read before the winner is announced and introduced

The Boss of the Year may be selected by one of the following methods:

1. Secret letter of recommendation written by a member about the boss, omitting mention of names. If not previously determined, your committee establishes the current rules for nominations and judging, including percentage guidelines for scoring. Points covered by a letter or nomination include the boss's attitude to the secretary as a person and as a legal secretary, and the legal secretary's impression of the boss's professional conduct, relationship with clients, and participation in legal secretarial and community

2. Set an entry deadline well in advance of the event and stick to it! It is strongly recommended that names of the judges be withheld from all but members of your committee until the award. All but the winning letter should be destroyed by the contest judges after presentation of the award.

3. Drawing from names of bosses presented by members. If present, the winner may be introduced by the outgoing boss of the year.

4. Other method devised by your committee.

### **BULLETIN EDITOR**

The bulletin is the direct line of communication to the members. Circulation of the bulletin to legal secretaries who are not members fosters interest and may be an excellent way to recruit new members. Bulletins vary widely from beautifully printed publications to extremely simple reproduced sheets. Also bulletins may be e-mailed to the members of the association and/or available for downloading from the association's website.

Ideally, the bulletin should be distributed monthly, by mail if possible, in advance of the next meeting, since it is the means by which members receive information as to time

and place of meetings. Include name and telephone number of reservations chairman, cost, and deadline for reservations.

It may contain reports of the president and those officers and chairmen who wish to advise the members of their activities and of inter-association events. Notice of proposed changes to the bylaws may be included.

Other suggestions are a legal procedure column, news relative to members, personality profiles of members, and LSI information. This is also a good method of advising members of roster changes.

Furnish your local historian with extra copies of the bulletin for the local history book.

It is good practice to send copies each month to LSI officers, as well as to neighboring associations. Also send to groups or individuals who have taken a particular interest in the association, after first obtaining board permission.

Set a deadline for the submission of articles. Remember to allow ample time for preparing, printing, and circulation.

### **BULLETIN COMPETITION**

The LSI Bulletin Contest is announced annually. The rules governing entries in the contest are distributed to the associations by the Editor of The Legal Secretary. Rules will include guidelines for your publication, required identification, size, and judging percentages. If your bulletin is to be entered, keep in mind the following:

Continuity: Each issue should contain standard articles such as announcements of future meetings, reports and digests of previous meetings, educational material, personal news about members, sketches of members, editorial messages, and advertisements. These should appear in the same sequence in each issue, but not necessarily as listed here.

General Appearance: The cover should be eye-catching and interesting and should identify the bulletin at a glance. Illustrations enhance the reading, but should not interfere with legibility. The bulletin should be securely fastened to prevent it from coming apart. Advertising, if used, should be neat and in keeping with the style of the bulletin.

General Content: Material printed should be based on value to members. It should be factual and from a reliable source. Correct spelling, punctuation, grammar, and word division are essential, as is the avoidance of strikeouts. Always secure permission to reprint copyrighted material before using it and be sure to credit the source.

Local and LSI Information: Bulletins should contain concise but informative reports of activities and meetings for the benefit of those unable to attend. LSI activities should be reported in the local bulletin if published more often than The Legal Secretary.

Educational Information: Each issue should contain at least one educational article which could include material contributed by attorneys or judges.

Format and Art: The bulletin should be easy to read and attractive. Use drawings to highlight an article or announcement and create a more interesting page, keeping the sketches and artwork neat, topical, and in good taste.

Civic and Community Material: Include information concerning your association's participation in civic and community activities.

Bulletin Names: Because some local associations have copyrighted their bulletin names, check with the Editor of The Legal Secretary for approval of bulletin names being published for the first time or any change in bulletin name.

Awards: Cash awards and/or appropriately inscribed ribbons are presented at the LSI Annual Conference.

### **CALIFORNIA CERTIFIED LEGAL SECRETARY (CCLS®)**

Encourage eligible members to take the California Certified Legal Secretary examination, assist in their preparation for the examination, encourage them to submit an application in accordance with the deadlines and procedures set forth below and report on local CCLS activities by responding to quarterly directives sent out by the LSI CCLS Chairman. Application forms and brochures may be obtained from the LSI Corporate Office. Chairmen should be familiar with CCLS Certifying Board Operating Rules and Recertification Standards Rules available from LSI Corporate Office. The Recertification Standards Rules are also available on the LSI website: [www.lsi.org](http://www.lsi.org).

#### **Assist Members in Preparation**

Your association may wish to hold a study group. A group may consist of two or more members gathered together to prepare for the examination. Contact the LSI CCLS Chairman for assistance in coordination, format and suggested study materials. The CCLS Study Kit is available from LSI Corporate Office.

Your association may wish to sponsor a CCLS seminar. A seminar may be an inter-association activity, at which time the LSI CCLS mock examination is administered and graded. Contact the LSI CCLS Chairman for assistance in coordination and publicity. The CCLS Study Guide (previously called the "CCLS Mock") is available from LSI Corporate Office.

If your association does not wish to hold a study group or sponsor a seminar, encourage members to attend those presented by neighboring associations. Keep your legal secretarial training chairman advised of all CCLS study groups and seminars in the immediate area.

## Application Deadlines and Procedures

Applications for examinations must be received by the Certifying Board of the California Certified Legal Secretary Program on or before:

60 days prior to the March examination

60 days prior to the October examination

An applicant must be a member in good standing of Legal Secretaries, Incorporated, or file a non-member application. All applicants must have a minimum of two years' experience as a legal secretary (which means working directly with an attorney).

Applications must be accompanied by the required fee in the form of a check or money order made payable to Legal Secretaries, Incorporated.

Testing centers have been established in Southern California and Northern California. Applicants must select one of these centers by indicating their preference on the application form. Retakes may be taken for a fee of \$55 for LSI members and \$65 for non-LSI members.

Recertification is required of all certified members every three years. Satisfactorily completing a minimum of 15 hours of continuing education through LSI-approved seminars or accredited college courses directly related to the examination and the payment of a \$20 recertification fee will satisfy the requirement.

## **CAREER PROMOTION/SCHOLARSHIP**

### Career Promotion

The purpose of this chairmanship is to promote the legal secretarial career to those interested in becoming legal secretaries. It is also the intention of this chairman to promote enthusiasm and continued interest to those remaining in this career.

It is the responsibility of this chairman to present programs on the legal secretarial career to students at local high schools, colleges, business schools, and any re-entry programs. Available from the LSI Corporate Office (at no cost) is a career promotion brochure.

It is also the responsibility of this chairman to help promote the career of the legal secretary; i.e., aiding the California Certified Legal Secretary Chairman in promoting the examination, aiding the Seminar/Training Chairman to inform members about continuing education seminars (both LSI sponsored and community sponsored), and creating and maintaining enthusiasm among legal secretaries.

### Scholarship

The Plan of Administration of the EULA MAE JETT SCHOLARSHIP PROGRAM is adopted annually by the LSI Board of Governors. There are various categories for

graduating high school students, college students, and re-entry students. Applications must be submitted to the LSI Scholarship Chairman by April 1. The applications are judged by impartial judges, and the winners are announced at the Annual Conference in May. Payments are made to winners at the commencement of school sessions upon proof of enrollment to the LSI Scholarship Chairman. All information regarding the scholarships, eligibility of applicants, and related application forms are sent to you by the LSI Scholarship Chairman.

If your association decides to award one or more scholarships on the local level, reference to the above-mentioned plan will assist you in preparing your own requirements. You may even want to adapt the LSI Plan and related application forms for your local scholarships.

It is suggested that the local scholarship chairman consult with the scholarship counselor at each school in your local area; i.e., high school, business school, college, etc., prior to submitting the application for scholarship forms. In order for students to be eligible, they should show a desire to continue their education in the legal field. Academic achievement and financial need should also be taken into consideration.

Finances available will govern the amount and number of scholarships awarded by your association. Keep in mind that a little financial assistance to a student seeking further education is better than none at all. You might want to budget for scholarships from your general fund, or you might prefer to have special fund-raising projects earmarked for scholarships.

Even if your association cannot afford to award a scholarship, eligible students may be entered in the LSI Scholarship Program.

### **CHAPTER ACHIEVEMENT CONTEST**

The purpose of this contest is to provide interest in and motivation for participation in LSI-sponsored programs and activities.

The chapter achievement chairman may be specially appointed or the governor may assume these duties. Soon after the beginning of the fiscal year, the LSI Vice President sends out the entry form and rules. It is advisable to publish this form in your bulletin so that every member is aware of its contents. .

In order to keep an accurate record, at each membership and board meeting all points earned should be recorded, rather than leaving the tallying to be done all at once just before the deadline date.

### **CHARITABLE AND SPECIAL PROJECTS**

Your association may select a charitable project such as sponsoring a needy family, aiding a charitable organization by contributions of services or money, donating a legal publication of LSI to a school library, etc.

At the beginning of each year, recommendations for charitable or other special projects should be presented to the membership for vote.

### **DAY IN COURT**

In October 1973, President Richard M. Nixon proclaimed the second full week of every October as "Court Observance Week." However, your association may find it more convenient to hold a day in court event at another time. The convenience of the court may be the determining factor as to the date. This program is beneficial because it promotes a better understanding of the judicial system for your members and the general public.

Confer with your president to select suitable dates for the observance of Day in Court. Next, request permission of the presiding judge and/or clerk of the court to hold Day in Court and confirm the date and time. Then choose your committee. It may be helpful to include the membership, program, and press chairmen on your committee. Enlist help of any members who work in the courthouse.

Promote the Event: After the date is confirmed with the presiding judge, obtain a proclamation from the mayor to the effect that the reasons for the observance include providing an opportunity for all legal secretaries to attend court. This proclamation may be published in local newspapers. Have the press chairman arrange a picture of the Day in Court chairman witnessing the mayor signing the proclamation. The press chairman should attempt to obtain substantial news coverage. News articles should be prepared two weeks prior to the Day in Court and worded appropriately for release the day immediately preceding the event. Points to cover in the releases are: (a) the date proclaimed by the mayor; (b) the purpose; i.e., to give all legal secretaries (members or not) an opportunity to attend court under judicial auspices to observe court proceedings first hand; (c) all attorneys and law departments are urged to permit their secretaries to attend part, if not all, of the sessions; (d) the name of the presiding judge; (e) when and where annual Day in Court was first established; (f) the number of years your association has observed Day in Court; and (g) your name as chairman and the name of your association and your president. If you observe Administrative Assistants Week all news coverage may be combined and releases sent to radio and/or television stations with a request that they be read during newscasts.

A letter or flyer should be sent by you or the membership chairman to all attorneys and their secretaries announcing an invitation to all secretaries, members, and nonmembers to attend and become better acquainted with the judicial system. If this is too costly, you may accomplish your aim by including an article in your monthly bulletin and distributing it to all law offices employing nonmembers. Letters from local judges (particularly the presiding judge) are very instrumental in endorsing the program and urging attorneys to permit their secretaries to attend. Approach the local bar president for approval of the program in his/her regular monthly message to the bar.

Send a memo or letter to each judge, advising that groups of legal secretaries, including nonmembers and students, are planning to visit his/her department, and requesting recognition and welcome by the judge.

As mentioned, the primary purpose of Day in Court is to acquaint legal secretaries with the functions of the court and all its departments, and the best way to achieve this is with courthouse tours and attendance at trials. If possible, arrange to have tours conducted by knowledgeable personnel.

Registration: The courthouse lobby is the best location. Obtain permission and subsequent cooperation of all department heads involved. Coffee and refreshments may be served during the day in an available room. Each registrant receives a program that might include a list of cases (which naturally are subject to change) to be heard in various courtrooms, a map of the courtroom locations, an outline of the judicial system of your country, and a brochure or flyer describing the advantage of membership in a legal secretaries association. Keep the registration desk open most of the day to accommodate late arrivals.

After Registration: Assemble at a specified time in the courtroom of the presiding judge. You may conduct a brief orientation session. The presiding judge may acknowledge the presence of the legal secretaries and extend a welcome. Late arrivals should proceed to the next stage of the program rather than interrupt. Discretion and decorum should be practiced at all times. If convenient, the presiding judge might demonstrate how a jury is impaneled and/or describe some phase of court procedure.

One person should be selected to inform each court bailiff upon the group's arrival in the courtroom. The bailiff, in turn, will advise the judge so that their presence may be acknowledged.

Visitation at Trials: The list of the various types of trials calendared for the day enables each registrant to attend the trial or trials preferred. Of course, the calendar varies because of settlements, continuances, etc.

Tour of the Jail: Verify with the person in charge of the jail that a tour is available and schedule for convenient hours.

Courthouse Tours: First check availability with the county clerk and try to include on the tour the probate department, records room, civil and criminal departments, county clerk's office, county recorder's office, probation office, jury assembly room, coroner's office, district attorney's office, county counsel's office, and the law library.

Mock Trial: Another interesting feature of Day in Court is a mock trial. You may be able to obtain assistance from the local bar association. Scripts for Day in Court mock trials are available from the LSI Day in Court Chairman.

Optional: If you plan a luncheon, your guest list might include the mayor, presiding judge, news media representatives, presidents of local, county and/or state bar associations, etc.

At the conclusion of the Day in Court, send a report to the LSI Day in Court Chairman as soon as possible. Include copies of all news releases and as many details as possible. Send a copy of your report with photographs (glossy black-and-white, 5 x 7 or 8 x 10) to the Editor of *The Legal Secretary*.

Videotaping your Day in Court activity is encouraged. For additional Chapter Achievement points, submit a copy of your video to the LSI Day in Court Chairman. If interested in obtaining a copy of a Day in Court video contact the LSI Day in Court Chairman.

If you find it impossible to observe Day in Court in your city on a weekday when court is in regular session, try to arrange for a Saturday or a Night in Court, visit trials in progress, or tour law enforcement centers.

Remember: This event offers each association an opportunity to promote the legal system, LSI, and your local association.

### **EMPLOYMENT**

Stress to the membership that an association's employment service is primarily (and in some associations only) for the use of members. Announce in your bulletin that this gratis service is available. Work with your bar liaison chairman to be sure that the bar association is informed of this service and the attorneys know how to contact you. Information concerning firms looking for employees and individuals seeking employment should be maintained with the highest degree of confidentiality.

Keep a file of applications for employment including name, address, phone number, whether full-time or part-time employment is sought, and when available.

Maintain a file of attorneys who contact you, their requirements for a legal secretary or other pertinent data such as type of practice, etc.

Remember that the employment chairman of a neighboring association may be able to assist.

Invite nonmembers who contact you to attend the meetings of your association. This is a good way to become acquainted with potential members.

This chairmanship is on the local level only--there is no LSI counterpart.

### **INTER-ASSOCIATION**

The inter-association chairman's responsibility is to plan and coordinate any activity or function with a neighboring association or associations. It is important to plan this event well in advance. In order to do this, the association chairman must first meet with their local association's president to determine what months have not already been scheduled for speakers. When it has been determined what month would be suitable for an inter-association meeting, you should contact the neighboring association's chairman to see if that month is also open for that association and if they would be willing to hold an inter-association meeting.

Start publicizing the inter-association meeting well in advance in your bulletin. Determine a location that is easily accessible to both associations. Divide the duties

between the inter-association chairmen, i.e., one association will arrange for the location and the other would obtain the speaker for the event. Determine who will arrange for the centerpieces, door prizes, etc.

The inter-association chairman should also try to visit other local associations whenever possible. Some associations will allow the inter-association chairman to obtain reimbursement for any cost involved in visiting another association's meeting or function. Advise your board and members of any forthcoming events. An inter-association calendar is prepared by the LSI Executive Advisor. It is distributed at each quarterly conference, and is posted on the LSI website. You should obtain this calendar from your governor as soon as possible so you can become aware of the other inter-association meetings that may be taking place in your area.

Suggestions for inter-association events might be: Day in Court, fashion shows, luncheons, training classes or seminars.

Whenever possible, the inter-association chairman should visit organizations of other professionals in your community to promote good fellowship and encourage the exchange of ideas for the advancement of your association's members.

As a courtesy, you might want to send the president or governor of another association any newspaper article (together with banner line) you find about that association.

When you have determined from the LSI inter-association calendar that a neighboring association is holding a special event such as an educational seminar, training class or special function, you should give that information to your bulletin editor to place in the bulletin. This will allow members of your association to take part in a neighboring association's event and thereby obtain Chapter Achievement points for your association.

Remember to send event flyers or information regarding your events to LSI's Social Media chair for posting on LSI's website.

## **LEGAL PROCEDURE**

Your duties include:

1. Keeping members consistently informed of current court forms, fee schedules, court rules and procedures, and changes in the law affecting legal secretarial procedures.
2. Assisting and encouraging members to develop specific techniques and office procedures regarding checklists, filing systems, tickler systems, and calendar systems which increase efficiency and productivity and decrease wasted time and effort in performing day-to-day tasks.
3. Soliciting the procedural information described above from members and disseminating the same to the membership through monthly bulletin articles and programs at membership meetings.

4. Ensuring the LSI Chairman receives your association's monthly bulletin so that legal procedure articles may be incorporated into that Chairman's quarterly reports for dissemination to all local legal procedure chairmen.

5. Responding to all quarterly directives of the LSI Chairman and distributing the information contained in the LSI Chairman's quarterly reports to members.

6. Any and all other duties which the local chairman deems necessary and appropriate to enhance and refine the procedural skills of legal secretaries.

### **LEGAL SECRETARIAL TRAINING**

Your chairmanship encompasses training classes for all stages of education (beginning, intermediate, and advanced) and single subject educational seminars, whether you are planning an 18-week semester or a one-day workshop.

Putting together training classes and/or educational seminars takes coordination of effort for publicity, speaker/instructors, and location. Guidelines for Preparation of a Legal Educational Program is available for purchase at LSI Corporate Office, and provides information for putting on seminars and training classes. Guidelines for Preparation of a Legal Educational Program, also includes the MCLE provider rules and other important information to assist you in arranging a seminar or training program. Further information concerning these guidelines can be obtained from the LSI Legal Secretarial Training/Seminar Chairman, or the LSI Educational Program Coordinator.

Don't try to do it all by yourself; form a committee to help with planning your educational event and don't be afraid to delegate. Work closely with your press and membership chairmen so that the event will not only educate, but will reap new members for your local association.

LSI is an MCLE provider and as such local associations may provide MCLE credit during their educational programs. It is imperative that you obtain the current LSI guidelines for presenting an MCLE program prior to advertising the program and adhere to the guidelines indicated. Not adhering to the guidelines could jeopardize LSI's MCLE provider status.

CCLS credit is also available through local association educational programs and may be advertised as such.

It is important to offer the type of class or seminar which best fills the needs of your local legal community for it to be most successful. Find out what your community wants in the way of legal education, either formally or informally.

Select the instructor(s)/speaker(s) you will need. You might consider local attorneys, judges, law school professors, mayor, sheriff, county clerk, district attorney, escrow officer, and last but not least, your own experienced members.

If your course is to be sponsored by a school or college, the instructor must have California State credentials, application for which may be obtained from the local college.

If you decide to charge a fee, it should cover the cost of photocopying expenses, room rental, coffee breaks and luncheons, if provided, and gifts or honoraria to guest speakers and instructors. The cost of the text can also be included, if you so desire.

Once a speaker has been obtained, the location should be considered. When selecting a location, consider the following factors: charge, public transit access, parking, personal safety, central location, availability of audio-visual equipment, and room size. Facilities to be considered include hotel meeting/banquet rooms, courthouses, courtrooms, community colleges, bar association offices, courthouse lunchrooms, savings and loan conference rooms, adult school facilities, shopping mall conference rooms, public libraries, county law libraries, large law office libraries, community centers, and church halls. It is a good idea to have signs directing students/trainees from the parking lot or entrance to the classroom.

The Law Office Procedures Manual, published by The Rutter Group for LSI has been specifically designed for use by legal training instructors and students. It is available in binder form so that updated information can be easily inserted and students can include handouts and notes in the binder. Texts should be ordered well in advance so they will arrive prior to the first class session. To further assist you, the Law Office Procedures Manual Instructor's Guide contains information on how to set up a course or seminar and examinations for use in conjunction with the Law Office Procedures Manual and is available through LSI Corporate Office.

An investment of time in advertising your educational event will yield greater success. Flyers can include information such as date, location, time, duration, subject matter, whether a certificate of completion and/or college credit will be awarded, and cost. (Certificates of Completion are available from the Legal Secretarial Training Chairman. You will need to allow sufficient time for mailing.) Press releases and/or flyers should be provided to your press chairman well in advance for distribution to local bar bulletins, radio and television stations, court calendars, newspapers, community calendars, all law offices and high schools, employment offices, colleges, nearby associations and newspapers, and posted on local community calendars and bulletin boards at city hall, court houses and other public officers.

Your class or workshop is an excellent recruiting tool. Take advantage of the captive audience. Have LSI membership brochures available and invite your membership chairman to speak to the students/trainees about membership. Your text and handouts from local courthouses and title companies should also be available. Invite those who are not members to your local monthly meeting and present their certificates of completion to them at that time.

Don't be discouraged by seemingly low attendance. If you help twenty people know, understand, and enjoy their job as legal secretaries, you accomplish a great deal for the legal community. Focus on quality, not quantity.

Also available through LSI Corporate Office is the Legal Secretary's Reference Guide which gives invaluable information and would be a good syllabus for a Beginning Legal Secretary seminar.

## **MEMBERSHIP**

This chairmanship is usually held by the (first) vice president. In essence, you recruit new members and are instrumental in retaining those currently on your roster. Have on hand a supply of the LSI brochure or flyer which sets forth advantages of membership, etc. The brochure can be obtained from the LSI Corporate Office.

Send notices of your meetings to law firms where there are presently no members (check roster) and ask that they be posted on their bulletin boards or given to the secretaries. Write, telephone, e-mail or personally call prospective members to inform them about the association's purposes and activities, when and where meetings are held, etc. Keep them advised of future meetings and encourage them to attend. Conduct membership drives, contests or special membership luncheons to recruit new members. As a suggestion for one of your meetings, announce that each member is to bring a prospective member.

Keep in touch with members who have been absent and urge them to be more active. Send a post card to the member who has not attended a meeting in a while to let them know you are still thinking about them and that they are important.

Work closely with the reservations chairman to keep a list of guests in order to monitor the number of meetings and functions attended by prospective members. One suggestion would be to provide the reservation chairman with a different color badge for your prospective members or guests so they are easily spotted by the members.

A quick overview of steps to consider in processing membership applications:

1. When eligible, give membership application
2. Know bylaw requirements for membership
3. Check membership application for accuracy
4. Accept payment of dues
5. Obtain board and/or membership approval
6. Give dues and application card to treasurer
7. Obtain new member packet, pin, copy of local bylaws, and roster
8. Initiate member as promptly as possible
9. Give president and bulletin editor the name and address of new member
10. Suggest sponsor act as "buddy" to new member
11. Get new member involved
12. Contact members who have not attended a meeting recently via phone.

Membership applications may be obtained from the LSI Corporate Office or the LSI website. Read contents carefully so that you will know what is required; in addition, know your bylaw requirements relating to membership. When you receive a completed application, check it for accuracy and be sure payment for dues is attached and all required signatures affixed. Present the application for consideration of your board

and/or membership in accordance with your association bylaws. After applicant has been finally accepted, give the application and the check for dues to the treasurer, who maintains a permanent alphabetical card index file. This file transfers from treasurer to treasurer, with additions as new members are initiated and deletions when members transfer to another association, resign, or cease paying dues.

Give information regarding new members to those who will need it; e.g., president, bulletin editor for publication, etc.

Initiation of new members should follow as promptly as possible, either at the same meeting at which the applicant has been accepted or the following meeting. Be sure the applicant and sponsor are notified that the applicant has been accepted, if not present at the time, and when the initiation ceremony will take place. You will participate in the ceremony. Have LSI (and some associations have local) membership cards and packets and copy of bylaws available to present. Needless to say, if rejected, the applicant must be so informed, although it is not necessary to give reasons.

Arrange with sponsor to meet the new member at the meeting and see that the new member is introduced to others and made to feel welcome. Include the newcomer in your conversation with others. Probably the complaint most often heard from the newer members is that they feel like outsiders and that no one takes the time to talk to them. Don't let this happen in your association.

## MEMBERSHIP CLASSIFICATIONS

LSI recognizes four classes of membership: active, honorary, member-at-large, and life, with a membership card for each. However, by its bylaws, your association may establish other types of membership. For instance, some associations provide for an associate membership to students planning to enter the legal secretarial field; dues may be reduced for associate membership, which carries no voting or office-holding privileges, but LSI per capita taxes must be paid in full.

Membership-at-Large may be granted only by LSI as set forth in LSI's Bylaws. Some associations bestow life memberships with voting and office-holding privileges and may waive local dues for this membership category, although full per capita taxes must be paid to LSI.

Active: Active members are those who fulfill membership requirements, have paid per capita taxes, and have the privilege of voting and holding elective office.

Honorary: Keep in mind that honorary memberships should not be handed out casually. If they are, they tend to lose their value.

These should be awarded only to persons who have rendered some special service to the association. No per capita taxes or local dues are charged, and the person does not have the right to vote, hold office, or take advantage of any benefits available (i.e., insurance, credit union, etc.) to members in other categories. The length of time this membership is effective is within the discretion of the local association. It may be effective for only one year or for the lifetime of the honorary member.

Honorary membership cards are obtained from the LSI Treasurer at any time, but only issued once, rather than annually. Allow ample time for delivery as they must be signed by the LSI President. You need not advise for whom the membership is requested.

### INITIATION CEREMONY

NOTE: Use of this exact wording is not necessary. The initiating officer, usually the membership chairman, may make her own comments. However, the new member must subscribe to the Code of Ethics.

"In accepting membership in this association, you and each of you, become a member of LEGAL SECRETARIES, INCORPORATED. Your membership entails certain obligations of fidelity and cooperation and allegiance to the Code of Ethics which I shall now read to you.

[Read Code of Ethics]

"Will each of you please raise your right hand and repeat after me the following oath:

I do hereby promise and agree to be bound by the Code of Ethics of LEGAL SECRETARIES, INCORPORATED.

Will each of you please step forward as your name is called to accept your membership packet which contains your membership card and copy of bylaws.

It is a pleasure to welcome you into membership of this association and that of LEGAL SECRETARIES, INCORPORATED."

### NOMINATIONS AND ELECTIONS

Your bylaws govern the number, time, and method of selection of your committee members. You seek nominees for local office, as well as for LSI delegates, and obtain their consent to such nomination. At least two months before election, you may issue a request for nominations on a form supplied to each active member. Check local bylaws for eligibility for holding any one particular office.

IMPORTANT: At the election meeting immediately preceding elections, the membership should be advised that only active members present and in good standing may nominate or vote.

A single ballot listing all offices and the nominees therefore, with space for entering any nominations from the floor for each office, is the most efficient method of handling an election. However, if separate ballots are provided for each office, then voting proceeds, beginning with the office of president down the slate, allowing for nominations from the floor for each office.

The presiding officer at the election meeting appoints tellers to distribute, collect, and count the ballots and prepare a written report of the balloting. The result of a ballot vote is always declared by the presiding officer, never by a teller.

After completion of an election, if there is no possibility that the assembly will order a recount, the ballots may be ordered to be destroyed, or filed for a certain length of time with the secretary before being destroyed.

## **PRESS**

You are responsible for preparing and issuing news releases to the news media (newspapers, television and radio) in your area in connection with meetings and other activities of your association, with the approval of your president. Maintain close contact with your governor who is a good source of newsworthy items. Remember: Who, What, When, Where, Why and How Much.

Releases concerning LSI must be approved by the LSI President before submission to the media. However, if the suggested press release sent by LSI is used, no prior approval is necessary, nor is it necessary if material from any LSI-printed flyer is used. Releases covering statewide events are handled by LSI, who may forward a copy of the release to you for publication in your community. Be sure to personalize those releases by adding the names of your members attending or participating in the event.

A sample setup for a press release is given below. Some newspapers prefer that information be submitted on forms supplied by them; so check before composing your own releases and conform to requirements of the various papers. Otherwise, it is recommended that material be submitted double-spaced on your association letterhead. Be sure to identify your release with your name, address, and telephone number.

Indicate date submitted and release date. Many papers will not accept anything older than two weeks; so report while it is still news. It is preferable to give newspapers advance notice of your events. Check with the newspapers in your area to determine their requirements. According to modern newspaper usage, the businesswoman's own first name is used (not her husband's), and the designation "Ms." has become increasingly acceptable.

A professional photographer should take photographs for special releases. Given sufficient notice the newspapers will often provide a photographer. Otherwise, you must furnish the photographs, which should be glossy black and white, 5 x 7 or 8 x 10.

Delegate a member of your committee with the responsibility of clipping articles published. Submit two copies (be sure to include banner line and dateline) to your local historian.

Accuracy is of the utmost importance. Be sure names are spelled correctly. Be brief--the shorter and more concise the news items, the better its chances of use.

### Other Suggestions:

1. Use the radio stations in your area. Check with them regarding their requirements for public service announcements.
2. Don't forget to send releases for publication in your local bar bulletin.
3. If the release you submit prior to an event is not published, send a follow-up release after the event describing what happened.
4. Talk with the previous press chairman. That chairman may have information and helpful hints that won't appear in your file.

### Special Public Relations:

Your assignment is not confined to the media mentioned above; there are other means of accomplishing your job.

1. Public relations also concerns the impression your association makes with those it comes in contact with. Members of your association, for instance, may be invited to address other groups and organizations. Make it a point to supply these ambassadors from your association with the latest information about your association and LSI.
2. You may wish to stimulate the ambassadorial possibilities of your association by developing ways to make your members who are good public speakers available to other organizations and schools.
3. Conversely, public relations is equally important in the impression your association makes upon those who visit the association. This impression begins with the external contact--meeting place, conduct of meeting, etc., and extends through the personal touch--how are the visitors received and are they properly welcomed and introduced.

## SAMPLE NEWS RELEASE

(Letterhead)

FOR IMMEDIATE RELEASE  
Or RELEASE DATE \_\_\_\_\_

Name  
Press Chairman  
Address (including city and zip code)  
Telephone Number

The \_\_\_\_\_ Legal Secretaries/Legal Professionals Association will hold its monthly meeting on \_\_\_\_\_ (day of week), \_\_\_\_\_ (month and date), at the \_\_\_\_\_ restaurant, \_\_\_\_\_ (address), commencing at \_\_\_\_\_ p.m., preceded by a social hour. President \_\_\_\_\_ will chair the meeting.

The speaker for the evening will be \_\_\_\_\_ whose topic is \_\_\_\_\_.

(Any additional information desired may be included here such as initiation of new members, etc.)

Cost of dinner is \$\_\_\_\_\_ per person. Reservations should be made with \_\_\_\_\_ (name, address and telephone number).

## **PROFESSIONAL LIAISON**

Your job is to encourage good public relations with the bar association in your area.

If your local bar association is not too receptive, attempt to find ways to work with it. Impress the bar with LSI's professionalism in the California Certified Legal Secretary, legal education and legal secretarial training programs. Be cooperative. Offer assistance and service. Stress the Code of Ethics. Inform the attorneys--do not ignore them because they are reluctant to acknowledge your association.

1. Write congratulatory letters to newly appointed or elected judges and new officers of the bar association.
2. Ask your bar association to participate in your special events, such as mock trials, entertainment at Bosses Night, etc.
3. Contact the editor of the local bar association's periodical to request permission to, and do, submit articles for publication.
4. Work with the press chairman of your association and the bar on news releases.
5. Acquaint the bar association and your employers with LSI's professionalism and dedication to the legal profession.
6. Offer to help at special events, such as programs for newly-admitted attorneys, Continuing Education of the Bar, Law Day USA, seminars, etc.

Here is an opportunity to work with the bar association--make the most of it!

## **PROGRAMS**

It is your responsibility to obtain speakers and entertainment for meetings. Try to plan your programs for the entire year, securing board approval in advance, if possible or required. Contact LSI Programs Chairman (LSI Vice President) for any assistance.

Arrange special programs for Bosses Night, Christmas, and installation, unless special chairmen are appointed for those occasions.

Don't forget that one of the main purposes of an association is to further the education of its members. Obtain speakers from offices of the county clerk, marshal, district attorney, public defender, etc. Judges, accountants, probation officers, and title company officials are also good choices for speakers. Use imagination!

Contact the proposed speaker well in advance of the meeting. Confirm the engagement by letter (sample follows), setting forth date, place and time of the meeting, directions, and parking availability. Indicate the topic selected and time allotted. Advise when dinner will be served and extend an invitation for the social (networking) hour, if one is held. Some associations extend an invitation to the speaker's spouse. Request a

biography for publicity and introduction purposes. One week prior to the event, telephone to be sure the date is on the speaker's calendar.

After the meeting, be sure that a letter of appreciation is written either by you or the corresponding secretary.

Maintain a complete list of speakers, topics, and dates to pass on to your successor.

Be sure to respond to the quarterly directives of the LSI Programs Chairman (LSI Vice President).

**SAMPLE LETTER CONFIRMING  
ARRANGEMENTS WITH SPEAKER**

(Letterhead)

Name of Speaker

Address

Dear \_\_\_\_\_:

Thank you for accepting the invitation to speak at the meeting of our association to be held on (date), at the (restaurant, hotel), (name of room, etc.), (address). (An attendant will park your car.)

Dinner will be served at \_\_\_\_\_ p.m., but we would appreciate your joining us for our reception period prior thereto. You are scheduled to speak immediately following dinner, and we have allotted 30 minutes, including a question and answer period. You indicated your topic will be \_\_\_\_\_. We would appreciate receiving a short biographical resume and a black and white glossy photograph for introduction and publicity purposes.

We would be pleased to have you remain for our business meeting, but if you are pressed for time, feel free to leave after the conclusion of your presentation.

We expect to have approximately \_\_\_\_\_ in attendance and are looking forward to having you as our guest speaker.

Sincerely,

Program Chairman

Address

Telephone

cc: [local association president]

## **RESERVATIONS**

In some associations, all or a portion of the duties of this chairmanship are within the scope of the program chairman's responsibilities.

If your association does not have a regular meeting place, it is your duty to locate suitable restaurants (good food, reasonable prices, and a private banquet room apart from the main restaurant). Try to plan commitments for the entire year. Special events should be planned well in advance.

Tell the restaurant manager what price range the membership prefers, including tax and gratuity, and ask for a choice of menu. Remember that you will have guest speakers and/or special guests, and it is the association's obligation to provide their dinners. It is therefore suggested that an additional amount be added to the quoted amount (25 cents or 50 cents for a regular monthly meeting). On special occasions with extra guests add 50 cents to \$1.50 at the association's discretion. The price of decorations and flowers should also be considered, as well as estimated expenses of other chairmen.

Specify the need for an American flag, a lighted lectern and a microphone.

After the above arrangements have been made, write a letter to the restaurant, confirming time, date, menu, price, and whatever particular features you have requested. Send a copy to the president, program chairman, bulletin editor and any other officer or chairman who needs such information.

It is also your duty to receive reservations by telephone, e-mail or by mail; prepare a list of reservations in triplicate, indicating if paid; retain one list for checking attendance at the door, or give it to the treasurer if that is included in her duties; give one to the membership chairman for the purpose of noting the number of meetings attended by prospective members; and keep one for your files to help you estimate attendance at future meetings. Give the president the names of any special guests so they may be introduced.

Some restaurants will set up a portable bar at no extra charge so that the social hour may be held in the same room as the dinner, provided a guarantee is made to warrant it.

Some restaurants require a signed contract with a nominal deposit. Most restaurants require a guaranteed number of reservations a few days before the event, but often will not penalize you for a small percentage fewer or more than guaranteed. Be sure to check each restaurant's policies and be as careful as possible when giving the guaranteed number of reservations so that the association will not be out of pocket.

Some associations operate with a "Standing Reservation List" which includes the names of members who plan to attend regularly. The members must cancel their reservations if they do not plan to attend; otherwise they are responsible for the price of the dinner.

## SAMPLE LETTER FOR RESTAURANT CONFIRMATION

(Association Letterhead)

Name of Manager  
Name of Restaurant  
Street Address  
City, State, Zip Code

Dear \_\_\_\_\_,

This will confirm our arrangements for a dinner meeting at your restaurant (name, of room, if any) on (date).

Our social hour will commence at \_\_\_\_\_ p.m., and we understand that, at no extra charge, (if applicable) you will provide a bartender and set up a bar in the room. Dinner should be served at \_\_\_\_\_ p.m. The menu chosen was: \_\_\_\_\_, at \$\_\_\_\_\_ per person, including tax and gratuity.

We will require an American flag, a lighted lectern, and a microphone at the head table, which should be set for \_\_\_\_\_ persons.

I will call you on \_\_\_\_\_ and advise the number of reservations.

If the above information is in accordance with your understanding of the arrangements made, please sign the enclosed copy of this letter and return it in the stamped self-addressed envelope provided.

Sincerely,

Reservations Chairman  
Address  
Telephone

cc: President  
Program Chairman  
Bulletin Editor  
(Any other necessary)

(At bottom of enclosed copy of letter, type:)

Agreed to: \_\_\_\_\_

## **ROSTER (MEMBERSHIP)**

A membership roster may be prepared by any one of the following: treasurer, recording or corresponding secretary, membership chairman, or a specially appointed chairman.

NOTE: THIS MEMBERSHIP ROSTER IS FOR YOUR MEMBERSHIP ONLY. IT IS NOT TO BE CONFUSED WITH THE COMPUTER PRINTOUT OF THE ROSTER FOR TRANSMITTAL OF PER CAPITA TAXES TO LSI.

Rosters vary from simple reproduced sheets or printed notebook pages, to pictorial booklets. Pictorial rosters can be obtained at no cost from some printers whose only profits are realized from pictures that may be sold.

The roster should contain in alphabetical order, each member's name; home address (with zip code), telephone number, and e-mail; and employer's name, address (with zip code), telephone number, and e-mail (unless a member requests that any of this information be withheld from the roster). You may also provide birth dates, names of spouses, and date initiated. You may also want to provide a listing of past presidents, current officers and honorary members at the beginning of your roster.

Leave space for additions during the year. Publish in your bulletin or announce at your meetings any additions or changes.

Be sure that each member has a roster and that the membership chairman has a supply so that a copy may be given to each new member upon initiation.

## **SOCIAL MEDIA CHAIR**

This committee shall maintain and update the local association's website, and ensure all information is current and accurate.

## **WAYS AND MEANS**

An effective ways and means chairman must look beyond the association's own ranks for funds! Fundraising is a necessary evil, yet the activities to raise money can be constructive and worthwhile. With thought and careful preparation your association can gain friends and support through its fund-raising projects and have fun in the process.

Your committee's function is to meet the financial requirements not covered by the membership dues. Money is needed to support scholarship, charitable, and special projects; and to pay expenses of your governor's attendance at LSI meetings and your delegates' attendance at the LSI Annual Conference. If your association will set up a budget at the beginning of the fiscal year, every member will know approximately how much money will be required to be raised.

The ways and means projects that will bring the most to your association in terms of money and personal growth to each member will be the educational projects. There is material available for your association's use and the LSI Continuing Education Council

(CEC) is ready and willing to help. The CEC has various educational materials available to assist in such programs--just call upon this Council.

Other categories to be considered include sales, parties, and trips.

Remember to send event flyers or information regarding your events to LSI's Social Media chair for posting on LSI's website.

## **MISCELLANEOUS**

### **DELEGATES TO THE ANNUAL CONFERENCE**

The voting body at the LSI Annual Conference consists of duly-accredited delegates or alternate delegates--not more than three voting from each association, and only such accredited delegates and/or alternates acting in place of absent delegates may vote upon questions brought before the Annual Conference assembly.

**Term:** Delegates serve only for the duration of the Annual Conference (annual meeting in May), commencing with the official opening of the Annual Conference (following the close of the Pre-Annual Conference Board of Governors meeting of the fiscal year) and ending with the close of the Annual Conference. The location of the Annual Conference is determined by vote of the delegates at the annual meeting two years in advance.

**Election:** No more than three delegates and three alternate delegates are elected at least 30 days prior to the annual meeting. Their dues and all association per capita taxes must have been paid. Certification forms supplied by the LSI Executive Secretary must be properly executed and filed on behalf of the delegates and alternate delegates so elected. Your certification form should list delegates and alternates in the order they were elected, not alphabetically. The Registrar of Delegates will use the Certification form as the only authority for seating delegates and alternates. Local bylaws may provide that the governor serve as one of the delegates (this reduces delegate expense). The outgoing governor's voting power ends with the close of the fourth quarterly Board of Governors meeting prior to the Annual Conference (unless the governor is also a delegate). The incoming governor (or the governor pro tem) is your only voting representative after the close of the Annual Conference; i.e., beginning with the Post Annual Conference Board of Governors meeting held immediately after the Annual Conference.

Delegates and/or those alternates acting as delegates are seated together in a section apart from others in attendance. They are instructed to check in with the LSI Registrar of Delegates at a specified hour and thereafter must check in or out when entering or leaving the assembly room.

The privilege of the floor is granted to all active members, any one of whom may offer a motion, resolution, nomination, or second. No member is entitled to the floor until the member rises, addresses the chair, is recognized by the chair, and states his/her name and association.

Voting: Each delegate or seated alternate is entitled to one vote on each question submitted to the meeting. A majority of elected and certified delegates present constitutes a quorum. Proxy voting is not permitted. Members-at-Large who are present have no voting privileges. Uninstructed delegates may confer with others of their association present if they desire counsel in casting a vote, and for this purpose, one should rise, address the chair, be recognized, and request an intermission not to exceed ten minutes. Once the vote on the question has commenced, it should not be interrupted except to ask that the question be restated by the chair.

Report: It is recommended that delegates collaborate on the written or oral Annual Conference report to the association membership, either by one report prepared jointly or by individual reports from each delegate on a separate portion of the Annual Conference. This gives each "equal time" and opportunity of expression. The report should include all business that comes before the Annual Conference. A supplemental report on social activities may be given.

Expense: A delegate's expenses may include scrip ticket, mileage or other transportation by the most economical means, lodging, and per diem. The extent of reimbursement of such expenses should be determined before election so that each nominee for delegate is aware whether or not all or any part of such expenses will be paid by the association.

## LEGAL SPECIALIZATION SECTIONS

LSI offers several Legal Specialization Sections for the benefit of its members. In 1988, it started with Family Law, Law Office Administration, Civil Litigation, Probate/Estate Planning, and Real Estate. Later Business/Corporate and Criminal were added. Real Estate and Business/Corporate were then combined into a Transactional Law section. There are now six (6) Legal Specialization Sections, Family Law, Law Office Administration, Civil Litigation, Probate/Estate Planning, Criminal Law, and Transactional Law. Each section has a leader and there is a Legal Specialization Section Coordinator who oversees all sections.

The Legal Specialization Sections offer their members the opportunity to excel in their professional lives. Membership in the sections will enhance your knowledge with regard to the particular field of law you now work in on a daily basis or other fields of law that interest you. All six sections offer workshops at the three quarterly conferences held in August, November and February, as well as at the Annual Conference held in May. Additionally, the Family Law, Civil Litigation, Law Office Administration, Probate/Estate Planning, Criminal Law, and Transactional Law sections may offer seminars at the Fall Regional held in Northern California in September/October, and the Spring Regional held in Southern California in March/April. All of the workshops and seminars offer CCLSEs the opportunity to obtain credit toward recertification; they offer attorneys the opportunity to obtain MCLE credit; and they offer other LSI members the opportunity to obtain recognition from employers and local associations.

Membership in a section entitles the member to receive quarterly newsletters, a combined roster of all section members throughout the State, free admission to that

section's quarterly workshops, and a discount for attendance at the regional seminars. Any LSI member can become a member of one or more of the sections.

The sections were formed to provide an educational network for the members of LSI. There is a reduced membership fee for joining all sections at the same time, and dues are payable August first of each year (separate from the LSI membership dues that are due May first of each year).

## MARKETING

Marketing is very important to every local association. It helps generate interest in membership as well as LSI-sponsored educational programs and publications. Your marketing committee can market on your local level as well as state wide. How elaborate your marketing efforts are depends solely on your association's time and resources. The decision on how much time and money will be spent on marketing should be made by your board at the beginning of the fiscal year. Every association should have at least one person responsible for marketing -- a committee is even more effective.

Each association should have a marketing table at every membership meeting and educational workshop. This table should include information on LSI benefits, brochures for any LSI publications, samples of the LSI Legal Professional's Handbook and the Law Office Procedures Manual, Legal Secretary's Reference Guide, and CCLS information. Your members should be encouraged to take information back to their law offices for the benefit of their fellow employees who might not be aware of what LSI has to offer. All of the necessary information for your marketing table can be obtained from the LSI Corporate Office.

Marketing efforts should also be concentrated on local bar associations, public service broadcasting stations, local legal newspapers and publications, and any other forum where attorneys and legal support staff can learn about LSI and its programs.

## NOMINATION FOR LSI OFFICE

Any nominee for LSI elective office shall be actively engaged in work of a legal nature, either full time, permanently part time or on a contractual basis, shall be an active member in good standing for at least three years, and shall have served on the Board of Governors or as an LSI Chairman. A Member-at-Large is not eligible for LSI office. Any nominee for the office of LSI President or Vice President shall have served not less than two years on the LSI Executive Committee immediately prior to nomination.

A candidate should be nominated by only one association, preferably the one of which the nominee is a member. However, an association may nominate a member of another association, in which case it should be ascertained, prior to submitting such nomination, whether the prospective candidate has been or will be nominated by another association.

Before January 15, the LSI Nominations and Elections Chairman sends an official notice ("call") to local presidents, requesting nomination of candidates for LSI office in

accordance with LSI bylaws and on forms supplied by the LSI Nominations and Election Chairman, to be submitted by March 5, together with the signed consent of the nominee and a brief statement of the nominee's qualifications and eligibility for elective office. Nominations may be made from the floor at the February Board of Governors meeting or from the Annual Conference floor provided that the nominee submits written consent and meets the eligibility requirements. Election is by ballot of the Annual Conference delegates and is conducted in compliance with rules adopted at the commencement of the Annual Conference.

## PUBLICATIONS

LSI authors various publications. Two of the publications, the LSI Legal Professional's Handbook and the Law Office Procedures Manual, are prepared and updated by the Publications Revision Committee. These books are published by The Rutter Group. The LSI – The Legal Secretary's Reference Guide is prepared and updated by the Continuing Education Council and is also published by The Rutter Group. All members are invited and encouraged to provide input regarding the contents of these books. Any suggestions for changes or improvements are welcomed. The publications are available directly from The Rutter Group (1-800-747-3161). Group sales are available for training classes. The Continuing Education Council prepares and updates a Teacher's Training Manual to assist those teaching a class. All associations are urged to display the books at all association functions. Further information may be obtained from the LSI Editor-in-Chief.

## SUPPLIES AND STATIONERY

### 1. Application for Membership

Applications for membership are distributed by the local membership chairman who obtains them from the LSI Corporate Office. After approval and initiation of a new member, the application is given to the treasurer to be retained in a permanent file, indexed alphabetically.

### 2. Brass Tacks

Purchase from LSI Corporate Office or via the LSI website at: [www.lsi.org](http://www.lsi.org)

### 3. Brochures

CCLS	Corporate Office
Career Promotion flyer	Corporate Office
Insurance	LSI Marketing Coordinator
Membership	Corporate Office
Publications	Corporate Office/The Rutter Group
Sections	LSS Coordinator

#### 4. LSI Bylaws and Standing Rules

Purchase from LSI Corporate Office or via online from the LSI website. Model local association bylaws are available from the LSI Parliamentarian and may also be downloaded from the LSI website at [www.lsi.org](http://www.lsi.org).

#### 5. California Certified Legal Secretary (CCLS)

Purchase the CCLS Study Guide (previously called the “CCLS Mock”) and CCLS Study Kit from LSI Corporate Office or purchase online via the LSI website.

#### 6. Certificates of Completion

Certificates of completion of legal secretarial training courses sponsored by local associations are obtained from the Legal Secretarial Training Chairman, at no charge, and should be requested at least 30 days before presentation.

#### 7. Code of Ethics

Available from LSI Corporate Office.

#### 8. Hosting a Conference

The Guidelines for Hosting LSI Conferences is available from LSI Corporate Office or may also be downloaded from the LSI website at [www.lsi.org](http://www.lsi.org).

#### 9. Day in Court

Scripts for mock trials used in conjunction with Day in Court may be purchased from the LSI Day in Court Chairman.

#### 10. History of LSI

Purchase from LSI Corporate Office or order online from the LSI website.

#### 11. Jewelry

The LSI pin, Past President's pin or pendant, and CCLS pin may be purchased from LSI Corporate Office or online through the LSI website.

#### 12. Law Office Procedures Manual Instructor's Guide

Purchase from LSI Corporate Office or via the LSI website.

#### 13. Roster

The LSI Corporate Office has a limited supply of the LSI Roster of officers and chairmen. This roster also contains a list of all associations in LSI, their meeting days, and the names, addresses, and telephone numbers of presidents and governors.

## 14. Seminars

Guidelines for Preparation of a Legal Education Program and Legal Secretary's Reference Guide may be purchased from LSI Corporate Office or through the LSI website.

## 15. Stationery and Printed Invitations, etc.

LSI no longer has pre-printed stationery. You may obtain template stationery from Corporate Office. All correspondence from LSI should be printed in color on white linen paper.

For special occasions you may wish to have invitations printed. There are many companies available to do so.

## **PROTOCOL AT MEETINGS**

### INVITATIONS

When your association plans special functions (installation, bosses night, etc.) that are to include other than the membership and usual guests, consider inviting superior, municipal and justice court judges; county, municipal and justice court clerks; bar association president; district and city attorneys, as well as LSI officers and chairmen in adjacent areas. You also may wish to invite the mayor and/or other city officials.

### SEATING ARRANGEMENTS AT HEAD TABLE

Use place cards and have dignitaries directed to their places. Prepare a seating chart for the head table to facilitate introductions and arrangement of place cards.

When a speaker enters the room, it is the duty of the program chairman to greet and introduce the speaker to the president as soon as possible.

If there are more dignitaries present than can be seated at the head table, have a subhead table or seat them at tables as close to the head table as possible. Sometimes a subhead table is placed at the opposite end of the room from the main head table.

Common sense rather than rigid rules should govern seating arrangements. Following are some suggestions that will help provide easy access to the microphone.

The presiding officer should be seated at the center of the head table or immediately to the right of the podium, with the master of ceremonies or main speaker to the right of the presiding officer. If there are both a master of ceremonies and a main speaker, the main speaker may be seated either at the right of the master of ceremonies or at the left of the president. If possible, alternate men and women.

If a program chairman rather than a master of ceremonies will be introducing the speaker, the speaker should be at the president's right, followed by the program chairman. Honored guests who have been asked to extend greetings should be seated closer to the president than those who will not be using the microphone.

Remember that the order of rank is as follows: LSI elected officers, LSI appointed officers, LSI chairmen; and the higher the rank the closer the placement to the president. At a business meeting, for consultation purposes, it is advisable to have the parliamentarian at the president's left. If there is no speaker, the secretary may be seated at the president's right. Rather than have all guests on one side of the president and all officers on the other side, it is preferable to alternate officers and guests.

## INTRODUCTIONS

Remember that you don't "introduce the head table"; you introduce those seated at the head table. Also you never "turn the meeting over"; instead use an expression such as, "And now, program chairman (naming the chairman) will present the program."

As a courtesy, if you expect any honored guest or visiting officer to say a few words when introduced, advise the guest at least a few days before the event, specifying the amount of time being allotted (usually not more than one minute). Advise honored guests or visiting officers several days beforehand if they are to take part in any of the program ceremonies.

If you wish, a visiting LSI Executive Committee member or your local association's visiting officer may be given the opportunity to extend greetings.

You introduce to the assembly any important guest with whom they are not acquainted; you present to the assembly any important guest they already know.

After the speaker is introduced, the president or program chairman (whoever makes the introduction) leads the applause and remains standing until the speaker acknowledges the introduction. When the speech is concluded, whoever has offered the introduction also thanks the speaker (and the president also may add brief thanks).

The membership rises in recognition of the office when the current LSI President is introduced. When visiting another association, all past LSI presidents and current LSI officers and chairmen should be introduced and their local association affiliation announced (so distance traveled is noted). Within their own association, state officers or chairmen should be introduced on special occasions and sometimes seated at the head table.

## INSTALLATION OF OFFICERS

Following is a suggested form of installation ceremony. (This installation calls for an installing officer as well as an installing marshal; the use of corsages is optional.)

INSTALLING OFFICER: Installing marshal, please present the following officers for installation:

President (name); Vice President (name); Secretary (name); Treasurer (name); Governor (name)

This installation marks the \_\_\_\_\_ annual installation of officers in an organization which has become an active and important unit to the community life of \_\_\_\_\_.

Briefly, the objects and purposes of \_\_\_\_\_ Legal Secretaries/Legal Professionals Association, a chartered association and a member of Legal Secretaries, Incorporated are:

To unite persons engaged or interested in any phase of legal work;

To stimulate a high order of business and professional attainment;

To further knowledge of law and uphold its honor and dignity;

To further knowledge of educational and public affairs;

To create a high standard of ethics among members; and

To establish good fellowship among members and further the interests of legal professionals.

The selection of officers is an important event in the history of any organization and proves the respect of your fellow members. Never betray the trust confided in you. It is your duty to attend all regular and special meetings.

It is now fitting and proper that you, and each of you, be formally inducted into the duties of your respective offices. Please repeat after me:

I solemnly promise - in the presence of the members here assembled - that I will to the best of my ability - faithfully and impartially perform all of the duties - of the office to which I have been elected; - that I will conform to the Code of Ethics, bylaws, rules, and regulations - of Legal Secretaries, Incorporated, and of \_\_\_\_\_ Legal Secretaries/Legal Professionals Association.

I now declare you the duly installed officers of \_\_\_\_\_ Legal Secretaries/Legal Professionals Association to hold office for the ensuing year or until the election of your successors.

(Optional) The corsages are tokens of appreciation from your fellow members.

(If applicable) Will you please turn and face the members.

Members of \_\_\_\_\_ Legal Secretaries/Legal Professionals Association, I present your duly installed officers.

Please rise and repeat the Code of Ethics. Read the Code of Ethics.

Installing marshal, please escort the president to the president's place.

The other officers will please return to their places.

Installing Marshall, thank you for your assistance.

### **QUARTERLY AND ANNUAL CONFERENCES**

For detailed information to host an LSI quarterly or annual conference, refer to the Guidelines for Hosting Quarterly Conference, and Guidelines for Hosting LSI Annual Conference. The guidelines are available from LSI Corporate Office or ordered online through the LSI website at: [www.lsi.org](http://www.lsi.org).

## TREASURER FORMS

LEGAL SECRETARIES, INCORPORATED

PER CAPITA TAX TRANSMITTAL

**INSTRUCTIONS:** Mail: Two (2) copies of Transmittal with Membership List to LSI Treasurer  
Mail: One (1) Copy of Transmittal with Membership List to LSI Corporate Office  
Retain: One (1) Copy for your file

DATE: \_\_\_\_\_ ASSOCIATION: \_\_\_\_\_

TREASURER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ (office) \_\_\_\_\_ (home)

EMAIL ADDRESS: \_\_\_\_\_

First report of fiscal year? Yes \_\_\_; year 20\_\_ - 20 \_\_/No \_\_\_; Supplemental Report # \_\_\_\_\_

Check payable to "LSI" is enclosed for the following members:

Key

N = NEW \_\_\_\_\_ X \$20.00 = \$ \_\_\_\_\_

R = RENEWING \_\_\_\_\_ X \$20.00 = \$ \_\_\_\_\_

TOTAL \_\_\_\_\_ \$ \_\_\_\_\_

C = CHANGES \_\_\_\_\_ X = DROPPED \_\_\_\_\_ T = TRANSFER(S) \_\_\_\_\_

LSI Honorary/Life Member(s) for which per capita is not being paid: \_\_\_\_\_

\*\*\*\*\* BELOW FOR LSI TREASURER USE ONLY \*\*\*\*\*

\$ \_\_\_\_\_ received for \_\_\_\_\_ members, check # \_\_\_\_\_.

TOTAL MEMBERS IN ASSOCIATION (including this report) FOR WHICH PER CAPITA TAX HAS BEEN PAID: \_\_\_\_\_

LSI Honorary/Life Member(s): \_\_\_\_\_

TOTAL MEMBERSHIP IN ASSOCIATION (INCLUDING THIS REPORT): \_\_\_\_\_

DATED: \_\_\_\_\_

\_\_\_\_\_  
LSI TREASURER

## INSTRUCTIONS FOR TRANSMITTING PER CAPITA TAXES

1. When submitting the First Report for the fiscal year, mail the following prior to June 15:

**TO LSI TREASURER:** 1 copy of the computer printout of roster  
Two (2) copies of the transmittal form  
1 copy of "ADDITIONS" and/or "CHANGES"  
Check payable to "LSI" for per capita taxes

NOTE: "ADDITIONS" with First Report are for new members only, typed in all caps

**TO LSI ADMINISTRATOR:** 1 copy of computer printout of roster  
One (1) copy of the transmittal form  
1 copy of "ADDITIONS" and/or "CHANGES"

NOTE: "CHANGES" are for reporting changes as indicated under "Instructions for Report Changes" below.

2. When submitting Supplemental Reports, mail the following:

**TO LSI TREASURER:** Two (2) copies of the transmittal form  
1 copy for "ADDITIONS" and/or "CHANGES"  
Check payable to "LSI" for per capita taxes

NOTE: "ADDITIONS" with Supplemental Reports are for new and/or continuing members, typed in all caps, indicating which members are "new" and which members are "continuing".

**TO LSI ADMINISTRATOR:** One copy of the transmittal form  
1 copy of "ADDITIONS" and/or "CHANGES"

### INSTRUCTIONS FOR REPORTING CHANGES

All changes in name, address, telephone numbers and office or chairmanship must be reported to the LSI Administrator immediately, so that all necessary changes can be placed into the computer in a timely manner. Changes are to be reported on 8 ½ x11 white bond marked "CHANGES", typed in all caps. When submitting "CHANGES" only, mail the following:

**TO LSI TREASURER:** Two (2) copies of the transmittal form and One (1) copy of "CHANGES"

**TO LSI ADMINISTRATOR:** One (1) copy of the transmittal form  
1 copy of "CHANGES"

**HONORARY MEMBERS:** Per capita tax is not paid for LSI Honorary Members. Honorary members for which your local association pays per capita tax should be listed on a separate sheet and attached to the printout of the roster. You need not list honorary members for which you do not pay per capita tax. LSI will provide Honorary Membership cards only upon request by the local association to the LSI Treasurer. These cards are continuous, and new cards are not issued each year.

**LIFE MEMBERS:** If your association has Life Members and your bylaws provide for nonpayment of their dues, their names need not be provided to LSI. If your Life Members are active, voting members their names will appear on the printout of the roster and per capita taxes must be paid on behalf of them.

CERTIFICATE OF TRANSFER

TRANSFER OF MEMBERSHIP HAS BEEN REQUESTED BY:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PREVIOUS ADDRESS AND ZIP CODE:

\_\_\_\_\_

This is to certify that the transferee is an active member in good standing of \_\_\_\_\_ LSA/LPA, and Legal Secretaries, Incorporated; dues and per capita tax have been paid to April 30, 20\_\_\_\_. This transfer is in accordance with Article V, Section 1(d), of the Bylaws of Legal Secretaries, Incorporated.

The new address and zip code for the transferring member is:

\_\_\_\_\_

\_\_\_\_\_  
Treasurer of Member's Current Association

\*\*\*\*\*

TRANSFER OF MEMBERSHIP HAS BEEN APPROVED BY:

The above transfer is approved by \_\_\_\_\_ LSA/LPA and notice is hereby given to Legal Secretaries, Incorporated.

\_\_\_\_\_  
Treasurer of Association Which Member Has Transferred To

INSTRUCTIONS FOR COMPLETION: PLEASE DO NOT RETYPE THIS FORM. The top of this form should be completed by the Association Treasurer from which the member is transferring, and a copy given to the transferee. Upon application for membership in a new Association, the transferee should present this form to the new Association Treasurer. When the member has been accepted for membership in the new Association, the bottom of the form should be completed by the new Association Treasurer who should send three copies of this form to the LSI Treasurer, and one copy to the Association Treasurer from which the member transferred. Retain a copy for the new Association files.

FOR USE BY LSI TREASURER ONLY:

Copy to:

- LSI Administrator
- New Local Association Treasurer with New Membership Card
- Local Association Per Capita Tax File

Date

\_\_\_\_\_  
\_\_\_\_\_

**FORM C**

REQUEST (Check One)	<input type="checkbox"/> CERTIFICATE OF INSURANCE <input type="checkbox"/> CERTIFICATE OF ADDITIONAL INSURED
ASSOCIATION SPONSORING EVENT:	
CONTACT PERSON:	Name: Address:  Telephone Number(s):
EVENT:	Name of Event (Describe with Specificity):  Cost: Date: Time:  Name of Facility:  Complete Address:
NAME AND ADDRESS OF ENTITY TO BE INSURED (if different than name of facility)	Name of Entity: Complete Address:
NUMBER OF ATTENDEES EXPECTED	Number of Attendees Expected: _____
ALCOHOLIC BEVERAGES WILL BE SERVED:	<input type="checkbox"/> Yes – If yes, by whom: <input type="checkbox"/> No  Name:  Complete Address:
SEND PROOF OF INSURANCE TO:	If to Facility, send to:  If to Association, send to:
ADDITIONAL INFORMATION/INSTRUCTIONS:	

**RETURN THIS FORM TO:**

**Lynne Prescott, CCLS**  
LSI Treasurer  
1284 Milano Drive, Unite #1  
West Sacramento, CA 95691  
Cell: (916) 398-0120  
[SLPrescott7@gmail.com](mailto:SLPrescott7@gmail.com)

**FORM D**

<b>DESCRIPTION</b>	<b>2006-2007 APPROVED</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROPOSED</b>
<b>INCOME:</b>			
Dues	\$ 3,000.00	\$ 2,909.50	\$ 3,000.00
Interest	150.00	0.00	150.00
Dinner Meeting	3,600.00	3,387.50	3,600.00
Educational Seminars	2,700.00	2,510.00	1,500.00
Ads	500.00	327.50	325.00
Installation	1,000.00	1,241.50	1,000.00
Ways & Means	4,100.00	2,049.00	3,500.00
Miscellaneous	0.00	116.14	0.00
<b>TOTAL:</b>	<b>\$ 15,050.00</b>	<b>\$ 12,541.14</b>	<b>\$ 13,075.00</b>
<b>DISBURSEMENTS:</b>			
LSI Per Capita	\$ 1,275.00	\$ 1,230.00	\$ 1,275.00
Bulletin	2,100.00	2,708.80	840.00
Gifts/Donations	350.00	672.41	350.00
Interclub	100.00	0.00	100.00
Governor	1,100.00	982.56	1,100.00
History Book	150.00	287.12	150.00
Dinner Meeting	3,600.00	3,370.75	3,600.00
Delegates	1,500.0	1,390.00	1,500.00
Scholarship	750.00	750.00	750.00
Educational Seminars	1,600.00	557.70	900.00
Installation	1,500.00	1,768.52	1,500.00
Bank Charges	20.00	152.50	20.00
Ways & Means	2,000.00	1,366.67	2,000.00
Miscellaneous	200.00	293.65	200.00
<b>TOTAL:</b>	<b>\$ 16,245.00</b>	<b>\$ 15,540.68</b>	<b>\$ 14,285.00</b>
<b>INCOME OVER DEFICIENCY</b>	<b>&lt;\$ 1.195.00&gt;</b>	<b>&lt;\$ 2,989.54&gt;</b>	<b>&lt;\$ 3,210.00&gt;</b>

**FORM E1**

**TREASURER'S REPORT**

Month of: \_\_\_\_\_ 2011

**CHECKING ACCOUNT BALANCE FORWARD:** \$ 3,000.00

**RECEIPTS:**

Interest earned:	\$ 3.00	
Ways & Means (50/50 drawing):	\$ 11.00	
Dues (1 new member)	\$ 40.00	
Lunch/Dinner Regular Meeting:	\$ 200.00	
Void Check No. 333, no refund due:	\$ <u>33.00</u>	+\$ 287.00

**DISBURSEMENTS:**

Newsletter photocopy expense:	\$ 135.00	
Deposit for Lunch/Dinner meeting:	\$ 100.00	
Jan's Flower Shop – member flowers:	\$ 25.00	
Engraving – new member badge:	\$ 10.00	
LSI – Per Capita (new member):	\$ 20.00	
Bank Service Charge	\$ <u>2.00</u>	-\$ <u>292.00</u>

**CHECKING ACCOUNT ENDING BALANCE:** \$ 2,995.00

**SAVINGS ACCOUNT BALANCE:** \$ 1,500.00

**Interest earned:** \$ 10.00

**CERTIFICATE OF DEPOSIT:** \$ 5,000.00

**Interest earned:** \$ 25.00

**TOTAL ASSETS:** \$ 9,530.00

**FORM E2**



Mt. Diablo Legal Professionals Association – SUPPLEMENTAL REPORT #3  
 2008-2009 MEMBERSHIP ROSTER (Rev. 1/12/09)  
 [5 New]

KEY	NAME/HOME ADDRESS/PHONE	WORK ADDRESS/PHONE/FAX	EMAIL AREA OF EXPERTISE	PREFERRED MAILING ADDRESS	BIRTH DATE
A	Liz Haemmel 4714 Cache Peak Drive Antioch, CA 94531 916-420-4849 (cell)	Bay Area Credit 1910 E. 10 <sup>th</sup> Street Antioch, CA 94509 866-353-7384	<a href="mailto:Lizzard95959@yahoo.com">Lizzard95959@yahoo.com</a> Collections/Real Estate	Home	11/1
A	Shan Li 5080 Valley Crest Drive Suite 33 Concord, CA 94521 925-922-0393	Severson & Werson One Embarcadero Center Suite 350 San Francisco, CA 94111 415-398-3344 x 620 415-956-0439	<a href="mailto:Claudiali2002@yahoo.com">Claudiali2002@yahoo.com</a> Bankruptcy/Litigation	Home	7/13
A	Marilyn O’Keeffe 306 Bonaire Court Danville, CA 94506 925-683-3443	Shapiro, Buchman, Provine 1333 N. California Blvd. Suite 350 Walnut Creek, CA 94596 925-944-9700 / 925-944-9701	<a href="mailto:Okeeffe3@att.net">Okeeffe3@att.net</a> Probate/Estate	Home	7/28
A	Carolina Rose 5739 Chaffey Lane Carmichael, CA 95608 916-974-0601	Legislative Research, Inc. 1107 9 <sup>th</sup> Street, Suite 220 Sacramento, CA 95814 916-442-7660 / 916-442-1529	<a href="mailto:Carolina.rose@Irihistory.com">Carolina.rose@Irihistory.com</a> Legislative and regulatory history research, all CA codes	Work	8/16
A	Marci Trevino 2400 Shady Willow Lane No. 31F Brentwood, CA 94513 925-759-3074 925-308-4922	John F. Kennedy University 100 Ellinwood Way Pleasant Hill, CA 94523-4817 925-969-3563 / 925-969-3328	<a href="mailto:mtrevino@jku.edu">mtrevino@jku.edu</a> Administration	Home	05/19

FORM F2

**Report of Audit Committee**

**Fiscal Year 05/01/06-04/30/07**

BANK OF AMERICA

CHECKING ACCOUNT

#000XXXXXXXX

Balance per bank statement 4/30/06:	\$	1,426.72
Less checks outstanding:	\$	40.87
<u>Audit Balance 4/30/06:</u>	<u>\$</u>	<u>1,385.85</u>
Beginning balance 4/30/06:	\$	1,426.72
Receipts/Deposits per bank statement 5/1/06-4/30/07:	\$	18,128.59
Disbursements per bank statement 5/1/06-4/30/07:	<u>\$</u>	<u>15,664.88</u>
Balance per bank statement 4/30/07:	\$	3,890.43
Less checks outstanding:		- 1,131.01
SEE ATTACHMENT A – Outstanding Checks		
Audit balance 4/30/07 reconciled to bank statement:	\$	2,759.42

SAVINGS ACCOUNT

#000XXXXXXXX

Audit balance 5/1/06:	\$	2,822.33
Receipts/Deposits per bank statement 5/1/06-4/30/07:	\$	25.04
Interest:		
	<u>\$</u>	<u>2,907.37</u>
Audit balance 4/30/07 reconciled to bank statement:		

**FORM G1**

ATTACHMENT A

OUTSTANDING CHECKS

#956	\$	15.00
#957	\$	250.00
#960	\$	100.00
#961	\$	585.00
#962		Void
#963		Void
#964		Missing
#965	\$	28.64
#966	\$	30.15
#967	\$	36.70
#968	\$	85.52
<b>TOTAL</b>	<b>\$</b>	<b>1,131.01</b>

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**Audit Committee Recommendations**

We report the following discrepancies: a missing deposit slip in May in the amount of \$265.00; a missing check, No. 964.

We suggest and recommend that the Treasurer always maintain a running balance on the checkstubs and that the banks statements be reconciled every month.

***AUDIT COMMITTEE***

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**FORM G2**