

**BYLAWS OF THE  
PARALEGAL DIVISION OF THE  
STATE BAR OF NEVADA**

**DIVISION 1**

**IDENTIFICATION**

**NAME:** This Division shall be known as the "Paralegal Division, State Bar of Nevada," and hereinafter shall be designated simply as "the Division."

**PURPOSE:** The purpose of this Division is to: enhance the participation of paralegals in the administration of justice, professional responsibility, and public service; establish good fellowship among Division members and members of the legal community; encourage a high order of ethical and professional attainment; further education among members of the profession; and, to cooperate with local bar associations.

**SECTION 2  
MEMBERSHIP**

1. **MEMBERSHIP:** Members so enrolled and whose dues are paid pursuant to the provisions of this Division shall constitute the membership of the Division. Membership is open to legal professionals, including: paralegals, legal assistants, legal secretaries, paralegal students, law clerks, and legal administrators.

Current Boyd School of Law students may be admitted as non-voting Members ("Student Members") to the Division at no charge.

2. **TERM:** The term of membership in the Division shall be for a period of one (1) year. Payments are due on January 1 each year.
3. **DUES:** Dues for membership in the Division shall be in an amount set by the Division and approved by the Board of Governors, payable upon enrollment and thereafter annually in advance each year, at the beginning of the State Bar's fiscal year succeeding each enrollment. Such fees shall be prescribed by the Board of Governors and shall be paid into the treasury of the State Bar along with all other funds generated by this Division, to be used for the purposes of defraying costs and expenses of this Division or such other purposes as the Board of Governors may designate. The initial dues shall be \$25.00 dollars per year.
4. **DELINQUENCY:** Any member of the Division whose annual dues are more than six (6) months past due shall thereupon cease to be a member of this Division.

**5. MEMBERSHIP:** Members have the following rights:

- To attend meetings, including meetings of the Division Executive Committee; and
- To vote; upon payment of the appropriate dues, to hold office; and
- To participate in all activities of the Division not prohibited or assigned in accordance with the Bylaws.

### **SECTION 3**

#### **COMMITTEES**

The Division Executive Committee of this Division is authorized to establish, or to empower the Chair of the Division to establish, such committees as it may deem necessary and desirable to effectively promote the activities of the Division within the jurisdiction of the Division and with the approval of the Board of Governors. In establishing a new committee, the Division Executive Committee shall state in writing the area of its proposed activities. No action of any Division committee shall be effective until approved by the Division Executive Committee.

### **SECTION 4**

#### **MEETINGS OF THE MEMBERSHIP**

1. **ANNUAL MEETING:** This Division shall hold a meeting at least annually at a place and time to be determined by the Division Executive Committee.
2. **NOTICE:** Written notice of each meeting specifying the time and place shall be e-mailed to each member thirty (30) days prior to meeting.
3. **QUORUM:** A majority of the Division Executive Committee present at any meeting shall constitute a quorum for the transaction of business.
4. **CONTROLLING VOTE:** Action of the Division shall be by majority vote of the Division Executive Committee members present.
5. **AGENDA:** Among the matters of business to be transacted at the annual meeting of the membership shall be the election of Officers and Division Executive Committee members. Officers shall be members of the Division and elected by Division members. The agenda shall consist of other matters as decided by the Chair or Division Executive Committee.

6. **ALTERNATE FORMS OF VOTING:** The Division Executive Committee may direct a matter be submitted to the members of the Division for an email vote. In that event, binding action of the Division shall be by a majority of the votes received from members in accordance with rules fixed by the Division Executive Committee.

## **SECTION 5**

### **OFFICERS**

1. **OFFICERS:** The Officers of the Division shall be the Chair, Vice Chair, Secretary, and Treasurer.
2. **CHAIR:** The general membership shall elect the Chair by a majority vote at the annual meeting of the Division. The Chair shall:
- Preside at all meetings of the Division and of the Division Executive Committee;
  - Plan the programs of the Division during that term, subject to the direction and approval of the Division Executive Committee;
  - Superintend the performance of all duties of the Division;
  - Keep the Division Executive Committee duly informed and carry out its decisions;
  - Perform such other duties and acts as are necessary and proper to the office or as may be designated by the Division Executive Committee; and
  - Provide an annual written report to the Board of Governors.
3. **VICE CHAIR:** The Vice Chair shall be elected in the same manner as the Chair and for the same term. The Vice Chair shall aid the Chair in the performance of the responsibilities of office in the manner and to the extent the Chair may request and shall perform such further duties and have such further powers as usually pertain to this office, or as may be designated by the Chair or the Division Executive Committee. In case of death, resignation, or disability of the Chair, the Vice Chair shall perform the duties of the Chair for the remainder of Chair's term or disability. In the event the Chair is temporarily unavailable, the Vice Chair shall assume and perform the duties of the Chair.

4. **SECRETARY:** The Secretary shall be elected in the same manner as the Chair and for the same term. The Secretary shall consult and assist all the officers of the Division; be the liaison between the Division and the State Bar staff regarding the retention and maintenance of books, papers, documents, and other property; keep a true record of the proceedings of all meetings of the Division and of the Division Executive Committee; and attend generally to the business of the Division as directed by the Chair. The Secretary shall maintain the official copies of the Bylaws, Minutes, Membership Rolls, List of Division Executive Committee Members, and its Officers.
5. **TREASURER:** The Treasurer shall be elected in the same manner as the Chair and for the same term. The Treasurer shall monitor all accounts, reports, and other documents prepared as to Division funds, revenues, and expenditures; report on the Division's present and projected financial condition at each meeting of the Division Executive Committee; advise the Officers and Division Executive Committee as to the financial impact of any proposed action by the Officers, Division Executive Committee, or Division; prepare and submit a projected budget to the Division Executive Committee for approval or modification at such time as may be expressly fixed by the Division Executive Committee. The Division budget shall be effective only upon approval by the Board of Governors.
6. **TERM:** All officers shall serve a one (1) year term on election by ballot from among the Division. Officers may be re-elected to the same office more than once but may not serve more than eight (8) consecutive years on the Division Executive Committee.

## **SECTION 6**

### **THE DIVISION EXECUTIVE COMMITTEE**

1. **POWERS:** The Division Executive Committee shall be vested with the powers and duties necessary for the administration of the affairs of the Division. The policy of the Division Executive Committee shall be consistent with the policies set by the Board of Governors.

3. **COMPOSITION:** The Division Executive Committee shall be composed of:
  - A non-voting "ex officio member." The most recent past Chair shall serve in this position;
  - The Officers of the Division, consisting of a Chair, Vice Chair, Secretary, and Treasurer, who shall each serve one-year terms; and
  - Three (3) Members-at-Large, each of whom shall serve one-year terms, with a six-year term limit. The time served in filling a vacancy for part of a term of a previous Member-at-Large shall not be included in computing the six-year term limit.
4. **CONTROLLING VOTE:** Action of the Division Executive Committee shall be by majority vote of those members present. A quorum consisting of a majority of the Division Executive Committee members shall be required to conduct its business.
5. **MEETINGS:** The Division Executive Committee shall hold regular meetings to conduct business
6. **DIVISION EXECUTIVE COMMITTEE AUTHORITY:** Between meetings of the Division, the Division Executive Committee shall have full power to perform all acts and functions which the Division itself might perform. Any such action taken by the Division Executive Committee shall be reported to the Division at its next meeting.
7. **COMPENSATION OF EXPENSES:** No salary or other compensation shall be paid to any member of the Division for performance of services to the Division. However, the members may be reimbursed for such reasonable out-of-pocket expenses which are incurred as a result of the performance of such services and as are specifically authorized by the Chair of the Division or the Division Executive Committee and approved by the Treasurer.

## **SECTION 7**

### **SUCCESSION OF OFFICERS AND VACANCIES**

1. **OFFICERS AND EXECUTIVE COMMITTEE:** Between annual meetings of the Division, the Executive Committee may fill vacancies in its own membership, or in the offices of Vice-Chairperson, Secretary, or Treasurer. Members of the Executive Committee and Officers so elected shall serve until the next annual meeting of the Division, at which time the membership of the Division shall elect officers and/or Executive Committee members to fill any unexpired terms existing at the time. The Board of Governors shall approve all appointments.
2. **ABSENTEEISM:** If any Officer or member of the Executive Committee shall fail to attend two consecutive meetings of the Executive Committee, their office shall be automatically vacated, unless excused upon good cause accepted by members of the Executive Committee.
3. **RESIGNATION:** Any officer may resign by giving written notice to the Executive Committee.
4. **REMOVAL:** Upon written notice, the General Membership may remove a member of the Executive Committee by a majority vote.

## **SECTION 8**

### **CONTINUING LEGAL EDUCATION PROJECTS**

All educational projects of the Division for which Continuing Legal Education (CLE) credits will be sought must be submitted to the Continuing Legal Education Department of the State Bar for approval. The Continuing Legal Education Department will administer and coordinate all such projects with the Division. Net profits or losses of such projects will be divided in a manner consistent with Board-approved policies.

## **SECTION 9**

### **ACTION OF THE STATE BAR OF NEVADA**

No action of the Division shall be represented or construed as the action of the State Bar of Nevada until the same has been approved by the Board of Governors of the State Bar of Nevada.

## **SECTION 10**

### **AMENDMENT TO BYLAWS**

These Bylaws may be amended by the Division Executive Committee by a majority vote of the Division Executive Committee members. They shall become effective upon approval by the Board of Governors and may be amended at any time by the Board of Governors on its own motion.