

**OMAHA LEGAL PROFESSIONALS ASSOCIATION**

**HANDBOOK FOR  
OFFICERS AND COMMITTEE CHAIRPERSONS**



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## INTRODUCTION

The purpose of this handbook is to give newly elected and appointed officers, and committee chairpersons insight into their responsibilities to the Omaha Legal Professionals Association (“OLPA”) and its members.

Upon receipt of your officer or committee file, be sure to review it and familiarize yourself with its contents. Periodic review of your file and the duties set out therein is necessary to fully perform the responsibilities of said office and/or committee. The importance of maintaining a complete and detailed file will be apparent to you. In the event you should have any questions, please contact the President who will be able to answer your questions or direct your inquiry to the proper person.

Your acceptance as an officer or committee chairperson evidences your pledge of support to OLPA. This pledge is shown by attending board and general meetings, performing your duties, and taking an active part in all OLPA activities.

Upon completion of your term as officer or committee chairperson, it shall be your responsibility to: (1) review and update your section of this handbook to insure that it contains up-to-date information so that your successor may perform his/her duties efficiently (this update should be given to the Parliamentarian so that he/she may also review the updated information and make the appropriate changes in the handbook), and (2) prepare a short summary of your activities along with a timeline of responsibilities, as applicable, to be retained in your file, a copy to be forwarded to the President (and the appropriate Nebraska Legal Professionals Association (“NLPA”) chairperson, if necessary).

**The term “mailing” within the context of this handbook also refers to e-mail unless otherwise stated.**

## **PRESIDENT**

Duties of the President, as set out in Article X, Section 1 of the Bylaws of OLPA, are as follows:

The President shall preside at all meetings of this Association, its Executive Committee and its Board of Directors, and shall perform such other duties as ordinarily pertain to this office and such other duties as may be prescribed by the Board of Directors from time to time. The President shall appoint the Parliamentarian and shall appoint all committee chairpersons, subject to the approval of the Executive Committee, and shall be an ex-officio member of all committees except the Nominations and Elections Committee.

The President should review files of past President(s) to use as a guide.

While the presidency is the most important office in the Association, its duties are those of supervising, coordinating, and attending all functions of the Association.

The most important duty of the President must be performed before he/she is installed, which is selecting the appointed officer and committee chairpersons. These selections shall be approved at an Executive Committee meeting immediately following installation of officers or as soon thereafter as possible.

The President must work closely with all members of the Board of Directors. The President must be available to give advice, answer questions on procedures and traditions, and generally provide guidelines where needed. The President should avoid performing the duties of a chairperson or making decisions for a chairperson; however, the President should remain knowledgeable of the activities of every chairperson. The President shall fill the vacancy of any committee chairperson by appointment.

The President's tasks include assigning a member to read the Mission Statement at all membership meetings, preparing agendas and presiding at meetings. The President is responsible for writing President's reports for each issue of *The Legal Pad*, seeing that all NLPA deadlines are met by the proper persons, i.e., payment of dues and certification of the Chapter Representative (if necessary). In the event the Treasurer is being reimbursed by the Association, the President shall sign the check for such reimbursement.

The President is also responsible for appointing and serving on a committee for the preparation of the details of installation of incoming officers at the Association's Awards Banquet in April. Preparations include: (1) making arrangements with the restaurant, (2) ordering flowers, (3) notifying the Reservations Chairperson of the number of OLPA members and guests, (4) preparing a seating arrangement for the head table, if utilized, as well as place cards, (5) preparing the agenda in coordination with the Scholarship Chairperson if a scholarship is given, Legal Professional of the Year Chairperson, Boss of the Year Chairperson, Oscar Award Chairperson and the Historian, and (6) reviewing with the incoming President his/her selection and

preparation of the installation ceremony (selection of the installing marshal is at the discretion of the incoming President).

With the passing of the gavel to his/her successor, the duties of the outgoing President end. As immediate Past President, he/she remains a voting member of the Executive Committee and Board of Directors, and should continue attending all meetings.

## VICE PRESIDENT

Duties of the Vice President as set out in Article X, Section 2 of the Bylaws of OLPA, are as follows:

- (a) The Vice President shall assume all duties of the President in the absence of the President or in the event of his or her death, inability or refusal to act or resignation or removal. This officer shall be charged with the responsibility of retention of members and shall be responsible for enforcement of the objectives and purposes of this Association and such other duties as may be prescribed by the Board of Directors from time to time.
- (b) This officer shall be charged with the responsibility of recruiting new members and shall encourage an active membership.

The Vice President should review files of past Vice President(s) to use as a guide.

The Vice President's primary duty is to offer all possible assistance necessary to help the President or the Association. It is a good idea to work closely with the President in the event the Vice President should be called upon to fill in at a meeting or even possibly finish out a term.

It shall be the duty of the Vice President to solicit new members and consider all applications for membership. Applications shall be made upon standard forms furnished by the Vice President and may be taken by any member of this Association and submitted to the Vice President. The Vice President shall introduce all guests at the membership meetings. The Vice President shall conduct all membership campaigns and activities during the year to encourage new members as well as developing methods to concentrate and encourage the retention of present members. Specifically, the membership campaigns should encourage new members by: (1) disseminating personal letters, brochures and copies of publications; (2) providing a membership survey to include comments on program, community service, fund raising; (3) contacting prospective members personally, by telephone, or by mail; and (4) evidencing personal interest at meetings. Membership campaigns may include conducting membership contests with a designated prize to the member bringing in the most new members; soliciting new members from each law office in the area; assigning each new member a "Pal" (a member belonging to the Association for at least two years) to give him/her a personal contact within the Association; and initiating mass mailings.

Cultivating and encouraging new members and retention of present members shall be the Vice President's main concern. After cultivating memberships, it will be natural that the Vice President follow up on those memberships and encourage renewing memberships. At some point throughout the year, the Vice President should evaluate the attendance at meetings and determine if any members that have belonged for more than a year are not attending meetings, functions, etc. The Vice President should contact those members who have not been active and discuss the reasons for their absence or lack of participation. This should be a valuable tool in determining any problems within the Association in retaining members.

New members are the lifeblood of the Association. When the Vice President receives the name of a prospective member, he/she shall contact, either by telephone or by mail, the prospective member, explain the purpose of the Association, and answer any questions the prospective member may have. He/She should encourage the prospective member to attend the next meeting and introduce him/her to the officers and as many members as possible during the course of the meeting. It is extremely important to make the prospective member feel welcome so he/she will want to join the Association and become a productive member. A Committee Preference Sheet should be provided to the new or renewing member so that he/she will be encouraged to become active as a chairperson or "helper." When the prospective member joins the Association, it will be the Vice President's responsibility to follow that member's progress during the year. If the member has missed a meeting or two, the Vice President should call or write to let the member know he/she was missed and that we will be looking forward to his/her presence at the next meeting. If several meetings are missed, the Vice President should make a point to call the member and ask if there is anything wrong, etc., and encourage the member to attend.

The Vice President should be available to all new members. During the first year of membership, there are so many events at which a new member may not be familiar, and the Vice President should take time to explain on an individual basis the different activities and encourage attendance and participation; i.e., summer activity, seminar, the Holiday Party, etc. The Vice President shall keep in close contact with the Treasurer for member information; check with the Reservations Chairperson each month for guests/new members attending for introductions; provide a membership packet to new members; keep a record of members who invited guests and recruited new members and establish a recruiting incentive program if approved by the Board of Directors.

The outgoing Vice President is responsible for the selection and purchase of the outgoing President's gift and for presenting the gift at the Awards Banquet in April.

The Vice President, like all other officers, assumes the unwritten responsibility of assisting wherever possible to ensure the success of Association activities and friendly cooperation among all members.

## SECRETARY

Duties of the Secretary, as set out in Article X, Section 3 of the Bylaws of OLPA, are as follows:

The Secretary shall keep a correct record of the proceedings of all meetings of the Association and of the Board of Directors and shall also preserve in a permanent file all records and letters of value to the Association and its officers, which shall be delivered to his/her successor at the close of his/her term. All records and letters, including the Minute Book, shall be turned over to his/her successor at the close of the term. The Secretary shall conduct the correspondence of the Association, keep a complete record of all outgoing and incoming correspondence, and perform such other duties as may be prescribed by the Board of Directors from time to time.

The Secretary should review files of past Secretary(s) to use as a guide.

The Secretary takes minutes of all meetings of the Executive Committee, board and general membership meetings, delivering copies to the President as soon as possible, preferably within one week following the meeting. The original is maintained within the permanent Minute Book of the Association. The Secretary shall provide the minutes of all meetings or summaries thereof to the editor of *The Legal Pad* for publication in each issue.

The Secretary also maintains the roll of elected officers, appointed officers, and committee chairpersons. He/She will call the roll at all board meetings and keep a permanent record of the officers and committee chairpersons in attendance. Eight members of the Board of Directors (consisting of officers, elected and appointed, the Immediate Past President and chairpersons of all committees) constitute a quorum.

The Secretary handles correspondence as directed by the President, including appropriate cards. Any correspondence sent by the Secretary should be typed on OLPA letterhead and always copied to the President and reported to the membership. With regard to memorials, OLPA has adopted the following procedures to acknowledge the death of a member or member's immediate family: (a) a \$25 memorial will be given by OLPA to a deceased member's immediate family or designated charity upon the member's death; and (b) a sympathy card from OLPA will be sent at the time of death of a current member's spouse or significant other, child, parent or sibling.

The Secretary, like all other officers, assumes the unwritten responsibility of assisting wherever possible to ensure the success of Association activities and friendly cooperation among all members.

## TREASURER

Duties of the Treasurer are set out in Article X, Section 4 of the Bylaws of OLPA.

The Treasurer shall collect all dues and assessments of this Association, including dues payable to the Nebraska Legal Professionals Association, and shall make disbursements by check. The Treasurer shall have charge of all the funds of the Association and of their disbursement under the direction of the Board of Directors. The President and Treasurer are authorized to sign checks of the Association. In the event the Treasurer is being reimbursed by the Association, the President shall sign the check for such reimbursement. The Treasurer shall keep an account of all receipts and disbursements, making a monthly report to the membership. He/She shall deposit the funds of the Association in such bank as the Board of Directors may direct and at the discretion of the Board of Directors shall furnish a bond at the expense of the membership. The Treasurer shall give notice to all members when dues are payable and perform such other duties as may be prescribed by the Board of Directors from time to time.

The Treasurer should review files of past Treasurer(s) to use as a guide.

The Treasurer shall maintain a ledger separate from the checkbook of all income and disbursements. The Treasurer should also balance the checkbook monthly with the bank statement.

The Treasurer, at each meeting, shall: (1) report all receipts, disbursements, and current balance, (2) receive for deposit monies received by the Reservations Chairperson, and (3) pay by check the expenses of the meeting.

The Treasurer shall receive all money for dues and shall submit state dues by the appropriate deadlines. The Treasurer shall also keep the President and Vice President informed of membership numbers. The Treasurer shall (1) remind members to provide change of information (address, phone, employer, etc.) and update records accordingly; (2) provide a copy of each member's application to the President, Vice President, Chapter Representative, Roster, Reservations and Publications Chairpersons, as well as the State Treasurer.

The Treasurer shall publish a dues notice/application form in the February and March issues of *The Legal Pad* as the deadline for receipt of dues is April 1.

The Treasurer shall prepare the membership application form of all members of OLPA and submit same to the NLPA Treasurer, which form shall include:

Name	Employer
Address	Employer Address
Telephone Number	Employer Telephone Number
Fax Number	Fax Number
E-mail Address	E-mail Address

Officers and committee chairpersons are responsible for submitting on a timely basis to the Treasurer their expenses on a voucher form provided by the Treasurer after the budget is approved. These expenses should adhere to budget requirements, such as postage, photocopies, advance for seminar deposits, etc. The Treasurer shall be responsible for reimbursing members for submitted expenses. Expenses not budgeted or expenses in excess of budget must receive Board approval.

The Treasurer shall serve as a member of the Budget and Finance Committee. The Treasurer shall provide the records required to the members appointed by the Budget and Finance Committee to audit the records of the Treasurer.

The Treasurer shall arrange for auditing of the books in January (mid-year audit) and schedule a Budget and Finance meeting in January after the audit (mid-year checks and balances). The Non-Profit Corporation Biennial Report of the Association is due to the Secretary of State by April 1 in odd numbered years. This report should be forwarded to the Registered Agent, but if not, the Treasurer should contact the Secretary of State for the report form and requirements. Beginning in 2008, small tax-exempt organizations that previously were not required to file returns may be required to file an annual electronic notice, Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required to File Form 990 or 990-EZ. The Treasurer is required to file the Annual Electronic Filing Requirement for Small Exempt Organizations-Form 990-N (e-Postcard) by the 15<sup>th</sup> day of the fifth month after the close of OLPA's tax period. This filing applies to tax periods beginning after December 31, 2006. The Pension Protection Act of 2006 requires the IRS to revoke the tax-exempt status of any organization that fails to meet its annual filing requirement for three consecutive years. Organizations that do not file the notice will lose their tax-exempt status.

The Treasurer, like all other officers, assumes the unwritten responsibility of assisting wherever possible to ensure success of Association activities and friendly cooperation among all members.

## CHAPTER REPRESENTATIVE

Duties of the Chapter Representative, as set out in Article X, Section 5 of the Bylaws of OLPA, are as follows:

It shall be the duty of the Chapter Representative to attend and report on the annual and all meetings of the Board of Directors of the Nebraska Legal Professionals Association and to act as representative of this Association and a liaison between both associations.

The Chapter Representative should review files of past Chapter Representative(s) to use as a guide.

The Chapter Representative of OLPA should attend all meetings of OLPA and NLPA and assist the President and other officers of this Association. It is the duty of the Chapter Representative to keep members of OLPA informed of all NLPA activities and advise the President in advance of meeting dates and matters requiring a vote of the membership. The Chapter Representative of OLPA serves as a member of the NLPA Board of Directors and votes on behalf of OLPA. The Chapter Representative should keep in close contact with the Treasurer for member information.

The term of the Chapter Representative shall be for one year, said term to commence at the NLPA annual meeting and end after the installation of the newly elected Chapter Representative.

When appropriate, the members direct the Chapter Representative on how to vote on any matters that may come before the NLPA Annual Meeting and a State Board Meeting, including, but not limited to, election of officers, amendments to Bylaws and/or Standing Rules, etc. The Chapter Representative is then responsible for voting in accordance with the directions of OLPA members, or using his/her discretion if directed to do so, and reporting back to OLPA on all matters that come before the NLPA Annual Meeting and State Board Meetings. Prior to a State Board or Annual Meeting, the Chapter Representative will receive a pro tem form from the NLPA Secretary. This form should be completed within the designated time and returned to the NLPA Secretary indicating whether he/she will be in attendance or which member will be voting in his/her place if he/she is unable to attend.

The Chapter Representative is responsible for submitting reports to the *The Legal Pad* editor and *The SideBar* editor. Each editor will advise of deadlines to be strictly observed. Generally, the report to *The Legal Pad* will include state activities and the report to *The SideBar* will contain local activities of interest to the state. The Chapter Representative also prepares a report of OLPA's meetings and activities for the annual convention booklet.

Since each chapter is allowed one vote on the state level via its Chapter Representative, the position is most important to OLPA and its representation in NLPA.

The Chapter Representative, like all other officers, assumes the unwritten responsibility of assisting wherever possible to ensure the success of OLPA activities and friendly cooperation among all members.

## **PARLIAMENTARIAN**

Duties of the Parliamentarian, as set out in Article X, Section 6 of the Bylaws of OLPA, are as follows:

The Parliamentarian shall be responsible for the updating and amending of the Bylaws and shall rule on all questions of order and see that parliamentary rules are followed in all things, and shall interpret the Bylaws of this Association.

The Parliamentarian should review files of past Parliamentarian(s) to use as a guide.

This appointed officer shall be knowledgeable of the Bylaws and rules of procedure of OLPA to ensure that business is being conducted in accordance with its Bylaws. This officer shall also be familiar with the Bylaws and Standing Rules of NLPA. *Robert's Rules of Order Newly Revised* should be used a guideline.

This appointed officer shall also: (1) prepare and submit to the general membership for their vote all changes in the Bylaws of OLPA; (2) prepare and submit to the Board of Directors for approval all changes in OLPA'S Handbook for Officers and Committee Chairpersons; and (2) be available at all meetings of this Association to advise on any questions of parliamentary procedure.

Specific information as to how Bylaw changes are effected and the proper manner of obtaining answers to parliamentary questions are contained in the file.

The Parliamentarian, like all other officers, assumes the unwritten responsibility of assisting wherever possible to ensure the success of Association activities and friendly cooperation among all members.

## **COMMUNITY SERVICE CHAIRPERSON**

Duties of the Community Service Chairperson, as set out in Article XI, Section 7 of the Bylaws of OLPA, are as follows:

This committee shall have charge of all matters pertaining to the general welfare of the membership and shall act on behalf of the Association in matters of courtesy and benevolence, whether for members of this Association or for the general public or civic welfare.

This chairperson should review files of past Community Service Chairperson(s) to use as a guide.

This chairperson shall submit several community service project ideas to the Board of Directors for selection and approval. If a project or projects are approved, members will be asked to contribute time, money, or goods and the chairperson is responsible for the coordination of the project. Specific information on previous projects should be contained in the file. A year-end report should be prepared for the file.

## EMPLOYMENT CHAIRPERSON

Duties of the Employment Committee, as set out in Article XI, Section 1 of the Bylaws of the OLPA, are as follows:

This committee shall keep a file of positions available in the legal field. No charge shall be made to any member for placement in any position, and only members in good standing are eligible to be advised of positions.

This chairperson should review files of past Employment Chairperson(s) to use as a guide.

The Employment Committee is a benefit for the members of the Association. The chairperson is contacted by employers seeking employees and by members seeking employment.

Employers contact the chairperson with information regarding available positions. Thereafter, the chairperson contacts each employer the day of the monthly board meeting and the day of the general membership meeting to determine if the position remains available. If so, the employment listing remains on the Employment Committee Report; if the position has been filled, it should be deleted from the report.

Members of the Association contact the chairperson inquiring as to available positions. The chairperson gives all employment listings to the member, and it is up to the member to contact the employer directly.

Information obtained from the employer includes the following:

1. Name of employer
2. Address of employer
3. Name of contact person
4. Telephone number of contact person/employer
5. Position title
6. Position duties
7. Work schedule (days/hours)
8. Benefits (optional)

The Employment Committee Report should be updated immediately upon receipt of new information because members may call at any time for an update, and current information should be available at all times.

If the chairperson is contacted by any law firm with an opening, he/she does not give out any member's name who is seeking employment. The chairperson should obtain all the necessary information from the law firm and notify the member and shall not discuss salary, but may inquire as to other benefits.

It shall be the chairperson's responsibility to make regular reports to the membership and shall also keep all membership inquiries confidential. A copy of a written report shall be furnished to the President and Secretary at all Board of Directors and membership meetings and to *The Legal Pad* editor.

Status and/or progress reports should be made to any member or attorney contacting this chairperson regarding the availability of job openings. A year-end report should be prepared for the file.

## LEGAL EDUCATION CHAIRPERSON

Duties of the Legal Education Chairperson, as set out in Article XI, Section 2 of the Bylaws of OLPA, are as follows:

It shall be the duty of this committee to assume leadership in the education of its members. This committee shall gather and generally provide information to increase the legal education of its members.

This chairperson should review files of past Legal Education Chairperson(s) to use as a guide.

This chairperson is responsible for researching and providing *The Legal Pad* editor with a legal education report for each issue. No copyrighted articles shall be published unless prior approval has been obtained. The file should contain procedures regarding copyright requirements and should be updated periodically. A year-end report should be prepared for the file.

## SEMINAR CHAIRPERSON

Duties of the Fall Seminar Chairperson, as set out in Article XI, Section 11 of the Bylaws of OLPA, are as follows:

This committee shall make all arrangements for a local seminar to be held for the benefit of the members. Attendance at the seminar is open to all interested persons. In the years when this Association hosts the NLPA Fall Seminar, a local seminar will not be held.

This chairperson should review files of past Seminar Chairperson(s) to use as a guide.

The chairperson should review the evaluation forms from previous seminars for changes and suggestions. It may also be helpful to request suggested topics at the general meeting and/or in *The Legal Pad*. The seminar is generally held in the Fall so plans should be finalized by June or August at the latest for submission to the board for approval in August (as to location, date, and program). Seminar duties shall include:

1. Obtaining a convenient date for a speaker or panel of speakers.
2. At least one month prior to the chosen date, make up a flyer stating the topic, speaker(s), date, time, location, and fees, including or attaching a reservation form. Provide a copy of the flyer to *The Legal Pad* editor for inclusion in the next issue, to the Program/Public Relations Chairperson so the information can be included in *The Daily Record*, and to the Website Chairperson. A separate mailing of the flyer may be made at the discretion of the chairperson and approval of same by the Board of Directors. Also e-mail copies of the flyer to other chapters, or have the flyer published in *The SideBar*.
3. Arrange to have CLE credit certificates and seminar evaluation forms available.
4. Prior to the seminar, confirm the room and speaker(s). Determine which OLPA members will be present to help with set-up, registration, and clean up. Arrive at the seminar early to arrange meal(s) (usually a continental breakfast if a half-day seminar). Also set up a registration table with any necessary seminar materials provided by the speaker(s) and information about OLPA and NLPA. Arrange for introduction of the speaker(s).
5. Gifts to speaker(s) may be given if approved by the Board of Directors, especially if the speaker(s) has traveled from another city to speak. Write a letter to the speaker(s) or panel of speakers thanking them for their time.

Although the seminar is a membership benefit and is not expected to realize a profit to OLPA, efforts should be made to stay within the amount budgeted for seminar expenses. (The chairperson will find that the registration fee charged will generally cover expenses.) A year-end report should be prepared for the file.

## PROGRAM/PUBLIC RELATIONS CHAIRPERSON

Duties of the Program/Public Relations Chairperson, as set out in Article XI, Section 3 of the Bylaws of the OLPA, are as follows:

This committee shall plan and provide the program for all meetings of this Association and shall have the duty of editing, approving and handling all newspaper, radio and other publicity released in connection with this Association. He/She shall cooperate with the chairpersons of all committees of this Association in sending out publicity relative to the work of such committees, and information requested by the Board of Directors.

This chairperson should review files of past Program/Public Relations Chairperson(s) to use as a guide.

This chairperson is responsible for arranging programs presented at the OLPA general membership meetings. The programs for the meetings set out below are arranged by the designated chairpersons:

- |    |                                 |                                       |
|----|---------------------------------|---------------------------------------|
| 1. | Membership Meeting (September): | Membership Chairperson                |
| 2. | Summer Activity/Holiday Party   | Social Activity Chairperson           |
| 3. | Election Meeting (March):       | Nominations and Elections Chairperson |
| 4. | Installation Meeting (April):   | Outgoing President                    |

This chairperson will be responsible for writing a note of thanks to the speaker of each meeting, other than the four listed above, which note of thanks should be written within a day or two after the meeting.

Traditionally, there are no general membership meetings held during the months of July, August, and December.

The emphasis for programs is educational with legal emphasis, and speakers and topics should reflect this theme. The purpose of the Association is to provide educational opportunities to its members. Speakers on law-related topics best achieve these educational goals. A tentative list of programs for the entire year plus the May meeting of the following year shall be submitted to the Board of Directors at the June meeting or as soon thereafter as possible. Each month, specific topics and speakers shall receive Board approval.

This chairperson is responsible for the distribution of news articles concerning the Association's scheduled meetings. Many committees (Ways and Means, Social Activity which includes the Holiday Party and Summer Activity, Seminar, etc.) handle their own publicity, but if asked, this chairperson should cooperate in preparing appropriate publicity items for distribution.

The chairperson shall coordinate with *The Daily Record* in publishing the names of the newly installed officers and award winners at the April meeting. In addition, the chairperson shall be responsible for publishing any special achievements of members, i.e., PLS, CLE, CLA, etc.

The reason this chairperson is responsible for seeking approval of a topic and tentative speaker for the May meeting of the following year is to ease the burden of this chairperson beginning his/her term as chairperson in April. Both the outgoing and incoming chairpersons shall work together in April to ensure that the May program is prepared. A year-end report should be prepared for the file.

## PUBLICATIONS CHAIRPERSON

Duties of the Publications Chairperson, as set out in Article XI, Section 4 of the Bylaws of OLPA, are as follows:

It shall be the duty of this committee to provide a publication to all members.

This chairperson should review files of past Publications Chairperson(s) to use as a guide.

The Publications Chairperson shall serve as editor of *The Legal Pad*, the official publication of this Association. *The Legal Pad* is published at appropriate times during each year, with issues being e-mailed at such times; it is not published during the months of July and December.

The names, addresses and telephone numbers of the membership are confidential and shall not be given to any non-member. Notice of the same shall be published in each issue of *The Legal Pad*. The chairperson shall keep in close contact with the Treasurer for member information.

The editor is responsible for publishing information that may be helpful, educational, or entertaining to the members of OLPA. The editor receives articles from the various chairpersons usually by the Monday following the Board meetings. The articles are presented in *The Legal Pad* as they are received by the editor, subject to grammatical and formatting corrections. Minutes of board and general membership meetings should be included.

In addition to the articles from chairpersons pertaining to the activities of their committees, *The Legal Pad* has standard features: The President's Message, Birthday List, Make a Note (sets out important dates for members; i.e., meeting dates, court holidays, etc.), and a legal education article. *The Legal Pad* also has provided room for coverage of special OLPA events such as convention news, introduction of officers, seminar information, summer activity, Holiday Party plans, etc. Other suggested items that may be included in *The Legal Pad*, if room is available and the chairperson approves, are: List of Officers/Committee Chairpersons, Mission Statement, Welcome New Members, Member Bios, Hostesses for Board Meetings, Announcements (Birth, Wedding).

*The Legal Pad* is an effective means of communication to every member of OLPA. Each new editor is encouraged to use all previous issues and ideas in order to continue to provide OLPA with a quality publication. A year-end report should be prepared for the file.

## RESERVATIONS CHAIRPERSON

Duties of the Reservations Chairperson, as set out in Article XI, Section 5 of the Bylaws of OLPA, are as follows:

This committee shall take charge of reservations for all dinners and other affairs for which a charge will be made, and collect the money and turn it over to the Treasurer.

This chairperson should review files of past Reservations Chairperson(s) to use as a guide.

The Reservations Chairperson has the responsibility of making arrangements for the meeting place and menu for the monthly meetings of the Association confirming same in writing with the restaurant. The restaurants should have a separate room with a door, if possible, so the speaker can be heard. This chairperson's selection may include alternatives with details on menu, prices, and location. The chairperson shall seek Board of Directors guidance in the selection. Inexpensive alternatives to restaurant dinners may be considered. It is best to limit menu choices to 2 or 3 items, \$10.00 to \$15.00 range or less if possible, and to round off to dollar figure to include meal, drink, tax and gratuity. Providing mixers to encourage socializing among members (seating arrangement by color code, birthdays, alphabet) at some time during the year may help members get acquainted with each other.

When reserving a meeting room at local restaurants for OLPA's monthly meetings, the following items should be addressed:

1. Check availability of date – third Wednesday of each month.
2. Make sure the room is big enough to hold up to 35 people.
3. Meeting rooms that have a door that can be closed are preferable.
4. Check to see what audio visual equipment is available for the speaker.
5. Reserve the room from 5:15 p.m. to 8:15 p.m.
6. Confirm that there is NOT an additional cost to use the room.
7. Ask that dinner be served at 6:00.
8. Inform the restaurant that the bill will be paid by one check; confirm the percentage for gratuity. Tell the restaurant that you will be pre-selecting menu items and that you will have different colored slips of paper identifying those choices as an aid to the waitress.
9. Ask the restaurant to fax/e-mail you a menu. Choose three entrees that provide a variety (salad/sandwich/casserole/chicken/beef/seafood, etc.) Choose items between \$8-9 because by the time you add a drink, tax, tip, the president's and speaker's meals, the cost to our members will be \$12-13. Call in your reservation count by 3:00 p.m. on the Monday before the meeting. Confirm that dinner will be served at 6:00.
10. The following restaurants have worked well for us in the past: DJ's Dugout, Farmhouse Café, Valentino's (108<sup>th</sup> & Q), Spaghetti Works (Ralston), Perkins (108<sup>th</sup> & L).

The Reservations Chairperson shall also: (1) inform the Program/Public Relations Chairperson and Publications Chairperson of the meeting, location, menu, and cost; (2) accept reservations and notify the restaurant of the number attending; (3) provide a list of members and guests attending to the President, Treasurer, and Oscar Award Chairperson; (4) collect all monies by

cash or check due for meals to be paid by cash or check and submit to the Treasurer along with the restaurant statement for payment; (5) distribute name tags; and (6) circulate the Pot of Gold, with each member depositing a quarter and his/her name tag for a drawing. It is also the responsibility of this chairperson(s) to collect all monies due for meals from members who fail to cancel their reservation by the cancellation deadline, if the restaurant charges for said meal(s). This chairperson shall keep in close contact with the Treasurer for member information.

Traditionally, *The Daily Record* has cooperated with publication of monthly general meeting notices at no charge. The notices should contain the date and time, location, speaker, purpose of the meeting (i.e., elections, etc.) and cost of the meal including menu choices, together with reservation information. Other publications can be used in addition to *The Daily Record*, such as the *Omaha World-Herald* and *Midlands Business Journal*.

This chairperson may aid in planning the summer activity and holiday party with the Social Activity Committee Chairperson, the membership meeting with the Vice President, etc.

This chairperson shall provide the Oscar Award chairperson with any records of attendance or other information necessary to compute the required points for the Oscar Award. A year-end report should be prepared for the file.

## WAYS AND MEANS CHAIRPERSON

Duties of the Ways and Means Chairperson, as set out in Article XI, Section 6 of the Bylaws of OLPA, are as follows:

This committee shall have charge of raising funds for any purpose whatsoever other than the collection of dues and shall devise such methods of obtaining funds as may be proper for any special project or purpose the Board of Directors shall determine.

This chairperson should review files of past Ways and Means Chairperson(s) to use as a guide.

This committee is an important function of the Association. Funds realized from events provide monies used for the scholarship that is awarded by the Association, as well as operating expenses. Details of previous projects should be kept in the file to aid future fund-raising events. This chairperson shall provide articles/flyers on fund-raising events for publication in *The Legal Pad*.

The chairperson is responsible for sending thank you letters to all contributing individuals (excluding members), businesses and firms.

Upon completion of the year's project(s), a financial report shall be prepared for publication in the *The Legal Pad*. A year-end report should be prepared for the file.

## BAR LIAISON/LAW DAY CHAIRPERSON

Duties of the Bar Liaison/Law Day Chairperson, as set out in Article XI, Section 8 of the Bylaws of OLPA, are as follows:

The chairperson of this committee serves as a liaison between OLPA and the Omaha Bar Association (“OBA”). This chairperson is to compose an article for the Omaha Bar Newsletter about upcoming activities for the Association and is in charge of the Law Day essay contest open to junior high level students in conjunction with the OBA.

This chairperson should review files of past Bar Liaison/Law Day Chairperson(s) to use as a guide.

This chairperson's responsibilities shall include the following:

1. Review files of past Bar Liaison Chairperson(s) to use as a guide;
2. Contact by telephone and by letter the Executive Director of the OBA to:
  - a. Advise the Director of the chairperson's name, address, and phone number;
  - b. Ask to be placed on the mailing list for the *Omaha Bar Association Newsletter*, notice of deadlines for articles to be submitted, and any notices of upcoming events or information of general interest;
  - c. Advise the Director of OLPA's availability and willingness to assist in any local OBA functions (e.g., Law Day, Field Day, seminars, registration at conventions and workshops, etc.); and
  - d. Announce any of the upcoming activities of OLPA that may be of interest to the OBA.
3. Submit articles to the *Omaha Bar Association Newsletter* during the months of July, October, January, and March), which articles may include:
  - a. General information on OLPA's upcoming activities and programs;
  - b. Announcements of OLPA's elections and awards (e.g., Boss of the Year, Legal Professional of the Year, Oscar Award recipient, newly elected officers, etc.);
  - c. Announcements of OLPA's commitment to continuing legal education through seminars and training programs.

These articles are printed on a space-available basis.

4. Submit copies of all correspondence, articles, etc., to the Chapter President; and
5. Inform the OLPA membership of any OBA functions and ask for volunteers to assist at these functions.

This chairperson's responsibilities can also include the following:

1. Presentation of information on OLPA to OBA meetings; and
2. Writing congratulatory letters to attorneys or judges on honors or awards.

OLPA, in conjunction with the Omaha Bar Association, will hold an essay contest commemorating Law Day, which is observed in May each year. The contest is open to eighth graders in the Omaha metropolitan area. The winner and two runners-up will receive prizes and the winning entry will be displayed. The duties in regard to Law Day and the essay contest are as follows:

Letters are sent to public and parochial school systems in Omaha and surrounding communities concerning the Law Day Essay Contest, as well as to the *Omaha World-Herald*. Send letters during February announcing the contest. The deadline for submission of the essays should be approximately thirty days after the letters go out.

Due to the large number of essays received, at least two (or more if necessary) members of OLPA screen them for obvious disqualification: i.e., misspelled words, grammar, etc. The three judges selected by this chairperson then review the final selections (10 – 12 is a manageable number) and choose the top three winners. Each entrant receives a letter acknowledging participation in the contest.

The chairperson shall notify *The Daily Record*, prior to its deadline for submission of Law Day articles, who the first place winner is and furnish them with a copy of the winning essay so that it can be made a part of their special Law Day insert. The winners need to complete a form so their bond may be purchased. All winning essays are displayed at the Law Day luncheon. The winners, their teachers and their parents are notified and are invited as guests of the OBA at the Law Day luncheon. This chairperson confirms the number of attendees for the Law Day Luncheon and notifies the OBA. The chairperson attends the Law Day Luncheon and presents the certificates and bond receipts to the winners. In the past, parts of the winning essay have been read at the luncheon.

Usually the forms are returned on the day of the luncheon, and the bonds are purchased the next week. Submit evidence of purchase to the OBA for reimbursement.

The first place winner receives a \$100.00 bond; the second place winner receives a \$75.00 bond, and the third place winner receives a \$50.00 bond. Funds for the bond purchases will be provided by the OBA. The OBA also provides a certificate for each winner.

The chairperson should prepare an article for the May issue of *The Legal Pad* regarding the essay contest and send thank you letters to the judges and anyone else who assisted.

A year-end report should be prepared for the file.

## BOSS OF THE YEAR CHAIRPERSON

Duties of the Boss of the Year Chairperson, as set out in Article XI, Section 9 of the Bylaws of OLPA, are as follows:

The chairperson of this committee is in charge of conducting the Boss of the Year contest.

Each year OLPA presents a Boss of the Year Award at the April meeting. This award allows all members of OLPA to express their appreciation for outstanding bosses. Nominations for this award are submitted to this chairperson. This chairperson shall review past files to use as a guide.

The following rules shall apply:

- (1) Every member in good standing of OLPA is eligible to submit a nomination, and all nominations must be typed and should not exceed one letter-sized sheet of paper.
- (2) The nominee's name SHOULD NOT appear in the body of the letter. A separate cover letter is to be enclosed in which the names of the member and his/her boss are shown.
- (3) The nomination SHOULD NOT include the boss's civic, educational, religious, fraternal or bar association activities in the letter.
- (4) Letters of nomination must be postmarked no later than the date specified by the chairman (usually around March 15). Letters postmarked or presented to the Boss of the Year chairperson after that deadline will be disqualified.

This chairperson shall prepare an article for the February issue of *The Legal Pad* to inform members of guidelines and requirements, including the cutoff date for submitting nominations.

One method of judging is to choose three people not associated with OLPA to review nominations and select the winning Boss. Judges are instructed to select the nominee they feel best complies with criteria described in the rules and regulations. In the event a consensus is not reached, the judges are required to choose a winner from the finalists. **The file shall contain only the winning nomination; all other nominations shall be removed.**

The winner is notified by mail (with a copy of the letter to his or her secretary) that he or she has been chosen for this honor. Arrangements are then made with him or her to attend the meeting at which he or she will receive the honor.

The chairperson orders a plaque and has it properly engraved for presentation. The presentation at awards night is made either by the nominating secretary, the outgoing Boss of the Year, or by the chairperson, by choice of the nominating secretary.

The nominating secretary of the Boss of the Year will serve as the chairperson of this committee for the following year. A year-end report should be prepared for the file.

## **BUDGET/FINANCE COMMITTEE**

Duties of the Budget/Finance Committee, as set out in Article XI, Section 10 of the Bylaws of OLPA, are as follows:

This committee shall consist of the incoming and outgoing Presidents and the incoming and outgoing Treasurers; however, it may include other members of the Association. The committee is in charge of keeping an ongoing account of the expenditures of the Association during the year and presenting reports with recommendations to the Board of Directors.

This committee shall perform the following duties:

- (1) keep running budget account records to advise and aid the Treasurer, President, and Board when budgeted items are approaching their limit, etc.;
- (2) give general input (based on the information from the budget account records) as to the necessity of amending the budget, making expenditures; and
- (3) submit to the incoming President and Treasurer a proposed budget and explanation for the upcoming year.

This committee should review files of past Budget/Finance Committee to use as a guide.

This committee will arrange for a meeting in January to do a checks and balances report after mid-year audit is complete.

"Budget Status Reports" should be submitted quarterly to the Board to advise them of any items approaching or exceeding the budget limit. This committee should make recommendations if they feel the budget needs to be amended before the end of the calendar year.

It is of extreme importance that this committee prepares the proposed budget for the upcoming year to be approved at the June board meeting. A year-end report should be prepared for the file.

## **HISTORIAN**

Duties of the Historian, as set out in Article XI, Section 12 of the Bylaws of OLPA, are as follows:

The chairperson of this committee shall keep a complete history of the progress of the Association and shall submit pictures and other material to the State Historian if one is appointed. The chairperson is responsible for the preparation of the scrapbook, which is presented to the outgoing President at the installation of his/her successor.

This chairperson should review files of past Historian(s) to use as a guide.

The scrapbook shall contain a compilation of the events transpiring during the President's term of office, including pictures, memorabilia, and information regarding meetings, seminars and special events. It is traditional that the theme and contents of the book shall remain unknown to the President. Basic information regarding purchase and costs of the book, supplies, etc., shall be contained in the file. This information should be updated each year.

Any chapters within the state association that have prepared a scrapbook are encouraged to bring their scrapbooks to the NLPA Annual Meeting for the enjoyment of other chapters.

A year-end report should be prepared for the file.

## LEGAL PROFESSIONAL OF THE YEAR CHAIRPERSON

Duties of the Legal Professional of the Year Chairperson, as set out in Article XI, Section 14 of the Bylaws of OLPA, are as follows:

The chairperson of this committee is in charge of conducting the Legal Professional of the Year contest.

Traditionally, the chairperson is the recipient of the previous year's award. This chairperson should use discretion in the selection of judges, review of the applications, meeting of deadlines, and assuring OLPA that the contest will be conducted in an ethical manner.

This chairperson should review files of past Legal Professional of the Year Chairperson(s) to use as a guide.

The winner of the OLPA award shall be submitted as OLPA's applicant to the NLPA contest within its deadline. Applications not received by the deadline will not be accepted. The winning application shall be submitted as required by NLPA.

Nominees may be solicited in any manner selected by the chairperson, including anonymous nominations, employer nominations, and member nominations. Each nominee shall be requested to complete the application form, including a letter of nomination.

Judges are instructed to select the nominee they feel best complies with criteria described in the rules and regulations. In the event a consensus is not reached, the judges are required to choose a winner from the finalists.

The winner shall be notified by delivery of a bouquet of flowers with a congratulatory card (at least one week prior to Awards night), provided this expense has been budgeted or approved by the Board of Directors. All other applicants shall be notified prior to Awards night that a winner has been selected. The presentation may be made by the chairperson, boss of the winner or other appropriate individual.

The chairperson shall keep all nominee names and applications confidential.

**The file shall contain only the winning application; all other applications shall be removed.**

Specific information on all aspects of this contest is contained in the file. A year-end report should be prepared for the file.

## NOMINATIONS AND ELECTIONS CHAIRPERSON

Duties of the Nominations and Elections Chairperson, as set out in Article XI, Section 15 of the Bylaws of OLPA, are as follows:

The chairperson of this committee is to appoint three members in good standing to assist the chairperson. No nominees are to serve on the committee. Duties include receipt of nominations, preparation of ballot for publication (at least one week before the elections meeting) and shall be in charge of the elections at the meeting.

This chairperson should review files of past Nominations and Elections Chairperson(s) to use as a guide.

At the January membership meeting, this chairperson should announce his/her committee members and state that nominations are open for the following offices: President, Vice President, Secretary, Treasurer and Chapter Representative.

Members are then asked to call the chairperson or any of his/her committee members to nominate any member in good standing for an office. The chairperson or the committee member will then contact the nominated person to obtain acceptance from them. A sample ballot is prepared in order that it may appear in the February and March issues of *The Legal Pad*. On the sample ballot, the names should appear in alphabetical order per office.

At the March election meeting separate ballots are prepared for each office, leaving several blank lines at the bottom of each ballot. The duties of the office being voted on are read from the Bylaws. OLPA's Bylaws provide that nominations may be made from the floor at the time of election. When it appears that all nominations have been made, the chairperson declares that nominations are closed and a motion to that effect is not required. The nominees should be introduced and asked to stand.

The tellers will then distribute the ballots, and voting for that particular office will proceed. It is the established custom of this Association that balloting for each office immediately follows nominations from the floor for that office. The ballots are counted for one office and the result of that election is announced before the next office to be voted on is opened for nominations from the floor. In the event that only one person runs for a given office, a unanimous ballot can be cast in lieu of distributing paper ballots. All members in good standing who are present at the elections meeting have a right to vote in all balloting procedures.

After the election of all officers, a list of the winners' names is read, and a motion shall be made that all ballots and tally sheets be destroyed and that the election results be accepted and approved.

An article should be submitted to *The Legal Pad* indicating the results of the election.

It is suggested that this chairperson read and refer to the current Bylaws (Article VIII) and *Robert's Rules of Order Newly Revised*, which is the parliamentary authority of this Association. A year-end report should be prepared for the file.

## **OSCAR AWARD CHAIRPERSON**

Duties of the Oscar Award Chairperson, as set out in Article XI, Section 16 of the Bylaws of OLPA, are as follows:

The chairperson of this committee is in charge of determining the Oscar Award recipient. The Oscar Award is given each year to a member in recognition of outstanding loyalty, service and attendance.

The outcome of this award is determined on a point system for holding an office or chairmanship and by attendance at local and state association meetings. Points are awarded as follows: State or Local Officer (4); State or Local Chairperson (3); Attendance at State Board Meetings (3); Attendance at Local Board Meetings (2) and Attendance at Local General Meetings (2). Bonus points are awarded for perfect attendance at all local and state meetings.

This chairperson should review files of past Oscar Award Chairperson(s) to use as a guide.

The winner (member with the greatest number of points) is announced at Awards Night in April. A plaque is presented. The winner of the award then becomes the chairperson of the event for the following year.

The chairperson's duties also may include calculation, preparation and distribution of CLE certificates for all members. A year-end report should be prepared for the file.

## **ROSTER CHAIRPERSON**

Duties of the Roster Chairperson, as set out in Article XI, Section 17 of the Bylaws of OLPA, are as follows:

The chairperson of this committee is responsible for the preparation and updating of the Membership Booklet, which traditionally contains a roster of all members, a list of past presidents, a list of charter and honorary members, an explanation of Special Activities, general information, the Mission Statement, a list of NLPA's officers, OLPA's officers, appointed offers, and committee chairperson, and bits of the Association's history. The names, addresses and telephone numbers listed in the Roster are confidential and shall not be given to any non-member.

The Treasurer will have all of the above information in his/her records and the Roster Chairperson will work with the Treasurer to ensure that labels are properly prepared for all members of OLPA to enable each member to receive information, as necessary. Updates of the Roster should be made whenever necessary and distributed to members.

This chairperson should review files of past Roster Chairperson(s) to use as a guide.

More specific information will be contained in the file. A year-end report should be prepared for the file.

## **SCHOLARSHIP CHAIRPERSON**

Duties of the Scholarship Chairperson, as set out in Article XI, Section 18 of the Bylaws of OLPA, are as follows:

The chairperson of this committee is in charge of conducting the annual scholarship contest and the presentation of OLPA's scholarship to a high school or college student interested in furthering his/her education in the legal field.

This chairperson should review files of past Scholarship Chairperson(s) to use as a guide.

The applications, with name identification removed, are submitted to three (3) judges chosen by this chairperson. It is suggested these judges have a legal background or work with education. Judges are instructed to select the applicant they feel best complies with criteria described in the rules and regulations. In the event a consensus is not reached, the judges are required to choose a winner from the finalists.

The scholarship winner shall be invited to attend the April meeting (as the guest of the Association) to receive the award. Any guests of the scholarship winner may be responsible for the cost of their meal as determined by the Board of Directors depending on funds available. This chairperson is responsible for preparation and presentation of the award.

The winner will be submitted to the NLPA scholarship chairperson in accordance with the deadlines. All applicants may apply for the NLPA scholarship directly.

Scholarship funds, as provided in the budget, are disbursed directly to the appropriate educational institution (upon proof of enrollment by the scholarship winner).

A year-end report should be prepared for the file.

## **SOCIAL ACTIVITIES CHAIRPERSON**

Duties of the Social Activities Chairperson, as set out in Article XI, Section 19 of the Bylaws of OLPA, are as follows:

The chairperson of this committee makes all the arrangements for a summer activity and a holiday party in early December that takes the place of the Association's December meeting.

This chairperson should review files of past Social Activities Chairperson(s) to use as a guide.

Specific information on all aspects of the Summer Activity and Holiday Party activities is contained in the file.

The Board of Directors should approve any funds necessary to conduct a social activity.

Upon completion of each year's event a financial report shall be prepared for publication in *The Legal Pad*, with a copy submitted to the President and Treasurer.

A year-end report should be prepared for the file.

## **BOARD OF DIRECTORS**

The Board of Directors, pursuant to Article VII, Section 2 of the Bylaws of OLPA, consists of the officers, the Immediate Past President, and the chairpersons of all committees.

It is the responsibility of all officers and committee chairpersons to attend all general membership and Board of Director meetings of the Association. Article VIII, Section 7 of the Bylaws provides the Board of Directors with the power to declare a vacancy in any office or chairpersonship by reason of the absence of an officer or chairperson for three successive board meetings, unless such absence has been unavoidable.

Meetings of the Board of Directors are held the first Wednesday of each month. At meetings of the Board, all members are encouraged to be present and participate in discussion of matters before the Board. The Board reviews all matters of interest to OLPA and votes on actions to be made and reported to the general membership for their action. With the exception of the office of President, any vacancy on the Board shall be filled as follows:

1. The remaining Directors shall fill the vacancy in any elective office; and
2. The President shall fill the vacancy as to any chairperson by appointment.

Professional courtesy dictates notifying the President of your absence and the name of the person who will present your report in your absence.

## **EXECUTIVE COMMITTEE**

The Executive Committee, pursuant to Article VII, Section 5 of the Bylaws of OLPA consists of the elected officers, the Parliamentarian, and the Immediate Past President. A majority of the Executive Committee shall constitute a quorum. The Executive Committee shall approve the committee chairpersons appointed by the President, approve appointments made by the President, and has the authority to dispose of emergency matters that arise between meetings of this Association, but it shall have no authority to dictate any policy of OLPA.