

**BYLAWS**

**of**

**CENTRAL FLORIDA PARALEGAL ASSOCIATION, INC.**

**ARTICLE I**

Name and Purpose

- Section 1.1 Name: The name of this \*Florida not for profit corporation is: CENTRAL FLORIDA PARALEGAL ASSOCIATION, INC. ("CFPA"). CFPA shall be affiliated with the National Association of Legal Assistants, Inc. ("NALA").
- Section 1.2 Purpose: CFPA has been organized for the purposes set forth below:
- A. To establish a professional organization for legal assistants/paralegals (hereinafter "paralegals") in the Central Florida area.
  - B. To promote high standards of ethical conduct among its members which shall not be inconsistent with the Model Code of Professional Responsibility of The American Bar Association and the Rules of Professional Conduct of the Florida Bar.
  - C. To foster, promote and otherwise encourage the growth and advancement of paralegals throughout the Central Florida area.
  - D. To bridge the gap of understanding and meet and fulfill the needs of paralegals who are practicing in private law firms, governmental agencies, corporate law departments, independently, or in any other capacity, in the Central Florida area.
  - E. To promote and encourage involvement in the profession and to meet and fulfill the needs of students enrolled in paralegal programs in the community.
  - F. To cooperate with and work with organized bar associations and other professional paralegal organizations in developing guidelines for the utilization of paralegals.
  - G. When called upon, to cooperate with and work with paralegal educators in the development of curricula for training programs in order to achieve competency and proficiency in the profession.

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\* Amendment Ratified September 21, 2001

- H. To provide a forum for its members to share and exchange experiences, ideas, opinions and expertise.
- I. To sponsor and hold seminars, workshops and other programs of instruction and training of paralegals designed to develop or improve their skills and capabilities.
- J. To advance the understanding within the legal community and the general public concerning the use of paralegals and the delivery of quality legal services performed by them.
- K. To serve as a resource for information and assistance to paralegals, bar associations and paralegal educators.
- L. To promote harmonious relations and mutual understanding and cooperation between its members and other paralegals throughout the Central Florida area and the State of Florida.
- M. To promote a mutually beneficial understanding between CFPA and its members and other organizations involved directly or indirectly with the advancement and development of the paralegal profession.
- N. To support and carry out the programs, purposes, aims and goals of NALA.

## ARTICLE II

### Policy

Section 2.1 CFPA shall be non-sectarian, non-partisan, non-profit and non-union. No other programs may be initiated or undertaken (now or in the future) in conflict with the Bylaws of NALA, or of the policies of that Association.

## ARTICLE III

### Definition

Section 3.1 A paralegal (who also may be known as a legal assistant) is qualified through education, training or work experience, and is employed by an attorney, a law firm, governmental agency, corporation or other entity in a capacity or function which involves the performance, under the direction and supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires sufficient knowledge of legal concepts that, absent the paralegal, the attorney would perform.

## ARTICLE IV

### Membership

Section 4.1 Classification of Membership. There shall be various classes of membership in CFPA as follows:

A. Active Member - The following shall qualify for active membership:

- (1) Any individual who has successfully completed the Certified Legal Assistant (CLA) examination of NALA.
- (2) Any individual who has graduated from an ABA approved program of study for paralegals.
- (3) Any individual who has graduated from a course of study for paralegals which is institutionally accredited but not ABA approved, and which requires not less than the equivalent of 60 semester hours of classroom study.
- (4) Any individual who has graduated from a course of study for paralegals other than those set forth in (2) and (3) above, plus not less than six months of in-house training as a paralegal, whose attorney attests that such person is qualified as a paralegal.
- (5) Any individual who has received a baccalaureate degree in any field, plus not less than six months in-house training as a paralegal, whose attorney attests that such person is qualified as a paralegal.
- (6) Any individual who has a minimum of three years of law-related experience under the supervision of an attorney, including at least six months of in-house training as a paralegal, whose attorney attests that such person is qualified as a paralegal.
- (7) Any individual who has a minimum of two years of in-house training as a paralegal, whose attorney attests that such person is qualified as a paralegal.
- (8) The Board of Directors of this Association may at any time or from time to time prescribe further rules and regulations defining and governing the admission of individuals to membership in this Association, which said rules and regulations shall be set forth in the promulgated Standing Rules of the Association.

- B. Student Member - Any individual who is a full- or part-time student in good standing in a course of law-related study, provided that individual is not employed as a paralegal. Upon successful completion of the course of study, that individual will qualify to apply for active membership.
  
- C. Patron Member - Those members of bar associations endorsing the paralegal concept or involved in the promotion of the paralegal profession, those members of the educational field endorsing the paralegal concept or involved in the promotion of the paralegal profession, and those persons, firms, or institutions interested in supporting the organization may become Patron Members upon payment of the annual dues prescribed therefor. Patron Member does not include any individual who would otherwise be qualified as an Active Member.

Section 4.2 Application for Members. Applications for membership shall be submitted to CFPA on forms approved by the Board of Directors. Approval of membership shall be noted on the forms which shall be maintained in the business files of CFPA. Applicants may be admitted to CFPA at the full discretion of the Board of Directors or its designated representatives upon proper application to the Board, and upon payment of a nominal initial application fee. CFPA is an affiliated association of NALA, and as such, all members of CFPA are bound by the NALA Code of Ethics and Professional Responsibility, in addition to any code adopted by CFPA.

Section 4.3 Dues. Any individual or entity qualified for membership in CFPA may pay such dues as the Board of Directors may from time to time determine and apply. The Board specifically reserves the right to determine whether an individual or entity meets the requirements for membership. Dues are to be paid annually on January 1 of each calendar year and are considered delinquent after the 30-day grace period. Prior to formal termination of the member by the Board of Directors, the member may be subject to a nominal late fee, to be determined at the discretion of the Board of Directors. Dues from applicants approved for membership on or after October 1 of each year will be carried forward to include the 12 months of the following calendar year. All dues shall entitle the member to receive a copy of all information disseminated by CFPA.

Section 4.4 Members Qualified to Vote. Only active members in good standing shall be qualified to vote at membership meetings or upon other matters brought before the members. No active member who is delinquent in the payment of dues or any other financial obligations shall be qualified to vote. In no event shall student or patron members be entitled to vote.

Section 4.5 Resignation of Members. A member may resign at will by submitting a written resignation to CFPA at its principal address. Such resignation shall be deemed effective when accepted either by the Board of Directors or by the Officers if it has no effective date stated therein, and dues for the current year will be forfeited.

Section 4.6 Removal of Membership. The Board of Directors shall cancel the membership of any member by a majority vote upon determining that such member has: (1) been convicted of a felony, or (2) violated the NALA Code of Ethics. Additionally, the Board of Directors may cancel

the membership of any member by majority vote upon determining that such member has: (1) been guilty of conduct actually and substantially injurious to the good name of CFPA, or (2) failed to maintain a high standard of professional ethics, which in either case would have been deemed sufficient for a rejection of membership application. Said notice of cancellation of membership shall be in writing in the form of a letter by U.S. postal service, facsimile or electronic mail. Right to appeal shall be as provided in these Bylaws.

Section 4.7 Appeal from Cancellation of Membership. Any individual whose membership has been canceled may make a written appeal for reinstatement within thirty (30) days from the date of the written notice of cancellation.

- A. The appeal procedures are as follows:
  - (1) Board of Directors: Appeal shall be considered and passed upon at a meeting of the Board of Directors held within thirty (30) days of receipt of the written appeal. Appellant shall have the right to appear before the Board of Directors at said meeting.
  - (2) Membership: If the appeal to the Board of Directors is denied, the appellant may appeal to the membership by forwarding written notice of appeal to the Secretary at the principal address of CFPA within thirty (30) days of the written notice of denial by the Board. The Executive Committee shall call a special membership meeting to be held within sixty (60) days of receipt of written appeal. The membership shall be reinstated only upon a majority vote at such meeting. A member of the Board of Directors shall be present at said special membership meeting to present the reasons for the Board's decision in denying the member's appeal of the cancellation of membership.
- B. No individual whose membership has been cancelled has the right to apply for reinstatement more than once.
- C. No individual whose membership has been cancelled and whose application for reinstatement is pending shall exercise any rights of membership pending the determination of such application.

## ARTICLE V

### Board of Directors

Section 5.1 Membership. The Board of Directors shall consist of at least three members and no more than seven members. No member of the Board of Directors shall serve a concurrent term on the Executive Committee.

Section 5.2 Eligibility. As a prerequisite for candidacy, directors must be active members of the organization for the year prior to candidacy.

Section 5.3 Purpose. The primary purpose of the Board of Directors is to serve in an advisory capacity, working directly with the Officers of CFPA for the good of the organization, and to serve as a grievance committee to hear grievances from any member or officer of CFPA. The Board of Directors will also be responsible for long-range planning and have the final decision in disputes brought before it by individual member(s) or any officer of CFPA. The Board of Directors shall elect a Secretary to serve at the pleasure of the Board. The Board may hire attorneys, accountants and other agents, as it deems necessary. At the discretion of the Board, the officers of CFPA may be invited to attend the Board Meetings as non-voting members.

Section 5.4 Election and Term. Members of the Board of Directors shall be elected by mail or electronic ballot prior to CFPA's Annual Meeting. Directors shall be elected to serve for one (1) year or until their successors are elected as a result of his or her earlier resignation, removal from office, or death. Terms of office shall begin at the close of the Annual Meeting. Board members may serve consecutive terms. The newly elected Board of Directors shall appoint a Chair at its first meeting which shall take place no later than thirty (30) days from the Annual Meeting.

Section 5.5 Vacancies. Any Board vacancy, to include the Directors and the Chair, shall be filled by majority vote of the remaining members of the Board for the balance of the unexpired term. In the case of a deadlock by the remaining members of the Board or a failure to obtain a majority vote, the President of CFPA shall cast the deciding vote.

Section 5.6 Payment. Board members shall serve without payment of salary. The Directors of CFPA shall be entitled to the reimbursement of reasonable expenses incurred by them as Directors.

Section 5.7 Quorum. A majority of the voting members of the Board shall constitute a quorum for the transaction of business at any Board meeting.

Section 5.8 Meetings. The Board shall meet at least quarterly; meetings may be conducted by conference call.

Section 5.9 Resignation. A Board member may resign at any time by delivering to the Board of Directors written notice thereof, in the form of a letter by U.S. postal service, facsimile or electronic mail. Such resignation shall take effect at the time specified therein, or, if the time is not specified, then upon receipt of such notice, at which time all directors and executive officers will be notified of the resignation.

Section 5.10 Removal. A Board member may be removed from the Board if he or she fails to attend two consecutive meetings of the Board, or for other cause, upon the unanimous vote of the remaining members of the Board.

Section 5.11 Annual Report. The Chair of the Board shall report to the membership on the status of CFPA, including its financial condition, at CFPA's Annual Meeting.

Section 5.12 Duties of Directors. Board members shall actively participate in at least one committee or capacity in addition to their position as a Director.

Section 5.13 Reports. The Board of Directors shall fully advise the Executive Committee as to all of its actions, shall keep regular minutes, and shall make such written or oral reports as shall be required.

## ARTICLE VI

### Officers

Section 6.1 Officers. The elected officers of CFPA shall be a President, Vice President/President-Elect, Secretary, Treasurer, and NALA Liaison. The appointed officer shall be the Parliamentarian. The elected and appointed officers of CFPA shall collectively be referred to as the “Executive Committee.” No member of the Executive Committee shall serve a concurrent term on the Board of Directors.

Section 6.2 Eligibility. As a prerequisite for candidacy, officers must be active members of the organization and must be actively employed as paralegals. Candidates for the offices of President and Vice President/President-Elect must have served a minimum of one year as an active member of CFPA immediately prior to seeking the offices of President or Vice President/President-Elect.

Section 6.3 Election. Officers shall be elected by mail or electronic ballot prior to CFPA's Annual Meeting and shall take office at the Annual Meeting. An officer shall serve for a period of one (1) year and until his or her successor is elected, or until his or her earlier resignation, removal from office or death. The President shall not be elected in that his office shall be filled at the end of his or her term by the President-Elect who served the prior term as the Vice President/President-Elect. The Secretary, Treasurer and NALA Liaison may serve consecutive terms. Names of newly elected or appointed officers shall be submitted to NALA headquarters and the Affiliated Associations Director at least thirty (30) days after election or appointment.

Section 6.4 Duties of Officers. The duties of the officers of CFPA shall be as follows:

1. President. The President shall preside over all Executive Committee meetings and business meetings. The President shall appoint a parliamentarian, and special and standing committee chairmen as provided by these Bylaws. The President shall pass all CFPA related files and materials to his or her successor immediately upon installation and shall cause all other files to be passed to respective successors. The President shall be an ex-officio (nonvoting) member of all committees, with the exception of the Elections Committee and the Audit Committee.

2. Vice President/President-Elect. The Vice President/President-Elect shall perform the duties of the President in the absence or inability of the President to act, shall assume the office of President in the event of a vacancy, and shall perform such other duties as may be delegated by the Bylaws, by the Executive Committee of CFPA, by the Board of Directors, or the President. The Vice President shall also be responsible under Article VII, Section 7.7 of these Bylaws, and shall report such educational meetings to the NALA Liaison. The Vice President/President-Elect shall be elected to serve one term as Vice President/President-Elect, and shall assume the office of President at the expiration of the President's Term.
3. Secretary. The Secretary shall attend all business meetings of CFPA and the Executive Committee, shall be responsible for minutes for all said meetings and keeping permanent minutes. This officer shall assist the President in any way including giving notice of meetings. The Secretary will, upon request, make available to the NALA President copies of any meeting of CFPA. The Secretary shall supervise the Membership Committee Chair, and is responsible for keeping a current roster of membership.
4. Treasurer. The Treasurer shall have charge of all financial records of CFPA, subject to the control of the Executive Committee and shall attend all business meetings of CFPA and of the Executive Committee. The Treasurer shall receive and disburse the funds of CFPA. The Treasurer shall demand the payment of annual dues. The Treasurer shall make written monthly financial reports to the Executive Committee and shall provide a written annual report to the Chair of the Board to report to CFPA at its Annual Meeting.
5. NALA Liaison. This officer shall be a NALA member in good standing, shall be familiar with the NALA Bylaws and Standing Rules, shall receive minutes of all NALA meetings, and shall represent CFPA at the NALA Annual Meeting of Affiliated Associations. This officer shall report quarterly on association activities to the NALA Affiliated Associations Director on forms provided by NALA headquarters and the NALA Affiliated Associations Director. This officer may submit items which CFPA wishes discussed to the NALA Affiliated Associations Director and shall participate in discussion sessions at the NALA Annual Meetings. A report to CFPA members on the NALA Annual Meetings will be required. The NALA Liaison shall, within sixty (60) days of passage, notify the NALA Parliamentarian and Affiliated Associations Director of any changes in CFPA's Bylaws, and shall be the main contact between NALA and CFPA. The NALA Liaison shall be responsible for reporting membership annually to NALA with the renewal fee for continued affiliation with NALA.

6. Parliamentarian. The Parliamentarian is appointed annually by the President, and shall attend all business meetings of CFPA and of the Executive Committee and give opinions on parliamentary procedure upon request of the President. The Parliamentarian shall be familiar with the Bylaws of both CFPA and NALA, shall receive all proposed Bylaws Amendments, and is responsible for preparation of any amendments to the Bylaws, upon request of the Executive Committee.

Section 6.5 Authority. The Executive Committee, under the direction of the President, shall have control and administration of the activities, funds, membership property and programs of CFPA. The Executive Committee may establish standing and special committees as deemed necessary to further the purposes of CFPA.

Section 6.6 Resignation. Any officer may resign at any time by delivering to the Chairman of the Board of Directors written notice thereof, in the form of a letter by U.S. postal service, facsimile or electronic mail. Such resignation shall take effect at the time specified therein, or, if the time is not specified, then upon receipt of such notice, at which time all directors and executive officers will be notified of the resignation.

Section 6.7 Removal. Any officer (elected or appointed) may be removed by the Executive Committee whenever, in the judgment of the Executive Committee, removal is in the best interest of CFPA, or for failure to attend three (3) consecutive meetings of the Executive Committee, without good cause, upon the unanimous vote of the remaining members of the Executive Committee.

Section 6.8 Additional Officers. The Board of Directors shall elect or appoint from time to time such additional officers as in its opinion are desirable for the conduct of the business of CFPA.

Section 6.9 Compensation. Officers shall serve without payment of salary. The officers of CFPA shall be entitled to the reimbursement of reasonable expenses incurred by them as officers.

Section 6.10 Vacancies. If any office becomes vacant for any reason prior to the expiration of that officer's term, the Board of Directors shall fill such vacancy. Any officer so appointed by the Board of Directors to fill such vacancy shall serve for only the balance of the unexpired term, unless re-elected as set forth in Section 6.3 above.

Section 6.11 Meetings. The Executive Committee shall meet once a month and at other times as called by the President, to discuss the day-to-day administration of the activities, funds, membership property and programs of CFPA. The Chairman of the Board of Directors shall be notified of such meetings and any director(s) may be invited to such meetings; however, his or her attendance is not mandatory. No notice of any meeting of the Executive Committee of CFPA is required to be given to the membership of CFPA.

Section 6.12 Reports. The Executive Committee shall fully advise the Board of Directors as to all of its actions, shall keep regular minutes, and shall make such written or oral reports as shall be required.

Section 6.13 Quorum. A majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of business at any Executive Committee meeting.

## ARTICLE VII

### Meetings of Membership

Section 7.1 Annual Meeting. There shall be an Annual Meeting of the membership of CFPA during the third week of September. The purpose of the meeting shall be the presentation of Officers and Directors and the transaction of such other annual business as may come before the meeting.

Section 7.2 Quarterly Meetings. There shall be quarterly meetings of CFPA for the purpose of transacting business and apprising the membership of the status of CFPA and its affairs.

Section 7.3 Special Meetings. Special meetings of the members of CFPA may be called at any time by the Board of Directors and a meeting must be called upon the written request to the board of twenty-five (25%) of the members. At a special meeting, no business shall be transacted except that which shall have been specified in the notice of such meeting.

Section 7.4 Minutes of Meetings. All minutes must be provided to the President no later than 30 days from the date of the meeting.

Section 7.5 Notice. Notice of all meetings shall state the place, date and hour of such meetings. Written notice shall be provided to each member in the form of a letter by U.S. postal service, facsimile or electronic mail or given by publication in CFPA's newsletter. Notice shall be given no less than fifteen (15) nor more than sixty (60) days before the date of such meeting.

Section 7.6 Quorum. One-fourth (1/4) of the active membership of CFPA present in person or by proxy shall constitute a quorum for the transaction of business. A majority vote of the quorum is required to approve any action. In the event of a vote of dissolution of CFPA, a quorum shall consist of two-thirds (2/3) of the voting members of CFPA.

Section 7.7 Continuing Education. It is required that CFPA hold a minimum of four educational events or a total of ten (10) hours of continuing education during each fiscal year in order to maintain NALA affiliation. These programs may be held in connection with regular meetings of membership. It is the responsibility of the Vice President/President-Elect of CFPA to see that this Section requirement is fulfilled, and to report such educational meetings to the NALA Liaison.

Section 7.8 Voting by Individual Proxy. At any meeting of CFPA, any active member shall have the right to vote either in person or by individual proxy. A member may appoint another

member and one alternate as proxy by an appropriate written designation and proxy. Any such individual proxy shall be valid only for that single meeting for which it was given and not otherwise. No person shall solicit any proxies. Proxies obtained by such solicitation may not be used at any membership meeting nor shall the same be accepted by the Secretary. Any individual proxy shall be deemed valid when filed by a member with the Secretary no less than ten (10) days before the Annual Meeting. Any individual proxy shall be deemed valid when filed by a member with the Secretary no less than five (5) days before a quarterly or special meeting.

## ARTICLE VIII

### Committees

Section 8.1 Establishing Committees. The Executive Committee of CFPA shall establish such standing and special committees from time to time as is necessary and proper to aid in carrying out the affairs of CFPA and its objectives. The standing committees designated by the Executive Committee of CFPA shall include, but not be limited to:

- A. Audit
- B. Continuing Legal Education
- C. Elections
- D. Job Referral
- E. Law Week
- F. Licensing
- G. Membership
- H. Newsletter
- I. Public Relations
- J. Student

Section 8.2 Appointment. The President, upon assuming office at the Annual Meeting, shall appoint Chairs of those standing and special committees established by the Executive Committee of CFPA and said Chairs shall continue until their successors are appointed. The Audit Committee Chair shall be appointed by the Chair of the Board of Directors.

Section 8.3 Limit of Committee Authority and Action. Unless specifically so authorized by appropriate resolution of the Board of Directors, no standing or special committee shall preempt the stated authority and function of any officer of the Association. No standing or special committee

shall represent CFPA nor hold itself out as being vested with any authority without the specific authorization of the Executive Committee. No such committee shall likewise incur any financial obligation nor enter into any contract for CFPA without the prior specific authorization of the Board of Directors.

No committee designated by the Executive Committee of CFPA shall:

- A. Dispose of the property of CFPA;
- B. Designate any such committee or the filling of vacancies on the Board of Directors or the Executive Committee or on any committee;
- C. Amend, alter or rescind the Bylaws or adopt new Bylaws;
- D. Amend or repeal any resolution of the Board of Directors or Executive Committee.

Section 8.4 Duties and Responsibilities. The Executive Committee of CFPA from time to time shall specify the duties and responsibilities of the various committees. Each committee Chair is required to submit a written report to the Executive Committee prior to the Executive Committee's scheduled monthly meeting. An annual written report of all standing committees shall be submitted prior to the Annual Meeting.

## ARTICLE IX

### Fiscal Year

The fiscal year of CFPA shall be from October 1 through September 30 of each calendar year.

## ARTICLE X

### Indemnification

Any person made a part to or threatened with any civil, criminal or administrative action, suit or proceeding by reason of the fact that he or she is or was an Officer or Director of CFPA may be indemnified by CFPA against the reasonable expenses, including attorney's fees and costs, actually and reasonably incurred by him or her in connection with each action, suit or proceeding, or in connection with any appeal therein, except as to matters where such Officer or Director is guilty of negligence or misconduct in the performance of his or her duties. Such indemnification shall not be deemed exclusive of any other rights to indemnification to which such Officer or Director may be entitled apart from the Bylaws. CFPA may purchase and maintain insurance on behalf of any person who is or was an Officer or Director of CFPA against any liability asserted against him or her and incurred by him or her in such capacity, or arising out of his or her status as such, whether or not CFPA would have the power to indemnify him or her against such liability.

## ARTICLE XI

### Seal

The official seal of CFPA shall be in the form and style adopted from time to time by the Executive Committee and the Board of Directors.

## ARTICLE XII

### Amendments

These Bylaws (not in conflict with NALA Bylaws) may be adopted, amended or repealed by a two-thirds (2/3) vote of the active membership present at the Annual Meeting or at a special meeting called for that purpose. Thirty (30) days prior written notice of any amendment must be provided to the membership before voting on the amendment, and the NALA Parliamentarian must be advised of any amendments within sixty (60) days of passage.

## ARTICLE XIII

### Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern CFPA in all cases in which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order CFPA may adopt.

## ARTICLE XIV

### Dissolution

Section 14.1 Dissolution Meeting. CFPA may be dissolved only by resolution adopted by the Board of Directors upon a two-thirds (2/3) vote of the voting members of CFPA. A special meeting will be called to vote on the dissolution of CFPA. Notice of such meeting, in the form of a letter by U.S. postal service, facsimile or electronic mail or given by publication in CFPA's newsletter, shall be provided to all active members of CFPA and the NALA Affiliated Associations Director at least fifteen (15) days prior to such meeting.

Section 14.2 Distribution of Assets. In the event of dissolution of CFPA, all assets shall be distributed to a non-profit charitable organization as defined by the Internal Revenue Code. Such non-profit charitable organization shall be selected by a majority vote of the remaining members of CFPA. In no event shall any asset be distributed to any member or private individual.

## ARTICLE XV

### Severability

If any paragraph hereof shall be held to be invalid, all other paragraphs hereof shall continue in full force and effect.

## ARTICLE XVI

### Code of Ethics

Every member of CFPA shall subscribe to and be bound by the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc., and any other code so adopted by the membership of CFPA. Violations of the NALA Code shall be grounds for immediate dismissal from membership and removal from office. Any member of CFPA who is dismissed from membership by the Executive Committee for a violation of this Article XVI, has the right to appeal his or her dismissal of membership to the Board of Directors of CFPA, when made in writing within thirty (30) days from the date of notification of dismissal.

## ARTICLE XVII

### Retention of Affiliation

Affiliation with the National Association of Legal Assistants, Inc. is renewable each year by payment of an affiliation fee and attached to a current membership roster. In the event of suspension of affiliation, CFPA may re-affiliate with NALA by submitting a new application with membership roster, Bylaws, sample of educational programs, petition and current initial fee. In addition to the renewal fee, CFPA must comply with the required reports and requested procedures as outlined in these Bylaws. The annual renewal fee is payable to NALA on October 1 and is delinquent on November 1 of each year. Payment received after the due date must be accompanied by a late fee penalty established by NALA.