*Special Election Edition*

RPA On The Record

Newsletter of the Richmond Paralegal Association,
An Affiliate Association of the
National Association of Legal Assistants, Inc.

President's Message

Dear RPA Member:

RPA Executive Board members serve important roles and those roles are imperative to sustain and grow our organization. The more successful the Board is, the better the program and services to members. A viable executive board enables growth in the organization and more paralegals will be able to join. This cycle of incoming paralegals provides fresh ideas, knowledge, alternative ways of thinking, and a way to accomplish tasks. Incoming paralegal students provide future leaders in training.

There are numerous ways to become actively involved in your organization. I ask that you consider **gifting** your time and expertise to your organization to ensure that the paralegal values of your organization are strongly preserved after you are gone.

Feel free to call me or contact one of our present or past executive board members to learn more about how you can gift your time and expertise. Each member has a very important role as a professional volunteer!

With warm personal regards,
Amy C. Vaughan, President
Richmond Paralegal Association



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What's Your Legacy?

By Teresa A. Clark, CP

OK, I know that seems a little cheesy, but have you ever really thought about your legacy? Of course, for those of us who have them, our children are our legacy and we work hard to make sure they grow up better than we did. We also make sure they are well educated, and give them tools to be independent, hard working and self-sufficient. We spend approximately 20 years mentoring our children while in most cases more than 30 years in our careers. This does not include the time spent educating ourselves in preparation for that career. I am not suggesting that you treat your career as you would your child, but after 30 years of your life don't you think part of your expertise should be left for your predecessors?

As Paralegals we all have some special talent that we brag about on our annual review, whether that talent is writing, or being a super sleuth that can uncover or find any missing witness. Serving in an association such as the Richmond Paralegal Association is the best way to ensure your legacy is left for those after you. No matter the talent, there is a spot for you to serve on the executive board. It's a great place to discover hidden talents, and uncover new ones. RPA will benefit from your contributions, and there is also a great possibility you will affect change in the organization. On a personal note you will likely meet others who share your interests, hobbies or social activities; and who knows you might even learn something! What happens in the end, possibly without you even knowing it, is that someone was watching and learning from you.



"Leaders don't create followers, they create more leaders." Tom Peters

As a member we want to hear from you!

Do you have a recommendation for a speaker or a topic that you want to know more about?

**Please email it to
amy.vaughan@richmondparalegals.org**

**Speaker Name:
Speaker Contact Information:
Topic:**



CALL TO SERVE RPA

ELECTION OF OFFICERS AND DIRECTORS BY ACTIVE MEMBERS ON TUESDAY, NOVEMBER 9, 2010 5:00 PM

Sharon R. Gulliksen, CP, Chairperson of the Nominating and Elections Committee hereby makes a formal request to Active Members of the Richmond Paralegal Association to answer a call to serve.

Why serve on the Executive Board of the Richmond Paralegal Association?

- Executive Board members value their service in RPA. RPA provides Board members a means to channel creative energy in contributing productively in strengthening RPA.
- Executive Board members gain expertise on complex issues such as planning educational events, growing membership, fund raising, budgeting, etc.
- Executive Board members acquire hands on experience in board governance which helps them understand and serve clients in a more productive manner.
- Executive Board members build valuable networks and relationship with fellow Board members, Members of the Association, and Sponsors.



All nomination forms must be returned on/before *September 15, 2010*, via United States mail or electronic mail to:

Sharon R. Gulliksen, CP, Director, Chairperson
Nominating and Elections Committee
Richmond Paralegal Association
Post Office Box 384
Richmond, Virginia 23218
sharon.gulliksen@richmondparalegals.org

OFFICERS SERVE A ONE-YEAR TERM

The First Vice President, Second Vice President, Secretary and Treasurer are elected by ballot by the voting Members at the Annual Meeting.

First Vice President (Education)

Pursuant to the Association's Bylaws, the First Vice President shall exercise the functions of the President in the absence or disability of the President and, when so acting, shall have all of the powers and authority of the President. The First Vice President shall automatically be Chairperson of the Education Committee. These duties shall include planning seminars and workshops, coordinating dinner and brown bag meetings, and working with NALA in the event of co-sponsorship of any programs. The First Vice President shall also be responsible for fulfilling the educational requirements by holding a minimum of four (4) educational events or a total of ten (10) hours of education during each fiscal year. These programs may be held in connection with a regular meeting of the membership and shall report such educational meetings to the NALA Liaison to be included in the NALA quarterly reports. The First Vice President shall perform such other duties as from time to time may be assigned by the Executive Board or the President.

Second Vice President (Membership)

Pursuant to the Association's Bylaws, the Second Vice President shall automatically be Chairperson of the Membership Committee and shall be charged with soliciting new members and the authority to approve or reject all applications for membership in accordance with the Bylaws and all Standing Rules of this Association, if any; applications shall be made upon standard forms furnished by this Association and submitted with annual dues and initiation fee. Any application which is rejected or not approved may be referred to the Executive Board for reconsideration upon written request of the applicant made to the President of this Association. Upon approval of membership, the Second Vice President will forward all membership monies to the Treasurer and will provide new member information to the Newsletter and any outside service bureau. Membership cards shall be signed by this officer and provided to the new member. The Second Vice President shall work with its NALA counterpart to encourage membership in NALA. The Second Vice President shall maintain the current membership register and provide such register to the NALA Liaison to be included in the NALA quarterly reports.

Secretary

Pursuant to the Association's Bylaws, the Secretary shall attend all meetings of the membership and of the Executive Board, shall keep a full and accurate account of their proceedings and, when directed, shall cause to be prepared and mailed notices of meetings of the membership or of the Executive Board. The Secretary shall keep the seal of the Association and shall affix the same to other documents requiring the seal either upon the direction of the Executive Board or the President. Unless otherwise directed by the Executive Board, the Secretary shall have no duty to determine that any report or return shall have been mailed or any tax paid to any governmental body. Association minutes of any meeting shall be available to NALA upon request.

Treasurer

Pursuant to the Association's Bylaws, the Treasurer shall monitor the accounting of receipts and disbursements of the Association; direct preparation of records of the finances of the Association. Upon direction by the Executive Board, the Treasurer shall be bonded at the expense of the association. The Treasurer shall consult with the auditor to ascertain that any report or return necessary shall have been filed and any tax due shall have been paid to any proper governmental agency. The Treasurer is also responsible for paying the renewal fee for continued affiliation with NALA.

The NALA Liaison and Parliamentarian are elected by the Board of Directors by a Special Meeting prior to the Annual Meeting.

NALA Liaison

Pursuant to the Association's Bylaws, the NALA Liaison must be an active Member in good standing of the Association. The NALA Liaison must be a current NALA member. The NALA Liaison shall be a member of the Executive Board of this Association. If the individual appointed is currently serving as an officer, the individual will voluntarily vacate the office for the term of this position.

Furthermore, the NALA Liaison shall provide the Association a formal voice in the management of NALA, and increase communications among the affiliated associations and among the Association, NALA, and the affiliates as a group. The NALA Liaison shall notify NALA of changes in the Association's Bylaws within sixty (60) days of passage of such change. The NALA Liaison shall comply with all NALA affiliate reporting requirements on a timely basis.

The Bylaws further state, this officer must be a NALA member, shall be familiar with the NALA Bylaws and Standing Rules of the Association, if any, and shall represent the Association 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 shall report all officers' names to NALA headquarters and the NALA affiliated associations director. This officer is required to file an annual report with NALA for inclusion in the affiliated associations annual meetings binder. This officer may submit items the Association wishes discussed to the NALA affiliated associations director, shall participate in discussion sessions at NALA annual meetings and is required to report to Association Members on the NALA annual meetings. This officer shall, within sixty (60) days of passage, notify the NALA Parliamentarian and affiliated associations director of any changes in the Association's Bylaws. This officer shall be the main contact between NALA and the Association. This officer shall be a member of the governing body of this Association. The Association will pay the annual registration, transportation, lodging, and meal expense of the NALA Liaison as approved by budget submitted to the Executive Board.

Parliamentarian

Pursuant to the Association's Bylaws, the Parliamentarian shall supervise the parliamentary procedures of all meetings. In the absence of the duly appointed Parliamentarian at any meeting, a majority of the Members present shall elect a substitute Parliamentarian for that meeting. The Parliamentarian shall be familiar with the Association's Bylaws, NALA Bylaws, and Robert's Rules of Order Newly Revised. In addition, it is recommended that the Parliamentarian take a course on parliamentary procedures which the Association will pay for upon approval by the Executive Board.

The President is elected by the Board of Directors by a Special Meeting prior to the Annual Meeting. Only current Members serving on the Executive Board are eligible to be nominated for this Office.

DIRECTORS SERVE A ONE- OR TWO-YEAR TERM

Directors are elected by ballot by the voting Members at the Annual Meeting.

Director



Pursuant to the Association's Bylaws, five Directors shall be elected by the Members. The terms shall be staggered with three director vacancies in even years and two director vacancies in odd years, unless extenuating circumstances arise creating additional vacancies. Collectively the Directors

shall form the Board of Directors and shall be vested with, have and exercise all of the authority, power and discretion of the Executive Board except for such part thereof as shall be expressly reserved by the Executive Board. The Board of Directors may conduct its business by United States mail, by electronic mail, or by meetings. In the event of United States mail or electronic mail vote, the majority vote of Members of the Board of Directors shall be required to approve any action thereof.

**Richmond Paralegal Association
Declaration of Candidacy for
First Vice President, Second Vice President, Treasurer, Secretary, Director**

I, _____, state that I am an Active Member in good standing of

[Printed Name of Candidate]

the Richmond Paralegal Association, that I am actively employed as a paralegal, and that I hereby declare my candidacy for the office of [please check **ONE** of the following boxes]

First Vice President—Open to Active Members

Second Vice President—Open to Active Members

Treasurer—Open to Active Members

Secretary—Open to Active Members

Director who will serve a one-year term (2011)—Open to Active Members

Director who will serve a two-year term (2011-2012)—Open to Active Members

and do consent to the placing of my name on a ballot to be furnished to the voting Members at the Annual Meeting for voting.

Signature of Candidate

This form must be returned on/before *September 15, 2010*:

Via United States mail or electronic mail to:

Sharon R. Gulliksen, CP, Director, Chairperson

Nominating and Elections Committee

Richmond Paralegal Association

Post Office Box 384

Richmond, Virginia 23218

sharon.gulliksen@richmondparalegals.org

**Richmond Paralegal Association
Declaration of Candidacy
for
President, Parliamentarian, and NALA Liaison**

I, _____, state that I am an Active Member in good standing of

[Printed Name of Candidate]

the Richmond Paralegal Association, that I am actively employed as a paralegal, and that I hereby declare my candidacy for the office of [please check **one** of the following boxes]

President—open to current Members serving on the Executive Board

Parliamentarian—Open to Active Members

NALA Liaison—Open to Active Members

and do consent to the placing of my name on a ballot furnished to the Board of Directors for voting prior to the election of the officers and directors for the 2011 term.

Signature of Candidate

This form must be returned on/before *September 15, 2010*:

Via United States mail or electronic mail to:

Sharon R. Gulliksen, CP, Director, Chairperson

Nominating and Elections Committee

Richmond Paralegal Association

Post Office Box 384

Richmond, Virginia 23218

sharon.gulliksen@richmondparalegals.org



A Letter From a Member: Combine Forces?

With the tight budgets we face these days, and in light of the theory of strength in numbers, I have a proposal that needs input from members of RPA.

Richmond has another association of professionals in the legal field, established in 1958—the RLSA—the association for legal professionals (formerly an association of legal secretaries). I understand this organization falls under Virginia and national associations with the same identification as being made up of legal professionals.

We've all seen changes in legal office staff over recent years—with current technology and with the varied training legal staff members possess—and maybe legal professionals working together in one organization would be a more efficient use of energy, resources, continuing education, and networking.

This suggestion may make some members flinch, but perhaps the time has come to consider combining our separate organizations. Such a combining of the associations may involve a lot of administrative work, and would require NALA's blessing, but seems worthwhile to consider and to ask for members' opinions about the subject.

Please let RPA hear your thoughts. I'll pass them along to our Board if you want to send them to me at peggy.walker@suntrust.com. Thanks.

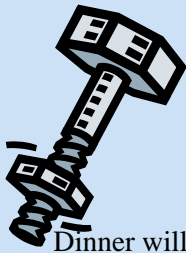
Peggy Walker, Member

"Snowflakes are one of nature's most fragile things, but just look what they can do when they stick together." Vesta M. Kelly

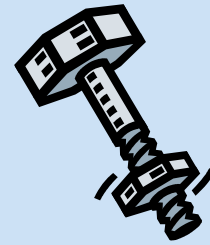
Presented by RLSA, *the association for legal professionals*

Daryl Shetterly, Esq., of LeClair Ryan, will present .

E-Discovery: Nuts & Bolts Basics for Law Office Support Staff



Monday, September 27, 2010, 6:00 p.m.
Hunton & Williams LLP
951 East Byrd Street,. East Tower
20th floor Conference Room
Richmond, Virginia



Dinner will be catered by *DeFazio's Catering* and will include an assortment of Overstuffed Sandwiches Served on Whole Grain Bread and Wraps to include Black Forest Ham and Swiss, Roast Beef, Cheddar, and Veggies, Potato Salad, Pasta Salad, Cookies and Iced Tea.
Cost: \$12 per person, cash or checks payable to "RLSA"

Please go to the RLSA [Website](http://www.rlsa.org/Website) for more information

http://www.rlsa.org/Home_Page.html

SEPTEMBER DINNER MEETING

When: September 28, 2010 @ 5:30 PM

Where: SunTrust Executive Dining Room
24th Floor
919 E Main Street
Richmond, Virginia

Speaker: Debra M. Schneider Professor, University of Richmond

Topic: Legal Writing

Sponsor: CT Corporation, Barker Harrison Menu: TBA

Richmond Paralegal Association

cordially invites all Members to join its
Annual Paralegal Week Celebration

- **When:** Wednesday, October 6, 2010
- **Where:** Bank & Vault Restaurant
1005 East Main Street
Richmond, VA 23219
- **Time:** 5:30 PM–7:30 PM
- **RSVP:** dana.bruce@suntrust.com by 5:00 PM by
October 1, 2010

*Come, mingle and meet other Members
of the Association during this social hour.*

*Enjoy a buffet of heavy hors d'oeuvres,
soft drinks, beer, and wine*

