



AUSTIN-CENTRAL TEXAS CHAPTER

Association of Legal Administrators



**Minutes from the November 2008 Board Meeting of the
Austin – Central Texas Chapter
Association of Legal Administrators**

November 11, 2008 at 12:00 p.m.

Members Present:

Brenda Barnes
Chris Bhamani
Chrissie Eastin
Bill Elkjer

Toni Beasley
Angie Kalsbeck
Amanda Korte
Cara Mueller

Karie Rivkin
Peggy Shaw
Chris Sims
Diana Stangl

Members Not Attending:

James Cornell
Debbie Roan

Item 1. Reading/Approval of the Minutes:

The October Board meeting minutes were approved as written and submitted to the Board.

Item 2. Treasurer's Report: (Chris Sims)

The Chapter checking account balance as of October 31, 2008 is \$2,044.76 and the Money Market account balance is \$50,742.07. All checks and deposits have been made for October. The net income is \$13,676.02. The regional conference checks may be found on the reconciliation sheet. Chris moved money from the money market account to the checking account for paying conference expenses.

In September Chris filed the chapter's annual tax return.

Chris continues to move money to the money market account when appropriate.

Chris reviewed the Profit & Loss and Balance Sheet.

A Balance Sheet and Income Statement for the period ending October 31, 2008 are attached hereto and made a part of these minutes. (Attachments A and B)

Item 3. Committee Reports:

Bar Liaison: (Toni Beasley)

Toni attended the Bar Board meeting a few weeks ago. Toni mentioned the chapter's salary survey in her meeting report and many expressed an interest in ordering a copy. The Bar's big gala is coming up in December and last year each Bar Board member brought a bottle of wine for the event.



Business Partner Relations Committee: (Debbie Roan and James Cornell)

The committee met last week and addressed several topics. They evaluated the 2008 Legal Expo and agreed it was the most problem-free Expo they could remember. While they missed their goal in terms of net proceeds, they were pleased with the results. They also noted that business partner participation has dropped by nine exhibitors in 2007 and 2008.

The 2009 Legal Expo is set for August 13, 2009 since August 20th was not available. A contract will be sent in January and the initial deposit will need to be made at that time.

The committee plans to hold a business partner round table discussion luncheon in January with committee and Board members present. The purpose of the round table luncheon is to open a dialogue with business partners to discuss their thoughts on the Expo and other sponsorship ideas that will mutually benefit the business partners and our chapter.

Debbie will send a holiday greeting with a "save the date" message before year-end.

James and Debbie announced their plans to resign as Co-Chairs of the Business Partner Relations Committee at the end of their current terms. They are both committed to aiding their replacements with the transition.



Communications: (Bill Elkjer)

Nothing to report at this time.



Community Relations: (Peggy Shaw)

Nothing to report at this time.



Compensation and Benefits Committee: (Chris Sims)

Chris reported a discrepancy in the on-line 2007 salary survey results. Further investigation showed that data not associated with our chapter was included. Since the underlying data is confidential, no direct comparison can be made by the committee. However, both the additional and revised data appears consistent when comparing year over year results. Any questions should be directed to Chris.



Program/Education Committee: (Diana Stangl)

The chapter holiday party is December 2nd and Fabulous Affairs is providing catering within our reduced budget. Attendees will be asked to bring a bottle of wine to share at the event. The save the date for the event has been sent with formal invitations to be sent tomorrow. Josh will MC the gift exchange and Edna is working on a surprise retirement roast for Wally.

Amanda suggested Diana use the new website for sending the invitation and for getting RSVPs. Chris B. will put the party information on the website's calendar and news flash sections.

The lunch meeting sponsors are set through most of 2009 thanks to the Business Partner Expo. Diana will send Chris B. information on the meetings for the website.

The November luncheon meeting will be a roundtable on dealing with employee issues.



Membership Committee: (Chrissie Eastin)

The Membership Committee recently hosted a potential new member happy hour. Only one person attended out of the twenty-four invitations sent with seven scheduled to attend. Chrissie has sent follow-up letters and was a little disappointed by the low turnout.

The next New Member orientation is scheduled for Wednesday, November 19th at 2 p.m. at Chrissie's office.

The committee will be discussing the three membership awards for the holiday party (Committee Member, Member at Large, New Member).

Chrissie is still working on the membership survey and is hoping to get it done by the first of the year.

The membership brochure is now online at the new website.



Newsletter Committee: (Karie D. Rivkin)

Karie and Amanda are creating a regional conference newsletter. Please send Karie articles to include. Karie is also working on the fourth quarter newsletter.

Brenda will send Karie a newsletter article on a case study for Andrews Kurth.



Past President Advisory Committee: (Brenda Barnes)

Brenda is working on recruiting a chair for the committee.

Brenda is also working on the service awards and recommended not announcing them at the holiday party. Everyone agreed and thought the Managing Partner Breakfast event might be a better time. It was suggested that ten, fifteen, twenty, and twenty-five years of membership be recognized and have individuals stand during the breakfast.

The President's Award is almost complete and the committee is just contacting people with questions at this stage.



Website Committee: (Chris Bhamani)

One third of the membership has logged into the new website. Chris is working on the photo gallery and most everything else is finished. Please let Chris know if there is anything that should be included on the website. Chris will look at headquarters' website to see what past website winners have done.



2008 Regional 4 & 6 Conference: (Amanda Korte)

Amanda received great feedback from the Management Team about the Regional conference.

The committee was originally challenged by the board to raise \$1,550 in cash and door prizes for the conference. They actually raised \$5,184 of which \$2,600 was in cash and \$2,584 was in donated door prizes.

The budgeted expenses were \$6,200 and they spent \$6,365.69. Most of the additional expenses were attributed to the additional cost of ordering more chapter t-shirts because they had more than the budgeted 40 chapter attendees. The rest of the overage was for a little more money spent in the booth decorations/give-a-ways. Amanda was very pleased to only be over budget by \$165.69 when the budget was originally created in a "bubble" months before the conference.

Overall though, the committee budgeted for a Net Loss of \$4,650 and the Actual Net Loss was only \$1,181.69. The total out of pocket cost to the chapter was \$3,765.69. (Of course, these numbers do not include registration which is still being turned in and reimbursed.)

Overall Amanda thought it was a very successful conference that would not have happened without the efforts of both her committee members and the chapter as a whole. Amanda thanked everyone again for the support.

Amanda created a budget breakdown as of November 11, 2008 for the Regional Conference that is attached hereto and made a part of these minutes. (Attachment C) Please send her any questions.

Amanda is working with Karie to get the Regional Conference newsletter out by the end of the year. She will be emailing volunteers for articles by the end of this week and also plans to include business partner ads, pictures and an article by Toni about her experience as a Regional Planning Team Member.

There is a final wrap-up call Thursday for the planning group.



Item 4. Old Business:

- a. Smile Train – The Chapter will donate \$250 for one surgery. The cost of dessert at the November monthly meeting will be donated to the Smile Train and members will be asked for donations at the meeting. Each member will also be challenged to have his/her firm raise \$250 to cover one surgery. Certificates will be given to participating firms.



Item 5. New Business:

- a. Bylaws Review – The PPAC, Angie and the Board Officers reviewed the Chapter Bylaws and recommended several updates that are attached hereto and made a part of these minutes. (Attachment D) The changes were discussed and everyone agreed to submit the revisions to Headquarters for approval.

- b. The Managing Partner Breakfast will be on February 12, 2009 with Blane Prescott of Hildebrandt as the speaker. Blane's presentation is entitled "How Declining Economy Effects Law Firms".



Item 6. Adjourn:

The meeting was adjourned. The next Board Meeting is scheduled for noon on Tuesday, December 9, 2008, noon at Walsh, Anderson, 505 E. Huntland Drive, Suite 600.



Mueller, Cara Link

From: Angie L. Kalsbeck [alk@aaplaw.com]
Sent: Monday, October 27, 2008 10:24 AM
To: tbeasley@andrewskurth.com; Korte, Amanda; Chris Sims; Mueller, Cara Link
Subject: Bylaws Review
Attachments: Chapter Bylaws 102303 - redlined.rtf

As you all know, we decided to do a bylaw review – as it has been 5 years since they were last reviewed. I met with Brenda and Ann, and we discussed a few possible changes to the bylaws. Our main focus was succession planning, and size of the board. I have attached a redlined version of what we would like to implement, with the approval of you all.

The key changes we are suggesting are:

1. Change name of chapter to Austin Chapter
2. Reduce the size of the board to Officers and Past-President. Pres-Elect will be liaison to committee chairs, and will report on their behalf. Committee Chairs will be still be eligible for conference stipends, possibly on a "stair-step" level TBD
3. Committee Chairs are limited to two consecutive one-year terms
4. To be eligible for Officer position(s), must have chaired a committee for two years
5. Nomination Committee will interview candidates – responsible for choosing nominees w/ experience/qualities necessary to lead organization (NOTE: this is not a change to the bylaws, but the interview process has not necessarily been done in years past)
6. Election of new officers will be by ballot at Feb. meeting, rather than yay/nay "show of hands"
7. Annual budget will be presented to the membership at the first chapter meeting of the fiscal year, or as soon as it is complete. This means budget planning will need to begin much sooner w/ pres-elect and officers-elect – w/ the goal having it complete by Board Retreat for approval/discussion. The concern is that "the board decides what the board receives" as far as stipends, etc. We'd like the membership to be more involved in how the budget is set, or at least aware of the process and understand what we budget for.

I'd like the effective date to be Jan. 1. Please let me know of any comments, changes, etc. Once the Board of Directors (us) pre-approves the changes, I will send to Headquarters for their approval. Hopefully this can all happen by the next Board meeting – in which we will present it to the others (committee chairs). Any current board members (including committee chairs) will be entitled to the original stipends set forth in this year's budget. The only significant change post-Jan. 1 will be committee chairs not attending board meetings.

If there is a lot of comment on these changes, perhaps we can get together to discuss and/or address any concerns.

Thanks, everyone!

Angie Kalsbeck, CLM

Office Administrator
 Allensworth and Porter, LLP
 620 Congress Avenue, Suite 100
 Austin, Texas 78701
 Phone: (512) 708-1250
 Fax: (512) 708-0519

Web: www.aapl原因.com

Email: alk@aapl原因.com

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BYLAWS
OF THE AUSTIN-CENTRAL TEXAS CHAPTER
ASSOCIATION OF LEGAL ADMINSTRATORS
(A NOT-FOR-PROFIT CORPORATION OF THE STATE OF TEXAS)

ARTICLE I
NAME AND OFFICE

1. Name. The name of the organization shall be the Austin-Central Texas Chapter of the Association of Legal Administrators ("Chapter").
2. Location. The principal office of the Chapter will be that of the current President.

ARTICLE II
PURPOSES AND RESTRICTIONS

1. Purposes. The purposes of the Chapter are:

(a) to promote the exchange of information regarding the administration and management problems peculiar to legal organizations, including private law offices, corporate legal departments, government legal and judicial organizations, and public service legal groups; to educate representatives of legal organizations regarding the value and availability of professional administrators; and to consider standards of qualifications for such administrators;

(b) to develop and promote continuing education programs;

(c) to make available upon request members who specialize in specific areas of administration for consulting purposes within the membership;

(d) to support the goals and programs of the Association of Legal Administrators where consistent with the goals and purposes of the Chapter; and

(e) to participate in any other way in the advancement of legal administration.

The Chapter shall be non-partisan and no part of its activities shall be devoted to influencing legislation. No funds of the Chapter shall be used or subscribed for any political purposes. However, the Chapter may conduct educational meetings and produce educational literature to inform members and others about relevant legislation.

2. Restrictions. All policies and activities of the Chapter shall be consistent with:

(a) applicable federal, state and local antitrust, trade regulation or other legal requirements; and

(b) applicable tax-exemption requirements including the requirements that the Chapter not be organized for profit and that no part of its net earnings inure to the benefit of any private individual.

ARTICLE III
MEMBERSHIP CRITERIA

The Chapter's criteria for membership matches that of the Association of Legal Administrators, as set out in the Attachment to these Bylaws.

ARTICLE IV
MEMBERSHIP: APPLICATION, REMOVAL, CHAPTER STANDARDS

1. Individuals meeting the criteria for membership in any class may join the Chapter by making application and paying such dues as the Board may, from time to time, determine.
2. Members of any classification may be automatically removed from membership (a) if they no longer meet the criteria for membership established by the bylaws, and/or (b) for non-payment of dues within the time frames for such payment as are from time to time established. Members may also be removed for other cause, including but not limited to conviction of embezzlement, theft or other crime, upon a two-thirds vote of the Board of Directors present at any meeting of the Board. A vote on removal for cause shall occur only after the member who is the subject of consideration has been advised of the pending action and has been given reasonable opportunity for explanation and/or defense.
3. All members of the Chapter must be members of the Association of Legal Administrators.

ARTICLE V
BOARD OF DIRECTORS

1. Directors. The management of the Chapter is vested in the Board of Directors (Board), which has authority and is responsible for the supervision, control and direction of the Chapter.
2. Composition of the Board. The Board shall consist of the President, President-Elect, Secretary, Treasurer and a Past President.
3. Election and Term of Office. Board members shall be elected in accordance with Article IX, or appointed to fill a vacancy in accordance with Article V, paragraph 6. Directors shall be elected for a term of one year and may not serve for more than two consecutive terms in any one office.
4. Resignation of Directors. Any Director may resign at any time by giving written notice of resignation to the Secretary. Such resignation shall take effect at the time specified therein, or if such time is not so specified, immediately upon its receipt by the Secretary.

5. Removal of Directors. A Director may be removed from the Board if he or she fails to attend three (3) consecutive meetings of the Board, or for other cause, upon the unanimous vote ~~therefor~~therefore of all the members of the Board, except the Director whose removal has been proposed. Such removal shall be effective at such time as the Board may determine. The notice of any Board meeting at which such action is contemplated shall contain a notice of the proposed termination, and the Director whose status is being challenged shall be notified thereof, in writing, at least thirty (30) days prior to the date of such meeting.

6. Vacancies. Any vacant position in any office or on the Board shall be filled by the majority vote of the Board for the remaining unexpired term, except for the positions of President and President-Elect. If the President is unable to complete his or her elected term of office for any reason, the President-Elect shall succeed to the office of President. In the event of vacancy in the office of President-Elect, the Nominating Committee shall recommend by mail, fax or e-mail to the membership a candidate to fill the elective office. A vote of the majority of the members present at the next regular meeting shall be required to elect a President-Elect to fill a vacancy.

7. Chair. The President shall serve as Chair of the meetings of the Board.

8. Meetings. Notice of a meeting must be mailed, faxed, or e-mailed by the President or a designee to all Board members at least seven (7) days prior to the date on which the meeting is scheduled. The presence of four Directors constitutes a quorum.

9. Special Meetings. Special meetings of the Board may be called by the President or 5y at least four (4) Directors. Special meetings may be conducted by telephone conference 311.

10. Place and Time of Meetings. All meetings of the Board shall be held at such time and place as the Board may, from time to time, fix or as may be specified in the notice of the meeting.

11. Compensation. Directors shall not receive compensation for their services.

ARTICLE VI OFFICERS

1. Officers. The Officers of the Chapter shall be a President, President-Elect, Secretary, and Treasurer, each of whom shall serve a term of one year or until his or her successor has been elected, or otherwise designated and qualified.

2. Election and Term of Office. All of the Officers shall be elected in accordance with Article IX or appointed to fill a vacancy in accordance with Article V, paragraph 6. Officers are elected for a term of one year and may not serve for more than two consecutive terms.

3. Duties. The Officers perform those duties that are usual to their position and that are assigned to them by the Board. In addition, the President of the Chapter acts as Chair of the Board and Chapter meetings and the President-Elect acts in place of the President when the President is not available.

ARTICLE VII MEETINGS

1. Annual Meeting. There shall be an annual meeting of the members of the Chapter in February, which may be held in conjunction with a regular Chapter meeting or at such other time as the Board may determine. The purposes of such meeting shall be the election of Officers and Directors and transacting such other business as may come before the meeting.

2. ~~Special~~Special Meeting Meeting. Special meetings of the members of the Chapter may be called at any time by the President and must be called upon the written request to the President of five (5) or more members. At such special meetings, no business shall be transacted except that which shall have been specified in the notice of such meeting.

3. Notice of Meetings. Written notice of all meetings shall state the place, date and hour of such meeting, and shall be delivered, either personally or by mail, fax or e-mail to each member. Unless otherwise stated herein, notices shall be given no less than five (5) nor more than thirty (30) days before the date of such meeting. The notice of a meeting shall be deemed delivered when deposited in the postal service mail with postage prepaid or with other appropriate verification that the notice has been appropriately sent, addressed to the member at his or her address, fax number or e-mail address as it appears on the records of the Chapter.

4. Quorum. A quorum is 25% of the members.

5. Voting. A majority vote of those attending a properly convened meeting at which a quorum is present is required to approve any action.

6. Proxies. Voting by written proxy shall be allowed at any meeting of the members of the Chapter except no proxy dated more than eleven (11) months prior to meeting shall be valid.

ARTICLE VIII COMMITTEES

1. ~~Nominatin~~^g-Nominating Committee. The Nominating Committee shall be comprised of five (5) members. Three (3) members shall be elected by the members of the Chapter, one (1) member shall be appointed by the Board of Directors, and the Immediate Past President who shall serve as Chair of the Committee. If the Immediate Past President is no longer an active member, the four remaining members shall constitute the Nominating Committee. All members of the Nominating Committee shall be and shall have been a member of the Chapter a minimum of one (1) year, and may not succeed themselves.

2. Other Committees. The Board may, by resolution, designate such standing committees for such purposes and having such powers as it may determine, and the President shall designate such special committees as he or she may deem appropriate and shall appoint the Chair and members of all such committees. The President shall serve as an ex-officio member of each committee except the Nominating Committee. A member must have served on the committee before he or she can Chair the committee, except for as majority vote of the Board.- A Committee Chair may not serve longer than two consecutive one-year terms. The Committee Chairs will report to the President Elect and will not be required to attend the monthly board meetings. are welcome but not required to attend Board meetings. Officers may not serve as Committee Chairs during their term.

ARTICLE IX
NOMINATIONS AND ELECTION

1. Method and Time of Nomination. The Nominating Committee shall meet in January of each year for the purpose of selecting a slate of Officers and Directors for recommendation to the members of the Chapter. The Nominating Committee will solicit nominations from the membership at large during the month of January. It shall be the responsibility of the Nominating Committee to study the leadership requirements and needs of the organization and to select nominees with the experience and qualities necessary to meet such requirements and needs. Prospective nominees may be interviewed personally by the Nominating Committee and their consent to serve, if elected, should be obtained.

2. Method of Conductin^g-Conducting Election. ~~At the annual meeting of the Chapter, the Nominating Committee.~~ The Nominating Committee will solicit nominations from the membership at large during the month of January. From the nominees, the Nominating Committee will determine a slate of no more than 3 candidates based on the criteria in section (1) above, for the positions of President-Elect, Treasurer and Secretary. A ballot of the candidates will be prepared and presented at the annual meeting of the chapter in February. Votes will be tallied and the new slate of Officers and Directors will be affirmed by the membership at the annual membership meeting. ~~shall present its recommendations, at which time nomination of eligible members will also be accepted from the floor. In the absence of any nominations, duly seconded, from the floor, the members present may by acclamation elect the slate of Officers and Directors presented by the Nominating Committee. If for some reason, this cannot be attained~~ Otherwise, the slate of Officers and Directors shall be mailed, faxed or e-mailed to members of the Chapter not later than seven (7) days following the February annual meeting. ~~A time will be specified for the ballots to be returned prior to the next Chapter meeting after the annual meeting in February.~~ A majority of the returned ballots shall be required to elect an Officer or Director. ~~The Nominating Committee shall count the ballots and present the results to the members at the next Chapter meeting after the annual meeting in February.~~ The ballots shall be destroyed by June 30.

3. Time New Officers and Directors Take Office. Newly elected Officers and Directors shall assume the responsibilities of office no later than April 1.

4. Eligibility and QualificationsQualifications. Candidates for Director or Officer in the Chapter must be current members of the Association of Legal Administrators and must have been a member of the Chapter for at least one (1) year at the time of election and must have have servedChaired on -served on at least one (1) committee for at least two (2) years, with at least one year served as Committee Chair. Officers serving on 1/1/09 shall be grandfathered into this eligibility requirement.

ARTICLE X
BUDGET AND FISCAL YEAR

1. Budget. An annual budget for each new fiscal year shall be prepared under direction of the Chapter's Board for Board approval as early as possible prior to the beginning of the new fiscal year. Thereafter, at any meeting of the Board, the Board may approve any supplemental budget that may be necessary. The annual budget should be presented to the members at the first chapter meeting after the beginning of the new fiscal year.

2. Fiscal Year. The fiscal year of the Chapter shall be April 1 through March 31.

ARTICLE XI
AMENDMENTS

Amendments to these bylaws may be accomplished by a two-thirds ballot vote of the members present at any regular meeting. All members must have been provided a copy of the amendments at least fifteen (15) days prior to the vote.

ARTICLE XII
LIMITATION OF LIABILITY

No Officer, Director or committee member, member or employee thereof, agent or employee of the Chapter shall be liable for the act or failure of any other such person or organization.

ARTICLE XIII
INDEMNIFICATION

Any person made a party 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 a Director or Officer of the Chapter may be indemnified by the Chapter against the reasonable expenses, including attorney's fees, actually and reasonably incurred by him or her in connection with such action, suit or proceeding, or in connection with any appeal therein, except as to matters as to which such Director or Officer 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 which such Director or Officer may be entitled apart from this Bylaw. The Chapter may purchase and maintain insurance on behalf of any person who is or was a Director or Officer of the Chapter against such liability.

ARTICLE XIV
DISSOLUTION

The Chapter may be dissolved by a resolution adopted by a majority of the members. In the event of dissolution of the Chapter, the Board or a committee appointed by the Board shall be responsible for its liquidation. In case of dissolution of the Chapter, the Board shall authorize first the payment of all indebtedness. Any remaining funds, investments and other assets of the Chapter shall be distributed to such organizations which are then qualified as exempt within the meaning of Section 501(c)(3) or Section 501(c)(6) of the Internal Revenue Code of 1954 or of corresponding provisions of then existing federal revenue laws [or, in the case of non-U.S. chapters, similarly-situated organizations] but only if the purposes and objectives of the receiving organization are similar to the purposes and objectives of the Chapter as may be determined by a majority vote of the then members of the Chapter.

These Bylaws were adopted this 23rd day of October, 2003, at the meeting of the Austin-Central Texas Chapter of the Association of Legal Administrators.

President

Secretary

ATTACHMENT:
Current Membership Criteria of the
Association of Legal Administrators

ATTACHMENT TO THE BYLAWS OF
THE AUSTIN-CENTRAL TEXAS CHAPTER
OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

CURRENT MEMBERSHIP CRITERIA
OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Membership in the Chapter shall be comprised primarily of individuals engaged on a full-time basis in the management of legal organizations and shall consist of Regular and Associate Members as defined and provided for in these bylaws.

Membership in the Chapter is not open to consultants and vendors who are engaged by legal organizations.

1. REGULAR MEMBERS. Regular membership in the Chapter is limited to:

A. Legal administrators, regardless of the title by which that individual is recognized within his or her organization, engaged in the management of a legal organization as defined below.

"Legal administrators" are persons who (i) exercise management responsibilities on a full-time basis or, if not full-time, devote at least 75% of their working time to performing the Management responsibilities of their position; (ii) manage others or manage an important function which renders high-level technical or other specialized services to the organization; (iii) occupy a position which involves the exercise of independent judgment without close daily supervision; and (iv) are employed in a position which is or is eligible to be classified as exempt, by a single "legal organization" - such as a private law firm, legal service clinic, corporate legal department, college or university legal department, governmental legal agency, court system, charitable legal agency, or some other organization which is primarily engaged in the practice of law. Eligible persons may perform all relevant management duties personally or, in the case of the delegation of such duties to subordinate staff or the contracting of any such duties to third parties, must retain responsibility for those duties.

In general, a "legal administrator" is either (i) the principal administrator in the organization, (ii) the administrator/manager of a branch office of the organization, or (iii) someone who reports directly to the principal administrator or branch administrator and has responsibility for one or more of the organization's major functional management or administrative areas.'

B. Practicing lawyers who have the principal lawyer executive management responsibility in their legal organization and who devote no less than 75% of their working time to that responsibility and function. Individuals potentially meeting this criteria would include the managing partner of a private law firm or the chair of a law firm executive committee; the General Counsel in a corporate legal department; and the head of a governmental agency legal department such as a state Deputy Attorney General with agency administration responsibilities.

C. Unemployed legal administrators who are not serving as consultants or vendors and who have met the criteria for Regular membership are eligible to continue as Regular Members until expiration of a 180-day period measured from the date on which they are no longer employed as legal administrators. After the expiration of the 180-day period, unemployed legal administrators are eligible to continue as Associate Members and to renew as

associate Members (other eligibility requirements of Associate membership notwithstanding), provided such legal administrators are not serving as consultants or vendors and are actively seeking employment as a legal administrator.

D. Individuals who have been designated as "Life Members" by the Chapter Board of Directors. Life Members are those individuals who have rendered extraordinary service to the Chapter and been a member for 25 years. Life Members have all the rights and privileges of Regular membership, but they are not required to pay dues. Those Life Members who are no longer employed as legal administrators and do not meet the criteria for Regular membership may not hold elective or appointive office but may serve as members of committees.

Regular Members have all the rights and privileges of membership, including (except as provided in Article III(1)D., above) the right to hold elective or appointive office.

2. **ASSOCIATE MEMBERS.** Associate membership in the Chapter shall be available to those individuals who are interested in legal administration and management, who do not meet the criteria for Regular membership, and who are either:

A. Practicing lawyers with an interest in law firm administration and management;

B. Individuals engaged in an ongoing employment-type relationship which involves providing continuing management services of the types described in Article 111(1) A., above, including the footnote to that section;

C. Retired Regular Members of the chapter who are not otherwise employed;

D. Unemployed legal administrators who have exhausted their eligibility for Regular membership but meet the requirements of Associate membership under Article III(1)C., above;

E. Full-time teachers of business, organizational management, law or law-related disciplines at institutions of higher learning, as well as deans with administrative and management responsibilities at such institutions;

F. Full-time students in business, management, law or law-related studies at institutions of higher learning; or

G. Bar association executives with management responsibilities of the type described in Article III(1)A., above, including the footnote to that section; and

H. Other individuals not specifically excluded from membership who have and demonstrate an interest in the management of law firms and other legal organizations, and who do not qualify for Regular membership in the Chapter.

Associate Members may not hold elective or appointive office in the Chapter. Other policies governing the participation of Associate Members in the Chapter, as well as the nature and extent of benefits accruing to Associate Members, shall be determined from time to time by the Chapter Board of Directors.

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The major functional management or administrative areas are General Management; Financial Management; Human Resources Management; Systems Management; Facilities Management; Marketing or Business Development Management; Practice Management; Management or Training and Development Activities; Legal Assistant Supervision and Management and Management of Lawyer Recruiting activities

BYLAWS
OF THE AUSTIN-CENTRAL TEXAS CHAPTER
ASSOCIATION OF LEGAL ADMINISTRATORS
(A NOT-FOR-PROFIT CORPORATION OF THE STATE OF TEXAS)

ARTICLE I
NAME AND OFFICE

1. Name. The name of the organization shall be the Austin-Central Texas Chapter of the Association of Legal Administrators ("Chapter").
2. Location. The principal office of the Chapter will be that of the current President.

ARTICLE II
PURPOSES AND RESTRICTIONS

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(b) applicable tax-exemption requirements including the requirements that the Chapter not be organized for profit and that no part of its net earnings inure to the benefit of any private individual.

ARTICLE III
MEMBERSHIP CRITERIA

The Chapter's criteria for membership matches that of the Association of Legal Administrators, as set out in the Attachment to these Bylaws.

ARTICLE IV
MEMBERSHIP: APPLICATION, REMOVAL, CHAPTER STANDARDS

1. Individuals meeting the criteria for membership in any class may join the Chapter by making application and paying such dues as the Board may, from time to time, determine.
2. Members of any classification may be automatically removed from membership (a) if they no longer meet the criteria for membership established by the bylaws, and/or (b) for non-payment of dues within the time frames for such payment as are from time to time established. Members may also be removed for other cause, including but not limited to conviction of embezzlement, theft or other crime, upon a two-thirds vote of the Board of Directors present at any meeting of the Board. A vote on removal for cause shall occur only after the member who is the subject of consideration has been advised of the pending action and has been given reasonable opportunity for explanation and/or defense.
3. All members of the Chapter must be members of the Association of Legal Administrators.

ARTICLE V
BOARD OF DIRECTORS

1. Directors. The management of the Chapter is vested in the Board of Directors (Board), which has authority and is responsible for the supervision, control and direction of the Chapter.
2. Composition of the Board. The Board shall consist of the President, President-Elect, Secretary, Treasurer and a Past President.
3. Election and Term of Office. Board members shall be elected in accordance with Article IX, or appointed to fill a vacancy in accordance with Article V, paragraph 6. Directors shall be elected for a term of one year and may not serve for more than two consecutive terms in any one office.
4. Resignation of Directors. Any Director may resign at any time by giving written notice of resignation to the Secretary. Such resignation shall take effect at the time specified therein, or if such time is not so specified, immediately upon its receipt by the Secretary.

5. Removal of Directors. A Director may be removed from the Board if he or she fails to attend three (3) consecutive meetings of the Board, or for other cause, upon the unanimous vote ~~therefor~~^{therefore} of all the members of the Board, except the Director whose removal has been proposed. Such removal shall be effective at such time as the Board may determine. The notice of any Board meeting at which such action is contemplated shall contain a notice of the proposed termination, and the Director whose status is being challenged shall be notified thereof, in writing, at least thirty (30) days prior to the date of such meeting.

6. Vacancies. Any vacant position in any office or on the Board shall be filled by the majority vote of the Board for the remaining unexpired term, except for the positions of President and President-Elect. If the President is unable to complete his or her elected term of office for any reason, the President-Elect shall succeed to the office of President. In the event of vacancy in the office of President-Elect, the Nominating Committee shall recommend by mail, fax or e-mail to the membership a candidate to fill the elective office. A vote of the majority of the members present at the next regular meeting shall be required to elect a President-Elect to fill a vacancy.

7. Chair. The President shall serve as Chair of the meetings of the Board.

8. Meetings. Notice of a meeting must be mailed, faxed, or e-mailed by the President or a designee to all Board members at least seven (7) days prior to the date on which the meeting is scheduled. The presence of four Directors constitutes a quorum.

9. Special Meetings. Special meetings of the Board may be called by the President or 5y at least four (4) Directors. Special meetings may be conducted by telephone conference 311.

10. Place and Time of Meetings. All meetings of the Board shall be held at such time and place as the Board may, from time to time, fix or as may be specified in the notice of the meeting.

11. Compensation. Directors shall not receive compensation for their services.

ARTICLE VI **OFFICERS**

1. Officers. The Officers of the Chapter shall be a President, President-Elect, Secretary, and Treasurer, each of whom shall serve a term of one year or until his or her successor has been elected, or otherwise designated and qualified.

2. Election and Term of Office. All of the Officers shall be elected in accordance with Article IX or appointed to fill a vacancy in accordance with Article V, paragraph 6. Officers are elected for a term of one year and may not serve for more than two consecutive terms.

3. Duties. The Officers perform those duties that are usual to their position and that are assigned to them by the Board. In addition, the President of the Chapter acts as Chair of the Board and Chapter meetings and the President-Elect acts in place of the President when the President is not available.

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ARTICLE VII MEETINGS

1. Annual Meeting. There shall be an annual meeting of the members of the Chapter in February, which may be held in conjunction with a regular Chapter meeting or at such other time as the Board may determine. The purposes of such meeting shall be the election of Officers and Directors and transacting such other business as may come before the meeting.
2. ~~Special~~ Special Meeting Meeting. Special meetings of the members of the Chapter may be called at any time by the President and must be called upon the written request to the President of five (5) or more members. At such special meetings, no business shall be transacted except that which shall have been specified in the notice of such meeting.
3. Notice of Meetings. Written notice of all meetings shall state the place, date and hour of such meeting, and shall be delivered, either personally or by mail, fax or e-mail to each member. Unless otherwise stated herein, notices shall be given no less than five (5) nor more than thirty (30) days before the date of such meeting. The notice of a meeting shall be deemed delivered when deposited in the postal service mail with postage prepaid or with other appropriate verification that the notice has been appropriately sent, addressed to the member at his or her address, fax number or e-mail address as it appears on the records of the Chapter.
4. Quorum. A quorum is 25% of the members.
5. Voting. A majority vote of those attending a properly convened meeting at which a quorum is present is required to approve any action.
6. Proxies. Voting by written proxy shall be allowed at any meeting of the members of the Chapter except no proxy dated more than eleven (11) months prior to meeting shall be valid.

ARTICLE VIII COMMITTEES

1. ~~Nominatin~~ Nominating Committee. The Nominating Committee shall be comprised of five (5) members. Three (3) members shall be elected by the members of the Chapter, one (1) member shall be appointed by the Board of Directors, and the Immediate Past President who shall serve as Chair of the Committee. If the Immediate Past President is no longer an active member, the four remaining members shall constitute the Nominating Committee. All members of the Nominating Committee shall be and shall have been a member of the Chapter a minimum of one (1) year, and may not succeed themselves.
2. Other Committees. The Board may, by resolution, designate such standing committees for such purposes and having such powers as it may determine, and the President shall designate such special committees as he or she may deem appropriate and shall appoint the Chair and members of all such committees. The President shall serve as an ex-officio member of each committee except the Nominating Committee. A member must have served on the committee before he or she can Chair the committee. A Committee Chair may not serve longer than two consecutive one-year terms. The Committee Chairs will report to the President-Elect and will not be required to attend the monthly board meetings.

except by majority vote of The Board

Prepare monthly report

- attendance welcomed & encouraged
but not required

⇒ amended job descriptions for comm. chairs
⇒ Board Members cannot chair comm.

**ARTICLE IX
NOMINATIONS AND ELECTION**

1. Method and Time of Nomination. The Nominating Committee shall meet in January of each year for the purpose of selecting a slate of Officers and Directors for recommendation to the members of the Chapter. It shall be the responsibility of the Nominating Committee to study the leadership requirements and needs of the organization and to select nominees with the experience and qualities necessary to meet such requirements and needs. Prospective nominees may be interviewed personally by the Nominating Committee and their consent to serve, if elected, should be obtained.

2. Method of Conducting Election. At the annual meeting of the Chapter, the Nominating Committee. The Nominating Committee will solicit nominations from the membership at large during the month of January. A ballot will be prepared and presented at the annual meeting of the chapter in February. Votes will be tallied and the new slate of Officers and Directors will be affirmed by the membership at the annual membership meeting shall present its recommendations, at which time nomination of eligible members will also be accepted from the floor. In the absence of any nominations, duly seconded, from the floor, the members present may by acclamation elect the slate of Officers and Directors presented by the Nominating Committee. If for some reason, this cannot be attained Otherwise, the slate of Officers and Directors shall be mailed, faxed or e-mailed to members of the Chapter not later than seven (7) days following the February annual meeting. A time will be specified for the ballots to be returned prior to the next Chapter meeting after the annual meeting in February. A majority of the returned ballots shall be required to elect an Officer or Director. The Nominating Committee shall count the ballots and present the results to the members at the next Chapter meeting after the annual meeting in February. The ballots shall be destroyed by June 30.

3. Time New Officers and Directors Take Office. Newly elected Officers and Directors shall assume the responsibilities of office no later than April 1.

4. Eligibility and Qualifications. Candidates for Director or Officer in the Chapter must be current members of the Association of Legal Administrators and must have been a member of the Chapter for at least one (1) year at the time of election and must have served Chaired or at least one (1) committee for at least two (2) years. or 1 year?

**ARTICLE X
BUDGET AND FISCAL YEAR**

1. Budget. An annual budget for each new fiscal year shall be prepared under direction of the Chapter's Board for Board approval as early as possible prior to the beginning of the new fiscal year. Thereafter, at any meeting of the Board, the Board may approve any supplemental budget that may be necessary. The annual budget should be presented to the members at the first chapter meeting after the beginning of the new fiscal year.

2. Fiscal Year. The fiscal year of the Chapter shall be April 1 through March 31.

**ARTICLE XI
AMENDMENTS**

Amendments to these bylaws may be accomplished by a two-thirds ballot vote of the members present at any regular meeting. All members must have been provided a copy of the amendments at least fifteen (15) days prior to the vote.

mandatory
Pre-elect before Pre.

from the membership @ large
Slate = 3 no more than 3 people nominees
for each position or office
Due diligence on nominees to produce slate

served
2 years on a comm w/ at least 1 yr. as chair to be an officer

ARTICLE XII
LIMITATION OF LIABILITY

No Officer, Director or committee member, member or employee thereof, agent or employee of the Chapter shall be liable for the act or failure of any other such person or organization.

ARTICLE XIII
INDEMNIFICATION

Any person made a party 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 a Director or Officer of the Chapter may be indemnified by the Chapter against the reasonable expenses, including attorney's fees, actually and reasonably incurred by him or her in connection with such action, suit or proceeding, or in connection with any appeal therein, except as to matters as to which such Director or Officer 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 which such Director or Officer may be entitled apart from this Bylaw. The Chapter may purchase and maintain insurance on behalf of any person who is or was a Director or Officer of the Chapter against such liability.

ARTICLE XIV
DISSOLUTION

The Chapter may be dissolved by a resolution adopted by a majority of the members. In the event of dissolution of the Chapter, the Board or a committee appointed by the Board shall be responsible for its liquidation. In case of dissolution of the Chapter, the Board shall authorize first the payment of all indebtedness. Any remaining funds, investments and other assets of the Chapter shall be distributed to such organizations which are then qualified as exempt within the meaning of Section 501(c)(3) or Section 501(c)(6) of the Internal Revenue Code of 1954 or of corresponding provisions of then existing federal revenue laws [or, in the case of non-U.S. chapters, similarly-situated organizations] but only if the purposes and objectives of the receiving organization are similar to the purposes and objectives of the Chapter as may be determined by a majority vote of the then members of the Chapter.

These Bylaws were adopted this 23rd day of October, 2003, at the meeting of the Austin-Central Texas Chapter of the Association of Legal Administrators.

President

Secretary

ATTACHMENT:
Current Membership Criteria of the
Association of Legal Administrators

ATTACHMENT TO THE BYLAWS OF
THE AUSTIN-CENTRAL TEXAS CHAPTER
OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

CURRENT MEMBERSHIP CRITERIA
OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Membership in the Chapter shall be comprised primarily of individuals engaged on a full-time basis in the management of legal organizations and shall consist of Regular and Associate Members as defined and provided for in these bylaws.

Membership in the Chapter is not open to consultants and vendors who are engaged by legal organizations.

1. REGULAR MEMBERS. Regular membership in the Chapter is limited to:

A. Legal administrators, regardless of the title by which that individual is recognized within his or her organization, engaged in the management of a legal organization as defined below.

"Legal administrators" are persons who (i) exercise management responsibilities on a full-time basis or, if not full-time, devote at least 75% of their working time to performing the Management responsibilities of their position; (ii) manage others or manage an important function which renders high-level technical or other specialized services to the organization; (iii) occupy a position which involves the exercise of independent judgment without close daily supervision; and (iv) are employed in a position which is or is eligible to be classified as exempt, by a single "legal organization" - such as a private law firm, legal service clinic, corporate legal department, college or university legal department, governmental legal agency, court system, charitable legal agency, or some other organization which is primarily engaged in the practice of law. Eligible persons may perform all relevant management duties personally or, in the case of the delegation of such duties to subordinate staff or the contracting of any such duties to third parties, must retain responsibility for those duties.

In general, a "legal administrator" is either (i) the principal administrator in the organization, (ii) the administrator/manager of a branch office of the organization, or (iii) someone who reports directly to the principal administrator or branch administrator and has responsibility for one or more of the organization's major functional management or administrative areas.'

B. Practicing lawyers who have the principal lawyer executive management responsibility in their legal organization and who devote no less than 75% of their working time to that responsibility and function. Individuals potentially meeting this criteria would include the managing partner of a private law firm or the chair of a law firm executive committee; the General Counsel in a corporate legal department; and the head of a governmental agency legal department such as a state Deputy Attorney General with agency administration responsibilities.

C. Unemployed legal administrators who are not serving as consultants or vendors and who have met the criteria for Regular membership are eligible to continue as Regular Members until expiration of a 180-day period measured from the date on which they are no longer employed as legal administrators. After the expiration of the 180-day period, unemployed legal administrators are eligible to continue as Associate Members and to renew as

associate Members (other eligibility requirements of Associate membership notwithstanding), provided such legal administrators are not serving as consultants or vendors and are actively seeking employment as a legal administrator.

D. Individuals who have been designated as "Life Members" by the Chapter Board of Directors. Life Members are those individuals who have rendered extraordinary service to the Chapter and been a member for 25 years. Life Members have all the rights and privileges of Regular membership, but they are not required to pay dues. Those Life Members who are no longer employed as legal administrators and do not meet the criteria for Regular membership may not hold elective or appointive office but may serve as members of committees.

Regular Members have all the rights and privileges of membership, including (except as provided in Article III(1)D., above) the right to hold elective or appointive office.

2. **ASSOCIATE MEMBERS.** Associate membership in the Chapter shall be available to those individuals who are interested in legal administration and management, who do not meet the criteria for Regular membership, and who are either:

- A. Practicing lawyers with an interest in law firm administration and management;
- B. Individuals engaged in an ongoing employment-type relationship which involves providing continuing management services of the types described in Article 111(1) A., above, including the footnote to that section;
- C. Retired Regular Members of the chapter who are not otherwise employed;
- D. Unemployed legal administrators who have exhausted their eligibility for Regular membership but meet the requirements of Associate membership under Article III(1)C., above;
- E. Full-time teachers of business, organizational management, law or law-related disciplines at institutions of higher learning, as well as deans with administrative and management responsibilities at such institutions;
- F. Full-time students in business, management, law or law-related studies at institutions of higher learning; or
- G. Bar association executives with management responsibilities of the type described in Article III(1)A., above, including the footnote to that section; and
- H. Other individuals not specifically excluded from membership who have and demonstrate an interest in the management of law firms and other legal organizations, and who do not qualify for Regular membership in the Chapter.

Associate Members may not hold elective or appointive office in the Chapter. Other policies governing the participation of Associate Members in the Chapter, as well as the nature and extent of benefits accruing to Associate Members, shall be determined from time to time by the Chapter Board of Directors.

.....
The major functional management or administrative areas are: General Management; Financial Management; Human Resources Management; Systems Management; Facilities Management; Marketing or Business Development Management; Practice Management; Management or Training and Development Activities; Legal Assistant Supervision and Management and Management of Lawyer Recruiting activities

⇒ cumulative
~~total~~ 25 years

9:23 AM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

11/11/08

Balance Sheet

Accrual Basis

As of October 31, 2008

	<u>Oct 31, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checki...	2,044.76
Frost Money Market	50,742.07
Total Checking/Savi...	<u>52,786.83</u>
Total Current Assets	<u>52,786.83</u>
TOTAL ASSETS	<u><u>52,786.83</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	25,781.28
Net Income	<u>13,676.02</u>
Total Equity	<u>52,786.83</u>
TOTAL LIABILITIES & EQ...	<u><u>52,786.83</u></u>

9:23 AM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

11/11/08

Profit & Loss

Accrual Basis

April through October 2008

	Apr - Oct 08
Ordinary Income/Expense	
Income	
Business Partner Fair	
Bronze Sponsors	11,732.50
Gold Sponsors	9,527.50
Platinum Sponsor	3,000.00
Silver Sponsors	12,170.00
Speaker Sponsor	3,000.00
Business Partner Fair - Other	136.00
Total Business Partner Fair	39,566.00
Education	
Meeting Receipts	3,420.00
Seminars	1,102.00
Total Education	4,522.00
Membership Dues	11,700.00
Newsletter Ads	200.00
Salary Survey	2,375.00
Total Income	58,363.00
Expense	
Bank Service Charges	537.78
Board Expenses	
Gifts	886.86
Region 4/6 Conference Planning	-535.00
Total Board Expenses	351.86
Business Partner Fair Expenses	
Facilities	7,756.00
Food	1,558.20
Other	500.00
Vendor Appreciation Party	1,987.66
Total Business Partner Fair Expenses	11,801.86
Community Challenge Expenses	399.35
Community Development	1,974.97
Continuing Leadership Institute	
Board Member-CLI	944.58
President - CLI	996.64
President Elect-CLI	135.32
Continuing Leadership Institute - ...	998.58
Total Continuing Leadership Institute	3,075.12
Education Costs	
Chapter MeetingLunches	4,091.51
Lunches-Education Seminar	1,394.15
Other-Education Seminar	1,170.07
Total Education Costs	6,655.73
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
Miscellaneous Expense	
Copies	226.50
Other	25.45
Total Miscellaneous Expense	251.95

9:23 AM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

11/11/08

Profit & Loss

Accrual Basis

April through October 2008

	<u>Apr - Oct 08</u>
National Conference Scholarship	
Board Member Stipend	11,345.92
Chapter Dinner	976.78
CLM Scholarship	345.00
Quest Scholarship	1,000.00
Silent Auction Items	10.00
	<hr/>
Total National Conference Scholarship	13,677.70
New Member Functions	
Promo Gifts	17.34
	<hr/>
Total New Member Functions	17.34
Postage and Delivery	180.20
Salary Survey Costs	5,340.00
Salary Survey Expense	59.07
Website	
Designer Fees	245.00
	<hr/>
Total Website	245.00
	<hr/>
Total Expense	44,757.93
	<hr/>
Net Ordinary Income	13,605.07
Other Income/Expense	
Other Income	
Interest Income	70.95
	<hr/>
Total Other Income	70.95
	<hr/>
Net Other Income	70.95
	<hr/>
Net Income	<u>13,676.02</u>

9:24 AM
11/11/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Check Detail
October 2008

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	860	10/14/2008	Bickerstaff Hea...		Frost Bank Ch...		-432.15
				Postage and De...		-180.20	180.20
				Copies		-226.50	226.50
				Other		-0.45	0.45
				Other		-25.00	25.00
TOTAL						-432.15	432.15

9:24 AM

11/11/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Deposit Detail

October 2008

Type	Num	Date	Name	Account	Amount
Deposit		10/31/2008		Frost Money M...	10.74
				Interest Income	-10.74
TOTAL					-10.74

9:09 AM
11/11/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Summary
Frost Bank Checking, Period Ending 10/31/2008

	<u>Oct 31, 08</u>
Beginning Balance	3,551.28
Cleared Transactions	
Checks and Payments - 1 item	-884.93
Total Cleared Transactions	<u>-884.93</u>
Cleared Balance	<u><u>2,666.35</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-621.59
Total Uncleared Transactions	<u>-621.59</u>
Register Balance as of 10/31/2008	<u><u>2,044.76</u></u>
New Transactions	
Checks and Payments - 33 ite...	-16,584.68
Deposits and Credits - 4 items	14,675.00
Total New Transactions	<u>-1,909.68</u>
Ending Balance	<u><u>135.08</u></u>

9:09 AM

11/11/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
Frost Bank Checking, Period Ending 10/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,551.28
Cleared Transactions						
Checks and Payments - 1 item						
Check	9/30/2008	859	Headliners Club	X	-884.93	-884.93
Total Checks and Payments					-884.93	-884.93
Total Cleared Transactions					-884.93	-884.93
Cleared Balance					-884.93	2,666.35
Uncleared Transactions						
Checks and Payments - 2 items						
Check	3/20/2008	809	Incorporating D...		-189.44	-189.44
Check	10/14/2008	860	Bickerstaff Heat...		-432.15	-621.59
Total Checks and Payments					-621.59	-621.59
Total Uncleared Transactions					-621.59	-621.59
Register Balance as of 10/31/2008					-1,506.52	2,044.76
New Transactions						
Checks and Payments - 33 items						
Check	11/3/2008	886	Amanda Korte		-2,747.19	-2,747.19
Check	11/3/2008	882	Walsh Anderson		-1,200.00	-3,947.19
Check	11/3/2008	879	Paperclip Prom...		-999.77	-4,946.96
Check	11/3/2008	880	Whitehurst Hark...		-993.88	-5,940.84
Check	11/3/2008	867	Bickerstaff Heat...		-728.19	-6,669.03
Check	11/3/2008	863	Chris Bhamani		-695.40	-7,364.43
Check	11/3/2008	865	DLA Piper US L...		-600.00	-7,964.43
Check	11/3/2008	866	SAGE Solutions		-595.00	-8,559.43
Check	11/3/2008	876	State Bar of Tex...		-425.00	-8,984.43
Check	11/3/2008	877	Debra Nicklaus		-300.00	-9,284.43
Check	11/3/2008	878	Andrew Molnau		-300.00	-9,584.43
Check	11/3/2008	874	Barbara Mullen		-300.00	-9,884.43
Check	11/3/2008	873	Thompson Coe		-300.00	-10,184.43
Check	11/3/2008	872	Slack & Davis, L...		-300.00	-10,484.43
Check	11/3/2008	864	Joan Cunningham		-300.00	-10,784.43
Check	11/3/2008	881	Richards Rodrig...		-300.00	-11,084.43
Check	11/3/2008	861	Chris Bhamani		-300.00	-11,384.43
Check	11/3/2008	884	cara Mueller		-300.00	-11,684.43
Check	11/3/2008	885	Hance Scarboro...		-300.00	-11,984.43
Check	11/3/2008	870	Allensworth & P...		-300.00	-12,284.43
Check	11/3/2008	875	Munsch Hardt K...		-225.00	-12,509.43
Check	11/3/2008	887	Armbrust & Bro...		-225.00	-12,734.43
Check	11/3/2008	883	Peggy Shaw		-225.00	-12,959.43
Check	11/3/2008	868	Peggy Shaw		-190.00	-13,149.43
Check	11/3/2008	869	Chrissie Eastin		-170.11	-13,319.54
Check	11/3/2008	862	David Ciccociop...		-100.00	-13,419.54
Check	11/11/2008	890	Jo Ann McNeil		-1,003.37	-14,422.91
Check	11/11/2008	893	McGinnis Lochri...		-600.00	-15,022.91
Check	11/11/2008	888	Amanda Korte		-361.77	-15,384.68
Check	11/11/2008	894	Bill Elkjer		-300.00	-15,684.68
Check	11/11/2008	891	Armbrust & Bro...		-300.00	-15,984.68
Check	11/11/2008	889	Edna Diaz		-300.00	-16,284.68
Check	11/11/2008	892	Osborne & Hel...		-300.00	-16,584.68
Total Checks and Payments					-16,584.68	-16,584.68
Deposits and Credits - 4 items						
Deposit	11/3/2008				2,050.00	2,050.00
Deposit	11/3/2008				2,375.00	4,425.00
General Journal	11/3/2008	81625			10,000.00	14,425.00
Deposit	11/11/2008				250.00	14,675.00
Total Deposits and Credits					14,675.00	14,675.00
Total New Transactions					-1,909.68	-1,909.68
Ending Balance					-3,416.20	135.08



WE'RE FROM HERE

P.O. Box 1727 Austin, Texas 78767 Member FDIC

FOR INFORMATION CALL
512-473-4500 OR 1-800-513-7678

STATEMENT ISSUED
10-31-2008

AUSTIN CENTRAL TEXAS CHAPTER
OF THE ASSOC OF LEGAL ADMINISTRATORS
% CHRIS SIMS BICKERSTAFF HEATH
816 CONGRESS AVE STE 1700
AUSTIN TX 78701



Page 1 of 1

0

As a reminder, Frost will no longer accept tax payments at the teller line in our lobbies effective December 1, 2008. For other payment options, please call 1-888-481-0336.

FREE BUSINESS CHECKING ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
3,551.28	0	.00	1	884.93	2,666.35

CHECKS PAID		
DATE	CHECK	AMOUNT
10-16	859 #	884.93
# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK		

OTHER WITHDRAWALS/DEBITS			
DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-15	.00	INTERNET STMT COPY REQ	

DAILY BALANCE					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
09-30	3,551.28	10-15	3,551.28	10-16	2,666.35

9:09 AM
11/11/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Summary
Frost Money Market, Period Ending 10/31/2008

	<u>Oct 31, 08</u>
Beginning Balance	50,731.33
Cleared Transactions	
Deposits and Credits - 1 item	10.74
Total Cleared Transactions	<u>10.74</u>
Cleared Balance	<u>50,742.07</u>
Register Balance as of 10/31/2008	50,742.07
New Transactions	
Checks and Payments - 1 it...	<u>-10,000.00</u>
Total New Transactions	<u>-10,000.00</u>
Ending Balance	<u><u>40,742.07</u></u>

9:09 AM
11/11/08

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
Frost Money Market, Period Ending 10/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50,731.33
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2008			X	10.74	10.74
Total Deposits and Credits					10.74	10.74
Total Cleared Transactions					10.74	10.74
Cleared Balance					10.74	50,742.07
Register Balance as of 10/31/2008					10.74	50,742.07
New Transactions						
Checks and Payments - 1 item						
General Journal	11/3/2008	81625			-10,000.00	-10,000.00
Total Checks and Payments					-10,000.00	-10,000.00
Total New Transactions					-10,000.00	-10,000.00
Ending Balance					-9,989.26	40,742.07



WE'RE FROM HERE

P.O. Box 1727 Austin, Texas 78767 Member FDIC

FOR INFORMATION CALL
512-473-4500 OR 1-800-513-7678

STATEMENT ISSUED
10-31-2008

Page 1 of 2

AUSTIN CENTRAL TEXAS CHAPTER OF THE
ASSOCIATION OF LEGAL ADMINISTRATORS
% CHRIS SIMS BICKERSTAFF HEATH
816 CONGRESS AVE STE 1700
AUSTIN TX 78701



0

As a reminder, Frost will no longer accept tax payments at
the teller line in our lobbies effective December 1, 2008.
For other payment options, please call 1-888-481-0336.

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
50,731.33	0	10.74	0	.00	50,742.07

----- DEPOSITS/CREDITS -----

DATE	AMOUNT	TRANSACTION	DESCRIPTION
10-31	10.74	INTEREST PAID	

----- DAILY BALANCE -----

DATE	BALANCE	DATE	BALANCE
09-30	50,731.33	10-31	50,742.07

**Austin Regional 4/6 Committee Budget vs. Actual
as of 11.11.08**

Income		Budgeted	Actual
Cash & Door Prizes		\$1,550.00	
Actual	Cash		
	Karen Hall Interior Design - Cash		\$100.00
	Iron Mountain - Cash		\$250.00
	Frost Bank - Cash		\$450.00
	Documation - \$250 Cash, \$250 Prize		\$250.00
	Safesite - Cash		\$100.00
	Flores & Associates - Cash		\$100.00
	Global Benefit Solutions - Cash (to use as door prize)		\$500.00
	Riata Technologies - Cash		\$450.00
	The Benefits Team - Cash		\$100.00
	Greater Texas Water - Cash		\$100.00
	Commercial Texas - Cash		\$100.00
	Oxford Commercial - Cash		\$100.00
	Total Actual Cash		\$2,600.00

Actual Donations/Door Prizes

Current Issues - Door Prize	\$100.00
Documation - \$250 Cash, \$250 Prize	\$250.00
National Legal - Door Prize	\$100.00
Brand Coffee Service - Door Prize	\$125.00
Hilton Austin - Door Prize	\$250.00
Barringer Legal Copies - In-kind	\$100.00
Horseshoe Bay Resort - Door Prize	\$860.00
Intercontinental - Door Prize	\$799.00
Total Actual Prizes	\$2,584.00

\$1,550.00	\$5,184.00
Budgeted	Actual

Expenses

	Budgeted	Actual
Door Prizes (\$100 x 15)	\$1,500.00	\$1,580.04
Hospitality Booth Give-a-ways (\$3 x 500)	\$1,800.00	\$2,203.98
T-shirts for Chapter attendees (\$20 x 40)	\$800.00	\$905.94
Hotel for Chapter liaison for Thurs & Fri nights	\$500.00	\$488.82
Gift baskets for RMT & headquarters staff (\$40 x 15)	\$600.00	\$195.73
Speaker gifts above those provided from regional	\$200.00	\$63.60
Volunteer Appreciation Happy Hour	\$500.00	\$505.72
Booth Decorations	\$300.00	\$421.86
TOTAL COMMITTEE EXPENSES	\$6,200.00	\$6,365.69

	Budgeted	Actual
NET INCOME FOR COMMITTEE	(\$4,650.00)	(\$1,181.69)
Total Cost to Chapter (Cash In - Cash Out)		(\$3,765.69)

**Austin Regional 4/6 Committee Budget vs. Actual
as of 11.11.08**

Reimburse To	Vendor	Description	Budget Category	Amount
Bickerstaff Heath	Oriental Trading	Booth decorations	Booth Decorations	\$36.92
Amanda Korte	Lone Star Music.com	Booth decorations	Booth Decorations	\$43.26
Amanda Korte	Lammes Candies	Candy for hospitality booth	Booth Decorations	\$320.64
Amanda Korte	Hance Scarborough	Package shipping fees to Seattle Conf	Booth Decorations	\$15.00
Chrissie Eastin	Michael's	Booth decorations	Booth Decorations	\$6.04
Jo Ann McNeil	Austin Outhouse	KAW t-shirts for door prize drawings	Door Prizes	\$97.43
Amanda Korte	Target	Door Prize-Wii	Door Prizes	\$270.61
Amanda Korte	Barton Creek Mall	Visa Gift Cards for door prizes	Door Prizes	\$212.00
Amanda Korte	Southwest Airlines	Gift Cards	Door Prizes	\$1,000.00
Cara Mueller	Whole Foods, Target	Items for Gift Baskets for RMT	Gift Baskets	\$110.48
Amanda Korte	Lammes Candies	Candy for Gift Baskets for RMT	Gift Baskets	\$41.95
Amanda Korte	The Texas Store	Items for RMT Gift Baskets	Gift Baskets	\$43.30
Sandy Gable	Windy-City Novelties	Light-up items for Welcome Reception	Hospitality Booth Giveaways	\$993.88
Bonnie Zook	PaperClip Promotions	Nail Files	Hospitality Booth Giveaways	\$999.77
Bickerstaff Heath	Windy-City Novelties	Light-up tiaras	Hospitality Booth Giveaways	\$91.27
Amanda Korte	University Co-OP	UT Pencils for hospitality booth	Hospitality Booth Giveaways	\$119.06
Amanda Korte	Hilton Austin	Hotel for Chapter Liaison	Hotel	\$488.82
Amanda Korte	Target	Gift Bags and wrapping for speaker gifts	Speaker Gifts	\$63.60
Jo Ann McNeil	Austin Outhouse	KAW t-shirts for attendees (51 shirts)	T-Shirts for Chapter	\$905.94
Amanda Korte	Cedar Door	Hospitality	Volunteer Appreciation	\$143.95
Amanda Korte	Cedar Door	Post-Conference Happy Hour	Volunteer Appreciation	\$361.77

TOTAL \$6,365.69

Checks Cut To:

Cara Mueller	\$110.48
Sandy Gable	\$993.88
Bonnie Zook	\$999.77
Jo Ann McNeil	\$1,003.37
Chrissie Eastin	\$6.04
Bickerstaff Heath	\$128.19
Amanda Korte 1	\$15.00
Amanda Korte 2	\$2,747.19
Amanda Korte 3	\$361.77
TOTAL	\$6,365.69

Summary by Budget Category:

Booth decorations	\$421.86
Door Prizes	\$1,580.04
Gift Baskets for RMT	\$195.73
Hospitality Booth Giveaways	\$2,203.98
Hotel	\$488.82
Speaker Gifts	\$63.60
T-Shirts for Chapter Members	\$905.94
Volunteer Appreciation	\$505.72
TOTAL	\$6,365.69