

**NOTICE OF PROPOSED AMENDMENTS TO CAPA BYLAWS
REGULAR MEETING OF MEMBERS
JANUARY 29, 2020**

DATE OF NOTICE: JANUARY 2, 2020

The following proposed changes to CAPA's Bylaws will be on the general membership meeting agenda for discussion and voting at the January 29, 2020 luncheon meeting. The Board of Directors approved the amendments at the November 6, 2019 meeting of the Board of Directors and recommend that the Voting Members approve the amendments. Only Voting Members of CAPA may vote on the proposed amendments to the Bylaws.

If you are a Voting Member of CAPA and are unable to attend the meeting, you may exercise your privilege of voting by use of the attached proxy. The proxy must be signed by you and received by the CAPA Parliamentarian by January 28, 2020 at 5:00 p.m. Central Daylight Time.

If you have any questions regarding the proxy, please contact Sherry Stowers, Parliamentarian (E-mail: parliamentarian@capatx.org).

The proposed revisions are depicted by ~~strikeouts~~, with amended language in italics.

ARTICLE V – MEMBERSHIP (Section 1 – Membership Application and Criteria, Paragraph A *Voting Members*).

A. *Voting Members*. Any person currently employed at least 30 hours a week as a paralegal, or working at least 30 hours a week as a freelance paralegal, upon attorney verification, who meets one of the following criteria: (a) four-year degree; (b) completion of paralegal certificate program; (c) five years of paralegal experience; (d) NALA or NFPA certification; or (e) TBLS certification may join the Association as a voting member upon payment of annual dues. Voting members shall have the right to use the job bank. The following rights and privileges shall vest exclusively in voting members of good standing:

ARTICLE V – MEMBERSHIP (Section 1 – Membership Application and Criteria, Paragraph B *Associate Member*).

A person may become an associate member upon payment of annual dues. Such a member in good standing may fully participate in the affairs of the Association, including serving on or chairing a committee and using the job bank, but shall not vote, hold office, or have any other rights or privileges held exclusively by voting members. Upon meeting the requirements of a voting member, an associate member may either immediately submit a change of status form applying for voting membership in the Association or apply for voting membership at the beginning of the next calendar year.

ARTICLE V – MEMBERSHIP (Section 1 – Membership Application and Criteria, Paragraph C *Student Members*).

C. *Student Members*. Any person involved in a paralegal training program may join the Association as a student member upon payment of annual dues for student members. A student member in good standing may fully participate in the affairs of the Association including serving on a committee, but shall not vote, hold office, serve as a director or a chairperson of a committee or have any other rights and privileges held exclusively by voting members. ~~When such student member is within one month of graduation from a paralegal program, that member may then be permitted to use the Association's job bank.~~ Upon completion of the training program and receipt of a certificate therefor, student members may either immediately submit a change of status form, applying for voting membership or associate membership in the Association, or apply for voting membership or associate membership in the Association at the beginning of the next calendar year.

ARTICLE VII – COMMITTEES (Section 1, Paragraph C *Membership*).

C. *Membership*. It shall be the responsibility of the Membership Committee to develop informational materials relating to the Association, to conduct membership drives, ~~prepare an annual~~ to maintain the Association's membership directory, and generally to coordinate all membership matters relevant to the Association, in accordance with the guidelines established by the Board of Directors. The Membership Committee is also responsible for keeping a current roster of membership and providing same as needed for transmittal to NALA.

PROXY
CAPITAL AREA PARALEGAL ASSOCIATION
REGULAR MEETING OF MEMBERS
JANUARY 29, 2020

The undersigned Voting Member of the Capital Area Paralegal Association, a Texas non-profit corporation (“CAPA”) hereby appoints Sherry Stowers, Parliamentarian, **OR** _____, a Voting Member of CAPA, as proxy for the undersigned to act and vote on my behalf at the Regular Meeting of the Members of CAPA to be held on Wednesday, January 29, 2020, at 11:45 a.m. (the “Meeting”) at Chez Zee Restaurant, 5406 Balcones Drive, Austin, TX 78731, or at any adjournment thereof, on the following matters:

1. Approval of Amendment to Article V – MEMBERSHIP (Section 1 – Membership Application and Criteria, Paragraph A *Voting Members*) of the Bylaws of CAPA:

FOR

AGAINST

ABSTAIN

2. Approval of Amendment to Article V – MEMBERSHIP (Section 1 – Membership Application and Criteria, Paragraph B *Associate Member*) of the Bylaws of CAPA:

FOR

AGAINST

ABSTAIN

3. Approval of Amendment to Article V – MEMBERSHIP (Section 1 – Membership Application and Criteria, Paragraph C *Student Members*) of the Bylaws of CAPA:

FOR

AGAINST

ABSTAIN

4. Approval of Amendment to ARTICLE VII – COMMITTEES (Section 1, Paragraph C *Membership*) of the Bylaws of CAPA:

FOR

AGAINST

ABSTAIN

* * * *

THIS PROXY, WHEN PROPERLY EXECUTED, WILL BE VOTED IN THE MANNER DIRECTED HEREIN BY THE UNDERSIGNED VOTING MEMBER. IF NO DIRECTION IS MADE, THIS PROXY WILL BE VOTED *FOR* THE SAME PROPOSALS.

The undersigned acknowledges that this proxy is revocable by the undersigned only if the undersigned delivers to the Parliamentarian of CAPA a written revocation prior to the Meeting.

Date: _____

Signature of Voting Member

Printed Name: _____

Notice: All proxies must be filed with the CAPA Parliamentarian by Tuesday, January 28, 2020, at 5:00 p.m. Central Time. To return your signed proxy and ballot, you may: 1) mail the signed proxy and ballot to Sherry Stowers, at 1120 S. Capital of Texas Highway, Building 1, Suite 200, Austin, TX 78746, or 2) return your signed proxy and ballot via email to parliamentarian@capatx.org.