

**NOTICE OF PROPOSED MEMBERSHIP DUES INCREASE**  
**REGULAR MEETING OF MEMBERS**  
**JANUARY 29, 2020**

**DATE OF NOTICE: JANUARY 19, 2020**

The following proposed increase to CAPA's membership dues 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 proposal at the December 4, 2019 meeting of the Board of Directors and recommend that the Voting Members approve the proposal. Only Voting Members of CAPA may vote on the proposed membership dues increase.

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](mailto:parliamentarian@capatx.org)).

Pursuant to CAPA's Bylaws, Article V. Membership, Section 3. Annual Dues and Initiation Fee, Paragraph B, *"The Board of Directors may determine from time to time the amount of annual dues payable to the Association by members of each membership category, provided, however, that any change in the amount of annual dues must be approved by a two-thirds vote of the eligible members voting in person or by proxy at any regular or special meeting of the Association, and provided that written notice of the proposed change has been sent to the membership at least ten (10) days prior to the called regular or special meeting at which such proposal is to be considered. Upon approval, any change in the amount of annual dues shall take effect upon 30 days' notice to the general membership. 'Notice' may constitute publication of the change in the amount of annual dues in the CAPA Brief"*.

CAPA's membership dues were last updated on November 17, 1999. Given the increase of Association costs and activities, the Board of Directors proposes the following increase to annual dues for each membership level as follows, to become effective March 9, 2020:

<b>Membership Level</b>	<b>Current Amount</b>	<b>Proposed Increased Amount</b>
• Voting Membership	\$50.00 (annually)	\$65.00 (annually)
• Associate Membership	\$30.00 (annually)	\$40.00 (annually)
• Student Membership	\$25.00 (annually)	\$30.00 (annually)
• Emeritus Membership	\$40.00 (1-time, lifetime due)	\$75.00 (1-time, lifetime due)
• Sustaining Membership	\$75.00 (annually)	\$100.00 (annually)

**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 Increase to the *Voting Membership* Annual Dues of CAPA to \$65.00, effective March 9, 2020:

FOR

AGAINST

ABSTAIN

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Approval of Increase to the *Associate Membership* Annual Dues of CAPA to \$40.00, effective March 9, 2020:

FOR

AGAINST

ABSTAIN

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3. Approval of Increase to the *Student Membership* Annual Dues of CAPA to \$30.00, effective March 9, 2020:

FOR

AGAINST

ABSTAIN

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4. Approval of Increase to the *Emeritus Membership* One-Time Lifetime Dues of CAPA to \$75.00, effective March 9, 2020:

FOR

AGAINST

ABSTAIN

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\_\_\_\_\_

5. Approval of Increase to the *Sustaining Member* Membership Annual Dues of CAPA to \$100.00, effective March 9, 2020:

FOR

AGAINST

ABSTAIN

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\_\_\_\_\_

\_\_\_\_\_

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](mailto:parliamentarian@capatx.org).