



STANDING RULES (1/31/2017)

These standing rules shall serve as a guide for future Chapter leaders and will be amended by the Secretary as necessary based on Board decisions. Some of these standing rules have been taken from the Chapter's by-laws. The current version of these standing rules will be posted on the Chapter's website. The date a change is approved should be included in these standing rules. (6/28/2011)

FINANCE & CHAPTER BUSINESS MANAGEMENT

1. All checks require two signatures or double approval online. The four Chapter Officers (President, Vice President/President-elect, Treasurer and Secretary) will sign the bank signature cards for that board year.
2. Reserve Budget – The Reserve Budget and its committee was formed by a resolution of the 2004-2005 Chapter Board. The responsibility of the Reserve Budget Committee is to develop a plan to spend down a portion of the Greater Chicago Chapter's reserve funds consistent with the goals of the Chapter. The Reserve Budget is planned for a three-year period of time. (12/20/2011)
 - a. The committee is to be comprised of at least 6 members, but not more than 12 members. In the December prior to the expiration of the current Reserve Budget, the Vice President/President-Elect shall select and invite Presidents (current and past) and Treasurers (current and past) to become members of the committee. The Vice President-elect will be a member of this committee. The Vice President/President-elect will chair this committee, and the committee shall meet as many times as necessary to develop the three-year Reserve Budget. (12/20/2011)
 - b. The Reserve Budget shall be presented to the Board at the February Board meeting and approved at the April Board meeting. Changes to the Reserve Budget may be approved at any meeting of the Board. (12/20/2011)
3. Each year the Treasurer will obtain a bond for the year from Headquarters. The cost is not to exceed \$150.00.
4. The Chapter will have a post office box for the Chapter's business mail. The post office box will be checked regularly by the Treasurer.

BOARD OF DIRECTORS

1. The Board of Directors shall be comprised of:

(a) four (4) Voting Officers (President; Vice President/President-elect; Treasurer; and Secretary);

(b) fourteen (14) Voting Directors (Past President; Business Partner Relations Director; CLM Director; Communications/Website Director; Community Relations Director; Large Firm Director; Membership Director; Midsize Firm Director; Newsletter Director; Professional Development Director; Small Firm Director; Special Events Director; Survey Director and Director of Member Experience) (4/28/2015); and

(c) five (5) Voting Advisors (Operations/Communications Advisor, Finance Advisor; Human Resources Advisor; Legal Industry/Business Advisor and Career Services Advisor) (7/19/2016);

(d) With the exception of the Voting Officers outlined in (a), all other Board positions may be filled by two individuals. In such an instance, the Directors shall be called Co-Directors, and Advisors shall be called Co-Advisors. Each Co-Advisor or Co-Director is entitled to cast a vote. With respect to the recognition stipend and the relationship budget, both shall be shared equally between the two individuals. (1/31/2017)

The Board shall perform their duties as described in each of their respective position descriptions (as published on the Chapter website), as well as any additional duties as may be needed throughout the fiscal year.

The Chapter's Region 3 representative at this time is the Vice President/President-elect.

BOARD OF DIRECTORS BENEFITS

1. The Chapter will pay full costs for registration, transportation (including shuttle/taxi fares), and lodging for the President of the Chapter for the Annual Conference, Regional Conference and Chapter Leadership Institute. This is contingent on the Chapter being able to provide the above benefits without a financial hardship on the membership and the Chapter.
2. The Chapter will pay full costs for registration, transportation (including shuttle/taxi fares), and lodging for the Vice President/President-elect to attend the Annual Conference, Regional Conference and Chapter Leadership Institute. This is contingent on the Chapter being able to provide the above benefits without a financial hardship on the membership and the Chapter.
3. The Chapter will pay full costs for registration, transportation (including shuttle/taxi fares), and lodging for the Vice President-elect to attend Chapter Leadership Institute. This is contingent on the Chapter being able to provide the above benefits without a financial hardship on the membership and the Chapter.
4. The Chapter will also pay for any meals not included in the cost of the conferences that are necessary as of the result of being present at the council meetings and chapter leaders' meetings. This is contingent on the Chapter being able to provide the above benefits without a financial hardship on the membership and the Chapter.
5. At the March bi-monthly luncheon, the Chapter will give the outgoing President a personalized gift or stipend in recognition for their service for the past year not to exceed \$250.00 including

the engraving. This stipend may be used for any ALA or Chapter event or for purchases from the ALA Bookstore and must be used before March 31st of the following Board year.

6. At the March bi-monthly luncheon, the Chapter will provide a \$125 stipend for each Board member with the exception of the President in recognition of their service for the past year. This stipend may be used for any ALA-related or Chapter-related event or expense or for purchases from the ALA Bookstore and must be used by December 31st of the year following receipt of the stipend or the stipend benefit will be forfeited. For example, a stipend received on 3/19/2013 must be used by 12/31/2014. After 12/31/2014, the stipend is considered expired and no longer valid. (1/29/2013)

(a) In the event that a Board member resigns before completing his/her term, said Board member will be provided with a recognition stipend only if the Board member: (i) resigned in good standing; and (ii) completed greater than 50% of his/her term. (2/26/2013)

(b) In the event a member is appointed to the Board as a result of a Board vacancy and serves for the duration of the vacancy term, said Board member will be provided with a recognition stipend only if the term was greater than 50% of the Board year in which the vacancy occurred. (2/26/2013)

DUES AND MEMBERSHIP

1. The Chapter dues will be billed on November 30th of each year by the Director of Membership. If paid before January 31st, the dues shall be \$75. After January 31st, the amount for the annual dues will be \$100. If the dues are not paid by April 1st, the individual's chapter membership will be forfeited and reapplication will be necessary through the Director of Membership. If a new member joins mid-year, dues will be prorated accordingly. The member will not be published in the Chapter Directory if their Chapter dues are not paid.
2. The Chapter will offer "Chapter Retiree Membership" to those qualifying Chapter members. In order to apply for Chapter Retiree Membership, the retiring member must be a member in good standing of ALA National (i.e., maintain Regular, Associate or "Retired" membership with ALA National). Retirees who are serving as a vendor or business partner are not eligible for Chapter Retiree Membership. Retirees will be offered dues at 50% of the regular Chapter membership rate (including the early bird membership registration rate). While those who hold Chapter Retiree membership are not eligible to serve in any Director or Advisory position, they are welcome to participate on any Chapter committee. Chapter Retiree members are not eligible to win scholarships that the Chapter awards. (7/19/2016)

EDUCATION

1. The Chapter will sponsor ALA Webinars at the current cost established by Headquarters as long as a Host has been secured and there are members who have shown an interest in attending. Approval is contingent on the Chapter being able to provide the benefit without a financial hardship on the membership and the Chapter. Breakfast/Lunch will be provided by the Chapter.
2. In order to continue and enhance the education of the Chapter, the Professional Development Committee is encouraged to retain professional speakers for the Bi-Monthly Luncheon Meetings. The allowance for speakers will be determined by the Chapter's Board of Directors during the budgeting process each year.

MEETINGS

1. Bi-Monthly Educational Luncheon Meetings will be held on the third Tuesday of May, July, September, November, January and March unless otherwise notified in writing.
2. Chapter Board Meetings will be held at Noon on the last Tuesday of each month unless otherwise notified in writing. Lunch will be provided by the Chapter with the exception of the holiday meeting held in January. The holiday meeting will be held at 4:00 p.m. on the last Tuesday of January. The meeting will be followed by cocktails and appetizers at a nearby restaurant or at the Host's office. (8/26/2015)
 - a. Order of Business for Board meetings: Call to Order, Roll Call; Establishment of Quorum, Approval of Minutes, Approval of Financial Report, Unfinished Business, New Business, Reports, Next Meeting Information
3. Small Firm Meetings will be held at Noon on the second Wednesday of eight months of the year unless otherwise notified in writing. Notice will be given for each meeting as to whether or not lunch will be provided by a business partner.
4. Mid-Size Firm Meetings will be held at Noon on the third Thursday of eight months of the year unless otherwise notified in writing. Attendees will pay \$10 each to the Host of the meeting to cover the cost of lunch, unless lunch is provided by a business partner.
5. Joint Small/Mid-Size Firm Meetings will be held at Noon, on a date to be determined, no more than four times per year (once per quarter), depending upon the number of sponsors at the Silver level. There will be an educational presentation by a Chapter sponsor at these meetings and lunch will be provided by the Chapter for the presenters and all attendees.
7. Large Firm Meetings will be held at Noon on the last Wednesday each month unless otherwise notified in writing. Attendees will pay \$10 each to the Host of the meeting to cover the cost of lunch. (6/28/2011)
8. The Chapter will provide to meeting hosts a subsidy not to exceed \$7.50 per person for meeting attendees who RSVP to a Small, Mid-Size or Large Firm Meeting (bringing the overall price-per-person amount to \$17.50 pp for the lunch order (\$10 fee charged to member attendees plus \$7.50 Chapter subsidy. At meetings where non-member guests are permitted (e.g., Secretarial Manager Meetings), a \$15 fee will be charged to non-member guests.) Said subsidy can be increased on a case-by-case basis at the discretion of the Chapter Treasurer or Chapter President. (9/24/2013)
9. At its discretion, the Chapter will allow non-members to attend members-only meetings and events, but only if (i) the guest is at a firm where there already is a GCC member and (ii) the guest is sponsored by said member. (Use of the member's ALA number will be required at registration.) Examples of appropriate meetings and events include, but are not limited to, Chapter broadcasts of ALA Webinars and the quarterly Secretarial Supervisors/Secretarial Managers meetings. At events where an attendance fee is charged, sponsored non-member attendees will be required to pay \$5 more than member attendees. (12/17/2013)

SCHOLARSHIPS

1. Scholarships for Regional and Annual conferences will be awarded each year based upon the Chapters ability to fund said scholarships.
2. The amounts to be set aside for scholarships will be recommended by the budget committee and voted on by the board.
3. Beginning July 1, 2011, and as amended on December 20, 2011, if a member is awarded a Regional Conference scholarship, he/she will not be eligible to win another Regional Conference scholarship for a two-year time period thereafter. If a member is awarded an Annual Conference scholarship, he/she will not be eligible to win another Annual Conference scholarship for a two-year time period thereafter. Specialty conferences are not subject to any two-year eligibility limitation. (12/20/2011)

JOB BANK

1. The Chapter's Job Bank accepts ads for legal administrator positions, as well as support staff positions such as legal secretaries, legal assistants, paralegals, law clerks and other non-lawyer positions. For member firms (i.e., a firm at which at least one employee is a Chapter member in good standing), there is no charge to post an ad.
2. For non-member firms and/or placement firms, the fee to post an ad is \$100 (plus applicable transaction fees, if said fee is paid by credit card.) (8/25/2015)

BUSINESS PARTNERS

1. Pro-rated, half-year sponsorships will be available to new or returning Business Partners (BPs who have not sponsored for at least 10 years) to begin after either the bi-annual Sponsor Appreciation Event or the bi-annual Educational Conference and Business Partner Expo has taken place, at the Bronze Level only. All other Bronze Level sponsorship benefits will apply on a pro-rata basis. (7/31/2012)

MISCELLANEOUS

1. Contract Approval: Chapter President and Board member(s) responsible for each event should review and approve all contracts.
2. All Chapter advertising must be approved by ALA Headquarters.
3. Beginning in 2010, the Vice President-elect shall be named the Registered Agent for the Chapter. This person shall remain the Registered Agent until finishing his/her term as Past President at which time the incoming Vice President-Elect shall replace the outgoing Past President as the Registered Agent for the Chapter. This plan will allow for the appointment of a new registered agent every four years. If the Vice President Elect does not remain in office for the full four years, the Vice President Elect at the time shall be named the Registered Agent for the Chapter. (6/28/2011)
4. This Standing Rule is designed to give guidance to future Boards which may be requested to make cash donations from Chapter funds to benefit worthy causes or charities. This does not include charitable donations which are part of the formal budget previously adopted by the Board. At the Board's discretion, in lieu of cash donations coming directly from the Chapter's budget, the Board may collect funds at Chapter functions or host fundraising events to benefit victims of disasters or other worthy causes. (12/18/2012)

5. The Chapter will make an expression of sympathy (flowers, appropriate gift or memorial donation, per the request of the family) in memory of an active or lifetime Chapter member who has passed away. The Chapter has established \$125 as a guide for the expression. (8/27/2013)
6. The Chapter will make an expression of congratulations to any chapter member passing the CLM certification exam by providing a \$250 stipend to be used expressly toward any future chapter or national educational event(s). (8/25/2015)