

PROFESSIONAL LEGAL TRAINERS GROUP (PLTG)

BYLAWS

ARTICLE I - Name

The name of the association will be the PROFESSIONAL LEGAL TRAINERS GROUP (the "PLTG").

ARTICLE II - Objective

The objective of the association will be to provide support to trainers in the legal community and to update and improve information for legal computer training through the exchange of ideas and experiences between its members and the general business community.

ARTICLE III - Policies and Membership

Section 1. *Full Membership.* Membership in the association is open to professional trainers and computer support staff members of law firms and corporate legal departments in the greater New York metropolitan area, which includes the tri-state area of New Jersey, Connecticut, and New York. Members from other geographic areas may be admitted based on the discretion of the association's Steering Committee.

Section 2. *Associate Membership.* Trainers, consultants, and agencies serving the legal community in the greater New York metropolitan area, which includes the tri-state area of New Jersey, Connecticut, and New York, but not employed as full-time personnel by law firms are eligible for an associate membership in the organization. Associate members are eligible for Steering Committee positions on a case-by-case basis, pending approval by the existing Steering Committee.

Section 3. Individuals meeting the membership requirements will be eligible for membership without regard to race, color, creed, sex, age, or national origin.

Section 4. The association will be noncommercial. No commercial enterprises will be endorsed by it or any of its members. The name of the association or its officers in their official capacities will not be used in any connection with a commercial concern.

Section 5. The association will be a not-for-profit corporation under the laws of New York State.

Section 6. Memberships are valid from April 1 through March 31 of each year upon payment of the requisite dues. Dues will be waived from any firm seeking membership in the months of January, February or March until March 31 of the year membership is sought, as well as any current member firm that wants to add additional members during the months of January, February, or March. However, in both cases, a \$5 guest fee per person will be charged at the monthly membership meeting attended.

Section 7. Disputes regarding membership will be decided by a majority vote of the Steering Committee.

Section 8. *Membership Information.* The association collects certain information about its members and their firms as part of the processes of joining the association and of renewing a membership. On or about June 1 of each year, the association shall make the following information available to all members in PDF format: Member Name and Title, Member E-mail Address, Member Phone Number, and Firm Name and Address. This information will be made available to other members only to facilitate communication between individual members and

shall not be further distributed nor used for any other purpose, including sales calls or e-mails. Any member found to have misused member information may have his or her membership revoked at the discretion of the Steering Committee. The association shall not sell, rent or otherwise distribute information about any member without that member's consent. *[Amended 10-9-2009.]*

ARTICLE IV - Dues

Section 1. Annual dues will be established by a majority vote of the Steering Committee. Membership dues will be determined according to the following four levels: one to three representatives, four to six representatives, seven to ten representatives, and more than ten representatives. Rates of membership dues will be reviewed annually by the Steering Committee and adjusted as necessary to serve the best interests of the Association and its Members.

Section 2. Members will join PLTG via the website's Join page (www.pltg.org/join.htm). Information regarding the firm, individuals, and IT applications being taught must be completed as indicated on the website, and a confirmation email will be sent to indicate the information has been received and to whom the dues check should be sent.

ARTICLE V - Officers

The PLTG will be governed by a Steering Committee, which will comprise elected officers and two advisory positions (Past President and Advisor). With the exception of President and Past President, each office of the Steering Committee may also have a "co[title]." The need for these "co-positions" will be assessed and decided on by the Nominating Committee. The positions below will be held by Steering Committee members:

President

- Provides leadership and direction.
- Acts as general representative to outside groups.
- Nominates committee chairs and presides at both general membership meetings and Steering Committee meetings.
- Coordinates with Steering Committee in preparing for meetings, including the finding and introducing of speakers. At the end of the term of office, the President automatically becomes Past President (see below).

Vice President/Secretary (and co-Vice President/Secretary)

- Records, publishes, and distributes minutes of the Steering Committee and general membership meetings.
- Acts for President in his/her absence.
- Establishes and maintains records and procedures relating to PLTG business.
- Sends confirmation and thank you letters to speakers.

Vice President/Membership (and co-Vice President/Membership)

- Promotes and communicates the nature and intent of the PLTG to identified law firms and/or legal trainers to maintain and cultivate membership.
- Follows up on prospective member inquiries.
- Maintains membership records and meeting attendance.
- With the assistance of the other Steering Committee members, actively welcomes members and guests to monthly meetings and coordinates sign-in sheets and nametags.
- Collects fees from non-members and presents said fees to Treasurer or co-Treasurer.
- Coordinates membership dues collection activities and record keeping with the Treasurer.
- Distributes annual membership list to current paid members by email following the March 31 deadline for annual dues. The list should contain firm name, individual members' names, title, address, phone, and email address.

Treasurer (and co-Treasurer)

- Maintains PLTG financial records, including an accounting for all dues.
- Disburses all funds in a controlled and responsible manner, only upon the order of the Steering Committee and in accordance with the budget approved by the Steering Committee.
- Presents reports to Steering Committee at each meeting.
- The Treasurer will present an annual financial report to the general membership at the November meeting and at all other times as requested to do so by the President.
- Keeps records in condition to be ready for audits at any time.

Past President

- Assures smooth transition from the outgoing Steering Committee to the incoming one.
- Determines that all necessary duties are properly assigned to incoming Steering Committee members.
- Brings historical precedents to the attention of the Steering Committee members in all its deliberations.
- If the occasion arises, serves as liaison with other organizations, including any national organization with which the PLTG may become affiliated.
- Past President has no voting rights on Steering Committee and serves in an advisory capacity only.

Vendor Representative

- Represents Associate Membership interests on the Steering Committee.
- Researches/Presents new ideas in technology for possible meeting topics.
- Assists other Steering Committee members in various duties described above, as needed.

Advisor

- Dennis Holly, founder of the PLTG, will be installed as a permanent member of the PLTG Steering Committee, providing guidance and advice to the Steering Committee on a continuing basis.

ARTICLE VI - Nomination

Section 1. *Terms of Office.* Term of office is one year, from January 1 through December 31, following the November elections. Officers will be elected for a period of one year after nomination by a Nominating Committee. No officer will be elected to more than one consecutive term in the same position, without first receiving special approval from the Steering Committee.

Section 2. The Nominating Committee will consist of three members of the association appointed by the Steering Committee.

Section 3. Nominating Committee Chairperson. The President will appoint one Steering Committee member to chair a Nominating Committee at the September meeting. The Past

President will not be eligible to serve on the Nominating Committee, without first receiving special approval from the Steering Committee.

Section 4. Members of the Nominating Committee will be identified to the general membership at the October meeting.

Section 5. Eligibility. The Nominating Committee will accept any eligible nominee who has been duly proposed and seconded at the October membership meeting. Nominees must be current, paid-up members of the PLTG who regularly attend meetings. The consent of a member will be obtained before nomination as a candidate for office. Disputes regarding eligibility will be resolved by a majority vote of the Steering Committee.

Section 6. Vendor Representative. The Vendor Representative position will be an Associate Member who is affiliated with an agency serving the legal community (“Vendor Firm”). The following conditions/caveats governing this position apply: (a) The Vendor Representative (“VR”) must be a member of PLTG; (b) the VR will be duly elected by ballot, voted on by the PLTG membership; (c) Neither the VR nor another member of the same Vendor Firm may serve consecutive terms in this position, without special approval by a majority of the current Steering Committee members.

ARTICLE VII - Elections

Section 1. Elections will be held during the general membership meeting in November of each year. A ballot showing all nominees will be distributed to the general membership at the November meeting.

Section 2. Slates that contain no opposition candidates, i.e., only one person nominated for each position, will be accepted by acclamation vote from the floor at the November meeting. Such a vote must be proposed and seconded during the meeting.

Section 3. General members who cannot attend the November meeting may vote by requesting the ballot from the Nominating Committee at least two weeks prior to the November general membership meeting. The Nominating Committee Chairperson will be responsible for verifying and acting on all such requests as promptly as is practicable. Absentee ballots may be returned to the Nominating Committee by e-mail, facsimile, mail or overnight courier, but in any case must be received prior to the start of the November membership meeting to be valid.

Section 4. It will be the responsibility of the Nominating Committee Chairperson to see that each member submits only one ballot.

Section 5. Only ballots returned to the Nominating Committee Chairperson by the close of the November general membership meeting will be counted.

Section 6. Ballot counts will be observed and certified by the Nominating Committee Chairperson and at least one other Steering Committee member.

Section 7. Winners will be determined by simple majority vote of the general membership.

Section 8. The outgoing President of the Steering Committee will announce election results on the association's website and by e-mail as soon as is practicable after the election and, in any event, before the end of his or her term.

Section 9. Ties will be resolved by a majority vote of the uncontested newly elected Steering Committee members at the December meeting.

Section 10. *Vacancies.* Any vacancies remaining on the Steering Committee after the elections will be filled through appointment by a majority vote of the newly elected Steering Committee. Vacancies that occur on the Steering Committee during the year will be filled by appointment. Appointments will be nominated by the President and determined by majority vote of the Steering Committee. Elected Steering Committee members who become ineligible during their term will vacate their position at a date to be determined by a majority vote of the Steering Committee.

Section 11. *Attendance.* Any member of the Steering Committee who misses three consecutive Steering Committee meetings will be determined to have resigned from the Steering Committee. An interim Committee member will be nominated by the President and elected by the remaining Committee members to fill the vacant position until the next general election.

ARTICLE VIII - Meetings

Section 1. The association will meet on the second Friday of every month, except August, December, and as otherwise agreed by the Steering Committee to accommodate holidays or otherwise serve the best interests of the association and its members.

Section 2. *Volunteer Hosts.* The Steering Committee will be responsible for scheduling monthly hosts with the member firms for regular business meetings throughout the year. The Vice President/Membership will be responsible for sending electronic invitations to the general membership that indicate the location, time, presentation topic, speaker(s), and subway information.

Section 3. The Vice President/Membership will be responsible for sending a list of PLTG members and guests attending each meeting to each host firm via email at least five (5) days prior to each monthly meeting.

Section 4. *Reimbursements.* If the host firm is unable to provide refreshments for a monthly meeting, another firm can provide the breakfast and absorb the costs. Or, the Steering Committee will determine if monies from the treasury will be used to provide same. Finally, meals for Steering Committee meetings and Standing Committee meetings may be reimbursed from the PLTG treasury at the discretion of the President. All miscellaneous costs, such as photocopying, postage, photo development, etc., may also be reimbursed. Questionable requests for reimbursement will be decided upon by a majority vote of the Steering Committee.

ARTICLE IX - Committees

Section 1. The Steering Committee will direct all the activities of the association and will comprise all officers described in Article V above. The duties of the members of the Steering Committee will include assisting members of other committees and task forces.

Section 2. The Steering Committee will meet monthly after the general membership meeting on the following Wednesday of the month. The Steering Committee will meet more frequently as needed. The President will contact all Steering Committee members for additional Steering Committee meetings. If the sitting President is unable to chair a Wednesday meeting or, in the alternative, if a majority of Steering Committee members are unable to attend a Wednesday meeting, a new day for the Steering Committee meeting will be mutually decided upon and should meet during the week following the monthly membership meeting.

Section 3. A quorum will be necessary for any meeting of the Steering Committee to be valid. A quorum will consist of two-thirds of the Steering Committee. Meetings held in the absence of a quorum will not be valid. Meetings can be conducted via conference call in lieu of the committee meeting at a specific location.

Section 4. The minutes will contain the names of all Steering Committee members present at a Steering Committee meeting.

Section 5. The President, prior to the beginning of the meeting, will distribute the agenda for the Steering Committee meetings. Any member may initiate an agenda item by writing or calling the President at least 24 hours prior to the Steering Committee meeting. Monthly agendas should include an overview of the past month's meeting, attendance statistics (members v. guests), Treasurer report, and information regarding location and topic for next month's meeting.

Section 6. Approved Steering Committee minutes will be open and accessible to the general membership and can be accessed from the organization's website.

Section 7. The President, with the approval of the Steering Committee, will appoint individuals from the Steering Committee to represent the Steering Committee on standing committees.

Section 8. The President will also, with the approval of the Steering Committee, create tasks forces and *ad hoc* committees from time to time, when deemed necessary, to assist in maintaining the good performance of the association.

Section 9. Standing Committees. The standing committees of the association will be as follows:

- (1) *Nominating Committee*. Nominates candidates for office.
- (2) *Programs and Events*. Plans regular meetings and special programs; structures workshops and implements program suggestions.
- (3) *Bylaws Committee*. Revises and updates bylaws, as needed.
- (4) *Website and Public Information Committee*. Develops items for and handles the production and distribution of the association's information to the public and the business community, through the association's website and otherwise. Oversees and reviews edits and/or changes to PLTG website. The Website Committee shall choose one of its members to act as the association's liaison with its webmaster, to report to the Steering Committee on website developments, and to attend Steering Committee meetings as necessary.

ARTICLE X - Amendments

These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the paid members present, provided the proposed amendment has been submitted in writing to the Steering Committee two weeks prior to the regular meeting of the association at which it is to be voted upon. Proposed amendments receiving a two-thirds vote of approval from the Steering Committee will appear on general membership ballots at the next general meeting.

Revised: October 9, 2009