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OF
PITT COMMUNITY COLLEGE PARALEGAL ASSOCIATION

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Bylaws

As Adopted APRIL, 1999
As Amended APRIL, 2006

ARTICLE I

Name and Principle Office

1.1 Name

The name of the Association shall be: PITT COMMUNITY COLLEGE PARALEGAL ASSOCIATION ("PCCPA"). PCCPA shall be affiliated with the North Carolina Paralegal Association, Inc. ("NCPA"), and such affiliation shall continue from year to year unless there shall be a motion for withdrawal filed in writing with the Secretary of NCPA sixty (60) days prior to the Annual Meeting of the Membership specifically stating the reasons therefore. The motion to withdraw shall be acted upon at the next Annual Meeting of the Membership and shall require a two-thirds (2/3) majority vote to withdraw.

1.2 Principal Address

The principal address of PCCPA shall be Post Office Box 7007, Greenville, North Carolina, 27834, or other such post office address as shall be designated from time to time by the Board of Directors, and such designation shall be specified in the Standing Rules of NCPA.

ARTICLE II

Objectives and Purposes

2.1 To form a fraternity among student paralegals attending Pitt Community College.
2.2 To promote the organization of local associations throughout North Carolina.
2.3 To establish good fellowship among PCCPA members, NCPA members, other national, regional, and local associations and members of the legal community.
2.4 To encourage a high order of ethical and professional attainment.
2.5 To further education among prospective members of the paralegal professions.
2.6 To cooperate with bar associations and the NCPA.
2.7 To support and carry out the programs, purposes, aims and goals of the NCPA and PCCPA, as promulgated by its Board of Directors.
ARTICLE III

Policy

PCCPA shall be nonsectarian, nonpartisan, nonprofit, and nonunion. No actions or programs may be initiated or undertaken (now or in the future) in conflict with the Bylaws and rules or policies of the NCPA

ARTICLE IV

Membership

4.1 Definition of a Student Paralegal

A student paralegal is a person enrolled at Pitt Community College studying to become skilled in the delivery of legal services which would otherwise be performed by an attorney and who derives authority to "practice" from two sources:
(a) the supervision received from a licensed attorney, and
(b) the special permission granted in statutes, regulations, and cases.

4.2 Membership Requirements (for NCPA affiliation)

NCPA has set forth the following requirements for Affiliate Membership status of a student association:
(a) the Bylaws of the affiliate association are in substantial compliance with NCPA Bylaw requirements;
(b) to conduct a minimum of five (5) hours of continuing legal education each year;
(c) to remit annual dues to NCPA pursuant to the following schedule:
   $25.00 minimum fee, plus $1.00 for each member of the affiliate association in excess of 25, up to a maximum fee of $100.00
(d) to delegate one (1) of its members, who is also an NCPA member, to serve on NCPA's Associations Network Committee (ANC);
(e) to submit a quarterly report on a form supplied by NCPA; and
(f) to supply a current membership roster annually to NCPA with the renewal fee for continued affiliation with NCPA.

4.3 PCCPA Membership Categories, Eligibility, Rights, and Privileges

Membership shall be open to students at PCC enrolled in the paralegal program; and any graduates of the PCC Paralegal Technology Program. Categories of members and their respective rights shall be as follows:

(a) General Member Eligibility: A person shall be eligible to become a General Member of PCCPA provided such person;
   *is enrolled as a full time or part time student in the Paralegal
Curriculum toward a paralegal degree; and

(b) **General Member Rights and Privileges:** General Members are the only members entitled to vote at all meetings of PCCPA and only General Members may hold elected office. Persons eligible for General Membership shall make application for such membership in the manner adopted by the Board of Directors.

(c) **Associate Member Eligibility:** A person shall be eligible to become an Associate Member of PCCPA provided such person either resides in, or is employed in, North Carolina; and

(i) has completed an accredited paralegal training school or program and is, or has been, employed under the direct supervision of a licensed, practicing attorney; or

(ii) has completed at least one year of continuous on-the-job training as a paralegal under the direct supervision of a licensed, practicing attorney when certified by that attorney; or

(iii) is a Certified Legal Assistant (CLA)

(iv) is employed under the direct supervision of a licensed, practicing attorney as a paralegal, but has been so for less than one year; or

(v) is a graduate of a paralegal training school or program, but has no practical experience as a paralegal; or

(vi) is an educator associated with a paralegal training school or program; or

(vii) is a licensed, practicing attorney; or

(viii) is a former General Member who desires to retain his/her affiliation.

(d) **Associate Member Rights and Privileges:** Associate Members shall not be entitled to vote at membership meetings of PCCPA and may not hold office. Such members may, however, serve as voting members of committees.

(e) **Sustaining Member:** Sustaining Members shall be those persons and firms who express interest in giving added support to the goals and programs of the PCCPA by paying such annual dues as may be set by the Board of Directors.

(f) **Sustaining Member Rights and Privileges:** Sustaining Members shall not be entitled to vote at membership meetings of the PCCPA and may not hold office. Such members, may, however, serve as voting members of committees.

(g) **Patron Member:** Patron Members shall be those persons and firms who express interest in giving added support to the goals and programs of the PCCPA by paying such annual dues as may be set by the Board of Directors.
(h) Patron Member Rights and Privileges: Patron Members shall not be entitled to vote at membership meetings of PCCPA and may not hold office. Such members may, however, serve as voting members of committees.

4.4 Application

Applications for membership shall be submitted to the Membership Committee on forms approved by NCPA's Membership Committee. The forms should clearly state that PCCPA is an affiliated association of the NCPA and that all members of PCCPA are bound by the NCPA Code of Ethics and Professional Responsibility in addition to any code adopted by the PCCPA.

4.5 Rejection of Membership

An application for any class of membership shall be rejected by the Membership Committee if the applicant has not met any of the qualifications as set out in the preceding Sections. If an application is rejected by the Membership Committee, the application shall be returned to the applicant by said Committee.

4.6 Cancellation of Membership

On recommendation by the Ethics Committee, the Board of Directors (by majority vote of the entire Board of Directors) may cancel membership of any member who has:

(a) violated the Code of Ethics and Professional Responsibility of the NCPA and adopted by the PCCPA; or
(b) not participated actively in the activities and meetings organized by the association; or
(c) been guilty of conduct substantially injurious to the name of PCCPA and/or NCPA; or
(d) failed to maintain a high standard of professional ethics; or
(e) been convicted of a felony; or
(f) failed to meet any of the eligibility requirements; or
(g) failed to submit membership dues by day established by Board of Directors.

4.7 Appeal from Rejection or Cancellation of Membership

Any individual whose membership has been rejected or cancelled may make a written appeal for acceptance or reinstatement in accordance with the procedure set forth in the Standing Rules of NCPA.
ARTICLE V

Membership Meetings

5.1 Place of Meeting

All meetings of the membership shall be in such places as designated by the Board of Directors.

5.2A Annual Meeting

The annual meeting of the membership shall be held the 2nd Monday in April each year. The purposes for such annual membership meeting shall include, but not be limited to the following:
(a) to elect officers; except the 2nd Vice President
(b) to hear reports of the officers, the committee chairmen, the Board of Directors
(c) to consider Bylaw amendments
(d) to adopt a budget for the ensuing fiscal year.

Adoption of the budget for the ensuing fiscal year shall be reserved for the Annual Meeting. Notice of the Annual Meeting must be sent to the membership in writing by the Secretary no later than ten (10) days prior to the meeting. Any other matter not the foregoing to the placed on the agenda of the Annual Meeting must be received in writing by the Secretary no later than ten (10) days prior to the meeting.

5.2B Membership Drive Meeting (New Members Meeting)

A membership drive meeting shall be held on the 2nd Monday in September for the purpose of getting new members to join. This meeting shall be open to members and prospective members and will be to inform prospects of the objectives of the PCCPA. Ten (10) days notice of the meeting will be given to the membership.

5.2C General Membership Meeting

There shall be a general membership meeting to be held on the last Monday in October of each year for the purpose of electing the 2nd Vice President and the Board of Directors.

5.3 Special Meeting

Special meetings of the membership may be held at the proper place for the holding of an annual meeting upon call and notice as herein provided and at any time properly fixed therefore. The members may transact any annual meeting unless such business is by the Articles of Incorporation or these Bylaws specifically reserved to the annual meeting. A special meeting shall be held either on the call of the president
or the affirmative vote of two-thirds (2/3) of the Executive Committee or the affirmative vote of two-thirds (2/3) all then elected and qualified directors. The Secretary shall cause written notice of the time and place so such meeting to be given to each member no less than thirty (30) days prior to the date of such meeting. Notice given to the members according to the membership register of the PCCPA as of the close of PCCPA's prior fiscal year shall be sufficient and shall be deemed notice upon additional individuals who shall have become members of the PCCPA after such register shall have been closed prior to the time of the special meeting.

5.4 Quorum

A quorum shall consist of a simple majority of voting members present, in person or by proxy, at any meeting. Proxies shall be submitted on a form approved the Board of Directors.

5.5 Proxy Vote

Any General Member in good standing may appoint another General Member, by written authority, to vote his/her proxy at any meeting. Such proxy shall be on the form approved by the Board of Directors and shall be valid only for the item(s) to be voted on at the meeting for which it is given. Such proxy shall become invalid if the signed member attends the meeting. Proxies shall be filed with the Secretary no less than thirty (30) days before the annual meeting is called to order. Proxies shall be filed with the Secretary no less than fifteen (15) days before a special meeting is called to order.

5.6 Written Ballot

By a majority vote of the quorum present, a vote on any proposition before a meeting of the membership shall be taken by written ballot. At no time shall the ballot in an open meeting require the identification of the member. Should it be necessary to mail out ballots to the membership, each ballot will be assigned a corresponding number with each member. The numerical key will be held by the Secretary and/or Nominations and Elections Chairman. (Circulate ballots to members in good standing)

ARTICLE VI

Dues and Assessments

6.1 Dues

All annual dues are payable October 1st and are delinquent November 1st of each year. No dues are to be prorated. Members shall pay the following:

(a) All General Members shall pay an application fee and annual dues fixed by the Board of Directors upon recommendation and vote of the
General Membership, and shall include any amount due by reason of PCCPA's affiliation with NCPA;
(b) Associate Members will not be accountable for an application fee;
(c) Sustaining and Patron Members will not be accountable for an application fee, only yearly dues. Dues will be set by the Board of Directors upon recommendation of the Finance Committee and shall include any amount due by reason of PCCPA's affiliation with the NCPA.
(d) Members whose dues have not been paid by October 15th of each year shall lose all rights of membership (until paid).

ARTICLE VII

Officers

7.1 Eligibility Requirements

Only General Members as of the election closing date (See 7.5(c)) in good standing can hold or run for office. A General Member can hold office provided such member:

(a) is enrolled in at least 9 credit hours;
(b) is in good academic standing;
(c) maintains a high standard of professional ethics;
(d) maintains a respectful and courteous demeanor toward PCCPA members, students, faculty and staff; and
(e) has not been convicted of a felony

7.2 Elected Officers

The elected officers of PCCPA shall be the President, Vice President, 2nd Vice President, Secretary and Treasurer.

7.3 Appointed Officers

The appointed officers of the PCCPA shall be the ParaNews Editor (nominated by the President with the approval of the Board of Directors) and a Co-editor, if needed, one (1) SGA Representative, one (1) LEX SGA Representative, and one (1) Paralegal Curriculum Representative.

7.4 Term of Office

The term of office shall be for one (1) fiscal year and shall be limited to one successive term. No member shall hold more than one office. An unexpired term of any officer vacating his/her office due to death, resignation, removal from office, disability or otherwise, shall be filled by a majority vote of the eligible General Membership at the next meeting.
7.5 Compensation

No officer, member, or director shall be compensated for PCCPA duties. However, upon majority vote of the Board of Directors, persons may be reimbursed for out-of-pocket expenses in connection with PCCPA related activities.

7.6 Election of Officers

(a) Nominations: The Secretary and/or Nominations and Elections Chairman shall be provided a slate of officers no less than 45 days prior to the election. The Secretary shall present the slate of officers to the membership no less than thirty (30) days prior to the election. No name shall appear on the slate without the consent of the candidate. Nominations from the floor will be accepted. Officers must be active General Members of this PCCPA for one year prior to declaring or being nominated for any elected office and must be currently enrolled in the Paralegal Program at PCC.

   (i) Exception to this rule is for the office of 2nd Vice President, which shall be filled by a student with a minimum of one curriculum year of education remaining.

(b) Elections: Voting shall be by written ballot at the April meeting in the Spring semester, or by email during the same time. If voting electronically, email ballots shall be sent to a designated faculty advisor(s). The closing date of the election shall be stated in the ballot. Election shall be by majority vote of the members present in person or by proxy. In the event of a tie, the members shall immediately proceed to vote by ballot to dissolve such a tie. Should a tie result again, the winner shall be determined by lot. In the event there is only one nominee for an office, the officer presiding at the Annual Meeting may declare the nominee elected.

Newly elected officers will assume all duties of their respective offices upon the end of each Spring semester. The Secretary and/or Nomination and Elections Chairman/Committee shall be on hand to tally the votes, including all votes by proxy. After the Secretary and/or Nomination and Elections Chairman has assembled all of the votes, the President shall announce the results to the meeting.

(c) Closing Date: A list of members entitled to vote shall be created annually by the Secretary five (5) business days before the election is held and shall be given to designated Faculty advisor(s). Members who join the association after the closing date shall not be entitled to vote.

7.7 Officers' Meetings

The Officers shall meet in conjunction with the Annual Meeting of the members and at a time approximately mid-year of the PCCPA. The officers shall meet at any other time and place on call of the President or any other two officers.
7.8 Removal from Office

Two thirds (2/3) of the voting membership present, in person or by proxy, shall be required to remove an officer from his/her office at any annual or special meeting called for that purpose. Any officer may be removed from office if:

(a) The officer failed to meet any of the eligibility requirements; or
(b) The officer’s conduct to the officers, members, faculty and staff is found to be disrespectful and offensive by 2/3 of all eligible voting members; or
(c) The officer failed to perform the duties assigned to his/her Office.

ARTICLE VIII

Duties of Officers

8.1 President

The President shall be the general manager of PCCPA; shall supervise business; shall see that all resolutions and orders of the Board of Directors are enforced and put into effect; and shall preside over all the meetings of the membership. The President shall transact all business of whatever nature except as shall be prohibited under the laws of North Carolina or reserved by the Board of Directors in those Bylaws or hereafter limited by act of the Board of Directors. The President shall be an ex-officio member of all committees except the Nominations and Elections Committee. The President shall also be a member of the Board of Directors. The President shall appoint the ParaNews Editor with the approval of the Board of Directors. The President shall appoint one (1) PCCPA SGA Representatives, one (1) LEX SGA Representatives, one (1) Paralegal Curriculum SGA Representatives, and if applicable, one (1) historian. The President shall also appoint one (1) Evening Student Representative, and one (1) Online Student Representative to serve as liaisons with evening and online students, respectively. The President shall be a day-time student.

8.2 Vice President

The Vice President shall assume all duties assigned to the President in the President's absence. This officer shall automatically be the chairman of the Education Committee. These duties shall include planning seminars, workshops, and other educational events. This officer shall be responsible for fulfilling the educational requirements under ARTICLE IV of these Bylaws and shall report such educational meetings to the NCPA Affiliated Associations Director. This officer shall be a PCC student with a minimum of one (1) curriculum year of education remaining. The Vice-President shall be a day-time student.

8.3 2nd Vice President
The 2nd Vice President shall assume all duties assigned to the Vice President in the Vice President's absence. 2nd Vice President may be required to take meeting minutes in the absence of the Secretary, as necessary. 2nd Vice President's duties shall include liaison activity and capacity between 1st and 2nd year PCC Paralegal students. These duties shall include Chairing Social Committee and planning social events between 1st and 2nd year students. This officer shall assist the President in any way and shall perform such other duties as specified in the Standing Rules of the NCPA, if applicable. The 2nd Vice President shall also be a member of the Board of Directors.

8.4 Secretary

The Secretary shall be responsible for keeping a permanent record of all meetings and the Participation Point System records of the membership. This officer shall keep a list of last known addresses of all members and directors. This officer shall assist the President in any way, including giving notice of meetings, and shall perform such other duties as are specified in the Standing Rules of the NCPA. Minutes of any PCCPA meeting shall be available upon request. The Secretary shall also be a member of the Board of Directors.

8.5 Treasurer

The Treasurer shall deposit all funds and make disbursements as provided for in the budget or as approved by the President in accordance with Standing Rules of the NCPA. This officer shall be chairman of the Finance Committee, which shall prepare a budget for the ensuing fiscal year to be approved by the Board of Directors prior to adoption by the membership at its Annual Meeting. This officer shall submit a written financial report at each Annual Meeting to be attached to the official minutes as part of the permanent record of the PCCPA. This officer shall be responsible for filling out all forms required by the North Carolina Department of Revenue and the Internal Revenue Service. This officer is responsible for keeping a current roster of dues-paid membership and reporting the membership annually to the NCPA with the renewal fee for continued affiliation.

**ARTICLE IX**

*Board of Directors*

9.1 Powers

PCCPA shall be governed by its Board of Directors, which shall establish the policy and philosophy of PCCPA. The Board shall resolve and discharge any internal conflicts and/or dissension. It shall have the power to review and overturn any resolution or decision that is in direct violation of these Bylaws. The Board of
Directors shall have the sole power to designate those persons who may legally bind PCCPA.

9.2 Number

There shall be a minimum of nine (9) members serving on the Board of Directors.

9.3 Term

The term of office shall be unlimited for the Legal Services Coordinator and any staff attorneys serving on the Board.

9.4 Composition and Election

The Board of Directors shall be composed of the current PCCPA President, the current 2nd Vice President, the current PCCPA Secretary, the Legal Services Coordinator, the current ParaNews Editor, an ex-officio member of the Board of Directors and not entitled to vote; and at least one (1) staff attorney currently teaching within the Paralegal curriculum at PCC, and four (4) Board Members elected by the General Membership in October, two (2) of which shall be 1st year students and two (2) of which shall be 2nd year students within the Paralegal Program at PCC.

9.5 Vacancies

Vacancies on the Board of Directors shall be filled by appointment either at the Annual Meeting of the Board of Directors or at any other time and place on call of the Chairman.

9.6 Meeting

The Board of Directors shall meet in conjunction with the Annual Meeting of members, and at a time approximately mid-year of PCCPA and at least sixty (60) days prior to the ensuing annual meeting of the membership. The Board shall also meet at any other time and place on call of the Chairman or any two (2) Directors. The Chairman of the Board shall be the Legal Services Coordinator. In the event of the disability or inability of the Chairman to serve, the President may call a meeting of the Board for express purpose of electing an interim Chairman of the Board. The President shall have such responsibilities as are set forth in the Standing Rules. In the absence of the Chairman of the Board, an interim Chairman may be elected by a simple majority of the members of the Board present. The current PCCPA Secretary shall keep a record of all meetings within the thirty (30) days immediately following any meeting of the Board. The Chairman and Secretary of the Board shall serve at the pleasure of a majority of the Board of Directors.

(a) Attendance: Attendance at meetings may be limited to the Board of
Directors and advisors provided, however, any member of PCCPA may submit a request in writing to the Chairman of the Board to address the Board at any regular or special meeting.

(b) Quorum: A quorum shall consist of a simple majority of the voting members of the Board of Directors. PCCPA's advisors who are attorneys and/or paralegal educators are non-voting ex-officio members of the Board of Directors and therefore are not counted in the quorum.

9.7 Failure of Directors to Act

If any member of the Board should be absent from two (2) consecutive Board meetings without cause, he/she may be removed by a majority vote of the remaining members.

**ARTICLE X**

*Personal Liability of Directors, Officers, Employees or Agents*

10.1 Expenses and Liabilities

PCCPA shall have the power to indemnify any present or former directors, officers, employees, agents, or other person(s) who has served or is serving in such capacity at the request of PCCPA. The PCCPA shall not be held liable for any legal expenses incurred by any officer or member of the Board of Directors as a result of their position. Acceptance of these positions shall automatically constitute waiver of PCCPA for any future liability incurred as a result of their association with PCCPA.

**ARTICLE XI**

*Committees and Their Duties*

11.1 Standing Committees

Standing committees and their duties are as follows:

**Membership:** The 2nd Vice-President shall chair this committee. This Committee shall be responsible for the recruitment of new members and for approving applications for membership. This committee shall keep the Secretary informed at all times with respect thereto.

**Education:** The Vice-President shall chair this committee. This committee shall:

(1) keep the membership informed on:
   (i) educational seminars and certification, and
   (ii) new job postings and volunteer opportunities.
make arrangements with PCCPA faculty to invite guest speakers from local and state legal organizations, and legal professionals.

Nominations and Elections: The Secretary shall chair this committee. This committee shall be responsible for the call of all candidates for office and nominations to be returned by the deadline date as determined by the Nominations and Elections Committee.

Social Committee: The 2nd-Vice President shall chair this committee. This committee shall be responsible for planning and organizing fundraising activities throughout the year and planning social events between 1st and 2nd year students.

11.2 Special Committees

The President, with approval of the Board, may at any time form a special committee for such purposes as deemed necessary and in the best interest of PCCPA.

11.3 Membership on Committees

Membership on committees shall be voluntary or, if deemed necessary due to insufficient members having volunteered, by appointment of the President.

11.4 Limit of Committee Authority and Action

At no time shall a standing or special committee pre-empt the stated authority and function of any officer or the Board of Directors of PCCPA. No standing or special committee shall represent PCCPA nor hold itself out as being vested with any authority without specific authorization of the Board of Directors. No such committee(s) shall likewise incur any financial obligation for contract with PCCPA without prior specific authorization from the Board of Directors.

ARTICLE XII

Standing Rules

Unless otherwise provided for in these Bylaws, the Standing Rules adopted by the Board of Directors of PCCPA shall be the guidelines for rules and procedures of PCCPA. The Standing Rules may be amended, when not in conflict with the Bylaws of PCCPA, from time to time by affirmative vote of a simple majority of the current members of the Board of Directors present.

ARTICLE XIII

Fiscal Year

The Fiscal Year of PCCPA shall be from September 1st of each calendar year
through August 31st of the succeeding calendar year.

ARTICLE XIV

Organizational Dissolution

The Board of Directors, in performing its duties with respect to the management of PCCPA, shall have the power and authority to establish sections or divisions for its members pursuant to such rules and regulations and qualifications as the Board of Directors may adopt, not inconsistent with the Bylaws.

ARTICLE XV

Accounting

No member, director, or officer of PCCPA shall be required to account to PCCPA for any profit indirectly or directly realized from or through any transaction or contract with PCCPA by any reason of his/her interest therein shall have been approved or ratified by the Board of Directors.

ARTICLE XVI

Code of Ethics

Every member of PCCPA shall subscribe to and be bound by the Code of Ethics and Professional Responsibility of the NALA and any other code so adopted by the membership of NCPA. Violations of the Code shall be grounds for immediate cancellation of membership. A member's right to appeal ethical charges and/or cancellation of membership is set forth in Article IV, Section 6 of these Bylaws.

ARTICLE XVII

Amendments to Bylaws

Bylaw amendments (not in conflict with NCPA Bylaws or NALA Bylaws) may be adopted by a majority vote of the Board of Directors and/or two-thirds (2/3) of membership present, in person or by proxy, at any annual or special meeting called for that purpose.

ARTICLE XVIII

Dissolution

Two-thirds (2/3) of the voting membership present, in person or by proxy, shall be required to dissolve PCCPA at any annual or special meeting called for that purpose. In the event of the dissolution of PCCPA, the balance of any money or other
property received by the PCCPA from any source, after the payment of all debts and obligations of PCCPA shall be used exclusively for any one or more purposes set forth in Article II hereof and distributed to such organizations which would then qualify under the provisions of Sections 501(c) of the Internal Revenue Code of 1954 and the regulations thereunder as the same now or as they may hereafter be amended. Such organization(s) are to be selected by a majority vote of the remaining members of PCCPA, notice having been given to members of PCCPA at least fifteen (15) days prior to the vote. In no event shall any of such money and other property be distributed to any member or private individual.

**ARTICLE XIX**

*Parliamentary Authority*

Robert's Rules of Order Newly Revised shall serve as parliamentary authority for items not covered by these Bylaws.

**ARTICLE XX**

*Participation Points*

20.1 Points System Defined

The Participation Point System is a method of recording member involvement and is designed to motivate and encourage participation by PCCPA members in activities, fundraisers, and other events. The Secretary shall keep a record of each member and his/her total number of accumulated points. This record shall be used in determining eligibility for various specifically designated benefits. Upon graduation of a member, this record will be used to determine if the student was an active participant in the organization and has earned a minimum of eight (8) service project/active committee points per semester and six (6) other points from attending meetings, timely payment of dues, etc., in order to be considered an active member. If so determined, the student will receive a Certificate of Recommendation. The following is a list of activities and their assigned point value:

20.2 Point Value Chart

- Attending a meeting 1 Point
- Timely payment of dues 1 Point
- Project Participation 1 Point (per hour of participation)
- Actively Serving on a Committee 1 Point
- Active Committee Chairperson 2 Points