

PLEADINGS

Issue No. 352

Published by NALS of Greater Kalamazoo

January 2022

www.nalsofgreaterkalamazoo.org

Facebook: NALS of Greater Kalamazoo

OFFICE NOISE

In 2016, the first scientists settled themselves in the Francis Crick Institute in London, a biomedical research facility that cost about \$837M to build. It took years to plan and was hailed as a veritable cathedral of science – with vaulted ceilings, tall glass windows and a vast central atrium. But just a year after the building's grand opening, it became clear that there was a problem.

In the “collaborative” open-plan space, the boisterous laughter of colleagues celebrating their PhDs mingled with the sound of hundreds of scientists earnestly discussing their projects – and created an environment where, some occupants complained, they could barely think, let alone concentrate on the next Nobel Prize-winning discovery.

For all its lofty aims, ironically, the building fell short in the face of some scientific truths – that, for some of us, listening to other people's chit-chat can be about as enraging as having a colleague repeatedly click their pen against your forehead.

Ever since its invention in 1904, the open-plan office has conspired with several other timely creations to make the modern workplace an aural nightmare: mobile phones with novelty ringtones; chewing gum; printers and photocopiers; potato chips carefully engineered with a satisfying 70-decibel crunch.

Why do we find it so hard to be around these everyday noises? What is it about them that allows them to lodge in our brains and make it impossible to think?

Noise affects us differently

First up, there is an extraordinary amount of variability in what individuals can tolerate. At one end of the scale, workers may actively enjoy the ambience of a noisy office. Working to music is also extremely common; a 2011 study of nearly 300 office employees showed that, on average, they spent nearly a third of their working week listening to various genres. Some said they thought it helped them to concentrate. Others liked it for the exact opposite reason – that it provided a welcome distraction while they worked.

At the other end of the spectrum are those with such an extreme aversion to sound that it qualifies as a condition. Misophonia is a disorder in which certain everyday sounds can trigger extreme anxiety, rage or panic. The offending noises range from those we can all relate to, such as the whistling of obnoxiously cheery colleagues or when people say “ahh” after drinking, to slightly, err, less reasonable complaints, like when people swallow or breathe.

It helps to be an extrovert

According to one prominent theory, extroverts are inherently “under-stimulated,” so they tend to seek out situations which increase their level of arousal – like noisy environments. Meanwhile, introverts have the opposite problem.

With this in mind, it makes sense that more introverted workers would be more affected by the background noise, since anything that increases their level of arousal, like music or the chatter of colleagues, could be overwhelming.

Other major factors that are likely to influence if a colleague is the office whistler, or the person fantasizing about tackling them to the floor, include how neurotic they are, as well as their level of so-called “inhibitory control,” which roughly translates as how much control they have over their impulses.

The reasons that some people get so riled up by odd sounds, like ice shaking or lettuce chewing, are less clear. Research into misophonia might provide some clues; several studies have found that the brains of people with the disorder are fundamentally different. For example, a study showed that “trigger sounds” lead to stronger-than-usual reactions in parts of the brain that are involved with processing emotions and interpreting body signals, such as pain.

In fact, misophonia is surprisingly common. One study of undergraduate students showed that as many as one in five were consistently bothered by specific sounds, such as throat-clearing.

And if the sound of a colleague chewing their morning croissant makes you want to scream into your keyboard, you’re in scholarly company. The naturalist Charles Darwin, the writer Anton Chekhov, and the novelist Marcel Proust are all thought to have suffered from the condition.

Even if you like music, quiet works best

However, though your personality and the wiring of your brain can have an impact, it mainly seems to affect the degree to which you are disturbed by noise; most studies have found that everyone is better at complex tasks in total silence. Why?

There are two main ideas about why we’re distracted by the clatter of a noisy office. The first is that it’s down to the fact that background noise contains sounds that are similar to the ones in your head.

“Some tasks require you to use your ‘inner rehearsal mechanisms’ – your inner voice – to try to remember things in order,” says Nick Perham, a psychologist at Cardiff Metropolitan University. “For example, if you’re trying to remember someone’s phone number, then you will probably mutter it under your breath.” For these tasks, the theory goes, any environment with an element of human speech will undermine your ability to concentrate on your own thoughts.

The second idea is that the way our brains handle the information that’s important for completing certain tasks and the way they deal with background noise is somehow in conflict.

It’s thought that just like Amazon’s home assistant, Alexa, has to listen in on people’s homes 24 hours a day in order to catch commands, our brains can’t ever switch off to what’s going on around us. Even when we’re not consciously paying attention to them, we always have our ears on the order of the sounds in the background, just in case they start to appear in an order that means something, such as “hi”, followed by your own name. This means that when we have to focus on other sequences of information, such as a list of numbers, any kind of background noise is particularly distracting.

Perham’s research suggests it’s not the speech in background noise that affects us, it’s just the fact that there is any noise at all. “The main take-home message really is that

most people work best when it’s quiet, despite what they think.”

This even applies to music. In another study, Perham found that it didn’t matter whether people liked or disliked the music they were listening to, it still made them perform worse on a “serial recall task” – where they were asked to remember a list in order – than they did in total silence.

Aesthetics versus acoustics

This has critical implications for the way we work. If we really are all affected by background noise, even if we think it helps us to concentrate, then the modern trend for open-plan offices is seriously flawed. We might differ in our preferences – but our biology is universal.

“I think it’s important to recognize that not everyone works as well in a noisy open-plan office environment,” says Courtney von Hippel, a psychologist at the University of Queensland. “People no longer have a door that they can shut and walls that go wall to ceiling – there are a lot more distractions in the workspace. Obviously there are constraints for what every organization can provide, but they can have quieter spaces for people who are working on certain tasks.”

In the meantime, organizations that put aesthetics ahead of acoustics, with fancy atriums, open-plan layouts and lots of echo-prone glass, are likely to fall behind.

By Zaria Gorvett BBC Worklife, 11/18/19



NEW FUNDRAISER: SAVE AROUND COUPON BOOKS

Hello NALS Pals:

We're excited to kick-off our new fundraising program for the season and offer you thousands of dollars in savings should you decide to purchase a SaveAround coupon book and help us out.

Use the link below to make a purchase.

<https://www.supportourgrouops.com/GN/284586>

Our group will get credit for each order made using this link.

You can also help by sharing this fundraiser to your own network of friends, family and contacts through social media and email.

Thanks so much!

Cathy A. Zackery, CLP
President NALS of Greater Kalamazoo 2020-2021
Cathy.Zackery@gmail.com
cell: 269.599.6281

NALS OF MICHIGAN ANNUAL MEETING

NALS of Michigan will hold its annual meeting in Frankenmuth on April 8 and 9, 2022. Volunteers are needed to assist with various activities. If you would like to help out, please contact Cathy Zackery at the email/phone above.

Reminder to NALS of Greater Kalamazoo members: Our chapter will pay your registration fee. Submit your form to treasurer Toni Gaskell before the deadline, so she can submit one check for all of the registrations. Send to Toni at: tgaskell916@yahoo.com.

2021 KOEZE NUT SALE FINAL REPORT

Income:

Regular Sales	\$ 7,074.52
Donation	20.00
Special/Direct Ship Orders	17,377.63
Total Sales	\$ 24,472.15

Expenses:

Invoice 114879-01	\$ 465.30	
Invoice 115019-01	94.24	
Invoice 115673-01	4661.41	
Invoice 115727-01	3049.88	
Invoice 11537-01	725.91	
Invoice 115398-01	3137.84	
Invoice 115399-01	542.49	
Invoice 115830-01	450.45	
Invoice 115833-01	132.62	
Invoice 115726-01	1451.65	
Invoice 115722-01	3455.73	
Invoice 114865-01	886.06	
Invoice 115400-01	98.80	
Invoice 117283-01	74.94	
Invoice 116243-01	219.60	
Postage	68.96	
Total Expenses		19,515.88

TOTAL PROFIT

\$ 4,956.27

Thanks to all who supported the Jo Spaulding Memorial Scholarship Fund by promoting and purchasing Koeze products. Our 2021 profit is about \$1500 more than last year, mainly due to the fact that we had some customers return in 2021 that did not participate in 2020.

We very much appreciate everyone who ordered this year, and especially those firms who supported us once again:

Miller, Canfield, Paddock, and Stone, PLC
Honigman LLP
Lennon, Miller, O'Connor and Bartosiewicz, PLC
Law Offices of Frederick J. Taylor
Accurate Property Inspections

Also, thanks to Treasurer Toni Gaskell for ensuring that invoices were paid on time so that we qualified for an additional 1 percent discount from Koeze—which resulted in an additional \$166.79 in our pocket.

The 2022 sale will be here before you know it! I previously informed the board that this would be my last year as chairman of this fundraiser, so we need someone to step up to take my place in 2022. I would be happy to work with that person to ensure a smooth transition. Thanks again to all who have supported our fundraiser!

Nancy Thomas, PLS, Chairman



NALS OF GREATER KALAMAZOO
Minutes of Board of Directors Meeting Held January 4, 2022

The Board of Directors met on Tuesday, January 4, 2022, via WebEx Meet, notice of the meeting having been duly provided. The meeting was called to order by President Cathy Zackery CLP at 6:05 p.m.

PRESENT: President - Cathy Zackery CLP
Treasurer – Toni Gaskell
Secretary - Tami Carl CLP
Director – Nancy Thomas PLS
Committee Chair - Jen Robinson (for a portion of the meeting)

The following items were discussed pursuant to the Agenda distributed in advance of the meeting:

1. **Approval of Prior Meeting Minutes:** It was moved by Nancy Thomas PLS and seconded by Toni Gaskell to approve the November 2, 2021 Board of Director Meeting Minutes prepared by Secretary Tami Carl CLP. The motion carried.
2. **November Treasurer's Report:** It was moved by Nancy Thomas PLS and seconded by Tami Carl CLP to approve the November 2021 Treasurer's Report, subject to audit.
3. **Secretary's Report:** Tami reported that December birthday cards had been sent out and a retirement card was sent to Kim Snow PP, PLS.
4. **Director's Report:** Nancy Thomas PLS reminded all that NALS of Michigan had posted information about the upcoming annual meeting. President Zackery reported that there will be a virtual option for the CLE portion of the meeting.
5. **Committee Reports:**
 - a. Membership: President Zackery reported that we are currently at 32 members, four of which are NALS staffers.
 - b. Programs & Reservations: President Zackery reported on the following upcoming meetings:
 - i. January 25, 2022. Wally Laaksonen will be speaking on Expungements. The meeting was going to be held in person at Paw Paw Brewing Co., but due to the increase in Covid, the meeting will only be offered via Zoom. Tami Carl was asked to see if MJ will allow us to use the MJ Zoom Account for the meeting.
 - ii. February 22, 2022. Attorney Saraphoena Koffron will speak on the topic of Joint Divorce. More details to follow.

- iii. March 22, 2022. Attorney Alicia Storm will present on neglect and abuse charges. Details to follow. Officer elections will also take place in March.
 - iv. April, 2022. Chapter officer installations.
- c. Ways and Means.
 - i. Nancy Thomas PLS presented her final report on the Koeze Nut fundraiser. She had forwarded her written report via e-mail in advance of the meeting. Our chapter made \$4,900 this year (\$1,500 more than last year). THANK YOU NANCY!
 - ii. President Zackery reported that Kim Snow PP, PLS has completed her work on the NALS attorney directory. President Zackery is adding the final touches to the directory and then we will be ready to publish. THANK YOU KIM!
 - iii. President Zackery reported that the Save Around Coupon Book fundraiser continues. Our chapter will receive 50% off all books sold. The books sell for \$20 each.
- d. Employment. President Zackery reported that Miller Johnson has two openings in its Kalamazoo office; one for a paralegal in domestic law and one for a legal administrative assistant for corporate and/or litigation. President Zackery will send out the information to all members.
- e. Education/Certification. President Zackery reported that she continues to study for the PP and is in the process of renewing her CLP.

6. **New/Old Business.**

- a. Bylaw/Standing Rules. Nancy Thomas PLS had forwarded via email prior to the meeting proposed revisions to the bylaws and standing rules for our chapter. The main changes are deleting the positions of Director and Corresponding Secretary. After a short discussion, the Board agreed to the proposed changes. This topic will be added to the February membership meeting agenda for a vote and will be published in the *Pleadings* in advance.
- b. 2022 Annual Meeting. President Zackery also reported that the annual meeting committee is looking for volunteers to assist with a variety of roles.
- c. Nomination Committee. It was discussed that a nominating committee will need to be selected at the January membership meeting. The nominating committee is tasked with putting together a slate of officers for the new fiscal year (May 1, 2022 – April 30, 2023). Elections will be held in March and installations in April. President Zackery mentioned she already has a member interested in the VP position.

- d. Scholarship. Committee Chair Jen Robinson gave her report and recommended at least one \$1,000 scholarship. Nancy Thomas PLS made a motion for one \$1,500 scholarship. Tami Carl CLP seconded the motion, and the motion passed unanimously. Jen will be recruiting some help with the committee. She will need at least two members to review the scholarship applications and select a winner.
 - e. State President's Gift. Nancy Thomas PLS made a motion that our chapter donate \$25 to the State President's gift. Tami Carl CLP seconded the motion. The motion passed unanimously.
 - f. Member of the Year/Employer of the Year. Tami Carl CLP volunteered to chair the Committee again this year, and will get started working on the same.
7. **Upcoming Meetings:**
- a. The next General Membership meeting will be held on January 25, 2022 via Zoom.
 - b. The next Board Meeting will be held virtually on February 1, 2022 at 6 p.m.
8. **Adjournment:** There being no further business to come before the Board, the meeting was adjourned at 6:28 p.m.

Respectfully submitted,

/s/ Tami Carl, CLP

Tami Carl, CLP
NALS of Greater Kalamazoo Secretary (2021-2022)



NALS OF MICHIGAN FUNDRAISER January 31 – February 4, 2022

The NALS of Michigan Board of Directors are participating in a little *FRIENDLY* competition. Each Board member will be setting up a “Pop Up Popcorn Shop” app through Double Good popcorn. We will be holding popcorn sales from January 31 through February 4, 2022 through our individual Pop Up Popcorn Shop apps. 50% of all sales proceeds will come back to the NALS of Michigan general fund. **50% PEOPLE !!** If you are interested in placing an order and in turn supporting the NALS of Michigan association, please reach out to any one of the Board members listed below:

Laleise Curtiss
Jennifer Yocum, PP
Kathy Hilgendorf
Natacha Valmont
Teresa M. Garber, PP, PLS

When you reach out to the Board member of your choice, that individual will share a link to their individual Pop Up Popcorn Shop. You can then place your order through that link. All orders are popped fresh when the order is placed and then shipped directly to you. Easy peasy !! A copy of the Double Good Popcorn brochure is attached for your shopping pleasure. Please note from the time of ordering to delivery is approximately two to three weeks.

Which Board member will raise the most in overall sales? Who is going to have bragging rights? The winner will ultimately be our association, of course !!

The timing for placing orders is tight. **Be sure to place your order between January 31 and February 4, 2022 to participate.** Your NALS of Michigan Board members thank you for your continued support.



Double Good

We don't pop a kernel until an order is placed. Each of our unique ultra-premium flavors is handcrafted in small batches and made to order so that you always receive the freshest popcorn with the perfect crunch.

"Of all the popcorn we tried, Double Good's In Queso Fire was a near-unanimous favorite."

– Food & Wine

"Delicious popcorn ...too good!"

– Rachael Ray

"Your popcorn is AAA+. From an expert."

– Warren Buffet

"The most awesome snack we've ever tried."

– The Chicago Tribune

Featured On:



Butter Believe It!

Ready for an episode of salted, creamy crunch?



Caramel-Diem

Dripping in brown sugar, caramel and snuggles.



Holla-Peño

A blaze of spicy perfection with a kick that won't quit.



In Queso Fire

This creamy cheddar, garlic, onion and jalapeño recipe is built for the bold.



Little Kettle That Could

Lightly sweet, a little salty, perfectly crisp.



My Main Cheese

Drenched in a gooey, velvety blanket of cheesy goodness.



Sergeant Salt & Pepper

Cracked black pepper and sea salt atop crunchy kernels.



White Cheddar Go Getter

Zesty, creamy white cheddar with clouds of hot-popped corn.



3-Bag Set

A combination of the following flavors: Butter Believe It!, Caramel-Diem, and White Cheddar Go Getter.



6-Bag Set

A combination of the following flavors: Butter Believe It!, Caramel-Diem, In Queso Fire, Little Kettle that Could, My Main Cheese, and White Cheddar Go Getter.

Your contribution helps someone reach for their dreams and accomplish their goals. 50% of your purchase directly supports the organization. **Enjoy!**

Your contribution helps someone reach for their dreams and accomplish their goals. 50% of your purchase directly supports the organization. **Enjoy!**

[illegible]

FORM VERSION: 2021 – A

Order Form Summary

Fill out and return this section to your organizer with your payment. When finished, transfer your TOTALS from the order form to each column below.

Make checks payable to your organization.

Flavor	Qty. / Total \$
Butter Believe It!	\$9x ____ = \$ ____
Caramel-Diem	\$11x ____ = \$ ____
Holla-Peño	\$10x ____ = \$ ____
In Queso Fire	\$10x ____ = \$ ____
Little Kettle That Could	\$10x ____ = \$ ____
My Main Cheese	\$10x ____ = \$ ____
Sergeant Salt & Pepper	\$9x ____ = \$ ____
White Cheddar Go Getter	\$10x ____ = \$ ____
3-Bag Set	\$29x ____ = \$ ____
6-Bag Set	\$59x ____ = \$ ____
Grand Total	

You are Helping:

Name of Organization / Classroom

Seller's First and Last Name

Phone number

I've double checked my order and it is correct.

(630) 568-5544 | www.doublegood.com

NALS OF GREATER KALAMAZOO LEGAL EMPLOYER OF THE YEAR NOMINATION FORM

Candidate's Name: _____
Candidate's Firm or Employer: _____
Candidate's Address/Phone: _____
Candidate's Year/State(s) Admitted to Practice: _____

Candidate's Support of / Involvement with NALS: _____

Candidate's Involvement in the Community _____

Nominating Member's Name and Contact Information: _____

Please attach to this form a short bio for the candidate.

Please also attach a brief essay describing the qualifications that the candidate possesses which, in the nominating member's opinion, makes the candidate the ideal recipient for this award. **Submissions should be limited to 400 words or less.**

All nomination forms will be submitted to another Michigan affiliate chapter of NALS with the names redacted, and the winner will be selected based on the following criteria:

Criteria that the panel will use in evaluating nominations include the following:

1. Encouragement of the nominating member's skill development and/or career advancement (including personal or in-house training, NALS of Greater Kalamazoo activities / training / CLE, other organizations, seminars, or course work to enhance skills and provide opportunity for networking).
2. Acknowledgement for the member's work / community contributions.
3. Cooperating in a teamwork manner.
4. Respect for the member's unique talents, skills, intelligence, etc.
5. Providing valuable feedback regarding areas that need improvement.
6. Providing an enjoyable working environment!

Note: Essays will not be judged based on writing style but purely on the message contained in the essay. Prior years' winners are not eligible for this award.

Nominations must be submitted no later than 5:00 p.m. on March 1, 2022, and the award will be presented at the April chapter meeting of NALS of Greater Kalamazoo.

Submit all nominations via e-mail to:
Tami L. Carl, CLP at carlt@millerjohnson.com

NALS OF GREATER KALAMAZOO MEMBER OF THE YEAR (2021-2022)

Nominations for Member of the Year must be made by another member of NALS of Greater Kalamazoo. The nominating member must submit a statement as to why he/she believes the candidate is qualified to receive this award. The nominations for all candidates are then submitted to another Michigan affiliate chapter of NALS with the names redacted and they select a winner based on the following criteria:

- (A) Candidates for this award must be active members of NALS of Greater Kalamazoo; and
- (B) Candidates must be members who have been exceptionally valuable and instrumental to the furtherance of NALS during the current fiscal year (May 2021 – April 2022).

Member of the Year Committee members are not eligible for nomination.

This award may be given once per year, however, the award is to be given only in those years when it is determined that one or more worthy recipients have been nominated.

This award will be presented at the April chapter meeting of NALS of Greater Kalamazoo.

* * * * *

I hereby nominate _____ for NALS of Greater Kalamazoo Member of the Year. The reason I believe this member should receive this award (if more room is needed, please attach an additional sheet) is as follows:

Submit Nominations to Tami L. Carl, CLP at carlt@millerjohnson.com
Deadline to submit nominations: 5:00 p.m. on March 1, 2022

We will be voting on these proposed bylaw and standing rule amendments at our February 2022 general membership meeting. In the meantime, if you have any comments, please send them to Nancy Thomas, Parliamentarian.

BYLAWS NALS OF GREATER KALAMAZOO

ARTICLE I

Name and Affiliation

The name of this Association is NALS OF GREATER KALAMAZOO (the "Association"). It is chartered by the [National Association for Legal Support Professionals](#) ~~NALS—THE ASSOCIATION FOR LEGAL PROFESSIONALS~~ (the "National Association"), and shall be affiliated with the NALS OF MICHIGAN (the "State Association").

ARTICLE II

Purpose and Powers

The purposes for which the corporation is formed and the powers which it may exercise are as follows:

1. To unite Kalamazoo area legal professionals into a local association chartered by and affiliated with the NALS of Michigan and [the National Association for Legal Support Professionals](#) ~~NALS—The Association for Legal Professionals~~;
2. To carry on a program for the further education of its members in work of a legal nature and to cooperate with attorneys, judges, and bar associations in stimulating a high order of professional standards and ethics among its members;
3. To promote the common interests of its members and other legal personnel employed in the greater Kalamazoo area;
4. To establish good fellowship among its members;
5. To deal with and distribute the Association's income and assets exclusively for the Association's purposes in such manner as set forth in these Bylaws without limitations except such, if any, as may be contained in instruments under which any property is conveyed to the Association; and,
6. To exercise generally any power which is consistent with the purposes described above and which a nonprofit corporation organized under the provisions of the Michigan Nonprofit Corporation Act may exercise, but no other power.

Notwithstanding any other provisions of these Bylaws, the Association shall not conduct or

carry on any activities involving pecuniary profit or gain for its directors, officers, or members and shall not engage in a regular business of a kind ordinarily carried on for profit.

ARTICLE III

Policy

This Association shall be nonsectarian, nonpartisan, nonprofit and nonunion.

ARTICLE IV

Membership

Section 1. **Qualification.** Individual members shall consist of those persons engaged in work of a legal nature, more specifically described in the standing rules of the National Association, who agree to comply with the NALS Code of Ethics and Professional Responsibility.

Section 2. **Classes.** There shall be the following classes of membership:

a. **Individual.** Individual members shall be members in good standing, who meet the qualifications set forth in Article IV, Section 1. Individual members shall be primary members of only one chapter. Should an individual member become employed outside the legal field, that member may become an associate member.

b. **Associate.** Associate members include educators, judges, attorneys, or any individual member who subsequently is no longer employed in the legal field. Associate members shall pay only the local dues and shall not vote or hold elective office.

c. **Student.** Student members include persons attending an accredited program relating to work of a legal nature and are classified by that school as a full-time student. Student members shall pay only the local dues. No state or national dues shall be required.

d. **Secondary.**

(1) Any individual national member in good standing who is a primary member of any National Association local chartered chapter and state association (where one exists) may upon proper application hold associate membership in this Association.

(2) Any member-at-large in good standing who is an active member-at-large in any state association may upon proper application hold associate member

status in this Association.

Secondary members shall pay only the local dues and may not vote or hold elective office.

e. Honorary. Any person who has rendered some special or distinguished service to this Association and who is not a member of this Association may be elected as an honorary member upon two-thirds (2/3) vote of the qualified membership present and voting at a regularly called meeting of this Association.

An honorary member may not vote or hold office and is exempt from payment of dues to this Association.

Section 3. Application and Nomination for Membership.

a. Individual and Associate Membership. If an applicant applies through this Association, an application for membership, on the form prescribed by the National Association, accompanied by membership dues as set out in these Bylaws, and in the case of individual members, accompanied by national and state dues, and the national initiation fee as determined by the National Association, shall be presented to the chairman of the membership committee. This committee shall review the application to determine that the applicant meets membership requirements. Upon determining that the applicant meets membership requirements, the applicant shall be advised of acceptance into membership. Any willful misstatement in the application shall be grounds for rejection of the application or for expulsion if the member has been granted membership.

b. Honorary Membership. Nomination for honorary membership giving the name and qualifications of the proposed candidate, shall be submitted in writing to the membership committee. This committee shall investigate the qualifications of the nominee and report to the Board of Directors, who, upon majority vote, shall approve or reject the same. After approval, the Board shall submit the nomination to the Association membership. After approval pursuant to Article IV, Section 2(e), the nominee will officially become an honorary member.

ARTICLE V

Dues and Assessments

Section 1. Annual Dues. The annual dues for individual and associate members of this Association as determined by the membership shall be Ten Dollars (\$10), and in the case of individual members, shall include the dues and fees of the State and National Associations. Said dues shall be payable at the time of application and thereafter on an anniversary-date basis, in accordance with the bylaws and standing rules of the National Association.

Section 2. Delinquent Fee. Members whose dues shall not have been paid by the date the dues become delinquent may be reinstated during the one-year period immediately following such lapse upon payment of a reinstatement fee of Twenty Dollars (\$20). Members whose dues have lapsed for more than one year shall be required to apply as a new member.

Section 3. Refund of Dues. There shall be no refund of dues after an applicant shall have become a member.

ARTICLE VI

Officers, Nominations, Elections and Vacancies

Section 1. Election or Appointment of Officers.

a. Elective Officers. The elective officers of this Association shall be President, Vice President, ~~Recording~~ Secretary, ~~Corresponding Secretary~~, Treasurer, and Parliamentarian, ~~Director, and one (1) or more alternate directors.~~

b. Appointed Officers. Appointed officers shall be designated as deemed necessary by the Board of Directors.

c. Immediate Past President. The Immediate Past President will also serve as an officer of this Association in an ex officio capacity.

Section 2. Term of Office. The term of office shall be one (1) year from the date of installation or until their successors shall be elected and installed. This does not preclude an officer serving more than one term in office.

Section 3. Compensation and Reimbursement. No officer, director, committee chairman, or other member of this Association shall be compensated for duties performed or services rendered on behalf of this Association. Reimbursement of expenses, however, may be made to any officer, director, committee chairman or other member of this Association.

Section 4. Nominations. A nominating committee consisting of three (3) members shall be selected at the regular meeting held in January. The committee members shall appoint one of them as Chairman. It shall be the duty of this committee to receive nominations, secure acceptance of nominees, and cause a ballot to be prepared containing, in alphabetical order the names of all nominees for each office. The nominations shall be distributed to the membership, either through the Association's newsletter or via other electronic means, published in the PLEADINGS, the official newsletter of this Association, prior to the March meeting. Nominations for any office may also be made from the floor at the time of elections.

~~No member may be nominated for the office of president of this Association unless said member has served at least one full term in any other elected office of this Association.~~

Section 5. Elections. The officers of this Association to be elected by ballot at the annual meeting are those officers set forth in Article VI Section 1(a) above. Should there be but one nominee for any office, the ballot may be dispensed with and the officers elected by voice vote.

Section 6. Vacancies in Office. In the event of a vacancy in the office of President, the Vice President shall succeed to such office for the unexpired term. Any other vacancies on the Board shall be filled as follows:

- a. An elective office shall be filled by vote of the qualified members present at the next regular meeting.
- b. The President shall fill the vacancy as to any appointive officer or chairman of a committee as soon as possible after such vacancy occurs, such appointment to be approved by the Board of Directors.

Section 7. Declaring Vacancy in Office. The Board of Directors of this Association shall have the power to declare a vacancy in any office of this Association if any officer or chairman does not perform the duties as set forth herein. Removal of an elected officer must be approved by a 2/3 vote of the Board members present after notice to all Board members of such pending action.

ARTICLE VII

Installation of Officers

The elected officers shall be installed with appropriate ceremonies at the April meeting, or as soon thereafter as practical.

ARTICLE VIII

Duties of Officers

Section 1. President.

a. The President shall preside at all meetings of this Association and of its Board of Directors, and shall perform such other duties as ordinarily pertain to this office.

b. The President shall appoint the appointive officers and standing committee chairs subject to the approval of the Board of Directors.

c. The President shall appoint an audit committee of not less than two members to audit the books of the Association. ~~Appointment shall be made prior to the close of the fiscal year.~~

d. The President shall have authority along with the Vice President and Treasurer to sign checks and shall be included on the bond or insurance policy for this Association.

e. The President may appoint special committees subject to the approval of the Board of Directors.

f. The President shall be an ex-officio member of all committees except the nominating committee.

g. At the annual meeting of this Association, the President shall render a written report of the work in office, and an addendum shall be added as necessary before the term of office expires.

Section 2. Vice President.

a. The Vice President shall act in the absence of the President and shall perform such other duties as may be designated by the President or the Board of Directors.

b. The Vice President shall be the membership chairman and shall receive complaints of violation of the Code of Ethics and Professional Responsibility adopted by the National Association.

c. The Vice President shall have authority along with the President and Treasurer to sign checks and shall be included on the bond or insurance policy for this Association.

d. The Vice President shall periodically prepare a membership roster showing names, addresses, telephone numbers of all members and/or their employers, which roster must be in alphabetical order and furnish the roster to the officers of this Association.

Section 3. ~~Recording~~ Secretary. The ~~Recording~~ Secretary shall keep a correct recording of the proceedings of all meetings of this Association and of the Board of Directors and shall maintain them in a permanent record book. The Secretary shall conduct all assignments requested by the President and/or Board of Directors, including appropriate correspondence.

Section 4. Treasurer.

a. The Treasurer shall receive all local dues of this Association as distributed by the National Association in accordance with National Association bylaws and standing rules.

b. The Treasurer shall maintain a minimum of two accounts, one a checking account and one a savings account, which shall be known as the Jo Spaulding Memorial Scholarship Fund. The Treasurer may maintain additional accounts as approved by the Board of Directors.

c. The Treasurer shall make disbursements as approved by the Board of Directors and shall keep an account of all receipts and disbursements, making a monthly report to the membership and an annual written report at the annual meeting. The Treasurer shall prepare a budget and present it to the membership at the regular June meeting or as soon thereafter as practical. The Treasurer shall have the option of appointing a committee to assist with the preparation of the budget.

d. The Treasurer shall be responsible for obtaining a bond or insurance policy on all officers authorized to sign checks written upon the accounts of this Association.

e. The Treasurer shall file such IRS forms as directed by the National Association and such reports and returns as are required by federal or state law.

f. The Treasurer shall have authority along with the President and Vice President to sign checks and shall be included on the bond or insurance policy for this Association.

g. The Treasurer shall close books of account and have them ready, with bank book and bank signature cards, to turn over to the successor as soon as possible ~~immediately~~ following the end of the fiscal year.

~~Section 5. Director.~~

~~a. The Director shall be the liaison between NALS of Michigan and this Association and shall attend all state board meetings.~~

~~b. The Director shall prepare a written report of state board meetings to present to local members and advise the President in advance of meeting dates and matters requiring vote of the membership.~~

Section ~~5~~ 6. Parliamentarian. The Parliamentarian shall interpret the Bylaws of this Association upon request and shall keep members informed as to changes in the bylaws and rules of this Association and of the State and National Associations. The Parliamentarian shall review all proposed amendments to the Bylaws of this Association and present recommendations to the Board of Directors for approval. The Parliamentarian shall act only in an advisory capacity regarding the Bylaws and Standing Rules of this Association and shall not assume the President's privilege to rule on questions of parliamentary authority and procedure.

~~Section 7. Corresponding Secretary. The Corresponding Secretary shall conduct all assignments requested by the President and/or the Board of Directors.~~

Section ~~6~~ 8. Immediate Past President. The Immediate Past President shall act as liaison officer to the Nominations Committee and shall perform such other duties as assigned by the President or Board of Directors.

ARTICLE IX

Meetings

Section 1. Regular Meetings. Regular meetings of this Association shall be held on the fourth Tuesday of every month or at such other date and time as fixed by the membership or the Board. One-fourth (1/4) of the qualified members of this Association present at any duly-called meeting shall constitute a quorum.

Section 2. Annual Meeting. An annual meeting shall be held prior to ~~May 1~~ March 30 each year for the purpose of electing officers ~~prior to May 1, the beginning of the fiscal year;~~ receiving written annual reports of officers and committee chairmen; and for any other business that may arise.

Section 3. Special Meeting. Special membership meetings may be called by the President, Board of Directors, or by ten (10) percent of the qualified members.

Section 4. Notice. Notice of the date, time and place of all regular and special meetings of this Association shall be given to all members at least ten (10) days prior to such meetings, when

| practical, and in the case of a special meeting, the purpose for which the meeting is being called.

ARTICLE X

Executive Committee and Board of Directors

Section 1. Executive Committee. The Executive Committee shall consist of the elected officers and, in an emergency, may act with the power and authority of the Board of Directors until such time as a meeting of said Board can be called.

Section 2. Board of Directors.

a. The Board of Directors shall consist of the elected and appointed officers, the Immediate Past President, and the standing and special committee chairmen.

b. The Board of Directors shall have general supervision of the affairs of this Association between its meetings, make recommendations to the Association, and perform such other duties as are specified in these Bylaws. The Board shall be subject to the orders of the Association, and none of its actions shall conflict with actions taken by the Association. Said Board shall report to the membership.

Section 3. Board of Directors' Meetings. The Board of Directors shall hold regular meetings at such time and place as may be designated by the President and may hold such other meetings as the President shall call. One-fourth (1/4) of the qualified members of the Board of Directors present at any duly-called meeting shall constitute a quorum.

The first Board meeting of the fiscal year shall be a joint meeting of the past and present Boards.

Section 4. Notice of Meetings. Notices of regular and special meetings of the Board of Directors shall be given to all directors, giving the date, time, and place of the meeting, and, in the case of a special meeting, the purpose for which the meeting is called.

ARTICLE XI

Committees

Section 1. Committee Chairmen. Within thirty (30) days after the election of officers, or as soon thereafter as practical, the President shall appoint the chairman of the standing committees to carry out the purposes, business and programs of this Association. All committee chairmen except the chairmen of the membership and nominating committees shall be appointed by the President subject to the approval of the Board of Directors.

Section 2. Standing Committees.

a. Audit. This committee shall be responsible for the audit of books of this Association.

b. Employment. This committee shall be responsible for coordinating ~~compiling a list of~~ professionals looking for work and law firms looking for same, and for distributing ~~mailing~~ any information requested.

c. Membership. This committee shall be responsible for developing programs for membership growth and retention of members.

d. Newsletter. This committee shall be responsible for compiling and editing information for the Association's newsletter, PLEADINGS, and for distributing the same.

e. Program. This committee shall plan and provide the programs for all meetings of this Association.

f. Reservations. This committee shall be responsible for coordinating the reservations for this Association's monthly meetings and shall notify the members of the place and time of the meetings.

g. Scholarship. This committee shall be responsible for contacting the various colleges and high schools regarding applications for the "Jo Spaulding Memorial Scholarship". They shall also meet to select the winner of the scholarship.

h. Ways and Means. This committee shall be responsible for all fundraising of this Association.

~~i. History. This committee shall maintain a record of the meetings and events of this Association and make the most recent photo album and/or scrapbook available at each meeting.~~

Section 3. Special Committees. Special committees may be established and appointed by the President, subject to approval of the Board of Directors (e.g., Legal Professional of the Year, Certification, Seminars, History, Public Relations).

ARTICLE XIII

Fiscal Year

The fiscal year of this Association shall be from May 1 through April 30.

ARTICLE XIV

Disciplinary Action

The Vice President shall receive complaints as to violations of the Code of Ethics and Professional Responsibility adopted by the National Association and shall present them to the Board of Directors, who shall direct such action thereon as it may deem necessary. Any member subject to disciplinary proceedings under the Code of Ethics and Professional Responsibility shall have the right of appeal, first to the State Association and then to the National Association for review of the proceedings governing such violations, all in accordance with National Association bylaws.

ARTICLE XV

Parliamentary Authority

The current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall be the parliamentary authority where applicable. The Bylaws of this Association shall take precedence.

ARTICLE XVI

Amendment to Bylaws

Section 1. Amendment to Bylaws. These Bylaws may be amended at any regular or special meeting of this Association, by a two-thirds (2/3) vote of the qualified members present at said meeting, provided notice of the proposed amendments have been furnished to the membership at least thirty (30) days prior to such meeting.

Section 2. Certification. After adoption by the members, the Parliamentarian shall prepare a Certificate of Adoption, certifying the date such amendment was adopted and that such amendment is not in conflict with the state and national bylaws. The Parliamentarian shall forward two (2) executed copies of such certificate and amendments to the state parliamentarian.

ARTICLE XVII

Dissolution of Chapter

In the event of dissolution, the assets of this Association shall be distributed in accordance with Article VIII of the Articles of Incorporation of same.

STANDING RULES
NALS OF GREATER KALAMAZOO

1. Calendar of Events.

May	1	Fiscal year begins
	1	Officer roster due to national
	.	Joint meeting of previous and current members of Board of Directors
June	-	President to have appointed committee chairs
	-	Budget to be submitted by Treasurer for approval at membership meeting
	-	State Summer Education/Membership Meeting
August	1	Deadline for filing applications for September certification exams and payment of fees
September	.	Certification exams last weekend of the month
October	.	Court Observance Week second full week
	.	State scholarship applications due
December	.	Christmas activity
January	1	Deadline for filing applications for March certification exams and payment of fees
	.	Nominating Committee to be elected at membership meeting
February	.	Chapter scholarship applications due
March	.	Nominations for officers to be <u>distributed to membership</u> published in the Pleadings
	.	Certification exams first weekend of month
	.	Annual meeting and election of officers

April	1	Officer roster due to state
	.	Installation of officers at membership meeting
	.	State annual meeting
	30	Fiscal year ends

2. Expenditures.

A. All officers and chairmen shall confine their expenditures to the limits of the budget. All proposed expenditures which would exceed the budget are subject to approval by the Board of Directors.

B. National Activities.

The Board of Directors shall be authorized to approve payment of the registration fee at the “early bird” rate for any member wishing to attend the NALS Annual Forum, ~~NALS Professional Development Conference, or NALS Region 3 meeting,~~ subject to the limits of the budget for such activities. If any member whose registration fee has been paid by the Association fails to attend such meeting, or fails to find someone to use the registration in [his](#)/her place, then the member shall reimburse the fee to this Association.

Members wishing reimbursement for such registration fees shall notify the President prior to the early bird registration date cut-off established by NALS of their desire to attend a national meeting as described above.

The Board of Directors may authorize payment of additional member expenses for the NALS Annual Forum ~~and NALS Professional Development Conference,~~ subject to the limits of the budget, said additional expenses to include up to one-half of hotel expenses for those days spent attending the conference and up to a designated budget amount for other expenses, e.g., transportation, meals, etc. Members requesting such reimbursement shall notify the President within 30 days after the date of such meeting. The budgeted allowance shall be divided evenly among those members who request reimbursement.

Members attending a national meeting for which the Association has paid anything toward their expenses shall provide a written report of the meeting to the Association membership by way of publication in the newsletter. Those members may decide among themselves who will prepare the report.

C. State Activities.

~~The Board of Directors shall be authorized to approve the payment of expenses incurred by the Director, or in the alternative, the Alternate Director, for attendance at all state meetings, including mileage at the rate of the current IRS allowable deduction. The Board of Directors shall be authorized to approve payment of hotel expenses for the Director, or in the alternative, the Alternate Director, to attend state meetings scheduled for more than one day.~~

The Board of Directors shall be authorized to approve payment of the “early bird” registration fee for any member of this Association to state meetings, subject to the limits of the budget for such activities.

The Board of Directors may authorize payment of additional member expenses for the state annual meeting, subject to the limits of the budget. Members requesting such reimbursement shall notify the President within 30 days after the date of such meeting. The budgeted allowance shall be divided evenly among those members who request reimbursement.

- D. In addition to the expenditures authorized specifically herein, the Board of Directors shall be authorized to approve all expenditures up to \$1000.
- E. The Board of Directors shall be authorized to approve payment out of the Jo Spaulding Memorial Scholarship Fund of examination fees for members taking the Accredited Legal Secretary (ALS), the Certified Professional Legal Secretary (PLS) a/k/a Certified Legal Professional (CLP), or Professional Paralegal (PP) examinations, including fees for up to four retakes per member. If any applicant fails to take the exam, any fees so paid shall be reimbursed by the applicant.
- F. All other requests for payment of expenses and fees shall be submitted to the Board of Directors, who shall have authority to approve or deny any such expenditures.

3. Files.

- A. Permanent files of this organization shall be kept by the Historian or by a person or storage facility approved by the Board of Directors. Permanent files shall consist of the following: minutes, contracts, Treasurer's records, Parliamentarian's records, newsletters, rosters of this Association, and the permanent history of this Association.
- B. Files of officers and committee chairmen shall be delivered to the incoming officers and committee chairmen at the last regular membership meeting of the fiscal year or within two weeks of the beginning of the next fiscal year. If no successor has been appointed, the files shall be given to the President.

- C. Files of all officers and chairmen other than those listed in Section A shall consist of records for the current year plus the two preceding years.

4. Voting by Ballot.

- A. Tellers shall be appointed by the President to supervise and tally all votes cast by ballot.
- B. The chairman of tellers shall report the results in writing to the President, who shall announce the result.
- C. All ballots used in voting on any issue by the qualified members at any regular or special meeting shall be delivered to and destroyed by the ~~Recording~~ Secretary after adjournment of the meeting.

5. Scholarship Award Rules.

- A. Each fiscal year, one or more scholarship award(s) in the minimum amount of \$1000 shall be presented from the Jo Spaulding Memorial Scholarship Fund. The amount of the scholarship presented in any fiscal year may be increased by vote of the Board of Directors up to an additional \$1000. The scholarship shall be awarded on the basis of scholastic or legal career achievement, future career goals, demonstration of financial need, and leadership ability. The scholarship award may be granted to any qualified applicant enrolled in a school of advanced education in the legal field. Members of this Association who meet the criteria are eligible to apply for the scholarship.

- B. To qualify for the award, the candidate must meet the following criteria:

- (1) Be a high school senior; or.
- (2) Be enrolled in, or able to enroll in, a school of advanced education commencing with the ensuing school term.

Non-winning candidates from prior years who meet current qualifications are eligible for renomination. Prior winning candidates who meet current qualifications are eligible for renomination two years (2) after winning the award.

- C. The application form, required attachments, and deadline for submission of same shall be determined by the Scholarship Committee.
- D. In the event the winner does not accept the scholarship award, the scholarship will be awarded to the next highest candidate in order. The scholarship winner must notify this Association of his or her final decision regarding enrollment no later than

June 30 following presentation of the award. Should the winner not enroll in the ensuing term of school, thereby forfeiting the award, it shall be presented to the first runner-up. Periodic reports on the progress of the scholarship winner shall be given to the Association when possible. It is recommended that the Association maintain personal contact with the winner of the award and that they make a progress report from time to time.

- E. The scholarship award shall be paid directly to the school of the winner's choice for enrollment in the ensuing term of school.
- F. Any scholarship award must be used in full within one year from the date of the written notification to the winning candidate of his or her selection as a winner. Any unused scholarship award, or portion thereof, shall be refunded by the school to this Association by June 1 of the year following presentation of the award.

6. Legal Professional of the Year Award Rules.

- A. Any member in good standing of this Association with at least five (5) years of legal experience is eligible to be nominated for the Legal Professional of the Year ("LPY") award, with the exception of former winners.
- B. All candidates for the award shall be judged on the following criteria:
 - (1) Legal Professional Skills and Experience--60 Percent. To be submitted on one letter only, signed by the candidate's immediate employer, unless freelance or self-employed, then by an employer or principal client.
 - (2) Service to NALS, NALS of Michigan, and this Association--30 Percent. To be submitted on one letter only, signed by an officer of this Association.
 - (3) Civic, Charitable, and Volunteer Activities--10 Percent. To be submitted on one letter only, signed by a civic leader, clergyman, or state, county, or municipal official.
- C. Supporting letters covering only the above three categories may be attached to the official nomination form supplied by the LPY Committee. Said letters shall not exceed 500 words.
- D. The deadline for submission of nomination materials and the official nomination form shall be determined by the LPY Committee. Appropriate publicity regarding solicitation of nominations and the award winner shall be determined by the LPY Committee.
- E. After presentation of the award, the LPY Committee shall keep a list of the nominees and all other entry data submitted on behalf of nominees other than the

winner shall be destroyed. The identities of the nominees other than the winner shall not be disclosed.

- F. The LPY Committee shall determine appropriate gifts to be presented to the award winner.
- G. Whenever possible, nominations and selection of the award winner shall conform with rules prescribed by the state association to enable the winner to qualify for nomination for the state award.

7. **Member of the Year Award Rules.**

Nominations for this award must be made by another member of NALS of Greater Kalamazoo. The nominating member must submit a statement as to why they believe the nominee is qualified to receive the award. The nominations for each candidate are then submitted to another Michigan affiliate chapter of NALS with the names redacted and they select a winner based on the following criteria:

- (A) All candidates for this award must be active members of NALS of Greater Kalamazoo.
- (B) The recipient of this award is someone who has been exceptionally valuable and instrumental to the furtherance of NALS of Greater Kalamazoo.

Member of the Year Committee members are not eligible for nomination. The prior year's winner (if applicable) is also not eligible for nomination as this award may not be given to the same member two consecutive years in a row.

This award may be given once per year; however, the award is to be given only in those years when it is determined that one or more worthy recipients have been nominated.

8. **Changes in Standing Rules.**

- A. A Standing Rule may be adopted at any regular or special meeting of this Association by a majority vote of the qualified members present at said meeting without previous notice.
- B. A Standing Rule may be amended or rescinded at any regular or special meeting of this Association by a two-thirds (2/3) vote of the qualified members present at said meeting without previous notice, or by a majority vote with at least thirty (30) days' previous notice.
- C. A Standing Rule may be suspended for the duration of a single meeting by a majority vote of the qualified members present at said meeting. Such suspension may be for a longer period if specifically ordered by said members.

- D. When possible, a proposed change to a Standing Rule shall be submitted to the Parliamentarian at least 30 days prior to a meeting.



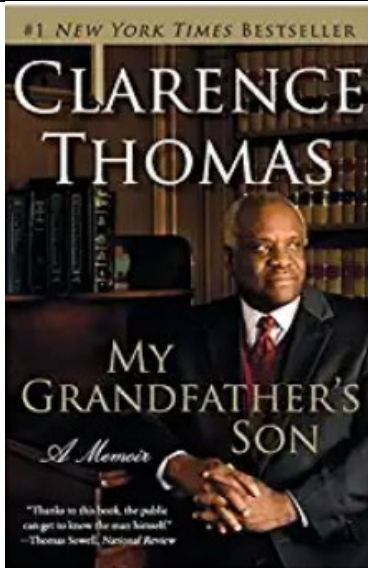
HELLO AND HAPPY HOLIDAYS FROM YOUR NALS OF MICHIGAN CLE COMMITTEE!



We want to wish all of you safe, healthy, and happy holidays.

After our November 18 CLE with Chelsea Castro, your CLE Committee will be taking a little break.

However, we want to share with you a couple of free CLE opportunities that you can do on your own between now and our next CLE event in January.



READING FOR KNOWLEDGE

On January 20, 2022, at 5:30 p.m., we will kick off the year with a virtual book discussion. We will be reading a book written by Justice Clarence Thomas entitled *My Grandfather's Son: A Memoir*. It is now available on Kindle, Audiobook and Audio CD. Justice Thomas was appointed to the Supreme Court in 1991 and has served 30 years (the longest-serving member of the Court) as of October 2021. In this candid and deeply moving memoir, a quintessential American tale of hardship and grit, Clarence Thomas recounts his astonishing journey.



Justice Clarence Thomas

In his book, Justice Thomas speaks out, revealing the pieces of his life he holds dear, detailing the suffering and injustices he has overcome, including the polarizing Senate hearing involving a former aide, Anita Hill, and the depression and despair it created in his own life and the lives of those closest to him.

"Provocative, inspiring, and unflinchingly honest, *My Grandfather's Son* is the story of one of America's most remarkable and controversial leaders, Supreme Court Justice Clarence Thomas, told in his own words."

Pick up a copy of the book or listen to the audio and plan to join us in January for a discussion on the life and works of Justice Thomas.

There is no charge to attend this event.



LEGAL SQUEAKS

Because law can be confusing, VanderGinst Law created *Legal Squeaks* to provide useful and easy-to-understand "squeaks" of information on legal and consumer issues that you can apply to your daily life. Season One just concluded and included many different issues including slip and fall accidents, suing your doctor, whether you need an attorney, Zantac, a day in the life of a paralegal, VA benefits, what to do after a car accident, identifying nursing home abuse, demystifying workers' compensation, and more. These podcasts are anywhere from 8 minutes to 65 minutes in length. Visit <https://www.iheart.com/podcast/269-legal-squeaks-79567016/> and track your time in your CLE journals. It's that easy!

Happy Holidays!
Jen Yocum, CLP
Tami Carl, CLP
Heidi Hopper, PP
2021-2022 CLE Committee

NALS Mission: Engage | Inspire | Enhance | Promote
Engage legal professionals on their terms. Inspire legal professionals to want more. Enhance the careers of legal professionals. Promote legal professionals and the legal support industry.

NALS OF GREATER KALAMAZOO TREASURER'S REPORT

November 1 through November 30, 2021

Fifth Third Bank General Checking Account**Balance on Last Treasurer's Report** **\$1294.80**

<u>Check No.</u>	<u>Date</u>	<u>Disbursements</u>	
3513	11/07/2021	Miller Canfield - Postage Mailing	\$68.96
3514	11/07/2021	Bethany Christian Services	\$300.00
3515	11/28/2021	Third Coast Partners	\$465.30

DEBIT CARD

11/15/2021	Jen Robinson and Tami Carl (NALS of MI CLE)	\$20.00
11/16/2021	Main Street Pub (meeting)	\$133.28

Total Disbursements **\$987.54****Total After Disbursements.....****\$307.26**

<u>Date</u>	<u>Deposits</u>	
11/15/2021	NALS INC CP	\$70.00
11/23/2021	Deposit (Member Checks for Dinner)	\$188.00
11/23/2021	Deposit (Koeze Nuts Fund Raiser)	\$16,338.68

Total Deposits **\$16,596.68****Ending Balance** **\$16,903.94****Fifth Third Bank Savings Account – Scholarship****Beginning Balance** **\$10,586.66**

<u>Date</u>	<u>Transaction</u>	
8/31/2021	Interest	\$.09

Ending Balance **\$ 10,586.75**



beteiligen
begeistern
verbessern
fördern



NALS of MICHIGAN
61st Annual Meeting and Education Conference
April 8-9, 2022
Frankenmuth Brewery; Frankenmuth, Michigan
REGISTRATION

Name _____ Local Chapter _____ Certification(s) _____ Badge Name/Nickname _____ Address _____ _____ Phone _____ Email _____ *Guest(s) _____ NOTE: If more than one guest will be accompanying you, please attach a separate sheet with information. If your guest(s) is attending meal functions, please refer to registration fee schedule below. Please describe any accommodations (mobility, dietary restrictions, etc.) you will need: _____	<p align="center">Check all that apply:</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Member <input type="checkbox"/> Student Member </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Past State President <input type="checkbox"/> State Officer </div> <input type="checkbox"/> First Time Attendee <input type="checkbox"/> First Timers' Reception (April 8)(first timers and board of directors and guests) <input type="checkbox"/> Welcome Reception (April 7)(EVERYONE WELCOME!!) Checks payable to NALS of Michigan Annual Meeting Fund Amount enclosed \$ _____ Paying by credit card? Email Natasha Valmont at natvalmont@gmail.com <p align="center">Send completed registration form and payment to: Teresa Garber, PP, CLP 2655 Grand Castle Blvd. SW, #E620 Grandville, MI 49418</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SCHEDULE OF EVENTS (Check all events you plan to attend.)

Please check only one: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Full Registrant <input type="checkbox"/> Partial Registrant </div> Full Registration Fee Schedule (includes all events): Postmarked <u>before March 14, 2022</u> <input type="checkbox"/> Member \$100 <input type="checkbox"/> Future Member \$125 <input type="checkbox"/> Students \$40 <input type="checkbox"/> Virtual \$30 Postmarked <u>after March 14, 2022</u> <input type="checkbox"/> Member \$125 <input type="checkbox"/> Future Member \$150 <input type="checkbox"/> Students \$40 <input type="checkbox"/> Member \$30 GUESTS <input type="checkbox"/> Thursday Welcome Reception \$20 (children under 12 \$10) <input type="checkbox"/> Friday Luncheon \$35 <input type="checkbox"/> Saturday Luncheon \$35 <input type="checkbox"/> Saturday Banquet \$65	<p align="center">Partial Registration Fee Schedule (Please check all that apply. Add \$20 if postmarked <u>after March 14, 2022.</u>)</p> Thursday, April 7 Welcome Reception <input type="checkbox"/> Member \$30 <input type="checkbox"/> Future Member \$20 <input type="checkbox"/> Students \$10 Friday, April 8 (includes lunch and breaks): <input type="checkbox"/> Member \$40 <input type="checkbox"/> Future Member \$60 <input type="checkbox"/> Students \$30 Saturday, April 9 (includes lunch and breaks): <input type="checkbox"/> Member \$40 <input type="checkbox"/> Future Member \$60 <input type="checkbox"/> Students \$30 Saturday Banquet: <input type="checkbox"/> Member \$50 <input type="checkbox"/> Future Member \$65 <input type="checkbox"/> Students \$30
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

HOTEL INFORMATION

Reservations can be made directly through the hotels by calling the following:
 SpringHill Suites: 530 S. Main St., Frankenmuth, MI 48734 (989) 652-7500 (local), (888) 287-9400 (toll free)---\$138/night (+ 13% tax)
 Fairfield Inn: 430 S. Main St., Frankenmuth, MI 48734 (989) 652-5000 (local), (800) 228-2800 (toll free)---\$120/night (+13% tax)
ASK FOR ROOM BLOCK UNDER NALS OF MICHIGAN. BLOCK HELD UNTIL MARCH 7, 2022.

SCHEDULE OF EVENTS¹

Thursday, April 7

5:00 p.m. – 7:00 p.m.	Welcome Party	Enjoy appetizers and Bavarian pretzels and welcome each other back!
-----------------------	---------------	---------------------------------------------------------------------

Friday, April 8

7:30 a.m. – 8:30 a.m.	First Timers' Breakfast	The NALS of Michigan Board will welcome all first timers with food and fun!
8:30 a.m. – 10:30 a.m.	Graci Harkema, owner, international diversity & inclusion consultant, trainer, speaker, Graci LLC	Diversity and Membership
10:30 a.m. – 11:45 a.m.		
12:00 p.m. – 1:00 p.m.	Luncheon	Time to network with other legal professionals and meet the candidates for the 2020-2021 NALS of Michigan Board of Directors
1:00 p.m. – 2:15 p.m.		Technology in the Workplace
2:15 p.m. – 3:15 p.m.	Christopher Acklin	Immigration
3:30 p.m. – 4:30 p.m.	Diana Lamphiere	Pop culture and the law
4:30 p.m. – 5:00 p.m.	Sgt. Darin Rietman	Crisis Negotiation Police Teams
6:30 p.m.	Past Presidents' Dinner	

Saturday, April 9

9:00 a.m. – 12:00 p.m.	First General Assembly, 61 st Annual Meeting	
9:00 a.m. – 5:00 p.m.	Chapter and State Fundraisers	
12:15 p.m. – 1:15 p.m.	Certification Luncheon	
1:30 p.m. – 5:00 p.m.	Second General Assembly, 61 st Annual Meeting	
6:00 p.m. – 7:00 p.m.	Chapter Pictures	
7:00 p.m. – 9:00 p.m.	Third General Assembly, 61 st Annual Meeting and Awards Banquet	Installation of the 2022-2023 NALS of Michigan Board of Directors and presentation of the Clara LaGow and Legal Professional of the Year Awards






¹ Tentative; other **confirmed** CLE topics include unauthorized practice of law and human trafficking.



beteiligen
begeistern
verbessern
fördern



NALS of Michigan 61st Annual Meeting and Education Conference SPONSORS

Inspiring Sponsor 	\$1,000	<ul style="list-style-type: none"> Name listed on invitations and registration forms as "Inspiring Sponsor" 2 tickets to Saturday banquet Signage with color logo and sponsorship acknowledgement at event (4 8 ½" x 11" signs) Logo featured on website (including hyperlink to company website) for 18 months Color logo featured in event program with full page ad
Enhancing Sponsor 	\$750	<ul style="list-style-type: none"> 1 ticket to Saturday banquet Signage with color logo and sponsorship acknowledgement at event (2 8 ½" x 11" signs) Logo featured on website (including hyperlink to company website) for 12 months Color logo featured in event program with ½ page ad
Engaging Sponsor 	\$500	<ul style="list-style-type: none"> Signage with color logo and sponsorship acknowledgement at event (1 8 ½" x 11" sign) Logo featured on website (including hyperlink to company website) for 9 months Color logo featured in event program with ¼ page ad
Promoting Sponsor 	\$250	<ul style="list-style-type: none"> Logo featured on website (including hyperlink to company website) for 6 months Color logo featured in event program
NALS Partner Sponsor 	\$100	<ul style="list-style-type: none"> Logo featured on website for 3 months Name listed in event program
NALS Pal Sponsor	\$50	<ul style="list-style-type: none"> Name listed in event program

Business Name: _____
Contact Name: _____
Contact Phone: _____
Email Address: _____
Mailing Address: _____

Please return completed form and payment (payable to NALS of Michigan Annual Meeting Fund), along with logo and .jpg ad (if applicable) by February 15, 2022, to:

Teresa Garber, PP, CLP
2655 Grand Castle Blvd., SW, #E620
Grandville, MI 49418



beteiligen
begeistern
verbessern
fördern

Willkommen!

**NALS of Michigan 61st Annual Meeting and Education Conference
"GOODIES" DONORS ONLY**

At our Annual Meetings, we give out "swag bags" to all attendees upon registration. This is always a nice welcome gift for the attendees, providing fun, handy things to use both during and after the Conference. We are looking for donations for items and/or monetary donations to fill the swag bags. We plan on stuffing a total of 100 bags for the 2020 Conference.

You could also choose to make a monetary donation. We can do the shopping for you!!

Business Name: _____
Contact Name: _____
Contact Phone: _____
Email Address: _____
Mailing Address: _____

If you wish to make a monetary donation, please make checks payable to:
NALS of Michigan Annual Meeting Fund.

Return this form and donation by February 15, 2022, to:

Cathy A, Zackery, CLP
2641 Orange Meadow Ln
Kalamazoo, MI 49004
Cathy.Zackery@gmail.com
(269) 599-6281

NALS of Greater Kalamazoo
January Monthly Membership Meeting and CLE

Tuesday, January 25, 2022

Via Zoom – The link will be sent to you once you RSVP.

SPEAKER

Albert W. Laaksonen, II
Founding Attorney of Laaksonen Law Office, PC

TOPIC

New Expungement Laws in Michigan



Albert W. Laaksonen II, is the founding attorney of Laaksonen Law Offices, P.C., established in 1991. He graduated from the University of Michigan in 1987, and graduated from the Indiana University's School of Law in Bloomington, Indiana in 1990. After graduation he clerked for the Honorable Donald Goodwillie in Kalamazoo County Circuit Court until moving to Van Buren County to establish his law practice in 1991.

Attorney Laaksonen is a member of the State Bar of Michigan, Van Buren County Bar Association, and the Kalamazoo County Bar Association.

He has previously served as President of the Van Buren County Bar Association, and President of Kalamazoo County Bar Association Young Lawyers. He currently serves as President of the School Board at Kalamazoo Christian Schools.

Attorney Laaksonen specializes in the areas of criminal law, drunk driving, driver's license restoration, civil litigation, real estate, estate planning, probate litigation and business formation.

AGENDA

5:30 p.m. – Speaker Presentation (CLE)

A short chapter business meeting will follow the CLE.

RSVP

Please RSVP to Cathy Zackery, CLP at Cathy.Zackery@gmail.com prior to January 24, 2022.



**NATIONAL ASSOCIATION FOR
LEGAL SUPPORT PROFESSIONALS**

2020 - 2021 Officers

Cathy A. Zackery, CLP, President
Phone: 599-6281; cathy.zackery@gmail.com

Vice President (vacant)

Tami Carl, CLP, Recording Secretary
Phone: 226-2966; carlt@millerjohnson.com

Corresponding Secretary (vacant)

Toni Gaskell, Treasurer
Phone: 553-1429; tgaskell916@yahoo.com

Nancy Thomas, PLS, Director
Phone: 381-7030; thomasn@millercanfield.com

Paula Steffey, PP-SC, CLP, CWCP
Immediate Past President
Phone: 377-9341; westernmom40@gmail.com

Nancy Thomas, PLS, Parliamentarian
Phone: 381-7030; thomasn@millercanfield.com

* * * * *

Nancy Thomas, PLS, *Pleadings* Editor
Phone: 381-7030; thomasn@millercanfield.com

CALENDAR

Next Board Meeting
Tuesday, February 1, 2022
6:00 p.m.
via ZOOM

Next General Membership Meeting
January 25, 2022
5:30 p.m.
via ZOOM
Program: Expungement

NALS of Michigan
Virtual Book Discussion
5:30 p.m.
January 20, 2022

NALS of Michigan
Annual Meeting
April 8 - 9, 2022
Frankenmuth



**NALS of Greater Kalamazoo
P.O. Box 50221
Kalamazoo MI 49005**