



NALS OF MICHIGAN
Janette Carras
Kathy Hilgendorf
Timothy Kelley
Councilmembers

CALL TO MEETING NOTICE FOR THE NALS OF MICHIGAN 63RD ANNUAL MEETING AND EDUCATION CONFERENCE

To: All NALS of Michigan Members

From: Janette Carras, Kathy Hilgendorf and Timothy Kelley
2023-2024 Councilmembers

Date: March 21, 2024

This notice serves as the official Call to Meeting Notice for the NALS of Michigan (“NOM”) 63rd Annual Meeting and Education Conference to be held **Saturday, April 20, 2024**, beginning at 9:00 a.m. There will be two opportunities to attend this year’s conference, in person and virtual. The Conference will be held at the offices of Foster Swift Collins & Smith PC, 313 S. Washington Square, Lansing, MI 48933. For those attending virtually, details will be sent out as we get closer to the Conference date.

Attached are the following documents:

1. Registration Form (**Attachment 1**);
2. Tentative Schedule of Events (**Attachment 2**);
3. NOM Bylaws as approved by membership through electronic voting held April 20 to May 1, 2023 (**Attachment 3**);
4. NOM Operating Plan (**Attachment 4**); and
5. Motion Form (**Attachment 5**).

Financials

The following will be sent out under separate cover for your review prior to the Conference:

1. 2023-2024 NOM General Checking and Reserve/Savings Account Financial Statement (5/1/2023 to 2/28/2024);
2. 2023-2024 NOM Scholarship Fund Financial Statement (5/1/2023 to 2/28/2024);
3. 2023-2024 NOM Annual Meeting Fund Financial Statement (7/1/2023 to 2/28/2024);

4. 2023-2024 Financial Review Reports for the NOM General Checking and Reserve/Savings Account, NOM Scholarship Fund, and NOM Annual Meeting Fund; and
5. Proposed 2024-2025 Budget.

Questions?

If you have any questions, or need additional information, please contact one of the Councilmembers. Their contact information is as follows:

Janette Carras
Phone: (734) 355-6908 (cell)
E-mail address: jcarras@cramerminock.com

Kathy Hilgendorf
Phone: (386) 215-5323 (cell)
E-mail address: jkjar32738@aol.com

Timothy Kelley
Phone: (313) 348-0582 (cell)
E-mail address: timothydkelley1029@gmail.com

Thank you.

ATTACHMENT 1



NALS OF MICHIGAN 63rd ANNUAL MEETING AND EDUCATION CONFERENCE

April 20, 2024 – 9:00 a.m. to 4:00 p.m.

Foster Swift Collins & Smith PC
313 S. Washington Square
Lansing, MI 48933

REGISTRATION FORM

Name: _____

Local Chapter: _____

Certification(s): _____

Address: _____

City: _____ State: _____

Work #: _____ Home/Cell #: _____

Email: _____

PLEASE CHECK ALL THAT APPLY

- Past State President
- First Time Attendee
- Member
- Student
- Non-Member
- Attending In Person
- Attending Virtually

FEE SCHEDULE

FREE FREE FREE !!

(Did we happen to mention this is a free event?)

HOTEL OPTIONS

Want to make a weekend of it? There are several local options available and in very close proximity to Foster:

Double Tree by Hilton Lansing – 111 N. Grand Avenue, Lansing, MI 48933 (3 blocks)
Rates begin at \$154 for two queen beds

Courtyard by Marriott Lansing Downtown – 600 E. Michigan Avenue, Lansing, MI 48912 (.7 miles)
Rates begin at \$194 for two queen beds

FEELING LUCKY ?

The NALS of Michigan council members have received donations from several local small businesses of baskets containing items from their shops. We will be raffling off these amazing gifts to anyone in attendance at the Annual Meeting. Be sure to get your registration in today !!

EDUCATIONAL OPPORTUNITIES AVAILABLE

(Lineup subject to change)

Trial Advocacy in the Age of TikTok
Speaker: Attorney Alexander Rusek
Foster Swift Collins and Smith PC

Social Media Investigations
Speaker: Latita Burns
Harris Investigations

What is an AI “Prompt Engineer” and How Can They Benefit You and Your Legal Practice
Speaker: Scott Remington, Certified AI Prompt Engineer

Loving Kindness Meditation
Speaker: Jennifer Joy Yocum
NALS of Jackson



ATTACHMENT 2

63rd ANNUAL MEETING AND EDUCATION CONFERENCE

SCHEDULE OF EVENTS

Saturday, April 20, 2024

| | | |
|-------------------------|------------------------------------|--|
| 8:30 a.m. – 9:00 a.m. | Registration and Welcome Breakfast | Enjoy a light breakfast of fruit, pastries, coffee and juice and welcome each other back for another great year !! |
| 9:00 a.m. – 9:50 a.m. | CLE | Trial Advocacy in the Age of TikTok Speaker: Attorney Alexander Rusek Foster Swift Collins and Smith PC |
| 10:00 a.m. – 10:50 a.m. | CLE | Social Media Investigations Speaker: Latita Burns Harris Investigations |
| 11:00 a.m. – 11:50 a.m. | CLE | What is an AI “Prompt Engineer” and How Can They Benefit You and Your Legal Practice Speaker: Scott Remington, Certified AI Prompt Engineer |
| 12:00 p.m. – 12:45 p.m. | Lunch | Enjoy a catered lunch and network with your fellow NALS Pals |
| 1:00 p.m. – 1:30 p.m. | CLE | Loving Kindness Meditation Speaker: Jennifer Joy Yocum NALS of Jackson |
| 1:45 p.m. – 4:00 p.m. | Business Meeting | Your 2023-2024 Councilmembers hope you can all be in attendance, either in person or virtually. This will be an important meeting, and we want to ensure every NALS of Michigan member is heard. |

The above schedule is tentative and subject to change. Thank you.

ATTACHMENT 3

NALS of Michigan

a chartered state association of



...the association for legal professionals

BYLAWS

February 2024

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ARTICLE I. NAME AND AFFILIATION

The name of this Association is NALS of Michigan (hereinafter "Association"), a chartered association of NALS, Inc. (hereinafter "NALS"), an Oklahoma not-for-profit corporation. This Association is nonunion, non-partisan, nonsectarian, and nonprofit.

ARTICLE II. OBJECTIVES

The objectives of this Association shall be to:

- A. Organize chapters of legal professional associations throughout the state.
- B. Carry on a program for the further education of those engaged in legal work and to cooperate with attorneys, judges, and bar associations in stimulating a high order of professional standards and ethics among those engaged as legal support staff.
- C. Promote the objectives of NALS.

ARTICLE III. 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 NALS, who agree to comply with the NALS Code of Ethics and Professional Responsibility.

SECTION 2. Voting Members and Power. Voting members are identified under Section 3 Membership Classifications. Voting power is the total number of voting members in good standing as of the record date established by the Board of Directors.

In the event of a meeting, a quorum for the transaction of business shall be the voting members actually in attendance at said meeting. Any business transacted at a meeting of voting members at which a quorum is present shall be valid, providing it is approved by a majority of those present and voting.

The voting members shall have the power to adopt Standing Rules for this Association's governing procedure. The voting members shall determine policies or change therein, and shall actively pursue these objectives. The voting members may adopt such rules and regulations for the conduct of its business as shall be deemed advisable.

Matters requiring action on the part of the Association shall be conducted by the voting members.

SECTION 3. Member Classifications. The classifications of members are:

A. Voting Members.

1. **Individual Members.** Individual members shall be members in good standing of a chartered chapter. Individual members shall be primary members of only one (1) chapter or state association.
2. **Members-at-Large.** Members-at-Large shall be members in good standing who work or reside in a geographic area where a chartered chapter does not exist. Members-at-Large shall be primary members of only one (1) state association.
3. **Retired Members.** Retired members shall be members in good standing who are retired and who have a total of five (5) consecutive years as a member immediately prior to retirement and who have either attained age 62 or have retired due to physical disability. Retired members shall be primary members of only one (1) chapter and state association.
4. **Student Members.** Student members shall be persons engaged in the study of a legal nature in an accredited program or school and who are considered full-time by said program and/or school, are in good standing.

B. Nonvoting Members.

1. **Associate Members.** Associate members include educators, judges, and attorneys who may not vote or hold elected office. Individual members may transfer to associate membership upon qualifying for associate membership.
2. **Honorary Members.** Honorary members will be considered by the Board of Directors of the Association upon presentment by any member. Membership shall be based on outstanding or special service to the legal profession or this Association. Honorary members may not vote or hold elected office.

C. Secondary Members. Any individual members of another state association may apply for secondary membership. Secondary members may not vote or hold elected office.

ARTICLE IV. DUES

Dues and fees for all classes of membership shall be established by this Association; however, honorary members are not required to pay dues.

ARTICLE V. MEETINGS AND VOTING

SECTION 1. Annual Meeting. The Annual Meeting and Educational Conference shall be held during April or May of each year, and the location shall be determined by the Council.

The Council Communications Director shall issue a call to Annual Meeting at least thirty (30) days prior to the Annual Meeting.

SECTION 2. Regular Meetings. The Council may arrange the time for additional membership meetings for the ensuing year. Written notice of the time and place of such meetings shall be given by the Communications Director at least thirty (30) days prior to the time set for each meeting.

SECTION 3. Waiver of Notice. Any voting member may waive notice of any meeting. Attendance at any meeting shall constitute a waiver of notice of such meeting.

ARTICLE VI. NALS OF MICHIGAN COUNCIL

SECTION 1. Composition. The Council shall consist of representatives from the membership as defined in the NALS of Michigan Council Operating Plan.

SECTION 2. Qualifications. All Council members must be members in good standing of NALS.

SECTION 3. Authority and Responsibility of Council. The members of the Council may take action on all matters, except those specifically reserved to the voting members of Michigan by these bylaws. The members of the council shall routinely review the financial affairs of this Association. Actions of the Council may be reported by mail, publication, or at the next meeting. Business of the Council may be conducted by mail, telephone, electronic mail, or meetings. All

checks of this Association shall require the signatures of one Council members.

SECTION 4. Quorum. A majority of the members of the Council shall constitute a quorum for the transaction of business at any meeting. Any business transacted at a meeting at which a quorum is present shall be valid providing it is by a majority of those present and voting.

SECTION 5. Vacancies. A vacancy in the Council shall be filled by a member of the association who volunteers or is chosen by the Council.

ARTICLE VII. PARLIAMENTARY AUTHORITY

Subject to NALS and this Association's Bylaws, Standing Rules, and any other procedures or articles of incorporation, proceedings at any meeting of this Association shall be governed by the current edition of Robert's Rules of Order Newly Revised.

ARTICLE VIII. AMENDMENTS

SECTION 1. Procedure and Notice. These bylaws may be amended by a two-thirds' vote of ballots cast by the voting members, after a 30-day written notice by the Council of any proposed amendment has been given to the appropriate voting members in good standing.

SECTION 2. Effective Date. Amendments to these Bylaws shall take effect immediately upon adoption unless otherwise specified.

SECTION 3. Corrections. Grammatical, editorial, or correlation changes in these Bylaws or amendments, which in no way alter the intent of the respective Bylaws, may be affected subject to the approval of the Council.

ARTICLE IX. DISSOLUTION OR WITHDRAWAL

In the event of dissolution or withdrawal of this Association from NALS, the procedures set forth in NALS Bylaws, Standing Rules, and established procedures shall govern.

ATTACHMENT 4

NALS OF MICHIGAN COUNCIL OPERATING PLAN

Mission

The mission of the NALS of Michigan Council is to provide:

1. Communication between NALS members, chapters, leadership, and the Michigan legal community; and
2. Marketing assistance to NALS chapters in Michigan.

Number of Members

Initially the Council will consist of the following:

| Chapter | Number of Representatives |
|-------------------|----------------------------------|
| Detroit | 1 |
| Grand Traverse | 0 |
| Greater Kalamazoo | 0 |
| Jackson County | 1 |
| Lansing | 1 |
| Total | 3 |

All NALS of Michigan members in good standing are welcome to join the Council at any time.

Term Limit

No term limit will be set for the number of times a member may serve as a Council representative.

Fiscal Year

The fiscal year of the Council will be May 1 through April 30; however, the Council will operate June 1 through May 31. The purpose of this is to give the chapters sufficient time to organize and begin their new fiscal year and appoint appropriate representatives to the Council.

Representative Positions

The Council shall elect a Facilitator, a Treasurer, and a Communications Director with the following responsibilities:

- *Facilitator* – Responsible for ensuring the Council representatives communicate frequently and assist the representatives in staying on track. Additionally, the Facilitator will be responsible for guiding the Treasurer and the Council representatives in preparing a budget for the Council.

- *Treasurer* – Responsible for writing the checks for the Council. All members of the Council will have signature authority on the account. All Council members are required to approve all checks written. Only one signature will be required on checks. A bond will be maintained. The Treasurer will also be responsible for preparing the budget for the Council.
- *Communications Director* – Responsible for communications to membership. Note: All Council representatives will be asked to provide information for any newsletters and/or email communication and assist in proofing the newsletters/communication. The Communications Director will compile the information and ensure the newsletter is distributed.

At any time the Council may invite member or non-member advisors or consultants to serve on the Council in a non-voting capacity.

Meetings of the Council

The Council will meet as many times as needed, but at least four times a year either in person, conference call, NALS online learning center, or any other method acceptable to the Council members.

Budget

The budget will be prepared by the Treasurer, with input of the Facilitator and other Council members.

ATTACHMENT 5

MOTION FORM

_____ Budget

_____ Bylaws

_____ Standing Rules

I move _____

Motion **carried** _____

Motion **defeated** _____

AMENDMENT TO THE MOTION

I move _____

Amendment to Motion **carried** _____

Amendment to Motion **defeated** _____

Name

Chapter