

**BY-LAWS  
OF THE  
COLORADO ASSOCIATION OF  
LITIGATION SUPPORT MANAGERS (COALSM)**

As adopted by the charter members this 12th day of July, 2005

**ARTICLE I  
NAME AND OFFICE**

- A. The name of the organization is the Colorado Association of Litigation Support Managers hereinafter, “COALSM” or the “Association”).
  
- B. The mailing address of the Association is:  
COALSM  
1700 Lincoln Street, Suite 4100  
Denver, Colorado 80203-4541

**ARTICLE II  
PURPOSES OF THE ASSOCIATION**

The purposes of the Association are:

- A. To function as an advocate for the development of the profession of litigation support management, and to encourage the highest levels of professionalism and technical competence within the membership.
  
- B. To serve as liaison to the National Association of Litigation Support Managers, and other local chapters, in order to advance the common purposes and objectives of the National Association and COALSM.
  
- C. To be a primary educational resource for member law firms, and to further the understanding of litigation support technology and services within the legal community as a whole.
  
- D. To contribute, within the scope of the profession, to the quality and efficiency of the delivery of legal services.
  
- E. To provide a forum in which members can exchange personal viewpoints and experiences relating to the litigation support field.

## **ARTICLE III CRITERIA FOR MEMBERSHIP**

- A. The qualifications for membership in COALSM are the following: Any individual who is 1) employed (contract or direct) by a Rocky Mountain region law firm or corporation, or, 2) employed by a non-Rocky Mountain region law firm or corporation with their primary office location within the Rocky Mountain region, responsible for managerial duties related to litigation support and the use of organized systems to assist in the analysis of facts and issues involved in the practice of law, or any person who has an interest in the litigation support profession and who supports the purposes of COALSM .

## **ARTICLE IV MEMBERSHIP**

A. Memberships (Definitions and Rules):

1. **Voting**: An individual is eligible for voting membership if they are employed (contract or direct) by a Rocky Mountain region law firm or corporation, and are responsible for duties related to litigation support and the use of organized systems to assist in the analysis of facts and issues involved in the practice of law, excluding vendors (see IV (A)(3)).
2. **Non Voting**: An individual is eligible for non voting membership if they have an interest in the litigation support profession, and support the purposes of COALSM, but cannot meet the employment specifications listed in Article IV(A)(1). Non voting memberships will not be granted to any entity or individual whose employment responsibilities fall within the definition listed in IV(A)(3).
3. **Vendors**: Any person whose primary job is the marketing or supplying of products or services to the legal profession is not eligible for membership in the Association unless the primary job relates to legal job placement and/or employment recruiting.
4. Any dispute regarding the application or denial of membership based on Article IV(A)(1) of these Bylaws shall be resolved by a vote of the Board after consideration of all relevant material. The decision of the Board is final.
5. Membership is the property of the person who pays annual membership fees to the Association or on whose behalf membership fees are paid. Once established, membership may not be transferred between individuals.
6. Membership shall be valid until such time that the membership qualifications are no longer met.

B. Membership Fee

1. The annual membership fee for each Voting and Non Voting Member shall be \$75.00.

2. If a law firm or corporation has two or more members, each additional member's dues will be \$25.00.
- C. Any person meeting the criteria described in Article IV(A)(1-2) may become a member upon making application and paying such regular or special dues as the Board may from time to time determine.
- D. Voting Members shall have full voting privileges and are eligible for elective office.

## **ARTICLE V**

### **BOARD OF DIRECTORS AND OFFICERS**

#### **A. Generally**

1. The Board of Directors shall consist of the President, Director of Membership, Director of Education, Director of Public Relations, Treasurer and Secretary.
2. General control and administration of the activities, funds, membership property and programs of COALSM shall be vested in the Board.
3. Officer positions within COALSM are as follows: President, Director of Membership, Director of Education, Director of Public Relations, Treasurer and Secretary. Board membership is open to any Regular member who is nominated by a Regular member and elected by ballot by the regular members. No person shall hold more than one office concurrently.
4. The officers shall be elected online each year prior to the end of each fiscal year as defined in Article IX. The presentation of all new officers shall take place at the regular meeting next following the election.
5. The officers shall serve a one-year term beginning on June 1st and ending on May 31st.
6. Following the first year of existence of COALSM, candidates for the office of President must have served one term of office on the Board, unless all such eligible people refuse nomination.
7. If the President is unable to complete his/her elected term of office, for any reason, the remaining Board members of COALSM shall vote to decide whom amongst the existing Board members shall serve the balance of the unexpired term of office. Whoever is chosen by the remaining Board members to fill the unexpired term of office is to serve as interim President until the next regular election.
8. Any other vacancy occurring on the Board shall be filled by a regular voting member approved by a majority vote of the remaining members of the Board within ninety (90) days for the remaining period of the unexpired term.

9. Elected Board members shall serve without payment of salary.
10. A majority of the voting members of the Board shall constitute a quorum for the transaction of business at any Board meeting. Any Board member that is unable to attend such a meeting, either in person or by telephone, shall waive their vote on all matters addressed as said Board meeting.
11. The President shall serve as chair of meetings of the Board. In the President's absence, another Board member (agreed upon by the Board) shall preside. In the event of a tie vote, the presiding officer's vote shall be counted to break the tie.
12. The Board shall meet no less frequently than once per quarter. These meetings may be conducted or attended by conference call. Notice of a meeting must be given by the President or Secretary to all Board members at least seven (7) days prior to the date of a meeting.
13. Minutes of all Board meetings shall be taken and approval of said minutes shall be voted upon during the following Board meeting. Once approved, Minutes of all Board meetings shall be made available to all members on the COALSM website.
14. A Board member may be removed from the Board if he/she fails to attend any three consecutive meetings, regardless of meeting type or purposes, or for other cause, upon the unanimous vote of all the remaining members of the Board. Such removal shall be effective at such time as the Board may determine. The notice of any Board meeting at which such action is contemplated shall contain a notice of the proposed termination and the Board member whose status is being challenged shall receive written notification at least thirty (30) days prior to the date of such meeting.
15. No officer shall serve in the same office for more than two consecutive years without receiving a two-thirds vote of the regular membership for such subsequent office.

## **B. The Duties of the Officers**

The officers perform those duties that are usual to their position and that are assigned to them by the Board, and may include:

1. President
  - (a) Coordinate the activities of COALSM;
  - (b) Chair of all meetings of COALSM and Board of Directors;
  - (c) Serve as chief representative of COALSM at other meetings;
  - (d) Serve as chief spokesperson for COALSM.
2. Vice President / Director of Membership
  - (a) Serve as assistant to the President;
  - (b) Attend to all tasks regarding membership, including, maintaining membership databases and lists as directed by the Board;
  - (c) Other duties as assigned by the President.

3. Vice President / Director of Education
  - (a) Serve as assistant to the President;
  - (b) Coordinate committee activities;
  - (c) Other duties as assigned by the President.
  
4. Vice President / Director of Public Relations
  - (a) Serve as assistant to the President;
  - (b) Act as editor of the COALSM newsletter;
  - (c) Coordinate communications with other regional Associations and NALSM;
  - (d) Other duties as assigned by the President.
  
5. Treasurer
  - (a) Receive, deposit, and record all funds belonging to COALSM;
  - (b) Prepare and sign checks in payment of bills authorized for payment on behalf of COALSM. Any payment made on behalf of COALSM exceeding \$100.00 shall require Board approval;
  - (c) Maintain the financial records of COALSM;
  - (d) Other duties as assigned by the President.
  
6. Secretary
  - (a) Keep minutes of all meetings of COALSM and Board of Directors.
  - (b) Maintain COALSM's administrative records.
  - (c) Other duties as assigned by the President.

## **ARTICLE VI**

### **MEETINGS OF THE MEMBERS**

- A. Regular Meetings. There shall be a meeting of the members of the Association at least four times each year. Additional meetings, as frequently held as once a month, may be held at the discretion of the Board.
  
- B. Special Meetings. Special meetings of the members COALSM may be called at any time by the President. At such special meetings, no business shall be transacted except that which is specified in the notice for such meeting.
  
- C. Notice of Meetings. Notice of all meetings shall state the place, date, and hour of such meetings, and shall be delivered, either electronically or by mail, to each member. Unless otherwise stated herein, notices shall be given no less than five (5) days before the date of such meetings. Notice of meetings is deemed delivered if sent electronically via email to the email address of the member that has been supplied to the Association.
  
- D. Quorum Members of the Association holding twenty-five percent (25%) of the vote entitled to be cast, represented in person or by proxy, shall constitute a quorum.
  
- E. Voting. A majority vote of those members who attend the meeting in person, or by proxy, is required to approve any action.

- F. Proxies. Voting by written proxy shall be allowed at any meeting of the members of the Association. No proxy dated more than sixty (60) days prior to a meeting shall be valid.
- G. Minutes. Minutes of each Membership meeting shall be posted on the COALSM listserv site.

## **ARTICLE VII COMMITTEES**

- A. The Board may from time to time, by majority vote, appoint regular or special committees, or discontinue any such committees. The Board shall appoint committee chairs by majority vote.
- B. The President and Vice Presidents (Directors) shall be ex-officio members of all committees.

## **ARTICLE VIII ELECTIONS**

- A. Elections shall be the responsibility of the Board.
- B. The Board shall assist with preparation of online ballots containing a list of nominations. Ballots shall be available online to the membership at least thirty (30) days before the election. Any ballots not in conformity with the rules for voting as stated on the ballot shall not be counted. The Board shall tabulate the results of an election with the assistance of two members who are not running for office.

## **ARTICLE IX FISCAL YEAR**

The fiscal year of the Association shall begin on the 1st of June and end on the 31st of May.

## **ARTICLE X AMENDMENTS**

Amendments to these ByLaws must be recommended to the membership by majority vote of the Board. Members must be given fifteen (15) days notice to vote to adopt or to repeal any amendment presented by the Board.

## **ARTICLE XI DISSOLUTION**

- A. The Board may adopt a resolution recommending the Association be dissolved and direct the question of such dissolution to a vote of a meeting of Association members. The Association may be dissolved upon receiving at least two-thirds of the votes which members present at such

