

# PARALEGAL ASSOCIATION OF FLORIDA, INC.

Inspiring professional growth...one paralegal at a time ®

P.O. Box 780112, Sebastian, Florida 32978 | [www.pafinc.org](http://www.pafinc.org)

## DECLARATION OF CANDIDACY

\_\_\_\_\_ certifies that she/he is an ACTIVE member in good standing with the Paralegal Association of Florida, Inc. Treasure Coast Chapter and, I hereby declare my candidacy for the following 2026 term of office (**circle only one**):

**PRESIDENT    1st VICE PRESIDENT    2nd VICE PRESIDENT    SECRETARY    TREASURER**

### **Endorsement of Nomination for Office**

**At least five (5) endorsements of candidacy by active members of this corporation are needed.**

We hereby certify that we are Active members of the Paralegal Association of Florida, Inc. in good standing and hereby endorse \_\_\_\_\_ as a candidate for the following position: \_\_\_\_\_.

\_\_\_\_\_  
Active Member's Printed Name / Signature for Endorsement

\_\_\_\_\_  
Active Member's Printed Name / Signature for Endorsement

\_\_\_\_\_  
Active Member's Printed Name / Signature for Endorsement

\_\_\_\_\_  
Active Member's Printed Name / Signature for Endorsement

\_\_\_\_\_  
Active Member's Printed Name / Signature for Endorsement

By signing below, I verify that I understand the duties of the office I am seeking. If elected, I pledge that I will carry out my responsibilities with respect/regard for all members, regardless of religious, cultural, or racial backgrounds.

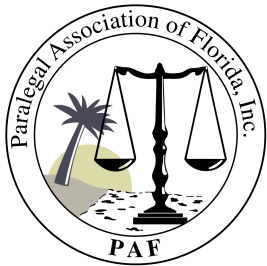
I further certify that if elected, I will serve to the best of my ability and will abide by the bylaws and standing rules adopted by the Chapter and by PAF.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DEADLINE FOR SUBMISSION: October 15, 2025**





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## Duties of Elected Officers

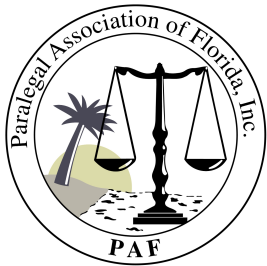
**President.** The president shall be the general manager of the Chapter, shall have general supervision of the business, shall conduct all of the regular business of the Chapter, shall see that all orders and resolutions of the Executive Committee are enforced and put into effect, shall be its principal officer and agent, shall be Chair of the Executive Committee, shall preside at all meetings and shall negotiate and execute all documents whatsoever incidental to the business of the Chapter. The president shall have such other and further authority, power, and discretion as shall be reasonably necessary, incidental to or convenient for the accomplishment of all of its business of whatsoever nature, except as shall be prohibited under the laws of Florida, the PAF Bylaws or Standing Rules, or hereafter limited by act of the Executive Committee. The president may act as a liaison for the Chapter to the PAF Board of Directors as a voting member of said Board.

**First Vice President.** Unless and until this designation is changed by a majority vote of the Executive Committee, the first vice president shall serve in the absence of the president. The first vice president shall oversee monthly meetings and seminars. The first vice president shall make all arrangements for the Chapter dinner meetings, including accommodations, menu, drinks, registration, name tags, and door prizes (when appropriate). The first vice president shall oversee the Committee Chairs who handle the monthly lunches in their respective county. The first vice president shall recommend meeting locations to the Executive Committee for their approval. The Executive Committee shall assist the first vice president in recommendations for and selection of speakers and topics for the meetings. A meeting notice consisting of the time and place of the meeting, name and topic of the speaker, and menu shall be distributed to the Chapter membership in a timely manner. It shall be the responsibility of the first vice president to receive reservations for the Chapter dinner meetings and make the appropriate arrangements with the caterer, to deliver all meeting fees to the treasurer for deposit into the Chapter bank account, and to coordinate with the treasurer payment of all expenses incurred with respect to Chapter meetings.

**Second Vice President.** The second vice president shall be the designated officer in charge of membership having the responsibility of encouraging membership in the Chapter. The second vice president shall be responsible for updating the membership roster and Florida Registered Paralegal ("FRP") roster on a monthly basis. Copies of monthly updates to the roster shall be provided to all Chapter officers and to PAF as specified in the Bylaws.

**Secretary.** The secretary shall record the proceedings of the business meetings of the Chapter membership and Executive Committee. A copy of these minutes shall be supplied in a timely manner to both the president and vice president(s) upon request. The secretary is also responsible for the issuing of calls for meetings of the Chapter membership and Executive Committee. The secretary is responsible for the maintenance and upkeep of a permanent file of the Chapter records. This file shall include: the official minutes of all meetings, all official





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correspondence, and reports of all committees. The secretary shall conduct the general correspondence of the Chapter as may be requested by the president or Executive Committee.

**Treasurer.** The treasurer shall keep a full and accurate account of the receipts and disbursements of the Chapter and shall deposit all funds in such a depository as designated by the Executive Committee. The treasurer shall keep permanent files and records of the financial transactions conducted by the Chapter for each year the chapter functions. These permanent files and records shall include an accurate list of members, amount of dues paid, and classification of membership; bank statements; balance sheets; treasurer's reports; etc. Such records shall become a permanent part of the records of the Chapter's business and may be destroyed only after seven (7) years or after review and approval by a majority of the Executive Committee.

A separate account shall be maintained in the name of the "Paralegal Association of Florida, Inc. Treasure Coast Chapter." The treasurer shall make and furnish a report on the finances of the Chapter whenever requested by the Chapter president, the Executive Committee, the Board of Directors of PAF, or the President of PAF. A performance bond shall not be necessary unless required by the Board of Directors of PAF. In the event such a bond is required, the cost of providing such a bond will be equally borne by the Chapter and PAF. An annual report of the Chapter membership will be provided to PAF. Additionally, on a monthly basis, the treasurer will provide a report on the finances of the Chapter to the Executive Director for PAF with copies to the PAF Treasurer and all members of the Chapter Executive Committee. All expenses and disbursements in excess of \$100,000 shall be pre-approved by the Executive Committee, except in an emergency situation, where the Chapter president may authorize expenditure for proper purposes until the Executive Committee can be informed and the president's action ratified.

