

***NORTH CAROLINA PARALEGAL ASSOCIATION, INC.***

P.O. Box 1133  
Holly Springs, NC 27540

(704) 535-3363  
Fax (704) 535-3363

Reply to:  
Jennifer G. Smith-Sutphin, ACP, NCCP  
336-373-2694  
jennifer.smith-sutphin@greensboro-nc.gov

Web: [www.ncparalegal.org](http://www.ncparalegal.org)  
E-mail: [info@ncparalegal.org](mailto:info@ncparalegal.org)

**MEMORANDUM**

**TO:** General Membership of North Carolina Paralegal Association, Inc.

**FROM:** Jennifer G. Smith-Sutphin, ACP, NCCP – NCPA Secretary

**DATE:** February 11, 2019

Enclosed please find the following:

- *Notice of Annual Meeting;*
- *Designation of Proxy and Alternate Proxy;*
- *Instructions to Proxy and Alternate Proxy for Officer Elections and;*
- *Proposed 2019-2020 Budget*

If you will be unable to be present at the Annual Meeting, please complete the *Designation of Proxy and Alternate Proxy* form and *Instructions to Proxy and Alternate Proxy* forms and mail or email by **March 11, 2019** as follows:

THE ORIGINAL *Designation of Proxy and Alternate Proxy* to:

Jennifer G. Smith-Sutphin  
NCPA Secretary  
PO Box 1133  
Holly Springs, NC 27540  
email to: [info@ncparalegal.org](mailto:info@ncparalegal.org)

A COPY OF the *Designation of Proxy and Alternate Proxy Instructions* should be mailed or emailed to your designated proxyholder and alternate proxyholder. If an alternate proxyholder is named, the proxyholder and alternate proxyholder must receive the above information in order for it to be valid at the Annual Meeting. Your proxyholder **MUST** have the form with them in order to vote the proxy for you.

You may name the Association Secretary, **Jennifer G. Smith-Sutphin**, as your proxyholder or alternate proxyholder.

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**NOTICE OF ANNUAL MEETING**

**TO:** General Membership of the North Carolina Paralegal Association, Inc.  
**FROM:** Jennifer G. Smith-Sutphin, ACP, NCCP – NCPA Secretary  
**DATE:** February 11, 2019

In accordance with Article V, Section 3 of the North Carolina Paralegal Association, Inc.'s Bylaws, notice is hereby given of the Annual Meeting to be held on Friday, April 12, 2019, at 3:15 pm at the Marriott Courtyard at 100 Charlotte Avenue, Carolina Beach, NC 28428.

Although Associate, Student, Patron, Sustaining, Affiliate and Paralegal Educational Program members may not vote, this notice is being sent to you for your information.

**DESIGNATION OF PROXY AND ALTERNATE PROXY**  
**NCPA ANNUAL MEETING, APRIL 12, 2019**

Instructions:

1. Be certain that your named proxyholder and alternate proxyholder are active General Members of NCPA. Any active General Member may hold a proxy with exception of the NCPA President.
2. Be certain that your named proxyholder or alternate proxyholder are attending the Annual Meeting on Friday, April 12, 2019. You may name the Association Secretary, Jennifer G. Smith-Sutphin, as your proxyholder or alternate proxyholder.
3. This form is to record your designation of proxy and alternate proxy. Be certain to send the **original** to Jennifer G. Smith-Sutphin, NCPA Secretary. Send a photocopy with your Instructions to Proxy to your designated proxyholder and alternate proxyholder.
4. This *Designation of Proxy and Alternate Proxy* **MUST BE RECEIVED BY THE NCPA SECRETARY ON OR BEFORE MARCH 11, 2019.**

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This is to certify that I am an active General Member of NCPA. I hereby appoint \_\_\_\_\_ to serve as my proxyholder at the NCPA Annual Meeting at the Courtyard Marriot at 100 Charlotte Avenue, Carolina Beach, NC 28428 on Friday, April 12, 2019. In the event my named proxyholder is unable to act as my proxy I hereby appoint \_\_\_\_\_ to serve as my alternate proxyholder at said Annual Meeting. In the event I have made no designation, or my named proxyholder(s) is (are) unable to hold my proxy, I hereby appoint Jennifer G. Smith-Sutphin, NCPA Secretary, to serve as my proxy at said Annual Meeting.

DATE: \_\_\_\_\_ (Print./Type Your Name)

\_\_\_\_\_ (Your Signature)

\_\_\_\_\_ (Office Phone No.)

\_\_\_\_\_ (E-mail Address)

Send **ORIGINAL** to:  
Jennifer G. Smith-Sutphin  
NCPA Secretary  
P.O. Box 1133  
Holly Springs, NC 27540  
[Info@ncparalegal.org](mailto:Info@ncparalegal.org)

Send **COPY** to:  
\_\_\_ Designated Proxyholder and  
\_\_\_ Alternate Proxyholder

DEADLINE FOR RECEIPT BY SECRETARY: **MARCH 11, 2019.**

**INSTRUCTIONS TO PROXY AND ALTERNATE PROXY**  
**NCPA ANNUAL MEETING, APRIL 12, 2019**

TO: \_\_\_\_\_  
(Name of Proxyholder)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State, Zip)

AND: \_\_\_\_\_  
(Name of Alternate Proxyholder)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State, Zip)

I, \_\_\_\_\_, an active General Member of NCPA, hereby direct my proxyholder to vote as follows. I also direct my alternate proxyholder to cast my vote as follows in the event my named proxyholder is unable to attend the Annual Meeting on April 12, 2019. In the event the candidate I have designated withdraws, I understand that my vote will be exercised at the discretion of the proxyholder.

**NCPA OFFICERS**

Please vote for only one candidate for each office

If there are nominations from the floor and this instruction is so marked, you, my proxyholder, may vote at your discretion.

**PRESIDENT**

**No Declaration**

If nominations from the floor or more than one ballot:

- Vote at your discretion OR;  
 Vote as instructed above.

**SECRETARY**

**Jennifer G. Smith-Sutphin, ACP, NCCP**

If nomination from the floor or more than one ballot:

- Vote at your discretion OR;  
 Vote as instructed above.

**FIRST VICE-PRESIDENT**

**No Declaration**

If nominations from the floor or more than one ballot:

- Vote at your discretion OR;  
 Vote as instructed above.

**TREASURER**

**Kaye Hare, ACP, NCCP**

If nomination from the floor or more than one ballot:

- Vote at your discretion OR;  
 Vote as instructed above.

**SECOND VICE-PRESIDENT**

**No Declaration**

If nominations from the floor or more than one ballot:

- Vote at your discretion OR;  
 Vote as instructed above.

**PARLIAMENTARIAN**

**No Declaration**

If nomination from the floor or more than one ballot:

- Vote at your discretion OR;  
 Vote as instructed above.

**NALA LIAISON**

**No Declaration**

If nominations from the floor or more than one ballot:

- Vote at your discretion OR;  
 Vote as instructed above.

**INSTRUCTION TO PROXY AND ALTERNATE PROXY**  
**NCPA ANNUAL MEETING, APRIL 12, 2019**

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**NCPA ANNUAL 2019-2020 BUDGET**

YES \_\_\_\_\_

NO \_\_\_\_\_

AT YOUR DISCRETION \_\_\_\_\_

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**North Carolina Paralegal Association, Inc.**  
**2019-2020 Proposed Budget**

<b>REVENUES:</b>				
		<b>Year-To-Date 12/31</b>	<b>2018-2019 Budget</b>	<b>2019-2020 Budget</b>
Advertising:				
	NCPA FORUM		\$500.00	\$ 500.00
Membership Dues:				
	Affiliate		\$100.00	\$ 100.00
	Associate	\$1,200.00	\$3,500.00	\$ 3,500.00
	General	\$15,155.00	\$17,000.00	\$ 17,000.00
	Student			
	Sustaining	\$2,300.00	\$8,500.00	\$ 8,500.00
	Paralegal Education Program	\$200.00	\$200.00	\$ 200.00
Miscellaneous Receipts (Jewelry, Sweatshirts, Labels)		\$20.00	\$500.00	\$ 500.00
	Online revenue	\$3,072.40	\$1,000.00	\$ 1,525.00
Seminars:				
	All Others	\$5,905.16	\$4,000.00	\$ 4,000.00
	Annual	\$8,361.00	\$13,000.00	\$ 13,000.00
	CLA Review Course		\$250.00	\$ 250.00
	NCCP Review		\$250.00	\$ 250.00
<b>TOTAL REVENUES:</b>		<b>\$ 36,213.56</b>	<b>\$48,800.00</b>	<b>\$ 49,325.00</b>
<b>EXPENDITURES:</b>				
Accounting Services:				
	Expenses			
	Fees	\$360.00	\$500.00	\$ 500.00
Administrative Services:				
	Fee	\$8,250.00	\$9,000.00	\$ 9,000.00
	Phone	\$110.00	\$120.00	\$ 120.00
	Postage	\$95.00	\$300.00	\$ 250.00
	Supplies	\$69.43	\$300.00	\$ 200.00
Annual Meeting		\$ 19.25	\$200.00	\$ 200.00
Awards		\$489.94	\$500.00	\$ 200.00
Board of Directors				
	Bar Liaison		\$ -	\$ -
	Chairman of the Board		\$50.00	\$ 50.00
	9 Districts, At Large, Affil, Atty Adv, AMICUS	(\$94.70)	\$100.00	\$ 100.00
	Secretary to Board		\$10.00	\$ 10.00
Committees:				
	Audit		\$10.00	\$ 10.00
	Convention Coordinator		\$10.00	\$ 10.00
	Ethics		\$10.00	\$ 10.00
	Historian		\$50.00	\$ 50.00
	Job Bank		\$ -	\$ -
	Long-Range Planning		\$10.00	\$ 10.00
	Mentoring		\$10.00	\$ 10.00
	NC Land Records Task Force		\$10.00	\$ 10.00
	NC State Bar Certification Liaison		\$10.00	\$ 10.00
	Nominations and Elections		\$10.00	\$ 10.00
	Sustaining Membership		\$10.00	\$ 10.00
	Public Relations/Official Publications		\$10.00	\$ 10.00
	Student/School Relations		\$10.00	\$ 10.00
	Technology	\$ 160.00	\$ -	\$ -
CPE Approval Fee		\$150.00	\$225.00	\$ 225.00
Document Retention/Storage		\$880.00	\$960.00	\$ 960.00
Executive Committee and Board Meetings			\$250.00	\$ 250.00
FORUM Printing and Mailing			\$1,500.00	\$ 2,000.00
General Expenses (Stationery, Jewelry, Sweatshirts, etc.)			\$200.00	\$ 200.00
Miscellaneous (Post Office Box Rental, Bank-Related, etc.)		\$ 508.30	\$65.00	\$ 60.00
NALA Annual Meeting (Delegate Attendance)		\$1,654.54	\$1,500.00	\$ 1,500.00
NALA Affiliated Association Dues		\$ 250.00	\$225.00	\$ 250.00

Officers:				
	First Vice President		\$10.00	\$ 10.00
	NALA Liaison		\$10.00	\$ 10.00
	Parliamentarian		\$10.00	\$ 10.00
	President		\$10.00	\$ 10.00
	Local		\$10.00	\$ 10.00
	NALA Annual Meeting	\$1,762.15	\$1,500.00	\$ 1,500.00
	Second Vice President		\$10.00	\$ 10.00
	Secretary		\$10.00	\$ 10.00
	Treasurer		\$20.00	\$ 20.00
Scholarships:				
	Student	\$1,000.00	\$1,000.00	\$ 1,000.00
	Meredith R. Pollette CLA Fund		\$550.00	\$ 550.00
	Mary F. Haggerty CLA NCCP Scholarship		\$750.00	\$ 750.00
Seminars:				
	All Others		\$2,000.00	\$ 2,000.00
	Annual	\$12,512.54	\$22,000.00	\$ 22,000.00
	CLA/NCCP Review Course		\$500.00	\$ 500.00
	Mid-Year		\$ -	\$ -
Technology:				
	PayPal Fees	\$ 612.98	\$745.00	\$ 1,200.00
	MemberClicks Web Hosting & Open Drive	\$3,011.80	\$3,500.00	\$ 3,500.00
	<b>TOTAL EXPENDITURES</b>	<b>\$ 31,801.23</b>	<b>\$48,800.00</b>	<b>\$ 49,325.00</b>
	<b>EXCESS/(DEFICIT) REVENUES OVER EXPENDITURES:</b>			
	<b>GENERAL FUND CASH RECONCILIATION</b>			