



**2024 STANDING RULES
EDUCATION COMMITTEE
PALMETTO PARALEGAL ASSOCIATION**

PPA BYLAWS – As Amended July 2023

Section 12.3. Education Committee. This Committee shall be chaired by the First Vice President and shall be responsible for planning all educational workshops, seminars or any other educational events. Such planning shall include, but not be limited to, coordinating and introducing educational speakers for regular meetings of the Association and keeping membership apprised of all seminars available through the ABA, South Carolina Bar Association or other educational institutions..

1.0 MONTHLY EDUCATIONAL MEETINGS.

- 1.1 Scheduling Educational Speakers. The Chairperson or a member of the committee shall schedule speakers for the PPA monthly educational meetings and shall provide quality speakers and educational meetings to members.
- 1.2 Notification of Educational Speakers. The Chairperson or a member of the committee shall provide to the Coordination Committee Chairperson, within a reasonable time before each monthly educational meeting, the name of the scheduled speaker and the topic of the presentation so that the Coordination Committee Chairperson can notify members prior to the monthly educational meetings.
- 1.3 Appreciation of Educational Speakers. The Chairperson or a member of the committee shall write a letter of appreciation to each educational speaker and shall either give or send a gift to each speaker in appreciation for their contribution to the continuing education of PPA.

2.0 CONTINUING LEGAL EDUCATION (CLE) REQUIREMENTS. PPA shall provide a minimum of ten (10) hours of continuing legal education during each calendar year, including at least one (1) hour of ethics. These hours may be offered in connection with a regular meeting of the membership, the annual seminar, or a CLE-related tour.

- 2.1 Qualification of Educational Speakers. Speakers for the PPA monthly educational meetings shall meet reasonable criteria for awarding CLE credits to members. Reasonable criteria shall include those considered sufficient by the National Federation of Paralegal Associations (NFPA), the South Carolina Bar, the American Bar Association, and/or such other organizations as may be approved by the Executive Board of the Association for the awarding of CLE credit to attorneys and/or paralegals.
- 2.2 Credit Available to Members. The Chairperson shall designate the amount of CLE credit available to members for attending each PPA monthly educational meeting.
 - 2.2.1 The Chairperson or a member of the committee shall prepare and collect the sign-in sheets from each monthly educational meeting and shall track and record the CLE credits earned by each member of PPA.

- 2.2.2 The Chairperson shall notify each member of his/her individual CLE credits earned as of July 1 and December 31 each year. The minimum CLE credit for attending a PPA monthly educational meeting shall be 0.8 hour pursuant to the NFPA guidelines for awarding credit.
- 2.2.3 PPA members who speak at educational seminars where CLE credit is given (exclusive of PPA monthly educational meetings) shall earn double the CLE credits given to attendees of those seminars.
- 2.3 In-House CLE Credit(s). CLE credit(s) shall be awarded to members providing proof of attendance at an in-house seminar, provided that the reasonable criteria outlined in Section 2.1 above for the presenter(s) are met. Verification of CLE credit(s) shall be submitted on forms approved by NFPA, the South Carolina Bar, the American Bar Association, and such other organizations and/or on such forms as may be approved by the Executive Board of the Association.
- 2.4 Carry-Over of CLE Credit(s). PPA members, regardless of voting status, may carry over into the next calendar year CLE credits earned in excess of the annual requirement, not to exceed an amount equal to that annual requirement. Currently, the maximum carry-over credit is seven (7) hours. IMPORTANT: Ethics CLE credits in excess of the one (1) hour requirement will carry over as standard CLE credits.
- 2.5 Outside CLE Credit(s): Outside CLE credits must be of substance and importance to a paralegal to carry out their duties as paralegal. Members are required to send the agenda and evidence showing attendance.
- 2.6 Deadline for Submission of CLE Credits. Deadline for submission of CLE credits shall be 5:00 p.m. on December 31st of each year.
- 3.0 AUDIO RECORDINGS.
 - 3.1 Audio recording of Meetings. The Chairperson or a member of the committee shall arrange for as many monthly educational meetings which host speakers as possible to be audio recorded.
 - 3.2 Additionally, the Chairperson or a member of the committee shall ensure that the annual ethics speaker shall be audio recorded to ensure that members are able to meet PPA's requirement for 1 hour of ethics CLE each year.
 - 3.3 Website Access. The Chairperson or a member of the committee shall facilitate the posting of the audio recordings of the monthly educational meetings to the PPA website for downloading by members.