

State Bar of Michigan
Section Compliance Checklist – 2012-2013

General Compliance:

- Section bylaws comply with the Supreme Court Rules and the SBM Bylaws
- Bylaw revisions, including name change, approved by the Board of Commissioners
- Know and follow your bylaws, particularly when concerning money or elections.
- Major contracts reviewed by SBM general counsel
- Keep accurate, timely Minutes detailing council actions
- Follow all financial procedures in “Section Treasurers Information” located on the SBM Section webpage
- A section may NOT hold any meeting, program or activity during the Annual Meeting of the State Bar, unless held in conjunction with the Annual meeting of the State Bar
- Social Media Policy: see the Chair Handbook for policy on Social Media Communications
- Newsletters, program materials, letterhead, flyers, imprintable items: Sections are required to comply with SBM Design Standards. Contact Nancy Brown for details.

Section Annual Meeting:

- Held at the SBM annual meeting location; OR
- Held at a different time than SBM annual meeting
- Election results and council information must be submitted to Heather Anderson before other Bar services are provided to your section.

Filings:

- Annual report filed by May 31
- Meeting minutes posted on website

Financial:

- Financial report submitted annually to Section membership
- Sections must maintain a positive fund balance.
- Compensation of section officer or council member if:
 - Duty not defined in bylaws;
 - 2/3 vote of the council, not including the compensated officer
 - Vote recorded in the meeting minutes and posted on website

Public Policy:

- Publicly advocate a public policy position if:
 - Subject matter is within the jurisdiction of the section
 - Position adopted is in accordance with the section bylaws
 - Position is reported to the State Bar within 10 days of taking the position by using the online template “Report on Public Policy Position,” located on the Public Policy Resource Center. *A section may not advocate until the position is reported.* The bottom portion of the report allows a section to indicate if it believes an item is Keller permissible and would like to request State Bar consideration of the position.
 - Use the cover letter provided by the State Bar before all communications, both written and oral.
- Advocating a position that is inconsistent with SBM policy
 - Request authorization to advocate by contacting Peter Cunningham.