

**BYLAWS OF THE
GENERAL PRACTICE—SOLO AND SMALL FIRM SECTION
OF THE STATE BAR OF MICHIGAN**

**ARTICLE I
NAME AND PURPOSES**

SECTION 1. This Section shall be known as the General Practice-Solo and Small Firm Section of the State Bar of Michigan.

SECTION 2. The purposes of this Section shall be:

- (a) to provide a forum for the exchange of ideas among members engaged in the general practice and solo and small firm practice of law with a view in mind of improving the practice of law and thus resulting in a better administration of justice, increased professional prestige, and the rendition of better service to the clients who seek guidance from the general practice and solo and small firm practitioner;
- (b) to serve as a forum for the dissemination of specialized knowledge to the individual practitioner engaged in the general practice and/or solo and small firm practice of law and to practitioners in the smaller and larger communities alike, in addition to fulfilling their needs for specialized knowledge, and also encouraging their participation in other Sections of the State Bar of Michigan which may engage in the specialized practice of law in which they have primary experience;
- (c) to provide a vehicle for general practice and solo and small firm practitioners to participate in activities of the State Bar;
- (d) to coordinate and organize joint endeavors with other Sections of the State Bar which are of interest to Section members, thereby promoting and enhancing the objectives and general goals of the State Bar of Michigan.

The General Practice--Solo and Small Firm Section of the State Bar of Michigan proposes to accomplish the above purposes and objectives by promoting various projects, sponsoring meetings, institutes, and conferences of educational value, and supporting the publication of articles that may be of interest to the generalist, solo, and small firm practitioner.

**ARTICLE II
MEMBERSHIP**

SECTION 1. Any active member of the State Bar of Michigan, upon request to the State Bar of Michigan and upon payment of dues for the current year, shall be enrolled as a member of this

Section. Each applicant shall pay to the State Bar of Michigan current Section dues of Twenty (\$20.00) Dollars.

Members so enrolled and whose dues are so paid shall constitute the membership of this Section.

SECTION 2. Newly admitted members of the State Bar of Michigan, upon written request, shall become members of the Section, without payment of dues to the Section, for the first two fiscal years following his or her original admission to practice, as provided in the Bylaws of the State Bar of Michigan, Article VII, Section 5.

ARTICLE III ELECTION OF COUNCIL

SECTION 1. There shall be a Council of the General Practice--Solo and Small Firm Section.

SECTION 2. The Council of the Section shall consist of nine (9) members, who shall be members of the Section. The Council shall accept nominations from members, and from the floor at the annual meeting, as prescribed in Section 6, below, and shall be elected by the Section membership present and eligible to vote at the annual meeting, to serve three year terms as the current Council terms expire.

Terms of Council members shall begin at the close of the annual meeting at which section members shall have been elected to the Council and end at the close of the annual meetings of the Section.

SECTION 3. The officers of the Council shall serve during their term as members of the Council. The Chair shall act as a member of the Council with full voting privileges for the year immediately following the term, which they were elected, to the office of Chair.

SECTION 4. If any elected member of the Council shall fail to attend three (3) meetings of the Council in any one fiscal year, the seat held by such member may be declared vacant by the Council.

SECTION 5. The Council shall fill existing vacancies on the Council. The term for any vacancy filled by the Council shall be until the next annual meeting when the position shall be filled by nomination and election by the Section membership pursuant to Section 2 of this Article.

SECTION 6. No later than 30 days prior to the annual meeting of the Section, any member of the Section may nominate a candidate for election to the Council. Such nomination shall be made in writing and directed to the Chair. Other nominations for the Council may be made by a member of

the Section from the floor at the annual meeting. Members voting at the annual meeting shall be entitled to vote for any person nominated.

ARTICLE IV ELECTION OF OFFICERS

SECTION 1. The officers of the Section shall be elected by the Council and shall consist of a Chair, Vice Chair, Secretary, and Treasurer, all of whom shall be members of the Council. No person shall serve in the same office for more than two (2) consecutive years.

SECTION 2. The officers shall be elected at each annual meeting of the Section to serve until the following annual meeting or until their successors have been elected.

ARTICLE V DUTIES OF OFFICERS

SECTION 1. CHAIR. The Chair shall:

- (a) Preside at all meetings of the Council
- (b) Formulate and present at each annual meeting of the State Bar of Michigan a report of the work of the Section for the past year;
- (c) Plan and supervise the programs of the Section subject to the direction and approval of the Council;
- (d) Appoint the Chairs and members of all committees of the Section
- (e) Perform such other duties and acts as customarily pertain to the office as well as those designated by the Council.

SECTION 2. VICE-CHAIR. The Vice-Chair shall:

- (a) Preside at all meetings in the absence of the Chair
- (b) Aid and assist the Chair as requested;
- (c) Perform the duties of the Chair:
 - i) during the disability of the Chair;
 - ii) for the remainder of the term upon the death, resignation, or refusal to serve of the Chair.

SECTION 3. SECRETARY. The Secretary shall:

- (a) Be the custodian of all books, papers, documents and other property of the Section except money and financial records
- (b) Keep a true record of the meetings of the Section and of the Council
- (c) Preside at meetings of the Council in the absence of both the Chair and the Vice-Chair;
- (d) Aid and assist the Chair as requested.

SECTION 4. TREASURER. The Treasurer shall:

- (a) Keep a record of all monies received and disbursed and report thereon to the Council wherever requested;
- (b) Annually submit a financial report for presentation to the members of the Section.
- (c) Preside at meetings of the Council in the absence of both the Chair and the Vice-Chair and the Secretary;
- (d) Prepare the proposed budget of the Section for consideration by the Council
- (e) Aid and assist the Chair requested.

**ARTICLE VI
DUTIES AND POWERS OF THE COUNCIL**

SECTION 1. The Council shall have general supervision and control of the affairs of the Section subject to the Supreme Court Rules Concerning the State Bar of Michigan and the Bylaws of the State Bar of Michigan and the Bylaws of the Section. For the use and benefit of the Section, Council shall authorize all commitments or contracts, and shall authorize the expenditure of all monies.

SECTION 2. The Council may authorize the Chair to refer matters to existing State Bar Committees and Sections, the Representative Assembly and the Board of Commissioners.

SECTION 3. The Council may request committees and sections of the State Bar, to present to the members of the Council a report of the committee's or section's activities as these activities pertain to the General Practice--Solo and Small Firm Section.

SECTION 4. A majority of the members of the Council shall constitute a quorum for the transaction of business. If less than a quorum attends, those present shall adjourn the meeting.

SECTION 5. Council action may be only by majority vote of those present and voting.

SECTION 6. Between scheduled meetings of Council, the Chair of the Section may, and on the request of any member of the Council shall, submit or cause to be submitted in writing to each member of the Council, any proposition, with the exception of a proposition which in any way calls for the appropriation or expenditure of Section funds, on which the Council may be authorized to act. When the calling of a formal Council meeting is not practical, members of the Council may vote on such proposition by communicating their vote to the Secretary by any prompt or convenient means. The Secretary shall retain a record of the proposition submitted, when, how, at whose request submitted, and the vote of each member thereon. A majority vote of members of the Council pursuant to this procedure shall constitute the binding action of the Council.

SECTION 7. The Council of the General Practice--Solo and Small Firm Section during the interim between meetings of the Section shall have full power to do and perform all acts and functions, which the Section itself might do or perform, not inconsistent with any action taken by the Section. Any such action taken by the Council shall be reported to the Section at its next annual meeting.

SECTION 8. The Council shall designate the time and place of its regular meetings. Special meetings shall be called by the Chair or by the Chair as a result of a written request to the Secretary by any six (6) members of the Council. Seven (7) days notice of special meetings shall be given.

SECTION 9. The Council shall formulate the policy of the Section, shall advise and aid the Chair in any matters which may arise and shall perform others as provided by the Bylaws. At any time the Council may establish committees to carry out specific functions, provided, committees shall not have the authority to contract, set policy or appropriate money on behalf of the Section.

SECTION 10. It shall not be the duty of any Officer or Member of the Council to edit or publish the section newsletter.

ARTICLE VII SECTION MEETINGS

SECTION 1. The annual meeting of the Section shall be held during the annual meeting of the State Bar of Michigan, in the same city or place as such annual meeting of the State Bar of Michigan, or at such other place and time as may be arranged by the Council, with such program and order of business as may be arranged by the Council.

SECTION 2. Special meetings of the Section may be called by the Chair upon approval of the Council, at such time and place as the Council may determine.

SECTION 3. The meetings shall be conducted by the members present.

SECTION 4. All action of the Section shall be by majority vote of the members present and voting unless otherwise specifically provided herein.

ARTICLE VIII MISCELLANEOUS PROVISIONS

SECTION 1. The fiscal year of the Section shall be the same as that of the State Bar of Michigan.

SECTION 2. All bills incurred by the Section, before being forwarded to the Treasurer or to the Executive Secretary of the State Bar of Michigan for payment, shall be approved by the Chair or by the Treasurer, or, if the Council shall direct, by both of them.

SECTION 3. No salary or compensation shall be paid for serving as a Section officer, member of the Council, or member of any committee.

SECTION 4. Any action of this Section must be approved by the Representative Assembly or the Board of Commissioners of the State Bar of Michigan before the same becomes effective as the action of the State Bar of Michigan. Reports or recommendations of this Section or its committees may be released, announced, or published only as provided in the Bylaws of the State Bar of Michigan, Article VIII and Article IX.

ARTICLE X IX
AMENDMENTS

SECTION 1. These Bylaws may be amended at any annual meeting of the Section by a two-thirds (2/3) vote of the members present and voting, provided such proposed amendment shall first have been submitted to the Council for its recommendation; further, no amendment so adopted shall become effective until approved by the Board of Commissioners of the State Bar of Michigan.

SECTION 2. Any proposed amendment shall be submitted in writing to the Council in the form of a petition signed by at least ten (10) members of the Section at least one hundred and twenty (120) days before the annual meeting of the Section at which it is to be voted upon. The Council shall consider the proposed amendment and shall prepare the recommendations thereon, which recommendations, together with a complete and accurate text of said proposed amendments, shall be published in the Michigan State Bar Journal or by such written communication as the Council shall direct at least ninety (90) days prior to the annual meeting of the Section at which it is to be voted upon.

Created 1973

Amended 11/19/10

Amended 11/17/06

Dues increase effective 10/1/04

Amended 8/9/04

Amended 9/15/03