



Section Chairperson Handbook

Table of Contents

[Introduction](#) PDF

[SBM Mission Statement](#) PDF

[SBM Strategic Plan](#) PDF

SBM General Information

[Section Chair Contact Information](#) PDF

[Supreme Court Rules Regarding State Bar of Michigan](#) PDF

[SBM Bylaws](#)

[SBM Board of Commissioners](#)

[Section Board of Commissioner Liaisons](#) PDF

[SBM Board of Commissioner Meeting Dates](#)

[SBM Staff](#)

[Who to Contact with Questions](#) PDF

FAQ

Communications & Member Services

[Communication Division Services](#)

[Listserv Information](#) PDF

[Subscribe to a List](#)

[Send a message](#)

[Retrieve your Password](#)

[Turn Delivery On and Off](#)

[Enable Digest Mode to Receive in Batches](#)

[Change Your Subscribed E-Mail Address](#)

[Unsubscribe From a List](#)

Media

[Press Release Guidelines](#) PDF

Publications

[Publications Order Form](#) PDF

[Design Standards](#) PDF

[Mailing Labels and Section Roster Lists](#) PDF

Finance & Administration

[SBM Expense Voucher and Reimbursement Policy:](#) PDF

[Section Payment Request](#) PDF

[Treasurer's FAQ](#)

Governmental Relations

[Public Policy Handbook](#)

[Public Policy Resource Center](#)

[Report a Public Policy Position](#)

ICLE

[Services to Sections](#) PDF

[Partnership Seminars](#) PDF

[Specialty Seminars](#) PDF

Meeting Planning

[Meeting Planning Guidelines](#)

[APC Conference Call Instructions](#)

[SBM Room Usage Policy](#) pg. 5 PDF

[Seminar Checklist](#)

[Sample Cancellation Policy](#)

SBM Services

[Services Contact Sheet](#)

[Core Services at No Charge](#)

[Enhanced Services](#)

[Additional Services Cost](#)

Miscellaneous

[Practice Management Resource Center](#)

["How to conduct a meeting"](#) PDF

Forms

[Compliance Checklist](#) PDF

[Publications Order Form](#) PDF

[SBM Annual Report Form](#) PDF

[Section Bylaw Change Form](#) PDF

[Section Meeting Space Request Form](#) PDF

[Section Expense Voucher](#) PDF

[Gavel & Plaque Order Form](#) PDF

[Label/Membership Roster Pricing](#) PDF

[SBM Rental Agreement](#)

(for label & roster list requests) PDF

[Section Minutes Form](#) PDF

[Section Payment Request](#) PDF

[Section Officer & Council Information Form](#) PDF

[Section Membership Application/New Members](#) PDF

[Section Membership Application/Existing Members](#) PDF

[Section Membership Application for Law Students](#) PD