

# STATE BAR OF MICHIGAN ANNUAL REPORT SECTIONS

## **Introduction**

The Annual Report is a key document required by the State Bar of Michigan as stated in its' bylaws, cited below. An annual report assists future Section leaders in understanding the Section's history, and serves as a planning guideline for the upcoming year. Each annual report is published on the Section's website, provided as a resource to the public and potential Section members, as well as to Bar staff. The annual reports are submitted to the Board of Commissioners at their July meeting, published in the Agenda. In addition to the required general summary of activities, many sections choose to include additional material in their reports.

## ***Article VIII §1, Bylaws of the State Bar of Michigan***

*Every Section and State Bar entity so directed by the Board of Commissioners or Representative Assembly shall annually make a written report containing a summary of its activities during the association year which shall be submitted to the Secretary on or before May 31. Annual reports may not exceed five 8 1/2" x 11" pages unless a waiver of this limitation is approved by the Executive Director.*

## **Additional Materials**

Many sections provide more information in their annual reports than a general summary of activities. The second page of this document is a comprehensive list of other valuable materials that may or may not be included in an annual report, with additional guidelines for the section's consideration. This is not a list of required items for an annual report, simply a thorough list of information that is often of interest to the public, section members, the Commissioners, and Bar staff. If desired, the list may be used as a basic guideline for an annual report.

## **Templates**

The final pages in this document are a simple template, which may be altered to the section's needs. The template attempts to break down the bylaw requirement of "summary of its activities" into a few generalized categories. It is not required that a section utilize the template.

## **Submission**

All annual reports should be submitted by May 31 of each year. They should be submitted to:

Heather K. Anderson  
Sections and Committees Administrator  
306 Townsend Street, Lansing MI 48933  
Email: [handerson@mail.michbar.org](mailto:handerson@mail.michbar.org)  
Phone 517-346-3414 Fax: 517-372-1139

**STATE BAR OF MICHIGAN**  
ANNUAL REPORT ADDITIONAL MATERIALS

**SECTION NAME:** Have there been any changes in the section name? Details provided may be interesting to the public and other readers.

**SECTION MISSION STATEMENT:** A Sections' mission statement is a critical description of the goals the Section sets for the whole of its' membership. Including the statement in an Annual Report serves as a yardstick by which to measure progress.

**OFFICERS AND COUNCIL MEMBERS:** Including P#s accurately identifies officers and the council.

**SECTION COMMITTEES:** Descriptions of the various committees provides a clearer picture of a section's work, especially if the name of the chairperson and description of Committee activities are included. Including meeting schedules allows potential future volunteers for Committee work to better understand the frequency with which the committee meets.

**SECTION MEMBERSHIP:** Section membership fluctuates from year to year. Tracking the membership numbers at a set time of year, such as the Annual Report Deadline, can provide a good picture of changes in the Section membership.

**SECTION BYLAWS:** Awareness of Bylaws changes can be critical for understanding a Section's operation. Including the most recent revision date of the Bylaws will allow readers familiar with the Bylaws to ensure they have the most current version at hand. Additionally, if there are any forthcoming changes, this is a good opportunity to summarize plans briefly.

**SECTION PUBLICATIONS:** Some of the most frequent questions for Sections are in regard to publications the Section has produced. Providing a list including publication information for journals, newsletters and other publications creates a valuable resource.

**MEETINGS, ACTIVITIES, AND SEMINARS:** This is critical information for the Annual Report. Describing meetings, activities and seminars can be detailed, or brief. Suggestions for information to include are the date, location, and a minimum of one paragraph describing the event.

**SECTION LEGISLATURE AND POLICY:** The Section's involvement in legislature, policy, or *amicus curiae* is a matter of great interest, many questions are asked regarding the Sections involvement in such. A brief description of any such involvement is requested, as this falls under the heading of section activities.

**AWARDS:** Many Sections present awards, honors, or scholarships. The Annual Report is another opportunity to laud the recipients, as well as detail any awards presented to the Section itself. A description of the history of the award, or why the award is given, is useful.

**FINANCIAL REPORT:** Section finances vary from simple to complex. A brief statement of general budget information would be very appropriate to include in any Annual Report, or a reprinting of an annual Treasurer's report if the Section feel it is necessary.

**FUTURE GOALS AND ACTIVITIES:** Because the Annual Report is often used as a resource for future planning, and is viewed by members of the public who may be considering membership in the Section, a brief description of future goals and activities is recommended. This may also serve as a recommendation to the next Council.



**STATE BAR OF MICHIGAN  
SECTION ANNUAL REPORT**

**Events and/or Seminars:**

Please attach any additional information needed regarding events and/or seminars as an addendum.

Event or Seminar Title	Date	Location

**Legislative issues:**

**Recommendations for next Council:**

**Other Information:**

**Reports must be submitted before May 31 of each year, to:**

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