

# State Bar of Michigan

## Section Compliance Checklist

### General Compliance:

1. Know and follow your section's bylaws, particularly concerning finances and elections
2. Bylaws revisions, including a name change and any dues changes, must be approved by the Board of Commissioners
3. Dues changes must be approved by **April** for implementation the following **October**
4. Keep complete and accurate minutes and clearly document all council actions
5. Sections are required to comply with the Social Media Policy, Logo Policy and all SBM design standards

### Contracts:

1. Always list the contracting party as: [Name of Section] of the State Bar of Michigan
2. Submit all section contracts to [contractreview@michbar.org](mailto:contractreview@michbar.org)
3. Include in the body of the e-mail the date by which the contract needs to be signed
4. Allow five (5) business days for SBM review and approval, absent extenuating circumstances
5. Send questions to [contractreview@michbar.org](mailto:contractreview@michbar.org)

### Filings:

1. All meeting minutes must be posted to your section's SBM Connect website
2. Timely submit to Jenn Hatter all election results and any revision to your council roster
3. Section annual reports are due by July 10

### Finances:

1. Follow all procedures set forth in "For Section Treasurers" located under "Information for Section Leaders" on the Sections Landing Page at michbar.org
2. Sections must maintain a positive fund balance
3. No financial benefit may accrue to a section member, unless:
  - The benefit is intended as compensation for a service rendered outside the scope of duty
  - A minimum 2/3 vote of the council; and posted minutes recording (a) the vote summary and (b) that the person to receive the benefit did not participate in the vote

### Public Policy:

1. Section officers must submit a signed public policy advocacy acknowledgment each year prior to publicly advocating any public policy position.
2. Sections must inform the State Bar of all positions adopted on public policy items within 10 days. Positions should be reported using the online form at: [https://www.michbar.org/publicpolicy/report\\_public](https://www.michbar.org/publicpolicy/report_public).
3. Always use the "public policy position report" provided by the SBM in all advocacy of the position, in order to satisfy the disclosure requirements under [AO 2004-01](#).
4. A Section may advocate a public policy position only where:
  - Subject matter is within the jurisdiction of the section
  - Position adopted in accordance with your section's bylaws
  - Position reported to the State Bar within 10 days of taking the position *A section may not advocate until the position is reported.*