

BY-LAWS OF THE MONROE COUNTY BAR ASSOCIATION

Adopted January 1, 1952, Amended November 3, 2016

Section 1. Annual Meeting. The annual meeting of this association shall be the June quarterly meeting of each year at the time and place designated in the notice, at which time reports of the officers and standing committees shall be made.

Section 2. Membership Meetings. Quarterly meetings shall be held in June, September, December and March of each year at a time and place decided upon by the president. Any business may be transacted at said meeting if a quorum is present.

Section 3. Special Membership Meetings. Special meetings may be called by the President, or by the Secretary on request of 25% of the membership, by giving the proper written notice of time, place, and object of the meeting.

Section 4. Notice of Membership Meetings. The Secretary of the association, or the President in his absence, shall give notices of all membership meetings by giving at least a 2-day notice by either mail, email, telephone or personal invitation, however, if a special membership meeting is called, a written 3-day notice shall be mailed or emailed to each of the respective members setting forth the time, place and objects of said meeting.

Section 5. Quorum – Rules of Order. At all membership meetings 10% of the active membership of the association shall constitute a quorum of the transaction of business. At a committee meeting 40% of the active membership of the committee shall constitute a quorum for the transaction of business. Roberts Rules of Order, Newly Revised shall govern the proceedings at membership, directors and committee meetings. A majority vote of those present at any membership or committee meeting wherein a quorum is present shall be required to pass upon any business to be transacted.

Section 6. Order of Business. The President shall prepare an agenda for each meeting which shall include a Treasurer's Report item. The agenda may be amended at the start of the meeting.

Section 7. Membership Dues: The annual dues for active members shall be \$65.00 due on January 1st of each year and payable within 60 days thereafter. In case of non-payment, the member shall stand suspended but he/she shall be reinstated upon payment of a \$15.00 late fee.

Section 8. Membership. Members shall be attorneys who are in good standing as active members of the State Bar of Michigan. New members shall be approved by the Board of Directors.

Section 9. Elections. The officers shall be elected at the annual meeting of the association in even years by plurality vote. A nominating committee may be appointed by the president.

Section 10. Officers.

- a. President. He/she shall preside at all membership and Board of Directors meetings. Upon his/her taking office (or within 30 days thereafter) he/she shall appoint all the standing committees. He/she shall be an ex-officio member of all standing and special committees. It is his/her duty to give a President's report at the final yearly meeting of the association and obtain the reports from the standing committees and file them with the Secretary of the association to preserve them for permanent association records.
- b. Vice President. He/she shall act and preside in the absence of the President.
- c. Secretary. He/she shall keep written minutes and record of all membership and directors meetings and keep written records of attendance of each meeting. He/she shall be responsible for giving of the notices for all meetings and shall periodically give news reports of special interest to the editor of the Michigan State Bar Journal and local newspapers. The names of new officers shall be forwarded State Bar of Michigan on or before July 1.
- d. Treasurer. He/she shall be responsible for the collection of all dues and shall deposit the same in a bank approved by the Board of Directors and disburse all funds of the association by check. He/she shall be authorized to make the usual disbursements in the ordinary course of business but on any extraordinary expenses, the Board of Directors shall approve the same before payment.

Section 11. Files and Records. Officers and committee chairmen shall maintain and preserve official files of association documents, reports, correspondence and material, and turn such files over to their respective successors in office.

Section 12. Board of Directors. The Board of Directors shall have such powers and control as are usually exercise by a Board of Directors, and between the meetings of the association shall have control of its affairs with powers to act on its behalf.

- a. The Board of Directors shall consist of the officers elected at the annual meeting.
- b. A quorum shall consist of two members.
- c. The term of office shall be for two years and until successors are elected and qualified.

- d. Vacancies in office may be filled by appointment and majority vote of the remaining Board of Directors.
- e. Meetings of the Board of Directors shall meet at the call of the president.

Section 13. Standing Committees

- a. The standing committees after appointment by the President, shall plan objects for during the ensuing year to carry out the objectives of the association and shall be as follows:

Events, Pro Bono, Scholarship, Law Day, and Liberty Bell Award.

- b. Each committee shall have a chairman selected by the President or elected by majority of committee, who shall appoint a Secretary to keep records of the minutes and turn the same over to the President before the final meeting of the year.
- c. The committee shall meet at times designated by the Chairman.
- d. Objectives (preferable written) of the committee for the ensuing year shall be decided upon by the majority of the committee at the initial committee meeting, keeping in mind the objects of the association and any unfinished projects and activities of the former committee.
- e. At the close of the year and within ten days before the final meeting of the year a brief written report of the committee activities, accomplishments and recommendations shall be submitted by the chairman of the committee to the President of the association.

Section 14. Suggested Duties of Standing Committees

- a. Events. Organize educational and social events for the members of the association.
- b. Pro Bono. Encourage the members of the association to volunteer for pro bono services and to donate to organizations providing legal services to low income clients. The committee shall coordinate with Legal Services of South Central Michigan and Monroe County Senior Legal Services.
- c. Liberty Bell Award. The Liberty Bell Award shall be awarded each year on Law Day. The committee shall nominate candidates for the Liberty Bell Award. The committee shall conduct an election of the nominees with voting limited to members of the association. The committee chairman shall present the award to the Liberty Bell Award winner at Law Day ceremony.

- d. Law Day. To organize the annual Law Day events.
- e. Scholarship. To award annually the Monroe County Bar Association Scholarship. The committee shall be composed of the President, immediate past President, and a member of the association chosen by the President. The President shall serve as chairman of the committee.

Section 15. Amendments. These by-laws may be amended at any meeting at which a quorum is present by a majority vote of the members present; provided, however, that a written notice of the new by-law to be added or the bylaw to be amended or changed shall be included in the notice of the meeting at which such action is proposed.