

WASHINGTON STATE B A R A S S O C I A T I O N

LESBIAN GAY BISEXUAL TRANSGENDER LAW SECTION *Helping Lawyers Better Serve LGBT Clients*

Bylaws

As last amended and approved by the
Washington State Bar Association Board of Governors on July 27, 2017.

1.0 Establishment of Section

The Lesbian Gay Bisexual Transgender Law Section (LGBT Law) of the Washington State Bar Association (hereinafter referred to as "Section") is hereby established pursuant to the Bylaws of the Washington State Bar Association (hereinafter referred to as "Bar").

2.0 Purpose and Aspirations

The purpose and jurisdiction of the Section shall be to:

- Help members better serve their lesbian, gay, bisexual, and transgender (LGBT) clients;
- Improve understanding by members of the Bar of the legal needs of LGBT individuals in the State of Washington, which are often different from, and in addition to, those faced by the population at large;
- Support the efforts of Section members to achieve the highest standards of competence, professionalism and ethics in their practices;
- Assist LGBT residents of Washington state, and those who represent them, to better understand how their legal needs can be met;
- Promote the study of gay, lesbian, bisexual, and gender identification law, and report on laws, decisions, and governmental regulations as they may affect the rights, responsibilities, and needs of gay, lesbian, bisexual, or transgender people;
- Provide a cooperative structure through which research and publications in the field of sexual orientation and gender identification issues can serve the needs of all members of the Section and Bar;

- Provide a cooperative structure through which members of the Bar who are interested in sexual orientation and gender identification legal issues can work together to better understand the issues in the field and to develop and implement effective problem-solving approaches;
- Act as a liaison between the Bar, its Board of Governors, state and national LGBT organizations and committees of other state bars and other organizations dedicated to serving the needs of LGBT citizens;
- Take action to raise the visibility of LGBT people and to increase the knowledge and awareness of legal issues facing the LGBT community.
- Assist the efforts of the executive committee in any work undertaken with the Legislature, within the scope of General Rule 12, to enact and improve laws affecting LGBT citizens and to assist the Judiciary in the administration of justice as it pertains to LGBT citizens.
- Take on tasks as requested by the executive committee and membership of the section to implement section goals and policies.

3.0 Membership

- 3.1 Any Active member of the Bar may be a voting member of the LGBT Law Section and eligible for election to office in the LGBT Law Section upon request and payment of annual Section dues.
- 3.2 Any professor at a Washington law school (whether licensed in Washington or not), Emeritus Pro Bono member (APR 8(e)); House Counsel pursuant to APR 8(f), or any lawyer who is a full time lawyer in a branch of the military who is stationed in Washington but not licensed in Washington may be a voting member of the LGBT Law Section and eligible for election to office in the Section.
- 3.3 Law students and any inactive Bar members and others not otherwise eligible for section membership may be nonvoting Section members (“subscribers”) at a standard annual dues fee set by the Board of Governors (for law students) or at an annual dues rate proposed by the executive committee and approved by the Board of Governors (for inactive Bar members and others not otherwise eligible for section membership). Upon a majority vote of the executive committee as part of the Section’s annual budget-drafting process, the executive committee may vote to subsidize all or part of the standard annual dues for law student subscribers.
- 3.4 Dues shall be paid annually in advance, in an amount to be determined by the executive committee and approved by the Board of Governors. Any person who fails to pay the annual dues shall cease to be a member of the Section.
- 3.5 The annual Section dues shall be used to support the activities of the Section according to the bylaws of the Section, as authorized by the executive committee, approved by the Board of Governors and in compliance with the Bar’s fiscal policies and procedures.

4.0 Meetings of the Membership

- 4.1 The annual meeting of the Section shall be held at a time and location determined by the executive committee. Finances permitting, a midyear meeting shall be held in conjunction with a major event of interest to the membership, or not later than two months prior to the annual meeting, to be decided by a vote of the executive committee.
- 4.2 Special meetings may be held at a time and place designated by the Chair or a majority of the executive committee. The membership shall be notified of the date and location of a special meeting.
- 4.3 Notice of the annual meeting, midyear meeting, and any special meetings shall be published on the Bar's website.
- 4.4 Approval of any business brought before the membership at any annual, midyear, or special meeting of the Section shall be made by a majority vote of the members present in person, present telephonically or by videoconference, present by proxy, or who have submitted ballots by mail or electronic mail prior to the meeting date.
- 4.5 Members may cast their vote by proxy, by mail, or by electronic mail, or may appear telephonically with written notice to the Secretary of the Section. Members may request a written ballot from the Secretary of the Section no less than 5 days prior to the meeting at which a vote is to be taken. To vote by proxy, a member must send written notice to the Secretary of the Section designating another specific voting member of the Section to cast the proxy vote. Notice must be sent to the Secretary at least 5 days prior to the meeting at which a vote is to be taken.

5.0 The Executive Committee

- 5.1 The members of the executive committee will be elected from the voting membership to fill the following positions:
 - a. Chair;
 - b. Chair-elect;
 - c. Immediate Past Chair
 - d. Secretary;
 - e. Treasurer; and
 - f. Up to 5 At-Large members
 - g. The positions of Chair-elect, Chair, or Immediate Past Chair may be held simultaneously by two individuals who will serve as co-chairs.
- 5.2 The executive committee shall meet a minimum of six (6) times per year.
- 5.3 The executive committee shall be vested with the powers and duties necessary for the administration of the affairs of the Section including, without limitation, the power and duty to act on behalf of the Section in connection with the activities listed in §2.0. The executive committee shall have sole authority to approve the content and publishing of the Section newsletter and/or website, and the adoption of the budget and approval of expenditures, and shall perform duties assigned to it by the Board of Governors of the Bar.
- 5.4 The executive committee shall have the authority to determine the number and type of Section

committees and sub-committees and shall appoint Chairs for all committees and sub-committees. All members of the Section may serve on any committee or subcommittee at the discretion of the executive committee.

- 5.5 A majority of the executive committee shall constitute a quorum, and may be present in person, by telephone or by videoconference. Action of the executive committee shall be determined by majority vote of the members of the executive committee, once a quorum is established. Executive committee members may vote by email in accordance with the Bar's Bylaws.
- 5.6 Special meetings of the executive committee may be called to amend these bylaws upon ten (10) days written notice of such meeting mailed or emailed to the members of the Section, and published on the Bar's website. The Notice will specify the purpose of such special meeting and the proposed amendment, as set forth in Article 10 hereof.
- 5.7 At-Large members, who shall be voting members, shall serve in an advisory capacity to the Section and shall assist the executive committee as follows:
- (a) To support the efforts of Section members to achieve the highest standards of competence, professionalism and ethics in their practices;
 - (b) To assist the efforts of the executive committee in any work undertaken with the Legislature to enact and improve laws affecting LGBT citizens and to assist the Judiciary in the just administration of those laws; and
 - (c) To take on tasks as requested by the executive committee and membership of the section to implement Section goals and policies.
- 5.8 Any officer or other member of the executive committee may be removed by a two-thirds majority vote of the executive committee. Grounds for removal include, but are not limited to, regular absence from executive committee meetings and events, failure to perform duties, unprofessional or discourteous conduct or whenever, in the executive committee's judgment, the executive committee member is not acting in the best interest of the Section membership.

The executive committee will appoint, by majority vote, members to fill vacancies on the executive committee. When a member is appointed to fill a vacancy in an unexpired term, the member will do so until the next annual election when an individual will be elected to serve the remainder of the vacated term.

6.0 Officers

- 6.1 The officers of the Section shall be the Chair, Chair-elect, Immediate Past Chair, Secretary and Treasurer.
- 6.2 The Chair shall be the principal executive officer of the Section and, subject to the executive committee's control, shall supervise the affairs of the Section. The Chair shall preside at meetings of the Section and the executive committee.
- 6.3 On expiration of the Chair's term, the Chair-elect shall automatically become the Chair. The Chair-elect shall perform such duties as shall be assigned to him or her by the Chair or by the

executive committee. The Chair-elect shall perform all of the duties of the Chair in the absence or inability to act of the Chair.

- 6.4 The Immediate Past Chair shall act as the Chair of the nominating committee.
- 6.5 The Secretary shall take minutes of all meetings of the Section and executive committee, provide approved minutes to the Bar for publication and record retention, and perform other duties as assigned by the Chair or executive committee.
- 6.6 The Treasurer will work with the Bar to ensure that the Section complies with Bar fiscal policies and procedures, work with the Bar to prepare the Section's annual budget, and review the Section's monthly financial statements for accuracy and comparison to budget. The fiscal year of the Section shall correspond to the fiscal year of the WSBA.

7.0 Elections

- 7.1 The Chair-elect, Secretary, and Treasurer, shall be elected each year, and At-Large Members of the executive committee shall be elected every two years by the membership. Nominations and elections for open positions will be held between March and May each year. The Bar will administer the elections by electronic means and certify the results, unless the Section develops its own equivalent electronic election process. In the event of a tie, the winner will be determined by coin toss.
- 7.2 All executive committee positions will begin October 1 each year. Officers will serve a one-year term, and At-Large members will serve two-year terms. At-Large members will be divided into two groups (A, three members, and B, two members) with terms expiring in alternating years.
- 7.3 The executive committee or Chair shall appoint a nominating committee no later than 90 days prior to the Annual Election for the purpose of nominating interested qualified persons. The nominating committee shall consist of no fewer than three members of the Section, at least one of whom is not a current member of the executive committee.
- 7.4 All applicants will apply through an electronic process administered by the Bar. The executive committee will also have an alternative process to allow for nominations to occur outside of the nominating committee process. The nominating committee may nominate more than one candidate for each position. The executive committee will approve a list of nominees for each position. Persons nominated through an alternative nomination process will be included on the final list of approved nominees. Notice containing the names of nominees selected by the nominating committee shall be provided to voting members of the Section no later than 30 days prior to the annual election. The notice shall include names of persons nominated and the positions to which they have been nominated.

8.0 Amendment

- 8.1 These bylaws may be amended by either of the following means: (1) at any annual meeting of the Section by a majority vote of the members of the Section present in person, by telephone, or by videoconference; (2) at any regular or special meeting of the executive committee of the Section called for the purpose of amending the bylaws upon at least 4 four (4) days' written notice to the members thereof, by a majority vote of all members of the executive committee,

once a quorum is established. No amendment of these bylaws will be effective until approved by the Board of Governors of the Washington State Bar Association.

Founding bylaws adopted and approved by the WSBA Board of Governors on March 3, 2006.

Bylaws first amended and approved by the WSBA Board of Governors on April 25, 2008.

Second amended Bylaws approved by the WSBA Board of Governors on July 25, 2014.

Third amended Bylaws approved by the WSBA Board of Governors on January 26, 2017.

Fourth amended Bylaws approved by the WSBA Board of Governors on July 27, 2017.