

# WASHINGTON STATE BAR ASSOCIATION

## JUVENILE LAW SECTION

### Bylaws

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

#### ARTICLE 1 – GENERAL PROVISIONS

##### 1.1 Section Name

The name of this section is the Juvenile Law Section (the “Section”) of the Washington State Bar Association. This Section was established pursuant to the Bylaws of the Washington State Bar Association (the “Bar”).

##### 1.2 Purpose

The Section will provide a forum to discuss issues of concern and act as an agent of change to improve the law and practice related to civil and criminal matters involving children and youth in Washington State. This Section welcomes advocates from all interested disciplines and a variety of fields of law, including juvenile justice, child welfare and those who represent youth in civil legal practice.

The Section is concerned with all aspects of juvenile law and policy: dependency, offender, civil legal needs of youth and status offenses (children in need of services, youth at risk, and truants).

##### 1.3 Principal Office

The principal office of the Section shall be maintained in the offices of the Bar.

##### 1.4 Fiscal Year

The fiscal year of the Section shall coincide with that of the Bar, October 1, through September 30.

#### ARTICLE 2 – MEMBERSHIP

##### 2.1 Enrollment and Membership

Any Active member in good standing with the Bar may be enrolled as a voting member of the Section upon request and payment of annual section dues. In addition, juvenile advocates who are not licensed to practice law and law students may join as non-voting members (“subscribers”) the Section. Members enrolled as provided in this article shall constitute the membership of the Section.

##### 2.2 Dues

Dues shall be paid annually in advance. Any person who fails to pay the annual dues shall cease to be a member of the Section. The section dues of law student members of the executive committee will be paid by the section during their tenure on the executive committee.

### **ARTICLE 3 – MEETINGS OF THE MEMBERSHIP**

#### **3.1 Annual Meeting**

The Section shall hold an annual meeting of the membership.

#### **3.2 Quorum**

The voting members of the Section present at any meeting shall constitute a quorum for the transaction of business.

#### **3.3 Controlling Vote**

Action of the Section shall be by a majority vote of the voting members present.

#### **3.4 Agenda**

Among the business to be transacted at the annual meeting by the membership shall be to solicit members interested in serving as officers for the upcoming March to May election cycle, review the section financials, develop committee and project proposals and introduce any proposed by-law changes for the upcoming year.

### **ARTICLE 4 – THE EXECUTIVE COMMITTEE**

#### **4.1 Duties**

The executive committee shall undertake all 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 sponsoring, supporting or opposing legislation; sponsoring and cosponsoring continuing legal education; approving the content of and publishing the Section newsletter; approving the content and maintenance of the Section website; the adoption of budget requests and approval of expenditures that comply with Bar fiscal policies and procedures; and shall perform duties assigned to it by the Board of Governors. The executive committee shall have the authority to establish and discontinue committees and subcommittees of the Section.

#### **4.2 Composition**

The members of the executive committee and the length of their terms shall be:

- a. Co-Chairs (one year term). Co-chairs may serve up to 3 consecutive terms, if re-elected.
- b. Secretary/Treasurer (one year term); who may be elected for up to 3 consecutive terms, if re-elected.
- c. Up to eleven At-Large members as follows:
  1. 2 Co-Directors of Juvenile Offender Committee (one year term);
  2. 2 Co-Directors of Dependency and Child Welfare Committee (one year term);
  3. 2 Co-Directors of the Civil Legal Needs Committee (one year term);
  4. One or Two Directors of the Legislative Committee (one year term);
  5. CLE Coordinator/Publication Editor (one year term);
  6. Two other At-Large members (one year terms), of which 1 shall be the Young Lawyer Liaison. The At Large Members may be re-elected for 1 additional term in the designated position (and may be elected after the 2<sup>nd</sup> term to a different officer position). All At Large members are considered as officers and have full voting rights.

d. At least one law student representative from a Washington law school (term expires upon graduation from law school.) The law student member(s) do not have voting rights.

#### **4.3 Term**

The term of each position on the executive committee shall begin on October 1 each year.

#### **4.4 Quorum and Controlling Vote**

A majority of the voting members of the executive committee shall constitute a quorum. Actions of the executive committee shall be determined by a majority vote, once a quorum is established, of the members present in person, by telephone or by videoconferencing.

#### **4.5 Meetings**

The annual meeting of the executive committee shall be held in conjunction with the annual meeting of the Section. Special meetings may be held at the time and place designated by a Chair or a majority of the executive committee. Notice of all section meetings will be provided to all members and will be listed on the section's web page.

The executive committee will hold a monthly telephone meeting on a schedule that will be developed at the beginning of each calendar year and published on the section's web page.

#### **4.6 Removal**

Any 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.

#### **4.7 Law Student Participation**

The executive committee shall appoint at least one law student member to the executive committee.

### **ARTICLE 5 – OFFICERS**

#### **5.1 Officers**

The officers of the Section shall be the Co-Chairs and Secretary/Treasurer, the CLE Coordinator/Publication Editor, the Directors of the Committees, and the At-Large members.

#### **5.2 Co-Chair**

The Co-Chairs shall be the principal executive officers of the Section and subject to the executive committee's control, shall supervise and control all the affairs of the Section. The Co-Chairs shall preside at all meetings of the Section and of the executive committee. The qualifications for Co-Chairs shall be a minimum of two years of service on the executive committee. If there are not sufficient qualified candidates for the Co-Chair positions, then any voting member of the Section may be nominated for the position of Co-Chair.

#### **5.3 Secretary/Treasurer**

The Secretary/Treasurer shall take minutes at each meeting of the Section and executive committee, and provide approved minutes to the Bar for publication and record retention. The Secretary-Treasurer

shall 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. In conjunction with the Co-Chairs and as authorized by the executive committee, s/he shall attend generally to the business of the Section.

#### **5.4 At-Large Members**

There shall be two (2) At-Large Members who will be members of the executive committee. An At-Large Member may also serve as a committee chair.

### **ARTICLE 6 – COMMITTEES AND SUBCOMMITTEES**

#### **6.1 Juvenile Offender Committee**

There shall be a juvenile offender committee comprised of Co-Directors and other members of the section who are willing to serve on the committee.

#### **6.2 Child Welfare Committee**

There shall be a child welfare committee composed of Co-Directors and other members of the section who are willing to serve on the committee.

#### **6.3 Civil Legal Needs Committee**

There shall be a civil legal needs committee composed of Co-Directors and other members of the section who are willing to serve on the committee.

#### **6.4 Legislative Committee**

There shall be a legislative committee composed of one or two Directors and other members who are willing to serve on the committee.

#### **6.5 Purpose**

The purpose of the committees shall be to further the interests of the Section within their particular areas of expertise in coordination with the Chairs and subject to control of the executive committee. Subcommittees and task forces, as constituted from time to time by the executive committee, shall be filled by appointment by the Section Co-Chairs of a Subcommittee or Project Chair with the consent of the executive committee. Committee Co-Chairs are elected by the Section and serve as officers of the Section.

### **ARTICLE 7 – ELECTIONS AND APPOINTMENTS**

#### **7.1 Elections**

Nominations and elections for open executive committee 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 a coin toss.

#### **7.2 Nominations**

The Co-Chairs shall solicit nominations from the Section membership and appoint a nominating committee of not less than three members of the Section, at least one of whom shall not be a current member of the executive committee. The nominating committee shall verify qualifications of nominees and solicit additional nominations when appropriate. All applicants will apply through an

electronic application process administered by the Bar. In selecting its nominees, it shall be the responsibility of the nominating committee to bear in mind the need for broad representation on the executive committee, based on geography, diversity of practice, special expertise, and other factors of diversity. It shall be the responsibility of the nominating committee to contact each member nominated and verify her or his willingness to accept the nomination, and to generally describe the commitment involved in the position to the nominee. No person shall be nominated to succeed oneself to serve more than three full terms consecutively for Co-Chair or Secretary/Treasurer. All other At Large positions will be one year terms, with the ability to be re-elected for a second term in the same position. Nothing prevents a Section member from self-nominating. The executive committee will also have an alternative process to allow for nominations to occur outside the nominating committee process. The executive committee will approve a list of nominees for each open position.

### **7.3 Vacancy**

Vacancy of any position on the executive Committee shall be filled by appointment by a majority vote of 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.

### **7.4 Term of Office**

All executive committee positions will begin October 1 each year.

## **ARTICLE 8 – PUBLICATIONS AND WEBSITE**

### **8.1 Newsletter**

There shall be published and furnished to members of the Section, and to such other persons or organizations as the executive committee may determine, an electronic newsletter published at such intervals as the executive committee shall determine.

### **8.2 Other Publications**

The Section may publish a series of programs or other written material to further the objectives of the Section.

### **8.3 CLE Coordinator/Publication Editor**

The section will elect a CLE coordinator/editor of the newsletter and website who shall be a voting member of the executive committee during his or her tenure. The CLE Coordinator/Publication Editor is an At Large Member of the Executive Committee.

### **8.4 Website**

The executive committee will provide content to the section's web page subject to Bar review and approval.

## **ARTICLE 9 – AMENDMENTS**

### **9.1 Amendments**

These bylaws may be amended at any annual meeting of the Section by a majority vote of the voting members of the Section present and voting, or at an executive committee meeting by a majority vote of the voting executive committee members once a quorum is established, provided that no amendment shall become effective until approved by the Board of Governors of the Bar

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Approved by the Bar Board of Governors on June 9, 2006, and as first amended and approved by the Bar Board of Governors on March 7, 2008 and further amended and approved by the Bar Board of Governors on March 5, 2010 and further amended and approved by the Bar Board of Governors on October 28, 2011 and further amended and approved by the Bar Board of Governors on July 27, 2017.