

Juvenile Law Section Bylaws – Current – January 2, 2022

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 2nd 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-Chairpositions, 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.

Juvenile Law Section Bylaws – Proposed – January 2, 2022

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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

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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.

3.5 Robert's Rules of Order

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meetings of the Section in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order as prescribed by the Washington State Bar Association. A failure to observe proper Robert's Rules of Order will not constitute an automatic default or reversal of action conducted by the board without a unanimous vote by the board to void the action.

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. Chair (one year term);
- b. Chair-elect (one year term);
- c. Secretary (one year term);

- d. Treasurer (one year term);
- e. Two Co-Directors of Juvenile Justice Committee (one year term);
- f. Two Co-Directors of Dependency and Child Welfare Committee (one year term);
- g. Two Co-Directors of the Civil Legal Needs Committee (one year term);
- h. One or Two Directors of the Legislative Committee (one year term);
- i. CLE Coordinator/Publication Editor (one year term);
- j. Two At-Large members (one year term);
- k. Young Lawyer Liaison (one year term); and
- l. At least one law student representative from a Washington law school (term expires upon graduation from law school).

4.3 Voting rights

All members are considered as officers and have full voting rights, with the exception of any law school representatives.

4.4 Term

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

4.5 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.

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ARTICLE 5 – OFFICER AND COMMITTEE RESPONSIBILITIES

5.1 Officers

The officers of the Section shall be the Chair, the Chair-Elect, the Secretary, and the Treasurer.

5.2 Chair

- a. The Chair shall preside at all meetings of the Section and shall appoint committee members as needed. The Chair shall have such other powers and perform such duties as usually pertain to this office consistent with WSBA and Section Bylaws.
- b. In the event the Chair anticipates a temporary inability to carry out the Chair's duties, the Chair may designate the Chair-Elect (or another member of the Section if the Chair-Elect is not available), to temporarily act as Chair in the Chair's absence.

5.3 Chair-elect

Upon the death, resignation, or during the disability of the Chair, or upon his/her refusal to act, the Chair-elect shall perform the duties of the Chair for the remainder of the Chair's disability and then only during so much of the term as the disability continues. The Chair-elect shall succeed the outgoing Chair as the Chair for the next term of office.

5.4 Secretary.

The Secretary will take minutes at each meeting of the Section and executive committee and provide approved minutes to the Bar for publication and record retention. Further, the Secretary will perform any additional duties incident to the office of Secretary as may be assigned by the Chair or the executive committee, consistent with the Bar's policies and procedures. The role of Secretary and Treasurer may be held by the same member of the Section if one of the two positions is vacant.

5.5 Treasurer.

The Treasurer shall be responsible for maintaining financial records for the Section, communicating with the WSBA and other organizations on financial matters, reporting to the Section on its financial position, shall draft a proposed budget each year for Executive Committee approval and submission to the WSBA for approval, shall review the financial statements to the extent provided by the WSBA for accuracy and provide any corrections to the WSBA, and shall perform such other duties as may be delegated by Executive Committee. The Treasurer shall work with the WSBA to ensure compliance with fiscal policies and procedures. The role of Secretary and Treasurer may be held by the same member of the Section if one of the two positions is vacant.

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