

WASHINGTON STATE BAR ASSOCIATION

LOW BONO SECTION

Bylaws

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

ARTICLE I. NAME

The name of this Section is the Low Bono Section of the Washington State Bar Association (hereinafter referred to as the "Section").

ARTICLE II. PURPOSE

The purpose of this Section shall be to benefit the members of the Washington State Bar Association and the general public by:

- 2.1** Developing and providing resources for members, regardless of field or area of practice, who are dedicated and committed to providing low bono legal services, defined as legal and law-related services provided with the intent to increase accessibility of legal services for people of moderate financial means.
- 2.2** Providing a forum and opportunity for education, training, and sharing of forms, practice tips, client counseling techniques, alternative forms of conflict resolution, and other resources to and among members of the Section.
- 2.3** Developing "best practices" and "alternative practices" for providing competent, current, efficient and economical professional services while being mindful of the clients' moderate means.
- 2.4** Promoting the provision of low bono legal services as an effective business model for attorneys and other professionals, particularly in solo and small firm environments.
- 2.5** Promoting the provision of low bono legal services as an effective way to increase access to justice in Washington State.

2.6 Promoting a mentorship program among members of the Section.

2.7 Undertaking with flexibility such other service not inconsistent with the bylaws of this Section, the bylaws of the Washington State Bar Association, the State Bar Act, and General Rule 12 as may be of benefit to the members of this Section, the legal profession, and the public.

ARTICLE III. MEMBERSHIP

Any Active member in good standing of the Washington State Bar Association and any professor at a Washington law school (whether licensed in Washington or not) (APR 8(d)); Emeritus Pro Bono member (APR 8(e)); House Counsel (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 (APR 8(g)) may be enrolled as a voting member of this Section upon request and payment of annual Section dues in the amount and for the purpose approved by the Board of Governors of the Washington State Bar Association pursuant to these bylaws.

In addition, law students and people not licensed to practice law may be subscribers (non-voting members) of the Section by paying the Section dues as required by the Washington State Bar Association. Voting members and subscribers of the Section are hereinafter collectively referred to as “members.”

ARTICLE IV. MEETINGS OF THE MEMBERSHIP

4.1 Quorum

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

4.2 Controlling Vote

Acts of the Section which are required to be taken by its members shall be made by majority vote of the voting members present at a meeting.

4.3 Meetings

Meetings of the membership of the Section may be called by the Chair, Chair-elect, or executive committee at such time and place as it may determine. Notice of all meetings must be given to Section members and published on the Washington State Bar Association’s website.

ARTICLE V. PRINCIPAL OFFICE

The Principal Office of the Section shall be maintained in the offices of the Washington State Bar Association.

ARTICLE VI. FISCAL YEAR

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

ARTICLE VII. EXECUTIVE COMMITTEE

7.1 Powers and Duties

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 Purposes listed in Article II. The executive committee shall have the authority to determine the amount of section dues submitted to the BOG for approval, submit a budget for BOG approval and approve expenditures consistent with approved Washington State Bar Association fiscal policies and procedures, and shall perform duties assigned to it by the Board of Governors. The executive committee shall have the responsibility of establishing and discontinuing committees of the Section.

7.2 Composition

The executive committee shall be composed of at least five (5) voting members of the Section. Five (5) positions on the executive committee shall be held by the officers of the Section. The number of voting members of the executive committee may be increased from time to time to up to eight (8) additional voting members other than officers. The executive committee may have any number of additional non-voting liaison positions, which may be held by people who are not qualified to be voting members of the Section. The executive committee should encourage law students and limited license legal technician students to participate as non-voting liaisons.

The term of each voting member and of each non-voting liaison of the executive committee shall begin on October 1, and be for two years, or until the member or non-voting liaison is removed or a successor is appointed.

The executive committee will appoint, by majority vote, voting members and non-voting liaisons to fill vacancies on the executive committee. When a voting member or non-voting liaison is appointed to fill a vacancy in an unexpired term, the voting member or non-voting liaison will hold such position until the next annual election when an individual will be elected to serve the remainder of the vacated term.

Any voting member or non-voting liaison may be removed from the executive committee by a two-thirds vote of the voting members 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.

Notwithstanding any other provision in these bylaws, to create staggered positions, for the initial constitution of the executive committee, the initial term of the voting members (as executive committee members and not for the one (1) year officer term) shall be for five (5) years, and four of the remaining eight (8) voting member positions shall be for three (3) years.

7.3 Vote

Acts of the executive committee shall be by majority vote of the voting members of the executive committee, after a quorum (a majority of the voting members of the executive committee) is established. Voting may be in person, by telephone, by videoconference, or by email as permitted by the Washington State Bar Association's Bylaws. All voting members of the executive committee, including all officers, shall be entitled to vote.

7.4 Meetings

Meetings of the executive committee shall be held at such time and place as may be designated by the Chair or a majority of the executive committee. Section members and the public shall be entitled to attend executive committee meetings and shall receive notices of such meetings. The executive committee shall conduct a minimum of four meetings per year. Notice for meetings shall be provided, may be by electronic means, and shall be a reasonable amount of time before the meeting. Provided that the minimum number of yearly meetings requirement can be satisfied, the Chair may cancel any meeting of the executive committee.

ARTICLE VIII. COMMITTEES

8.1 Standing and ad hoc Committees

The executive committee shall have the power to designate standing and ad hoc committees of this Section. Each committee shall have at least one member, its Chair. The Chair of each committee shall be selected by the Chair of the Section, subject to the approval of the majority of the voting members of the executive committee.

8.2 Members

The committee members shall be selected by the Chair of the Section from among members of the Section subject to the approval by a majority of the voting members of the executive committee.

8.3 Term

The terms of the Chair of each committee and the members of each committee shall be for the shorter of one (1) year or the duration of the committee.

ARTICLE IX. OFFICERS

9.1 Officers

The officers of this Section shall be as follows: Chair, Chair-elect, Immediate Past Chair, Secretary, and Treasurer. The term of each office shall be one year. Every officer must be a voting member of the Section. An individual who is not a voting member of the executive committee at the time of being elected as officer, or whose existing term on the executive committee is otherwise slated to expire upon taking office, shall begin a two-year term on the executive committee at the time of taking office.

9.2 Chair

The Chair shall be the chief executive officer of the Section and, subject to the executive committee's oversight, shall supervise and control all the affairs of the Section. The Chair shall preside at all meetings of the Section and of the executive committee. The person holding the office of Chair shall automatically succeed to the office of Immediate Past Chair upon completion of the one-year term as Chair.

9.3 Chair-elect

The Chair-elect shall exercise the duties and responsibilities of the Chair in the absence or inability of the Chair to so act. The Chair-elect shall have such other powers and perform such other duties consistent with these bylaws as, from time to time, may be requested by the Chair or the executive committee. The person holding the office of Chair-elect shall automatically succeed to the office of Chair upon completion of the one-year term as Chair-elect.

9.4 Immediate Past Chair

The Immediate Past Chair shall exercise the duties and responsibilities of the Chair in the absence or inability of both the Chair and the Chair-elect to so act. The Immediate Past Chair shall have such other powers and perform such other duties consistent with these bylaws as, from time to time, may be requested by the Chair or the executive committee.

9.5 Secretary

It shall be the duty of the Secretary to prepare minutes of the proceedings of all meetings of the Section and of all meetings of the executive committee and provide approved minutes to the Washington State Bar Association for publication and records retention. Upon direction by the Chair, and as authorized by the executive committee, the Secretary shall attend generally to the business of the Section.

9.6 Treasurer

The Treasurer will work with the Bar to ensure that the Section complies with Washington State Bar Association's fiscal policies and procedures, work with the Washington State Bar Association to prepare the Section's annual budget, and review the Section's monthly financial statements for accuracy and comparison to budget.

9.7 Term

The term of office of each of the officers shall commence at the beginning of the fiscal year of the Section (October 1) or as otherwise described in these bylaws.

ARTICLE X. ELECTIONS

10.1 Officers, Other Voting Members of the Executive Committee, Non-Voting Liaisons

Nominations and elections for open officer positions and other open executive committee positions will be held between March and May each year. The Washington State Bar Association 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 executive committee will determine the winner using a coin toss at its next meeting where a quorum is established. Each voting member of the Section in good standing as of the date of the annual election shall have one vote for each open position.

10.2 Nominating Committee

Each year, the executive committee or Chair shall appoint a nominating committee of no fewer than three (3) section members, one of whom is not a current member of the executive committee. All applicants will apply through an electronic process administered by the Washington State Bar Association. The nominating committee shall nominate one or more voting members of the Section for each officer position, may nominate one or more voting members of the Section for open non-officer voting member positions on the executive committee, and may nominate one or more subscribers of the Section for any number of non-voting liaison positions. As an alternative process to allow for nominations to occur outside of the nominating committee process, any member of the Section may nominate himself or herself for open positions. All nominees must meet the prerequisites for the position for which they are running. The executive committee will approve a list of nominees for each open position.

ARTICLE XI. AMENDMENTS

These bylaws may be amended at an annual meeting of the Section by a majority vote of the voting members of the Section present. These bylaws may be amended at any regular or special meeting of the executive committee of the Section called for the purpose of amending the bylaws and upon five (5) business days with written notice, by any reasonable means, including electronic, to members of the section and the public, by a majority vote of the members of the executive committee present, once a quorum is established. No amendment to these bylaws shall become effective until approved by the Board of Governors of the Washington State Bar Association.

ARTICLE XII. LIMITATIONS

These bylaws have been adopted subject to the applicable Washington statutes and the bylaws of the Washington State Bar Association and shall be construed in conformity therewith.
