## PROFESSIONAL LEGAL EDUCATION, ADMISSION & DEVELOPMENT SECTION

# INDIANA STATE BAR ASSOCIATION BYLAWS

### **ARTICLE 1 Name and Purpose**

<u>Name</u>. This section shall be known as the Professional Legal Education, Admission & Development Section (the "Section") of the Indiana State Bar Association (the "Association").

Purpose. The purpose of this Section shall be:

To promote the educational development of law students in the State of Indiana;

To promote the educational development of the bench and bar in Indiana;

To promote the professional development of the bench and bar in Indiana;

To promote the preparedness of the young and newly admitted lawyer to practice law in Indiana;

To promote the continued professional skills of the Indiana lawyer and judge throughout his or her career;

To assist the law student, bench and bar in obtaining and retaining an understanding of the lawyer's role in and responsibilities to our legal system, our profession, and our society;

To be a resource for the mutual benefit of the members of the Association with an interest in the area of legal education, bar admission and professional development;

To diffuse knowledge or distribute information on the Rules of Professional Conduct, and matters of professional civility;

To monitor and review the Rules for Admission to the Bar and Discipline of Attorneys;

To monitor and review the Rules of Professional Conduct;

To advise the Association on issues related to the foregoing; and

To plan, carry out and assist in programs, meetings, seminars and other activities in furtherance of the foregoing.

#### ARTICLE 2 Membership

<u>Eligibility</u>. Any member in good standing of the Association shall be eligible for membership in the Section.

Admission to Membership. Admission to membership shall be:

By application as specified by the Association;

Upon payment of annual dues as provided in Article 6 below.

### ARTICLE 3 Section Meetings

<u>Regular Meetings</u>. The Section shall have at least one regular meeting each year. The regular meeting of the Section (sometimes herein referred to as the "Annual Meeting" of the Section) shall be at the same general location and at the same approximate time as the annual (fall) meeting of the Association. Additional Section regular meetings may be called by and scheduled by the Chairman of the Section at or near the beginning of his or her term.

<u>Special Section Meetings</u>. Special meetings shall be called by the Section Chairman when:

The Section Chairman determines that such a meeting should be called;

A majority of the Council votes to call such a meeting and states the purpose thereof; or

When ten (10) members of the Section in good standing petition for a special meeting and state the purpose thereof.

<u>Notice of Special Section Meetings</u>. Notice of the time and place of all meetings shall be given by the Secretary-Treasurer, with assistance from the Association at least fifteen (15) days prior to any special meeting. The notice shall specify the purpose of such special meeting.

<u>Quorum</u>. The members of the Section present at any Section meeting shall constitute a quorum for the transaction of business.

<u>Binding Acts</u>. A majority vote of the Section members present and voting shall constitute binding acts of the Section.

### ARTICLE 4 Officers and Council Members

#### Officers and Their Duties.

The officers of the Section shall be Chairman, Chairman-Elect and Secretary-Treasurer. The officers shall be selected from among the Council members.

<u>Chairman</u>. The Chairman shall serve in office from the close of the Annual Meeting of the Section until the close of the next Annual Meeting. He or she shall preside at all meetings of the Section and Council and shall perform such other duties and acts usually pertaining to this office. He or she shall prepare a report of the activities of the Section for the past year for presentation at the Annual Meeting of the Section and for submission to the governing board of the Association.

<u>Chairman-Elect</u>. The Chairman-Elect shall serve in office from the close of the Annual Meeting at which he or she assumes office until the close of the next annual meeting of the Section at which time he or she shall succeed automatically to the office of Chairman. The Chairman-Elect shall perform the duties of the Chairman in the absence of the Chairman and shall perform such duties as may be assigned to him or her by the Chairman.

Secretary-Treasurer. The Secretary-Treasurer shall be the custodian of all books, documents, papers and other property of the Section and shall keep a true record of the proceedings of all meetings of the Section and of the Council. He or she shall also establish and maintain a roster of all members of the Section. The Secretary-Treasurer shall supervise the handling of all Section funds in accordance with the procedures established by the Association. He or she shall be responsible for issuing written authorizations for the disbursement of Section funds and keeping accurate records of all Section funds. He or she shall serve from the end of the Annual Meeting of the Section until the end of the next Annual Meeting of the Section.

<u>Council Members</u>. The members of the Council of the Section shall consist of the current officers of the Section and representatives appointed by the Chair to fill the following positions. The Chair and other officers are eligible for appointment to these positions:

One (1) representative for each of the four ABA-accredited law schools in the State of Indiana (provided there are representatives willing to serve);

Four (4) area representatives (one each from the north, south, central and Indianapolis Metropolitan areas of Indiana);

Two (2) representatives from the bench or judiciary;

One (1) representative from each of the Commission for Continuing Legal Education, the Board of Law Examiners, and the Disciplinary Commission (provided there are representatives willing to serve);

One (1) representative of the Young Lawyers Section;

Up to six (6) at-large members; and

Up to one (1) law student from each of the four law schools, provided that the law student is recommended by a member of the faculty or administration of his or her law school.

Each term of office on the Council shall be for a period of one year, and members may serve consecutive terms. If a position is vacant during a term, the Chair may appoint a replacement to serve the remainder of the unexpired term.

<u>Duties of the Council</u>. The Council of the Section shall establish and control the policy of the Section. The Council shall have supervision and control of the affairs of the Section and be primarily responsible for fulfilling the purposes of the Section as set forth herein.

<u>Quorum of the Council</u>. A quorum for the transaction of business of the Council shall be a simple majority of the Council.

<u>Binding Acts.</u> All binding acts of the Council shall be by a majority vote of the Council members present and voting on the question, provided a quorum is present.

### ARTICLE 5 Committees

The Chairman shall appoint Section committees as the Chairman determines is necessary or convenient to accomplish the purposes of the Section. Such committees shall have the powers and duties as may be conferred and imposed upon them by the Chairman of the Section. Each committee Chair shall report to the Section at its Annual Meeting.

### ARTICLE 6 Dues

<u>Annual Dues</u>. The amount of annual dues shall be established by the Council by a majority vote of all Council members.

<u>Payment of Dues</u>. Dues shall be paid to the principal office of the Association to be maintained on behalf of the Section and in accordance with these Bylaws.

### ARTICLE 7 Amendment

These Bylaws may be amended at a regular or special meeting of the Section called in accordance with Article 3 by a majority vote of the members of the Section present and voting, provided that notice of the proposed amendment is given in advance of the meeting and the amendment is approved by the Board of Governors of the Association.

### ARTICLE 8 Miscellaneous Provisions

<u>Section Representation</u>. No person or group shall publicly speak or act for the Section unless authorized to do so by the Council; provided, however, a Section officer may speak and act pursuant to the power and duties invested in said officer by these Bylaws.

<u>Fiscal Year</u>. The fiscal year of the Section shall be the same as that of the Association.

<u>Compensation</u>. No compensation, other than reasonable out-of-pocket expenses, shall be paid by the Section or Association to any officer or member of the Council or Section.

<u>Initial Officers</u>. The initial officers of the Section shall be the officers of the Legal Education and Admissions to the Bar Committee in place at the creation of the Section. The Chairman shall appoint the initial Secretary/Treasurer.

<u>Effective Date</u>. These Bylaws shall become effective upon the approval of the Association by its Board of Governors.

Updated: November 21, 2008