

THE BYLAWS OF
THE LUBBOCK AREA BAR ASSOCIATION

ARTICLE I
NAME OF ASSOCIATION

The name of the Association shall be the LUBBOCK AREA BAR ASSOCIATION (the “Association” or “LABA”).

ARTICLE II
MEMBERSHIP

Section 1. Regular Members. Members of the legal profession currently licensed to practice law in any state of the United States who reside or maintain an office in Lubbock County, Texas, or one of the eight (8) adjacent counties, and who are in good standing, both personally and professionally, shall be eligible for regular membership in this Association.

Section 2. Associate Members. Members of the legal profession currently licensed to practice law in any state of the United States who reside or maintain an office outside of Lubbock County, Texas, or one of the eight (8) adjacent counties, and law students who currently attend any law school in the United States shall be eligible for associate membership in this Association. An associate member may attend all functions of the Association and shall be liable for dues but shall not vote.

Section 3. Honorary Members. The Board of Directors may submit an application for honorary membership on behalf of any member of the legal profession who, in its opinion, has made an outstanding contribution to the administration of justice or the advancement of the profession. An honorary member may attend all functions of the Association but shall not be liable for dues and shall not vote.

Section 4. Good Standing. A member of the legal profession eligible for membership as set forth in Section 1 or Section 2 of this Article shall become a member in good standing upon the payment of the required dues, unless the member is exempt from the payment of dues as provided in Article VII, Section 1.

ARTICLE III

BOARD OF DIRECTORS

Section 1. The affairs of this Association shall be managed and controlled by a Board of Directors (the “Board”).

- a. **Composition.** The Board shall consist of four (4) Officers and nine (9) Directors elected by the Association as provided in Article IV, one (1) representative from each duly constituted specialty bar recognized by the Board pursuant to subsection (b) of this Article, the immediate Past President of the Association, and the President of the Lubbock County Young Lawyers Association.
- b. **Specialty Bars.** Recognition of a specialty bar by the Board for the purposes of this Section shall be by a majority vote of the Board. On or before August 31st of each year, the specialty bar shall certify in writing that at least two-thirds (2/3) of its members are in good standing of the Lubbock Area Bar Association to be eligible for such recognition.

Representatives from the duly constituted specialty bar must be members in good standing of this Association and shall be selected for a one (1) year term according to procedures adopted by the specialty bars. The term of a representative of a specialty bar on the Board of this Association shall be for one (1) year, beginning on the same date as the terms of office of the Officers and Directors of this Association. If a representative of any specialty bar misses more than three (3) Board meetings in any one bar year, the specialty bar will be prohibited from voting in any further board meetings that year.

- c. **Bail Bond Representative.** One (1) representative of the Association elected to serve on the Lubbock County Bail Bond Board shall be an ex officio member of the Board. The representative shall not be a voting member of the Board.

Section 2. **Board Vacancies.** The Board shall fill any vacancy on the Board for the remainder of the unexpired term from among regular members in good standing, unless stated otherwise in Article IV, Section 3.

Section 3. **Regular Meetings.** Regular meetings of the Board will be held monthly, except for the month of July, at such place and at such time and place as may be designated by the President. The President has discretion to cancel a regular meeting of the Board.

Section 4. **Special Meetings.** Special meetings of the Board may be called by the President or by any three (3) members of the Board.

Section 5. Interim Board Action. At the discretion of the President, matters which arise between regular meetings of the Board, and which are not of exigent circumstances requiring a special meeting, may be presented to the members of the Board for interim action. Notice and balloting may be transmitted by any reasonable and reliable means, including electronic mail.

Section 6. Board Quorum. A majority of the voting members of the Board of Directors shall constitute a quorum for the transaction of business.

Section 7. Other Management. The Board of Directors, by resolution adopted by a majority of the Board, may designate two or more of the Officers of the Association to constitute an Executive Committee. The Executive Committee, to the extent provided in such resolution, shall have and may exercise the authority of the Board in the management of the Association between monthly meetings of the Board.

ARTICLE IV

OFFICERS, DIRECTORS, AND ELECTIONS

Section 1. The following Officers and Directors, who shall assume office as hereinafter provided, shall be elected by a majority of the votes cast by the regular members in good standing in the annual elections and shall serve a term of one (1) year and until a successor is elected.

- a. **President.** A President, who shall preside at all meetings of the Association, the Board of Directors, and the Executive Committee, and who shall appoint members to and supervise the work of all committees.
- b. **President-Elect.** A President-Elect, who shall provide a program for each regular meeting of the Association, who shall perform the duties of the President in the absence or disability of the President, who shall perform such other duties as may from time to time be delegated by the President, and who shall succeed automatically to the office of President at the expiration of the outgoing President's term or in the event of a vacancy occurring in the office of President.
- c. **Secretary.** A Secretary, who shall preserve, electronically or otherwise, the records of the Association, and the minutes of the meetings of the Association, the Board of Directors, and of the Executive Committee, who shall conduct the correspondence of the Association, who shall keep an accurate roll of officers and members, and who shall present a report of the Association's activities at the annual meeting. The Secretary is also responsible for permanently preserving all resolutions adopted by the Association, and he or she will serve the Chair of the election committee.

- d. **Treasurer.** A Treasurer, who shall collect the dues and shall receive and preserve all funds of the Association, shall make such disbursements therefrom as the By-laws, Association or the Board of Directors may direct, and shall present a report of such receipts and disbursements at the annual meeting of the Association. The Treasurer shall also prepare the Association's budget for the upcoming fiscal year and present it to the Board for approval at the Board's June meeting.
- e. **Directors.** Nine (9) elected Directors shall each hold office for a term of three (3) years and until a successor is elected. Each year three (3) of the nine (9) Directors shall be elected at the Association's annual meeting.

Section 2. Terms. The annual term of the Officers and Directors shall be from July 1st through June 30th. The annual term of the bail bond representative will be from January 1st of the year following his or her election through December 31st.

Section 3. Vacancies. Any vacancy in the office of the Secretary or Treasurer and any vacancy in a Director position shall be filled by the Board of Directors who shall elect a regular member in good standing to fill the unexpired term. Any vacancy in the office of the President shall be filled by the President-Elect, who shall in that event become President and serve as such for the balance of the term of the President, and then for an additional term. In this event, the vacancy in the office of the President-Elect shall not be filled. Any vacancy in the office of the President-Elect, except when the President-Elect is then filling the vacancy in the office of the President, shall be filled by the Board of Directors who shall elect a regular member in good standing to fill the President-Elect's unexpired term.

Section 4. Nominating Committee. The President shall appoint a nominating committee. The nominating committee shall be composed of five (5) regular members with no fewer than three (3) of such members being Past Presidents of this Association. In appointing Past Presidents, preference should be given to the three (3) immediate Past Presidents if they are available and willing to serve on the committee. The other regular members appointed to the committee must be non-Board members. The committee shall nominate candidates for Officers, Directors, and the bail bond representative. The final slate of persons to fill the Board positions for the next fiscal year must be presented and approved at the March Board meeting by a majority vote of the Board voting and present. The committee shall then report its nominations to the membership of the Association not less than twenty (20) days prior to the Association's annual meeting. Other nominations must be made by submission of a written petition to the Secretary of the Association at least ten (10) days prior to the Association's annual meeting. The petition must be signed by ten (10) or more regular members of the Association and must designate the name and office of one or more regular members to be placed among the list of nominees.

ARTICLE V
ASSOCIATION MEETINGS

- Section 1. Regular Meetings.** Regular meetings of the Association shall be held during each month, except the months of July and December. In lieu of the December meeting, the Board may host a December social. Meetings will be held at such time and place as may be established by the Board.
- Section 2. Annual Meeting.** An annual meeting of the Association shall be held in May of each year. Written notice of the annual meeting shall be given to the members of the Association at least ten (10) days prior to the meeting. The nominating committee will present the slate of Officers and Directors, as well as the nomination for the bail bond representative, for approval by a majority vote of the regular members present at the annual meeting and the regular members who choose to vote early in accordance with Section 3 of this Article. If any position is contested pursuant to the procedure set forth in Article IV, Section 4, the candidate with the majority vote of the regular members present at the annual meeting the regular members who choose to vote early in accordance with Section 3 of this Article will become a member of the Board. In the event of a contested election, elections at the annual meeting must be conducted by a written ballot.
- Section 3. Early Voting.** In the event a regular member chooses to vote other than in person at the Association's annual meeting, the member may submit his or her annual election vote by electronic mail. Early voting by electronic mail must be submitted from the member's email address on file with the Association and must be transmitted to labaelections@gmail.com between 8:00 a.m. on Monday and 5:00 p.m. on Friday the week before the annual meeting. If a member votes early by electronic mail, he or she cannot vote in person at the annual meeting.
- Section 4. Quorum.** A quorum at any regular meeting must consist of twenty-five (25) regular members of the Association. Once a quorum has been constituted at a meeting, it may not be broken by the subsequent absence of member from the meeting.
- Section 5. Voting Proceedings.** Except as otherwise provided in these Bylaws, voting at all meetings of the Association will be governed by Robert's Rules of Order.

ARTICLE VI

COMMITTEES

Section 1. Standing Committees. The standing committees of the Association will consist of the following committees, the chairpersons and members of which shall be appointed by the President to hold office during the President's term and until the President's successor shall assume office.

- a. **Legislative Committee.** A legislative committee, consisting of not fewer than three (3) members, which shall make representations on behalf of the Association to the Federal and State legislative bodies concerning such legislation as the Association may recommend or endorse. Further, this committee will keep the Association informed as to the pending legislation and bills that it determines to be of special importance or have a significant impact on the practice of law.
- b. **Public Relations Committee.** A public relations committee, consisting of not fewer than three (3) members, which will be responsible for disseminating information to the public concerning the practice of law and the accomplishments of the legal profession. A subcommittee on Media Relations may be established under this committee.
- c. **Program Committee.** A program committee, consisting of not fewer than three (3) members, which shall be responsible for assisting the President-Elect plan programs for the education, edification, entertainment and enjoyment of the members of this Association and which will assist the President-Elect with monthly programs for the Association meetings. The program committee may include subcommittees, such as continuing legal education and mentor programs.
- d. **Library Committee.** A library committee consisting of not fewer than three (3) members, which will be responsible for recommending additions and improvements to, and supervising proper maintenance of, the Lubbock County Library.
- e. **Memorial Committee.** A memorial committee consisting of not fewer than three (3) members, which will be responsible for drafting a memorial resolution eulogizing and paying tribute to the memory of any deceased member of the Association.
- f. **Election Committee.** An election committee consisting of three (3) or more members to assist with the Association's annual elections. The Secretary of the Association will serve as the Chair of the election committee.

- g. **Judicial Committee.** A judicial committee consisting of three (3) or more members to interface with the judiciary and exchange information between the bench and the bar regarding matters that affect each. This committee will be responsible for supervising any poll of the bar concerning matters involving the judiciary.
- h. **Social and Entertainment Committee.** A social and entertainment committee consisting of three (3) or more persons will formulate and coordinate the social functions of the Association other than the Law Day banquet.
- i. **Law Notes Committee.** A Law Notes committee, chaired by the Editor of the Law Notes and consisting of four (4) or more members, whose purpose it is to publish the newsletter for the Bar.
- j. **Membership Committee.** A membership committee consisting of three (3) or more members whose purpose is to assist with acquiring new members and retaining current members.
- k. **Law Day Committee.** A Law Day committee consisting of five (5) or more persons whose purpose is to plan and coordinate the annual Law Day banquet and any Law Day community events such as the Back-to-the-Schools project.

Section 2. Special Committees. The President may appoint members and chairpersons of special committees which will hold office during the President's term and until the President's successor assumes office. The special committees established by authority of Article VI of these Bylaws are:

- a. **Coordinating Committee.** LABA/Texas Tech School of Law coordinating committee composed of two (2) members representing the Association and two (2) members representing the Texas Tech School of Law. The purpose of this committee is to encourage, promote and assist one another in the furtherance of their respective goals and objectives. This includes the exchange and dissemination of information concerning events, speakers, seminars, programs, and concerns of each.
- b. **Pro Bono Committee.** A pro bono committee consisting of three (3) or more members which will be comprised of at least one representative from the Lubbock County Legal Aid Society and from West Texas Legal Services, and which shall be responsible for communicating with these agencies and reporting significant information from the agencies to the Association.

- c. **History Committee.** A Lubbock Area Bar Association history committee consisting of one or more members whose purpose will be to collect and preserve the history of the practice of law in Lubbock and surrounding counties.

Section 3. Other Committees. The President may establish such other ad hoc committees as may be deemed necessary from time to time by the President or the Board of Directors to perform special duties.

ARTICLE VII

DUES

Section 1. Annual Dues. Each regular member shall pay annual dues to the Association as follows: \$30.00 for any member licensed to practice law five (5) years or less; \$75.00 for any member licensed to practice law more than five (5) years. Each associate member shall pay annual dues of \$25.00 to the Association. Attorneys who have attained the age of 70 years and who are otherwise qualified for regular membership shall not be required to pay annual dues. Dues shall be payable on the first day of July for each calendar year, and this date shall be used in determining the length of time each member has been licensed.

Section 2. Payment of Dues. Dues to the Association are due July 1st of each year. Without further action a member is suspended from the privileges of membership if the dues are not paid by the August 31st immediately following the July 1st due date. After suspension for non-payment of dues, a member may be reinstated by paying the current dues.

ARTICLE VIII

NOTICES

All notices required herein must be made in writing and may be transmitted by mail, facsimile, or electronic mail. Receipt shall be deemed to have occurred on the date of transmission.

ARTICLE IX

AMENDMENT TO THE BYLAWS

These Bylaws may be amended by a two-thirds (2/3) vote, either by a show of hands or ballot voting, of the regular members of the Association present at any meeting, provided that the proposed amendment has been submitted to the Board of Directors for a recommendation for or against adoption and that notice has been given to the members of the Association at least five (5) days prior to the meeting.

The above Bylaws are hereby certified to be the Bylaws of the LUBBOCK AREA BAR ASSOCIATION on this _____ day of _____, 2015.

Anna McKim, 2014-15 President