# State Bar Board Policy Manual for Sections

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# Section Representatives to the Board

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# **Board Policy Manual**

- Revisions regarding Sections adopted in June Board meeting.
- All Sections must follow the Board Policy Manual and other State Bar governing documents, laws, policies and procedures.

#### **Bylaws**

Section Bylaws must comply with the Policy Manual and State Bar governing documents.

Sections to update Bylaws to include requirements and restrictions in Policy Manual.

#### **Public Statements and Advocacy**

- Legislative Policy Sections must follow Legislative Policy of State Bar.
- Representation, Speaking or Writing Sections may not represent the State Bar, or write or speak on behalf of State Bar, unless expressly authorized by State Bar Board.
  - When in doubt ask the State Bar legal department

#### **Confidential Information**

The Section's confidential membership information, including emails, should be protected.

# **Meetings and Elections**

- Organizational Meeting Must be held prior to October 1 each year.
  - Annual Membership Meeting Each Section to hold at least 1 annual membership meeting with election of officers and council members.
    - Notice of meeting sent to the State Bar.
    - Report to the Section to include:
      - Sections activities; and
      - Financial report.

#### Website

- Each Section to maintain an up-to-date website to include:
  - Current officers and contact information;
  - Current bylaws;
  - Calendar of upcoming Section events and meetings; and
  - Educational material that benefits members.

#### Newsletters

Each Section to publish at least 2 newsletters annually.

Content of newsletter may include:

- Member highlight;
- Awards; and
- Helpful articles.

Newsletters to be sent to State Bar.



Practice sound fiduciary management.

- Sections to prepare and submit financial policies and procedures that contain appropriate accounting processes and internal controls -- and amend them if they change.
- Each year Sections should **affirm** their financial policies and procedures.
- Section to provide budget to State Bar by July 15.
- Provide required financial information to State Bar each month.

#### Contracts

- All contracts should be reviewed by State
  Bar legal counsel and executed by State Bar.
- Allow adequate time for contracts to be signed.

#### **Review Process**

- A Section may be reviewed to ensure compliance.
- Upon conclusion of review process, reviewers may:
  - terminate the review;
  - continue the review; or
  - present recommendations to the Board, including placing Section on provisional status, merging Section into another Section or dissolving Section.

#### Dissolution

- A section may be dissolved for good cause, including:
  - Failure to comply with bylaws, rules or Policy Manual;
  - Failure to cooperate with section review;
  - Significant decline in membership over 3 years;
  - Failure to provide services of value to members; or
  - Failure to follow financial requirements.

## Dissolution – Handling of Funds

- If dissolution, Section to be consulted to identify organization who may benefit from donation of funds in accordance with Section's original purposes, or
- Funds can be transferred to another Section.

#### Summary of What is New

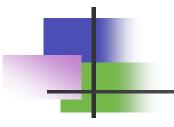
- Newsletter was 1, now 2;
- Improvement and clarity regarding financial requirements;
- Kick-off meeting in October;
- Up-to-date website;
- Meeting notices to be sent to State Bar;
- Review Process;
- What happens when Section is dissolved.

# Minimum Standards in a Nutshell

- Follow Bylaws, Board Policy Manual and other State Bar overning documents and laws;
- Publish 2 newsletters annually;
- Maintain an up-to-date website;
- Hold an annual meeting each year and elections;
- Conduct organizational meeting by October 1;
- Provide member benefits;

#### Minimum Standards continued

- Protect Section's confidential information;
- Follow financial requirements;
- All contracts for goods or services reviewed and executed by State Bar;
- Follow legislative policy; and
- Don't advocate on behalf of State Bar unless authorized.



# We are here to help! ③