



State Bar Board Policy Manual for Sections

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Large Section Representative



Section Representatives to the Board

- Carlos Cardenas
- Deborah Cordova
- Matthew Kolodoski
- Emily Miller
- Kathryn Murphy
- Michael Smith



Council of Chairs

- Tina Green
- Philip Mack Furlow



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.



Finances

- 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 governing 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! 😊