

State Bar of
Texas
SECTIONS
DEPARTMENT

Hit the Ground Running



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Who are you?

- You ARE the State Bar.
- You are a government agency created by the Legislature, under the Supreme Court
- You are NOT a charitable organization
- You are one of the State Bar's greatest resources and responsible for a great deal of the Bar's work product
- You are one of the best and most cost-effective opportunities for education and networking.

Our Team

- Tracy Nuckols, Director
- Lyndsay Smith, Meeting & Program Planner
- Natalie Myhra, Meeting & Program Planner
- Will Korn, Tech Specialist & Program Planner

What does the Sections Department do?



Our Goal

Help you with initiatives & projects

Provide advice

Improve communications

Help you have a successful year!

We are liaison to.....

- Texas Bar Journal
- TexasBar.com
- IT Department
- Texas Access to Justice
- Texas Lawyers Care
- Printing/Graphics
- Archives
- TexasBarCLE
- Membership
- Accounting
- Legal Counsel
- MCLE
- TYLA
- Law Student Division

The resources of the State Bar!

Table of contents to materials.....

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- Board Advisors/Contact
- Sample Eblasts and NL
- Sample Grants/Internships
- Tons of Stats re the Bar
- MCLE Standards & Credit
- Governing Docs
- Financial P&P
- Sample Reimbursement
- Sample Calendars
- Roberts Rules Guide
- PowerPoints

Chair's Calendar



2020 – 2021 CALENDAR FOR SECTIONS

JUNE 2020

1	SBOT fiscal year begins
1	Due date for 2019 SBOT bar dues and legal services fee
25-26	State Bar of Texas Annual Meeting On Demand
30	Deadline to receive nominations for 2020-2021 Leadership SBOT class

JULY 2020

3	Holiday – Independence Day (Texas Law Center closed)
15	Sections budget for fiscal year due to Executive Director

AUGUST 2020

10	New Section Chairs and Treasurers Orientation – Virtual (Zoom)
31	Final notice for SBOT Bar Dues emailed

SEPTEMBER 2020

1	Suspension date for SBOT bar dues and legal services fee delinquents
7	Holiday – Labor Day (Texas Law Center closed)
10	SBOT Executive Committee Meeting
17	Posting deadline for agenda of September 25 SBOT Board of Directors Meeting
24-25	SBOT Board of Directors Meeting

OCTOBER 2020

23	Council of Chairs
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NOVEMBER 2020

2	Annual Meeting Deadline: Submit date and time preference for your CLE programs, section meetings, council meetings, socials, and special events.
11	Holiday – Veterans Day (Texas Law Center closed)
26-27	Holiday – Thanksgiving (Texas Law Center closed)

Appoint Committee Chairs and Annual Meeting Chair. Set 'action' deadlines for the year

Send your meeting schedule for the year to your Council, Board Advisor(s) and the Sections Department

Update your website with new council, officers and committees

Section membership is 'solid' by August 31

Start your Annual Meeting Programming, Agenda and Speakers!

Send your new council and officer's roster to the Sections Department

Remind your drop-offs to re-join the section

Send bylaws or dues changes from Annual Meeting to Sections Department

Welcome your section members... and make sure they can log-in to your website!

How are you going to use your free ¼ Page Bar Journal Ad?

Save these dates

Council of Chairs

October 23, 2020

February 26, 2021

State Bar Annual Meeting

June 17-18, 2021

Omni Fort Worth/Fort Worth Convention Center

Staff Point Person

<u>SECTION</u>	<u>STAFF</u>
Administrative & Public Law	Natalie
African American Lawyers	Lyndsay
Alternative Dispute Resolution	Lyndsay
Animal Law	Lyndsay
Antitrust & Business Litigation	Lyndsay
Appellate	Natalie
Asian Pacific Interest	Lyndsay
Aviation Law	Lyndsay
Bankruptcy Law	Lyndsay
Business Law	Natalie
Child Protection Law	Natalie
Civil Liberties & Civil Rights	Natalie
Collaborative Law	Natalie
Computer & Technology	Lyndsay
Construction Law	Natalie
Consumer & Commercial Law	Lyndsay
Corporate Counsel	Lyndsay
Criminal Justice	Natalie
Entertainment & Sports Law	Natalie
Environmental & Natural Resources Law	Natalie
Family Law	Lyndsay
General Practice, Solo & Small Firm	Lyndsay
Government Law	Lyndsay

<u>SECTION</u>	<u>STAFF</u>
Health Law	Natalie
Hispanic Issues	Natalie
Immigration & Nationality Law	Lyndsay
Insurance Law	Natalie
Intellectual Property Law	Natalie
International Law	Natalie
Judicial	Natalie
Justice of the Peace Courts	Lyndsay
Juvenile Law	Natalie
Labor & Employment Law	Lyndsay
Legislative & Campaign Law	Natalie
LGBT Law	Lyndsay
Litigation - Regular & Sustaining	Natalie
Military & Veterans Law	Lyndsay
Municipal Judges	Lyndsay
Native American Law	Natalie
Oil, Gas & Energy Resources Law	Lyndsay
Poverty Law	Natalie
Public Utility Law	Natalie
Real Estate, Probate & Trust Law	Lyndsay
School Law	Lyndsay
Tax	Lyndsay
Women & the Law	Lyndsay
Workers' Compensation	Natalie

Staff Point Person

**Plus Will Korn
for Eblasts and Newsletters**

**And Tracy Nuckols
for Big Projects and Advice**

You will get an introduction email!

Your Membership

- Your most important asset!
- You have a new membership list
- Don't distribute your member list
- Confidential Information
- ***Understand the dues cycle!***

Sample Membership #s

Medium sized section (500 – 1999)

1550 total members

425 non-renewing

1175 renewing members

375 new members

800 memberships changed!

Dues Cycle

Bar Year is June 1– May 31

Dues cycle begins May 1

Dues late on June 1

Assessed a penalty on August 1

Suspended August 31

***Members who join March 15 - May 31
are members for the next year!***

Dues

***Dues increases must be approved by
January Board Meeting to appear on the
dues statement!***

Liaison to Legal

- Contracts
- Bylaws Amendments
- Board Policy
- Legal Questions
- Legislative, Amicus & Other Positions

Legal should sign all contracts

Graphics Department

- Newsletters
- Logos and Website Banners
- Brochure design
- Bar Journal Ads
- \$45 per hour

You get one free ¼ page ad per year

Printing

News Journals

Newsletters

Brochures

Course Materials

Get your mailing list from us!

Website Costs

We don't build.....

- If a Section has enough money, they can get a good web company to build a site for around \$20-25,000.
- A WordPress site should cost around \$3-5,000.
- A rebuild could cost \$8-10,000.

This is your house.

Make sure it is up to date and looks nice.

Websites

Websites are like the laundry.....

- ✓ We can update
 - Council information
 - What we send out
- ✓ Get a website chair
- ✓ Your section supervises content updates



We Can Handle a Lot, But.....



Deadlines: The Rule of “3”

3 Months for Bar Journal

3 Months for Meeting Rooms

3 Weeks for Graphics

3 Weeks for Bylaw Amendments

3 weeks for MCLE Credit

3 days for Eblasts

Exception – 1 year for retreats and CLEs

Don't Operate in Crisis Mode!



Good Business Planning

- Use your presumptive council – things can't just STOP
- Past Officers work with future officers on Budget
- Do your budget in the spring
- Can you amend your budget? Yes!
- Retreats and CLEs need to be booked in advance

Retreats: What is reasonable

- \$200 (or less room) rate
- \$100 dinner (Casual dinners are good too!)
- Avoid car rentals
- Adult Beverages but no premium
- Just the council (& maybe committee chairs)
- Out of state? Justify it!

What you should already have done!

- 1) Held an election (or coming soon!)
- 2) Sent us a council roster
- 3) Notified us of any bylaws/dues changes
- 4) Turned in your budget
- 5) Assigned committee chairs
- 6) Booked your meetings for the year

What you should do NOW!

- 1) Create Master Calendar
- 2) Assign Committees
- 3) Update your Website
- 4) Send Non-Renewal Eblasts
- 5) Send something out!

HAVE A GREAT

YEAR!