

State Bar of
Texas
SECTIONS
DEPARTMENT

Hit the Ground Running



*Tracy Nuckols, Director
Sections Department
State Bar of Texas
1414 Colorado Street
Austin, TX 78710
tnuckols@texasbar.com
(512) 427-1710*

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 Jackson – Meeting & Event Planner
- Jake Stoffle, Meeting & Event Planner
- Reyn Rossington – Eblasts & NL

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.....

- Chair's Calendar
- Section Staff Assignment
- 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
----	-------------------

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 7, 2022

February 10, 2021

State Bar Annual Meeting

June 22-23, 2023

JW Marriott Austin

Staff Point Person

2 Meeting Planners: Lyndsay and Jake
Sections are divided between the 2
I am here for big projects and advice!

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.

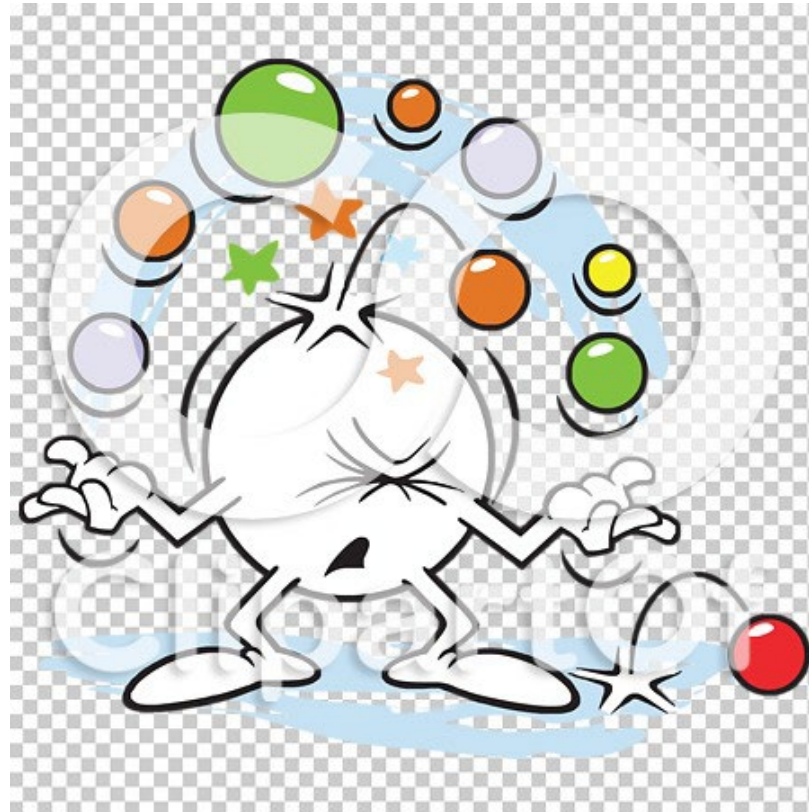
Websites

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.....



www.ClipartOf.com · 1114316

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 (\$230 with inflation?) rate
- \$125 dinner (Casual dinners are good too!)
- Avoid car rentals
- Watch for added fees?
- 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) Send us this year's council
- 2) Create Master Calendar
- 3) Assign Committees
- 4) Update your Website
- 5) Send Non-Renewal Eblasts
- 6) Send something out!

HAVE A GREAT

YEAR!