



Your Guide to a Successful Year!

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Sections Department Director

Our Goal

- Improve communications.
- Plan and staff your events when asked.
- Facilitate your initiatives & projects.
- Provide guidance, historical knowledge & advice.
- Help you have a successful year!

Your Membership

Membership is a living breathing thing that is ever-changing!

- Members are your most important asset.
- Protect the confidential information.
- Don't distribute your member list.
- We can provide membership numbers monthly & demographic reports annually.
- To understand your membership numbers, you need to understand the dues cycle...

Dues Cycle

- **June 1:** Dues are officially late.
 - > But penalties aren't assessed til August 1.
- **August 31:** Bar members are suspended (or quickly pay!)
 - > Your membership starts to level out in September.
- **February-April:** Auto-collections come from big firms.
 - > This is about 40% accumulation.
- Dues are transferred quarterly to sections at the month following the quarter's end.
 - > Jan-Mar = Apr; Apr-Jun = Jul; Jul-Sep = Oct; Oct-Dec = Jan
- Those who join in March-May get the end of that Bar year and all of next year too!

Deadlines: The Rule of 3

- 3 Months for *Texas Bar Journal*
- 3 Months for State Bar Meeting Rooms
- 3 Weeks for Graphics
- 3 Weeks for Bylaw Amendments
- 3 Weeks for MCLE Credit
- 3 Days for Eblasts & Newsletters

Exception: 12-6 months for booking Retreats and CLEs!

Graphics & Printing

- Newsletters/Journals
- Logos and Website Banners
- Brochure/Course Materials
- *Texas Bar Journal* Ads
- Graphics Dept. charges \$45 per hour.
- We can provide a mailing list for printing.

Sections get one free ¼ page ad per year!

Websites

- Keep it up to date and looking nice.
- Create a website committee or hire a webmaster!
- Sections Dept. can help you update your council.
- Your section is responsible for all content updates.
- Sections Dept. can house your domain and hosting on a yearly auto-renew, but requires quick invoice approvals from you!
- Sections Dept. doesn't build or rebuild sites, but we know a few folks that do.

Create a 'Council Only' Page

- Either on your website or using GoogleDrive.
- Makes for easy officer transitions each year.
- Things to keep on that page...
 - > Council Roster/Contact Sheet
 - > Section Master Calendar/Upcoming Events
 - > Current Meeting Documents
 - > Archive Past Meeting Documents/Minutes
 - > Reimbursement Policy, Finance Policy & Bylaws
 - > Committee Descriptions & Rosters

Event Reminders

- State Bar reviews & signs all contracts! (takes 1-2 weeks)
- Casual/fun/funky dinners are great options.
- Alcohol at group dinners is OK.
- Avoid car rentals -- rideshare is your friend.
- Poll your council members before we bid venues.
- Hybrid is EXPENSIVE, stick to one or the other.
- The later you are in planning, the fewer will attend.
- We need prompt approval on all bills.



**We Can
Handle
A Lot,
But...**

What you should already have done...

- Held an election (or have one coming soon).
- Sent us your full council roster (even if it is only presumptive).
- Turned in your budget.
- Assigned your committee chairs.
- Booked your meetings for the year (or at the very least your next one).

What you should DO NOW!

- Book your Fall/Winter meeting <<< If you haven't!
- Review your Bylaws & Financial Policies.
- Review today's online materials and your stats.
- Create a Master Calendar.
- Update your website.
- Send a "We miss you" eblast to your non-renewals.
- Send a Welcome/Message from the Chair Eblast.

Save the Date

Fall Council of Chairs

Friday, November 7, 2025

> via Zoom

Spring Council of Chairs

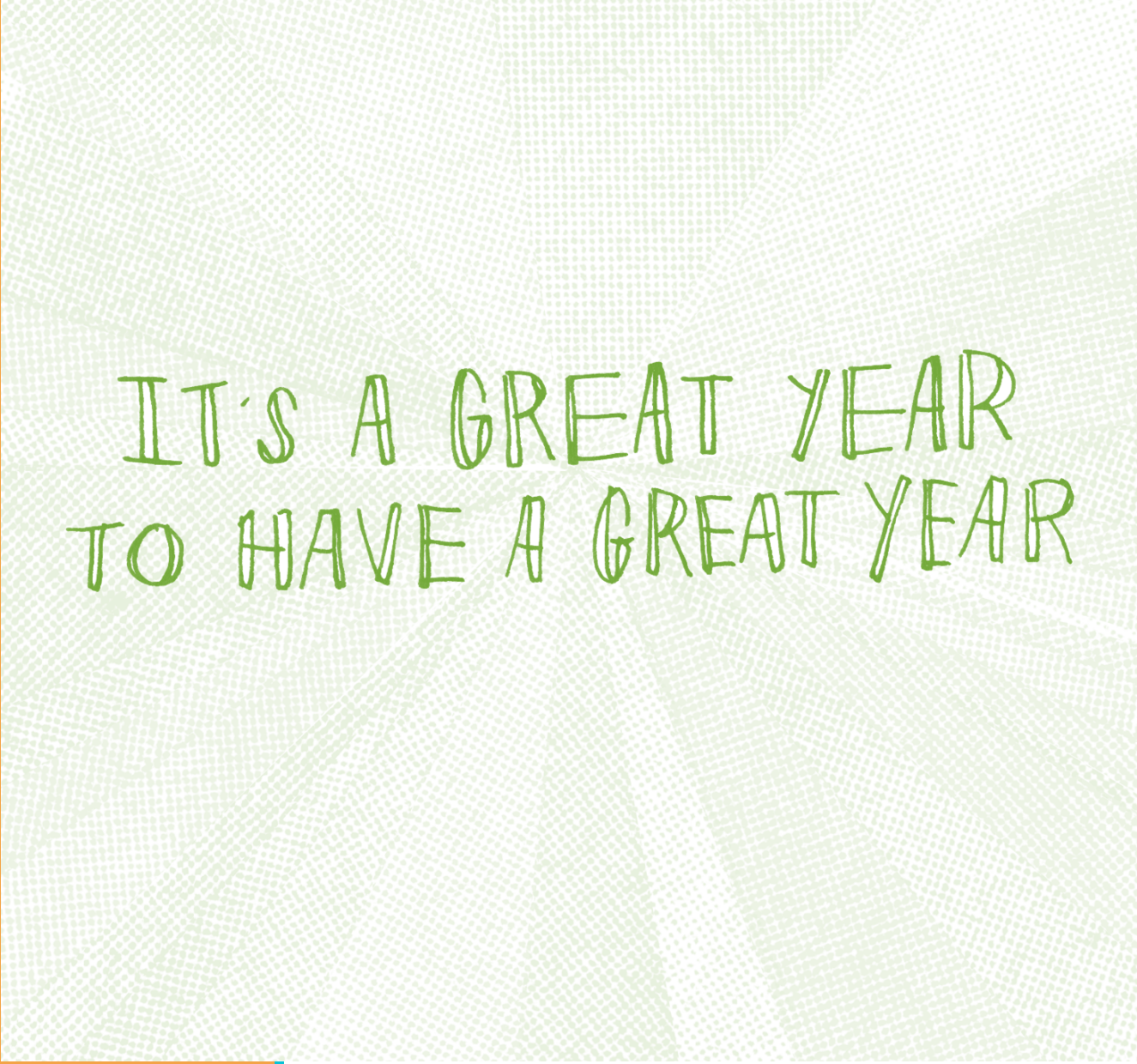
Friday, February 20, 2026

> Texas Law Center, Austin

State Bar of Texas Annual Meeting

Thursday-Friday, June 11-12, 2026

> Marriott Marquis, Houston



IT'S A GREAT YEAR
TO HAVE A GREAT YEAR