

**WASHINGTON STATE BAR ASSOCIATION**  
**LEGAL ASSISTANCE TO MILITARY PERSONNEL SECTION**  
**BYLAWS**

**As Amended**

**ARTICLE 1: NAME AND PURPOSE**

**Section 1: Name**

This section shall be known as the Legal Assistance to Military Personnel Section of the Washington State Bar Association [formerly the Legal Services to the Armed Forces Section].

**Section 2: Purpose**

The purpose of this section shall be to benefit the members of the Washington State Bar Association and the general public by:

- 2.1. Promoting the objectives of the Washington State Bar Association with respect to Military Affairs.
- 2.2. Establishing and maintaining liaison between the Washington State Bar Association and the Armed Forces of the United States in order to better serve the legal needs of the members of the Armed Forces of the United States and their dependents.
- 2.3. Providing information on matters affecting military lawyers, both active duty and reserve.
- 2.4. Encouraging continuing legal education to foster the ability to provide adequate legal representation to military personnel and their dependents within the state of Washington.

**ARTICLE II: MEMBERSHIP**

**Section 1: Members**

Any member in good standing of the Washington State Bar Association is eligible to be a member of this section.

**Section 2: Associate Members**

Any other interested person is eligible to be an Associate Member of this section. An Associate Member of this section shall have the same privileges as a Member of this section except those of voting and of holding elective office.

### **Section 3: Enrollment**

Any person eligible to be a Member or Associate Member of this section shall be enrolled as such upon payment of the prescribed annual membership dues.

### **Section 4: Dis-enrollment**

Any Member or Associate Member of this section who fails to pay the prescribed annual membership dues within sixty days after the annual due date thereof may be dis-enrolled as a Member or Associate Member of this section. Any Member or Associate Member of the section may be dis-enrolled by a majority vote of the members participating at a meeting called for such purpose after notice given in writing 10 days in advance of the purpose of such meeting.

## **ARTICLE III: DUES**

### **Section 1: Amount**

The annual membership dues payable by each Member and Associate Member of this section shall be \$25.00 unless changed and approved by the Board of Governors of the Washington State Bar Association.

### **Section 2: Due Date**

The due date for payment of the annual membership dues of this section shall be in accordance with the usual billing practices for sections of the Washington State Bar Association.

### **Section 3: Revision of Dues**

The establishment or any revision in the dues of this section requires approval by the Board of Governors of the Washington State Bar Association.

## **ARTICLE IV: MEETINGS**

### **Section 1: Annual Meeting**

The Annual Meeting of this section shall be held in conjunction with the Annual Meeting of the Washington State Bar Association or such other place and time chosen by the Council, as permitted by applicable rules of the Washington State Bar Association.

### **Section 2: Other Meetings**

Other meetings of this section may be held at such times and places and with such programs as shall be determined by the Chair or the Council of this section.

### **Section 3: Quorum**

The voting Members of this section who are present or participating at any meeting of this section shall constitute a quorum for the transaction of business.

### **Section 4: Majority Vote**

Upon any matter calling for a determination or vote by the Members of this section, the vote of a simple majority of those voting Members present or participating and voting at a meeting of this section shall be binding.

### **Section 5: Notice**

No meeting of this section, other than the Annual Meeting, may be held except upon ten days prior written notice to all Members of this section.

## **ARTICLE V: OFFICERS**

### **Section 1: Designation**

The Officers of this section shall consist of a Chair, a Chair-Elect, a Vice Chair, a Secretary-Treasurer and a Historian. The immediate Past Chair shall also continue to serve as an Officer of the section; all other section members who have served as Chair shall be permitted to attend meetings of the Officers in an *ex-officio* (non-voting) role.

### **Section 2: Term**

Officers of this section shall be elected at each Annual Meeting of this section and shall hold office for a term of two years beginning at the close of the Annual Meeting at which elected and ending at the close of the next Annual Meeting. This provision shall not apply, however, to the office of Historian, who shall be appointed or reappointed annually by the Chair at the Annual Meeting, taking into consideration the desirability of maintaining continuity in said office for purposes of effectively carrying out its duties. Further, this provision shall not apply to the position of immediate Past Chair, whose status is determined by the succession of the Chair.

### **Section 3: Succession of Chair**

The Chair-Elect of this section shall, upon completion of his or her term as such, succeed to the office of Chair of this section for a term of two years.

### **Section 4: Removal**

Any officer who is dis-enrolled as a Member of this section for failure to pay the prescribed annual membership dues or who has two unexcused absences of successive meetings of the Council or under Article II, Section 4, shall be removed as an officer.

## **Section 5: Vacancies**

If any vacancy shall occur among the Officers of this section, whether by death, resignation, removal, or otherwise, such vacancy shall be filled as follows:

a. Chair: Upon the occurrence of a vacancy in the Office of Chair, the Chair-Elect shall succeed to such Office for the remainder of the unexpired portion of the term thereof; provided, that such succession shall not affect the right of the Chair-Elect to serve his or her subsequent term of two years as Chair.

b. Chair-Elect: Upon the occurrence of a vacancy in the Office of Chair-Elect, such office shall remain vacant until the next Annual Meeting of this section.

c. Vice Chair: Upon the occurrence of a vacancy in the Office of Vice Chair, such office shall remain vacant until the next Annual Meeting of this section.

d. Secretary-Treasurer: Upon the occurrence of a vacancy in the office of Secretary-Treasurer, the Council shall fill such vacancy by selection and appointment of a successor to serve until the next Annual meeting of this section.

e. Historian: Upon the occurrence of a vacancy in the Office of Historian, the Chair shall immediately fill such vacancy by selection and appointment of a successor to serve until the next Annual Meeting of this section.

f. Past Chair: Vacancies in the Office of Past Chair shall not be filled in any formal manner. However, all section members who have served as Chair shall be informed of the vacancy and invited to assist and advise the Chair in an *ex-officio* role.

## **Section 6: Duties**

a. Chair: The Chair shall be the Chief Executive Officer of this section; shall preside over all meetings of this section or of the Council; shall represent this section in dealing with the Washington State Bar Association and/or any other organizations or persons; shall formulate and present an Annual Report to the Washington State Bar Association on the work of this section; shall perform such other duties as may be authorized or directed by the membership or the Council of this section; and shall take all other actions and exercise all other prerogatives pertaining to the Office of the Chair.

b. Chair-Elect: The Chair-Elect shall be the Chair's deputy and shall preside over all meetings of this section or of the Council in the absence of the Chair; and shall perform such other duties as may be authorized or directed by the Chair or the Council of this section.

c. Vice Chair: The Vice Chair shall preside over all meetings of this section or of the Council in the absence of both the Chair and the Chair-Elect; and shall perform such other duties as may be authorized or directed by the Chair or the Council of this section.

d. Secretary-Treasurer: The Secretary-Treasurer shall be the custodian of all records of this section; shall be the recorder of the proceedings of all meetings of this section or of the Council; shall be responsible for the conduct of all financial affairs of the section to the extent and shall perform such other duties as may be authorized or directed by the Chair or the Council of this section.

e. Historian: The Historian shall collect and maintain all historical data pertaining to meetings, seminars, and other activities of this section which shall include, but not be limited to, reports, minutes, announcements, pictures, seminar materials, pamphlets, etc. The Historian shall be charged with the responsibility of compiling, assembling and displaying some or all such materials at the Annual Meeting or other meetings of this section and on such other occasions desired by the Council. The Historian shall perform such other duties as may be authorized or directed by the Chair or the Council of this section.

f. Past Chair: The immediate Past Chair shall serve to ensure continuity in the section's activities and overall mission; assist the Chair in management and guidance of the section; and perform such other duties as may be authorized or directed by the membership or the Council of this section.

### **Section 7: Compensation**

No Officer of this section shall receive any compensation from this section for his services but may be reimbursed for expenses according to existing policies of the Washington State Bar Association.

## **ARTICLE VI: COUNCIL**

### **Section 1: Members**

The following persons shall be Members of the Council of this section: all Officers of this section, all former Chairs of this section, and up to six other appointed Members who shall be appointed by the Chair as hereinafter provided.

### **Section 2: Term of Appointed Members**

Appointed Members of the Council shall be appointed by the Chair at any regular meeting of this section. Each Appointed Member of the Council shall hold Office for a term of two years beginning at the close of the Meeting at which appointed.

### **Section 3: Ex-Officio Members**

The following persons shall be Ex-Officio Members of the Council: the President of the Washington State Bar Association, the President-Elect of the Washington State Bar Association, the Washington State Bar Association Board of Governor's Liaison to the Legal Services to the Armed Forces Section, and the senior active duty JAG officer of each of the Armed Forces in the

State of Washington. An Ex-Officio Member of the Council shall have the same privileges as a Member thereof except that of voting.

#### **Section 4: Associate Members**

The Council may select and appoint, in such numbers as may be determined by the Council, Associate Members of this section to serve as Associate Members of the Council. An Associate Member of the Council shall serve as such at the pleasure of the Council and shall have the same privileges as a Member thereof except that of voting.

#### **Section 5: Removal**

a. Officers and Elected Council Members: Any Officer or Council Member who is dis-enrolled as a Member of this section for failure to pay the prescribed membership dues or who fails to attend two successive meetings of the Council without just cause shall be removed as a Member of the Council.

b. Former Chairs: Any former Chair who was dis-enrolled as a Member of this section for failure to pay the prescribed membership dues shall be removed as a Member of the Council.

#### **Section 6: Vacancies**

If any vacancy shall occur among the Appointed Members of the Council, the Chair shall fill such vacancy by selection and appointment of a successor to serve to fill any unexpired portion of the term of the vacated Council position.

#### **Section 7: Meetings**

The Council shall hold not fewer than two meetings per year, such meetings to be held at such times and places as determined by the Chair of this Section. All meetings shall be open and public and all persons shall be permitted to attend any meeting, except as otherwise provided in the bylaws of the Washington State Bar Association. A meeting may be held by electronic means provided public notice of the meeting is posted on the WSBA website. The notice shall include contact information for any person to arrange access to the meeting or record thereof.

#### **Section 8: Quorum**

The voting members of the Council who are present at any meeting of the Council shall constitute a quorum for the transaction of business.

#### **Section 9: Majority Vote**

Upon any matter calling for a determination or vote by the Council, the vote of a majority of those voting Members of the Council present and voting at a meeting of the Council shall be binding.

### **Section 10: Notice**

No meeting of the Council may be held except upon ten days prior written or electronic notice to all members of the Council.

### **Section 11: Action Without Meeting**

Any action calling for a determination or vote by the Council may be taken if a majority of the voting Members of the Council shall consent in writing or electronically given prior to such action being taken provided public notice of the action is posted on the WSBA website. The notice shall include contact information for any person to arrange access and receive record thereof.

### **Section 12: Duties**

The Council shall have the general authority and responsibility for the conduct of the affairs of this section, subject to the provisions of these Bylaws and the Bylaws of the Washington State Bar Association.

### **Section 13: Compensation**

No Member, Ex-Officio Member or Associate Member of the Council shall receive any compensation from this section for his or her services but may be reimbursed for expenses according to existing policies of the Washington State Bar Association.

## **ARTICLE VII: ELECTIONS**

### **Section 1: Nomination**

a. Nominating Committee: At the meeting of the Council immediately preceding each Annual Meeting of the Council, the Chair of this section shall appoint a Nominating Committee. Prior to each Annual Meeting of this section, such Nominating Committee shall make itself available to Members of this section to receive recommendations as to nominees for election to all Officer positions of this section to be filled by election at such Annual Meeting; and, at each Annual Meeting of this section, such Nominating Committee shall report to the Members of this section its recommendation as to nominees for election to all Officer positions to be filled by election at such Annual Meeting of this section.

b. Nominations from Floor: After receipt of the recommendation of the Nominating Committee, other nominations may be made from the floor of each Annual Meeting of this section for election of any Member of this section to any Officer position to be filled by election at such Annual Meeting of this section.

## **Section 2: Election**

Election of Officers shall be by secret written ballot of the Members of this section present at each Annual Meeting of this section; provided, that such requirement of secret written ballot may be dispensed with in case of any person elected by acclamation, upon the unanimous vote of all Members of the section present and voting at an Annual Meeting of this section.

## **Section 3: Re-Election**

No officer or Elected Council Member who has served a full elective term may be reelected to succeed himself except for the Secretary-Treasurer, who may serve no more than three (3) consecutive terms.

## **Section 4: Dual Office Holding**

No person may hold more than one elective position at the same time in this section.

# **ARTICLE VIII: MISCELLANEOUS**

## **Section 1: Effective Date of Bylaws**

These Bylaws shall become effective after adoption by a vote of the Members of this section at an Annual Meeting of this section and upon approval by the Board of Governors of the Washington State Bar Association.

## **Section 2: Amendment of Bylaws**

These Bylaws may be amended by a vote of the Members of this section at an Annual Meeting of this section. No amendment approved by the Members of this section shall become effective until also approved by the Board of Governors of the Washington State Bar Association.

## **Section 3: Imputation to the Washington State Bar Association**

No recommendation or action of this section or of the Council of this section shall be deemed as or referred to as a recommendation of or action of the Washington State Bar Association and until such has been submitted to and approved by the Board of Governors of the Washington State Bar Association, the General Assembly of the Washington State Bar Association in annual convention, or a duly authorized referendum of the Washington State Bar Association.

## **Section 4: Social and Political Advocacy**

No positions may be taken by this section or its members in the name of this section except as allowed by the policies of the bylaws of the Washington State Bar Association.

### **Section 5: Annual Budget**

On or before the deadline set by the Budget and Audit Committee of the Washington State Bar Association, the Secretary-Treasurer, in coordination with the Chair, will submit to the Budget and Audit Committee a section budget for the fiscal year commencing October 1.

### **Section 6: Annual Report**

Not less than 30 days before the Annual meeting of the Washington State Bar Association, the Chair shall file with the Executive Director of the Washington State Bar Association a concise report summarizing the activities of the current year and anticipated activities of the ensuing year.

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### **Amendment History**

#### **Founding Bylaws**

Approved by the Board of Governors of the Washington State Bar Association on April 2, 2004.

#### **Amendment No. 1**

Approved by the Board of Governors of the Washington State Bar Association on June 1, 2007.

As submitted by Adam E. Torem, Chair, Legal Services to the Armed Forces Section (former name)/  
Legal Assistance to Military Personnel (new name, per this amendment).