

WASHINGTON STATE B A R A S S O C I A T I O N

LEGAL ASSISTANCE TO MILITARY PERSONNEL SECTION

Bylaws

As last amended and approved by the WSBA Board of Governors on July 27, 2017.

ARTICLE 1: NAME AND PURPOSE

Section 1: Name

This section shall be known as the Legal Assistance to Military Personnel Section (hereinafter referred to as the "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, the Armed Forces of the United States, and federal, state and local government agencies involved in military and veteran affairs in order to better serve the legal needs of the members and veterans of the Armed Forces of the United States and their dependents.
- 2.3. Providing information on matters affecting military licensed legal professionals, both active duty and reserve.
- 2.4. Encouraging continuing legal education to foster the ability to provide legal representation to military personnel, veterans 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: Subscribers

Any other interested person is eligible to be a subscriber of this section. A subscriber of this section shall have the same privileges as a member of this section except those of holding elective office. In accordance with the bylaws of the Washington State Bar Association, law students may be enrolled as subscribers of the section.

Section 3: Enrollment

Any person eligible for membership or subscribership under this article shall be enrolled as such upon payment of the prescribed annual membership dues.

Section 4: Dis-enrollment

Any member or subscriber of this section who fails to pay the prescribed annual membership dues within sixty (60) days after the annual due date thereof will be dis-enrolled.

ARTICLE III: DUES

Section 1: Amount

Members shall pay in advance the annual membership dues approved by the Board of Governors of the Washington State Bar Association. The section membership dues for law students shall be set at a standard amount annually determined by the Board of Governors.

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.

ARTICLE IV: MEETINGS

Section 1: Annual Meeting

The annual meeting of this section shall be held in such place and time as chosen by the executive committee.

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 executive committee 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

Notice of all meetings of this section will be provided to all members of the section and will be posted on the Washington State Bar Association website.

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.

Section 2: Term

Officers of this section shall be elected at each annual election of this section and shall hold office for a term of two (2) years beginning on October 1. 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 may, 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: 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 executive committee; 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 executive committee 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 executive committee in the absence of the Chair; and shall perform such other duties as may be authorized or directed by the Chair or the executive committee of this section.

c. Vice Chair: The Vice Chair shall preside over all meetings of this section or of the executive committee 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 executive committee of this section.

d. Secretary/Treasurer: The Secretary/Treasurer shall take minutes at each meeting of the section and executive committee, and provide approved minutes to the Washington State Bar Association for publication and record retention, work with the Washington State Bar Association to ensure that the

section complies with the Washington State Bar Association fiscal policies and procedures, work with the Washington State Bar Association to prepare the section's annual budget, and review the section's monthly financial statements for accuracy and comparison to budget. The Secretary/Treasurer shall also perform such other duties as may be authorized or directed by the Chair or the executive committee 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 executive committee. The Historian shall perform such other duties as may be authorized or directed by the Chair or the executive committee of this section.

f. Immediate 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 executive committee of this section.

g. Legislative Chair: The Legislative Chair shall track proposed legislation and provide briefs on the progress to the executive committee. The Legislative Chair also shall advocate LAMP's position on policy and legislative matters after receiving approval from the LAMP Executive Committee and Washington State Bar Association Legislative Liaison, Legislative Committee, or Board of Governors as required by Washington State Bar Association policy and Bylaws. The Legislative Chair shall perform such other duties as may be authorized or directed by the Chair or the executive committee of this section.

Section 5: 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: EXECUTIVE COMMITTEE

Section 1: Members

The following persons shall be members of the executive committee of this section: all officers of this section, all former Chairs of this section, and up to seven other At-Large members who shall be appointed by the Chair as hereinafter provided.

Section 2: Term of At-Large Members

Appointed At-Large members of the executive committee shall be appointed by the Chair. At-Large members of the executive committee shall serve as such at the pleasure of the Chair and shall have the same privileges as a member thereof except that of voting.

Section 3: Ex-Officio Members

The following persons shall be *ex-officio* members of the executive committee: 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 Assistance to Military Personnel 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 Executive Committee shall have the same privileges as a member thereof except that of voting.

Section 5: Removal

- a. **Officers and elected executive committee members:** Any member of the executive committee may be removed by a two-thirds majority vote of the executive committee. Grounds for removal include, but are not limited to, regular absence from executive committee meetings and events, failure to perform duties, unprofessional or discourteous conduct or whenever, in the executive committee's judgment, the executive committee member is not acting in the best interest of the section membership.

Section 6: Vacancies

The executive committee will appoint, by majority vote, members to fill vacancies on the executive committee, including officers. When a member is appointed to fill a vacancy in an unexpired term, the member will do so until the next annual election when an individual will be elected to serve the remainder of the vacated term. Vacancies in the office of Immediate Past Chair will not be filled in any formal manner. However, all section members who have served as Chair will be informed of the vacancy and invited to assist and advise the Chair in an *ex officio* role.

Section 7: Meetings

The executive committee 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 (telephone or videoconference) provided public notice of the meeting is posted on the Washington State Bar Association website. The notice shall include contact information for any person to arrange access to the meeting or record thereof.

Section 8: Quorum

A majority of the voting members of the executive committee shall constitute a quorum for the transaction of business.

Section 9: Majority Vote

Upon any matter calling for a determination or vote by the executive committee, the vote of a majority of those voting members of the executive committee present and voting at a meeting of the executive committee, after a quorum is established, shall be binding.

Section 10: Notice

Notice of executive committee meetings will be provided to section members and subscribers and published on the Washington State Bar Association website.

Section 11: Duties

The executive committee 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 12: Compensation

No member, *ex officio* member or associate member of the executive committee 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**: Nominations and elections for open executive committee positions will be held between March and May each year. The Chair or the executive committee of this section shall appoint a nominating committee consisting of no less than three section members, including one who is not currently a member of the executive committee. All applicants will apply through an electronic process administered by the Washington State Bar Association. The executive committee will also have an alternative process to allow for nominations to occur outside of the nominating committee process. The executive committee will approve a list of nominees for each open position.

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

The Washington State Bar Association will administer the elections by electronic means and certify the results, unless the section develops its own equivalent electronic election process. In the event of a tie, the winner will be determined by a coin toss.

Section 3: Re-Election

Elected executive committee members may be reelected to succeed him/herself upon nomination by the nominating committee or nomination from the floor.

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 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 or at an executive committee meeting by a majority vote of the voting executive committee members once a quorum is established. 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: 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 or the Bylaws of the Washington State Bar Association.

Section 4: Annual Report

When requested, 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.

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).

Amendment No. 2

Approved as amended by the WSBA Board of Governors on July 23, 2010. In accordance with the WSBA Bylaws, the approved amendments are specific to Article II. Membership, and Article III. Dues, acknowledging that law students may join the Section as non-voting associate members with membership dues determined by the Board of Governors on an annual basis.

Amendment No. 3

Approved by the WSBA Board of Governors on April 27, 2012. As submitted by the Legal Assistance to Military Personnel Section Chair.

Amendment No. 4

Approved by the WSBA Board of Governors on July 27, 2017.