

BYLAWS OF THE SOUTHERN ARIZONA CHAPTER
ARIZONA WOMEN LAWYERS ASSOCIATION

ARTICLE I
Offices

The principal office of the Southern Arizona Chapter of the Arizona Women Lawyers Association (AWLA) for the transaction of its business is located at the office of the presiding President.

ARTICLE II
Members

Section 1. Members shall consist of the following two classes:

(a) Voting Members: Members shall consist of any person who has paid dues for this Association and who (1) has been licensed to practice law in any jurisdiction and is not currently under suspension or disbarment; (2) is a Justice of the Peace currently in good standing and sitting in any Arizona Justice Court; (3) is a Judge currently in good standing in a any Tribal Court in Arizona; (4) is a Dean or faculty member of any law school located in Arizona. In order to vote, a member must be current on dues or must have been granted lifetime membership.

(b) Non-Voting Members: Students at or graduate of an ABA accredited law school in the State of Arizona may become non-voting members upon written application and payment of dues.

Section 2. Persons distinguished for public service or eminence in the law may be elected to honorary membership by a vote of the Steering Committee. An honorary member shall not have a vote and shall not be eligible to be an officer or a member of the Steering Committee.

Section 3. Each voting member shall be entitled to one vote on each matter submitted to a vote of the members.

Section 4. Any member who is disbarred or suspended from the practice of law shall become ineligible for membership in this organization and such membership shall be immediately terminated by the Steering Committee.

Section 5. Any member may resign by filing a written resignation with the Steering Committee.

Section 6. Membership dues and the period for which dues are paid shall be set by the State Organization.

ARTICLE III General Membership Meetings

Section 1. Written notice stating the place, day, and time of the General Membership Meetings shall be mailed or e-mailed to each member in good standing.

Section 2. Written notice of business to be transacted at a General Membership Meeting shall be mailed or e-mailed to each member in good standing.

Section 3. A quorum for the purpose of transacting any business by the General membership shall consist of twenty-five (25) percent of the voting members in good standing at the time of the meeting.

Section 4. No proposal upon which the General Membership is asked to vote shall become effective unless it is approved by a simple majority of those voting members in good standing who are present at the time the vote is taken.

ARTICLE IV Selection of Officers and Executive Committee Members

Section 1. Voting members in good standing of this Chapter shall be eligible to be officers or members of the Steering Committee.

Section 2. The officers of this Chapter shall be a President, a President-Elect, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected in December of each year by a vote of the General Membership and shall assume office at the December General Meeting. An officer shall hold office for one year or until the election and installation of a successor unless the officer resigns or is otherwise removed by a vote of the General Membership.

Section 3. The President may appoint a Parliamentarian.

ARTICLE V Duties of Officers

Section 1. The President shall:

(a) Perform all duties incident to the office of President and such other duties as may be prescribed by the Steering Committee;

(b) Be the principal executive officer of the Chapter and shall supervise and conduct all of its business and affairs, presiding at all meetings of members and at all meetings of the Steering Committee;

(c) Appoint a Nominating Committee to present a slate of candidates to the General Membership;

(d) Appoint the chair and members of committees except those whose appointments are mandated by other provisions of these bylaws.

Section 2. The President-Elect shall perform all duties of the President in the President's absence or disability. The President-Elect shall have the responsibility for planning the annual holiday luncheon. The President-Elect shall perform such other duties as shall be designated by the President.

Section 3. The Vice-President shall perform the duties of the President in the event of the absence or disability of both the President and the President-Elect. The Vice-President shall be the Chair of the Program Committee and shall perform such other duties as shall be delegated by the President.

Section 4. The Secretary shall keep the minutes of the meetings of the Steering Committee and shall provide copies of the minutes of all meetings to all members of the Steering Committee within a reasonable time after a meeting.

Section 5. The Treasurer shall have custody of and be responsible for all funds and assets of the Chapter, shall deposit all monies of the Chapter in such depositories as are designated by the Steering Committee, and shall make a Treasurer's report at each Steering Committee Meeting.

Section 6. The Parliamentarian shall upon request of the President act as Parliamentary Advisor. The Rules of Parliamentary Procedure set forth in Roberts Rules of Order, as revised from time to time, shall govern the proceedings of this Chapter, subject to such special rules as may be adopted by the Chapter.

ARTICLE VI Committees

Section 1. The Steering Committee shall:

(a) Set policy for the Chapter;

(b) Fill vacancies in the offices of President, President-Elect, Vice-President, Secretary, and Treasurer;

(c) Determine what committees shall be formed, other than the Nominating Committee and Program Committee;

(d) Maintain a membership list, which shall not be released without a vote of the Steering Committee;

(e) Perform any other duties prescribed by the bylaws.

Section 2. The Steering Committee shall meet once a month at times and places determined by the Steering Committee, except as the Steering Committee may determine.

Section 3. Special meetings of the Steering Committee may be called by the President or upon the written request submitted to the President by five (5) members of the Steering Committee.

Section 4. A quorum of seven (7) Steering Committee members is required for the purpose of transacting any business by the Committee. No proposal upon which the Steering Committee is asked to vote shall become effective unless it is approved by a simple majority of those Steering Committee members present at the time the vote is taken.

Section 5. The Nominating Committee shall:

(a) Present a slate of candidates for officers to the membership;

(b) Mail or e-mail ballots to all voting members of the General Membership at least fifteen (15) days prior to the General Meeting in December so that ballots may be returned by mail prior to the meeting;

(c) Tabulate the results of the election so that the chair of the Nominating Committee may announce results at the December General Meeting;

(d) Set its own meetings as its duties require.

Section 6. The Program Committee shall:

(a) Make all arrangements for the regular General Membership Meetings, including selection of the speaker or other presentation;

(b) Arrange such publicity for General Membership Meetings as is appropriate.

Section 7. Each committee created by the Steering Committee shall formulate its own duties and set its own meetings, subject to the approval of the Steering Committee.

Section 8. Committee reports shall not be released for publication nor shall committees speak for the Chapter except by specific authorization by the Steering Committee.

ARTICLE VII. Amendments

These bylaws, or any of them, may be amended or repealed or new bylaws may be adopted by the vote of the majority of the voting members present at a meeting duly called for that purpose at which a quorum is present. A proposed amendment may not be acted on unless notice pursuant to Article III has been given.