

BALTIMORE COUNTY BAR ASSOCIATION
BY-LAWS

ARTICLE I - OFFICERS

Section A. President

The President shall be the executive head of the Association and the Chair of the Executive Council. He or she shall have general direction and control of the affairs of the Association consistent with the provisions of the By Laws and the direction of the Executive Council; preside at all meetings of the Association and of the Executive Council; appoint the membership of all committees and designate a chair for each committee promptly after the annual election.

Section B. President-Elect

The President-Elect shall, in the absence of the President, perform all of the duties pertaining to the office of the President, and, upon the death, resignation, disqualification or inability to serve on the part of the President, succeed to the office of the President and hold it for the remainder of the unexpired term and for his or her regular term as President. He or she shall also appoint a vice-chair for each committee appointed by the President.

Section C. Secretary

The Secretary shall keep a record of the proceedings of all meetings of the Association and of the Executive Council, and of all matters of which a record shall be deemed advisable by the Association or the Executive Council. He or she shall conduct the correspondence of the Association with the approbation of the President, and shall notify all officers and members of their election, appointments and acceptance into membership in the Association, and he or she shall issue notices of all meetings at least ten (10) days in advance of such meetings except meetings of the Executive Council. He or she shall also keep a permanent record of all committee assignments and cause a roster of all committees to be prepared and mailed to the members of the Association.

Section D. Treasurer

The Treasurer shall collect and, under the direction of the Executive Council, disburse all funds of the Association. If required by the Executive Council, he or she shall, before entering upon his or her duties, give bond in such amount and with such surety or sureties as required. He or she shall report the status of his or her accounts to the membership of the Association at each stated meeting and at the annual meeting of the Association. He or she shall keep regular accounts which shall be, at all times, open to the inspection of any member of the Executive Council, and upon the request of any member of the Association directed to the Executive Council. Whenever deemed expedient and required by the Executive Council, his or her accounts shall be audited. He or she shall keep the Executive Council currently advised of the status of any delinquency in the payment of dues, and shall give at least thirty (30) days notice of suspension of membership to any member whose dues shall be in arrears as hereinafter provided.

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Section E. Immediate past President

The Immediate Past President shall provide counsel and advice to the other officers of the Association and its Executive Council and shall perform such other duties as may be assigned him or her from time to time by the Executive Council.

ARTICLE II - EXECUTIVE COUNCIL

Section A. General Powers

The Executive Council shall be the governing body of the Association. It is charged with the duty of managing the business and affairs of the Association and with the direction of its activities so that its purposes and objectives may be achieved. It shall have all powers necessary to carry out such duties, subject to the provisions of the Constitution and these By Laws.

Section B. Meetings

The Executive Council shall meet monthly at the call of the President of the Association.

Section C. Minutes

Minutes of the meetings of the Executive Council shall be kept by the Secretary of the Association who shall function also as the Secretary of the Council. Such minutes shall be read at the next ensuing meeting of the Association.

Section D. Representation at Other Meetings

Whenever the Council deems it proper, it may designate some member or members of the Association as a delegate to represent the Association at meetings of the American Bar Association, or any other body or bodies to which representation has been invited or permitted.

Section E. Committees of the Association

The Executive Council shall determine which committees (special committees) other than those stated in Article VII of the Constitution are necessary and expedient for the operation of the Association. Such determination shall be in writing and shall set forth the purposes of each committee so created; a copy of such purposes shall be kept in a binder (the "committee binder") by the committee chair and the Secretary of the Association. In addition, the Executive Council shall determine the size and terms of all committees. Such determination shall be in writing and retained in the committee binder.

ARTICLE III - EXECUTIVE COMMITTEE

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The Executive Committee shall have such duties and powers as shall be assigned to it by the Executive Council to act on matters requiring immediate attention between regular meetings of the Executive Council. All Actions taken by the Executive Committee shall be recorded in the minutes of the Executive Council meeting immediately following such action.

ARTICLE IV - MEETINGS OF THE ASSOCIATION

Section A. General Provisions

The annual and stated meetings shall be called in accordance with the provisions of Article VI of the Constitution of the Association. No persons, other than members of the Association in good standing, shall be permitted to attend the annual, stated or special meetings of the Association without the approval of the Executive Council.

Section B. Notice

The Secretary of the Association shall send written notice to all members at least ten (10) days in advance of the meetings of the Association, except, however, when it is determined a matter of extreme urgency by the Executive Council, the call for a special meeting may be made upon five (5) days written notice. All notices of special meetings shall apprise the members of the nature of the special business to be transacted.

Section C. Order of Business

Before commencing the business of any annual, stated, adjourned or special meeting of the Association, the Secretary shall make a count of the membership present to determine whether there is a quorum. No business shall be conducted unless there is a quorum. The order of business for special meetings shall be the transaction of the business specified in the notice thereof. The order of business at annual, stated or adjourned meetings shall be as follows:

1. Reading of minutes of preceding meeting;
2. Report of the Treasurer;
3. Reports of standing committees;
4. Reports of special committees;
5. Unfinished business;
6. New business.

This order of business may be changed by a vote of a majority of the members present. The parliamentary rules contained in Roberts' "Rules of Order," except as herein otherwise provided, shall govern all meetings of the Association as far as the same are applicable.

ARTICLE V - APPLICATION FOR MEMBERSHIP

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1) Application for admission to this Association shall be in writing, subscribed to by three (3) members in good standing, and directed to the Executive Council. Each application shall contain, inter alia, the name of the party proposed, place of residence, law office address and certification that such applicant is eligible for membership in this Association in accordance with the requirements of Section A. (1) Article III of the Constitution.

2) After each application for membership is investigated as to the qualifications of the applicant, it shall be submitted to the Executive Council, and, upon the affirmative vote of a majority of said Council present, such application shall be, by the Secretary of the Association, dated and endorsed "approved" or "disapproved" and signed by the Secretary.

3) Each applicant receiving ultimate approval of his or her application by the Executive Council shall be entitled to immediate membership upon the payment of dues as herein provided.

4) Any application received under Section A(1) Article III of the Constitution, following the screening process outlined above, shall be submitted to the vote of the general membership at its next stated meeting for ultimate approval or disapproval, and if approved, such applicant shall be entitled to membership upon the payment of dues, as herein provided.

ARTICLE VI - COMMITTEES

Section A. General Provisions

All committees shall submit to the Secretary written reports of their activities five (5) days prior to the annual and stated meetings of the Association. If there has been no activity such fact shall also be reported in writing together with the reason for such inactivity. The committee chair shall maintain the committee binder. Such binder shall contain, in addition to the material specified in Article II, Section E hereof, all written reports of the committee.

Section B. Specific Duties of Standing Committees

- 1) Advocate Committee
This Committee assists in the preparation of the Association's newsletter. The staff prepares articles on events and recent case law. Committee chairs take the responsibility for submitting articles on committee activities. In addition to coordinating the articles, the Guest Editors proof the newsletter and make follow up calls when necessary.

- 2) Bench/Bar Committee

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The purpose of the Committee is to exchange ideas between the bench and the bar and resolve problems to facilitate and improve the administration of justice through the courts system in Baltimore County. In performing its function, the Committee shall solicit the view of the membership and shall publish its minutes in the periodic publications of the Association.

3) Budget and Finance Committee

This Committee shall prepare a proposed budget and submit it to the Executive Council by June 1 of each fiscal year. Express consideration shall be made of the prior year's income and expenditures.

The Committee shall be composed of the President-Elect, Treasurer, two additional Executive Council members and two Association members, all of whom shall be appointed by the President.

4) Constitution and By Laws Committee

This Committee shall make the necessary studies required whenever revision or amendment of the Constitution or By Laws is suggested by a member of the Association, by the Executive Council, or by its own initiative if circumstances so warrant. It shall put all proposed amendments in proper form and transmit copies thereof to the Executive Council in accordance with Articles X of the Constitution and Article X of these By Laws.

This Committee shall maintain an accurate, chronological record of all amendments and requests for amendments and the action taken thereon by the Association. Whenever it is deemed appropriate, and with the consent of the Executive Council, this Committee will cause a reprinting of the Constitution and By Laws to be made and distributed to the membership.

5) Continuing Legal Education Committee

This Committee shall make all arrangements necessary to present continuing legal education programs on topics of current interest to the membership prior to and in conjunction with the stated meetings of the Association and at such other times and places as it or the Executive Council may deem appropriate.

6) Entertainment Committee

This Committee shall make all arrangements for the social activities of the Association as designated by the Executive Council. It shall also be the duty of this Committee to investigate

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opportunities for other social activities of the Association and to report its findings and recommendations to the Executive Council.

- 7) Fee Arbitration Committee
This Committee resolves, by way of arbitration (either binding or voluntary), fee disputes between lawyers and clients. There is a twenty-five dollar charge for arbitration. This service is informal and routinely resolves matters where litigants are un-represented. Committee members participate by reviewing the concerns raised by the disputing parties and suggesting solutions to them.
- 8) Law Day Committee
This Committee plans and produces the Baltimore County Bar Association Law Day Celebration, which includes a breakfast legal education seminar, and the noon-time ceremonies at the portico of the Circuit Court. The latter involves the presentation of the annual Law Day Award suggested by the Law Day Committee, and approved by the Executive Council, along with the High School Essay Contest and the Baltimore County Board of Education Mock Trial honors.
- 9) Lawyer Assistance Committee
This Committee's purpose is to enhance the quality of life in the Baltimore County legal community by delivering education and assistance on mental/emotional, drug, alcohol, family, health and other personal and/or health problems. The committee is devoted to creating a workplace atmosphere that encourages professional growth, excellence and overall well-being.
- 10) Lawyer Referral Committee
It shall be the duty of this Committee, subject to the approval of the Executive Council, to formulate the policies and supervise the operation of the lawyer referral service of this Association. Any publicity to be given to this service shall be approved by the Executive Council and coordinated with the Public Relations Committee if one exists.
- 11) Long Range Planning Committee
This Committee gathers statistical data regarding the composition and needs of the membership, both for planning and historical preservation. This is done through surveys contained in the Advocate and new member questions. The committee meets on a regular basis to develop the questions to be utilized in surveys and to tabulate the results of the responses.
- 12) Membership and Admissions Committee

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This Committee shall assist the Executive Council with the necessary processing and investigation required for all applications for membership in the Association. As soon as an application for membership in the Association is received by the Executive Council, the same shall be referred to this Committee for investigation and written report. The investigation and the written report on each application for membership shall be concluded and submitted to the Executive Council no later than five (5) days prior to the next annual or stated meeting.

13) Memorial Committee

This Committee shall maintain vigilance to the Executive Council and the Administrative Judge of the Circuit Court for Baltimore County of the death of any member of the Association, and shall, in cooperation with the Executive Council and such Judge make the necessary arrangements for a memorial service in honor of such member. Wherever appropriate, this Committee shall make the necessary arrangements for the dedication of a portrait of a deceased member.

14) Nominating-Elections Committee

The Committee will receive applications for the Executive Council At-Large Vacancy no later than December 31st of the year preceding the election. All current At-Large Members of the Executive Council shall receive a nomination without the necessity of reapplying. This Committee shall meet in January of each year and prepare a list of nominations for election to the offices of President-Elect, Secretary and Treasurer and for the At Large Members of the Executive Council. Only one (1) person shall be nominated for each vacancy. The Nominating-Elections Committee shall deliver its list of nominations to the Secretary on or before February 10th of each year. Thereafter, the Nominating-Elections Committee shall do all things necessary to effectuate the procedure for elections set forth in Article VII hereof.

15) Pro Bono Committee

This Committee shall provide the membership with opportunities to render pro bono representation to the economically disadvantaged citizens of Baltimore County. It shall also coordinate with charities, governmental agencies and other pro bono programs in order to identify and locate the economically disadvantaged Baltimore County citizens who are in need of legal representation.

16) Professionalism Committee

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The purpose of this Committee is to enhance the professional courtesy and integrity of each member of the Association and the legal profession as a whole. The Committee shall also promote such programs as a professional creed, and other projects, to further develop the professionalism of the Association, subject to the approval of the Executive Council.

17) Young Lawyers Committee

This Committee shall have as its purpose the introduction and integration of newly admitted attorneys into the activities of the Association. The Committee shall also endeavor to assist young attorneys as they face problems associated with beginning the practice of law. The Committee shall also represent the views and interest of young lawyers in the Association and the Executive Council.

ARTICLE VII - ELECTIONS

Section A. Nominations

On or before February 10th of each year, the Nominating-Elections Committee shall deliver to the Secretary its recommendations for the offices of Secretary, Treasurer, President-Elect and the at large seats on the Executive Council for the coming year. The Secretary will cause such list to be mailed to each member of the Association within five (5) days of the receipt thereof and shall advise the membership that: 1) anyone wishing to run against a candidate nominated by the Nominating-Elections Committee to fill an office of the Association must submit to such Committee within thirty (30) days from the date of the Secretary's letter a petition signed by seventy-five (75) members of the Association in good standing recommending his or her candidacy for the office sought; 2) anyone wishing to run against the persons nominated by the Nominating-Election Committee for at large seats on the Executive Council must file with such Committee within thirty (30) days from the date of the Secretary's letter a petition signed by twenty-five (25) members of the Association in good standing recommending his or her candidacy therefore.

Section B. Review of Petitions

The Nominating-Elections Committee shall review all petitions to determine if they are in proper form and if the candidate is eligible to run for an Office of the Association or an at large seat on the Executive Council. If it determines that a petition is not in proper form or that a candidate is no eligible to run, it shall notify such candidate of its decision and the reasons therefore in writing on or before April 15th of each year. A copy thereof shall also be mailed to the Executive Council.

Section C. Appeals

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Any candidate so rejected may appeal the rejection to the Executive Council by written notice thereof together with the grounds for the appeal on or before May 1st of each year. The Executive Council shall hear such appeals on the record so made (the decision of the Nominating-Elections Committee and the appeal) at its regular May monthly meeting. It shall notify the Appellant and the Nominating-Elections Committee of its decision in writing within five (5) days after such meeting, which decision shall be final.

Section D. Voting and Election

If there is no qualified candidate running against a person recommended by the Nominating-Elections Committee for an office of the Association or against the persons recommended for an at large seat on the Executive Council by such Committee, the person or persons recommended by the Nominating-Elections Committee shall be deemed elected to the office for which he or she was recommended or to an at large seat on the Executive Council, as the case may be.

If there is a qualified candidate running against a person or persons recommended by the Nominating-Elections Committee to an office of the Association or to an at large seat on the Executive Council, the Nominating-Elections Committee shall prepare an appropriate ballot to permit the membership to vote on the contested election by secret written ballot. The ballots shall contain only the names of persons who are competing for an office of the Association or an at large seat on the Executive Council. Such ballots shall be mailed to the membership on or before May 21st with instructions that they must be returned to the Baltimore County Bar Association no later than June 10th.

The Nominating-Elections Committee shall tabulate the votes and report the results to the Executive Council. The person receiving the most votes shall be deemed elected to the office for which he or she ran. The six candidates receiving the most votes for the at large seats on the Executive Council shall be deemed elected thereto. The Executive Council shall announce the names of those elected at the Annual Meeting.

ARTICLE VIII - FISCAL MATTERS

Section A. Debts

No debts shall be incurred in the name of the Association without the approval of the Executive Council and all contracts shall be approved by the Executive Council and executed by the President.

Section B. Fiscal Year

The fiscal year of the Association shall commence on the first day of July and end on the thirtieth day of June.

Section C. Operations

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The Association's expenditures shall be in conformity with its annual budget as approved by the Executive Council.

Unless a budget amendment shall first be considered by the Budget and Finance Committee and approved by the Executive Council, no expenditures shall be made in excess of amounts authorized in the budget.

ARTICLE IX - SUSPENSIONS AND EXPULSIONS

Section A. Failure to Pay Dues

Any member failing to pay his or her dues without good cause for two (2) consecutive years shall, after thirty (30) days notice from the Treasurer, stand suspended unless payment in full is made before the expiration of said thirty (30) days. He or she shall not be eligible for reinstatement except upon the affirmative vote of a majority of the Executive Council and the payment of all arrearages of dues, including dues accruing during the period of suspension.

Section B. Suspension and Disbarment

Membership in this Association shall be automatically terminated by disbarment or suspension of any member by any court in the State of Maryland. In the case of suspension, however, the former member may apply for reinstatement of membership at the termination of the suspension period. Such application shall be treated and processed as a new membership application, with the exception that the fact of previous suspension and reinstatement to the Bar shall be indicated thereon.

ARTICLE X - AMENDMENTS

These By Laws may be amended at any stated, adjourned or annual meeting of the Association by a vote of two-thirds (2/3) of those present, provided that twenty (20) days notice in writing of the subject matter of said amendment has been given to the Executive Council, which, in turn, shall give at least ten (10) days notice in writing to the members