

# WOMEN AND THE LAW SECTION BY LAWS

## SECTION 1: ORGANIZATION

**1.1 Name:** The name of the Section shall be "Section on Women and the Law", ("the Section").

**1.2 Form:** Subject to and within the limitations of the Rules of the Nebraska Supreme Court creating, controlling, and regulating the Nebraska State Bar Association (Association) and the duly adopted By-Laws of the Association, the Section shall be and function as a semi-autonomous voluntary division of the membership of, but without existence separate from, the Association.

**1.3 Purposes and Powers:** The purpose of the Section is to: Promote the study of the legal system and its existing and contemplated effect on women.

2. To enhance professional skill and competence and to increase general awareness and understanding in such substantive areas as they affect women by participating in and sponsoring workshops, institutes, and programs for Association members, and the general public.

3. To promote consistency and fairness in the judicial forum and legislative arena with regard to such substantive areas as they affect women.

4. To encourage the integration and active participation of women in the Nebraska system of justice as lawyers, judges, and scholars.

**1.4 Relationship with Association.** No action taken or decision made by the Section by recommendation, report, resolution, or otherwise shall be or become effective as the action or decision of the Association or shall be given any publicity outside the membership of the Association unless and until reported to and formally adopted, approved, or ratified by the Association by or through its membership or its House of Delegates; and no official publication of the Section shall be circulated or distributed outside the membership of the Association except under the control and supervision of the Association or the Office of its Executive Director.

## SECTION 2: MEMBERSHIP

**2.1 Eligibility and Participation:** The membership of the Section shall be ascertained as follows:

**a. Members and Law Student Members:** Any male or female member of the Association other than a law student member of the Association shall be eligible to be a Member, and any law student member of the Association shall be eligible to be a Law Student Member, upon the submission of an application as directed by the Executive Committee together with the payment of annual dues. Each Law Student Member shall be enrolled as a Member upon the attainment of membership in the Association other than as a law student member.

**b. Continuation and Termination:** The membership of each Member and Law Student Member shall continue and be renewable for each fiscal year until terminated and shall be terminated upon the first to occur of the cancellation of such membership by the Executive Committee of the Section ("the Executive Committee") for cause, the failure of such Member or Law Student Member to pay dues or other charges, the death of such Member or Law Student Member, the resignation of such Member or Law Student Member from membership, or the termination of the membership of the Member or Law Student Member in the Association. The membership of each Law Student Member shall terminate upon the attainment by such Law Student Member of membership in the Association other than as a Law Student Member or upon lapse in enrollment in law school.

**2.2 Meetings:** Meetings of the membership of the Section shall be held as follows:

**a. Annual and Special Meetings:** An annual meeting shall be held each calendar year at the place and at or about the time of each annual meeting of the Association, and special meetings shall be held at the direction of the Executive Committee or upon call by the Chairperson of the Section ("the Chairperson") approved by the Executive Committee at such place and such time as directed by the Executive Committee.

**b. Presiding and Recording Officers.** The Chairperson, the Vice Chairperson, or a temporary substitute shall preside at, and the Secretary or a temporary substitute shall record the minutes of all meetings.

**c. Quorum:** The Members present in person shall constitute a quorum for any meeting.

**d. Voting:** Each Member shall be entitled in the conduct of elections to cast in person one vote for each member of the Executive Committee and for each officer to be elected and in the disposition of any other matter or question to cast in person one vote against or for each decision to be made; but no Law Student Member shall be entitled to vote.

**e. Decisions:** Unless otherwise required by these By-Laws, a majority vote of the Members present in person at any meeting or responsive to any vote taken by mail shall decide any matter or question voted upon by the Members.

**2.3 Action without Meeting:** The Executive Committee may, in place of holding any special meeting of the membership of the Section, submit any matter or question to and take the vote of the Members by mail.

### **SECTION 3: EXECUTIVE COMMITTEE**

**3.1 Authority and Selection:** The members of the Executive Committee shall be appointed or elected and shall be empowered as follows:

**a. Form:** Subject to and within the limitations of the general policy decisions of the membership of the Section, the Executive Committee of six members shall control and manage the affairs and other business of the Section.

**b. Election:** Six initial members shall be elected by the Members from those Members who are not also members of the Executive Committee of any other section of the Association at the annual meeting of the membership of the Section concurrent with the adoption of these By-Laws, of whom, as determined by lot or such other method as designated by them, two members shall serve for an initial term of office of one year and be eligible to succeed themselves in office, two members shall serve for an initial term of office of two years and be eligible to succeed themselves in office, and two members shall serve for a term of office of three years and be eligible to succeed themselves.

A minimum of six and a maximum of ten members shall make up the Executive Committee in any given year.

**c. Vacancies:** The Office of any member shall be vacated forthwith upon the first occurring of the death of such member, the resignation of such member, or the termination of the membership of such member in the Association or in the Section; and any vacancy among the members shall be filled by any eligible member who is not also a member of the executive committee of any other section of the Association appointed by the remaining member or members or, if there is none, elected by the Members for the unexpired term or terms of office. Vacancies shall be filled by appointment of the chairperson and confirmed or rejected by the next regular meeting of the section.

**3.2 Meetings:** Meetings of the Executive Committee shall be held as follows:

**a. Annual and Other Meetings:** An annual meeting shall be held each calendar year at the place and after the final adjournment of the annual meeting of the membership of the Section; and regular or special meetings shall be held at the direction of the Executive Committee or upon call by the Chairperson or any two or more members at such time as directed by the Chairperson.

**b. Presiding and Recording Officers:** The Chairperson, the Vice Chairperson, or a temporary substitute shall preside at and the Secretary or a temporary substitute shall record the minutes of all meetings.

**c. Quorum:** A majority of the members when present in person shall constitute a quorum for any meeting.

**d. Voting:** Each member shall be entitled in the disposition of any matter or question to cast in person or by written communication to the recording officer one vote against or for each decision to be made.

**e. Decisions:** Unless otherwise required by these By-Laws, a majority vote of the members present in person and absent but with a vote communicated to the recording officer or responsive to any vote taken by mail or Telephone shall decide any matter or question voted upon by such members.

**3.3 Action without Meeting:** The Executive Committee or the Chairperson may, in place of holding any meeting of the Executive Committee, submit any matter or question to and take the vote of its members by mail or telephone or other electronic means.

**3.4 Fees and Expenses:** The members of the Executive Committee shall serve without remuneration for their services, but the Executive Committee may provide for the reimbursement of expenses incurred in the course of such service

## **SECTION 4: OFFICERS, AGENTS AND EMPLOYERS**

**4.1 Selection of Officers:** The officers of the Section shall be appointed or elected as follows:

**a. Officers:** The officers shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer, provided that, the offices of Secretary and Treasurer may be combined and filled by one Person.

**b. Elections:** The officers shall be elected by the Members from the members of the Executive Committee at each annual meeting of the membership of the Section, all of whom shall serve for a term of office of one year and be eligible to succeed themselves in office.

**c. Vacancies:** The office of any officer shall be vacated forthwith upon the death of such officer, the resignation of such officer; or the termination of the membership of such officer in the Association, in the Section, or on the Executive Committee. Any vacancy among the officers shall be filled by any member of the Executive committee appointed by it for the unexpired term of office.'

**4.2 Authority of Officers:** The officers of the Section shall have such powers and rights to be charged with such duties and responsibilities as usually vested in their respective offices or as from time to time directed by the Executive Committee; and the officers shall perform specific functions as follows:

**a. Chairperson:** The Chairperson shall appoint the chairperson and other members of such committees of the membership as established by these By-Laws or designated by the Executive Committee or the chairperson, prepare and with the approval of the Executive Committee submit to the President of the Association at least sixty (60) days before each annual meeting of the Association a report of the proposed plan of operations

and program of the Section for the next ensuing fiscal year, prepare and at each annual meeting thereof deliver to the House of Delegates of the Association a brief report of the activity and work of the Section, serve as a member thereof without vote and at each annual meeting of the House of Delegates of the Association represent the Section as its delegate, and otherwise supervise the conduct and management of the affairs and other business of the Section.

**b. Vice Chairperson:** Vice Chairperson shall, at the request, in the absence, or upon the incapacity of the Chairperson, discharge for the duration thereof the functions of the office of Chairperson and otherwise assist in the conduct and management of the affairs and other business of the Section.

**c. Secretary:** The Secretary shall compile and maintain an accurate and complete list of the membership of the Section together with other names and addresses of importance to the Section, conduct official correspondence for the Section, and keep and maintain in the minute book of the Section, accurate and complete minutes of all meetings of the membership of the Section and of the Executive Committee.

**d. Treasurer:** The Treasurer shall conduct official financial transactions for the Section, deposit all dues, fees, and other revenues of the Section with the Treasurer of the Association, keep and maintain accurate and complete books of account and related financial records for the Section, order disbursements by the Treasurer of the Association from funds of the Section for payment of the obligations of the Section, and prepare and with the approval of the Executive Committee submit to the Budget and Audit Committee of the Association at such times as required by it a proposed budget for the Section for each fiscal year.

**4.3 Agents and Employees:** The Executive Committee may appoint, discharge, engage or remove such agents or employees as from time to time found appropriate, convenient, or necessary for the conduct or management of the affairs and other business of the Section.

**4.4 Fees, Expenses, and Wages:** The officers of the Section shall serve without remuneration for their services but may be reimbursed for expenses incurred in the course of such service, and the Executive Committee shall fix the compensation or wage paid any agent or employee of the Section.

## **SECTION 5: COMMITTEES**

**5.1 Nomination Committee:** The Chairperson shall at least thirty (30) days before each annual meeting of the membership of the Section appoint a chairperson and other members of the Nomination Committee from the Members, all of whom shall serve for a term of office until the election of members of the Executive Committee and of officers and be eligible to succeed themselves in office; and the Nomination Committee shall at each annual meeting of the membership of the Section recommend to the Members at least one candidate for each office then to be filled by election.

**5.2 Other Committees:** The Executive Committee or the Chairperson may designate and terminate such one or more other committees from the membership of the Section as from time to time found appropriate, convenient, or necessary for the conduct or management of the affairs and other business of the Section.

**5.3 Committee Chairpersons:** The chairperson of committees shall conduct all meetings of the respective committees, create such subcommittees as from time to time found appropriate, convenient, or necessary for their respective areas of concern, inform their respective committee members of their responsibilities, report on their respective activities upon request of the Executive Committee or the Chairperson, and maintain orderly transition in supervision from themselves to their respective successors.

## **SECTION 6: CONTRACTS, DUES AND OTHER FINANCIAL MATTERS**

**6.1 Fiscal Year:** The fiscal year of the Section shall coincide with the fiscal year of the Association.

**6.2 .Annual Plan and Budget:** Before each fiscal year, the Executive Committee shall upon recommendation of the Chairperson and the Treasurer, adopt and fix in reasonably itemized detail a plan of operations and program for the activities and work and a budget for such the financial affairs of the Section for such fiscal year; but no expenditure or other obligations shall be incurred, made, or planned in excess of funds available to the Section from its dues, fees, revenues, and such additional amounts as appropriated or otherwise approved by the Association by or through its House of Delegates or its Executive Council.

**6.3 Dues:** Annual fees for each fiscal year for each Member shall be in such amounts as may be set by a two-thirds majority of- the entire Executive Committee of the Section and shall be payable at the beginning of each fiscal year or at the later commencement of membership in the Section. Unpaid dues shall become delinquent if not paid within two months thereafter

**6.4 Other Fees:** In addition to dues, other fees to meet partly or wholly the cost of any publication or of any activity of the Section shall be collected from or imposed upon the membership of the Section or any other persons only as directed and fixed by the Executive Committee.

**6.5 Deposit and Disbursement of Funds:** All dues, fees, and other revenues of the Section shall be deposited by the Treasurer or any other officer, agent, or employee of the Section with the Treasurer of the Association; and all orders for disbursements from such revenues or from any budgetary or other appropriations by the Association for or to the Section shall be approved and executed by either the chairperson or the Treasurer and delivered to the Treasurer of the Association.