

Adopted May 24, 2011  
Amended April 25, 2013

## FEDERAL BAR ASSOCIATION ROANOKE CHAPTER BY-LAWS

### ARTICLE I. Name and Nature of Organization

The name of this organization is the Roanoke Chapter of the Federal Bar Association (hereinafter, "Chapter"). The Chapter is chartered by the Federal Bar Association (hereinafter, "Association") as approved by the National Council; as such the Chapter shall at all times comply with the requirements of the Association Constitution and By-laws. The Chapter's geographic area is the Roanoke Division of the United States District Court for the Western District of Virginia.

### ARTICLE II. Mission Statement and General Objectives

Section 1. Mission Statement. The mission of the Chapter shall be to advance the science of jurisprudence and to promote the welfare, interests, education, and the professional growth and development of the members of the Federal legal profession.

Section 2. General Objectives. The general objectives of the Chapter, consistent with those of the Association, not listed in any particular order of priority, include:

- (a) to serve as the representative of the Federal legal profession in the Chapter's chartered territory.
- (b) to promote the sound administration of justice.
- (c) to enhance the professional growth and development of members of the Federal legal profession.
- (d) to promote high standards of professional competence and ethical conduct in the Federal legal profession.
- (e) to promote the welfare of attorneys and judges employed by the Government of the United States.
- (f) to provide meaningful services for the welfare and benefit of the members of the Chapter.
- (g) to provide quality educational programs to the Federal legal profession and the public.
- (h) to keep members informed of developments in their respective fields of interest.
- (i) to keep members informed of the affairs of the Association and Chapter, to encourage their involvement in their activities, and to provide members opportunities to assume leadership roles.
- (j) to promote professional and social interaction among members of the Federal legal profession.

### ARTICLE III. Membership and Dues

Section 1. Membership. Any person who is eligible for and maintains active membership in the Association and who is employed, resides in or practices in the Roanoke Division of the

United States District Court for the Western District of Virginia, or who designates membership in this Chapter to the Association shall be a member of the Roanoke Chapter, provided the person pays applicable Chapter dues.

Section 2. Honorary Membership. Any person eligible for honorary membership as provided for in Article IV, Section 23 of the Constitution of the Association who is employed, resides in or practices in the Roanoke Division of the United States District Court for the Western District of Virginia may be elected to honorary membership in the Association by two-thirds' vote of the Chapter members present at any regularly called meeting and, when applicable under Article IV of the Association's Constitution, by vote of the National Council. Honorary members shall be exempt from payment of the admission fees and annual Association and Chapter dues.

Section 3. Application for Membership. Application for membership in this Chapter shall be made on a form approved by the National Council of the Association. Each application must be accompanied by the dues and admission fees required by the Constitution and By-Laws of the Association and the By-Laws of the Chapter.

Section 4. Associates. Any person eligible for and maintains active Associate status in the Association and who is employed, resides in or practices in the Roanoke Division of the United States District Court for the Western District of Virginia, or who designates Associate status in this Chapter to the Association shall be an Associate of this Chapter, provided the person pays applicable Chapter dues.

Section 5. Dues. Annual dues owing to the Association will be paid individually to the Association Headquarters by each member upon receipt of a statement.

#### **ARTICLE IV. Fiscal Year**

The fiscal year of the Chapter shall commence on October 1 and end on September 30 of the following year.

#### **ARTICLE V. Officers**

Section 1. Elected Officers. The officers shall be elected from the membership of this Chapter and shall be as follows and in the order named:

1. President
2. President-Elect
3. Vice President
4. Secretary
5. Treasurer
6. National Delegate

Each officer elected shall assume the duties of office on October 1 and shall hold office for a year term, or until a successor shall be duly elected. After two successive terms, no member serving in the capacity of President, President-Elect or Vice President shall be eligible to succeed to that same office. The outgoing President shall remain a member of the Executive Committee for period of one year following the expiration of the term as President. The office of National Delegate may be filled by a member who holds another Chapter office, other than President.

Whenever the National Delegate is unable to attend National Council Meeting, the President may temporarily appoint an acting National Delegate to fulfill that obligation.

Section 2. Executive Committee. The Executive Committee shall consist of the elective officers; the immediate past President of the Chapter; Chairs of the Budget and Finance Committee, Continuing Legal Education Committee, Membership Committee, Program Committee, Nominations and Elections Committee, Publicity and Public Relations Committee and Younger Lawyers Committee; the Chapter's honorary judicial members, and any other representatives or officers appointed by the President of the Chapter. The Executive Committee shall meet on the call of the President or any two of its members. A quorum shall consist of any seven Executive Committee members. The Executive Committee may vote using e-mail, but any votes conducted using e-mail require unanimity from all members of the Executive Committee. The Executive Committee or members thereof may perform such Chapter business, not requiring a vote of the membership, as shall be in the best interests of the Association and the Chapter.

Section 3. Duties of Officers.

(a) President. The President shall be the chief executive officer of this Chapter and shall perform such duties as may be required by the Constitution and By-laws of the Association and these by-laws and shall appoint standing or special committees as necessary and appropriate to the Chapter business and the Association committee structure, including, but not necessarily limited to a Budget and Finance Committee, Program Committee, Continuing Legal Education Committee, Nominations and Elections Committee, Membership Committee and Publicity and Public Relations Committee. The President shall be a member of the National Council of the Association and shall attend its meetings.

(b) President-Elect. The President-Elect shall perform such duties as are delegated by the President. In the event of the absence or inability to act of the President, the President-Elect shall perform the duties of the President. The President-Elect shall automatically succeed to the office of the President upon the expiration of the incumbent's term.

(c) Vice President. The Vice President shall perform the duties of the President in the event of the absence or inability of the President and President-Elect to discharge the duties pertaining to that office, and shall perform such duties as may be required by the President.

(d) Secretary. The Secretary shall furnish notice of election results to the Association and to the Chapter officers; conduct the general correspondence of this Chapter and keep officers informed; give notice of all meeting as may be required by Article VI hereto, including notice to Chapter officers; keep a record of the proceedings of the meeting of this Chapter; keep a roster of the membership to which will be added names of the incumbent Chapter officers; act as parliamentarian; and perform such other duties as properly pertain to this office.

(e) Treasurer. The Treasurer shall collect and receive all monies due to the Chapter; maintain Chapter deposits in such bank or banks as may be designated by it; make disbursements therefrom only as authorized by two officers of the Chapter or a majority vote of the active members present at any Chapter meeting; keep the Secretary informed of the financial standing of each member of this Chapter; and notify all members on or before the first day of October of each year of the status of their Chapter dues for the ensuing year. The Treasurer shall keep an itemized record of all monies received and disbursed by or to whom paid and for what

purpose, and shall submit to the Chapter membership, when requested and at the end of the fiscal year, a report in writing itemizing the receipts and disbursements for the year. The Treasurer shall keep all books, vouchers and records available for audit and he shall perform such other duties as properly pertain to the office.

(f) National Delegate. The National Delegate shall represent the Chapter at all National Council meetings and in the absence of the President, President-Elect, and Vice President, at other bar association meetings.

Section 4. Nominations. The Nominations and Elections Committee shall be appointed by the President and shall nominate at least one candidate for each upcoming vacant office and present such slate of candidates in writing to the general membership at least thirty days in advance of the regular meeting at which the election of officers will occur. Additionally, nomination of candidates for the elective offices of this Chapter may be made by any member at the meeting at which the election will be held under Section 4 of this Article.

Section 5. Elections. The election of officers for all elective offices shall be by secret ballot or by voice vote if there is no objection. The election shall be held during the regular meeting in June, or if none, at the very next meeting. The term of office, subject to the provisions of Section 1 of this Article, shall be one year, commencing on October 1 and concluding on the following September 30.

Section 6. Removal From Office. An officer may be removed from office for delinquency in attendance, inefficiency, neglect of duty, or for other causes only upon three fourths vote of members voting at a meeting called for such purpose by the Executive Committee.

Section 7. Vacancies of Office. In case of death, resignation or removal of the President, the President-Elect shall succeed to office. In cases of the death, resignation or removal of any other officer, the vacancy will be filled by election by the general membership. Until such time that the vacancy is filled by election, the President may appoint an interim substitute for any vacancies created pursuant to this Section or Section 6.

## ARTICLE VI. Meetings.

Section 1. Meetings. There shall be at least two meetings of the Chapter membership each year at such day, hour and place as the President may designate within the Roanoke Division of the United States District Court for the Western District of Virginia. Special meetings shall be held as called by the President or a number of members equal to a quorum, as provided by Article III, Section 6, hereof at a time and place designated by the calling party.

Section 2. Notice of Meetings. Notice of the time, date and place of all business meetings shall be mailed or otherwise given by the Secretary to each member in good standing at least five days prior to such meeting, unless the nature of the meeting is such that shorter notice cannot be avoided. If a special meeting, the notice shall specify the nature of the business to be presented and no other business shall be conducted.

Section 3. Expulsion. Any member or Associate whose dues are paid for the current fiscal year and who otherwise is in good standing shall be expelled from the Chapter when such member or Associate is expelled from the Association.

Section 4. Quorum. 25 percent of the members in good standing shall constitute a quorum for the transaction of the business of this Chapter.

Section 5. Rules of Order. The rules of order shall consist of (in the order stated):

- (a) the Constitution and By-Laws of the Association and this Chapter;
- (b) Standing Resolutions passed by this Chapter's membership; and
- (c) The most current available edition of Robert's Rules of Order, Revised.



**ARTICLE VII. Public Position Taken by the Chapter.**

The Chapter, in the name of the Association, may issue reports, make public announcements, and publicly advocate positions on issues of concern to the Chapter only with prior approval of the Association's National Council. Without such prior approval, the Chapter may make such a public position but the position statement must include a disclaimer that indicates that the position is that of the Chapter only. In any event, when the Chapter takes such action in its own name and not in that of the Association, the Chapter shall report that action immediately to the Executive Committee of the National Council.

**ARTICLE VIII. Amendment.**

These By-Laws may be altered, amended or repealed and new By-laws adopted by two-thirds of the members of this Chapter at a regular meeting if a quorum is present and ten days' prior written notice of the purpose has been given to all members or at a special meeting upon same condition.

**CERTIFIED** as duly amended on April 25, 2013 :

  
 \_\_\_\_\_  
 Secretary  
**ATTESTED:**  
  
 \_\_\_\_\_  
 President