

**FEDERAL BAR ASSOCIATION
IMMIGRATION LAW SECTION BY-LAWS**

ARTICLE I. Name and Establishment.

The name of this organization is the Immigration Law Section (hereinafter, "Section") of the Federal Bar Association (hereinafter, "Association"). The Section is established under Article VIII of the Constitution of the Association and is governed by the Constitution and By-Laws of the Association and these by-laws.

ARTICLE II. Purpose.

The purpose of this Section shall be to further the purposes of the Association as stated in its Constitution and to: promote and support the successful practice, constructive discussion, and continued development of immigration law.

ARTICLE III. Membership and Dues.

Section 1. Active Membership. Any active member of the Association in good standing and any honorary member shall be eligible for active membership in the Section and shall be enrolled as a member upon the payment of annual Section dues.

Section 2. Honorary Membership. Any member or associate of the Association may be made an honorary member or honorary associate of the Section upon the approval of the Governing Board (hereinafter, "Board") of the Section (see Article V). Approval shall be indicated by a majority vote of those present and voting at a regular meeting of the Board. Honorary members and honorary associates shall be exempt from the payment of Section dues.

Section 3. Associates. Any associate of the Association in good standing shall be eligible for associate status with the Section and shall be enrolled as an associate upon the payment of Section dues.

Section 4. Dues. Section dues for active members and associates shall be collected annually at the same time Association dues are collected. The amount of dues shall be approved by the National Council of the Association (hereinafter, "National Council").

Section 5. Termination of Membership. Any active member or associate of the Section whose annual dues are more than six months past due shall cease to be a member or associate of the Section.

ARTICLE IV. OFFICERS

Section 1. Officers. The Officers of the Section shall be the Chairperson, the Vice-Chairperson, Secretary, and Treasurer. It will be the objective to have the leadership represent at least three of the federal circuits.

Section 2. Terms. All officers of the Section will serve a term in office coterminous with that of the President of the Association. No person shall serve as Chairperson more than two terms; provided however, that the Board of the Section may, upon majority vote, extend the term of office by one year. The fiscal year of the Section shall be the same as that of the Association.

Section 3. Duties of Officers.

(a) Chairperson. The Chairperson shall be the chief executive officer of the Section and preside at all meetings of the Section's membership and at meetings of the Board. The Chairperson may appoint an Officer of the Section to supervise the monitoring of legislation and the development of Section positions thereon. The Chairperson shall cause the Association and the Section's membership to be informed of the Section's activities, and shall perform such other functions as usually is appropriate to the office or as may be designated by the Board. The Chairperson will have the authority to approve travel and expense payments on behalf of the Section.

(b) Vice-Chairperson. The Vice-Chairperson shall assist the Chairperson in such manner and to such extent as the Chairperson may request. The Vice-Chairperson shall preside at meetings in the absence of the Chairperson. In cases of death, resignation, or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson for the remainder of the Chairperson's term or disability.

(c) Secretary. The Secretary shall issue notices of all meetings of the Section's membership and of meetings of the Board and shall accurately record the minutes of those meetings. The Secretary shall perform record keeping and correspondence functions as are requested by the Chairperson or the Board and perform such other functions as usually pertain to the office.

(d) Treasurer. The Treasurer will account for all payments and income, and shall prepare the budget for the section. The Treasurer shall disburse monies as directed by the Chairperson.

Section 4. Progression. Progression of Officers of the Section shall be by election. The Chairperson shall appoint a Nominating Committee of no less than three members of the Section which shall nominate one or more candidates for each office sufficiently in advance of the expiration of officers' terms to allow for nomination by the Committee, nomination in the alternative by membership petition consisting of signatures of at least 15 members of the Section, notice of nominations to the full membership and voting. It shall be the responsibility of each duly appointed Nominating Committee to establish and publish a schedule of each upcoming election so as to provide reasonable and adequate notice to the

section membership. Voting at elections may be by mail ballot or in person. It is anticipated that the officers shall progress upward at least every two years.

ARTICLE V. GOVERNING BOARD.

Section 1. Composition. There shall be a Governing Board composed of the officers of the Section and additional members appointed by the Chairperson.

Section 2. Powers and Functions. The Board shall be vested with the powers and duties necessary for the administration of the activities of the Section consistent with the Constitution and By-Laws of the Association. Among its functions are:

- (a) Recommending changes in Section dues to the National Council.
- (b) Recommending changes in the Section's Committee structure to the National Council.
- (c) Approving the annual budget.
- (d) Setting the time and place of an annual membership meeting.

ARTICLE VI. COMMITTEES.

Section 1. The Section shall have ad-hoc committees, as needed, appointed by the Chairperson or by a majority vote of the Governing Board. These committees shall address areas of need, as they arise. In any event, there will be standing committees for Membership, Continuing Legal Education, and Communications.

Section 2. Selection of Committee Leadership. Each Committee shall have a Chairperson appointed by the Section Chairperson, with the approval of the Governing Board, and such other officers as the Section Chairperson appoints, also with the approval of the Governing Board, to assist the Committee Chairperson.

Section 3. Committee Meetings. Each Committee shall meet at least once a year.

Section 4. Public Positions. A Committee may not issue a public report or take a public position on an issue either in its own name or on behalf of the Section. All proposals for public reports or positions shall be submitted to the Section's Governing Board for consideration and issuance.

ARTICLE VII. MEETINGS.

Section 1. Section Meetings. Meetings of the membership shall be at the call of the Chairperson or the Board. There shall be at least one annual meeting of the membership of the Section.

Section 2. Board Meetings. The Board shall meet at the call of the Chairperson as needed to carry out its administrative powers and functions, but no less frequently than quarterly.

Section 3. Notice. The Secretary shall give at least five days notice of all meetings of the Section and the Board.

Section 4. Rules of Order.

- (a) The Constitution and By-Laws of the Association;
- (b) These By-Laws;
- (c) Standing Resolutions passed by this Section's Board; and
- (d) Robert's Rules of Order, Revised.

ARTICLE VIII. Public Positions.

The Section – in the name of the Association – may issue reports, make public announcements, and publicly advocate positions on issues of concern to the Section only with the prior approval of the National Council. Without such prior approval, the Section may take a public position only in the name of the Section. In any event, if the Section takes such action in its own name and not in that of the Association, the Section shall report that action immediately to the Executive Committee of the National Council.

ARTICLE IX. By-Laws.

Section 1. Effective Date. These By-Laws shall be effective immediately upon approval of the National Council.

Section 2. Amendment. These By-Laws may be amended at any regular meeting of the Board by vote of three-fourths of the Board members present and voting, provided that each Board member shall be given at least 14 days notice of the meeting and the proposed amendment. The amendment shall not become effective until approved by the National Council.