

**FEDERAL BAR ASSOCIATION**  
**Senior Lawyers Division Bylaws**

**ARTICLE I – NAME AND ESTABLISHMENT**

Section 1. The name of this Division is the Senior Lawyers Division (Division) of the Federal Bar Association (Association).

Section 2. The Division is established by Article VII, Section 3 of the Constitution of the Association, and governed by the Constitution, Bylaws, and Policies of the Association and these Bylaws.

**ARTICLE II – PURPOSE**

The Division was established:

To represent the interest of the membership of the Association who are 55 years of age or older.

To stimulate the interest of other senior members of the Bar in the activities of the Association.

To conduct programs of interest and value to senior members of the Association.

To assist the Association and its Chapters, Sections, and Divisions in the coordination of activities of interest to senior members of the Association.

To assist the Association by developing programs which not only contribute to the objectives of the Association, but also contribute to the objectives of members who want to develop and/or enhance their practices.

**ARTICLE III – MEMBERSHIP**

Section 1. All members of the Association in good standing who are 55 years of age or older shall be eligible for membership in the Division.

Section 2. Associate membership in the Division shall be open to Associate Members of the Association in good standing who are 55 years of age or older.

Section 3. Dues for the Division shall be collected at the same time as membership dues are paid to the Association.

**ARTICLE IV – OFFICERS**

Section 1. Officers. The Division has the following officers:

- a) Chairperson. The Chairperson is the chief executive officer of the Division. The Chairperson presides at meetings of the Division's Board. The Chairperson represents the Division at meetings of the Association and National Council. The Chairperson prepares reports on activities of the Division for the National Board.
- b) Vice Chairperson. The Vice Chairperson acts for the Chairperson in the latter's absence or inability to discharge the duties of office. The Vice Chairperson assumes the position of Chairperson if the Chairperson resigns or is unable to complete the term of office. The Vice Chairperson performs such other duties as designated by the Chairperson.
- c) Secretary. The Secretary shall handle the general record keeping of the Division and keep minutes of actions taken by the Division's Board. The Secretary shall advise the Board of Directors and Executive Director of the results of any elections and any public reports or public positions taken by the Division's Board. The Secretary performs such other duties as designated by the Chairperson.
- d) Treasurer. The Treasurer shall, in coordination with the Association's Treasurer and staff, keep a record of all moneys received, expended, or committed, consult with the chairs of the Division's committees regarding their program budgets; and shall prepare a proposed budget for the Division. The Treasurer performs such other duties as designated by the Chairperson.

Section 2. Terms of Office. Each officer shall serve a term of three years. No individual may serve in any office for more than one term unless a waiver to Policy 9-3 is obtained. Officers shall assume their offices at the beginning of the Association's fiscal year. Anyone who serves out more than six months of the unexpired term of the officer's predecessor is considered to have completed a term in office.

### Section 3. Election of Officers.

- a) Election of Division's Officers. The Division's Chairperson, Vice Chairperson, Secretary, and Treasurer are elected by a plurality vote of the active members of the Division.
- b) Nomination by Nominating Committee. The Nominating Committee shall nominate at least one candidate for each office from the members of the Division, who are in good standing with the Association. The Nominating Committee consists of three Division members appointed by the Chair of the Division.

- c) Nomination by Petition. Any member of the Division, who is in good standing with the Association, may be nominated for office by the submission of a petition to the Nominating Committee containing the signatures of at least 10 members of the Division, who are in good standing with the Association, and who have not signed the petition for another candidate for the same office, at least ten (10) days before the election.
- d) Election Procedures. Unless inconsistent with the provision of this section, the schedule and procedures applicable to the elections of the officers by the Association apply to the election of the Division's officers.

## **ARTICLE V – Division Board**

### **Section 1. Function of the Division's Board**

The Division Board is the governing body of the Division. It establishes policies on behalf of the Division that are consistent with the policies of the Association. It hears reports on the activities of the Division's officers and committees. The Board establishes the Division's budget and approves the expenditure of any funds available to the Division. The Board also considers and acts upon resolutions and matters of interest to the Division's membership.

### **Section 2. Membership of the Division's Board**

The Board shall consist of the Division's officers, the chairperson of each committee, and the Immediate Past-Chairperson of the Division.

### **Section 3. Meetings of the Division's Board**

- a) Meetings. At a minimum, the Board shall meet at least quarterly at the call of the Division's Chairperson. The Division's Chairperson shall give the Board members at least 10 days' notice of any meetings.
- b) Quorum. A majority of the Board constitutes a quorum.
- c) Rules of Procedure. The Board may adopt its own rules of procedure. In the absence of rules of procedure adopted by the Council, the latest edition of Robert's Rules of Order shall govern the Board's proceedings.
- d) Voting. Voting may be in person, or by email or other electronic means. A Board member who is unable to attend a meeting may vote by email or other electronic means; a Board member voting in that manner shall be considered to be present for purposes of quorum. A vote by email or other electronic means shall be sent to the Chairperson, and

to the Association staff person assigned to the Section. A vote by email or other electronic means may be changed or withdrawn if that member should attend the meeting.

#### Section 4. Public Positions of the Division.

The Division—in the name of the Association—may issue reports, make public announcements, and publicly advocate positions on issues of concern to the Division only with the prior approval of the National Board of Directors. Without such prior approval, the Division may take such a public position only if the position generally reflects the views of its members and the position statement includes a disclaimer that indicates that the Division is taking the position in the name only of the Division. In any event, if a Division takes such action in its own name and not in that of the Association, the Division shall report that action immediately to the National Board of Directors.

### **ARTICLE VI – MEETINGS OF THE DIVISION.**

The Chairperson shall call a general meeting of the members of the Division, in good standing, at least once each year. The Division's Secretary, other Officer or Board liaison, shall give the members of the Division at least 30 days' notice of any meetings.

### **ARTICLE VII – COMMITTEES.**

#### Section 1. Selection of Committee Chairperson and Vice Chairpersons.

Each committee shall have a Chairperson and at least one Vice Chairperson appointed by the Division's Chairperson with the consent of a majority of the Division officers from members of the Division, who are in good standing with the Association.

#### Section 2. Committee Meetings.

- a) Meetings. Each committee shall meet at least once each year. The committee's Chairperson shall schedule the meetings and give each member at least 10 days' notice of any meeting.
- b) Quorum. Three members shall constitute a quorum for a regular committee meeting.

Section 3. Public Positions of a Committee Prohibited 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 Division. All proposals must be submitted to the Division's Board for consideration.

Section 4. Committees. The Division may have any or all of the following committees:

- a) Bylaws
- b) Elder Law
- c) Federal Court Practice
- d) Legislation
- e) Membership
- f) Mediation and Arbitration
- g) Military Law and Affairs
- h) Programming
- i) Publications
- j) Second Careers
- k) Social Security Law and Practice
- l) Travel and Social Activities
- m) Veterans Affairs

#### **ARTICLE VIII – AMENDMENT OF BYLAWS.**

These Bylaws may be amended by two-thirds vote of the members of the Division's Board, who have been given at least fifteen (15) days prior written notice and are present in person, or by conference or video and voting as previously defined. No amendment or amendments so adopted shall be effective until approved by the Board of Directors of the Association.