

**HARFORD COUNTY
BAR ASSOCIATION,
INC.**

BY-LAWS

As Amended September 6, 2017

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ARTICLE I - NAME

This Association shall be known as "The Harford County Bar Association, Inc."

ARTICLE II - PURPOSE AND OBJECTIVES

The Association is established to promote and support the professional development of lawyers in Harford County, Maryland; to facilitate the due administration of justice; to uphold the standards of integrity, honor and courtesy in the legal profession; to encourage legal education; to cultivate a spirit of cordiality and camaraderie among the members of the Bar; to promote a good relationship and understanding between the Association and the general public; and to improve the standards of the Bar in all respects.

ARTICLE III – MEMBERSHIP

(a) Any member of the Maryland Bar in good standing who desires admission to the Association shall apply and pay the requisite dues. The applicant shall be subject to review and approval by the Admissions and Membership Committee.

(b) Retired members of the Maryland Bar and judicial law clerks may join the Association as non-voting members.

(c) Membership in the Association shall be terminated immediately upon voluntary resignation; nonpayment of dues; or suspension or loss of license to practice law by the Court of Appeals of Maryland.

(d) Dues. The Executive Council shall set the amount of dues owed each year. Full dues are due upon receipt of annual invoice. New members shall pay dues upon application to the Association. If a new member applies before January 1, then the full amount of dues are owed. If a new member applies after January 1, then half of the dues are owed. Dues that are delinquent

more than thirty (30) days shall be subject to a ten dollar (\$10) late fee. Memberships that remain delinquent for more than sixty (60) days shall be automatically terminated.

ARTICLE IV -- OFFICERS AND EXECUTIVE COUNCIL

(a) The officers of the Association shall be a President, a President-Elect, a Secretary, and a Treasurer, who shall be elected at the Annual Meeting by the majority of votes cast by members present, and such term begins immediately.

(b) There shall be an Executive Council consisting of eleven (11) members, including the President, the President-Elect, the Secretary, and the Treasurer. The seven (7) additional members of the Executive Council shall consist of the immediate past President and six other members who shall be elected at the Annual Meeting by the majority of votes cast by members present. The Councilmembers, with the exception of officers, shall serve three (3) year staggered terms on a rotating basis with two (2) positions available each year.

(c) All vacancies on Executive Council shall be filled by majority vote of the Executive Council for the remaining unexpired term, with the exception of the office of President-Elect. A vacancy in the office of President-Elect shall be filled by a majority vote by members present at the next general membership meeting.

ARTICLE V - DUTIES OF OFFICERS AND EXECUTIVE COUNCIL

(a) President-President-Elect. The President, or, in his or her absence, the President Elect, shall preside at all meetings of the Association and of the Executive Council and shall appoint all committee chairpersons.

(b) Secretary. The Secretary shall ensure that the minutes are taken at all general membership and Executive Council meetings.

(c) Treasurer. The Treasurer shall make and receive all collections of monies due the Association from dues or otherwise; and shall disburse all funds as required; and shall supervise the keeping of regular accounts and make a report of the same to the Association and to the Executive Council at every meeting.

(d) Executive Council. The Executive Council shall manage and control the business, property and affairs of the Association.. Expenditures of Association funds for officer, committee or other expenses shall be approved by the Executive Council.

ARTICLE VI - COMMITTEES

The Association shall have the following Committees:

(a) Continuing Legal Education Committee. This Committee shall coordinate all programs of continuing legal education for the members.

(b) Bar Activities and Public Outreach Committee. This Committee shall coordinate activities with other Bar Associations, and promote public outreach, including appropriate Law Day activities.

(c) Social Activities Committee. This Committee shall plan and execute all social activities for the members, subject to Executive Council approval.

(d) Admissions and Membership Committee. This Committee shall review the qualifications of every applicant for membership.

(e) Judicial Nominations Committee. This Committee shall review and evaluate the qualifications of all judicial applicants in accordance with the directives of the Executive Council and forward the report to the Judicial Nominating Commission as required.

(f) Bench-Bar Liaison Committee. This Committee shall serve as a liaison between the judges and magistrates of the Circuit Court and judges of the District Court, and the membership to exchange ideas between the bench and bar, and to resolve problems.

(g) Audit Committee. This Committee shall provide for an annual audit of the funds of the Association. A member of this committee may not also be a member of the Executive Council and vice-versa.

(h) Articles of Incorporation and By-Laws Committee. This Committee shall periodically review the By-laws and suggest proposed revisions to the Executive Council and shall implement any approved revisions.

(i) Nominations Committee. The President, sixty (60) days before the annual meeting, shall appoint three (3) members (who shall not be a current member of the Executive Council) who along with the President and President-Elect shall nominate officers for the next year. The slate of nominees shall be published to the membership twenty (20) days prior to the annual meeting. Any additional nominations shall be made in writing, signed by no fewer than five (5) members, and filed with this Committee. No nominations shall be made from the floor.

(j) Awards Committee. This Committee shall survey the membership and make recommendations to the Executive Council for award nominees from the membership.

(k) Young Lawyers Committee. This Committee shall foster interest and participation by the younger membership in the activities, purposes and objectives of the Association.

Each Committee shall submit a report at each general meeting.

Meetings of committees may be held at such time as the chairperson may designate. The membership may attend all open Committee meetings. Each month, Committees shall provide notice to the membership of all upcoming meetings.

At the request of the membership or at the recommendation of the Executive Council, additional committees devoted to specific practice areas may be established.

In addition to the Committees, the President shall appoint such additional Work Groups as the President deems appropriate. Any such Work Group shall be appointed for the duration of the assigned task.

ARTICLE VII - MEETINGS

(a) Schedule. This Association shall hold a regular Annual Meeting on the second Wednesday in May. Also, the Association shall hold regularly scheduled general meetings on the first Wednesdays of February and September of each year. Special Meetings may be called at any time by the Executive Council. The Executive Council shall have the power to reschedule any meetings, and to fix the time of day and place of all meetings. Notice of meetings shall be published to the membership ten (10) days prior to the meeting.

(b) Quorum. Twenty (20) members shall be necessary to constitute a quorum at any meeting of the Association. Before commencing the business of any 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 at any meeting shall be as follows:

- 1) Approval of minutes of preceding meeting;
- 2) Report of the Executive Council, given by the President;
- 3) Report of the Treasurer;
- 4) Reports of committees;
- 5) Old business;
- 6) New business.

(c) Majority Vote. A vote of majority of members present shall be required to approve any business at the meeting.

(d) Notice.

Electronic Mail. Any requirement of notice established in these By-Laws may be fulfilled through the use of electronic mail (email). It shall be the responsibility of each individual member to maintain with the Association a current email address and the list of member email addresses shall be maintained by the Secretary. If, for any reason, email notification is not suitable given the circumstance of any member, it shall be the responsibility of that member to arrange an alternative method of notice with the Secretary to accommodate the Member's needs. A written record of the alternative method of notice for such member shall be maintained by the Secretary.

ARTICLE VIII - PARLIAMENTARY PROCEDURES

All meetings of the Association, including meetings of the Executive Council, shall be conducted in accordance with the current edition of Robert's Rules of Order Revised.

ARTICLE IX - PRINCIPAL OFFICE

The Association's principal office shall be at such location as determined by the Executive Council. The Executive Council is authorized to purchase, rent or make other satisfactory arrangements for equipment for its offices.

ARTICLE X - AMENDMENT OF BY-LAWS

By-Laws may be adopted, amended or revised by a two-thirds (2/3) vote of the members present, provided that at least thirty (30) day notice shall be given to the members of any proposed By-Law amendments.

ARTICLE XI - ANNUAL AUDIT

(a) The accounts of the Association shall be maintained in an appropriate ledger or ledgers, and the same shall be subject to an annual audit by an Audit Committee. Members of this committee may not then be serving on the Executive Council. The committee shall make its report at the meeting of the Association next following the assumption of office by new officers.

(b) No debt shall be incurred on behalf of the Association except by an express resolution of the Executive Council authorizing the same in advance. Nevertheless, the Treasurer and Secretary may incur the usual routine expenses incident to their respective office without such resolution; a list of such expenditures shall be submitted to the Executive Council at its next meeting.

(c) The fiscal year of the Association shall commence on the first day of June and end on the thirty-first day of May.