



Arkansas Association of Women Lawyers
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AAWL BYLAWS

PART I DUES

Section 1. DUES.

Annual dues of active members licensed to practice law three years or more as of January 1st of each year shall be fifty dollars (\$50.00). Annual dues of active members licensed to practice law fewer than three years as of January 1st each year shall be twenty-five dollars (\$25.00). Annual dues of associate members and at-large members shall be fifteen dollars (\$15.00). Associate members who are law students shall pay no dues. Annual dues of retired members shall be ten dollars (\$10.00). Lifetime membership dues are \$1,000 and once paid in full, shall exempt the lifetime member from the payment of annual dues, including any future increases, so long as the lifetime member is licensed to practice law.

New admittees to the bar based on the July bar exam are exempt from payment of dues for the Association's January - December year immediately following admittance. New admittees to the bar based on the February bar exam are exempt from the payment of dues for the remainder of the calendar year in which they are admitted to the bar.

PART II DUTIES OF OFFICERS

Section 1. PRESIDENT.

The President shall appoint all chairpersons of the standing committees, subject to ratification by the Executive Board. The President shall preside at all regular meetings of the membership, the Executive Board and the Board of Directors.

Section 2. PRESIDENT-ELECT.

The President-Elect shall act in all matters as the President in the absence of the President. The President-Elect at the end of her term shall succeed to the office of President without further election.

Section 3. SECRETARY.

The Secretary shall keep minutes of the meetings of the Executive Board, Board of Directors and the membership at large, and shall maintain a copy of same in the Association's minute book. Additionally, the Secretary shall furnish a summary of all minutes to members upon request and shall maintain records detailing activities of the Association.

Section 4. PARLIAMENTARIAN.

The Parliamentarian is in charge of governing all Executive Board, Board of Directors and regular membership meeting in accordance with Robert's Rules of Order, Revised . The Parliamentarian shall keep a record of attendance at all Board of Directors' meetings. The Parliamentarian shall notify any Board of Directors member of unexcused absences as outlined in the Bylaws (Part V). The Parliamentarian shall maintain a current copy of the Constitution and Bylaws of the Association.

Section 5. TREASURER.

The Treasurer shall receive all Association income, make special disbursements as approved by the Board of Directors, pay routine bills, maintain an itemized account of all receipts and disbursements, submit an itemized written report at each Board of Directors' meeting to be filed with the minutes, maintain a current membership list and submit an itemized budget for approval at the August Board of Directors' meeting.

PART III DUTIES OF THE EXECUTIVE BOARD AND BOARD OF DIRECTORS

Section 1. EXECUTIVE BOARD.

The Executive Board shall have the power to approve non-budgeted expenditures, nominate and present a slate of candidates for office at the April meeting, and perform other duties as delegated by the Board of Directors or membership at large. Executive Board action may be taken at any time by an affirmative vote of three members. The President shall vote only in the event of a tie.

Section 2. BOARD OF DIRECTORS.

The Board of Directors shall conduct the general business of the Association. Action may be taken by an affirmative vote of the majority of the directors present at a Board meeting. The President shall vote only in the event of a tie.

Section 3. PROXY.

The Executive Board and Board of Directors may not vote by proxy.

**PART IV
DUTIES OF THE STANDING COMMITTEES**

Section 1. STANDING COMMITTEES.

The standing committees shall be Continuing Legal Education, Development, Meetings, Mentor, Membership, Communications, Scholarship, Social and Education.

Section 2. CONTINUING LEGAL EDUCATION COMMITTEE.

The Continuing Legal Education Committee shall plan and organize seminars sponsored by the Association.

Section 3. DEVELOPMENT COMMITTEE.

The Development Committee shall be responsible for all aspects of fundraising for the AAWL Scholarship Fund and other AAWL programs for which funding is sought.

Section 4. MEETINGS COMMITTEE.

The Meetings Committee shall plan and coordinate the location and food-service aspects of the regular meetings, to include locating and reserving a meeting-room space, and, if food is to be served at the meeting, selecting the food vendor and menu, communicating the menu choices, if any, and cost to the membership, soliciting the membership's food order in advance of the meeting and communicating that information to the vendor, and overseeing the delivery, setup, service and cleanup of the meal, as well as the disposition of any leftover items. The Meetings Committee shall also plan and present the programs for the monthly meetings of the Association.

Section 5. MENTOR COMMITTEE.

The Mentor Committee shall coordinate the mentor programs between Association members and law students at the University of Arkansas law schools at Little Rock and Fayetteville. In addition, the Mentor Chairperson will coordinate any Law Day activities sponsored by the Association.

Section 6. MEMBERSHIP COMMITTEE.

The Membership Committee will be responsible for coordinating and encouraging membership in the organization. The Committee's responsibilities will include, but not be limited to, direct marketing of the organization to law firms and government agencies to increase the number of dues-paying memberships.

Section 7. COMMUNICATIONS COMMITTEE.

The Communications Committee shall promote publicity of the Association and recognize accomplishments and outstanding service of individual members of the Association, and shall be responsible for the development and maintenance of the Association's website, to include posting notices of the Association's regular and special meetings, as well as the electronic membership listserv.

Section 8. SCHOLARSHIP COMMITTEE.

The Scholarship Committee shall plan and coordinate scholarships awarded by the Association, and shall represent the Association in all respects concerning scholarships awarded by the Arkansas Bar Foundation from the "Arkansas Association of Women Lawyers Scholarship (in honor of Ruth Huskey Brunson)" scholarship fund.

Section 9. SOCIAL COMMITTEE.

The Social Committee shall plan and organize social events of the Association.

Section 10. EDUCATION COMMITTEE.

The Education Committee shall be responsible for educating AAWL's membership as well as the public at large on the issues that affect women in the profession as well as issues in the law of import to women. To accomplish these duties, the Education Committee may coordinate educational activities, draft a newsletter, update the AAWL website, or otherwise inform the membership of issues of interest in an appropriate manner.

PART V REMOVAL

Section 1. REMOVAL.

A Board of Directors member may be removed from office for failure to perform the duties of the designated office. Upon the recommendation of the Board of Directors and a majority vote of the members present at a regularly scheduled monthly meeting, the Board member shall be removed from office.

Section 2. REMOVAL PROCEDURE.

The Parliamentarian will notify the Board member in writing of the impending removal action at least ten (10) days prior to the Board of Directors meeting at which the recommendation for removal will be discussed. The notification will include the reason for the alleged non-performance of the Board of Directors member and the date of the hearing. If an action to recommend removal of the Board member is approved by the Board of Directors, it must be presented for a vote to the membership at the next regularly scheduled monthly meeting. The Board member must be notified in writing of the proposed vote at least five (5) days prior to the monthly meeting.

Section 3. UNEXCUSED ABSENCES.

Three unexcused absences from Board of Director meetings in a fiscal year may be grounds for removal. Unexcused absences occur when the Board member fails to notify the President or the Parliamentarian that the Board member will be absent from a Board of Directors meeting. The Parliamentarian shall notify the Board member in writing when the Board member receives two unexcused absences in a fiscal year. This notification shall occur within ten (10) days of the second unexcused absence. The Parliamentarian shall notify the Board member and the President when a Board member receives three (3) unexcused absences. Notification shall occur within ten (10) days of the third unexcused absence. The President shall schedule the discussion of the removal recommendation on the agenda of the next scheduled Board of Directors meeting.

PART VI MEETING TIME AND PLACE

Section 1. DATE AND PLACE.

The regular monthly meeting of the membership of the Association shall be held in Little Rock, Arkansas, on the first Friday of each month, September

through May. The location of the monthly meeting shall be designated by the President or Executive Board. The date and location of any regular monthly meeting may be altered by a majority vote of the Board of Directors or the Executive Board.

Section 2. SPECIAL MEETINGS.

Special or emergency meetings of the Association membership may be called by the Executive Board after giving written notice to all members at least twenty-four (24) hours prior to the meeting. Notice of the special or emergency meeting may be waived in writing before or after the meeting or by attendance at the called meeting.

Section 3. BOARD OF DIRECTORS AND EXECUTIVE BOARD MEETINGS.

Board of Directors and Executive Board meetings may be called by the President or by two (2) or more Board of Directors members. Written or oral notification must be given at least three (3) days in advance of a special scheduled meeting. Regularly-scheduled Board of Director meetings shall be held at a place and time designated by the President. A quorum for a Board of Director or Executive Board meeting shall be a majority of the members of the Board of Director or Executive Board.

Section 4. INFORMAL ACTION.

Action taken by a majority of the Directors without a meeting in respect to any Association matter shall be valid if, within ten (10) days before or after such action, all Board members sign and file with the Secretary for inclusion in the Association minute book a memorandum showing (a) the nature of the action taken, (b) the consent of each Board member, and (c) the names of Directors approving and Directors opposing such action.

PART VII MEMBERSHIP YEAR AND TAX YEAR

Section 1. MEMBERSHIP YEAR.

The membership year of the Association shall follow a calendar year and begin on January 1 and end on December 31, annually. Any members in good standing as of the date of this amendment (April 2009) shall have their 2008-2009 memberships extended until December 31, 2009.

Section 2. TAX YEAR.

The tax year of the Association, for all state and federal tax purposes, shall be a calendar year.

**PART VIII
ELECTIONS**

Section 1. ELECTION OF OFFICERS.

All officers shall be elected in April of each year and assume office at the May meeting. Election of officers shall be from a slate of candidates presented by the Executive Board or nominated by the membership at large at the April meeting.

Section 2. PRESIDENT-ELECT QUALIFICATIONS.

A candidate for the position of President-Elect of the Association shall have previously served on the Board of Directors within three (3) years of their nomination.

**PART IX
PARLIAMENTARY AUTHORITY**

Section 1. AUTHORITY.

All parliamentary procedural matters shall be governed by Robert's Rules of Order, Revised