

BY-LAWS OF THE



Butler County Bar Association

Revisions adopted at the quarterly meeting
of the Butler County Bar Association
held September 15, 2016, effective January 1, 2017

BY-LAWS OF THE BUTLER COUNTY BAR ASSOCIATION

ARTICLE I

- Section 1:** The name of the Association shall be the “Butler County Bar Association”.
- Section 2:** The Association is formed to advance the science of jurisprudence; to promote the administration of justice; to see that no one, on account of poverty, is denied his or her legal rights; to secure proper legislation; to encourage a thorough legal education; to uphold the honor and dignity of the bar; to cultivate social interaction among the lawyers of Butler County, Pennsylvania, and to perpetuate the history of the profession and the memory of its members.
- Section 3:** The Association shall not take any partisan political action.

ARTICLE II - MEMBERSHIP

- Section 1:** ELIGIBILITY: Any member in good standing of the Bar of the Supreme Court of Pennsylvania may become a member of the Association if: (a) he or she either maintains a primary office in Butler County, Pennsylvania, for the practice of law, (b) is employed in Butler County, PA, in the legal profession, or (c) resides in Butler County, PA.

A “primary” office shall mean that a lawyer spends at least 50% of his or her professional time at such office. Applications for admissions shall be reviewed by the Executive Committee prior to the motion for admission being made pursuant to Section 2 below and the Executive Committee shall make a recommendation to the Association regarding the applicant’s satisfaction of one or more of the criteria for eligibility indicated above.

- Section 2:** ADMISSION: Motions for admission to the Association may be made and voted upon in any regular or special meeting of the Association. Upon an affirmative vote by a majority of members of the Association present at such a regular or special meeting, and upon payment by the candidate of any dues required for membership, the candidate for admission shall become a member of the Association without the need for further action and shall enjoy all the rights and privileges of a member of the Association.
- Section 3:** HONORARY MEMBERS: Judges of the Court of Common Pleas of Butler County, PA, and such other persons as designated from time to time by the Association, shall be honorary members of the Association.
- Section 4:** DUES: Dues shall be set from time to time by the members of this Association.
- Section 5:** Any member of the Association who fails to pay the dues enumerated in Section 4 above within thirty (30) days of receiving a Final Notice from the Treasurer, Executive Director, or other designated person shall be placed on an inactive status and shall not be entitled to the rights and privileges of membership in the Association as a member in good standing until such time as all dues and other fees owed to the Association are paid in full.
- Section 6:** Any member of the Association may be suspended or expelled for misconduct in relation to the Association or in relation to the practice of law, upon a two-thirds vote of the members of the Association present at a regular or special meeting of the Association. Any member of the

Association who is suspended or disbarred from the Bar of the Supreme Court of Pennsylvania shall be expelled from this Association automatically. Any member who is suspended or expelled from the Association shall remain suspended or expelled until re-admitted by the Association in accordance with Section 2 of this Article.

ARTICLE III - MEETINGS

- Section 1:** The annual meeting of the Association and election of officers shall be at the quarterly meeting held during the final quarter (October-December) each year so long as a quorum is present.
- Section 2:** Regular meetings of the Association shall be held during each quarter of the year on a day, at a time, and in a place to be determined by the Association or President. Notice of the meeting shall be provided at least two (2) weeks before it is scheduled to occur.
- Section 3:** Special meetings of the Association may be called by the President at any time or upon the written request of three (3) members of the Association. The Association will post written notice of the special meeting in the Butler County Courthouse at least 72 hours before the special meeting and shall make a good faith effort to notify the individual members by mail, fax, email, newsletter, or other means of communication as designated by the Association, as time permits.
- Section 4:** The meetings of the Association and its deliberations shall be private and shall be kept secret by the members, unless otherwise voted on by the Association.
- Section 5:** A quorum for conducting business requiring a vote of the general membership of the Association shall be fifteen (15) members. In the event any action at a particular meeting cannot be taken due to a lack of a quorum, the action may be taken to the next meeting at which a quorum is present.

ARTICLE IV - NOMINATIONS AND ELECTIONS

- Section 1:** At least thirty (30) days prior to the annual meeting of the Association to be held in the fourth quarter of each calendar year, the nominating committee shall present to the Association by e-mail to its members, by posting in the Butler County Courthouse, and by publication in Butler County Legal Journal one nomination for each office of the Association. Additional nominations may be made from the floor at said meeting. No nominations will be received subsequent to said meeting. Each nominee must be a member in good standing of the Association.
- Section 2:** At the annual meeting of the Association, the Association shall elect by a majority vote of its members in good standing present at said meeting the following officers:

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER

- Section 3:** The terms of the office of each of the offices shall be one (1) year commencing with their installation in January. Each officer shall continue to serve until his/her successor shall have been duly installed.

ARTICLE V - OFFICERS AND EXECUTIVE COMMITTEE

- Section 1:** PRESIDENT: The President shall enforce all rules adopted for the government of the association, shall preserve order and decorum, and in debate shall confine members to the question under discussion and appoint all committees for which an election is not provided.
- Section 2:** VICE PRESIDENT: The Vice President shall perform such duties as are delegated by the President or the Association. The Vice President shall succeed to the office of the President in the event of the death or resignation of the President. The Vice-President shall preside at meetings in the event of the temporary absence of the President.
- Section 3:** SECRETARY: The Secretary shall keep a full and complete list of members of the Association, shall record the proceedings of the Association, shall draw orders upon the Treasurer for all sums of money ordered by the Association to be paid, shall give all persons elected written notice of their election, shall, upon request of the President, give notice of special meetings by posting a written notice in the Butler County Courthouse, and shall attend to such other duties as may be imported upon him or her at any regular or special meeting of the Association. The Secretary may delegate any of these duties to the Executive Director.
- Section 4:** TREASURER: The Treasurer shall collect all money due the Association, shall keep correct accounts of the receipts and expenditures, shall keep an account of each member's dues; shall pay all orders drawn by the Secretary and the Executive Director; and at the annual meeting of each year, and at such other times as directed by the President, shall make a full and accurate report of the condition of the Treasury of the Association.
- Section 5:** The Association shall have an Executive Committee, which shall consist of the four (4) Officers, seven (7) elected committee members and the Young Lawyers Division President, each of whom shall be a voting member. The Association shall hold elections at the last quarterly meeting of the year. The Executive Committee members' term of office shall be for two (2) years beginning January 1 and ending December 31, with the exception of the four (4) officers and the Young Lawyers Division President who shall serve for one year. Election of the Executive Committee members shall be four (4) new members in even years: (example: 2006, 2008), and three (3) new members in odd numbered years: (example 2007, 2009). The Executive Committee shall be chaired by the President of the Association. In the event of a tie vote, the President may cast a second tie-breaking vote in his or her discretion. The Secretary shall keep minutes of the meetings of the Executive Committee, which shall be available for inspection by the members. The Executive Committee shall meet at least monthly, or more often if necessary, to carry out its function. The authority of the Executive Committee shall be limited to the following:
1. Perform such functions as are designated to it from time to time by the general membership of the Association.
 2. Prepare the agenda for the quarterly meetings of the general membership.
 3. Approve or disapprove C.L.E. project proposals tendered for sponsorship by the Association.
 4. Oversee the operation of the Butler County Legal Journal and make determinations regarding fees, content, publication and other matters relating to the operation of the Legal Journal.

5. Approve expenditures for ceremonial and memorial observances.
6. Approve expenditures for the annual Christmas Party, Bench Bar, Family Picnic, Zone 10 Golf Outing, Law Days activities, High School Moot Court Competition, reimbursement of Butler representatives to PBA House of Delegates and Conference of County Bar Leaders Meetings, and additional expenditures relating to the Legal Journal.
7. Approve additional expenditures up to \$2,500.00.
8. Make non-binding recommendations to the Association concerning terms of employment and duties of the Executive Director.
9. Appoint a replacement member to the Executive Committee in the event of a vacancy. Such appointment shall be for the balance of the term of the member being replaced due to such vacancy.

Section 6: EXECUTIVE DIRECTOR: The Executive Director will report to the Executive Committee of the Butler County Bar Association. The Bar Association President will be the Executive Director's immediate supervisor for day-to-day operations. The Executive Director will perform any and all duties requested by the President, Executive Committee, or the Association.

ARTICLE VI - STANDING COMMITTEES AND SECTIONS

Section 1: There shall be a Young Lawyers Division (YLD), which shall consist of all members who are under the age of 40 or have been admitted to the practice of law for 10 years or less. The YLD shall operate under By-Laws and amendments thereof, not inconsistent with these By-Laws, duly adopted by the Division and approved by the BCBA Executive Committee.

The Officers of the Division shall be a President, Vice President, Secretary, Treasurer and Immediate Past President.

Section 2: The following committees shall constitute the Standing Committees of the Association: Biography and Memorial, Fee Disputes, and Nominating Committee.

Section 3: The President may, however, add by appointment any other ad hoc committee or committees.

Section 4: Members of the committees shall be appointed by the President.

Section 5: The Association may, from time to time, create sections devoted to the study of one or more substantive or procedural legal topics which sections may provide advice to the Association on legislative matters, sponsor continuing legal education and, in general, take up such projects as may be approved from time to time upon application to the Association.

ARTICLE VII- DISSOLUTION OF THE ASSOCIATION


In the event that the Association is dissolved, its assets and/or current earnings may not be transferred to or inure to the benefit of any member or other private person, but shall be paid over to a charitable, non-profit organization to be determined by a vote of the Association.

ARTICLE VIII- AMENDMENTS


Any article or Section of these By-Laws may be suspended, amended, or repealed by a three-fourths vote of the members of the Association present at any meeting, provided that ten (10) days notice of the proposed amendment, suspension, or alteration of the By-Laws has been given by written notice posted in the Butler County Courthouse.

Revisions Adopted and other provisions ratified at the quarterly meeting of the Butler County Bar Association held September 15, 2016, effective January 1, 2017.

ATTEST:



Michael D Gallagher
Secretary



Michael D. Hnath
President