

**STATE BAR OF TEXAS
APPELLATE SECTION**

Bylaws

**ARTICLE I
Name and Purpose**

Section 1. The name of this Section is the Appellate Section of the State Bar of Texas.

Section 2. The purposes of this Section are (1) to promote the role and enhance the skills of Texas appellate lawyers, and (2) to improve the practice of appellate law in Texas. The Section shall further these goals by:

- offering continuing legal education,
- disseminating materials on matters of interest to the membership, and
- creating opportunities for the exchange of ideas among the membership of the Section.

The Section also will cooperate with other Sections, promote the objectives of the State Bar of Texas, and encourage participation in the State Bar by appellate practitioners.

**ARTICLE II
Membership and Dues**

Section 1. Any member in good standing ~~of with~~ the State Bar of Texas may become a voting member of the Section by paying annual dues.

Section 2. Any member of an accredited law school may become a non-voting, associate member of the Section by paying annual dues. Law student associate members may not hold themselves out as being full members of the State Bar or make any representation that they are licensed by the State Bar.

Section 3. To promote the Section and increase membership, the Council may exempt particular classes of members and future members of the State Bar of Texas (e.g., new inductees, judicial members, law students, etc.), from paying dues.

Section 4. Dues are payable by June 1 of each year. The dues amount shall be determined by the Council, subject to the approval of the Board of Directors of the State Bar of Texas.

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ARTICLE III Officers and Council

Section 1. The officers of the Section shall be Chair, Chair-Elect, Vice-Chair, Treasurer, and Secretary.

Section 2. The Council consists of ~~the~~ five officers, ~~the~~ two immediate past Chairs, and nine other members elected by the Section to serve staggered three-year terms. Each member of the Council shall cast only one vote on Council actions. Non-voting ex-officio Council members ~~of the Council~~ shall include the President and President-Elect of the State Bar of Texas, the State Bar Board Advisor assigned to the Section, the Alternative State Bar Board Advisor, and the editor of the Section's Newsletter.

ARTICLE IV Duties and Power of Officers

Section 1. The Chair shall preside at all meetings of the Section and the Council. If the Chair is absent, the Chair-Elect, then Vice-Chair, in that order, shall preside. At each Annual Meeting of the Section, the Chair shall present a report ~~of~~ on the work of the Section for the preceding year. The Chair shall appoint the Committee C Chairs and members of Committees of the Section to serve during the Chair's term. The Chair shall plan and supervise the Section's Annual Meeting ~~of the Section~~, subject to the direction and approval of the Council. The Chair shall oversee the performance of all activities of the Section, keep the Council informed, and carry out its decisions. The Chair shall perform other duties designated by the Council.

Section 2. The Chair-Elect shall aid the Chair in the performance of responsibilities at ~~the request of the Chair~~ the Chair's request, and request and execute the duties of the Chair when the Chair is unavailable. The Chair-Elect shall perform other duties and have other powers designated by the Council or the Chair.

Section 3. The Vice-Chair shall advance the purposes of the Section, in consultation with the Chair and other officers of the Section. The Vice-Chair shall aid the Chair and the Chair-Elect in the performance of their responsibilities. The Vice-Chair will perform other duties and have other powers designated by the Council or the Chair.

Section 4. The Treasurer shall maintain all financial records of the Section and collect, receive, and account for the funds of the Section. This includes maintaining the Section's bank accounts, making deposits, writing checks, and preparing a financial report for the Annual Meeting of the Section. The Treasurer shall maintain

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the financial records so that they can be made available for inspection by any Section officer, upon reasonable notice. The Treasurer is authorized to hire a bookkeeper to do accounting for the Section, and may engage an auditor, bookkeeper, or accountant to prepare a financial report, if necessary. The Treasurer shall make a monthly report to the accounting department of the State Bar of Texas, which shall include copies of the Section's bank statement, canceled checks, deposit slips, and check register. The Treasurer shall prepare and submit to the State Bar Executive Director by July 15 each year a complete financial report for the preceding fiscal year ending May 31, which shall include a balance sheet and income statement, and a section budget for the current fiscal year. The Treasurer shall instruct the Section's depository to provide directly to the State Bar a duplicate of the bank statements, canceled checks, and deposit slips. Any expense incurred in providing duplicates to the State Bar shall be borne by the Section.

Section 5. The Secretary shall be the custodian of all books, papers, documents, and other property of the Section, and shall keep a record of all meetings and business of the Section and of the Council, whether assembled or acting under submission. The Secretary shall assist the Chair in the preparation of the Section's annual report submitted in the Spring of each year for publication in the Texas Bar Journal, describing the activities and plans of the Section. In conjunction with the Chair, as authorized by the Council, the Secretary shall attend generally to the business of the Section.

ARTICLE V Duties and Power of Council

Section 1. The Council shall have general supervision and control of the affairs of the Section, subject to the provisions of the State Bar Act, the State Bar Rules, the policies adopted by the Board of Directors of the State Bar of Texas, and these Bylaws. Except as otherwise provided in these Bylaws, Council meetings and actions shall be governed by the ~~the~~ current edition of Robert's Rules of Order.

Section 2. No payments of money shall be made without the Council's authorization, and the Council may not authorize the Section to enter into contracts obligating the Section for more than one year. For amounts of \$1,000 or less, the Chair can give authorization on behalf of the Council. Amounts over \$1,000 must be approved by the Council, either at a meeting of the Council, by conference call, by mail, by e-mail, or by fax electronic survey vote, or other electronic communication.

Section 3. All binding actions of the Council shall be by majority vote of those voting, provided that a quorum of not less than six voting members are present when any meeting is convened. Members of the Council may vote in person, by conference call, by mail, by e-mail, electronic survey vote or other electronic communication, or

Commented [t1]: The entire SBOT is governed by Roberts, as are its sections. This clause is contained at the end of your bylaws, I have moved it here so that it is universal.

It doesn't need to be included at all - but some people don't know Roberts applies so it isn't a bad idea to include this.

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~~by fax,~~ within a reasonable time prescribed by the Chair.

Section 4. The Council shall meet at least four times during the term of the Chair, and as often as the reasonable needs of the Section require. Reasonable advance written notice of meetings shall be given to all members of the Council by the Chair or the Secretary. ~~._~~

Section 5. The Council shall appoint an Editor in Chief and/or Co-Editors of the Section's Newsletter ~~, to serve up to a three year term. Before filling a vacancy or appointing new Editors, the Council shall solicit applications from Section members. As an ex officio member of the Council, the Editor in Chief may receive a stipend for their work developing the newsletter, and~~ shall serve at the pleasure of the Council. ~~The Council shall approve the form and general substance of the Section Newsletter.~~

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ARTICLE VI Meetings of the Section

Section 1. The Annual Meeting of the Section ~~ordinarily is~~ shall be held during the State Bar of Texas Advanced Civil Appellate Course, ~~but may be held~~ at any place and time chosen by the Council, with 30 days' advanced notice to be provided to the section membership. ~~The program for the Annual Meeting may be arranged by the Council.~~

Commented [t12]: We are supposed to give between 20 or 30 days notice to the section, but especially if when/where is optional. I think legal will require this be added.

Section 2. Special meetings of the Section may be called by the Chair, upon approval of the Council, at a time and place determined by the Council. Reasonable notice of any special meeting shall be given to all Members of the Section.

Section 3. The Members of the Section present at any meeting shall constitute a quorum for transacting business.

Section 4. All binding action of the Section shall be by majority vote of the Members present.

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~~The Annual Meeting shall be governed by Robert's Rules of Order, unless otherwise provided in these ByLaws.~~

Commented [t13]: The entire State Bar is governed by Roberts Rules. If we add this sentence, it should be universal to ALL meetings and actions so I moved it earlier. It doesn't really need included at all except some people don't know this

Section 5 The Council has authority to act for the Section in matters coming before the Section between Annual Meetings of the Section.

Section 6. The Council may direct that a matter be submitted to the mMembers of

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the Section for written vote. The Members of the Section may vote upon such ~~submitted~~ proposition by tendering their vote to the Secretary by signed writing, in writing, with their signature, within a reasonable time prescribed by the Council. For purposes of this Section, an electronic transmission, including e-mail or electronic survey, with the name of the sender shall constitute a signed writing of the Member. The Secretary shall record in the minutes of the Section the text of the proposition submitted, that it was submitted to all ~~m~~Members of the Section in writing without a meeting, and the vote. A bBinding action of the Section shall be by a majority of the votes received in accordance with the provisions of this section. Ballots may be transmitted by mail, ~~fax, electronic mail, including e-mail, electronic survey, email~~ or any other reasonable and reliable means.

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ARTICLE VII Elections

Section 1. The officers, other than the Chair, shall be elected by a majority of the members voting at the Annual Meeting of the Section. They shall serve one-year terms, beginning at the adjournment of the Annual Meeting at which they are elected, or until their successors have been elected and qualified. The Chair-Elect shall become Chair upon adjournment of the Annual Meeting.

Section 2. Three ~~m~~Members of the Council, other than the officers of the Section, shall be elected by a majority of the members voting at the Annual Meeting of the Section. They shall serve three-year terms, beginning at the adjournment of the Annual Meeting at which they are elected and qualified.

Section 3. No non-officer ~~m~~Member of the Council who has served a full term may be elected to a successive term as a non-officer Council Member or as an officer of the Section until at least one year has elapsed since that ~~m~~Member left the Council.

Section 4. Before each Annual Meeting of the Section, the Chair shall appoint a Nominating Committee consisting of three members: (1) one of the two immediate past Chairs; (2) one non-officer Council member; and one non-Council member of the Section who is not a candidate for a position on the Council. That Committee shall report nominations for the officers and other Council Members at the Annual Meeting. No nominees shall be reported to the Section unless they have agreed to serve if elected. Other nominations may be made from the floor at the Annual Meeting, if the nominee has agreed to serve if elected.

ARTICLE VIII Succession of Officers and Vacancies

Section 1. The Chair-Elect shall automatically assume the office of Chair at the end of the Annual Meeting unless prevented by death or disability, or refusal to act as Chair. The Chair shall serve a term of one year.

Section 2. In the event of death, disability, or refusal of the Chair to serve during the term, the Chair-Elect shall perform the duties of the Chair for the remainder of the Chair's term or disability.

Section 3. In the event of the death, disability, or refusal of the Chair-Elect to serve during the term, the Vice-Chair shall perform the duties of the Chair-Elect for the remainder of the Chair-Elect's term or disability.

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Section 4. In the event of the death, disability, or refusal of the Vice-Chair to serve during the term, the Treasurer shall perform the duties of the Vice-Chair for the remainder of the Vice-Chair's term or disability.

Section 5. Between Annual Meetings of the Section, the Council may fill vacancies in its own non-officer membership, or in the offices of Treasurer or Secretary. Members of the Council and officers selected in this manner shall serve until the close of the next Annual Meeting of the Section. The remainder of any Council Member's unexpired term shall be filled by election at the next Annual Meeting, as provided in Article VII of these Bylaws.

Section 6. At the end of the term in office as Chair, the immediate past Chair shall serve as a member of the Council for the next two years.

Section 7. If a member of the Council is not acting in the best interests of the Council, that member may be removed from office ~~during the term of office~~ by a vote of no less than two-thirds of the Council members voting. In the event of such a removal, the provisions of Sections 1-5 of this Article shall apply.

ARTICLE IX Committees

Section 1. Unless otherwise provided in these Bylaws, all Committees shall be appointed in accordance with the provisions of Article IV, and any Member of the Section, including members of the Council, may serve as a Committee Chair or as a member of a Committee.

Section 2. Committees shall be appointed as needed.

ARTICLE X Miscellaneous Provisions

Section 1. The fiscal year of the Section shall be the same as that of the State Bar of Texas.

Section 2. No salary or compensation shall be paid to any officers of the Section, voting members of the Council, or members of a Committee for their professional services or time. Officers, Council members, ~~and~~ ex-officio Council members ~~of the Council~~, Committee Chairs, and persons whom the Chair has requested to attend a Council meeting shall be reimbursed for expenses reasonably and necessarily incurred on behalf of the Section by submitting requests and receipts to the Treasurer.

Approved: ~~September~~

Section 3. Notices to ~~M~~members of the Council members may be given in writing, ~~by fax~~ or other electronic transmission, including e-mail. Attendance at a meeting shall waive any complaint about notice for that meeting. Notice to ~~M~~members of the Section members with respect to any Annual or other meeting of the Section or any other matter may be given (a) in writing, (b) by publication in the Texas Bar Journal, The Appellate Advocate, the Advanced Civil Appellate Course Brochure, or any other publication of the Section or the State Bar of Texas that is distributed physically or by electronic transmission to ~~the M~~members of the Section members, ~~(c) by fax, or (d) any other electronic transmission, including email.~~

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Section 4. No action by this Section shall become effective as ~~the an~~ action or position of the State Bar of Texas until it is approved by the Board of Directors of the State Bar of Texas. Any resolution adopted or action taken by the Section may, ~~if requested by the Section,~~ be reported ~~by the Chair of the Section to the Annual Meeting of to~~ the Executive Director of the State Bar of Texas for informational purposes or action by ~~its~~ the State Bar Board of Directors.

Section 5. Except as may be provided by the policies and procedures of the Board of Directors of the State Bar of Texas, no positions may be taken by the Section, or its members in the name of the Section, that advocates or advances a political or social policy position. In accordance with the policies and procedures of the Board of Directors of the State Bar of Texas, governing the assertion by a section of its own position, which are incorporated herein by reference, the Section may assert an independent position regarding legislative, judicial, or executive action, ~~if given permission~~ if approved by a vote of by the State Bar Board of Directors. Any such position must be adopted by a majority of a quorum of the Council of the Section.

Section 6. The provisions of ~~Section 5.02 of~~ the State Bar of Texas Board of Directors Policy Manual governing finances are incorporated herein by reference.

Commented [t14]: Since the BPM is ever-changing, I recommend not listing the applicable section. Legal may actually ask us to insert the financial policies, but we will see if this clause flies.

Section 7. All information concerning any Section member that is deemed confidential by state or federal law, including Tex. Govt. Code Ch. 552 and Tex. Occ. Code Ch. 59, including e-mail addresses, may be used only for official section business and may not be disclosed to the public or any third party unless it is required by law. The Section will take reasonable and necessary precautions to protect the confidentiality of all such information

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Section 78. These Bylaws and any amendments shall become effective upon ~~their~~ approval by the Board of Directors of the State Bar of Texas and by the Section.

**ARTICLE XI
Amendments**

Approved: ~~September~~

These Bylaws may be amended at any Annual Meeting of the Section by a majority vote of the ~~Members of the Section~~Section Members present and voting. Any proposed amendment shall first be approved by a majority of the Council and notice of the proposed amendment shall be provided to all ~~m~~Members of the Section at least 30 days prior to the Annual Meeting. No amendment shall become effective until approved by the Board of Directors of the State Bar of Texas.

Approved by the State Bar Board of Directors on the _____ day of September, 2024.