

By-Laws Warren County Bar Association

As amended through December 17, 2015

Article I—Purposes

It shall be the purpose of this organization to:

- A. Provide a forum in which the attorneys of Warren County and surrounding areas can meet socially to discuss common problems
- B. Assist the bar in continuing legal education
- C. Act as an advocate, alone and in conjunction with other bar associations, in advancing the interests of the bar
- D. To assist in the education of the public to the role of the law in society and to enlighten the public to their legal rights, remedies, and duties
- E. Foster the integrity of the bar by improving the skill and ethical competence of members and by assisting in the disciplining of members who do not meet the highest standards

Article II—Membership

- A. Membership in the Association shall be limited licensed attorneys and counselors-at-law of New Jersey. There shall be four classes of members. A person shall be admitted into membership in one class, but may, upon change in status, be transferred into another class.
 1. Regular membership—any attorney or counselor at law who resides in Warren County or who maintains an office within the County shall be eligible to regular membership. Regular membership shall be available to part-time judicial officers who otherwise meet the requirements therefor.
 2. Judicial membership—any full or part-time judge who sits in or for Warren County, irrespective of residence, except to the extent provided in Paragraph IIA of this Article. In determining membership herein, a judge who sits other than in Warren County but whose jurisdiction includes Warren County shall be deemed to sit for Warren County if (a) he has substantial administrative control over the judicial process in Warren County or (b) if his assignment is for a limited class of cases in an entire judicial region including Warren County.
 3. Special membership—any attorney or counselor-at-law who neither lives nor maintains an office in Warren County, but who nevertheless desires to become a member.
 4. Honorary membership—may be granted by the Association upon such criteria as may be deemed appropriate.

B. No person shall be a member of the Association except upon election thereto, upon the motion of a present member at a business meeting. The member proposing a prospective member shall state the class of member to which the proposed member shall be admitted. A majority vote of all members present shall be required for the election of a member.

C. Rights and Privileges of Membership

1. All members who remain in good standing shall have the right to attend all business and educational meetings and all social functions, and shall be entitled to notice thereof. All members shall have the right to address the Association at such meetings, to propose matters and candidates for the consideration of the Association, and to serve on all committees of the Association except as may be hereafter provided.
2. The right to vote on matters to come before the Association shall be limited to regular and judicial members, except to the extent that the matter coming before the Association shall affect the rights, privileges and obligations of special or honorary members, in which case the members of the affected class shall be granted the right to vote thereon.
3. Any regular member shall have the right to seek and hold elective office in the Association, subject only to the Code of Judicial Responsibility, but any member not disabled by law or ethical cannon may serve as chairman of a committee.
4. Each committee member, irrespective of membership class, shall be entitled to vote on all matters coming before his committee.

D. Obligations of Membership

1. The Association shall have the power to establish the amount of dues to be required of each class of member. Such dues shall be billed in September of each year and shall be payable on billing. The Executive committee shall have power to permit the payment of dues in installments. Any new member admitted to the Association between September 1st and February 28th of any year shall pay the full amount of the dues for his class for that year, and any new member admitted after February 28th but prior to September 1st of that year shall pay one-half of the full amount of such dues. Any regular member of the Association who shall have been a member in good standing of the Bar of this State for a period of fifty (50) years shall be exempt from the payment of dues of the Association.
2. Each regular member shall, to the extent possible, endeavor to attend a minimum of one business meeting in each year.
3. Each member shall, to the extent possible, serve on at least one committee of the Association and shall take an active role in the work of that committee.

E. Forfeiture of Membership; Reinstatement

1. A member shall lose his membership in the Association if he shall fail to pay his dues for any year without leave of the Executive Committee.

Additionally, a member shall forfeit his membership if he shall fail to attend any business or educational meeting for two consecutive years, without leave of the Executive Committee. In the event a member shall forfeit his membership, he shall be stricken from the roll and the Secretary shall so advise him. He may then apply for reinstatement.

2. Any member who resigns or forfeits his membership may apply for readmission as in the case of a new member. No person who forfeits his membership for nonpayment of dues shall be reinstated until the dues for the year in which he was delinquent are paid in full, together with all dues for the year in which he seeks reinstatement.

Article III—Officers

- A. The officers of the Association shall be the President, President-Elect, Immediate Past President, Vice President, Secretary and Treasurer, who shall have, in addition to those duties specified herein, all those duties normally associated with the respective offices. All designated officers shall serve as members of the Executive Committee, and as members of the General Council of the New Jersey Bar Association.
- B. Specific Duties of the Respective Officers
 1. President—The president shall be the presiding and chief executive officer of the association. He shall preside over all business, educational and social meetings of the Association and all meetings of the Executive Committee. He shall name the chairman of all committees and shall see to it that all committees have sufficient members, shall make other appointments as specified herein, and shall perform such additional duties as may be assigned to him by the Association or the Executive Committee.
 2. President-Elect—The President-Elect shall act as President in the absence of the President. He shall become President for the following term without another election; and shall perform such duties as may be assigned to him by the Association, the Executive Committee, or the President.
 3. Immediate Past President—The Immediate Past President shall perform such duties as may be assigned to him by the Association, the Executive Committee, or the President.
 4. Vice-President—The Vice President shall perform the duties of the President in the absence of the President and President-Elect, and such additional duties as may be assigned to him by the Association, the Executive Committee, or the President.
 5. Secretary—The Secretary shall keep accurate minutes of all the meetings of the Association and the Executive Committee, shall be responsible for notifying all members of meetings, shall be responsible for all correspondence, and shall perform such additional duties as may be assigned him by the Association, the Executive Committee or the President.
 6. Treasurer—The Treasurer shall receive all monies of the Association, make authorized disbursements, report to the Association on the financial condition thereof, and shall certify annually to the Executive Committee and

the Association the names of those members delinquent in dues obligations.

- C. All officers shall be elected for the term of one year, commencing September 1st and shall serve until their successors have been elected and qualifies. The President, President Elect, and Vice President shall be ineligible to succeed themselves in office.
- D. The President shall have power to appoint such additional staff as he may deem necessary, including, but not limited to, a Parliamentarian, assistant treasurer, and alternated delegates to the General Council of the New Jersey Bar Association, by and with the consent of the Association. Any person so appointed shall serve at the pleasure of the President, but not longer than the continuance of the President making the appointment in office as President.

Article IV—Committees

- A. There shall be created the following Standing Committees of the Association, to have jurisdiction over such matters as would normally come before such committees, together with the jurisdiction specifically set forth herein.
 - 1. Bylaws—Draft and review Amendments and revisions of these by-laws, and Rules of Procedure.
 - 2. Civil Practice—Act as a liaison between the Association, Civil Case Management, and the Court to improve the environment for civil litigation in the County.
 - 3. Criminal Practice—Act as a liaison between the Association, Criminal Case Management, and the Court to improve the environment for criminal litigation in the County.
 - 4. Family Practice—Act as liaison between the Association, Family Case Management, and the Court to improve the environment for family litigation within the County.
 - 5. Judicial and Prosecutorial Appointments—Assist the New Jersey State Bar Association in the review of prospective candidates for such positions in and affecting Warren County.
 - 6. Legal Services—Act as liaison between the Association and the Legal Services Corporation, and shall be composed of members of the Association who serve on the Board of Trustees of the Corporation and members employed by the Corporation.
 - 7. Legislative and Intergovernmental Relations—Review legislation affecting the Bar and all matters affecting the administration of justice and the law and make recommendations to the Association thereon, and act as a liaison between the Association and government and foster a cordial working relationship between the Bar and government.
 - 8. Municipal Court—Increase the effectiveness of municipal courts, assist municipalities in establishing such courts, act, on request, to assist a municipality in the appointment of municipal judges, and act to promote the use of municipal courts in the administration of justice.
 - 9. Nominating—Prepare and present slates of officers for the Association conducting elections therefor.

10. Program—Assist the President and Executive Committee in establishing programs for the regular Bar Association meetings and otherwise.
 11. Public Relations—Inform the public of the role of attorneys and the law and act to advocate for the Association with local governments for the appointment of local attorneys for municipal positions.
 12. Social—Assist the President and Executive Committee in the planning, publicizing, and conduct of social functions for the Bar.
 13. Workers Compensations—Act as liaison between the Association, the Workers Compensation Division, and the Workers Compensation Judges to improve the environment for workers compensation litigation in the County.
- B. Additional standing committees may be established by the Association as required.
- C. Special committees may be created by the President for a term not to exceed the continuance in the office of the President creating the same.
- D. The President shall appoint all chairmen of the standing committees, but in doing so he shall, to the extent possible, endeavor to name as chairman of the Municipal Court Committee a member whose practice includes a significant amount of work before the Municipal Courts.

Article V—The Board of Trustees

- A. The Board of Trustees shall be composed of three (3) members, elected by the Association for terms of three (3) years, in staggered succession. No person shall be entitled to be re-elected a member of the Board of Trustees for more than two (2) consecutive terms.
- B. The Board of Trustees shall, in conjunction with the Executive Committee, establish not later than September 1st of each year a schedule of meetings of the Association and the Executive Committee, which schedule shall be binding upon the officers and the Executive Committee.
- C. The members of the Board of Trustees shall, in addition to their duties, serve as members of the Executive Committee, and fulfill any other duties assigned to them by these by-laws or by the Association or the Executive Committee.

Article VI—The Executive Committee

- A. The Executive Committee shall be composed of the officers, any and all Trustees of the New Jersey State Bar Association, all delegates to the General Council thereof elected from Warren County, and the Board of Trustees of this Association. Additionally, all chairmen of standing committees shall be members ex-officio.

- B. The Executive Committee shall meet monthly, or as required, and shall have the duty of conducting the affairs of the Association between meetings of the Association, and the further duty of arranging business and educational meetings and social functions of the Association, and all other duties assigned to it by these By-laws and the Association.
- C. Any member shall have the right to appear before the Executive Committee and address the same, but he shall have no vote in the Committee.
- D. A majority of the Executive Committee shall constitute a quorum to do business.
- E. The Executive Committee shall meet monthly.

Article VII—Elections

- A. Not later than April 30th of each year, the Nominating Committee shall meet and shall prepare a list of candidates for all offices to be filled. This list shall be presented to the Secretary who shall forward the proposed list to all members with the notice of the May business meeting.
- B. Elections shall be held at the May business meeting. Before any election, the President shall present the persons nominated by the Nominating Committee. Thereafter he shall open the meeting to nominations from the floor. Following receipt of all nominations, the President shall call for the votes on each candidate for each office, commencing with the President Elect, or, if there be none, the President. The person receiving the highest number of votes for any office shall be deemed elected provided such number equals a majority of those present and voting. In the event no candidate shall receive such a majority, the candidate receiving the lowest total number of votes shall be deleted and the vote taken again, until one candidate shall achieve a majority.
- C. All votes shall be taken by secret ballot, unless there is only one candidate for a given office, in which case the secret ballot may be dispensed with and the vote taken by a voice vote. The President may appoint tellers or counters to assist in the counting of the ballots.
- D. The Nominating Committee shall, to the extent possible, endeavor to present two (2) candidates for each office to be filled by election, and shall not be bound to any specific order of succession to the Presidency.
- E. All officers elected herein shall assume office at the September business meeting.

Article VIII—Amendments

- A. Amendments to these By-laws may be proposed by the By-laws Committee, or by any member. In the case of a proposal by a member, the proposal shall be made in writing, together with a short statement of the purpose therefore, and shall then be

- referred to the By-laws Committee for review. The By-laws Committee shall report on the same at the next business meeting.
- B. Proposed amendments shall, upon reporting from the By-laws Committee be transmitted to the Secretary for inclusion with the notice of the next business meeting following the report. The statement of purpose and the recommendation of the By-laws Committee shall accompany the proposal.
 - C. At the business meeting next following the transmission, the amendment shall be presented for discussion. No Amendment shall be adopted unless it is approved by a vote of two-thirds of all members present and voting at that meeting
 - D. Action to adopt or not adopt any amendment proposed to these by-laws shall be final and conclusive, and a similar question shall not be in order unless the By-laws Committee shall unanimously recommend the change, and it is approved by three fourths of the members voting as herein provided.

Article IX—Removal of Officers

- A. Any officer or trustee who shall for any reason cease to be a member of the Association shall forthwith forfeit his office.
- B. Any officer or trustee may be removed from office on address by the Association for failing to fulfill the duties of his position, including non-attendance at meetings without just cause. In the case of any officer, the Board of Trustees shall recommend to the Executive Committee that the Association declares the office vacant, and, in the case of a member of the Board of Trustees, the Executive Committee shall make the recommendation on its own motion. In either event, the recommendation of the Executive Committee shall be filed with the Secretary and transmitted to all members for consideration at the next business meeting.
- C. At the business meeting next following, the officer or trustee shall be permitted to address the Association. He shall then retire to permit discussions of the question. After discussion, a vote on the question shall be taken by ballot. A vote of two-thirds of those present and voting shall be required to remove.
- D. In the event the President shall be removed, his duties shall be fulfilled by the Immediate Past President for the balance of the term. In all other cases, the Nominating Committee shall meet and nominate a person to fill the remainder of the unexpired term.

Article X—Miscellaneous

- A. The annual business meeting of the Association shall be held in September of each year.

- B. Business meetings, which may be held in conjunction with educational or social meetings, shall be held, to the extent practicable, not less than five (5) times per year, but may be held at any time upon the call of the President or at the request of the Executive Committee or ten (10) members of the Association.
- C. At each business meeting, the President shall provide an opportunity for the Trustees of the New Jersey State Bar Association representing Warren County and the delegates or alternates to the General Council of the New Jersey State Bar Association to address the Association and bring matters before the Association.
- D. Robert's Rules of Order, Revised shall govern all business meetings of the Association except to the extent modified by these by-laws.
- E. All voting at business meetings of the Association shall be by voice or show of hands, unless election by ballot is provided herein or unless five (5) members shall request a roll-call or ballot vote, in which case the vote shall be in accordance therewith.
- F. Twenty (20) members of the Association shall constitute a quorum for business.
- G. No action shall be taken by the Association except by authorization of the Association or, in the event the Association cannot be convened, by authorization of the Executive Committee. No action of the Executive Committee shall be the action of the Association if the Association shall not confirm the same at the next business meeting following the action by the Executive Committee.
- H. Not less than two weeks notice shall be given of any meeting of the Association, except in the event of an emergency situation, in which case such notice shall be given as may be deemed practicable. In that event, the method of notice shall be set forth in the minutes, together with a listing of all members notified or attempts to notify members.

ARTICLE XI—Dissolution

- A. No assets held by the Association, whether acquired from the contributions of Members or otherwise, shall revert to the Members directly or indirectly, upon dissolution of the Association. In the event of dissolution by its Members or otherwise, the net assets of the Association shall be paid to Legal Services of Northwest New Jersey. If Legal Services of Northwest New Jersey does not exist at the date of the Association's dissolution, then the net assets of the Association will be paid to the New Jersey State Bar Association.