

**STATE BAR OF ARIZONA
IMMIGRATION LAW SECTION BYLAWS**

ARTICLE I: IDENTIFICATION

1.1 NAME. This Section shall be known as "The Section of Immigration Law", and shall be hereinafter designated simply as "the Section".

1.2 PURPOSE. The general purpose of the Section shall be the promotion of the objects of the State Bar of Arizona (State Bar) within the particular fields designated by the name of this Section. To that end, it shall be the purposes of this Section:

To foster awareness and appreciation of the area of immigration nationality law; to study immigration and nationality law; to promote recognition of immigration and nationality law as a specialized area of practice; to promote throughout the State of Arizona the legal education of members of the Bar and the public on immigration and nationality problems and issues; to foster through education a greater understanding and appreciation by the Bar and the public of the contributions made by immigrants to the State; to sponsor, prepare or assist the publication of legal writing in this field; and to otherwise further the interests of the State Bar of Arizona and of the legal profession as a whole in all ways related to immigration and nationality law.

1.3 LIMITATIONS. These by-laws have been adopted subject to the Rules of the Supreme Court and bylaws of the State Bar.

ARTICLE II: MEMBERSHIP

2.1 ENROLLMENT. Any member in good standing with the State Bar shall, upon request, be enrolled as a member of the Section by the payment of annual Section dues, if any, as the Section's Executive Council may fix with the approval of the Board of Governors of the State Bar of Arizona.

2.2 THE MEMBERSHIP. Members so enrolled and whose dues are paid pursuant to the provisions of this Article shall constitute the Membership of the Section.

2.3 ASSOCIATE MEMBERSHIP: Associate members may be enrolled as a member of the section by payment of the annual section dues. Associate members will include members of other Bars. Paralegals, Law Students and others as deemed reasonable by the Executive Council of the Section.

2.4 DUES. Dues for membership in the Section shall be in an amount set by the Executive Council and approved by the Board of Governors, payable upon enrollment

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and thereafter annually in advance each year, at the beginning of the State Bar's fiscal year succeeding such enrollment.

2.5 DELINQUENCY. Any member of the Section whose annual dues shall be more than six months past due shall thereupon cease to be a member of this Section.

ARTICLE III: COMMITTEES

3.1 SUB-COMMITTEES. The Executive Council of this Section is authorized to establish, or to empower the Chair of the Section to establish, such committees as it may deem necessary and desirable to promote effectively the activities of the Section within the jurisdiction of the Section and with the approval of the Board of Governors. In establishing a new committee, the Executive Council shall state the area of its proposed activities.

3.2 SUB-COMMITTEE MEMBERSHIP. Each standing Sub-Committee shall have not less than two nor more than five members. The Chair of each standing sub-committee shall be selected by the Executive Council. The members of the standing sub-committees shall be selected by the Chair of such sub-committee from among members of the Section and shall be approved by the Executive Council.

3.3 TERM. The terms of the Chair or Co-Chairs of each sub-committee and the members of each sub-committee shall run no longer than concurrently with the term of office of the officers of the Section.

ARTICLE IV: MEETINGS OF THE MEMBERSHIP

4.1 ANNUAL MEETING. The Section shall hold an Annual Meeting of members in conjunction with the Annual Meeting of the State Bar. The Section may, upon approval of the Executive Council hold other meetings of members throughout the year.

4.2 QUORUM. The members of the Section present at any meeting shall constitute a quorum for the transaction of business so long as a majority of the Executive Committee is present.

4.3 CONTROLLING VOTE. Action of the Section shall be by majority vote of the members present.

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4.4 VOTING ELIGIBILITY. Any member of the Section whose good standing can be certified by official State Bar records for thirty days prior to the time of voting shall be eligible to vote.

4.5 AGENDA. The agenda of any meeting of the Section shall consist of all matters decided by the Chair or Co-Chairs of the Section and/or the Executive Council.

4.6 VOTING. The Executive Council may direct that a matter be submitted to the members of the Section for vote by telephone, mail, e-mail or fax. In that event, binding action of the Section shall be by a majority of the votes received from members in accordance with rules fixed by the Executive Council.

4.7 NOTICE. Notice of the time and place of all meetings shall be given to all members of the Section at least five days prior thereto. The presence in person of any person entitled to notice of such meeting shall be deemed a waiver of such notice as to such person.

ARTICLE V: OFFICERS

5.1 OFFICERS. The officers of the Section shall be the Chair, the Vice-Chair, the Secretary, and the Treasurer. All officers shall be elected at the same time to ONE-year term and no officer may serve more than two consecutive terms in the same office.

5.2 CHAIR OR CO-CHAIR. The Chair or Co-Chair, or the Vice-Chair, in the absence of the Chair, shall preside at all meetings of the Section and of the Executive Council. He or she shall appoint the Chairs and members of all sub-committees of the Section who are to hold office during his or her term as Chair or Co-Chairs. The Chair or Co-Chairs shall plan and superintend the program of the Section during his or her term, subject to the directions and approval of the Section. The Chair or Co-Chairs shall keep the Executive Council fully informed and carry out its decisions. The Chair shall perform such other duties and acts as usually pertain to his or her office or as may be designated by the Executive Council.

5.3 VICE-CHAIR. The Vice-Chair shall aid the Chair or Co-Chairs in the performance of his or her responsibilities in such manner and to such extent as the Chair or Co-Chairs may request. The Vice-Chair shall perform such further duties and have such further powers as usually pertain to his or her office or may be designated by the

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Executive Council or the Chair or Co-Chairs. In case of the death, resignation, or disability of the Chair or Co-Chairs, the Vice-Chair shall perform their duties for the remainder of their term or disability, as the case may be.

5.4 SECRETARY. The Secretary shall consult with and assist all the officers of the Section as to the work of the Section generally in the manner and the extent they may request. The Secretary shall be the liaison between the Section and State Bar staff regarding the retention and maintenance of books, papers, documents, and other property pertaining to the work of the Section in the custody of the State Bar. He or she shall keep a true record of the proceedings of all meetings of the Section and of the Executive Council, whether assembled or acting under submission. He or she, in conjunction with the Chair or Co-Chairs, as authorized by the Executive Council, shall attend generally to the business of the Section.

5.5 TREASURER. The Treasurer shall keep an accurate record of all monies appropriated to it by the Board of Governors and expended by the State Bar for the purposes of the Section. He or she shall monitor all accounts, reports, and other documents prepared as to Section funds, revenues, and expenditures, and seek to make certain that all such accounts, reports, and other documents are, at all times, accurate and correct. He or she shall report on the Section's present and projected financial condition at each meeting of the Executive Council. The Treasurer shall advise the officers and Executive Council as to the financial impact of any proposed action by the officers, Executive Council or Section which, in his or her judgment, should have a significant impact on the financial condition of the Section. At least once each year, the Treasurer shall prepare a projected budget to the Executive Council for approval or modification at the time of the annual meeting, or such other time as may be expressly fixed by the Executive Council, the Treasurer shall submit to the Section, at the Annual Meeting, a report on the Section's financial affairs and financial condition. The Treasurer shall prepare such other recommendations and special reports on financial affairs of the Section as may be requested by the Chair or Co-Chairs of the Section.

ARTICLE VI: THE EXECUTIVE COUNCIL

6.1 POWERS. The Executive Council shall be vested with the powers and duties necessary for the administration of the affairs of the Section. The policy of the Executive Council shall be consistent with the policies set by the Board of Governors. It shall especially authorize all commitments which entail the payment of money, and shall authorize the expenditure of all monies appropriated by the State Bar for the use or benefits of the Section. It shall not, however, authorize

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commitments which entail the payment of more money during any fiscal year. No action of any of Section committee shall be effective until approved by the Executive Council or by the Section.

6.2 COMPOSITION. The Executive Council shall be composed of the following persons:

- (i) the officers of the Section; and
- (ii) the last retiring Chair; and
- (iii) four (4) members-at-large elected to that Executive Council by the Section membership.

6.3 TERM. The term of office of each member of the Executive shall run concurrently with the term the Section year.

6.4 DUTIES. The Executive Council shall supervise and direct the affairs and determine the policies of the Section, subject to and in accordance with these Bylaws of the State Bar of Arizona.

6.5 CONTROLLING VOTE. Action of the Executive Council shall be by majority vote of those members present. A quorum consisting of a majority of the Executive Council members shall be required to conduct its business.

6.6 MEETINGS. The Executive Council shall hold at least one regular meeting each year at the time of the Annual Meeting of the State Bar to dispatch any necessary business. Upon request of other members of the Executive Council the Co-Chair or Chair may call special meetings of the Executive Council between Annual Meetings.

6.7 POLL OF EXECUTIVE COUNCIL. In urgent matters requiring immediate attention, the Chair or Co-Chairs may, submit to each of the members of the Executive Council a proposition upon which the Executive Council may be authorized to act, and the members of the Executive Council may vote upon the proposition either by written ballot, e-mail, facsimile transmission or by telephone vote, The proposition and votes in the matter shall be recorded.

6.8 EXECUTIVE COUNCIL AUTHORITY. Between meetings of the Section, the Executive Council shall have full power to do and perform all acts and functions which the Section itself might perform. Any such action taken by the Executive Council shall be reported to the Section at its next meeting.

6.9 NO COMPENSATION. No salary or compensation for services shall be paid to or by any officer, member of the Executive Council, or member of any committee, except as may be specifically authorized by the Board of Governors.

6.10 REFERENDUM. The Executive Council may direct that a matter be submitted to the members of the Section for vote by telephone, mail e-mail or fax. In such event, binding action of the Section shall be a majority of the votes received in accordance with rules fixed by the Executive Council and as conducted and certified by the Secretary.

ARTICLE VII: ELECTIONS

7.1 TIME. The Section shall hold a regular election at a regular Annual meeting of the Section

7.2 ELECTIVE OFFICERS. At each election meeting of the Section, the membership shall elect:

- (i) a Chair to serve a term of one year;
- (ii) a Vice-Chair to serve a term of one year;
- (iii) a Secretary and Treasurer to each serve a term of one year.

7.3 ELIGIBILITY FOR OFFICE. Any member of the State Bar and the Section whose good standing can be certified by official State Bar records for thirty days prior to the time of election shall be eligible for office.

7.4 NOMINATIONS AND VOTING. At any time not later than ninety (90) days before the designated election meeting the Chair or Co-Chairs, after consultation with the Executive Council, shall appoint a Nominating Committee of at least three (3) members of the Section who are not candidates for office, at least one of whom shall not be either

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a present or former officer or Executive Council member of the Section. The Chair or Co-Chairs may appoint a member to fill any vacancy which may arise thereafter in the Nominating Committee. The Nominating Committee shall make and report on one or more nominations for each position which is to be filled by election as provided elsewhere in these Bylaws. The report shall identify each nominee and shall include a brief statement of his or her activities in the Section and in the law profession generally.

The Committee shall submit its report to the Chair or Co-Chairs of the Section at least thirty (30) days prior to the regular election meeting and the Chair or Co-Chairs shall notify all Section members of these nominations prior to the election.

7.5 ADDITIONAL NOMINATIONS. Additional nominations may be submitted in writing to the Chair or Co-Chairs of the Section before or at the election meeting. The Chair or Co-Chairs shall notify Section members of the additional nominations either before or at the election.

7.6 VOTES TO ELECT. A quorum must be present at the election meeting. A plurality of votes cast shall elect. In case two or more candidates for one office shall receive an equal number of votes, they shall determine the election between them by lot. If no quorum is present, the election will be duly noticed and held the next month, until a quorum is present and officers elected.

ARTICLE VIII: SUCCESSION OF OFFICERS AND VACANCIES

8.1 OFFICERS AND EXECUTIVE COUNCIL. Between elections of the Section, the Executive Council may fill vacancies in its own membership, or in the offices of Vice-Chair, Secretary or Treasurer. Members of the Executive Council and officers so elected shall serve until the next election time of the Section.

8.2 ABSENTEEISM. If any officer or member of the Executive Council shall fail to attend three successive meetings of the Executive Council, his or her office shall be automatically vacated, unless excused upon good cause accepted by the members of the Executive Council.

8.3 RETIRING CHAIR. At the end of his or her term of office the retiring Chair or Co-Chair shall become a member of the Executive Council for a term of two years.

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8.4 SUCCESSION. No Executive Council member-at-large may serve more than two successive terms as a member-at-large; however, he or she may serve additional terms on the Executive Council as a duly elected officer.