

**BY-LAWS OF THE PAULA K. WOODRUFF
FAMILY LAW SECTION
OF THE
LAFAYETTE PARISH BAR ASSOCIATION**

ARTICLE I

Name and Purpose

Section 1. The name of this Section shall be the Paula K. Woodruff Family Law Section.

Section 2. The purpose of this Section shall be to encourage and foster discussions and studies and to disseminate information relative to: (1) statutes, jurisprudence, and continuing education with regard to current developments relating to family law; (2) to improve the legal system in general with a particular emphasis on increasing the legal system's sensitivity to the special needs of families and children, and (3) to foster civility, professionalism, and legal competency among its members.

ARTICLE II

Membership and Dues

Section 1. There shall be two classes of membership.

A. Voting members. Voting members shall be those members in good standing who are enrolled as members of both the Lafayette Parish Bar Association and the Section and those out-of-parish attorneys who meet the criteria established by the Lafayette Parish Bar Association for Section membership.

B. Non-voting members. Non-voting members shall consist of the judiciary of the 15th Judicial District: Judges, their Law Clerks, and the Hearing Officers. The judiciary's participation is key to the advancement of better practices and standards expected between the judiciary and the Section. The judiciary shall not be eligible to hold office and shall be exempt from the payment of membership dues.

Section 2. Dues.

A. Dues shall be assessed and payable upon the same fiscal year basis as the Lafayette Parish Bar Association dues. Dues shall be in the amount set and approved by the Section.

B. Good standing. Members in good standing shall be those whose dues are current. Only Section members in good standing, with current dues paid shall be eligible to vote, hold any Section office, participate in social functions, or receive Section publications.

ARTICLE III

Officers and Executive Committee: Designation

Section 1. Officers

A. The Officers of this Section shall be a President, a Vice-President, a Secretary, and a Treasurer. The offices of secretary and treasurer, however, may be combined.

B. The term of the Officers shall be for the calendar year, beginning January 1 and ending December 31.

C. The Vice-President shall automatically succeed to the office of President upon completion of the President's term.

D. The President or his designee shall serve as the Section representative on the Board of the Lafayette Parish Bar Association for his term of office.

Section 2. Executive Committee

A. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, immediate past President, two at-large voting members elected by the Section, and the Executive Director of the Lafayette Parish Bar Association.

B. The Executive Director of the Lafayette Parish Bar Association and the immediate past President shall serve in an ex-officio capacity. The Executive Director and the Section President shall act as the liaison between the Section and the Lafayette Parish Bar Association. The Executive Director may designate another member of the Lafayette Parish Bar Association staff to represent him/her at Section and/or Executive Committee meetings.

ARTICLE IV

Qualifications, Nomination, and Election of Officers

Section 1. Nominations. Each year, at least 60 days before the annual meeting, which shall be held in October, or at such other meeting as designated by the Executive Committee, with either 60 days written notice or by public announcement at a regular scheduled meeting prior to the meeting at which voting shall take place, the process for the selection of new officers shall begin. The general membership shall select three (3) members to serve on the Nominating Committee who shall not be members of the existing Executive Committee. The general membership shall be notified to submit nominations to the Nominating Committee through the close of the September Section meeting. The Nominating Committee shall seek out, select, and report to the Executive Committee by the close of the September Section meeting, or at least 30 days prior to the date of the election, its nominees for the offices of Vice-President, Secretary, Treasurer, and also of the two at-large members to serve on the Executive Committee. Thereafter, the names of those proposed for election may be published in *The Promulgator* and shall be mailed or e-mailed to all Section members at least 10 days prior to the annual meeting, or prior to a meeting

otherwise designated and called for the purpose of electing officers. Other nominations for the same positions may be made from the floor at the meeting called for the elections.

Section 2. Qualification of Candidates. Any voting member of the Section is eligible for any Office.

Section 3. Elections. All elections shall be by majority vote of members voting and in good standing. Members unable to attend the meeting at which the election will take place may vote by written ballot received before the calling of the election.

ARTICLE V

Duties of the Officers

Section 1. President. The President shall preside at all meetings of the Section including the Executive Committee meetings and any other special meetings. The President shall perform such other duties and acts as usually pertain to this office or as referenced elsewhere in these By-Laws. The President may call special meetings of the Section upon the approval of a majority of the Executive Committee, at such time and place as the Committee may determine. The President, with the advice and consent of the Executive Committee, may create any committees necessary to carry out the business and affairs of the Section and may appoint chairmen and members of such committees. The President, with the advice and consent of the Executive Committee, may cancel a scheduled meeting under exigent circumstances.

Section 2. Vice-President. The Vice-President shall automatically succeed to the office of the President upon the completion of the President's one-year term and shall be charged with the duty of supervising the activities of the Section committees and such other activities as shall be assigned to him/her by the President. Upon the death, resignation, request, or inability of the President or upon his/her refusal to act, the Vice-President shall perform the duties of the President for the remainder of the President's term, provided that, in the case of disability, the Vice-President shall only act during such incapacity.

Section 3. Secretary. The Secretary shall be the custodian of all papers, information, documents, and other property of the Section. With the approval of the Executive Director of the Lafayette Parish Bar Association, the Secretary may be assigned a staff member of the Lafayette Parish Bar Association to assist in these duties. The secretary shall cause a true record of the proceedings of all Section and Executive Committee meetings to be kept. At the direction of the President, the Secretary shall prepare a summary or digest of the proceedings of the Section's annual meeting for publication in *The Promulgator*. The Secretary shall perform the specific duties of sending bills and meeting notices to all Section members and shall have such other powers as may be designated by the President, the Executive Committee or as referenced elsewhere in these By-Laws.

Section 4. Treasurer. The Treasurer shall be the custodian of all financial books of the Section and, with the approval of the Executive Director of the Lafayette Parish Bar Association, the

Treasurer may be assigned a staff member of the Lafayette Parish Bar Association to assist in these duties. The Treasurer shall sign any application for any bank accounts necessary for the Section's banking transactions. The Executive Director of the Lafayette Parish Bar Association shall have check signing authority for checks that are \$500 or less. Checks in excess of \$500 shall require the signature of both the Executive Director and one of the Section Officers. The Treasurer shall diligently handle the Section's funds and shall render an accounting of funds disbursed at each Section business meeting or as the Executive Committee in its discretion may direct. The Treasurer shall prepare a budget for each up-coming fiscal year, which shall be the calendar year, and shall submit the budget for approval at the annual meeting. The Treasurer shall assume the Secretary's responsibilities when the Secretary is disabled or unable to serve.

ARTICLE VI

Duties and Powers of the Executive Committee

Section 1. The Executive Committee shall have general supervision and control of the affairs of the Section subject to the provisions of the By-Laws of the Lafayette Parish Bar Association and the By-Laws of this Section.

Section 2. The President shall be able to appoint committees from Section members to perform such duties and to exercise such powers as the Executive Committee may direct, subject to the limitations of these By-Laws.

Section 3. The Executive Committee during the interim between the annual meetings of the Section may fill vacancies in its own membership or in the offices of the Vice-President, Secretary, Treasurer, or the two at-large Section members elected to serve on the Executive Committee. In the event of vacancies in the offices of both the President and Vice-President, then and only then may the Executive Committee also fill the vacancy in the office of the President, subject to ratification by a majority of the Section at the next meeting. Members of the Executive Committee and Officers so elected shall serve out the remainder of the term of the respective officers that they replaced.

Section 4. All binding action of the Executive Committee shall be by a majority vote of Executive Committee members present. An absent member of the Executive Committee may communicate his/her vote in writing to the Secretary and have it counted with the same effect as if it were cast personally at such meeting. Executive Committee meetings shall be held at least one week prior to the Section's scheduled meetings and shall be open to all Section members except when the Executive Committee is in executive session.

Section 5. If an elected member of the Executive Committee fails to attend three consecutive Executive Committee meetings without good cause shown, the office held by such member may be vacated and the vacancy for the unexpired term shall be filled by a majority vote of the Executive Committee.

Section 6. The President, at the direction of the Executive Committee, is authorized to take

action in the name of the Section during intervals between Section meetings. The Section may not publicly support or oppose any public issue without the advance written approval of the Lafayette Parish Bar Association Board of Directors.

ARTICLE VII

Meetings

Section 1. Annual Meeting. The annual meeting of the Section shall be held during the month of October in order to conduct the election of Officers and such other program and order of business as may be arranged by the Executive Committee.

Section 2. Business Meetings. The Section shall meet at the times and dates designated by the Executive Committee. Section members shall be notified in advance of such meetings via e-mail, notice in *The Promulgator*, the Lafayette Parish Bar Association's web site, or other form of written notice. Such meetings may be combined with Continuing Legal Education (C.L.E.) programs at the discretion of the Executive Committee.

Section 3. Continuing Legal Education. At least three meetings of the Section each year shall offer C.L.E. credit that may include Family Law Specialization credit, which C.L.E. programs shall not in any manner be viewed as competing with the Lafayette Parish Bar Association's C.L.E. programs.

Section 4. Quorum. The voting members of the Section present at any meeting shall constitute a quorum for the transaction of business. All binding action of the Section shall be by a majority vote of the voting members present.

ARTICLE VIII

Miscellaneous Provisions

Section 1. The Section's fiscal year shall be the same as that of the Lafayette Parish Bar Association.

Section 2. All bills incurred by the Section shall be reviewed by the Executive Committee.

Section 3. No salary or compensation shall be paid to any officer, executive committee members or committee members.

Section 4. These By-Laws shall be effective when approved by a majority vote of the Section members and ratified by the Lafayette Parish Bar Association Board of Directors. Notwithstanding this ratification, these by-Laws as amended shall become effective immediately with respect to the election or succession of officers and elected Section members of the Executive Committee upon approval by the Section at the annual meeting.

Section 5. No Officer shall serve in the same capacity for more than three successive years,

beginning with the year that these By-Laws are adopted.

ARTICLE IX

Amendments to the By-Laws

Section 1. These By-Laws may be amended at the annual meeting or a special meeting of the Section by a majority vote of the Section members present and voting, provided such proposed amendment shall first have been approved by a majority of the Executive Committee and, as provided in Section 4, Article VIII, no amendment so adopted shall become effective until ratified by the Lafayette Parish Bar Association Board of Directors. Amendment of the By-Laws at the annual meeting shall require a prior notice to the Section, either at a regular meeting or by written notice, as provided for in Section 2 of Article VII, at least 30 days before the annual meeting date.

Section 2. By majority vote, the Executive Committee may propose amendments or amendments may also be submitted in writing to the Executive Committee in the form of a petition signed by at least five Section members. Members shall receive written notice of the proposed amendments at least 30 days before the meeting at which the amendments will be considered. The Executive Committee shall consider the proposed amendment(s) and shall prepare recommendations thereon, which shall be presented to the membership before a vote thereon.

CERTIFICATION

We certify that the foregoing constitutes a true and correct copy of the By-Laws of the Paula K. Woodruff Family Law Section of the Lafayette Parish Bar Association, as amended through the ____ day of _____, 2005.

Sachida R. Raman
President, Paula K. Woodruff
Family Law Section

Susan Holliday
Executive Director,
Lafayette Parish Bar Association