

BY-LAWS
of
THE PORTAGE COUNTY BAR ASSOCIATION

ARTICLE ONE

MEMBERSHIP

SECTION 1 The present members of the Portage County Bar Association (hereinafter, the "Bar Association") shall continue as members hereunder.

SECTION 2 Any person licensed to practice law in the State of Ohio may apply to become a member of the Bar Association. Then, upon a Motion of the Executive Committee, and subject to the applicant paying dues for the current year, an applicant may be granted membership to the Bar Association. All members admitted to the Bar Association by means of Section 1 or Section 2 shall collectively be known as the "Membership."

ARTICLE TWO

EXECUTIVE COMMITTEE

SECTION 1 The Executive Committee shall consist of seven (7) members and be composed of a President, Vice-President/President-Elect, Secretary-Treasurer, Past-President, and three (3) other Executive Committee Members. If any member of the Executive Committee as provided in this Section shall for any reason fail to complete their term of office, such vacancy shall be filled by Executive Committee appointment.

SECTION 2 The Executive Committee, as trustees, shall hold all real and personal property of the Bar Association. The Executive Committee shall counsel and advise the President and other officers; prepare and adopt the annual budget of the Bar Association; authorize and approve expenditures made by the officers, and conduct all necessary and proper functions of the Bar Association. All duties not delegated to an officer, a standing committee, or special committee, shall be the duty of the Executive Committee.

ARTICLE THREE

OFFICERS AND THEIR ELECTION

SECTION 1 The officers of the Bar Association shall be a President, Vice-President/President-Elect, and a Secretary-Treasurer. All shall be elected by a ballot at the Annual Meeting.

President. The President shall be the chief executive officer of the Bar Association, shall preside at all meetings, and shall be Chairperson of the Executive Committee. The President shall have such additional powers as may be conferred and shall perform such other duties as may be required by the By-Laws, or as may be prescribed by the Membership from time to time.

Vice-President/President-Elect. In the absence or ~~of~~ disability of the President, the Vice-President/President-Elect shall have all the powers of the President and shall perform the President's duties. The Vice-President/President-Elect shall succeed (after serving one term as Vice-President/President-Elect) automatically to the office of President.

Secretary-Treasurer. The Secretary-Treasurer shall maintain a record of the proceedings of the Membership and of the Executive Committee; shall keep a complete roll of all members of the Bar Association, which roll shall at all times indicate those who have ceased to be members by reason of death, resignation, or other cause, and those who are active members, in a manner convenient for reference; and shall perform the duties required by him by the By-Laws, and such other duties as are incident to office. The Secretary-Treasurer shall collect, and subject to the control of the Executive Committee, disburse all funds of the Bar Association, keep regular accounts which shall, at all times, be open to the inspection of any member of the Executive Committee, and shall perform such other duties as are incident to the office, or that may be required by the Bar Association. The Secretary-Treasurer shall at each Annual Meeting, Regular Business Meeting, and Executive Committee Meeting present a report of the funds received and disbursed since the last meeting. The day-to-day functions of the Secretary-Treasurer shall be assigned to an Administrative-Secretary hired by the Executive Committee.

SECTION 2. The President, Vice-President/President-Elect, Secretary-Treasurer, and Past President shall serve a one (1) year term commencing at the time of their election and expiring at the next Annual Meeting. The Executive Committee Members shall serve a three (3) year term. Executive Committee Member or Officers appointed in mid-term shall have their terms expire at the next Annual Meeting.

ARTICLE FOUR

COMMITTEES

SECTION 1 Immediately after the President's installation, the President shall appoint the following standing committees, and shall fill any vacancies therein:

- A. Grievance Committee;
- B. Fee Dispute Committee;

SECTION 2 The President shall appoint such special committees as the President may deem advisable or as may be ordered by the membership, which committees shall have such powers and perform such duties as may be ordered by the President or the Bar Association. The Executive Committee may establish committee memberships on staggered terms if necessary.

- A. Grievance Committee. This committee shall be composed of Fifteen (15) members, or a number required by law or order. It shall be the duty of this committee to investigate, hear and determine all charges of unprofessional conduct brought against any attorney practicing in Portage County, and if satisfied of the truth of such charges, the Grievance Committee shall upon due notice of the accused, report the same with its findings and recommendations to the Grievance Committee's attorney who shall prosecute the matter as appropriate or refer the matter to the appropriate state or local agency.
- B. Unauthorized Practice of Law Committee: It shall be the duty of this committee to investigate complaints with respect to the practicing of law by persons not authorized to practice law; to report to the Bar Association the result of such investigations, and except when the investigations have been made in court, submit such recommendations as the committee may see fit to make to the state or local agency; and prosecute to final determination as necessary.
- C. Fee Dispute Committee. It shall be the duty of the Fee Dispute Committee to arbitrate any disagreement concerning the fee paid, charged or claimed for legal services rendered or to be rendered in the State of Ohio by a lawyer who maintains an office or who resides in Portage County, Ohio. The Committee may adopt rules or By-Laws, subject to approval of the Executive Committee.
- D. Admissions Committee
- E. Christmas Party/Special Events Committee
- F. Community Legal Services Committee

- G. Criminal Court – It shall be the duty of the Criminal Court Committee to keep the Membership abreast of developments within the criminal courts and serve as a liaison between the criminal courts and the Membership
- H. Domestic Relations Court Committee -It shall be the duty of the Domestic Relations Court Committee to keep the Membership abreast of developments within the Domestic Relations Court and serve as a liaison between the Domestic Relations Court and the Membership.
- I. Judicial Ratings Committee
- J. Juvenile Court Committee. It shall be the duty of the Juvenile Court Committee to keep the Membership abreast of developments within the Juvenile Court and serve as a liaison between the Juvenile Court and the Membership.
- K. Law Day Committee
- L. Lawyer’s Assistance Committee
- M. Medica Legal Committee
- N. Municipal Court Committee. It shall be the duty of the Municipal Court Committee to keep the Membership abreast of developments within the Municipal Court and serve as a liaison between the Municipal Court and the Membership.
- O. Probate Court Committee shall be the duty of the Probate Court Committee to keep the Membership abreast of developments within the Probate Court and serve as a liaison between the Probate Court and the Membership
- P. Professional Assistance Committee
- Q. Public Service/Humaiitarian Committee
- R. United Way Committee
- S. U.S. Bankruptcy Court Committee. shall be the duty of the U.S. Court Bankruptcy Committee to keep the Membership abreast of developments within the U.S. Bankruptcy Court and serve as a liaison between the U.S. Bankruptcy Court and the Membership

ARTICLE FIVE

MEETINGS

SECTION 1 The Bar Association shall hold an Annual Meeting of the Membership on the first Monday of April of each and every year. Said meeting shall be held in a Portage County Common Pleas Courtroom or where otherwise designated. At the Annual Meeting, the Membership shall conduct an open ballot election to elect a Vice-President/President-Elect and Secretary-Treasurer, and conduct an election to fill any vacancies (if any) of the three (3) Executive Committee Members.

SECTION 2 Regular Membership Meetings shall be held on a quarterly basis on the first Tuesday of March, June, September and December or as otherwise scheduled by the Executive Committee.

SECTION 3 Special Meetings of the membership may be called at any time by a majority vote of the Executive Committee or by the President upon the President's own motion. At a Special Meeting of the membership, no business shall be transacted except such as shall have been specified in the call of the meeting.

SECTION 4 Twenty (20) members or ten (10%) percent of the Bar Association Membership (whichever is less) shall constitute a quorum at all Regular Membership Meetings and Special Meetings of the membership. The Executive Committee may, in its sole discretion, permit attendance at Regular Membership Meetings and Special Meetings by zoom.

SECTION 5 At the Annual Meeting and each Regular Membership Meeting, the order of business shall be as follows:

1. Approving the minutes of the preceding meeting.
2. Elections (at the Annual Meeting only).
3. Report of Executive Committee.
4. Report of Treasurer.
5. Report of Standing Committees.
6. Report of Special Committees.
7. Special Business.
8. Miscellaneous Business.

Unless otherwise specified, the current edition of Robert's Rules of Order for Small Groups shall be the guide and authority governing the conduct of the meetings of the Bar Association.

SECTION 6 Action of the Bar Association shall be by resolution or motion. Resolutions shall be in written form. On passage of each motion or resolution, the vote shall be entered in the Minutes of the meeting.

The Minutes of each Regular Business Meeting shall be recorded in separate books designated "Minute Book" bearing appropriate volume numbers, to be kept by the Secretary-Treasurer for that purpose. With respect to each Regular Business Meeting, the minutes shall include the date and place at which the meeting was held, the names of the members present, a summary of matters said and done, and record of each note taken. Resolutions adopted shall be identified by appropriate reference to the number and title of such resolutions. In lieu of a Minute Book or Resolution Book, records may be preserved electronically.

SECTION 7 The Executive Committee shall meet on the last Tuesday of each month for its Executive Committee Meeting. Quorum for the Executive Committee shall be a majority of the Executive Committee members then active. The Executive Committee meetings shall be conducted in accordance with this Article (although the President may waive the Reports of the Executive Committee, Standing Committees, Special Committees, and Elections, but may not waive the Report of the Treasurer) and the business of such Executive Committee meetings shall be recorded as provided hereinabove in writing or electronically, but separate from the Regular Business Meeting books.

ARTICLE SIX

INITIATION FEES AND DUES

SECTION 1 The fiscal year shall extend from April 1st to March 31st.

SECTION 2 The annual dues shall be fixed by the Executive Committee.

SECTION 3 Any member whose dues are not paid by July 1st of each year shall be deemed delinquent.

SECTION 4 The Executive Committee may in its sole discretion with a majority vote waive the dues of individual members in cases of extreme hardship, particularly if it is a medical hardship.

ARTICLE SEVEN

SUSPENSION OF EXPULSION OF MEMBERS

SECTION 1: Misconduct. A member of this Bar Association may be suspended or expelled for misconduct upon due finding of such misconduct by the Association, after a hearing before the Grievance Committee, in which the accused shall have been given an opportunity to confront the witnesses against the accused and to offer evidence on the accused's behalf. The Bar

Association may from time to time make such rules and regulations as to the procedure before the Grievance Committee as may be deemed expedient.

SECTION 2 The Secretary-Treasurer shall notify in writing any member who is more than ninety (90) days delinquent that unless the dues are paid prior to the next regular meeting of the Executive Committee, the member's name may be presented to the Executive Committee for expulsion at that time.

The Secretary-Treasurer shall present to the Executive Committee at the first regular meeting thereafter, the names of such delinquent members who thereby may be expelled by a majority vote of the Executive Committee without any right to further hearing or evidence on the matter.

ARTICLE EIGHT

ASSOCIATION'S PROPERTY

SECTION 1 All interest in the property of the Bar Association of persons resigning or otherwise ceasing to be members shall vest in the Bar Association.

ARTICLE NINE

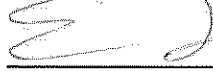
AMENDMENTS

Amendments to the By-Laws of the Association may be amended by a two-thirds vote of the members present at the Annual Meeting, any Regular Membership Meeting, or Special Meeting of the membership of the Bar Association, provided that notice of the proposed amendment, subscribed by five (5) members, be published at a previous meeting, held not less than thirty (30) days prior to the meeting at which action is to be taken thereon.

ARTICLE TEN

REPEAL

All Articles, Sections, rules or regulations of this Bar Association's Constitution and By-Laws heretofore in force or effect are, by the adoption hereof, repealed.



President

10/27/2022

Date



Secretary

10/27/2022

(date)