

By-Laws of the
SECTION OF SOLO & SMALL FIRM PRACTICE
of the Maryland State Bar Association, Inc.

As of 2002

ARTICLE I
Name and Purpose

SECTION 1. This Section shall be known as the Section of Solo & Small Firm Practice, hereinafter called the Section.

SECTION 2. The purpose of this Section shall be to promote the general practice of law and undertake such other and diverse activities authorized from time to time by the Association or the Officers and Council of this Section as shall enhance the competence and skills of lawyers engaged in the general practice of law and improve their ability to deliver the most efficient and highest quality legal services to their clients. The activities of this Section shall be designed also to enhance the role of general practitioners as contributing members and leaders of their communities, the legal profession and the Association.

To achieve these objectives, the Section will serve as a forum for exchanging ideas among Section members and the Association, and between the Section and other groups in matters of interest to general practitioners. The Section will consider issues with respect to the general practice of law; and present recommendations on those issues. It shall develop relevant materials and seminars for continuing legal education in cooperation with MICPEL and other similarly interested. The Section shall coordinate its activities with other appropriate sections and divisions of the Maryland State Bar Association and shall maintain regular contact with the American Bar Association Section of General Practice and similar sections of other state, local and international Bar Associations.

ARTICLE II
Membership and Dues

SECTION 1. Any member of the Association shall be eligible for membership in this Section and shall be enrolled as member upon application to Secretary of the Section or to the Executive Director of the Association.

SECTION 2. Dues for membership in this Section may be prescribed by the Council of this Section and collected in accordance with the procedures of the Association.

SECTION 3. Only those members of the Association whose names are contained in the current membership roster of the Section shall be deemed members thereof entitled to

participate in the activities of the Section and to vote upon matters presented at any meeting of the Section. Termination of membership for cause, including non-payment of dues shall be determined by the Council of this Section.

ARTICLE III

Meetings and Elections

SECTION 1. The annual meeting of the Section shall be held during the Annual Meeting of the Association in the same city or place as said Annual Meeting of the Association is held and with such agenda, program or order of business as the Section Council may arrange.

SECTION 2. The Council of the Section shall hold regular meetings of its members each year at such time and place as to be determined by the Council; however, a Council meeting shall be held concurrently with the Annual and Mid-Year Meetings of the Association, at least. The presence of at least two of these three officers, the Chair, Vice-Chair and Secretary and four members at large of the Council shall constitute a quorum for a Council Meeting. The Council shall make reasonable effort to notify Section members of the schedule of Council meetings.

SECTION 3. Special meetings of the Council or of the Section may be called by the Chair, and shall be called upon request of four members of the Council, at such times and places as the Chair selects from among those places approved by the Council.

SECTION 4. Five members of the Section present at any meeting shall constitute a quorum for the transaction of all business of this Section. All binding actions of this Section shall be by majority vote of the members present.

ARTICLE IV

Officers and Council

SECTION 1. The Officers of this Section shall be a Chair, a Vice Chair, a Secretary, and Immediate Past Chair. The Vice Chair shall serve as Chairman-Elect.

SECTION 2. There shall be a Council, which shall consist of the Chair, Vice Chair, Secretary, Immediate Past Chair together with nine at large members to be elected to the Council as hereinafter provided. One of the nine at large members of the Council shall be a current member of the Maryland Judiciary who is also a member of the Association. The judicial member of the Council shall be nominated and elected at the meeting of the Council immediately preceding the Annual Meeting of the Section and shall commence his or her term of office along with the other elected members of the Council at the Annual Meeting. Said judicial member shall serve for a term of one year and may be re-elected to no more than one consecutive term of office; although he or she may serve again after at least one term has elapsed.

SECTION 3. Each of the Eight Judicial Trial Court Circuits shall have, as nearly as practicable, at least one representative on the Council of this Section.

SECTION 4. Four of the Eight Members at Large of the Council shall be nominated and elected at each Annual Meeting of the Association for a term of office beginning at the end of the Annual Meeting. The Members at Large of the first Section Council shall be selected for staggered terms on one or two years to effect this system. Any vacancy which develops among the members at large including the judicial member shall be filled by the Council. Such replacement member of the Council shall serve only to the end of the term to which his predecessor had been elected. Every reasonable effort shall be made in nominating and electing members and officers of the Council to have each geographical part of the State represented on the Council.

SECTION 5. Members at Large, except as provided in Article IV, Section 4, shall serve a two-year term.

SECTION 6. No person shall be eligible for election as a member at large of the Council if he or she is then a member at large of the Council and has been such a member at large continuously for period of four years or more, excluding term(s) of office as an Officer.

SECTION 7. The Secretary of the Section shall be eligible for reelection.

ARTICLE V

Nominations and Elections

SECTION 1. The Chair of the Section shall appoint a Nominating Committee composed of five members of the Section. No more than three members of this committee can be current members of the Council; and, of the two remaining members of the Committee none shall have served on the Council during the past two years. The Nominating Committee shall be appointed no later than May 1st and shall submit to the membership at the Annual Meeting the list of nominees for the offices of Vice Chair (Chair Elect), Secretary, and members at Large whose slots are up for election during that year. In addition, the report of the Nominating Committee shall be sent to the members of the Section in advance of the Annual Meeting.

SECTION 2. The Nominating Committee shall have a Chair appointed by the Section Chair from among the members of the Committee.

SECTION 3. The Nominating Committee shall also nominate the judicial member of the Council.

SECTION 4. The election of the officers and members of the Council shall take place at the Annual Meeting of the Section. Nominations for each slot available for election to the Council shall be accepted from the members of the Section at the Annual Meeting. In the event there is more than one nominee for a particular Council slot, the vote shall be

by written ballot. Nominations from the floor may not be made for the office of judicial member.

ARTICLE VI

Duties of Section Officers

SECTION 1. The Chair of the Section shall have general supervision and control of the affairs of the Section, subject to the provisions of the Constitution and By-Laws of the Association and the By-Laws of the Section. The Chair shall preside at all meetings of the Council and the Section, and may call special meetings of the Council or Section as provided herein. The Chair shall be the principal liaison officer between the Section and the Board of Governors of the Association. The Chair shall prepare and present to the Annual Meeting of the Section a report on the activities of the Section during the preceding year. The Chair shall also engage in such activities and action as provided by the Section Council or the Board of Governors of the Association.

SECTION 2. The Vice Chair of the Section shall serve as Chairman-Elect and shall assist the Chairman in the performance of the latter's duties as requested. Upon the death, resignation or inability to act of the Chairman, the Vice Chair shall assume the latter's duties. At the end of the Chair's term of office at the Annual Meeting, the Vice Chair shall automatically assume the office of Section Chair.

SECTION 3. The Secretary of the Section shall keep minutes of all regular and special Council Meetings and of all regular and special Section meetings. He shall further give notice of meetings as appropriate and shall perform such other functions as directed by the Council and the Chairman. The Secretary shall maintain the Section roster and shall coordinate the payment of dues and financial reports with the office of the Executive Director of the Association.

ARTICLE VII

Duties and Powers of the Council

SECTION 1 The Council shall have the general control of the affairs of the Section subject to the provisions of the By-Laws of the Association and of this Section. During the interval between meetings of the Section, the Council shall have full authority to act for the Section in any way in which the Section would have been authorized to act and any such action taken by the Council pursuant to this provision shall be reported to the members of the Section at or before the next Section Meeting. The Council shall authorize particularly all commitments, contracts or expenditures involving the expenditure of money. It shall not, however, authorize commitments, contracts or expenditures which would entail the payment of more money during the fiscal year than the funds currently available to the Section.

SECTION 2. The Council may authorize the Chair to make commitments or expend money within the limits of the budget approved by the Section Council and to appoint committees to perform such duties and exercise such powers to remove any officer in its

own membership or in any committee. All votes of the Council shall be by majority vote of the members present.

ARTICLE VIII

Committees

SECTION 1. The Chair shall appoint such standing and special Committees of the Section relating to the subject matters within the Section's field of activity and with such powers, duties and procedure as the Council may from time to time determine. All reports of standing or special Committees shall be transmitted to the Chair of the Section by the Chair or other authorized members of the Committee.

SECTION 2. The Chair of the Section shall appoint the Chair of such standing and special Committees from among the membership of the committee.

ARTICLE IX

Miscellaneous

SECTION 1. The fiscal year of the Section shall be the same as that of the Association.

SECTION 2. The only spokesperson for the Section is the Chair unless another is designated by the Council or the Chair of the Section.

SECTION 3. These By-Laws shall become effective upon the adoption thereof by the Council and approval of the Board of Governors of the Association.

SECTION 4. These By-Laws may be amended with prior notice to the members at any regular meeting of the Section by a majority vote of the Section members present and voting.