

Florida Pro Bono Coordinators Association By-Laws

The purpose of the Florida Pro Bono Coordinators Association is to promote the delivery of legal services through pro bono programs, strengthen leadership in pro bono administration, professional development and technical support, and enhance communication between pro bono coordinators and the public.

I. MEMBERSHIP

Membership in the Florida Pro Bono Coordinators Association (FPBCA) shall consist of coordinators and key program personnel of pro bono programs through out the state of Florida. Members shall be given a certificate of membership along with a copy of the Bylaws, Procedural Guidelines and Membership Directory. Each member shall be encouraged to join a Standing Committee. Membership requires attendance at regular meetings of FPBCA.

II. STRUCTURE

A. Executive Committee

The Executive Committee shall consist of a President, President-Elect, Secretary and a Treasurer, Immediate Past President, four Standing Committee Chairs and a representative of Florida Legal Services, Inc. (FLS).

B. Officers

1. President

The President shall serve as liaison between the FPBCA and FLS, and other organizations as deemed necessary. The President shall oversee the operation of the FPBCA and shall ensure the goals and objectives of the FPBCA are met. The President shall preside at all meetings of the FPBCA and the Executive Committee. The president shall sit on each standing committee, *ex officio*.

2. President-Elect

The President-Elect shall serve one year and the following year shall succeed to the office of President at the expiration of the President's elected term and shall be seated as President at the end of the Annual Meeting. In the course of training and preparation for the office of the President, the President-Elect shall carry out those duties assigned by the President. The primary duty of the President-Elect shall be to oversee the budget of the FPBCA and to work closely with the President and Treasurer in planning future FPBCA budgets, review committee workplans, etc. The President-Elect shall also serve as President in the President's absence and at the President's request.

The President-Elect shall have served on the Executive Committee for at least one year and shall have attended all meetings within that period unless excused for cause; shall have been an active member for two years immediately preceding the election; and shall have served as Chair of a standing committee for at least one year.

3. Secretary

The Secretary shall give notice of and shall attend all meetings of the FPBCA, keep all meeting minutes, conduct correspondence and maintain a current membership list; and shall perform other duties incidental to the office as deemed necessary by the President.

The Secretary shall have attended all in-state meetings within one year preceding the election unless excused for cause and shall have been an active member for one year immediately preceding the election.

4. Treasurer

The Treasurer shall be responsible for assisting the President-Elect in all budgetary matters, serve as a liaison between FLS and the FPBCA concerning financial matters and shall perform such other duties incidental to the office as deemed necessary by the President.

The Treasurer shall have attended all in-state meetings within one year preceding the election unless excused for cause and shall have been an active member for one year immediately preceding the election.

5. Immediate Past President

The Immediate Past President shall be available to answer questions and assist the President when needed.

C. Standing Committees

The FPBCA shall have four standing committees, as described below. The FPBCA President shall maintain the authority to appoint additional committees as deemed necessary and to appoint members to serve on Committees. With the exception of the General Practice Section Pro Bono Award Committee and the Kay B. Meyers Award Committee, the Committees shall consist of the membership and members shall generally be self-appointed. The chairs of the standing committees report directly to the President.

1. Training Committee

The Training Committee shall be responsible for distributing materials and resources and for providing training to coordinators. The Training Committee shall also be responsible for training events which include outside trainers and expanded audience, as approved by the membership.

2. Public Relations/Marketing Committee

The Publications Committee and Public Relations committees were combined into the new Public Relations/Marketing Committee. The committee's responsibility is to provide general news releases to the media about FPBCA and pro bono activity. The committee should explore ideas to improve the visibility of pro bono activity in Florida and the FPBCA as a coordinator of pro bono activities. New communication tools such as emails and website should be considered.

FPBCA Booth Subcommittee

The FPBCA Booth Subcommittee shall maintain the display booth, make provisions for displaying it at The Florida Bar annual meeting and at the ABA Pro Bono Conference. The Chair shall request assistance in transportation and display items as needed.

3. General Practice Section Pro Bono Award Committee

The General Practice Section Pro Bono Award Committee shall be responsible for the direct communication with the General Practice Section of The Florida Bar concerning all aspects of the General Practice Section Pro Bono Award including

design of application, notice, mailing, receipt of nominations, review and submission of candidates to the General Practice Section. The committee shall consist of a chair, who is the immediate Past President and the immediate past recipient of GPS Grand Prize, as well as additional members appointed by the President.

4. Kay B. Meyers Award Committee

The Kay B. Meyers Award Committee shall be responsible for all aspects of the design, nomination and selection process for this award. The Kay B. Meyers Award Committee members shall be appointed by the President, after consultation with the Executive Committee, and shall include the winner of the Kay B. Meyers Award for the preceding year.

III. MEETINGS

Meetings of the FPBCA shall be held at least four times a year. The Executive Committee shall meet prior to each meeting. The annual meeting is generally held during the Fall meeting but the date is set and confirmed at the first meeting of the calendar year which is the Winter meeting held in conjunction with the annual Florida Bar Pro Bono Awards ceremony in Tallahassee.

- A. Any officer or committee chair or member that cannot attend a regularly scheduled meeting shall notify the President at least five days before the meeting. Notice shall be given by the means most likely to give actual notice of the non-attendance before the President must leave to attend the meeting. The President shall notify the President-Elect in the same manner if unable to attend a regularly scheduled meeting. Such absence can be excused by a majority vote of the Executive Committee.
- B. If an officer or committee chair or member fails to notify the President prior to the meeting as provided in Section III (A) *supra*, the officer or committee chair shall present a written explanation to the President within five days after the meeting. If the President fails to notify the President-Elect prior to the meeting as provided in Section III (A) *supra*, the President shall present a written explanation to the President-Elect within five days after the meeting. Such absence can be excused by a majority vote of the Executive Committee.
- C. If any officer or committee chair or member fails to provide notification or have the absences excused as provide in Sections III (A) and (B) *supra.*, then such absence shall be unexcused.
- D. It shall be the duty of the Secretary to keep attendance and a record of the absences which were excused for all officers and committees chairs and members and notify the President when any officer or committee chair has two unexcused absences.
- E. It shall be the duty of the President to notify any officer or committee chair or member that two unexcused absences have occurred by the same person. It shall be the duty of the President-Elect to notify the President when two unexcused absences have occurred by the President.

IV. REMOVAL OF OFFICERS, COMMITTEE CHAIRS, AND MEMBERS

- A. Two unexcused absences during the one-year term of office, or two consecutive unexcused absences, may be the basis of removal from office of any officer or committee chair or member.
- B. A committee chair once appointed by the President shall be replaced after two unexcused absences.
- C. An officer once elected or appointed by the President upon assuming office may be replaced after two unexcused absences by a majority vote by the membership present at the next regularly scheduled meeting.
- D. A member once admitted may be removed from membership after two unexcused absences by a majority vote by the membership at the next regularly scheduled meeting. A member so removed shall not be able to vote or to receive reimbursement or other financial benefit of membership in FPBCA.

V. VOTING

Decisions made by the Executive Committee shall be by vote of the majority present at the particular meeting.

VI. ELECTION OF OFFICERS

Voting for President, President-Elect, Secretary and Treasurer shall take place once a year at the fall meeting of the FPBCA.

A. Voting Eligibility

Each member of the FPBCA shall be entitled to one vote.

B. Term of Office

Each officer shall serve a term of one year which will follow the calendar year (New officers will assume office in January.)

C. Nomination Procedures

There shall be a Nominating Committee consisting of the following: Immediate Past President (chair) and two at-large members who shall be appointed by the President who have been active members for one year immediately preceding the election and have attended all meetings during the preceding year unless excused for cause. The members of the Nominating Committee shall serve for a one-year term. No member of the Nominating Committee shall be eligible to serve more than one term on that committee in a two-year period.

At least 60 days before the annual meeting of the FPBCA, the Nominating Committee shall submit an election slate consisting of at least one candidate for each appropriate office.

1. Eligibility

Nominations shall be open to any member of the FPBCA or member designate as outlined in Section VI (A) *supra*. provided, however, that such candidate is eligible for such office as outlined in Section II (B) *supra*.

2. Notice of Nominations for Elections

Notice of nomination for elections shall be sent to the FPBCA membership within 30 days prior to the scheduled annual elections. Said time period may be otherwise designated by the FPBCA.

3. Notice of Nomination

Nominations shall be submitted to the President no later than 15 days prior to the scheduled annual elections, unless otherwise designated by the FPBCA.

D. Elections

1. Those names submitted in accordance with the Nomination Procedures set forth in Section VI (C) *supra* shall be considered for election. Prior to the actual voting, the President shall open the floor for additional nominations.
2. Voting shall be by secret ballot.
3. The individual receiving a majority vote shall be considered duly elected. A majority vote shall be construed as a vote of at least one more than half of those members present.
4. In the event a majority vote is not obtained by the first ballot, a subsequent ballot shall be cast by each voting member present. In the event of a subsequent ballot, nominees for it shall be restricted to the two nominees receiving the most ballots in the initial balloting.

VII. SUCCESSION OF OFFICERS

If the President is unable to fulfill his/her term, for any reason, the President-Elect shall advance as President. At that time, the Secretary shall advance to President-Elect and a new Secretary appointed for the balance of the term, or until such time as a re-election can be held.

VII. FUNDING

The FPBCA shall prepare an annual budget request and submit same to Florida Legal Services, Inc. (FLS). FLS is a non-profit corporation providing support services to providers of civil legal assistance to low income Florida residents and obtains funding through various sources, including The Florida Bar, Legal Services Corporation, Interest on Trust Accounts (IOTA), etc. Once a budget is submitted and approved, the FPBCA shall submit requests for expenditures and reimbursements through its Treasurer to FLS, who shall satisfy such payments from their funds allocated for FPBCA use. Additionally, The Florida Bar provides "in-kind" services to the FPBCA.

FLS designates a staff member as a representative to the FPBCA. The proposed allocated time to be expended on FPBCA activities is reflected in the FPBCA budget request for the fiscal year. The assistance of the staff representative of FLS and The Florida Bar is instrumental in guidance, networking and implementation of the FPBCA goals.

VIII. PROPOSED CHANGES TO BY-LAWS

Any member may submit proposed changes of the By-Laws to the Executive Committee for approval. Upon approval by the Executive Committee, changes shall be submitted to the general membership for final approval. Approval of the Executive Committee and general membership shall be determined by a majority of members in attendance at each meeting.

Revised and Adopted: 2/16/94
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