Adopted by Executive Committee 1 Feb 1991
Amended 8 Jan 2016

BYLAWS OF
FEDERAL BAR ASSOCIATION — BATON ROUGE CHAPTER

ARTICLE I. Name and Nature of Organization

The name of this organization is the Baton Rouge Chapter of the Federal Bar Association (hereinafter, "Chapter"). The Chapter is chartered by the Federal Bar Association (hereinafter, "Association") as approved by the National Council; as such the Chapter shall at all times comply with the requirements of the Association Constitution and By-laws. The Chapter assembles individuals residing or employed in the parishes of Ascension, Assumption, East Baton Rouge, East Feliciana, Iberia, Iberville, Livingston, Pointe Coupee, St. Helena, St. James, St. Martin, St. Mary, West Baton Rouge, and West Feliciana.

ARTICLE II. Mission Statement and General Objectives

Section 1. Mission Statement. The mission of the Chapter shall be to advance the science of jurisprudence and to promote the welfare, interests, education, and the professional growth and development of the members of the federal legal profession, specifically those practicing before the United States District Court for the Middle District of Louisiana.

Section 2. General Objectives. The general objectives of the Chapter, consistent with those of the Association, not listed in any particular order of priority, include:

(a) to serve as the representative of the federal legal profession in the Chapter's chartered territory.

(b) to promote the sound administration of justice.

(c) to enhance the professional growth and development of members of the federal legal profession.

(d) to promote high standards of professional competence and ethical conduct in the federal legal profession.

(e) to promote the welfare of attorneys and judges employed by the Government of the United States.

(f) to provide meaningful services for the welfare and benefit of the members of the Chapter.

(g) to provide quality educational programs to the federal legal profession and the public.

(h) to keep members informed of developments in their respective fields of interest.

(i) to keep members informed of the affairs of the Association and Chapter, to encourage their involvement in their activities, and to provide members opportunities to assume leadership roles.

(j) to promote professional and social interaction among members of the Federal legal profession.

ARTICLE III. Membership and Dues

Section 1. Membership. Any person who is eligible for and maintains active membership in the Association and who is employed, resides in or practices in the following parishes: Ascension, Assumption, East Baton Rouge, East Feliciana, Iberia, Iberville, Livingston, Pointe Coupee, St. Helena, St. James, St. Martin, St. Mary, West Baton Rouge, and West Feliciana, or who otherwise designates membership in this Chapter to the Association shall be a member of the Baton Rouge Chapter, provided the person pays applicable Chapter dues.

Section 2. Honorary Membership. Any person eligible for honorary membership as provided for in Article IV, Section 23 of the Constitution of the Association who is employed, resides in or practices in the following parishes: Ascension, Assumption, East Baton Rouge, East Feliciana, Iberia, Iberville, Livingston, Pointe Coupee, St. Helena, St. James, St. Martin, St. Mary, West Baton Rouge, and West Feliciana may be elected to honorary membership in the Association by two-thirds' vote of the Chapter officers present at any regularly called officers' meeting and, when applicable under Article IV of the Association's Constitution, by vote of the National Council. Honorary members shall be exempt from payment of the admission fees and annual Association and Chapter dues.

Section 3. Application for Membership. Application for membership in this Chapter shall be made on a form approved by the National Council of the Association. Each application must be accompanied by the dues and admission fees required by the Constitution and By-Laws of the Association as provided for and made available at www.fedbar.org, and the By-Laws of the Chapter,

Section 4. Dues. Annual dues owing to the Association plus Chapter dues in such amount as shall be determined from time to time by the affirmative vote of two-thirds (2/3) of the Chapter members present at any regularly called meeting at which a quorum is present, shall be paid by each individual member to the Association upon the member's receipt of a statement. The National Treasurer shall remit to the Chapter such dues as are collected for the Chapter.

ARTICLE IV. Fiscal Year

The fiscal year shall commence on January 1 and end on December 31 of that year.

ARTICLE V. Officers, Board, and Executive Committee

Section 1. The Board. The Chapter Board shall meet on the call of the President or any two of the members of the Executive Committee. A quorum shall consist of any five Board members. The Board may perform such Chapter business, not requiring a vote of the membership, as shall be in the best interests of the Chapter. The Board shall be composed of Elected Officers and Appointed Officers, as follows:

Section 1A. Elected Officers. The officers shall be elected from the membership of this Chapter and shall be as follows and in the order named:

1. President
2. President-Elect
3. Vice President
4. Treasurer
5. Secretary
6. Membership/Recruiting Chair

Each officer elected shall assume the duties of office on January 1 and shall hold office for one year, or until a successor shall be duly elected. No member serving in the capacity of President, President-Elect or Vice President shall be eligible to succeed to that same office.

Section 1B. Appointed Officers. The Appointed Officers shall be ex officio officers or be appointed by majority vote of the Executive Committee. Student Liaisons shall be nominated with the input of the sitting Student Liaison of their respective law schools, as identified below, and approved by majority vote of the Executive Committee. Appointed Officers are non-voting members of the Board and are as follows:

1. Judicial Officer Ex Officio (District Judge or Magistrate Judge from the Middle District)
2. Public Service Liaison
3. At-Large Chair(s)
4. Court Liaison Ex Officio (Middle District Clerk of Court)
5. Student Liaison – Paul M. Hebert Law Center, Louisiana State University
6. Student Liaison – Southern University Law Center

Section 2. Executive Committee. The Elected Officers and the immediate Past President shall serve as the Executive Committee and are the voting members of the Board. The Past President shall remain a member of the Executive Committee for period of one year following the expiration of the term as President. The Executive Committee shall meet on the call of the President or any two of its members. A quorum shall consist of any 4 Executive Committee members. The Executive Committee is responsible for compliance with the bylaws, policy review, Board education, Board self-assessment, new member orientation, and Board succession planning. The Executive Committee is responsible for recommending proposed changes to the Chapter's organization to the Board and will be responsible for recommending any expulsion to the Chapter membership or the Board.

Section 3. Duties of Officers, Liaisons and Delegates

(a) President. The President shall be the chief executive officer of the Chapter and shall perform such duties as may be required by the Constitution and By-laws of the Association and these By-Laws and shall appoint standing or special committees, as well as delegates or liaisons, as necessary and appropriate to the Chapter business and the Association committee structure, including but by no means limited to a Continuing Legal Education Committee and a Civics Initiatives Committee. The role of the President is to lead, direct and advance the Chapter in fulfillment of its goals and objectives and to be the primary connection between the Chapter and the Association. The President serves as the chairman of the Executive Committee and sets the agenda for the Chapter, with input from other officers. The President also serves as the primary liaison for the Chapter with the Middle District and other bar associations. The President may propose one or more speakers to present at the Chapter's Annual Luncheon, to be approved by the Executive Committee. The President may ensure that the Chapter remains in active status with the Louisiana Secretary of State. The President may direct one or two Elected Officers to attend Capitol Hill Day and the Annual Leadership Conference hosted by the Association. The President shall be the Chapter's National Delegate to the Association and shall attend its meetings or direct another Elected Officer to attend.

(b) President-Elect. The President-Elect shall perform such duties as are delegated by the President. In the event of the absence or inability to act of the President, the President-Elect shall perform the duties of the President. If able, the President-Elect shall automatically succeed to the office of the President upon the expiration of the incumbent's term.

(c) Vice President. The Vice President shall perform the duties of the President in the event of the absence or inability of the President and President-Elect to discharge the duties pertaining to that office, and shall perform such duties as may be required by the President. The Vice President shall assist other officers as needed to execute their duties.

(d) Treasurer. The role of the Treasurer is to oversee the finances of the chapter. More specifically, the Treasurer is tasked with the duties of maintaining the Chapter bank account and all related documents; handling all requisite deposits and payment obligations of the chapter; balancing the chapter checkbook; reporting the Chapter's cash on hand and any other pertinent financial matters to the Executive Committee at each month's meeting; and ensuring that all state and federal reporting requirements are satisfied, including that the Chapter's 990N is filed annually with the IRS. The Treasurer shall make disbursements and/or reimbursements that exceed $500.00 by approval of two Elected Officers of the Chapter. The Treasurer

may make disbursements and/or reimbursements at or below $500.00 in the Chapter's interest without approval. The Treasurer shall keep all books, vouchers and records available for audit and he or she shall perform such other duties as properly pertain to the office or requested by the President.

(e) Secretary. The Secretary shall furnish notice of election results to the Association and to the Circuit officers as well as the Chapter. The Secretary shall notify the Chapter of the active chair and members of any standing committee and provide contact information for committee chairs and members. The Secretary shall conduct the general correspondence of this Chapter and keep Circuit officers informed; give notice of all meeting as may be required by Article VI hereto, including notice to Circuit officers; keep detailed minutes of the proceedings of any meeting of this Chapter; act as parliamentarian. The Secretary shall keep a depository of all Chapter or Executive Committee documents and perform such other duties as properly pertain to this office.

(f) Recruiting/Membership Chair. The role of the Recruiting/Membership Chair is to maintain an active roster of the Chapter's membership and maintain an updated list of the contact information for each member, including but not limited to email addresses. The Chair shall also identify members whose dues have become delinquent and/or whose membership status has lapsed in effort to notify said members of their inactive or delinquent status and to encourage membership renewal. The Chair shall serve as the main recruiter of new members and shall be responsible for scheduling and promoting all social or formal activities hosted by the Chapter, including but not limited to social/happy hours, the Annual Luncheon, the Annual Chapter meeting open to all members, CLEs, and any and all other events held by the Chapter or for its membership.

(g) Judicial Officer Ex Officio. The Judicial Officer *Ex Officio* shall serve as the liaison between the Chapter, through the Executive Committee, and the federal judiciary, in particular the Middle District of Louisiana. The Judicial Officer is responsible for communicating any needs of the court to the Board as well as providing it with updates regarding events in the district that may be of interest to the members of the bar. The Judicial Officer will also be the primary point of contact for any requests by the Board of any particular judge, other judicial officer within the Middle District, or of the Court as a whole, such as participation or attendance at any Chapter functions and any physical needs of courthouse space. If able, the Judicial Officer shall serve on the CLE committee to facilitate one or more CLE events concerning practice areas and/or issues commonly arising before the Middle District.

(h) At-Large Chair(s). The At-Large Chair shall serve as a liaison between the membership at large and the Board to relate the needs, concerns, or comments from the membership. The At-Large Chair shall collect information from the membership during Chapter events or through independent communications with Chapter members. The At-Large Chair shall additionally assist other members of the Board as needed and/or as requested by the President. The President may appoint up to three At-Large Chairs at any given time.

(i) Public Service Liaison. The Public Service Liaison shall be a United States Attorney or Assistant Attorney, federal prosecutor, federal public defender, or other public servant who is employed as an attorney practicing before the Middle District of Louisiana. The Public Service Liaison shall be responsible for communicating any needs, concerns or issues of the federal prosecutors, defenders, or other public service attorneys to the Board and shall facilitate CLEs catering to public service issues for the membership as needed or requested by the Board.

(j) Law Student Liaisons. The Law Student Liaisons shall promote membership in the Chapter to fellow students and faculty of their respective law schools and shall further educate and inform students and faculty of the purpose and activities of the Chapter. The Law Student Liaisons shall further relate to the Board any needs, concerns or issues that arise among the student body and/or faculty concerning the Chapter, the Middle District, and/or the federal practice at large.

(k) National Delegate. The National Delegate shall typically be served by the President but is not necessarily an exclusive post. Any Elected Officer may serve as the Chapter's National Delegate for a given proceeding or event at the appointment of the President. The National Delegate shall represent the Chapter at all National Council meetings, Leadership Conferences, and in the absence of the President, President-Elect, or Vice President, at other bar association meetings.

(l) Government Relations Liaison. The role of the Government Relations Liaison shall be served by the Vice President unless otherwise directed by the President. The Government Liaison shall receive and review updates provided by the National Chapter and relate relevant information regarding same to the Executive Committee and/or to the Judicial Officer Ex Officio. The Government Liaison shall stay in contact with the Government Relations Liaison of the National Chapter as needed.

(m) Court Liaison. The Court Liaison shall be the Clerk of Court for the Middle District of Louisiana or if unable, another judicial officer whose primary role shall be to facilitate the Executive Committee with the scheduling of Chapter, Executive Committee, or Board events or meetings if and/or when an event or meeting is desired to be held at the Court house, and/or the presence of one or more judges or other judicial officers is requested or required for said event or meeting.

(n) Civics Liaison. The role of the Civics Liaison is to serve as the point-of-contact for the chapter with Association Headquarters and the Board for civics-related activities, as well as assist in the distribution of civics materials to the chapter and its members and stakeholders. The focus of the liaison will be guided by the Association, and such duties may include, as directed by the Chapter Board: (1) the facilitation of meetings between federal judges and middle and high school students; (2) organizing meetings between federal judges with middle and high school students, as feasible; (3) promoting and distributing civics-education resources, which can be found on www.fedbar.org/civics; (4) promoting the FBA Civics Essay Contest geared toward middle and high school students; (5) supporting and celebrating the importance of Constitution Day & Citizenship Day (generally in September), and (6) other duties as assigned by the Chapter to promote civics engagement.

Section 4. Nominations. The Executive Committee shall nominate at least one candidate for each upcoming vacant position among the Elected Officers and present such slate of candidates in writing to the general membership at least fourteen days in advance of the regular annual meeting at which the election of officers will occur. Additionally, nomination of candidates for the elective offices of this Chapter may be made by any member at the meeting at which the election will be held under Article VI, Section 1.

Section 5. Elections. The election of officers for all elective offices shall be by secret ballot or by voice vote if there is no objection. The election shall be held during the regular meeting on or about the second Wednesday of December of each year. The officers elected shall commence their term of office on January 1 of the following year and shall hold office for one year ending on December 31.

Section 6. Removal from Office. An officer may be removed from office for delinquency in attendance, inefficiency, neglect of duty, or for other causes only upon three-fourths vote of members voting at a meeting called for such purpose by the Executive Committee.

Section 7. Vacancies of Office. In case of death, resignation or removal of the President, the President-Elect shall succeed to office. In cases of the death, resignation or removal of any other officer, the vacancy will be filled by majority vote of the Elected Officers.

ARTICLE VI. Meetings

Section 1. Meetings. There shall be at least one meeting of the Chapter membership each year at such day, hour and place as the President may designate within Ascension, Assumption, East Baton Rouge, East Feliciana, Iberia, Iberville, Livingston, Pointe Coupee, St. Helena, St. James, St. Martin, St. Mary, West Baton Rouge, and West Feliciana. Special meetings shall be held as called by the President or a number of members equal to a quorum, as provided by Article V, Section 2 at a time and place designated by the calling party.

Section 2. Notice of Meetings. Notice of the time, date and place of all Chapter meetings shall be mailed or otherwise given by the Secretary or Court Liaison to each member in good standing at least five days prior to such meeting, unless the nature of the meeting is such that shorter notice cannot be avoided. If a special meeting, the notice shall specify the nature of the business to be presented and no other business shall be conducted.

Section 3. Expulsion. Any member or Associate whose dues are paid for the current fiscal year and who otherwise is in good standing shall be expelled from the Chapter when such member or Associate is expelled from the Association.

Section 4. Quorum. Five (5%) percent of the members in good standing shall constitute a quorum for the transaction of the business of this Chapter.

Section 5. Rules of Order. The rules of order shall consist of (in the order stated):

(a) The Constitution and By-Laws of the Association and this Chapter;
(b) Standing Resolutions passed by this Chapter's membership; and
(c) In the absence of a rule, the most current available edition of Robert's Rules of Order, Revised.

ARTICLE VII. Public Positions Taken by the Chapter

The Chapter Board, on behalf of the Chapter, and in the name of the Association, may issue reports, make public announcements, and publicly advocate positions on issues of concern to the Chapter only with prior approval of the Association's National Council. Without such prior approval, the Board may make such a public position but the position statement must include a disclaimer that indicates that the position is that of the Chapter only. In any event, when the Board takes such action in its own name and not in that of the Association, the Board shall report that action immediately to the Executive Committee of the National Council.

ARTICLE VIII. Committees

The Board shall have the authority to create or terminate additional committees designed to serve Chapter purposes. Each Committee shall have one Chair and up to two Co-Chairs, to be nominated and approved by the Executive Committee. Chairs and Co-Chairs of each committee may be served by any member of the Chapter unless otherwise stated in these By-Laws. The

Chair of a Committee may appoint additional members to the committee as deemed appropriate by the Chair.

Section 1. Continuing Legal Education Committee. There shall at all times be a standing CLE Committee. The Chair of the CLE Committee shall be an Elected Officer, and the Judicial Officer Ex Officio shall be a member of the Committee. The CLE committee shall be responsible for developing CLE topics and identifying speakers for same. The CLE committee shall propose CLE events to the Executive Committee for approval. The CLE committee shall strive to offer one CLE event per quarter related to an issue arising within the federal practice generally or within the Middle District specifically. The CLE committee is encouraged to invite the judges of the Middle District to serve as speakers for one or more CLE events. CLE events may be made open to the membership only or additionally to non-members.

ARTICLE IX. Amendment of By-Laws

These By-Laws may be altered, amended or repealed and new By-laws adopted by two-thirds of the members of this Chapter at a regular meeting if a quorum is present and ten days' prior written notice of the purpose has been given to all members or at a special meeting upon same condition.

CERTIFIED as duly adopted on the 3rd day of April, 2018, in Baton Rouge, Louisiana, and to be effective as of **January 1, 2018**.

John Gaupp, Secretary

John Parker, Jr., President