WASHINGTON STATE
BAR ASSOCIATION

LOW BONO SECTION

Bylaws

As last amended and approved by the Washington State Bar Association Board of Governors on November 6, 2026, and including 2017 and 2023 amendments.

ARTICLE I. NAME

The name of the Section (the "**Section**") is the "**Low Bono Section**" of the Washington State Bar Association (the "**WSBA**").

ARTICLE II. PURPOSE

The purpose of the Section shall be to benefit the members of the WSBA and the general public by:

2.1 Developing and providing resources for members, regardless of field or area of practice, who are dedicated and committed to providing low bono legal services, defined as legal and law-related services provided with the intent to increase accessibility of legal services for people of moderate financial means.

2.2 Providing a forum and opportunity for education, training, and sharing of forms, practice tips, client counseling techniques, alternative forms of conflict resolution, and other resources to and among members of the Section.

2.3 Developing best and alternative practices for providing competent, current, efficient, and economical professional services while being mindful of the clients' moderate means.

2.4 Promoting the provision of low bono legal services as an effective business model for attorneys and other professionals, particularly in solo and small firm environments.

2.5 Promoting the provision of low bono legal services as an effective way to increase access to justice in Washington State.

2.6 Promoting a mentorship program among members of the Section.

2.7 Undertaking with flexibility such other service not inconsistent with the bylaws of the Section, the bylaws of the WSBA, the State Bar Act, and General Rule 12 as may be of benefit to the members of the Section, the legal profession, and the public.

ARTICLE III. MEMBERSHIP

Any Active or Inactive member of the WSBA and any professor at a Washington law school (whether licensed in Washington or not); Pro Bono member (APR 3(g)); House Counsel (APR 8(f)); or any lawyer

who is a full-time lawyer in a branch of the military who is stationed in Washington but not licensed in Washington may be enrolled as a voting member of the Section upon request and payment of annual Section dues in the amount and for the purpose approved by the Board of Governors of the WSBA ("**BOG**") pursuant to these bylaws.

In addition, law students and people not licensed to practice law may be enrolled as nonvoting members of the Section by paying the Section dues as required by the WSBA. Voting members and nonvoting members of the Section are hereinafter collectively referred to as "**members**."

ARTICLE IV. MEETINGS OF THE MEMBERSHIP

4.1 **Quorum.** The members of the Section present at any meeting shall constitute a quorum for the transaction of business.

4.2 **Voting**. Acts of the Section which are required to be taken by its members shall be made by majority vote of the voting members present at a meeting.

4.3 **Meetings.** Meetings of the membership of the Section may be called by the Chair, Chair-elect, or executive committee at such time and place as it may determine. Notice of all meetings must be given to Section members and published on the WSBA's website.

ARTICLE V. PRINCIPAL OFFICE

The principal office of the Section shall be maintained at the offices of the WSBA.

ARTICLE VI. FISCAL YEAR

The fiscal year of the Section shall coincide with that of the WSBA, October 1 through September 30.

ARTICLE VII. EXECUTIVE COMMITTEE

7.1 **Powers and Duties.** The executive committee shall be vested with the powers and duties necessary for the administration of the affairs of the Section including, without limitation, the power and duty to act on behalf of the Section in connection with the Purposes listed in Article II. The executive committee shall have the authority to determine the amount of section dues submitted to the BOG for approval, submit a budget for BOG approval and approve expenditures consistent with approved WSBA fiscal policies and procedures, and shall perform duties assigned to it by the BOG. The executive committee shall have the responsibility of establishing and discontinuing committees of the Section.

7.2 **Composition.** The executive committee shall be composed of at least five (5) voting members of the Section. Five (5) positions on the executive committee shall be held *ex officio* by the officers of the Section. The number of voting members of the executive committee may be increased from time to time by up to eight (8) additional voting members (other than officers). The executive committee may have any number of additional nonvoting liaison positions, which may be held by people who are not qualified to be voting members of the Section. The executive committee should encourage law students to participate as nonvoting liaisons.

The executive committee will appoint, by majority vote, voting members and nonvoting liaisons to fill vacancies on the executive committee. When a voting member or nonvoting liaison is appointed to fill a vacancy in an unexpired term, the voting member or nonvoting liaison will hold such position until the next annual election when an individual will be elected to serve the remainder of the vacated term.

Any voting member or nonvoting liaison may be removed from the executive committee by a two-thirds vote of the voting members of the executive committee. Grounds for removal include, but are not limited to, regular absence from executive committee meetings and events, failure to perform duties, unprofessional or discourteous conduct or whenever, in the executive committee's judgment, the executive committee member is not acting in the best interest of the Section membership.

7.3 **Voting.** Acts of the executive committee shall be by majority vote of the voting members of the executive committee after a quorum (a majority of the voting members of the executive committee) is established. Voting may be in person, by telephone, by videoconference, or by email as permitted by the WSBA's Bylaws. All voting members of the executive committee, including all officers, shall be entitled to vote.

7.4 **Meetings.** Meetings of the executive committee shall be held at such time and place as may be designated by the Chair or a majority of the executive committee. Section members and the public shall be entitled to attend executive committee meetings and shall receive notices of such meetings. Notice for meetings shall be provided, may be by electronic means, and shall be a reasonable amount of time before the meeting. The Chair may cancel any meeting of the executive committee.

7.5 **Term.** The term of office of each of the at-large members of the executive committee and nonvoting liaisons shall be two years and shall commence in odd years at the beginning of the fiscal year of the Section (October 1) and end at the close of the Section's fiscal year (September 30).

ARTICLE VIII. COMMITTEES

8.1 **Standing and ad hoc Committees**. The executive committee shall have the power to designate both standing and ad hoc committees of the Section. Each committee shall have at least one member, its chair. The chair of each committee shall be selected by the Chair, subject to the approval of the majority of the voting members of the executive committee.

8.2 **Members.** The committee members shall be selected by the Chair from among members of the Section subject to the approval by a majority of the voting members of the executive committee.

8.3 **Term.** The terms of the chair and the members of each committee shall be for the shorter of one (1) year or the duration of the committee.

ARTICLE IX. OFFICERS

9.1 **Officers.** The officers of the Section shall be as follows: Chair, Chair-elect, Immediate Past Chair, Secretary, and Treasurer. Every officer must be a voting member of the Section.

9.2 **Chair.** The Chair shall be the chief executive officer of the Section and, subject to the executive committee's oversight, shall supervise and control all the affairs of the Section. The Chair shall preside at all meetings of the Section and of the executive committee. The person holding the office of Chair shall automatically succeed to the office of Immediate Past Chair upon completion of the one-year term as Chair.

9.3 **Chair-elect.** The Chair-elect shall exercise the duties and responsibilities of the Chair in the absence or inability of the Chair to so act. The Chair-elect shall have such other powers and perform such other duties consistent with these bylaws as, from time to time, may be requested by the Chair or the executive committee. The person holding the office of Chair-elect shall automatically succeed to the office of Chair upon completion of the one-year term as Chair-elect.

9.4 **Immediate PastChair.** The Immediate Past Chair shall exercise the duties and responsibilities of the Chair in the absence or inability of both the Chair and the Chair-elect to so act. The Immediate Past Chair shall have such other powers and perform such other duties consistent with these bylaws as, from time to time, may be requested by the Chair or the executive committee.

9.5 **Secretary.** It shall be the duty of the Secretary to prepare minutes of the proceedings of all meetings of the Section and of all meetings of the executive committee and provide approved minutes to the WSBA for publication and records retention. Upon direction by the Chair, and as authorized by the executive committee, the Secretary shall attend generally to the business of the Section.

9.6 **Treasurer.** The Treasurer will work with the WSBA to ensure that the Section complies with WSBA's fiscal policies and procedures, work with the WSBA to prepare the Section's annual budget and review the Section's monthly financial statements for accuracy and comparison to budget.

9.7 **Term.** The term of office of each of the officers shall be one year and shall commence at the beginning of the fiscal year of the Section (October 1) and extend through the end of the Section's fiscal year.

ARTICLE X. ELECTIONS

10.1 **Officers, Other Voting Members of the Executive Committee, Nonvoting Liaisons.** Nominations and elections for open officer positions and other open executive committee positions will be held between March and May each year. The WSBA will administer the elections by electronic means and certify the results unless the Section develops its own equivalent electronic election process. In the event of a tie, the executive committee will determine the winner using a coin toss at its next meeting where a quorum is established. Each voting member of the Section in good standing as of the date of the annual election shall have one vote for each open position.

10.2 **Nominating Committee.** Each year, the executive committee or Chair shall appoint a nominating committee of no fewer than three (3) section members, one of whom is not a current member of the executive committee. All applicants will apply through an electronic process administered by the WSBA. The nominating committee shall nominate one or more voting members of the Section for each officer position, may nominate one or more voting

members of the Section for open non-officer voting member positions on the executive committee, and may nominate one or more subscribers of the Section for any number of nonvoting liaison positions. As an alternative process to allow for nominations to occur outside of the nominating committee process, any member of the Section may nominate themself for open positions. All nominees must meet the prerequisites for the position for which they are running. The executive committee will approve a list of nominees for each open position.

ARTICLE XI. AMENDMENTS

These bylaws may be amended at an annual meeting of the Section by a majority vote of the voting members of the Section present. These bylaws may also be amended at any regular or special meeting of the executive committee of the Section called for the purpose of amending the bylaws and upon five (5) business days with written notice, by any reasonable means, including electronic, to members of the section and the public, by a majority vote of the members of the executive committee present, once a quorum is established. No amendment to these bylaws shall become effective until approved by the BOG.

ARTICLE XII. LIMITATIONS

These bylaws have been adopted subject to the applicable Washington statutes and the bylaws of the WSBA and shall be construed in conformity therewith.