

# McHENRY COUNTY BAR ASSOCIATION

## An Illinois Not-for-Profit Corporation

### BY-LAWS

#### ARTICLE I NAME AND OBJECTS

1.01 This corporation shall be known as the "McHENRY COUNTY BAR ASSOCIATION" (hereinafter referred to as "Association") incorporated under the laws of the State of Illinois, as a "Not-for-Profit" corporation. It is formed to promote the common interest of the members of the bar; to improve the standing of the legal profession in the community through self-education and education of the public, and to better secure equal justice under law to which all citizens are entitled.

1.02 The Association shall not take any partisan political action nor endorse or recommend any person for any official position. However, for the nomination or election of candidates for judicial positions, a secret ballot may be taken of all active members of the Association to vote upon the qualifications of all judicial candidates, the results of which shall be announced publicly. The format shall be similar to the sample ballot attached as Exhibit A.

1.03 Except for the President, or his or her designee, no member shall be authorized to speak on behalf of the Association, nor represent himself or herself as having the authority to speak or communicate on behalf of the Association, without the prior approval of the Board of Governors.

#### ARTICLE II MEMBERSHIP

2.01 **ELIGIBILITY.** Any person licensed to practice law, law students, or certified paralegals who shall comply with the requirements of and eligibility provisions hereinafter set forth, shall be eligible for membership in the Association.

2.02 **APPLICATIONS.** All applications for membership must be in writing, signed by the applicant, stating his or her name, office address, and date of admission to practice in the State of Illinois, whether or not he or she is a member of the Illinois State Bar Association, and be filed with the Secretary of the Association.

2.03 **ACTION ON APPLICATIONS.** Membership applications shall be transmitted directly to the Chairman of the Membership Committee. The Membership Committee shall make due investigation. At the first meeting of the Board of Governors following the receipt of the application for membership, such application shall be submitted to the Board and voted thereon. A majority of a quorum at the Board of Governors meeting shall be necessary to admit an applicant to membership. Upon approval of the application for membership the new member shall be placed on the member roll.

2.04 **CLASSIFICATION OF MEMBERS.** The membership of this Association shall consist of active members, paralegal and law student affiliates, life members, and retired members which are defined as follows:

- A. **ACTIVE MEMBERS.** Any lawyer licensed to practice law, in good standing, who is a member of the Association (i.e. current in dues) shall be an active member.
- B. **ASSOCIATE MEMBERS.** Any person having received an appropriate certificate of completion of an ABA approved paralegal program or any student currently enrolled in an ABA accredited law school.

- C. LIFE MEMBERS. Any member of this Association who has been admitted to practice law for a period of thirty-five (35) years, and has been a member of this Association for twenty-five (25) years, shall be awarded a life membership in the Association, and shall not be required thereafter to pay dues.
- D. RETIRED MEMBERS: Any member of this Association retired from the practice of law (not including life members) who is current in dues.

2.05 CHANGE OF CLASS. By a majority of a quorum of the Board of Governors, a member may change from one class of membership to another for which he or she is eligible after putting a request for such change in writing to the Chairman of the Membership Committee.

2.06 PRIVILEGES. All members in good standing shall be entitled to all rights and privileges of membership, except that associate members shall have a voice, but not a vote, at the meetings of the Association and any Section thereof, nor shall they be entitled to hold office, or any Section office, or serve on the Board of Governors. An affiliate member shall not be counted toward any quorum.

2.07 TRANSFERABILITY OF MEMBERSHIP. Membership in this Association is nontransferable and nonassignable.

2.08 TERMINATION OF MEMBERSHIP. Membership will terminate in this Association on any of the following events:

- A. Receipt by the Board of Governors of the written resignation of a member, executed by such member;
- B. On the death of a member;
- C. On the failure of a member to pay his or her annual dues on or before their due date;
- D. For cause, inconsistent with membership, and upon passage of a majority of a quorum of the Board of Governors.

However, a membership that is terminating for reasons other than listed in paragraph B. above may be completely and automatically reinstated if the cause of the termination is corrected before the Board of Governors formally adopts a resolution acknowledging the termination.

2.09 MEETINGS. Meeting of the membership shall be as follows:

- A. ANNUAL. The annual meeting of the Association shall be on the fourth Tuesday in June of each year.
- B. REGULAR. Regular meetings of the membership of the Association shall be held monthly, January-October, excluding April, on the fourth Tuesday of each month. The schedule for the following year will be announced at the annual meeting. Any announced schedule may be changed by a majority of a quorum of the Board of Governors.
- C. SPECIAL. Special meetings shall be called by the Secretary, in writing to each member of the Association. A special meeting may be requested by the President or by ten (10) or more active, retired, or life members of the Association. Such request and notice shall

specify the purpose of the meeting. At special meetings, no business shall be transacted except that which is stated in the request and notice.

- D. NOTICE. At least ten (10) days notice shall be given of the annual meeting, and at least two (2) days notice of special meetings, by mail, electronic mail or facsimile to each member at his last known address or fax number.
- E. RULES. All meetings shall be conducted according to the usual parliamentary rules (Robert's Rules governing), but without leave of the members present, no member shall be permitted to speak more than five minutes at any one time, or more than twice on the same subject.

### **ARTICLE III OFFICERS**

3.01 ROSTER OF OFFICERS. The officers of this Association shall consist of the following: President, Vice-President, Second Vice-President, Secretary, and Treasurer. The offices of Secretary and Treasurer may be held by one person. The officers of the Association shall constitute and be collectively referred to as the Executive Committee.

3.02 NOMINATIONS. Not less than 45 days prior to the annual meeting, the Executive Committee shall meet and nominate members of the Association for its elective officers. The committee shall nominate one member of the Association for each of said offices and shall cause such nomination to be included in the notice of the annual meeting to all members.

3.03 ELECTION. Officers of the Association shall be elected at the annual meeting of the Association. They shall hold office for a period of one (1) year from the beginning of their term of office and until their successors are elected and have been sworn in to their positions.

3.04 DATE OF INSTALLATION AND EXECUTIVE COMMITTEE QUARTERLY MEETINGS. The elected officers shall take office on the first (1st) day of July following their election. The Executive Committee shall meet at least once quarterly for purposes of organization, planning and to discuss matters impacting the Association.

3.05 PRESIDENT. The President shall be the Chief Executive Officer of this Association, shall preside at all meetings, and supervise and control the affairs of the Association, including supervising the Administrative Assistant. The President shall initiate and recommend programs and activities to further the interests of the Association and its members, act as Chair of the Executive Committee and the Board of Governors, appoint chairpersons of the standing committees who make up the Board of Governors, and perform such other duties as may be provided in these By-Laws or as may be prescribed from time to time by the Board of Governors. At the conclusion of the President's term, he/she shall serve as the Immediate Past President, and may opt to continue to be an active member of the Executive Committee in an advisory position.

3.06 VICE-PRESIDENT. The Vice-President will perform all duties and exercise all powers of the President when the President is absent or is otherwise unable to act. The Vice-President will be co-chair of Law Day and will perform such other duties as may be prescribed from time to time by the Board of Governors.

3.07 SECOND VICE-PRESIDENT. The Second Vice-President will perform all duties and exercise all

powers of the President when the President and Vice-President are absent or otherwise unable to act. The Second Vice-President will also be Essay Contest Chair for Law Day, U.S.A. The Second Vice-President will perform such other duties as may be prescribed from time to time by the Board of Governors.

3.08 **SECRETARY.** The Secretary shall keep a record of the proceedings of the Association, and of such other matters as may be directed to be placed in the files of the Association; the Secretary's books and papers shall at all times be open to the inspection of by the officers of the Association. If requested by the President of Board of Governors, the Secretary shall report the activities of the Association at the annual meeting of the Association and shall perform such other duties as may be required by the Board of Governors of the Association or the President.

3.09 **TREASURER.** Under the direction of the Board of Governors, the Treasurer shall collect, expend, and keep careful and regular books and accounts of all moneys of the Association. The Treasurer shall also oversee and review the preparation of the Association's operational budget in anticipation of the beginning of the ensuing year, and shall present said budget to the membership for approval at the Annual Meeting each year.

. The Treasurer's books and accounts shall at all times be subject to examination and audit by the officers, or by any special committee appointed for that purpose.

3.10 **NOTICE OF SPECIAL EXECUTIVE COMMITTEE MEETINGS.** Notice stating the place, day and hour of any special Executive Committee Meeting shall be given to each Executive Committee member.

3.11 **CALL OF SPECIAL EXECUTIVE COMMITTEE MEETINGS.** A special Executive Committee Meeting may be called by any Executive Committee member on such notice as may be appropriate under the circumstances.

## **ARTICLE IV BOARD OF GOVERNORS**

4.01 **BOARD OF GOVERNORS.** The Board of Governors shall consist of the duly elected and qualified officers of the Association, the Immediate Past President of this Association and the respective chairs of the several committees referred to in these Bylaws.

4.02 **DUTIES.** The Board of Governors shall have the general management of the Association, including the disbursement of the funds of the Association, and shall have such other powers as have been or hereafter may be conferred upon them by these By-Laws.

4.03 **PLACE OF BOARD MEETINGS.** Regular or special meetings of the Board of Governors will be held at such place or places as the Board of Governors designates by duly adopted resolution, or if not such by resolution, then as the President may select with notice as provided herein.

4.04 **REGULAR MEETINGS.** Regular meetings of the Board of Governors shall be held at least monthly at a time and place designated by the President. When possible, a yearly schedule of Board of Governors meetings, subject to change, will be released at the annual meeting.

4.05 **CALL OF SPECIAL BOARD MEETINGS.** A special meeting of the Board of Governors may be called by either the President or the First Vice President.

4.06 **NOTICE OF SPECIAL BOARD MEETINGS.** Written or printed notice stating the place, day and hour of any special meeting of the Board will be delivered to each Governor not less than two (2) nor more than

five (5) days before the date of the meeting, either personally, by email or facsimile, or by mail, by or at the direction of the President, or the Secretary, or the governors calling the meeting. If mailed, such notice will be deemed to be delivered when deposited in the United States mail addressed to the Board member at his address as it appears on the Records of this Association, with postage prepaid. Such notice need not state the business to be transacted at, nor the purpose of, such meeting.

4.07 **WAIVER OF NOTICE.** Attendance of a Board member at any meeting of the Board of Governors will constitute a waiver of notice of such meeting except where such Board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

4.08 **QUORUM OF GOVERNORS.** A majority of the whole Board of Governors will constitute a quorum. The act of a majority of the Board present at a meeting at which a quorum is present will be the act of the Board of Governors unless a greater number is required under the provision of the General Not-for-Profit Corporation Act, the Articles of Incorporation of this Corporation, or any provision of these By-Laws.

4.09 **MEETING ATTENDANCE.** Attendance of each Board Member at each meeting of the Board of Governors is expected. At the discretion of the next appointing president, any Member who misses 3 meetings or more during their term, may be disqualified from reappointment.

## **ARTICLE V INFORMAL ACTION**

5.01 **WAIVER OF NOTICE.** Whenever any notice whatever is required to be given under the provision of the General Not-for-Profit Corporation Act, the Articles of Incorporation of this Corporation, or these By-Laws, a waiver of such notice in writing signed by the person or persons entitled to notice, whether before or after the time stated in such waiver, will be deemed equivalent to the giving of such notice.

5.02 **ACTION BY CONSENT.** Any action required by law or under the Articles of Incorporation of this Corporation or these By-Laws, or any action which otherwise may be taken at a meeting of either the Members or Board of Governors may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all of the persons entitled to vote with respect to the subject matter of such consent. Such consent will have the same force and effect as a unanimous vote.

## **ARTICLE VI COMMITTEES**

6.01 **STANDING COMMITTEES.** There are hereby created the following standing committees, the committee chairs to be appointed by the President, except as their membership is otherwise constituted by these By-Laws.

A. **Legislative.** The Legislative Committee chair shall report monthly to the Board of Governors on any proposed changes to legislation, or new legislation, that may be of interest to the membership so that the information may be shared as part of the minutes published in the newsletter or by separate article when warranted. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair.

B. By-Laws. The By-Laws committee chair shall attend monthly Board of Governors meetings, ensure all members have access to the By-Laws, ensure that all Governors execute an acknowledgement of receipt of current By-Laws; propose and draft changes to the By-Laws for presentation to the Board of Governors and membership as needed. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair.

C. Mentoring Program and Professionalism. The Mentoring Program and Professionalism chair shall attend monthly Board of Governor meetings, manage the Association's Mentoring Program, and generally address issues and concerns raised by members on professionalism impacting the Association's membership. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair.

D. Law Day U.S.A. The Law Day U.S.A. chair shall attend monthly Board of Governor meetings and report on Law Day preparations; shall oversee the Law Day essay contest, school visits, live high school program presentation, and Law Day luncheon (or other activity) including recruiting a Law Day speaker, all in a manner that is consistent with the national law day theme announced by the ABA. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair.

E. Criminal Law. The Criminal Law chair shall attend monthly Board of Governor meetings; reporting on happenings of the Section. Encourage and assist Section Officers to hold monthly section meetings, and provide CLE opportunities to the section and general members in consultation with the CLE chair. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair. The Criminal Law chair will accomplish his or her duties in a supportive and cooperative role to the elected officers of the Criminal Law Section.

F. Membership Services. The Membership Services chair shall attend monthly Board of Governor meetings; screen membership applicants for eligibility and present applicants for approval by the Board of Governors; oversee revisions to and publication of the membership directory; and assist with membership referral program operation. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair.

G. Civil Law. The Civil Law chair shall attend monthly Board of Governor meetings; ensure the Civil Law Practice Committee is comprised of at least 7 people (including one judge and one young/new lawyer), schedule meetings/activities on a regular basis as appropriate for the civil practice practitioners; secure speakers for meetings, and provide CLE opportunities the civil practice practitioners of the MCBA in consultation with the CLE chair. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair. The next President will be notified of the appointed Civil Law Chairperson by May 1<sup>st</sup>.

H. Program and Social. The Program and Social chair shall attend monthly Board of Governor meetings; serve on the Golf Outing Committee; coordinate a holiday party yearly in the month of December; coordinate retirement dinners for retiring members of the McHenry County judiciary; and plan any other social events to meet the needs of the membership. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair.

I. Trusts and Estates, Real Estate, and other Transactional Law. The Trusts and Estates, Real Estate and other Transactional Law chair shall attend monthly Board of Governor meetings; ensure Trusts

and Estates, Real Estate and other Transactional Law Section meetings/activities are held on a regular basis as appropriate for the membership of the section; secure speakers for section meetings, and provide CLE opportunities to the section and general members in consultation with the CLE chair. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair.

J. Continuing Legal Education. The Continuing Legal Education chair shall attend monthly Board of Governor meetings; monitor discussions of upcoming CLE courses at board meetings; administer Association CLEs available pursuant to the Association's CLE policy; and confer with chairs of various committees to ensure cooperation and coordination in scheduling of the CLE courses to maximize CLE benefits and opportunities for the membership. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair.

K. Newsletter. The Newsletter chair shall attend monthly Board of Governor meetings; assign committee chairs specific months in which such chair will be responsible for authoring or providing an article for the newsletter; and generally shall oversee the production of the Newsletter, including reviewing and editing of article and ad content.

L. Family Law. The Family Law chair shall attend monthly Board of Governor meetings; reporting on happenings of the Section. Encourage and assist Section Officers to hold monthly section meetings, and provide CLE opportunities to the section and general members in consultation with the CLE chair. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair. The Family Law chair will accomplish his or her duties in a supportive and cooperative role to the elected officers of the Family Law Section.

M. New and Young Lawyers (defined as any MCBA member under the age of 36 and/or any member admitted to practice less than five years). The New and Young Lawyers chair shall attend monthly Board of Governor meetings; ensure New and Young Lawyers meetings/activities are held on a regular basis as appropriate for the membership of the section and attend all swearing in ceremonies for new lawyers in Elgin for the purpose of recruiting new members. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair.

N. Legal Aid. The Legal Aid Committee chair shall attend monthly Board of Governor meetings; provide the Board of Governors monthly updates on the status of Legal Aid needs in the community and make recommendations to the Board of Governors for the Association to assist in meeting those needs. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair.

O. Technology and Website. The Technology and Website committee chair shall attend monthly Board of Governor meetings; work with Administrative Assistant to manage website and Facebook page content, and assist with educating the membership on current relevant technology by providing CLE opportunities to members in consultation with the CLE chair. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair.

P. Community Outreach. The Community Outreach committee chair shall attend monthly Board of Governor meetings and work with Administrative Assistant to schedule, organize, manage community outreach events at least quarterly. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair.

Q. Alternative Dispute Resolution. The Alternative Dispute Resolution committee chair shall attend monthly Board of Governor meetings; shall provide the Board of Governors monthly updates on the status of ADR activities in the community and make recommendations to the Board of Governors for the Association to assist in such activities. Shall author, or provide, an article for the MCBA Newsletter as assigned by the Newsletter chair.

R. Other committees may be formed and recognized by the Association by a majority vote of the Board of Governors. The formation of each new committee shall include a description and purpose of that committee prior to tendering it to the Board for a vote.

6.02 COMMITTEE MEMBERS. Each committee shall consist of a chair and one or more members, if there are any.

6.03 APPOINTMENT OF COMMITTEES. Standing committee chairs shall be appointed by the President to serve until the appointment of their successors, and such other temporary committees may be formed and appointed from time to time as shall be deemed expedient by the President. Members interested in serving or continuing as committee chairs shall submit a nomination or statement of interest to the President and/or Vice-President beginning on May 1 of each year.

Other committees may be formed and recognized by this Association by a majority vote of the Board of Governors. The formation of each new committee shall include a description and purpose of that committee prior to tendering it to the Board for a vote.

6.04 QUORUM. A majority of any committee shall constitute a quorum.

## **ARTICLE VII SECTIONS**

7.01 MEMBERSHIP. Members of the Association may apply for membership in and belong to any or all of the Sections created pursuant to this Article. Sections may be created by the Board of Governors of the Association for the purpose of promoting continuing legal education and making legislative recommendations to the Association ~~in and~~ relating to the particular field of law assigned to that Section, provided that no Section shall do anything which shall jeopardize the not-for-profit status of the Association, including but not limited to acting as a lobbying organization.

7.02 CREATION. The responsibility for creating or discontinuing a Section shall rest with the Board of Governors. The Board of Governors may from time to time promulgate by-laws or by-law amendments and other rules and regulations for the operation of Sections. Any section by-laws drafted by a Section membership or amendments to same shall be approved by the Board of Governors. To the extent that any conflict arises with respect to any section by-laws and these By-laws, the provisions of these By-laws shall control.

7.03 MEMBERSHIP FEES AND EXPENSES. Upon recommendation from a Section, the Board of Governors may establish such membership fees as it deems appropriate and necessary to defray the costs and expenses of such Section. Each Section shall submit an annual budget to the Board of Governors for approval. The Section's annual budget proposal shall be submitted in anticipation of the ensuing fiscal year and in conjunction with the Association's budget that is submitted by the Treasurer. Sections shall not incur additional expenses without the consent or approval of the Board of Governors.



7.04 ELECTIONS. Except as the Board of Governors may otherwise provide, the chairperson, vice-chairperson and secretary shall be elected by the Section members. However, in the event that a Section officer is not elected by the Section membership, the President shall appoint for a term of one year a chairperson and secretary and the First Vice-President may select the Vice-Chairperson. In the event a Section officer dies or resigns, the President shall appoint an individual to serve for the balance of the vacated term.

7.05 SECTION MEMBERSHIP, RECORDS AND MEETINGS. The Section Chairman of each Section shall maintain lists of the names of Section members and shall notify each Section member of the meetings of the Section.

7.06 COMMITTEES. The chairperson of each Section has the power to divide the members of the Section into committees. No action of a committee is effective until approved by the Section.

7.07 REPORTS. The chairperson or a designated representative shall attend the monthly Board of Governors' meetings and a report shall be made to the Board of Governors as to Section activities. No Section reports shall be published or circulated, except for dissemination to Section members, without the consent of the Board of Governors.

## **ARTICLE VIII FISCAL YEAR - DUES**

8.01 FISCAL YEAR. The fiscal year shall begin and the new officers and Board of Governors shall take office on the first day of July in each year.

8.02 DUES AMOUNT. The annual dues shall be payable by July 1st unless a vote to change the dues is scheduled for the annual meeting, in which case dues shall be payable no later than July 31. Dues shall be set by a majority vote of the Board of Governors in June of each year.

8.03. DELINQUENT. After diligently seeking to collect the dues, and after notice to the members as specified in the By-Laws, the Treasurer shall report to the Board of Governors the names of all members who are 45 days or more in arrears for their dues, and the Board may declare such persons to be no longer members of this Association.

8.04 FEE WAIVER AND REDUCTIONS. Any MCBA member who is on active military duty when annual dues are payable shall have their annual dues, and section fees, waived for the next fiscal year. There shall be no membership fee (including section fees) for members for the first year of membership immediately following graduation from law school. All fees for any member who is an active participant in the Association's mentoring program as a mentee shall be waived for their second year of membership as well. Paralegal associate members shall pay dues in an amount equivalent to 75% of the membership dues for an attorney. Any MCBA attorney who is an employee of the office of the McHenry County State's Attorney, office of the McHenry County Public Defender, or Prairie State Legal Services shall pay dues in the amount of 2/3 of the membership dues of Active Members, when said dues are paid by their respective employer.

## **ARTICLE IX PENALTIES**

9.01 MISCONDUCT. Any member may be suspended or expelled from membership in this Association for misconduct in matters connected with the Association or in his personal conduct or professional relations upon the recommendation of two-thirds (2/3) vote of the membership of the Board of Governors.

9.02 REINSTATEMENT. If any member of this Association is disbarred from practice by final order of the Supreme Court of this state, such disbarment shall automatically forfeit the membership of such member in this Association, unless such order of disbarment shall be vacated or reversed. Reinstatement to practice shall not reinstate such person to membership in this Association, but such disbarred member shall seek readmittance in the manner hereinbefore provided for original applicants.

If any member of this Association shall be suspended from practice of law by order of the Supreme Court of this state, the membership of such person in this Association shall be suspended during the interval such suspension from practice shall be in force.

## **ARTICLE X AMENDMENTS**

### 10.01 PROCEDURE

1. A proposal that the By-Laws be amended may be made by not less than twenty-five (25) members entitled to vote and in good standing, by filing with the Secretary a written statement setting forth the proposed amendment or amendments signed by the proposers, together with the request that the proposal be submitted, after 30 days notice to the membership, at the next annual meeting of members or at the next general meeting.

2. A proposal that the By-Laws be amended may also be made by resolution of the Board of Directors and in such event the Board of Directors may direct that the proposal be submitted, after 30 days notice to the membership, at the next annual meeting of members or at the next general meeting.

3. Notice of any by-laws amendment/s shall be provided to the membership by mail, electronic mail or facsimile at least 30 days prior to the vote on any such proposed amendments.

4. When a proposal has been made as provided in this article, the notice of the annual or general meeting at which the proposed amendment or amendments are to be considered shall state that one of the purposes of the meeting is the consideration of such proposals and a copy of the proposed amendment, striking through proposed deletions and underlining proposed additions, shall be set forth in such notice.

5. An amendment or amendments proposed and submitted at an annual or general meeting of members shall be adopted upon receiving the affirmative vote of two-thirds (2/3) of the members present and voting.

10.02 FORCE AND EFFECT. These By-Laws and any amendments shall be in full force and effect from and after the date of their passage.

## **ARTICLE XI POLICIES**

11.01 MCBA POLICIES. There are hereby adopted and incorporated by references the following policies:

- A. Conflict of Interest Policy

- B. Document Retention and Destruction Policy
- C. Financial Hardship Policy
- D. Expression of Sympathy Policy
- E. Whistleblower/Code of Conduct Policy
- F. Employee Guidelines and Standards of Conduct Policy
- G. Judicial Robe Purchase Policy
- H. Website Policy
- I. Health Pandemic Policy