

**PROBATE & TRUST SECTION OF  
THE STATE BAR OF NEVADA  
BYLAWS**

**ARTICLE I**

**Name and Principal Office**

**Section 1. Name**

This organization shall be known as the Probate & Trust Section of the State Bar of Nevada (hereinafter referred to as "the Section").

**Section 2. Principal Office**

The principal office of the Section shall be the State Bar of Nevada, 600 East Charleston Blvd., Las Vegas, Nevada 89104. The Executive Committee of the Section may change the location of the principal office at any time.

**ARTICLE II**

**Purpose**

The purpose of the Section shall be to further the knowledge of the members of the Section in probate and trust law and in estate planning; to assist the State Bar of Nevada in the development of the legislative program of the State Bar of Nevada pertaining to probate and trust law; to assist, when called upon by the Board of Governors in the formulation, administration and implementation of programs, forums, and other activities for the education of members of the State Bar in probate and trust law; to encourage all members of the State Bar of Nevada who practice Probate, Trust and Estate Planning law to participate in the Section; to act upon all matters germane to its purposes as so described or referred to it by the Board of Governors; and to make recommendations to the Board of Governors.

**ARTICLE III**

**Membership**

**Section 1. Membership qualifications**

Any Nevada licensed attorney who is a member in good standing with the State Bar of Nevada may qualify for membership upon payment of the Section dues.

## **Section 2. Membership rights**

Members have the following rights:

1. To attend meetings, including meetings of the Executive Committee.
2. To vote, upon payment of the appropriate dues.
3. To hold office.
4. To participate in all activities of the Section not prohibited or assigned in accordance with the Bylaws.

## **Section 3. Dues**

The General Membership shall determine the amount of dues at the time of the Annual Meeting. If no determination is made at the Annual Meeting, the dues shall remain at the same amount as the preceding year. The initial dues shall be set at \$25.00.

# **ARTICLE IV**

## **General Membership Meetings**

### **Section 1. Annual Meeting**

The General Membership shall hold a meeting at least annually at a time and place to be determined by the Executive Committee. The initial General Membership meeting was held on September 20, 2007.

### **Section 2. Notice**

- A. Written notice of each meeting specifying the time and place shall be mailed, e-mailed, faxed or delivered to each member thirty (30) days prior to meeting.
- B. Written notice shall include an agenda with the action items indicated.
- C. Robert's Rule of Order shall apply, if so determined by the Executive Committee.

### **Section 3. Quorum**

Fifteen (15) members or 10% of the General Membership, (whichever is less), shall constitute a quorum at the Annual Meeting.

**Section 4. Voting**

- A. Each member in good standing shall have one (1) vote.
- B. Except as provided in Article VII, a majority vote of the quorum is necessary to take action.

**ARTICLE V**  
**Executive Committee Meetings**

**Section 1. Executive Committee Meetings**

The Executive Committee shall hold at least three (3) meetings each year at a time and place to be determined by the Executive Committee. This shall include meetings via teleconference call.

**Section 2. Special Meetings of the Executive Committee**

- A. Any member of the Executive Committee may convene a special meeting of the Executive Committee at a time and place, to be determined by the Executive Committee; such meetings may include teleconference calls.
- B. Reasonable efforts shall be made to notify members, including but not limited to notice by mail, e-mail, fax, telephone or delivery at least ten (10) days prior to the meeting.

**Section 3. Powers**

The policies, programs, business and property of the Section shall be controlled and managed by its Executive Committee. The Executive Committee shall:

- A. At least annually review the mission and the goals, objectives and priorities of the Executive Committee and make recommendations for change, if any, to the General Membership.
- B. Adopt procedures for establishing, implementing and reviewing priorities in the allocation of resources.
- C. Establish and appoint officers and members to appropriate sub-committees, as the Executive Committee shall from time to time determine as appropriate or necessary. Initial sub-committees may include: Membership, Newsletter, Continuing Legal Education ("CLE"), Advocacy, Legislative, and Publications.

#### **Section 4. Officers**

The Executive Committee shall consist of the following officers:

- A. Chairperson
- B. Chair-Elect or Vice Chair
- C. Secretary
- D. Treasurer
- E. Sub-committee chair(s)

A majority of the Executive Committee shall constitute a quorum.

#### **Section 5. Election and Terms**

- A. The General Membership shall elect Executive Officers by a majority vote at the Annual Meeting of the Section. The applicant of the new section shall identify the person(s) who is/are designated to serves as initial officer(s) of the Section and seek approval of the designation of such person(s).
- B. Officers shall serve a two-year term or until a successor has been elected.
- C. No officer shall hold more than one office at the same time.
- D. No officer shall serve more than two consecutive terms in the same office unless approved by the General Membership.

#### **Section 6. Resignation**

Any officer may resign by giving written notice to the Executive Committee.

#### **Section 7. Removal**

Upon written notice, the General Membership may remove a member of the Executive Committee by a majority vote.

#### **Section 8. Vacancies**

The Executive Committee may fill a vacancy in any office for the duration of the term.

**ARTICLE VI**  
**Powers and Duties of the Officers**

**Section 1. Chairperson**

The Chairperson shall:

- A. Preside at all of the meetings of the Executive Committee and the Section;
- B. Serve as an ex officio member of all standing or sub-committees;
- C. Make an annual written report to the Board of Governors which shall be available at the annual meeting of the State Bar;
- D. Be vested with any and all powers and duties necessary to fulfill the office of the Chairperson.

**Section 2. Chair Elect or Vice Chair**

The Chair Elect or Vice Chair shall:

- A. Shall serve as an ex officio member of all standing or sub-committees;
- B. Shall be vested with any and all powers and duties necessary to fulfill the office of Chair Elect or Vice Chair.

**Section 3. Secretary**

The Secretary shall:

- A. Record and maintain, or cause to be recorded and maintained, minutes of all meetings.
- B. Send, or cause to be sent, written notice of all meetings of the membership;
- C. Keep and maintain copies of notices, agenda, minutes, attendance and other written records or items from the meetings;
- D. Be vested with any and all powers and duties necessary to fulfill the office.

**Section 4. Treasurer**

The Treasurer shall:

- A. Keep and maintain, or cause to be kept and maintained, adequate and correct accounts of its assets, liabilities, receipts and disbursements;

- B. Render, or cause to be rendered, to the membership at each regular and Annual Meeting, or upon request, an account of the financial status of the Section;
- C. Create an annual budget to be approved by the Executive Committee;
- D. Have other powers and duties prescribed by the President or Executive Committee or are vested with any and all powers and duties necessary to fulfill the office of the Treasurer.

**ARTICLE VII**  
**Amendment of Bylaws**

These Bylaws may be amended, altered or repealed at the Annual Meeting by a two-thirds (2/3rds) vote of the quorum present.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the Membership.

**ARTICLE VIII**  
**Proposed Slate of Initial Officers**

Chair \_\_\_\_\_

Chair Elect \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Sub-committee Chairs:

Membership \_\_\_\_\_

Newsletter \_\_\_\_\_

CLE \_\_\_\_\_

Advocacy \_\_\_\_\_

Legislative \_\_\_\_\_

Publications \_\_\_\_\_