CONSTITUTION OF THE ALLEN COUNTY, OHIO, BAR ASSOCIATION

ARTICLE I
NAME
The Association shall be called “The Allen County, Ohio, Bar Association.”

ARTICLE II
OBJECTIVE
The Association is formed to cultivate the science of jurisprudence, to promote reform in the law, to facilitate the administration of justice, to elevate the standard of integrity, honor and courtesy in the legal profession, and to foster a spirit of mutual respect among the members thereof.

ARTICLE III
MEMBERS
Any member of the legal profession, residing or practicing in Allen County, Ohio, who shall have been admitted to the Bar of the State of Ohio, may become a member of this Association upon vote of the Association in open nomination, after the Committee on Admissions shall have recommended the same, upon a two-thirds vote in favor of those present at any regular or called meeting, and by subscribing to this Constitution and, within the period limited by the By-laws, paying the admission fee.

There shall be such honorary members as the Association shall designate.

“No dues or other charges shall be assessed such honorary members.”

“All non-resident Judges of the Third District Court of Appeals and the Dean of the College of Law of Ohio Northern University, during their respective terms in office, shall be Honorary Members of this Association.”

ARTICLE IV
OFFICERS
The Officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer, all of whom shall hold their offices for one year and until their successors are elected and qualified; an executive committee consisting of such officers, and latest living ex-President of the Association; and three additional members. The three additional members shall hold their offices for a term of three years, provided, however, that at the next annual meeting after the adoption of this Constitution, one member shall be elected for three years, one member shall be

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elected for two years, and one member shall be elected for one year. The President, Vice President, Secretary, Treasurer, and members of the executive committee shall be elected at the first meeting in December of each year to hold office from the first day of January succeeding for one year, except members of the executive committee whose terms of office are otherwise specified herein. No president shall be elected to successive terms. In case of a vacancy in any office, the vacancy shall be filled by appointment by the executive committee except in the case of a vacancy of the office of president, which vacancy shall be filled by the vice president succeeding to the office of president.

**ARTICLE V**

**DUTIES OF OFFICERS**

**PRESIDENT:** The President, or in the President’s absence, the Vice-President shall preside at all meetings of the Association and Executive Committee. The President shall chair the Executive Committee.

**SECRETARY:** The Secretary shall keep a record of all proceedings of the Association and shall perform such other clerical duties as may be required and shall conduct the correspondence of the Association under the direction of the Executive Committee.

**TREASURER:** The Treasurer shall collect and, by order of the Executive Committee, disburse the money of the Association.

**ARTICLE VI**

**STANDING COMMITTEES**

**EXECUTIVE COMMITTEE:** The executive committee shall vest with title to any property which the Association may acquire and shall manage and control the same as trustee thereof, and shall make By-laws for the Association subject to approval and amendment by a two-thirds vote of the members present at any regular meeting of the Association.

**COMMITTEE ON ADMISSIONS:** The committee on admissions shall consist of three members, each of whom shall have practiced law in Allen County, Ohio, at least seven years, to be appointed by the executive committee, and the proceedings of this committee shall be deemed confidential and shall be kept secret except so far as written reports of the same shall necessarily and officially be made to the Association. The term of office of each member on the committee on admissions shall be three years; provided, however, that at the next appointment of the committee on admissions, one member shall be appointed for three years, one for two years, and one for one year.

**COMMITTEE ON GRIEVANCES:** The committee on grievances shall conform to the Rules for the Governance of the Bar of Ohio as directed and authorized by the Supreme Court of Ohio. Accordingly, Government Rule V(6)(C) provides for certain criteria for certification of
the local Bar Association Grievance Committee. In accordance with said rule, the Allen County Bar Association Committee on Grievances shall be guided by the following rules and guidelines:

The Committee shall maintain a full-time permanent office, which shall be open during regular business hours and shall have a listed telephone number, being listed under the "Allen County, Ohio, Bar Association Grievance Committee".

That the Committee shall have a minimum of one full-time staff person or in the alternative, two part-time, sharing individuals comprising a full-time position.

The Chairperson of the Grievance Committee shall be selected by the Executive Committee of the Association. The Committee shall consist of the Officers of the Association, being the President, Vice President, Secretary, Treasurer, and the Executive Committee Members, with the remaining vacancies to be filled annually by the Chair in conjunction with the Executive Committee. The terms for the remaining members of the Committee shall be for a one-year period of time running from January 1st through December 31st of each and every calendar year. The President and Executive Committee shall be responsible for naming and appointing the members of the Committee in the manner they deem fit and in their sole discretion. In the event of a vacancy on the committee prior to completion of the term of office, the Executive Committee shall be responsible for appointing and filling of any vacancies so created.

That the committee maintain permanent files and records of the proceedings and shall be sufficiently funded by the Allen County Bar Association to perform the duties imposed upon it by these requirements.

Annual Publication: At least once a year in a local newspaper with the largest general circulation in its jurisdiction, the Certified Grievance Committee shall publish an announcement containing the address and telephone number of its office and a brief description of its function. The announcement shall be published in the legal notice section in a style and size commensurate with legal advertisements.

That the committee shall be responsible for formulating the appropriate procedures for receiving, investigating, and reporting its findings in reference to each complaint received.

That the Allen County Bar Association Grievance Committee's procedures of processing the grievances shall conform to the standard rules promulgated by the Board of Commissioners of the Supreme Court of Ohio.

That the committee must meet at least once every two months and shall file a written quarterly report with the Secretary of the Board of Commissioners of the Supreme Court of Ohio. Said quarterly reports shall be due by the 15th day of January, April, July, and October during each calendar year.

The committee is charged with hearing any specific complaint which may be made to it by any lay person or member of the Association in writing effecting the legal profession, procedures of law, or the administration of justice and to make such recommendation as deemed advisable through the Commissioners of Grievance and Discipline of the Supreme Court of Ohio as may be required.

This committee further shall receive and hear all complaints preferred against any member for misconduct in the relationship to the Association or to the profession; provided that the same shall be in writing and notarized, plainly specifying the matter complained of and signed by the party preferring the same. A majority of the members of the Grievance Committee shall be necessary for the Committee's recommendation on any action taken, either sustaining or overruling the complaint filed. Upon completion of its investigation, the Committee shall send
to the attorney charged a copy of the Committee’s written report and a copy thereof to the Board of Commissioners on Grievance and Discipline of the Supreme Court of Ohio as required.

The proceedings of this Committee shall be deemed confidential and kept secret except so far as any written reports of the same shall be necessarily made to the Association and to the Board of Commissioners on Grievances and Discipline of the Supreme Court of Ohio, as may be required by the said Board of Commissioners by virtue of the Supreme Court Rules and Disciplinary Procedure.

It shall be the further duty of the Grievance Committee of this Association to cooperate fully with said Board of Commissioners on Grievances and Discipline, investigating promptly all matters referred to it by said Board of Commissioners, filing such formal written complaints as may be required with said Board of Commissioners in accordance with Supreme Court Rules and assisting in the designation of counsel for the Realtor in any proceedings before said Board of Commissioners as may emanate within the territory of this Association.

Annual Publication. At least once a year in a local newspaper with the largest general circulation in its jurisdiction, the Certified Grievance Committee shall publish an announcement containing the address and telephone number of its office and a brief description of its function. The announcement shall be published in the legal notice section in a style and size commensurate with legal advertisements.

OTHER COMMITTEES. The Association may provide in its By-laws for such other committees as may be needed or required but no matter shall be referred to a special committee which is relative to the function of a standing committee. Appointment of committees to be by the president, subject to approval of the Executive Committee.

ARTICLE VII

MEETINGS

The annual meeting of the Association shall be held the first Wednesday in December of each year at such place in Allen County, Ohio, as the executive committee shall provide, except that the executive committee may, upon determination that substantial conflicts shall occur in a certain year, schedule an alternate date for such meeting which shall in no event be later than the 15th day of December. Regular meetings of the Association may be provided for in the By-Laws. Special meetings of the Association may be called by the executive committee at any time and shall be called on the written request of any ten members of the Association. At every meeting, thirty percent of the number of the active members of the Association shall constitute a quorum. A three-day written notice of each meeting shall be given to each member, setting forth the time, place and purpose of the meeting, except as herein otherwise provided for proposed amendments to this Constitution.

ARTICLE VIII

The annual dues for each regular member shall be $100.00, payable in advance on or before the first day of March each year; provided however, the dues for each member that has been admitted to the practice of law in the State of Ohio for a period not greater than five (5)
years shall be $50.00 per year; further, provided, any new member shall be exempt from payment of dues for the balance of the year in which the person has been admitted to membership.

ARTICLE IX

Any member may be suspended or expelled for misconduct in relation to the Association or in the profession after conviction thereof by such method of procedure as may be prescribed in the By-laws, and all interests in the property of the Association of persons ceasing to be members by expulsion, resignation, or otherwise, shall thereon vest absolutely in the Association.

ARTICLE X

This constitution may be altered, amended or repealed by a two-thirds vote of the members present at any annual meeting of the Association or any special meeting of the Association called for that purpose, provided, however, that the proposed amendments shall have been proposed by the executive committee or by ten members of the Association and that notice of the time and place of voting thereon, together with a copy of such proposed amendments, shall have been given to all members of the Association at least thirty days prior to such meeting.

As adopted December 7, 1994
As affirmed February 18, 2005
BY-LAWS
OF
THE ALLEN COUNTY, OHIO, BAR ASSOCIATION

ARTICLE I

The chairman of any committee of this Association may at any time call a meeting of his committee.

ARTICLE II

Each member other than honorary members shall annually pay his dues for the current year to the Treasurer of the Association, and if the same be not paid by April 1st of any year, the Treasurer shall forthwith make written report to the Secretary of those delinquent and the Secretary shall forthwith send written notice to those delinquent members, with a copy thereof to the Executive Committee in care of the President of the Association, notifying such member of the delinquency and requiring payment of the dues prior to May 1st of that year, on penalty of suspension. Failure on the part of any member, so notified by the Secretary, to pay the required dues shall result in the suspension of such member effective May 1st of that year, without any further notice thereof, provided that the Association may, for good cause shown, reinstate any suspended member at any time upon the payment of all dues owing the Association prior to suspension and of the annual dues for the year in which said person is readmitted to membership.

ARTICLE III

Whenever any written or printed charge or charges shall be preferred against any member of this Association, or be placed in the hands of any member of the Committee on Grievances, the chairman of said committee shall be duly notified thereof, whereupon the said Committee on Grievances shall, unless the same be deemed frivolous, proceed to investigate the same without delay; but before reporting to the Association as herein provided, shall give not less than five days notice to such member, together with a written statement of the substance of such charge or charges, to appear at the time and place named in the notice, which shall be given by the chairman of said committee, and after opportunity has been so afforded any person charged to be heard before the committee, the said committee shall proceed to a just and careful inquiry and hearing of said charge or charges of his or her misconduct in his or her relationship to this Association, or in his or her profession as a practitioner at the Allen County Bar; and after a fair and complete hearing on inquiry into said charge or charges, if a majority of the committee in attendance upon the same shall be of opinion that any or all of the charges are sustained, they shall forthwith notify the President of the Association and shall proceed to report in writing the result of said hearing and inquiry at the first meeting of this Association thereafter, at which meeting said person so charges shall have an opportunity to be heard in his defense as the Association may deem just. Whereupon the Association shall proceed to vote upon such charges separately, and the President shall put the question: “Shall the charge be sustained,” and if two-thirds of the members present and voting on any charge shall vote affirmatively, he shall be considered expelled from the Association, or suspended as the cause may be, but no member

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shall vote on any charge made against himself. Upon an expulsion or suspension, such report shall be given to the Board of Commissioners of the Supreme Court as shall be required by the rules of said Board.

ARTICLE IV

Any member of this Association in good standing, removing from Allen County, shall upon application to the Executive Committee, be entitled to a withdrawal certification and recommendation, signed by the president and secretary of this Association.

ARTICLE V

There shall be no admission fee to membership in this Association.

ARTICLE VI

If demanded, all members present shall vote on any question before the Association. On all questions requiring two-thirds or three-fourths vote, the President shall vote.

ARTICLE VII

All votes shall be taken by yeas and nays except upon the expulsion or suspension of a member which shall be by roll call.

ARTICLE VIII

The parliamentary authority of this Association and its committees shall be Robert's Rules of Order.

ARTICLE IX

The Association shall hold at least quarterly meetings at the call of the Executive Committee. The Association may hold special event meeting as deemed appropriate by the Executive Committee.

ARTICLE X

The President shall appoint such committees in addition to the standing committees as he shall deem necessary and proper for the carrying out of the Association's functions and shall appoint such special committees for particular projects as from time to time he may deem advisable. All committee appointments shall be confirmed and ratified by the Executive Committee of the Association.

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ARTICLE XI

Any of these By-Laws may be suspended by the Association, for a time not exceeding one meeting, by a two-thirds vote of the members present. These By-Laws may be altered or amended at any regular meeting called for that purpose upon a two-thirds vote of the members present and voting.

ARTICLE XII

This Association shall not endorse any candidates for any political office and shall not solicit nor poll its membership for any such purpose.
Proposed Amendment to ARTICLE IV of the By-Laws of The Allen County Bar Association

Article IV of the By Laws is hereby amended to provide as follows:

ARTICLE IV

Retired Members-Any member of this Association in good standing designated as Retired by the Ohio Supreme Court shall be an Honorary Member of this Association.

Retired Members shall pay no dues nor be entitled to vote.
Retired Members shall pay for all meals other other events sponsored by the association for which a fee is charged to its regular membership.

Any member of this Association in good standing, removing from Allen County, shall upon application to the Executive Committee, be entitled to a withdrawal certification and recommendation, signed by the president and secretary of this Association.

Authority: The second paragraph of Article III Members of the Constitution.