

SECOND AMENDED AND RESTATED  
BYLAWS OF THE  
SOLO AND SMALL PRACTICE SECTION  
OF THE STATE BAR OF NEVADA

ARTICLE 1.  
NAME AND PRINCIPAL OFFICE

1.1 Name

The name of this Section shall be the Solo and Small Practice Section, State Bar of Nevada (hereinafter referred to as the “Section”).

1.2 Principal Office

The principal office of the Section shall be the State Bar of Nevada, Las Vegas. NV.

ARTICLE 2.  
PURPOSE AND DEFINITIONS

The purpose of this Section shall be the promotion of the objectives of the State Bar of Nevada and the general public by:

2.1 Developing programs and materials to encourage the effective and efficient management of solo and small firms, including educational and related activities in connection with the Continuing Legal Education Department of the Nevada State Bar.

2.2 Assisting solo and small firms in utilizing the best techniques, methods, and procedures, thereby encouraging the delivery of competent and cost-effective legal services to their clients.

2.3 Providing a forum for members of the Nevada State Bar to exchange ideas regarding solo and small practice economics, management subjects, including time, billing and accounting programs, computerized legal research, operating system and application software, expert systems, marketing, human resources, and quality management programs. Promote professionalism, civility, and ethical behavior among practitioners of solo and small firms through educational and related activities.

2.4 Undertaking such other services of benefit to the members of the legal profession and the public which are consistent with the bylaws of the Section or the State Bar of Nevada.

2.5 For purposes of these bylaws, the term:

2.5.1 “Solo” or “solo practitioner” means an attorney practicing law independently.

2.5.2 Small practice or “small firm” means a law firm of two (2) to five (5) attorneys.

2.5.3 “In writing” or “written” includes e-mail.

2.5.4 “Present” or “Presence” includes electronic presence through telephonic or video conference as well as actual physical presence.

### ARTICLE 3 MEMBERSHIP

3.1 Enrollment. Enrollment shall be open to anyone who is a member in good standing with the State Bar of Nevada.

3.2 Term. The term of membership in the Section shall be for a period of one (1) year, corresponding to the membership year established by payment of State Bar dues.

3.3 The Membership. Members so enrolled and whose dues are paid pursuant to the provisions of this Section shall constitute the membership of the Section.

3.4 Dues. Dues for membership in the Section shall be in an amount set by the Section and approved by the Board of Governors, payable upon enrollment and thereafter annually in advance each year; at the beginning of the State Bar’s fiscal year succeeding each enrollment. Fees shall be paid to the State Bar of Nevada, along with all other funds generated by this Section, and appropriately accounted for by the Accounting Department of the State Bar of Nevada in conjunction with the Treasurer of the Section and shall be used for the purposes of defraying costs and expenses of this Section or such other purposes as the Board of Governors may designate. The dues shall be determined by the Board of Governors in consultation with the Executive Committee. Within the meaning of this Section, the time intervening between successive annual meetings is deemed to be one (1) year. The initial dues shall be \$25.00 per year.

3.5 Memberships. Members shall have the following rights:

3.5.1 To attend meetings, including meetings of the Executive Committee.

3.5.2 To vote, upon payment of the appropriate dues.

3.5.3 To hold office.

3.5.4 To participate in all activities of the Section not prohibited or assigned in accordance with these Bylaws.

ARTICLE 4.  
MEMBERSHIP MEETINGS

4.1 Annual Meeting. This Section shall hold a meeting at least annually at a place and time to be determined by the Executive Committee.

4.2 Notice. 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 the meeting.

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

4.4 Controlling Vote. Action of the Section shall be by majority vote of the members present.

4.5 Voting Eligibility. Any member of the State Bar and Section whose good standing can be certified by official State Bar records for thirty days prior to the time of voting shall be eligible to vote.

4.6 Agenda. Among the matters of business to be transacted at the annual meeting of the membership shall be the election of Officers and Executive Committee members. The agenda shall consist of other matters as decided by the Chairperson or Executive Committee.

4.7. Alternate Forms of Voting. The Executive Committee may direct that a matter be submitted to the members of the Section for a vote by alternate means, including mail, facsimile or email. In the event binding action of the Section shall be by a majority of the votes received from members in accordance with rules fixed by the Executive Committee.

ARTICLE 5.  
OFFICERS

5.1 Officers. The Officers of the Section shall be the Chairperson, Vice-Chairperson, Secretary and Financial Officer. The general membership shall elect Officers by a majority vote at the annual meeting of the Section.

5.2 Chairperson. The Chairperson shall:

5.2.1 Preside at all meetings of the Section and of the Executive Committee.

5.2.2 Plan and superintend the programs of the Section during that term, subject to the direction and approval of the Executive Committee.

5.2.3 Superintend the performance of all duties of the Section.

5.2.4 Keep the Executive Committee duly informed and carry out its decisions.

5.2.5 Perform such other duties and acts as are necessary and proper to the office or as may be designated by the Executive Committee.

5.2.6 Make an annual written report to the Board of Governors.

5.3 Vice-Chairperson. The Vice-Chairperson shall:

5.3.1 Aid the Chairperson in the performance of the responsibilities of office in the manner and to the extent the Chairperson may request,

5.3.2 Perform such further duties and have such further powers as usually pertain to this office, or as may be designated by the Chairperson or the Executive Committee.

5.3.3 In case of death, resignation or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson for the remainder of the chairperson's term or disability, as the case may be.

5.3.4 In the event the Chairperson is temporarily unavailable, the Vice-Chairperson shall assume and perform the duties of the Chairperson.

5.4. Secretary. The Secretary shall:

5.4.1 Consult and assist all the Officers of the Section;

5.4.2 Be the liaison between the Section and the State Bar staff regarding the retention and maintenance of books, papers, documents and other property;

5.4.3 Keep a true record of the proceedings of all meetings of the Section and of the Executive Committee;

5.4.4 Attend generally to the business of the Section as directed by the Chairperson.

5.4.5 Maintain the official copies of the Bylaws, Minutes, List of Executive Committee Members and Officers of the Executive Committee.

5.5 Financial Officer/Treasurer. The Financial Officer shall:

5.5.1 Monitor all accounts, reports and other documents prepared as to Section funds, revenues and expenditures, and seek to make certain that all such accounts and other documents are at all times accurate and correct

5.5.2 Report on the Section's present and projected financial condition at each meeting of the Section Executive Committee

5.5.3 Advise the Officers and Executive Committee as to the financial impact of any proposed action by the Officers, Executive Committee or Section which, in the judgment of the Financial Officer, would have a significant impact on the financial condition of the Section

5.5.4 At least once per year prepare and submit a projected budget to the Executive Committee for approval or modification at such time as may be expressly fixed by the Executive Committee, which shall be done in a sufficient time to submit the same to the membership and the State Bar Board of Governors for approval. The Section budget shall be effective only upon approval by the Board of Governors, a copy of which, once approved, shall be maintained by the Financial Officer.

5.5.5 Submit a copy of the Section budget to the Section membership at the annual meeting, a report on the Section's financial affairs and conditions and prepare such other recommendations and special reports on financial affairs of the Section as may be requested by the Chairperson of the Section.

5.6 Term. All officers shall serve a one (1) year term on election by secret ballot among the membership of the Executive Committee at the annual meeting. Officers may be re-elected to the same office more than once but may not serve more than eight (8) consecutive years on the Executive Committee.

## ARTICLE 6. THE EXECUTIVE COMMITTEE

6.1 Powers. The Executive Committee shall be vested with the powers and duties necessary for the administration of the affairs of the Section. The policy of the Executive Committee shall be consistent with the policies set forth by the State Bar Board of Governors. It shall especially authorize all committees which entail the payment of money and shall authorize the expenditure of all monies appropriated by the State Bar for the use or benefit of the Section. It shall not, however, authorize commitments which entail the payment of more money during any fiscal year than the amount appropriated to the Section for the fiscal year. The Executive Committee shall elect the Officers among its members.

6.2 Composition. The Executive Committee shall be composed of:

6.2.1. A non-voting member appointed by the Board of Governors as an "ex officio member" who shall serve for such term as designated by the Board of Governors.

6.2.2 Five (5) to Eleven (11) voting Executive Committee members (including the members elected as Officers), each of whom shall serve two-year terms, with the Executive Committee members being comprised of at least two (2) members from Northern Nevada and three (3) members from Southern Nevada. The exact number of Executive Committee members shall be determined by Executive Committee prior to the Annual Meeting. The terms of the Executive Committee members shall be staggered, and the Chairperson shall only have a vote in the event of a tie situation.

6.2.3 If a Chairperson leaves that position by expiration of term of office (as opposed to death, disability or resignation), the retiring Chairperson shall become a voting ex officio member of the Executive Committee for a period of one (1) year, even if that person's term of office on the Executive Committee has otherwise expired.

6.3 Controlling Vote. Action of the Executive Committee shall be by a majority vote of those members present. A quorum consisting of a majority of the Executive Committee members shall be required to conduct its business.

6.4 Meetings. The Executive Committee shall hold at least four (4) regular meetings each year to dispatch any necessary business, with those meetings being held quarterly in January, at the annual meeting as provided for in Article 4.1, June and September, or as close to those times as practicable. The Chairperson may, and upon request of three (3) members of the Executive Committee shall, call special meetings of the Executive Committee between annual meetings.

6.5 Poll of Executive Committee. In urgent matters requiring immediate attention, the Chairperson may, and upon request of three (3) members of the Executive Committee shall, submit in writing to each of the Executive Committee members a proposition upon which the Executive Committee may be authorized to act, and the members of the Executive Committee may vote upon the proposition either by written ballot, by telephone or electronic (e-mail) vote, confirmed in writing which may be accomplished by electronic means, to the Secretary, who shall record the proposition and votes in the matter.

6.6 Executive Committee Authority. Between meetings of the Section, the Executive Committee shall have full power to do and perform all acts and functions which the Section itself might perform. Any such action taken by the Executive Committee shall be reported to the Section at its next meeting.

6.7 No Compensation. No salary or other compensation for services shall be paid to or by any Officer, member of the Executive Committee, or member of any committee, except as may be specifically authorized by the Board of Governors.

6.8 Term Members of the Executive Committee shall serve from their election at the annual meeting for two (2) years. They may serve four (4) consecutive terms. In no case may a member of the Executive Committee serve more than eight (8) consecutive

years. The time served in filling a vacancy for part of a term shall not be included in computing the eight-year limit, nor shall the eight-year limit preclude a member of the Executive Committee who serves as Chairperson-elect during his or her eighth year from serving as Chairperson.

6.9 Compensation of Expenses Members may be reimbursed for such reasonable and necessary out of pocket expenses, such as reproduction and similar expenses, which are incurred as a result of the performance of such services and as are specifically authorized by the Chairperson of the Section.

## ARTICLE 7 COMMITTEES

The Executive Committee is authorized to establish, or to empower the Chairperson of the Section to establish, such committees as it may deem necessary and desirable to promote the activities of the Section within the jurisdiction of the Section and with the approval of the Board of Governors. In establishing a new committee, the Executive Committee shall state in writing the area of its proposed activities. No action of any Section committee shall be effective until approved by the Executive Committee or by the Section.

## ARTICLE 8 SUCCESSION OF OFFICERS AND VACANCIES.

8.1 Officers and Executive Committee. Between annual meetings of the Section, the Executive Committee may fill vacancies in its own membership, or in the offices of Vice-Chairperson, Secretary or Financial Officer. Members of the Executive Committee and Officers so elected shall serve until the next annual meeting of the Section at which time the membership of the Section shall elect Officers or Executive Committee members to fill any unexpired terms existing at the time. The Board of Governors shall by appointment fill any vacancy of its ex officio member. Officers and Executive Committee members may succeed themselves.

8.2 Absenteeism. If any Officer or Executive Committee member shall fail to attend two (2) consecutive Executive Committee meetings, his office shall be automatically vacated, unless excused upon good cause accepted by the Executive Committee members.

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

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

## ARTICLE 9

## CONTINUING LEGAL EDUCATION.

All educational projects of the Section for which CLE credits will be sought must be submitted to the Continuing Legal Education Committee for approval. The CLE Committee will administer and coordinate all such projects with the Section. Net profits or losses of such projects will be divided in a manner consistent with the policies of the Continuing Legal Education Committee as approved by the Board of Governors.

## ARTICLE 10. AMENDMENT TO BYLAWS

The Bylaws may be amended, providing such proposed amendment shall first have been approved by a majority of the Executive Committee. Amendments shall become effective upon approval by the Board of Governors and may be amended or repealed at any time by the Board of Governors on its own motion.

## ARTICLE 11. LEGISLATION.

This Section may draft legislation for the Nevada State Legislature, or propose to support or oppose the adoption of legislation by the Nevada State Legislature, provided the Section's proposed legislation or position on legislation is consistent with its purpose and (1) relates closely and directly to the administration of justice; (2) involves matters which are not primarily political and as to which evaluation by lawyers would have particular relevance if not related closely and directly to the administration of justice; or (3) comes within the Section's special expertise and jurisdiction. Any proposed legislative position must be adopted by the Section pursuant to this Section 10 and Section 7.10 of the State Bar of Nevada Bylaws. Any committee of this Section, including the Legislative Committee, may draft or propose to support or oppose the adoption of legislation by the Nevada State Legislature. Any such draft legislation or proposal must be approved by the Legislative and Executive Committees of this Section. If the Legislative Committee approves the draft legislation or the taking of the position pursuant to these Bylaws, the Legislative Committee or the Executive Committee, by and through the Chairperson or Vice Chairperson, must present the draft legislation to legislative position to the Board of Governors of the State Bar of Nevada for review pursuant to Section 7.10 of the State Bar of Nevada Bylaws. No other committee of this Section is permitted to present the draft legislation or the proposal to the Board of Governors; only the Legislative or Executive Committee may do so and only after the draft legislation or proposal is approved by the Executive and Legislative Committees.