

# **BYLAWS**

## **DISTRICT FOUR**

### **NATIONAL ASSOCIATION OF WOMEN JUDGES**

(adopted September 20, 2001 [as amended in 2003](#))

#### **ARTICLE I. PURPOSES**

The organization is organized and operated exclusively for charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code. The purposes stated in Article II of the Bylaws of the National Association of Women Judges are hereby incorporated.

#### **ARTICLE II. MEMBERSHIP**

The membership of District Four shall consist of all members of the National Association of Women Judges who live or work in the geographic district of District Four, to wit, in the District of Columbia, Maryland and Virginia. The member's category of membership in District Four shall be the same as the member's category of membership in NAWJ.

All non-voting members shall have the right to participate fully in all standing and ad hoc committees of District Four.

#### **ARTICLE III. DUES**

Dues, if needed, will be set by plurality vote at a general membership meeting.

## **ARTICLE IV. MEETINGS**

General Membership: There shall be at least two general membership meetings per year, one of which will be held during the Annual Meeting of the NAWJ.

Meetings will be called by the Executive Committee. Written notice stating the date, time, place, and purpose of each meeting (other than the District meeting during the NAWJ Annual meeting) will be [sent](#) to members in good standing at least 21 days before the date of each such meeting.

[Notification may be by email, fax or U.S. Mail. The secretary shall maintain a current membership list of members as part of the Districts business records. Absent a member's election of method, notification shall occur by email.](#)

Additional meetings will be scheduled upon a petition to the President signed by at least 10 voting members of District Four.

Members must be present to vote. Proxy voting will not be allowed at membership meetings.

Quorum: A quorum for doing business at a general membership meeting is 15 voting members.

Executive Committee: Meetings of the Executive Committee shall be held upon call of the President or upon the request of three of its members. A quorum shall consist of a majority of the members of the Committee. All action of the Executive Committee shall be by majority vote of those members present.

Committee: Other committee meetings shall be held upon

the call of the Committee chair. All committee members shall be given adequate notice of all committee meetings scheduled.

## **ARTICLE V. OFFICERS**

The officers of District Four shall be a President, a Vice-President, a Treasurer and a Secretary. Only voting members in good standing shall be eligible to hold office.

### Election of Officers:

Officers shall be elected at the District Four meeting conducted at the Annual Meeting at which the District Director of District Four is elected. Nominations shall be made by the nominating committee. Additional nominations may be made at the meeting by any member in good standing who shall have obtained the prior consent of the person so nominated.

Vacancies in the office of Vice President, Secretary and Treasurer shall be filled by majority vote of those present at the next general membership meeting of the District. It shall not be necessary to involve the nominating committee in connection with the special elections for these offices when they become vacant during a term of office. Voting for officers shall be conducted orally, except that voting shall be conducted by written ballot for any office for which more than one candidate has been nominated.

### **Term**

Officers shall serve for a term of two years. No officer may hold the same office for more than one successive term. [An officer who assumes a vacancy upon a special election may also serve a consecutive two year term.](#)

If any officer shall cease to be a member of the judiciary by reason of retirement or failure of re-election or re-appointment to the judiciary, she shall continue in her position with the organization until:

- in the case of the Vice President, Secretary and Treasurer: the next general meeting, and
- in the case of the President/District Director: the next Annual Meeting of NAWJ, pursuant to Article VI, Section 6, of the NAWJ Bylaws.

#### ARTICLE VI. DUTIES OF OFFICERS:

President: The President shall serve as NAWJ District Director for District Four and shall be the principal executive officer of District Four. The President shall perform all duties incident to the office of President. The President shall preside at all meetings of the District and shall chair meetings of the Executive Committee. The President shall appoint chairpersons and members of all committees, except the Executive Committee. The President shall be the spokesperson for the organization and principally responsible for dealing with the public, including the media. The President shall be responsible for the preparation of the annual and midyear reports to the NAWJ and for the submission of reports for *Counterbalance*.

Vice President: The Vice President shall perform all the duties of the President in the absence of the President, except the duties of District Director, which duties are governed by the bylaws of NAWJ. The Vice President shall perform such other duties as are determined by the Executive Committee.

Treasurer: The Treasurer shall perform all duties incident to the office of Treasurer. The Treasurer shall have custody of and be responsible for all funds and assets of District Four.

The Treasurer shall deposit all monies in the name of District Four in such depositories as may be designated by the Executive Committee. The Treasurer shall pay all bills upon authorization of the Executive Committee. The Treasurer shall submit a financial report at the annual election meeting, and shall perform such other duties as the Executive Committee shall direct.

Secretary: The Secretary shall be responsible for all correspondence on behalf of District Four not otherwise within the duties of the other officers or committee chairpersons. The secretary shall keep written minutes of the general and executive committee meetings and shall be the custodian of District Four records, except the Treasurer's books and those records assigned to other officers. The Secretary shall be parliamentarian and shall keep the By-laws of the National Association of Women Judges, the By-laws of District Four, and the Rules of Order. The Secretary shall assist the President in the preparation of reports to NAWJ and for the newsletter, and shall perform such other duties as determined by the Executive Committee.

## **ARTICLE VII. COMMITTEES**

Executive: The four officers of District Four, the Presidents of the Maryland and Virginia chapters, and the immediate past president of District Four, if available to serve, will constitute the Executive Committee for District Four.

Nominating: Not less than 60 days prior to the annual Meeting of NAWJ, the President shall appoint a nominating Committee consisting of not less than three members.

Current officers of District 4 may not serve on the Nominating Committee. Not less than 5 weeks (35 days) before the Annual Meeting of NAWJ, the Nominating Committee shall forward its report to the Secretary,

containing the names of no more than 2 candidates for each office. No less than 3 weeks (21 days) prior to the Annual Meeting of NAWJ, the Secretary shall cause to be mailed to each voting member the names of the nominees for each office accompanied by biographical data furnished by the nominees, and such other appropriate material as the Executive Committee shall prescribe.

Other: Other committees shall be appointed as deemed necessary and appropriate by the Executive Committee.

## **ARTICLE VIII. ADOPTION /AMENDMENT**

Written notice of the general membership meeting at which the bylaws will be presented for adoption or amendment will be mailed to all members in good standing at least 21 days prior to said meeting, along with a copy of the proposed bylaws or amendments to the by-laws. Adoption, amendment, or repeal of the bylaws requires a vote by a majority of those present at said meeting, who are voting members in good standing.