

**NEW YORK STATE BAR ASSOCIATION  
BYLAWS OF THE YOUNG LAWYERS SECTION  
(AMENDED \_\_\_\_\_, 2012)**

**ARTICLE I  
Name and Objectives**

**Section 1. NAME.** This Section shall be known as the Young Lawyers Section of the New York State Bar Association.

**Section 2. OBJECTIVES.** The vision of the Young Lawyers Section is to serve as a bridge to professional life in the New York State Bar Association for new lawyers. The Section mission is to effectively meet the unique needs of new lawyers. The Section goals are to provide educational, career and leadership development, community service and pro bono initiatives, and networking opportunities to meet the unique needs of new lawyers; enhance communication between new lawyers and the New York State Bar Association; increase new lawyers' participation in the Section; and, foster an inclusive setting committed to diverse members and interests.

**ARTICLE II  
Membership**

**Section 1. MEMBERSHIP GENERALLY.** Any member of the Association who has been admitted to the practice of law for ten (10) years or less regardless of age and any law student member of the Association as referenced in Section 1(D) of Article III of the Bylaws of the Association, shall be eligible for membership in this Section and shall be enrolled as a member of this Section upon application to the Secretary of this Section and payment of such annual dues as shall be determined by the Executive Committee of this Section, subject to the approval of the Finance Committee of the Association.

**Section 2. PAST CHAIRPERSONS.** Any language to the contrary in Article II, Section 1 above notwithstanding, all past Chairpersons of this Section, by virtue of their having served in such office and gained experience valuable to this Section, shall be eligible for membership in this Section for a period of up to two (2) years immediately following the expiration of their last term in such office if the effect would be to extend membership eligibility of such past Chairpersons beyond the time periods set forth in Article II, Section 1. All past Chairpersons may also continue their participation in the Section as an honorary member pursuant to Article V, Section 3.

**Section 3. YOUNG LAWYERS SECTION ~~DELEGATE-MEMBER-AT-LARGE TO~~  
~~OF~~ THE NEW YORK STATE BAR ASSOCIATION EXECUTIVE COMMITTEE.** Any language to the contrary in Article II, Section 1 above notwithstanding, any person serving as the ~~Young Lawyers Section Delegate to the Association~~

~~Executive Committee~~Young Lawyers Section Member-at-Large of the Association Executive Committee, shall be eligible for membership in this Section, for the duration of his or her term while serving in such capacity, if the effect would be to extend membership eligibility of such individual beyond the time periods set forth in Article II, Section 1.

### ARTICLE III Meetings

**Section 1. ANNUAL MEETING.** The Annual Meeting of this Section shall be held during the week in which the Annual Meeting of the Association is held. The exact time and place of the meeting shall be designated by the Executive Committee or Chairperson of this Section.

**Section 2. OTHER MEETINGS.** Other meetings of this Section may be held from time to time during the interim between Annual Meetings of this Section. The exact times and places of such meetings shall be as designated by the Executive Committee or the Chairperson of this Section.

**Section 3. NOTICE.** Notice of each meeting of this Section shall be mailed to each member of this Section by the Chairperson, Secretary, or staff liaison (With the approval of the Chairperson) of this Section at least ten (10) days prior to the date of such meeting.

**Section 4. QUORUM.** The members of this Section present at any meeting of this Section shall constitute a quorum for the transaction of business at such meeting.

**Section 5. BUSINESS AT MEETINGS.** The business to be transacted at the Annual Meeting of this Section shall include the election of Officers and Executive Committee members and such other business as may properly be brought before the meeting. The business to be transacted at other meetings of this Section shall include that set forth in the meeting notice and such other business as may properly be brought before the meeting.

**Section 6. PROCEDURE.** The parliamentary rules of order (Roberts Rules of Order, Revised) shall govern all meetings. Unless making a committee report, no member addressing business of this Section at any meeting thereof shall speak for more than ten (10) minutes at a time.

**Section 7. ACTION.** Unless otherwise provided in these Bylaws, all binding action at a meeting of this Section shall be a majority vote of the members of this Section present at such meeting.

**Section 8. REIMBURSEMENT FOR EXPENSES.** The Section shall reimburse travel, including parking expenses or car service to and from airports, reasonable

air and train fares, and reasonable lodging for the Chair to attend Section meetings, House of Delegates meetings, Section District events, Section co-sponsored events, or other meetings of the Association, provided that the Chair lives or works more than 100 miles round trip from the meetings site. Such mileage limitations are exclusive of the summer, fall or annual meetings of the Section. The Section shall also reimburse travel, including parking expenses or car service to and from airports, reasonable air and train fares, and reasonable lodging for the other Officers to attend Section seasonal meetings and Executive Committee and House of Delegate meetings, provided that the Officer lives or works more than 100 miles round trip from the meetings site. Such mileage limitations are exclusive of the summer, fall or annual meetings of the Section. Those members who are Program Chairs for the meeting's program shall also have their travel, including parking expenses or car service to and from airports, reasonable air and train fares, and reasonable lodging reimbursed for the length of their program. The total amount of reimbursement for any of the above referenced members, except Chair, for one event shall not exceed \$600, except Trial Academy which shall be reimbursed up to \$1000. The Section shall reimburse the travel expenses, including parking expenses or car service to and from airports reasonable air and train fares, and reasonable lodging for the Young Lawyer Delegate to the American Bar Association House of Delegates, for the Delegate to attend the Annual, Mid-Year, and any specially convened Meetings of the ABA and/or its House of Delegates. The reimbursement to the ABA Delegate shall be offset by any reimbursement paid by the ABA and/or the Association for particular meeting expenses. The total amount of reimbursement for the Young Lawyer Delegate to the American Bar Association House of Delegates shall also not exceed \$500 per event.

#### ARTICLE IV **Officers**

**Section 1. OFFICERS.** The Officers of this Section shall be a Chairperson, Chairperson-Elect, Treasurer and Secretary.

**Section 2. DUTIES.** The duties of the Officers of this Section shall be as follows:

**CHAIRPERSON:** The Chairperson shall be the Chief Executive Officer of this Section (and, as such, shall be responsible for the day-to-day management and operation thereof), shall preside at all meetings of this Section and its Executive Committee and shall be an ex officio member of all committees of this Section. Except as otherwise provided in these Bylaws, the Chairperson shall appoint the chairpersons of all committees of this Section and shall also make all committee member appointments and recommend a nominee for the Young Lawyer Delegate to the ABA House of Delegates. The Chairperson shall implement such policy directives as may be adopted by the Executive Committee of this Section and may submit to it, from time to time, such recommendations as the Chairperson may deem appropriate in promoting the purposes of this Section.

The Chairperson shall also perform such other acts and duties as usually pertain to the office of Chairperson or as may be otherwise prescribed by the Executive Committee of this Section from time to time. The Chairperson shall also represent the Section as a delegate to the Association House of Delegates.

**CHAIRPERSON-ELECT:** In the absence or disability of the Chairperson, the Chairperson-Elect shall perform the duties of the Chairperson. The Chairperson-Elect shall have responsibility for educational program development for this Section. The Chairperson-Elect shall assist the chairperson in the discharge of the Chairperson's responsibilities. The Chairperson-Elect shall also perform such other acts and duties as may be prescribed by the Chairperson or the Executive Committee of this Section from time to time. The Chairperson-Elect shall also represent the Section as a delegate to the Association House of Delegates. The Chairperson-Elect shall also serve as Chairperson of the Long-Range Planning Committee.

**TREASURER:** The Treasurer shall be the custodian of the financial records of this Section, shall prepare the annual budget of this Section for approval by its Executive Committee and shall report on the finances of this Section at each meeting of its Executive Committee and such other times as its Chairperson or its Executive Committee or the President of the Association may direct. The Treasurer shall maintain liaison with appropriate fiscal officers of the Association. The Treasurer shall also perform such other acts and duties as may be prescribed by the Chairperson or the Executive Committee of this Section from time to time. The Treasurer will also serve as Chairperson of the Bylaws Committee.

**SECRETARY:** The Secretary shall keep the records and minutes of the proceedings of this Section and of its Executive Committee, keep a roll of the members of this Section, prepare, forward and receive appropriate notices and correspondence of this Section, and collect and maintain such other nonfinancial records, papers and data of this Section as may be necessary from time to time. The Secretary shall also perform such other duties and acts as may be prescribed by the Chairperson or the Executive Committee of this Section from time to time. The Secretary shall also serve as Chairperson of the Nominating Committee.

**Section 3. ELECTION AND VOTING.** The Officers of this Section, except for the Chairperson of this Section, shall be elected by its membership at its Annual Meeting pursuant to the slate of officers presented by the Nominating Committee. Each member of this Section registered and in attendance at its Annual Meeting shall be entitled to vote.

**Section 4. TERM.** The Officers of this Section shall serve terms of one (1) year, commencing June 1 each year, or thereafter until their successors shall have been duly elected and qualified. The Chairperson-Elect of this Section, upon

completion of the term of office of the current Chairperson of this Section, shall automatically succeed to the office of Chairperson for the next following year. Any member elected to one of the Officer positions and willing to continue serving in such capacity may remain a Section member, regardless of years in practice until such person has served as Chairperson of the Section, and for two years thereafter pursuant to Article II, Section 2.

**Section 5. NOMINATION.** Except for the office of Chairperson, nominations for the Officers of this Section shall be made to the Nominating Committee of this Section and be received by the Secretary of this Section at least ten (10) days prior to the date of the Annual Meeting of this Section. The Secretary shall promptly notify the Officers and members of the Executive Committee of this Section upon receipt of any such nominations.

**Section 6. VACANCY.** The Chairperson of this Section shall, by appointment of a qualified member, fill any vacancy in any office on the Executive Committee of this Section – including an Officer position – for the remaining term thereof.

## ARTICLE V **Executive Committee**

**Section 1. MEMBERS.** The Executive Committee of this Section shall consist of the Officers of this Section and, in addition thereto, two Representatives from each Judicial District of New York State. If there are no such persons available in a specific district, a member from a contiguous district may be appointed to serve as a representative for an unrepresented district. Each such Representative shall be a member of this Section and a resident of, or have an office for the transaction of business within, their Judicial District of representation. In addition, the Executive Committee shall include the Young Lawyer Delegate from the Association to the American Bar Association House of Delegates, all chairpersons of the Standing Committees of this Section, all Liaisons from this Section to other Sections, divisions or committees of the Association, the ~~Young Lawyers Section Delegate to the Association Executive Committee~~Young Lawyers Section Member-at-Large of the Association Executive Committee, the Law School District Representatives, the Delegates and Alternate Delegates from the Section to the Association House of Delegates, the Editor of Perspective and the Editor of Electronically-In-Touch. Further, any past Chairperson of this Section, if not otherwise serving on the Executive Committee and still a member of this Section, shall be an honorary, non-voting member of the Executive Committee.

**Section 2. LAW SCHOOL DISTRICT REPRESENTATIVES.** There shall be four (4) law school district representatives: one (1) from Upstate New York (law schools north of Westchester County); two (2) from Downstate New York (Westchester County, New York City and Long Island); and one (1) at-large

representative (which may, but is not required to be a student who is a New York resident, but currently attends law school outside New York State). Such representatives shall have all the powers, privileges, and responsibilities of a member of the Executive Committee, except voting.

**Section 3. PAST CHAIRS ADVISORY COUNSEL.** Any past Chairperson of this Section, regardless of age or years in practice, shall be entitled to serve on an Advisory Council created to assist the Executive Committee. Each past Chairperson volunteering to serve on the council shall be considered an honorary, non-voting member of the Executive Committee. The purpose of the council is to provide guidance to the Executive Committee and to share the benefit of past experiences. The immediate past Chairperson of the Section shall serve as the Chairperson of the Advisory Council.

**Section 4. DUTIES.** The Executive Committee of this Section shall have the responsibility for the general supervision and control of the affairs and activities of this Section, subject to the Bylaws of the Association and the Bylaws of this Section. It shall be responsible for the authorization of all commitments and contracts which shall entail the payment of monies and for the expenditure of all monies collected by this Section or appropriated for the use and benefit of this Section. The Executive Committee may, from time to time, delegate the authority to expend such monies to the Chairperson and Treasurer of this Section for such purposes and in such amounts as the Executive Committee may establish. The Executive Committee shall create such special committees of this Section as it deems desirable to carry out the objectives and purposes of this Section and abolish any such committees at its pleasure. In creating or abolishing such committees, the Executive Committee shall cooperate with the Association to the extent necessary. The specific responsibilities for each Executive Committee position shall be set forth in detail in the Section Leadership Handbook. The Chairperson of the Section has authority to change from time to time the duties of Executive Committee members as necessity dictates.

**Section 5. ELECTION.** The members of the Executive Committee of this Section shall be elected as follows:

GENERALLY. The members of the Executive Committee of this Section serving as Officers (except Chairperson, as provided elsewhere in these Bylaws), Representatives from each Judicial District, Liaisons from this Section to the other Sections, the Young Lawyers Section Delegates to the Association House of Delegates, the Alternate Delegates to the Association House of Delegates, the Law School District Representatives, the Editor of Perspective, and the Editor of Electronically-In-Touch shall be elected by the membership of this Section at its Annual Meeting.

| YOUNG LAWYERS SECTION ~~DELEGATE~~MEMBER-AT-LARGE OF THE NEW YORK STATE BAR ASSOCIATION EXECUTIVE COMMITTEE. The

Section's Nominating Committee shall invite each member of the Section to present the name of not more than one candidate to serve as member-at-large. As required by Section (1)(F)(3) of Article VII of the Bylaws of the Association, candidates must have served as a section delegate to the House of Delegates from the Young Lawyers Section within three years of the time of selection. The Section's Nominating Committee shall distribute a written report containing its recommendations for the member-at-large nominee to the Section's Executive Committee at least 20 days prior to the meeting of the Executive Committee at which the nominations will be considered. The Chairperson of the Section shall then schedule a meeting of the Section's Executive Committee at which the recommendations contained in the report of the Section's Nominating Committee will be considered. The member-at-large nominee shall be approved by vote of the Section's Executive Committee. A meeting of the Section's Executive Committee shall also be arranged with the Nominating Committee of the Association (acting through its Chair or other designee[s]), in person to the extent practicable or by telephonic equipment if necessary, to be held no later than 90 days before the Annual Meeting or the meeting of the House of Delegates immediately thereafter at which the offices of member-at-large are to be filled by election. The Section shall then file a written report with the Chair of the Nominating Committee of the Association at least 10 days in advance of the meeting of the Nominating Committee of the Association at which the nominations are to be made summarizing the manner in which the solicitation and consultation were conducted.

**YOUNG LAWYER DELEGATE TO ABA HOUSE OF DELEGATES.** The recommended nomination of the Young Lawyer Delegate from the Association to the ABA House of Delegates shall be approved by vote of the Executive Committee, and said recommended nomination will then be forwarded by the Section Chairperson to the Chairperson of the Association's Nominating Committee, which Committee nominates the candidate for Young Lawyer Delegate to the ABA House of Delegates and forwards the name to the Association House of Delegates for confirmation vote.

**Section 6. TERM.** Members of the Executive Committee of this Section shall serve for a term of one (1) year, commencing June 1 each year, or thereafter until their successors shall have been duly elected and qualified, except for the position of ~~Section Delegate~~Young Lawyers Section Member-at-Large of the Association Executive Committee to the Association Executive Committee who shall serve a two (2) year term commencing June 1 of the given year, and the position of Young Lawyer Delegate from the Association to the American Bar Association House of Delegates who shall serve a two (2) year term commencing in August of the year of election following the close of that August Annual Meeting of the ABA.

**Section 7. MEETINGS.** Regular meetings of the Executive Committee of this Section shall be held, preferably on a quarterly basis, at times and places

designated by the Executive Committee. Special meetings of the Executive Committee may be called at the pleasure of its Chairperson or must be promptly called at a time and place designated by its Secretary whenever five (5) or more members of the Executive Committee request in writing the calling of a special meeting.

**Section 8. NOTICE.** The Executive Committee of this Section shall adopt its own rules as to appropriate notice of meetings to be given to its members. In the absence of such, notice shall be sufficient if e-mailed to each member of the Executive Committee by the Chairperson, Secretary or Section Staff Liaison at least five (5) days prior to the date of the meeting, or mailed to each member of the Executive Committee by the Chairperson, Secretary or Section Staff Liaison (with the approval of the Chairperson) of this Section at least five (5) days prior to the date of the meeting.

**Section 9. QUORUM.** The members of this Section present at any meeting of this Section shall constitute a quorum for the transaction of business at such meeting.

**Section 10. VOTING.** Each member of the Executive Committee of this Section, unless a non-voting member, shall have one (1) vote per member on any business to be transacted at any meeting of the Executive Committee. Members of the Executive Committee, if unable to attend any meeting of the Executive Committee, may vote by proxy, provided such proxy shall be in writing and filed with the Secretary of this Section prior to the commencement of the meeting at which such proxy is to be used.

**Section 11. ACTION.** Unless otherwise provided in these Bylaws, all binding action at a meeting of the Executive Committee of this Section shall be by a majority vote of the members of the Executive Committee present at such meeting.

**Section 12. VACANCY AND REMOVAL.** Any vacancy occurring in the Executive Committee of this Section may be filled by the Chairperson of this section, by the appointment of a qualified member, and such appointee shall serve for the remaining term thereof. Any member of the Executive Committee, including Officers, who shall miss more than two (2) regular meetings of the Executive Committee during any one (1) term, or fails to perform the duties of his or her office for six (6) months without a valid excuse, shall be subject to removal by vote of the Executive Committee.

## ARTICLE VI Committees

**Section 1. STANDING COMMITTEES.** In addition to the Executive Committee, the Standing Committees of this Section shall be: Bylaws Committee;



Communications Committee; Community Service and Pro Bono Committee; Diversity Committee; Law Student Development Committee; Long-Range Planning Committee; Membership Committee; Mentoring Committee; Nominating Committee; Non-Resident Committee, and Trial Academy Committee. Unless otherwise provided in these Bylaws, the Chairperson of this Section shall appoint the chairpersons and members of all such Standing Committees.

**Section 2. DUTIES.** The duties of the Standing Committees of this Section, other than the Executive Committee, shall be as follows:

**BYLAWS COMMITTEE:** The Bylaws Committee shall be responsible for the maintenance of the Section's Bylaws, and the proposal of amendments or changes when required. The Bylaws Committee shall also be responsible for the review of and initial comment on any amendments proposed by a member of the Committee, or those amendments proposed by any member of the Section. The Bylaws Committee shall draft and/or approve the composition of the final version of any amended Bylaws, and ensure there are no internal inconsistencies, before they are presented to the Executive Committee for a vote. The Treasurer of the Section shall serve as the Chairperson of the Bylaws Committee.

**COMMUNICATIONS COMMITTEE:** The Communications Committee shall be responsible for planning and facilitating communication among the Section members, including publication of Perspective and Electronically-In-Touch. The Editors of Perspective and Electronically-In-Touch shall serve as the Co-Chairpersons of the Communications Committee.

**COMMUNITY SERVICE AND PRO BONO COMMITTEE:** The Community Service and Pro Bono Committee shall be responsible for planning and coordinating opportunities for the Section and its membership to participate in public service and pro bono initiatives.

**DIVERSITY COMMITTEE:** The Diversity Committee shall be responsible for planning, coordinating, facilitating, and implementing the diversity initiatives of the Section.

**LAW STUDENT DEVELOPMENT COMMITTEE:** The Law Student Development Committee shall be responsible for fostering relationships between the Section and law schools, with the goal of obtaining and retaining law students as Section members.

**LONG-RANGE PLANNING COMMITTEE:** The Long-Range Planning Committee shall be responsible for consideration of and advice to the Executive Committee of this Section on, the future direction of this Section, including projects, and shall conduct such other business as may be appropriate in furtherance of its responsibilities. The Chairperson-Elect of the Section shall serve as the Chairperson of the Long-Range Planning Committee.

**MEMBERSHIP COMMITTEE:** The Membership Committee shall be responsible for conducting a continuing campaign to obtain and retain members of this Section.

**MENTORING COMMITTEE:** The Mentoring Committee shall be responsible for developing and maintaining mentoring programs which involve Section members being mentored by veteran attorneys, and serving as mentors to law students.

**NOMINATING COMMITTEE:** The Nominating Committee shall be responsible for making and reporting nominations for the Officers, the Liaisons from the Section to the other Sections, and the Representatives from each Judicial District. In addition, the Nominating Committee shall nominate two members of the Section to represent the Section as Delegates to the Association House of Delegates (with the Chairperson and Chairperson-Elect already holding the Section's other two seats in the Association's House of Delegates), two members of the Section to serve as Alternate Delegates to the Association House of Delegates, and one member of the Section to serve as the Young Lawyers Section Member-at-Large of the Association Executive Committee. The report of the Nominating Committee shall be presented at the Annual Meeting by the Secretary, except in the case of the Young Lawyers Section Member-at-Large of the Association Executive Committee, which shall be governed by Article V, Section 5 of these Bylaws.

**NON-RESIDENT COMMITTEE:** The Non-Resident Committee shall be responsible for attracting, retaining, and serving non-resident members by meeting their professional needs, and promoting collegiality with and among in-state colleagues.

**TRIAL ACADEMY COMMITTEE:** The Trial Academy Committee shall be responsible for developing and maintaining the Trial Academy program including all sponsorships, promotion, content, faculty participation, and logistic arrangements in coordination with the Meetings Department of the Association.

**Section 3. OTHER COMMITTEES.** The Executive Committee of this Section may create such other standing committees of this Section as it may deem appropriate, with such creation requiring the majority vote at two (2) consecutive Executive Committee meetings just as required for the amendment of these Bylaws. Temporary, special or ad hoc committees may be created at the pleasure of the Chairperson or by majority vote of the Executive Committee at one meeting, and the term of a temporary, special or ad hoc committee shall expire on May 31 unless renewed by the determination of the incoming Chairperson or by vote of the incoming Executive Committee. The members of such temporary, special or ad hoc committees, including the chairpersons, shall be appointed by the Chairperson of this Section from the membership of this

Section. Each committee of this Section, whether standing or special, may establish subcommittees of itself.

**Section 4. MEETINGS.** Except as may be otherwise provided in these Bylaws, meetings of the committees of this Section shall be held as called by the chairpersons of such committees upon reasonable notice to the members thereof.

**Section 5. ACTION.** The committees of this Section, other than the Executive Committee, shall from time to time make recommendations to the Chairperson or the Executive Committee of this Section for such action as may be deemed appropriate, but shall take no action thereon without the approval of the Executive Committee.

**Section 6. VACANCY AND REMOVAL.** Any vacancy occurring among the chairpersons of the committees of this Section may be filled by the Chairperson of the Section, and any such appointee shall serve until May 31, unless the Chairperson on June 1 reappoints such person. Any Committee Chairperson who is deemed by the Executive Committee of this Section to not be fulfilling the duties of their position shall be subject to removal by vote of the Executive Committee as set forth in Article V, Section 12.

## ARTICLE VII **Liaisons**

**Section 1. LIAISONS.** There shall be such Liaisons from this Section to other sections, divisions or committees of the Association as may be appropriate from time to time.

**Section 2. DUTIES.** Each Liaison shall be responsible for contact with and active involvement in the assigned section, division or committee of the Association, including, but not limited to, attendance and participation at meetings of this Section, attendance and participation at meetings of the assigned section, division or committee and, at least once per year, publishable, written reports to this Section on the activities of the assigned section, division or committee. The Liaisons shall also perform such other duties and acts as may be prescribed by the Executive Committee and the Chairperson from time to time.

**Section 3. ELECTION.** The Liaisons of this Section shall be elected by vote of the members of this Section as part of the Nominating Committee's Report at the Annual Meeting.

**Section 4. TERM.** The Liaisons of this Section shall serve terms of one (1) year, commencing June 1 in the applicable year, or thereafter until their successors shall have been duly elected and qualified.

ARTICLE VIII  
**Miscellaneous**

**Section 1. BYLAW AMENDMENTS.** These Bylaws may be amended by vote of the members of this Section at any regular or special meeting thereof or by vote of the members of the Executive Committee at any regular or special meeting thereof, provided that, in any case, amendments shall become effective only upon the approval vote of the members of this Section or the Executive Committee at two (2) successive regular or special meetings, and upon approval of the Executive Committee of the Association.

**Section 2. FUNDS.** The Executive Committee of this Section shall fix the dues for membership in this Section, subject to the approval of the Finance Committee of the Association. Dues and other monies collected by or on behalf of this Section shall be held in safekeeping by the Treasurer of the Association, or the authorized agent thereof, to be held for the use and purpose of this Section. Funds of this Section shall be expended only upon request or approval by the Chairperson or the Treasurer of this Section or upon authorization by the Executive Committee of this Section.

**Section 3. CIRCULATION AND USAGE.** These Bylaws shall be posted on the Section's webpage on the Association's website, and shall be maintained in paper copy by the Section's Secretary and Staff Liaison. All Executive Committee members are expected to review these Bylaws upon their election and from time to time thereafter, so as to remain familiar with the member's powers, duties and responsibilities.