

HUMBOLDT COUNTY BAR ASSOCIATION

CONSTITUTION AND BYLAWS

ARTICLE I

The name of this organization shall be HUMBOLDT COUNTY BAR ASSOCIATION.

ARTICLE II

Object and Canons of Ethics

A. The object of this Association is to maintain the honor and dignity of the profession of law, to cultivate social intercourse among its members, to promote the science of jurisprudence in the administration of justice, to cooperate with and aid the State Bar of California in the performance of the duties enjoined upon it by law, and to work with the Humboldt County Bench and Court Clerks to efficiently seek the ends of justice.

B. The Rules of Professional Conduct adopted by the State Bar of California are made a part hereof and incorporated herein by this reference.

ARTICLE III

Membership

A. There shall be two classes of membership as follows:

1. REGULAR MEMBERSHIP. Any member in good standing of the State Bar of California who is a resident of Humboldt County, California, shall be eligible for regular membership, and may become a regular member by payment to the Treasurer of the regular annual dues.

2. ASSOCIATE MEMBERSHIP. Any paralegal employed by a member in good standing of the Association may become an associate member if sponsored by his or her employer. Associate members must pay the regular annual dues and may attend all meetings and social functions, but shall not be eligible to vote or hold any office.

B. No member shall be entitled to participate in the annual meeting or to be eligible to hold any office or to vote on any resolution until their account for dues and assessments is paid in full. Any member who fails to pay within ten days after adjournment of the annual meeting shall be notified by the Secretary that his or her membership stands automatically suspended until payment has been received by the Treasurer.

C. Any member desiring to resign may tender to the Secretary a written resignation which shall be accompanied by payment of all dues and assessments then outstanding.

#### ARTICLE IV

Fiscal year shall begin on the first day of January and end on the last day of December in each year.

#### ARTICLE V

##### Meetings

A. The annual meeting shall be held on a Friday during the month of December of each year at 12:00 noon at such place and on such day as may be fixed by the President no later than November 15th of each year. All officers shall be elected at the annual meeting to hold office until the next annual meeting and until their successors are elected and qualified.

B. Regular meetings shall be held on a Friday of each month at 12:00 noon and at such place and on such date as may be fixed by the President no later than the 15th day of the month immediately preceding said meeting date. The President shall have discretion to cancel any regular meeting, not to exceed two in any calendar year.

C. Special meetings may be called at any time by the President; or by the Secretary upon the written request of at least ten members in good standing provided:

1. That the request contains the names and signatures of the ten requesting members, the time and place of such meeting, and the reason for calling same; and

2. That a copy of said written request is mailed by the Secretary to each member at least ten days prior to the date of such meeting.

D. A quorum for the transaction of business at any meeting shall be one-third of the regular membership.

E. All meetings shall be conducted in accordance with Roberts' Rules of Order, as most recently revised; however, any member in good standing may specifically cast a vote by written, dated, proxy at any regular, special or annual meeting.

#### ARTICLE VI

##### Resolutions

A. Resolutions, including the proposed expenditure of Association funds for charitable or other extraordinary expenditures, shall be adopted by the vote of a majority of those members present and voting provided:

1. Such resolution was previously presented to the membership at an annual or regular meeting for action at the next such meeting or special meeting called for that purpose in accordance with Article V.C. above; or

2. Such resolution was mailed to the membership by the Secretary or by the member(s) proposing the resolution at least ten days prior to the

annual or regular meeting at which action is to be taken.

B. Resolutions shall be adopted only by the vote of a majority of the total paid membership if presented and acted upon other than as provided in Paragraph A of this Article.

C. Notwithstanding any other provision of this Constitution and Bylaws, the President may, with a consensus of a majority of the Budget Finance Committee, expend up to \$250.00 without formal resolution. However, the President shall report all such expenditures to the membership at the first membership meeting following the expenditure.

## ARTICLE VII

### Dues and Assessments

A. The annual dues shall be \$40.00 payable on or before February 1 of each year. Any person who becomes a member after the month of May shall pay only \$20.00 as dues for the first year of membership. There shall be no contribution from the Association dues to any social function of the Association without the approval by majority vote of the regular members voting at any regular or special meeting.

B. Any member may bring a guest or guests to any regular meeting of the Association. In the event that a guest is brought to a regular meeting, the Secretary shall make note of the guest's name and who the guest's sponsor is and then shall notify the Treasurer. The Treasurer shall mail to the sponsoring member of the guest a notice that he or she has been assessed the cost of their guest's luncheon, and that said assessment is due and payable within ten days after the date of the notice. The cost of luncheons for guests invited to any meeting by the Association shall be borne by the Association.

C. Special assessments for the expense of banquets or other social functions, or for extraordinary expenditures, may be levied by majority vote of the regular members voting at any regular or special meeting of the Association.

## ARTICLE VIII

### Officers

A. The officers of this Association shall be a President, a Vice President, a Secretary, and a Treasurer. The duties of said officers shall be as prescribed herein and in Robert's Rules of Order as most recently revised.

B. The President shall preside at all meetings of the Association, shall act as the chief executive officer of the Association, and shall perform such other duties as may be imposed from time to time by the Association.

C. The Vice President shall exercise the office of the President in the latter's absence, and shall serve as the chair of the Bar/Clerk-Bench Liaison Committee.

D. The Secretary shall keep the minutes of all proceedings of the Association; shall keep and preserve all records, books and papers of the Association; shall countersign all orders for the payment of money; and shall perform such other duties as may be imposed from time to time by the President or the Association.

E. The Treasurer shall receive and safely keep and pay out all monies belonging to the Association.

F. Vacancies in office caused by death, resignation or disqualification shall be filled by election at the next regular meeting following the occurrence of the vacancy, provided that notice of such election is mailed to each member by the Secretary at least ten days before the date of such election.

G. Not later than sixty days prior to the date of the annual meeting, the President shall appoint a Committee on Nominations and Elections which shall consist of three regular members whose duties shall be to canvass the regular membership of the Association for officers thereof.

1. Said committee shall nominate at least one person for each office, and the proposed nominations shall be mailed to all members at least five days before the annual meeting.

2. Nominations may be made from the floor at the time of the annual meeting. If any nomination so made is duly seconded, that person so nominated shall be a candidate for office.

3. Election for any office for which there is more than one nominee shall be by secret ballot.

4. New officers shall take office immediately upon election.

#### ARTICLE IX

##### Committees

A. The President shall appoint three or four members, one of whom shall be designated chair, to each of the following standing committees:

1. Bar/Clerk-Bench Liaison.
2. Unauthorized Practice of Law.
3. Entertainment.
4. Public Relations/Law Day.
5. Law Library.
6. Fee Arbitration.
7. Lawyer's Reference/Legal Aid.
8. Continuing Legal Education.
9. Group Medical Insurance.
10. Budget Finance.

B. The standing committees shall meet upon the call of their respective chair, who shall report to the Vice President; and shall have such duties as are indicated by the names of the respective committees, and as shall from time to time be prescribed by the President or the Association.

C. The President may from time to time appoint such special committees as the President deems appropriate.

#### ARTICLE X

##### Amendments

These Constitution and Bylaws may be amended at any regular meeting, or at any special meeting called and held for that purpose, provided:

1. The Secretary shall have mailed to each member at least ten days before the meeting a notice of the proposed amendment; or the proposed amendment was presented at the regular meeting next preceding the meeting at which the amendment is to be acted upon; and
2. A majority of the total regular members in good standing vote in favor of the amendment.
3. An amendment germane to an amendment properly on the floor shall be in order without further compliance with this Article.

#### CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of the Humboldt County Bar Association; and

That the foregoing Constitution and Bylaws, consisting of five pages, including this page, were duly adopted by unanimous vote at the regular meeting of the Association held June 6, 1986.

DATED: June 6, 1986.



Secretary

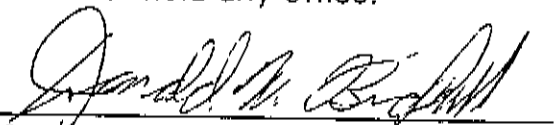
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**AMENDMENT TO CONSTITUTION AND BYLAWS  
TO  
HUMBOLDT COUNTY BAR ASSOCIATION**

The undersigned, being Secretary of the Humboldt County Bar Association, hereby certifies that the following amendment was made to the bylaws at a regular meeting of the association held on September 6, 1996 Section 2 of Article III (A) of the bylaws was amended to read as follows:

"2. ASSOCIATE MEMBERSHIP. Any paralegal employed by a member in good standing of the Association may become an associate member if sponsored by his or her employer. Any law student of an ABA-accredited law school may become an associate member if sponsored by a member of this Association. Associate members must pay the regular annual dues and may attend all meeting and social functions, but shall not be eligible to vote or hold any office."

Dated: September 6, 1996

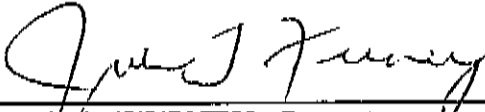
  
\_\_\_\_\_  
DONALD W. BICKNELL, Secretary  
Humboldt County Bar Association

**AMENDMENT TO CONSTITUTION AND BYLAWS  
OF  
HUMBOLDT COUNTY BAR ASSOCIATION**

The undersigned, being Secretary of the Humboldt County Bar Association, hereby certifies that the following amendment was made to the bylaws at a regular meeting of the association held on February 7, 1992. Section A of Article VII of the bylaws was amended to read as follows:

"A. The annual dues shall be \$60.00 payable on or before February 1 of each year. Any person who becomes a member after the month of May shall pay only \$30.00 as dues for the first year of membership. There shall be no contribution from the Association dues to any social function of the Association without the approval by majority vote of the regular members voting at any regular or special meeting."

DATED: February 7, 1992.

  
\_\_\_\_\_  
JOHN T. FEENEY, Secretary  
Humboldt County Bar Association

**RESOLUTION NO. 96-02M**

A Resolution of the  
Humboldt County Bar Association

**WHEREAS**, equal justice is fundamental to the American system of laws and government; and

**WHEREAS**, the inability to obtain legal counsel denies access to equal justice to individuals with legal needs; and

**WHEREAS**, representation of individuals who cannot afford legal counsel is essential to the fair and efficient operation of American court systems; and

**WHEREAS**, Congress created the Legal Services Corporation in 1974 to provide legal assistance to those unable to afford legal counsel and to serve the ends of justice; and

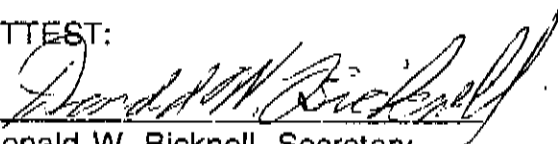
**WHEREAS**, the continued operation of the Legal Services Corporation is indispensable to the guarantee of equal justice, to ensure access to the courts for those otherwise unable to afford legal representation, and to maintain the fair and efficient operation of the courts; and

**WHEREAS**, the Humboldt Bar Association has consistently supported funding for Redwood Legal Assistance because of the critical role it plays in ensuring equal justice in Humboldt County and because there continues to be a great unmet need for legal services;

**THEREFORE, BE IT RESOLVED**, that the membership dues of the Humboldt County Bar Association will be increased to one hundred dollars (\$100) per year with the additional forty dollars (\$40) being specifically earmarked for Redwood Legal Assistance to support civil legal services and equal justice in Humboldt County. However, individual members may elect not to contribute and pay only the original dues of \$60 per year.

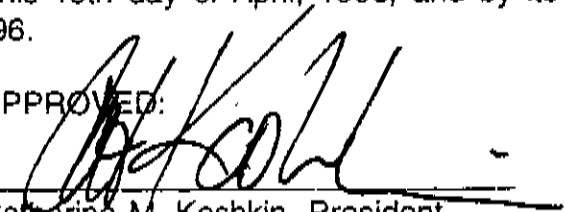
**THE FOREGOING RESOLUTION** is approved and adopted by the Humboldt County Bar Association Board of Directors on this 15th day of April, 1996, and by its general membership on this 3rd day of May, 1996.

ATTEST:



Donald W. Bicknell, Secretary  
Humboldt County Bar Association

APPROVED:



Catherine M. Koshkin, President  
Humboldt County Bar Association



**RESOLUTION NO. 96-03M**

A Resolution of the  
Humboldt County Bar Association

**WHEREAS**, equal justice is fundamental to the American system of laws and government; and

**WHEREAS**, the inability to obtain legal counsel denies access to equal justice to individuals with legal needs; and

**WHEREAS**, representation of individuals who cannot afford legal counsel is essential to the fair and efficient operation of American court systems; and

**WHEREAS**, Congress created the Legal Services Corporation in 1974 to provide legal assistance to those unable to afford legal counsel and to serve the ends of justice; and

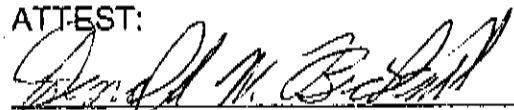
**WHEREAS**, the continued operation of the Legal Services Corporation is indispensable to the guarantee of equal justice, to ensure access to the courts for those otherwise unable to afford legal representation, and to maintain the fair and efficient operation of the courts; and

**WHEREAS**, the Humboldt Bar Association has consistently supported funding for Redwood Legal Assistance because of the critical role it plays in ensuring equal justice in Humboldt County and because there continues to be a great unmet need for legal services;

**THEREFORE, BE IT RESOLVED** that the Humboldt County Bar Association strongly urges Congress to support the reauthorization of and continued and adequate funding for the Legal Services Corporation to enable it to carry on and perform its vital role in the efficient administration of justice in the United States without restrictions that would interfere with the representation of eligible clients.

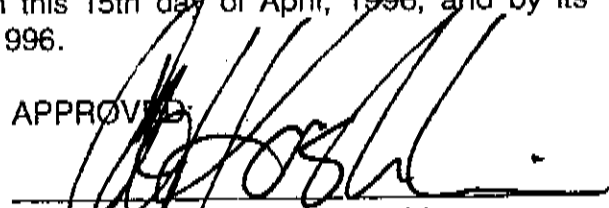
**THE FOREGOING RESOLUTION** is approved and adopted by the Humboldt County Bar Association Board of Directors on this 15th day of April, 1996, and by its general membership on this 3rd day of May, 1996.

ATTEST:



Donald W. Bicknell, Secretary  
Humboldt County Bar Association

APPROVED:



Catherine M. Koshkin, President  
Humboldt County Bar Association

STOKES, STEEVES, ROWE & HAMER  
ATTORNEYS AT LAW  
A PARTNERSHIP

JOHN R. STOKES  
THOMAS D. ROWE  
JOHN R. STOKES, III  
CHRIS JOHNSON HAMER

381 BAYSIDE ROAD  
P.O. BOX 1109  
ARCATA, CALIFORNIA  
95518-1109

AREA CODE 707

TELEPHONE  
822-1771

FAX 822-1901

DOROTHY L. STEEVES (1926-1996)

August 25, 1998

Dear Colleague:

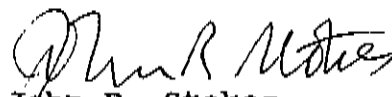
As you know, the Humboldt County Bar Association (HCBA) passed the enclosed resolution on June 5, 1998. I am enclosing a survey/sign-up sheet for you to use in pledging your support for civil legal services to poor residents of our county by way of contributions of money and time.

Redwood Legal Assistance maintains the HCBA Pro Bono Panel and is developing drop-in clinics through which you can participate in this partnership.

Please make your pledge now in support of legal services.

Thank you.

Sincerely,

  
John R. Stokes

JRS:bd  
Enclosure

## RESOLUTION

Whereas Redwood Legal Assistance has provided quality legal services to indigent persons in civil matters in Humboldt County for 20 years; and

Whereas Redwood Legal Assistance has continued to provide quality services during periods of decreases in federal funding with cutbacks in staff, decline in hours open to the public, and freezes in staff salaries.

Whereas Redwood Legal Services funding from the Legal Services Corporation (Congress) has declined such that there would be a significant deficit at the end of 1998 and each year thereafter if congressional funding remains constant,

Whereas, Redwood Legal Assistance would not be able to continue to provide the same level services without significant contributions from the members of the bar.

Whereas effective 9/1/98 Redwood Legal Assistance will close one day per week due to budgetary cutbacks and a program deficit.

Whereas historically in Humboldt County prior to 1978 members of the Humboldt County Bar Association provided civil legal services to indigent persons in the community on a rotational basis;

Whereas American Bar Association and California State Bar guidelines suggest 50 hours per year for pro bono service;

Be it resolved that the Humboldt County Bar Association recommends: that each member contribute \$500.00 per year to Redwood Legal Assistance commencing 9/1/98 and continuing each year hereafter.

Be it resolved by the Humboldt County Bar Association that the chairperson of Humboldt County Bar Association Legal Aid/Lawyer Referral Service committee shall be empowered to make the necessary arrangements to refer, on a rotational basis, those qualified persons who cannot be served by Redwood Legal Assistance to the members of the Humboldt County Bar Association who do not contribute \$500.00 per year to Redwood Legal Assistance.

Lawyer Referral Service/Legal Aid Committee  
Humboldt County Bar Association

Pursuant to the June 1998 Resolution of the Humboldt County Bar Association, I pledge to contribute \$500 per year to Redwood Legal Assistance.

Dated: \_\_\_\_\_

-OR-

I pledge to contribute \$\_\_\_\_\_ per year to Redwood Legal Assistance.

Dated: \_\_\_\_\_

-OR-

I prefer to contribute \$\_\_\_\_\_ per month to Redwood Legal Assistance ([ ] It would be easier if you accepted credit cards).

Dated: \_\_\_\_\_

-AND/OR-

Pursuant to the June 1998 Resolution of the Humboldt County Bar Association, I agree to accept referrals of income-eligible (poor) clients from the Legal Aid/Lawyer Referral Service Committee in the following subjects:

- |   |   |
|---|---|
| <input type="checkbox"/> Consumer/Finance | <input type="checkbox"/> Health             |
| <input type="checkbox"/> Education        | <input type="checkbox"/> Housing            |
| <input type="checkbox"/> Employment       | <input type="checkbox"/> Income Maintenance |
| <input type="checkbox"/> Family           | <input type="checkbox"/> Individual Rights  |
| <input type="checkbox"/> Juvenile         | <input type="checkbox"/> Other:             |

\*  I am already on the Pro Bono Panel

\*  I am interested in participating in a drop-in clinic (in the above subject(s)).

Dated: \_\_\_\_\_

Please return to: Redwood Legal Assistance, P.O. Box 1017, Eureka, CA 95502