

COLLABORATIVE DIVORCE SAN ANTONIO BYLAWS

ARTICLE I NAME

The name of this organization shall be Collaborative Divorce San Antonio ("CDSA").

ARTICLE II PURPOSE

CDSA is a professional organization of collaboratively trained professionals formed with the purpose of making collaborative law the preferred model of divorce and other family law matters in San Antonio and surrounding areas. CDSA will serve its members and the public through encouraging the understanding and use of the collaborative law process, and in the planning and implementation of educational opportunities for its members and other interested persons.

ARTICLE III MEMBERSHIP

Section 1. Membership in CDSA will consist of attorneys, mental health care professionals, and financial professionals who have received at least six hours of training in the collaborative process prior to joining the organization or within six months of joining the association.

Section 2. All members shall pay annual dues assessed by the organization. Cost of dues is determined by the board of directors.

ARTICLE IV OFFICERS AND THEIR ELECTION

Section 1. The Board of Directors ("Board") for CDSA shall be comprised of elected officers and up to five Board Members at Large. The officers of the Board shall be: President, Vice President, Secretary, and Treasurer. These officers shall be elected annually at the last regular meeting of the year. The immediate past President shall also be a member of the Board. The President, Vice President, Secretary, and Treasurer shall comprise the Executive Committee.

Officers shall serve for a term of one year and shall remain in office until their successors are elected. The new officers shall take office at the end of the last regular meeting of the calendar year.

Officers shall not serve for more than two consecutive years in the same officer role.

Section 2. The Executive Committee shall appoint a Nominating Committee consisting of no more than five members.

The Nominating Committee shall include members from the Board and from the active member roster.

The Nominating Committee shall report at the association meeting one month prior to the election meeting. It shall name at least one candidate for each office.

Consent of each candidate must be obtained by a member of the Nominating Committee before the name is placed on the ballot.

Section 3. Officers shall be elected by ballot by the members of the organization unless there is only one nominee, in which case the election may be by voice vote.

Section 4. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by majority vote of the members of the Executive Committee.

ARTICLE V DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the association and of the Executive Committee, be an ex officio (voice without vote) member of all committees, shall appoint with the approval of the Executive Committee all special committee chairpersons, and shall serve as a member of the Nominating Committee. The President will also be a signor or named party with full access, with the Treasurer, on all financial accounts.

Section 2. The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve. The Vice President will also serve as the liaison for the Board to the San Antonio Bar Association and CDSA website manager. The Vice President shall also maintain responsibility for obtaining and storing necessary information for professional continued education credits for members.

Section 3. The Secretary shall keep an accurate record of all meetings of the Board and the membership records. Minutes of the preceding meeting shall be presented by the Secretary. The Secretary will maintain storage of Board meetings and committee meetings for the association. The Secretary also maintains a roster of members names and contact information for the distribution of information and announcements to members.

Section 4. The Treasurer shall maintain accounts for funds received from dues or any other source and maintain records of receipt and disbursement of such funds. The Treasurer shall prepare a quarterly financial report for the Board and annual financial report for members. In addition, the Treasurer will direct and be responsible for coordinating preparation of any tax filings or other required reports on behalf of CDSA.

Section 5. All officers shall deliver to their successors all official materials, or electronic control over the material, at the final regular meeting of the year.

Section 6. Board meetings shall be called by the President, and may be held in person or via electronic media. Board and membership votes may be collected by ballot count in person, via email, or voting system.

ARTICLE VI MEETINGS

Section 1. Regular meetings of this association shall be held, as needed, with generally no more than one meeting per month. The purposes of membership meetings include professional education, networking, and

promotion of collaborative divorce. Committees may meet as determined necessary by the members of that committee.

The final regular meeting of each calendar year shall be known as the annual meeting. At this meeting, annual reports shall be received and the election of the next year's officers will take place.

Section 2. Notice of all regular meetings shall be given at least seven days before the date of the meeting.

Section 3. Special meetings shall be called by the President, the Executive Committee, or by written request of the majority of members.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the elected officers of the association and the immediate Past President of the association.

Section 2. Meetings of the Executive Committee shall be called by the President or by a majority of the committee members. Meetings may be held in person or via electronic media. Votes may be conducted in person, by electronic mail, or other via electronic media.

Section 3. The duties of the Executive Committee shall be to create standing committees, transact necessary business in the intervals between association meetings, appoint the nominating committee, and conduct such other business as may be referred to it by the association, and report at the regular meetings of the association.

ARTICLE VIII COMMITTEES

Section 1. Committees shall be created by the Executive Committee as is necessary to promote the purposes of the association and to carry on the work of the association.

Section 2. The chairpersons of the committees shall be appointed by the President, with the approval of the Executive Committee. Their term shall be one year. They may be reappointed.

ARTICLE IX AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the association by a two-thirds vote, provided notice of the proposed amendment shall have been given at least one month prior to the meeting.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute of these bylaws only by a majority vote of the Executive Committee.

Section 3. Policies and Procedures of the Association are published separately from the bylaws, and amendments to the Policies and Procedures of the Association can be made by a majority vote of the Board.

ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern this association in all cases in which they are applicable and in which they are not inconsistent with these bylaws.