

**COLLABORATIVE PROFESSIONALS ASSOCIATION OF SAN ANTONIO
BYLAWS**

**ARTICLE I
NAME**

The name of this organization shall be the Collaborative Professionals Association of San Antonio ("CPASA").

**ARTICLE II
PURPOSE**

The CPASA will be an organization of collaborative professionals that 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 CPASA 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.

ARTICLE IV - OFFICERS AND THEIR ELECTION

Section 1. The officers of the council shall be: President, Vice President, Secretary, Treasurer, and five directors. These officers shall be elected annually at the last regular meeting of the year.

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.

Section 2. The executive committee shall appoint a committee on nominations consisting of no more than five members.

The committee on nominations shall include members from the executive committee and from the active member roster.

The committee on nominations shall report at the association meeting one month prior to the election meeting. It shall name one candidate for each office.

At the election meeting of the association, additional nominations may be made from the floor.

Consent of each candidate must be obtained before the name is place in nomination.

- Section 3. Officers shall be elected by ballot by the association 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 committee on nominations.
- 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.
- Section 3. The Secretary shall keep an accurate record of all meetings of the association and the membership records. Minutes of the preceding meeting shall be represented by the Secretary.
- 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.
- Section 5. All officers shall deliver to their successors all official materials at the final regular meeting of the year.

ARTICLE VI **MEETINGS**

- Section 1. Regular meetings of this association shall be held as needed with generally no more than one meeting per month. 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.

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 committees 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.

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.