



LEADERSHIP GUIDE FOR SMALL CITY AND RURAL AFFILIATES

TEXAS YOUNG LAWYERS ASSOCIATION



**LEADERSHIP GUIDE
FOR
SMALL CITY
AND
RURAL AFFILIATES**

©2021

Materials created by the Texas Young Lawyers Association. All rights reserved. Permission is granted for all materials to be reproduced for classroom use only. No part of these materials may be reproduced in any form or for any other purpose without the written consent of the Texas Young Lawyers Association.

TYLA Executive Committee

Britney E. Harrison, President

Tim Williams, Chair

Michael J. Ritter, Vice President

Judge Lauren Renee Sepulveda, Secretary

Ashley Hymel, Treasurer

Jeanine Rispoli, President

Sara Anne Giddings, Chair-Elect

Victor Flores, Immediate Past President

Local Affiliates Committee Members:

Matthew Manning, Committee Chair

Hisham Masri, Committee Chair

Kirk Cooper, Project Lead and Editor

Reina Cisneros

Cali Franks

Nick Guinn

Marcos Rosales

Johnathan Stone

Courtney White

ACKNOWLEDGMENTS

As leaders, we stand on the shoulders of those who came before us. A special thank you to our speakers that made this project possible.

Small City Affiliates Past Presidents

Kirk Cooper, Sara Giddings, Jeanine Rispoli, and Judge Lauren Sepulveda

Diversity in Leadership

Dean Joan R. Bullock, Harper Estes, Joe Escobedo, Meyling “Mey” Ly-Ortiz,
and Hisham A. Masri

Mental Health

Erica Grigg and Rebecca Patterson

Leadership Class

Rebekah Steely Brooker

Tiffanie Clausewitz

Rob Crain

Judge Karin Crump

Rick Houghton

Andy Jones

Jacquelyn Rex

Benjamin Ritz

Dena Stroh

Ayeola Williams

Teaching Personality Tests in Leadership Programs & Leadership to Young Lawyers

Dean Stephen Rispoli

Dean Leah Teague

TABLE OF CONTENTS

| | |
|---|----|
| Preface | 1 |
| I. GETTING STARTED | 3 |
| A. Purpose of Your Organization and Figuring out the Need | 3 |
| B. Incorporation and Bylaws | 4 |
| C. Choosing to Affiliate with TYLA | 5 |
| II. GOVERNANCE AND BOARD MANAGEMENT | 6 |
| A. Board Member Responsibilities | 6 |
| B. Recruitment and Leadership Development | 6 |
| C. Managing Conflict | 7 |
| D. Succession Planning | 8 |
| E. Preventing Volunteer Burnout | 9 |
| III. ENGAGING MEMBERSHIP | 10 |
| A. Finding Members | 10 |
| B. Membership Dues | 11 |
| IV. COMMUNITY SERVICE, SPECIAL PROJECTS, AND LOGISTICS | 11 |
| A. Why Have Projects? | 11 |
| B. Identifying Projects | 12 |
| C. Planning and Completing a Project | 13 |
| D. Publicity | 13 |
| E. Preparing and Growing for the Next Time | 14 |
| F. Examples | 15 |
| a. Community Service Projects | 15 |
| i. Kids' Courthouse Tour | 15 |

| | |
|---|----|
| ii. Bike Rodeo | 15 |
| iii. Pro Bono Clinics | 16 |
| iv. Habitat for Humanity | 16 |
| b. Special Projects | 16 |
| i. TYLA Road Shows | 16 |
| ii. Events “with the Bench” | 17 |
| iii. Family Fun Day & Chili Cook Off | 17 |
| c. Fundraising | 17 |
| i. 5k Races | 17 |
| ii. Halloween Party | 17 |
| d. Virtual Events | 17 |
| V. INCLUSIVITY AND DIVERSITY | 18 |
| A. What are Diversity, Equity, and Inclusion? | 18 |
| B. Why Your Affiliate Should Care About Diversity, Equity, and Inclusion | 19 |
| C. How to Make Your YLA be More Diverse, Inclusive, and Equitable | 19 |
| D. Additional Resources | 20 |
| VI. SELF-CARE FOR LEADERS | 21 |
| A. Why Should Leaders Care About Their Own Mental Health? | 21 |
| B. How You Can Look After Your Own Mental Health | 21 |
| Appendix | 23 |
| • Sample Constitution | 25 |
| • Sample Bylaws | 27 |
| • Sample TYLA Affiliation Petition | 30 |
| • Sample TYLA Affiliation Resolution | 32 |

PREFACE

This project seeks to help those who have heard the call of leadership—particularly those in small cities or rural communities looking to start, lead, or revive a local young lawyers association—by compiling resources created by the Texas Young Lawyers Association (TYLA) to hopefully make things a little easier and allow them to focus on bringing people together and executing their vision.

Different organizations will have different needs at during different stages of their existence. Some leaders will be starting (or restarting) organizations from scratch and need to know about crafting bylaws and defining their mission. Other leaders may be taking the helm of mature organizations and need guidance on the nuts and bolts of governance, or ideas on what types of events to host. Still others will face the challenge of taking an existing organization that may be flagging and reviving it or innovating it. And some leaders may simply be looking for encouragement or validation that they aren't crazy and that what they want to do can, in fact, be done.

Our hope is that this handbook will be broad enough to encompass all of the main topics a leader will need to reference while still being specific enough to provide concrete guidance. We have taken existing TYLA resources and compiled them in one place for ease of use, while also adding in other insights we have gleaned from our service on various boards and from comments made by attendees throughout the years at the State Bar of Texas' Annual Local Bar Leaders Conference. We also hope that this will be a living document that will incorporate insights from others in the future.

As this committee put this leadership guide together, the COVID-19 pandemic disrupted our normal way of doing business and brought into stark reality the challenges of trying to come together when circumstance keeps us physically apart. While the effect of this pandemic has been radical, for some rural affiliates, the reality of trying to bring people together despite the challenges of bridging physical distance is nothing new.

While nothing can substitute for face-to-face interaction, this pandemic has taught us that through technological solutions and creative problem-solving, we can still connect with one another, foster a sense of community, and make change. We hope that this guide will further help you in your path as a leader.

I. GETTING STARTED

A. Purpose of Your Organization and Figuring out the Need

The most fundamental part of leading an organization is knowing what your organization does and how you as a leader fit in to that purpose. This is true whether you are starting a young lawyers association from scratch and need to come up with a mission statement, or you are taking over a mature organization.

Different people join young lawyers associations (YLAs) for different reasons. For some, being in a YLA is just a line to include on their resume, a networking opportunity, or a way to make business connections. For others, being in a YLA is a calling or a chance to make a difference in their community, either through legal pro bono work or other types of community service.

Most people who participate in a YLA fall somewhere on the spectrum between totally professional and totally altruistic. They have an impulse to be part of something greater than themselves, meet people, do fulfilling projects, and have fun. While you may have a vision of what you'd like your organization to be, there's no one "right" reason for joining or creating a YLA.

Members may have disagreements over where the organization's mission focus should be. Some may view a YLA as a social club similar to a fraternity or sorority. Some may view it as a civic group focused on community service projects like the Junior League. And some may believe that as an organization of lawyers, a YLA should focus its attention on providing legal-focused projects to the community it serves, be it in the form of pro bono legal clinics or in engaging with schools to provide students with information about how the law affects them.

As a leader, be flexible enough to incorporate ideas from others, but stay grounded and realistic about what you can accomplish given the constraints of your organization. Remember that the point of an organization is not just to do projects, but to build a group of people who believe in the mission. Keep your mission statement specific enough to be meaningful, but broad enough to encompass all potential things our organization could be: social, educational, charitable, and service-oriented.

In determining your organization's purpose, ask yourself the following questions:

- How is your organization different?
- What value do you add?

- Why should you spend your limited time being part of your organization?
- What do you do that other civic organizations like the Junior League or the Chamber of Commerce don't?
- What do you do that other local bar associations don't?

This process of figuring out your organization's mission can be especially challenging for rural communities, where the number of lawyers in a given town or county may not be very high, which can impose logistical constraints. Consider expanding outwards and coordinating with other towns and counties to make an organization that embraces other nearby communities, or building coalitions with existing organizations to expand your reach and compliment one another's strengths.

B. Incorporation and Bylaws

Most YLAs in Texas are organized as 501(c)(6) organizations (i.e. business leagues). Some larger YLAs also have affiliated 501(c)(3) organizations they use to conduct certain charitable activities. Consult with a tax attorney or other expert to weigh your options with regard to how your particular group should be incorporated. Sample articles of incorporation/constitution for your YLA are attached as Appendix A.

If you need more information on the specifics of forming an entity, check out the TYLA Guide "How to Get Involved in a Nonprofit Board": <http://26i1x33zddmb2ub5ei1n3bec-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/HowToGetInvolvedInNonProfitBoard2015.pdf>.

Your YLA will also need bylaws. Your organization's bylaws are, in effect, the rules that will govern how your YLA does business. Sample bylaws are attached as Appendix B. Note that these sample bylaws are a jumping off point, not the end-all be-all. Each organization's bylaws should be tailored to the organization's mission, size, and other unique attributes.

For your organization's bylaws to be effective, you and your members must collectively answer the following questions about what you want your organization to look like and how you want it to be structured:

- Who is your membership? Are there different tiers of membership (i.e. *ex officio* members who may not vote, or "senior" members who have aged out but still want to stay involved)?
- When do you hold your elections? Who gets to vote in your elections?

- How big is your board? Bigger boards allow everybody to feel included, but bigger boards may also make it harder to get a quorum when it comes time to have a meeting.
- How do your board members vote? Can your president submit items for votes outside of regular meetings and get votes via email?
- Are there term limits for board members? Are board member elections staggered or does everybody get voted on or off the board at the same time?
- Who are your officers? How are your officers elected? By direct election from the membership? By a nominations committee?
- What happens if somebody doesn't show up to meetings? Are there ways to remove board members? Under what conditions? Does removal require a board vote? (This is not always a pleasant topic to consider, but having clear removal procedures can help set important guardrails for your organization in the unlikely event you do need to remove someone.)
- If you already have bylaws, do they still make sense given your organization's current reality? It may be that procedures that were necessary in the past when your organization was larger or more prone to conflict now stand in the way of getting things done. Review your bylaws every two years or so to see if anything needs to be changed.

C. Choosing to Affiliate with TYLA

If you are not already affiliated with TYLA, becoming a local TYLA affiliate can help you gain credibility as an organization and open up opportunities to engage with other local affiliates statewide. While TYLA resources are free for anyone to access online, TYLA affiliation renders your organization eligible to receive TYLA grant funding for projects. TYLA also engages with local affiliates by inviting local affiliate presidents to speak to the state board once a year about their local affiliates' accomplishments, as well as recognizing outstanding local affiliates every year with awards.

To affiliate with TYLA, your YLA must (1) pass a resolution indicating an intent to affiliate with TYLA and (2) submit an affiliation petition to TYLA. A sample affiliation resolution is attached as Appendix C. A sample affiliation petition is attached as Appendix D.

For more information about TYLA grants and local affiliate awards, please visit **tyla.org**.

II. GOVERNANCE AND BOARD MANAGEMENT

A. Board Member Responsibilities

For large, established YLAs, board members are responsible for setting policy and approving organizational actions and expenditures, and an executive director or other administrative staff will assist you in getting organized, sending out emails, buying supplies for events, or coordinating different tasks. However, as a leader of a small affiliate, chances are that you will not have an executive director, so board members will also be offering their volunteer services to execute the organization's projects, in addition to setting policy.

This is why it is important from the beginning to let prospective board members know that your YLA board is a "working board" where members will be pitching in not just with decision-making and setting policies, but also with setting up chairs, making sandwich runs for the local mock trial tournament, and putting stamps on envelopes for mailouts.

It is also important for you as a leader to figure out what exactly the time commitment for your board members will look like. Are board members expected to show up only for a one-hour meeting once a month? Or are they also required to attend happy hours and social events? Is each board member expected to lead a project or chair a committee? How much time do the projects take? Is each board member expected to contribute financially to the organization? Are there certain fundraising goals?

Setting expectations clearly and early can help avoid miscommunications and keep new board members from feeling overwhelmed or blindsided. It can also increase your likelihood of finding people who will show up and be committed to helping lead your organization, because they will be able to approach the commitment with open eyes and realistic expectations.

B. Recruitment and Leadership Development

Recruiting and developing members of your board can be challenge, especially when a given area's population of young lawyers may be small or stagnant. Here are a few tips that can make the recruitment and development process easier:

- Flexibility is key. Lower barriers to entry as much as you can. Consider creating associate memberships for students, who in turn may become full members in the future.

- Social events can not only help bring people together, but they can also create an informal environment where you can gauge someone’s interest in the organization or its mission and determine whether someone might be a good fit for your YLA’s leadership.
- Remember that cliques can kill an organization. Create chances for people outside the “core group” to move up within the organization or to take on responsibility. If somebody is not on your board, but is interested in becoming involved, create opportunities for them to serve on committees or volunteer for specific projects. This not only ensures that volunteers do not feel alienated, it also ensures that there are future leaders ready in the wings once the members of the “core group” eventually age out, thereby preventing the organization from collapsing.
- Some large city affiliates have created “leadership classes” similar to programs implemented by other civic organizations like the Chamber of Commerce, and used those to identify potential future leaders and to create a sense of solidarity and camaraderie.

For more information on what a leadership class looks like, check out the video content accompanying this booklet.

- For Texas-based organizations, the State Bar of Texas hosts an annual Local Bar Leaders Conference in which local bar organizations can send two or more delegates to learn about what resources are available to their local organizations, as well as to meet their counterparts from other groups across Texas. For more information, please visit: [texasbar.com/Content/NavigationMenu/AboutUs/LocalBarServices/LocalBarLeadersConference/default.htm](https://www.texasbar.com/Content/NavigationMenu/AboutUs/LocalBarServices/LocalBarLeadersConference/default.htm).

C. Managing Conflict

Conflict management is a big part of ensuring your organization’s long-term success, especially for smaller organizations. Unlike with bigger cities, where a new crop of young associates appears every year to provide fresh opportunities for new members, if you are the leader of an organization from a smaller city or rural area, the faces you see over the years will likely all be familiar to you. There may be fewer “new” people to recruit, and in some communities, membership may remain stagnant or even decline as a cohort of lawyers begins to age out of the organization. This can amplify a personal conflict and turn it into something that can kill an organization all together.

To help manage conflict, try doing the following:

- Set ground rules. You don't necessarily need to adopt Robert's Rules of Order to run a meeting, but there should be a general culture of respect. Where things cannot be done by consensus, make sure there are reasonable time limits for item discussion, and consider whether items should be brought up for a vote or tabled pending further discussion or study.
- Hear everybody out. If you are leading the meeting, strive to be as even-handed as possible and give people the opportunity to voice their opinions, while intervening where necessary to keep the meeting on track or to prevent any personal animosity from derailing things.
- Provide opportunities for people to work on things that are meaningful to them. Many times people will disengage from an organization that doesn't allow them to pursue their "passion projects" or allow them to do things that align with their interests or values. Obviously, your group will be constrained by your bylaws and mission, but get creative. Sometimes even the overture or the willingness to try and work something out can smooth things over, even if it doesn't necessarily result in the specific project the board member wanted.
- Consider adopting a code of ethics or code of conduct outlining what to do in the event of conflicts of interest.

D. Succession Planning

It is tempting to define your organization's success by the number of projects you roll out or by the amount of money your organization is able to raise for a given cause. As lawyers, we want to be able to point to tangible results to prove that we are effective at what we do:

I was a great leader because my year, we raised \$5,000 for the children's hospital. I was a great leader because when I was president, our main event had record attendance. I was a great leader because I got us to roll out our signature project at more locations than we have ever done before.

People do expect leaders to produce tangible results. But as a leader, part of your job is also to try and build an organization that is resilient and will last once you are no longer in charge. A leader who is driven and charismatic can bring new life to an organization. However, many times an organization with a "rock star" president may rise and fall with that president, and when that president leaves,

the organization experiences a void and may be unprepared to handle what's next. These succession planning issues at best can create ebbs and flows in an organization's activity and at worst can sometimes be the Achilles' heel of an organization that is otherwise doing incredibly well.

- Keep all documents and passwords together. This sounds basic, but it is a common recurring problem as boards transition from one year to another. If each new board is having to set up a new Venmo account or reconstruct an email blast list because the person who was in charge of that task before forgot the password, time that could go toward other activities gets wasted reinventing the wheel.
- Some YLAs use an “officer’s binder” where each executive officer (president, vice president, secretary, treasurer, etc.) puts together whatever important documents they have from the last year, along with any contacts they may have made, in order to assist their successor with their new role. Sometimes, these “officer’s binders” are passed down during a transition ceremony.
- Some organizations require people who want to be the president to first serve in a lower position and ride a “conveyor belt” up the ranks. The advantage to this approach is that it ensures the person who takes over the organization knows the organization in and out. The disadvantage is that may require a multi-year commitment that people may be unwilling to make. Balance the advantages and disadvantages and decide what works based on the organization's needs and on your own local conditions.
- Term Limits: this is a controversial topic. On the one hand, term limits mean the potential loss of institutional knowledge and a potential collapse if one group of people has held control for a long period of time. On the other hand, term limits mean that more people who want the chance to lead can get that chance, which in turn means members may be more engaged and the organization has a better chance of long-term survival.

E. Preventing Volunteer Burnout

As stated before, as a small organization, chances are that you will not have administrative staff to assist you with board business. Yours will be a “working board.” Don't burn your people out. Volunteer work may be noble or in service of a lofty goal—but it's also *real, uncompensated work*.

- Get buy-in from your board on projects. As a president or officer of the organization, your other board members and volunteers are not free labor to execute your vision.
- Show them you appreciate them. Recognize good work publicly on social media and at board meetings. Offer encouraging words directly in-person or through thank-you notes. Consider giving out tokens of appreciation, certificates, awards, or even special events like dinners or happy hours honoring their contributions. Small gestures can mean a lot.
- Check in. Not just on the status of projects but on how they're doing personally. It may turn out that a board member or volunteer you've dismissed as a "flake" may be bogged down in trial, dealing with a family issue, or even suffering from a health issue or depression or anxiety. Attorney wellness is an important issue within our profession. In 2020, TYLA launched the Attorney Wellness Hub which contains valuable resources on achieving wellness, identifying warning signs, developing a culture of wellness, and much more. For more information, please visit: texaslawyercare.tyla.org.
- Set realistic expectations and realistic timelines for projects.
- Remember that your board members have lives.
- Take a positive approach, not a punitive approach. Many lawyers work in stressful, demanding environments and do not want to deal with those same difficult cultures in their free time.

III. ENGAGING MEMBERSHIP

A. Finding Members

If you are a Texas-based affiliate and are having trouble determining who would be eligible for membership in your organization, contact the Local Bar Services section of the State Bar of Texas. They may be able to help you identify lawyers in your area that would be eligible for membership.

If your local community does a swearing-in ceremony for new lawyers, consider going personally or sending someone to meet those new lawyers and make the pitch to join your organization.

At the Texas Bar Leaders Conference in years past, some affiliate presidents from rural areas have voiced concerns about difficulty finding members. It may make sense to "regionalize" your organization to include nearby towns, or to include

lawyers from another county. Monthly meetings or events can either be held somewhere central, or they can rotate among different sites.

B. Membership Dues

In setting membership dues, consider your local conditions and whether the amount you are requesting in dues would cause undue hardship. Some organizations choose to create different tiers for members in different practice areas (i.e. \$35 for private practice lawyers, \$25 for government lawyers, \$15 for lawyers in their first five years of practice, etc.).

The easier you make it for people to pay dues, the more likely they are to pay. Consider using Square, PayPal, Zelle, Venmo, or other ways of accepting payments.

IV. COMMUNITY SERVICE, SPECIAL PROJECTS, AND LOGISTICS

On at least one occasion, your affiliate will host an event. Your affiliate will probably host numerous events. Some events might be simple and straightforward. For example: “Let’s plan a happy hour at the bar near the courthouse,” or “We should organize a brown bag lunch with CLE from a more experienced attorney.”

By contrast, some events may require weeks or months of planning and the effort of several board members. Such events might be directed to your membership, the bar at large, or the community at large. These events might become signature events that your affiliate builds on each year, or they might be one-and-done events. Either way, it helps to: identify good projects; plan ahead; execute; and repeat (if you want).

A. Why Have Projects?

If your affiliate does not host any events or organize projects, that should change. Here are a few reasons why your affiliate should host events and organize projects:

- **Build brand recognition.** Events increase the buzz around your organization. Hosting events promotes your affiliate’s name and helps people connect with the brand. Plus, your reach will extend as attendees bring their friends.

- **Make face-to-face connections.** Events create great opportunities for connecting with friends, colleagues, members, and potential members on a personal level. Face-to-face connections can really solidify someone's interest in you and your affiliate.
- **Strengthen your community.** In addition to developing a connection with your organization, people attending your events can build relationships with each other and strengthen the community. There's power in attending an event and seeing other people who support the same cause or organization. Meeting like-minded individuals in person will also encourage more active engagement online.
- **Build trust.** Hosting events, especially for newly-formed organizations, bolsters your affiliate's credibility. It doesn't matter how big or small the event is. It matters that attendees are able to connect with your brand and your mission.
- **Generate revenue.** Membership dues are frequently the largest revenue source for affiliates. The second largest source of revenue comes from events. The revenue might come from tickets, sponsorships, etc.
- **Fundraise.** Giving back to the community is a great way to raise awareness about an important cause, and gain some recognition for your affiliate too.
- **Establish thought leadership.** Holding a seminar or other CLE event establishes your members (especially the speakers) or affiliate as a driver of new ideas and collaboration. This provides value to your community and helps to establish your affiliate and its members as experts.
- **Have fun.** If people enjoy themselves at your affiliate's event, they will be back for more and become more involved in your affiliate.¹

B. Identifying Projects

As mentioned before, there are various projects and events that your affiliate can organize. Projects could focus on education (to your members or the community), providing legal services to members of the community, having fun, or fundraising.

¹. Excerpted from <https://www.localist.com/blog/9-ways-your-organization-can-benefit-from-holding/>

It helps to identify a need and fill that need. For example, if there is a growing population of senior citizens in your community, a wills clinic might be perfect. If there is a lack of CLE, your seminar or other educational event would probably be well received.

You can also get ideas from the successful projects of other affiliates. Some of the big city affiliates in Texas (e.g., HYLEA, DAYL, etc.) arrange monumental events on a regularly basis. Those affiliates have grown to that level of success with time and vision. Smaller affiliates also experience huge successes with their projects and events (e.g., Tom Green County Young Lawyers Association, Corpus Christi Young Lawyers Association, Smith County Young Lawyers Association, etc.).

Additionally, TYLA can assist with planning and organizing projects that YLAs can roll out with minimal effort and without reinventing the wheel. For ideas and roll-out information, visit: tyla.org/resources.

C. Planning and Completing a Project

After identifying a project or an event, your affiliate needs to plan. Planning involves several considerations, including:

- Food
- Venue & Parking
- Weather & Other Contingencies
- Contests & Awards
- Sponsors

It helps to give your affiliate—and those you are working with—plenty of time to plan and make adjustments. The first time you organize an event or project, keep records and build a timeline. They are helpful on the first pass and they will help with future planning. It is also helpful to delegate tasks with deadlines for completion.

D. Publicity

Regardless of the effort you and your affiliate put into the event, it won't mean much if you don't promote your event and generate buzz. You need to spread the word. It is tempting to wait until the event is finalized, but it might be too late.

When spreading the word, you should take advantage of social media and email blasts. Don't forget other methods, such as cross-promotion (e.g., hosting an

event and promoting the next event during “announcements” or in informal conversations) and contacting people directly by way of texts and phone calls. Countless bar leaders have feared a flop of an event (e.g., five registrants on the day of the event when twenty or forty were expected). They turned it around, however, when they reached out to their friends and colleagues with personalized texts and emails. It helps to say, “I would love to see you there.” And recipients frequently respond with: “Thanks for the reminder” and “I had forgotten” or “I must have missed the email.” The importance of one-on-one invitations might justify a board/committee/event planning member to focus on this job. That said, do not limit the target attendance to a small group of friends. Otherwise, the attendance list becomes stagnant; affiliate growth is more challenging; and it hinders diversity. Find ways to invite and engage people who do not already attend your events and projects. You will build a bigger base and find future leaders.

When spreading the word, you might have a mechanism for registering attendance. You can then use registration to boost membership. If your affiliate has voluntary membership, make sure that you use events to boost membership. Do so online and at your events. At the event, you can use the registration/check-in table as an opportunity to increase membership.

Leading up to the event (whether it is the week-of or day-of), take time to contact the stakeholders (e.g., vendors, partners, attendees) and make sure that all stakeholders are informed, updated, and have what they need from you for a successful event.

E. Preparing and Growing for the Next Time

After your event, take a few days to rest and relax. Great events require a lot of work and deserve rest afterward. But don't wait too long to reflect. While the event is fresh on your mind—including its successes and failures—take time to think about what went well, and what could have been better. Write it down. There is a good chance someone else will run the event in the future and benefit from your notes. If you want to take the process a step farther, memorialize a timeline for success: “In month A, do this...”; “In month B, do this...”; “In month C, do this...” Your affiliate might also consider creating forms and templates for this event—some of which might help with other events/projects.

It's a good idea to send thank you notes within a few days of the event. Handwritten notes are less and less common these days, but they are always well-received. After your event, identify each of the people/organizations that helped

you and your affiliate make the event/project a success. Send notes to vendors, participants, consultants, etc.

When reflecting on the event and thinking about things that went well/poorly, think about future success. Plan early and identify strategic partners and dream big. What will it take to make your event an even bigger success? Most leaders are busy and fail to take time to think big. Buck this trend. Dream big and scale back if it's necessary. That's a lot easier than dreaming small and expanding later.

F. Examples

Feel free to create new and innovative projects/events. In the meantime, take advantage of the successful programs of other affiliates. The list below is by no means comprehensive but it hopefully illustrates examples of programs that have worked well for one or more affiliates. The examples below are categorized as community service projects or special projects.

a. Community Service Projects

Community service projects usually benefit members of the community outside of the bar.

i. Kids' Courthouse Tour

The Corpus Christi Young Lawyers Association (CCYLA) organizes a Kids' Courthouse Tour. The San Antonio Young Lawyers Association (SAYLA) organizes a similar event. This event is a great way to introduce students to courts and the practice of law. Students from one or more districts, schools, or classes are invited to the courthouse and hear from one or more judges.

ii. Bike Rodeo

Bike rodeos are a great way for children to learn the rules of the road and bicycle safety. Students love bike rodeos because they're a blast and they are a departure from the day-to-day routine. TYLA developed a handout and several affiliates have rolled out bike rodeos across the state.

May is National Bike Month. In the past, the El Paso Young Lawyers Association has given away one or two bicycles to children's groups in connection with a presentation about bike safety using TYLA materials.

iii. Pro Bono Clinics

What better way to give back to the community than to give back your legal expertise? Affiliates are well positioned to offer pro bono services (or at least offer initial intake) for various legal services. A clinic is announced to the community, and members of the bar are invited to share their talents and expertise. Clinics are a great opportunity for young lawyers to gain experience, build their reputation, and learn from more senior lawyers. Common clinic topics are wills and transfer on death deeds. Tom Green County Young Lawyers Association participates in National Adoption Day, which assists the courts with finalizing adoptions and reducing backlogs. (See nationaladoptionday.org for more information.)

When doing a pro bono clinic, be sure to reach out to local legal aid organizations or legal nonprofits. Oftentimes, they can provide CLE or training to your members to help do a pro bono clinic.

iv. Habitat for Humanity

Whether it is digging, drilling, sawing, building, or landscaping, Habitat for Humanity has a job for you and your affiliate. Habitat For Humanity builds homes across the United States, and its reach makes it easy for affiliates everywhere to find community service projects.

b. Special Projects

In addition to community service events, there are countless projects that your affiliate can organize for the benefit of members.

i. TYLA Road Shows

TYLA's Local Affiliates Committee organizes and co-hosts in-person CLEs in small cities and rural areas. Road shows involve free food and CLE (often 2-3 hours). Recent CLE topics include drafting essentials for federal court, compassion fatigue, and handling your first/next jury trial.

After the CLE, attendees are invited to a happy hour/networking reception.

Don't forget that if you are a local bar association registered with the State Bar of Texas, you may be exempt from having to pay CLE registration fees if your CLE event is free. Contact the State Bar of Texas Local Bar Services center for more information.

ii. Events “with the Bench”

Young lawyers—no, all lawyers—enjoy and benefit from establishing relationships with the judiciary. Several affiliates have implemented programs to help build such relationships. For example, CCYLA hosts “Burgers with the Bench” where young lawyers and judges have an opportunity to visit, informally, over burgers and other refreshments. In addition to networking, local judges offer two hours of CLE.

iii. Family Fun Day & Chili Cook Off

SAYLA, in partnership with the San Antonio Bar Association (SABA), have implemented a fun way of building relationships between young lawyers and other members of the bar. The two organizations collaborate and organize a fun event for members and their families (including children). The event involves a chili cook off, face painting, games for kids, moon bounces, BBQ, and other refreshments. Past events have taken place at a public park and a private ranch belonging to a member.

c. Fundraising

i. 5k Races

5k races are popular, repeatable fundraisers. Runners register in advance of the race. They show up and receive a t-shirt and racing chip. They complete a race and fun is had by all. Proceeds go to charity. CCYLA supports People Assisting Animal Control, and the Amarillo Area Young Lawyers Association (AAYLA) has supported CASA, the High Plains Food Bank, and other causes over the years.

ii. Halloween Party

Every year the Hidalgo County Young Lawyers Association partners with a local organization and holds a “Monster Mash” Halloween party fundraiser complete with a costume contest and prizes. The event is always a great success.

d. Virtual Events

Free CLEs hosted over Zoom, YouTube, or Facebook Live have proven to be very popular during the COVID-19 pandemic. Likewise, some other events may work virtually, such as bingo/Loteria contests or trivia nights. Again, nothing is a substitute for in-person, face-to-face interaction, but don't discount the possibility of hosting an event virtually if it is appropriate to do so.

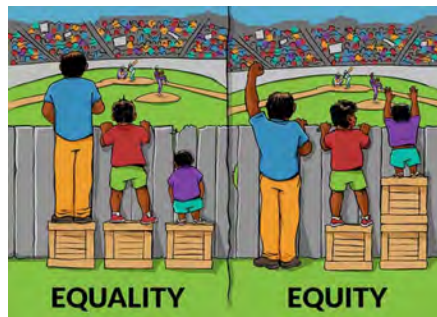
V. INCLUSIVITY AND DIVERSITY

A. What are Diversity, Equity, and Inclusion?

People will differ in opinion about the definition about diversity. Merriam Webster defines it as “an instance of being composed of differing elements or qualities.”² The American Bar Association defines it as “the term used to describe the set of policies, practices, and programs that change the rhetoric of inclusion into empirically measurable change.”³ To that end, a diverse lawyers’ organization would be considered diverse if it were composed of individuals and leaders that had differing thoughts and ideas about policies, practices, and programs. Diversity, notably, is not limited to racial, ethnic, or gender, but rather also inclusive of culture, experience, age, socio-economic class, sexual orientation, gender identities, legal practice areas, veteran status, disability, and much more. It is important that diversity will differ from community to community because we represent different parts of the state and thus will have different local communities.

If diversity is about representation of different people, then inclusion is about their meaningful involvement in the organization. A popular phrase to explain the different the concepts: *diversity is being invited to the party; inclusion is being asked to dance.*⁴

Equity means the fair and equal access to opportunity. Importantly, equity does not mean that each person is treated the same. Not all people have barriers to entry, and equity seeks to remove those barriers for individuals who have them. An image speaks a thousand words:



² <https://www.merriam-webster.com/dictionary/diversity?src=search-dict-hed>

³ <https://www.americanbar.org/groups/litigation/committees/diversity-inclusion/articles/2016/spring2016-0416-diversity-in-law-who-cares/>

⁴ Verna Myers, https://www.cleveland.com/business/2016/05/diversity_is_being_invited_to.html

B. Why Your Affiliate Should Care About Diversity, Equity, and Inclusion

Morally, we must address historical barriers that have led to unfair conditions for women and people of color. Lawyers are tasked with serving their communities and *helping* people, and, as such, should also strive to treat others fairly and be diverse, inclusive, and equitable. These concepts are more important than ever because of increasing tensions in our communities, at the intersection of race and the law.

Additionally, organizations with diverse backgrounds outperform the industry average, inclusive teams make better decisions, and higher diversity equates better performance.⁵ Your affiliate is likely to provide better programming and services to its members and the community at-large if your leadership is diverse.

C. How to Make Your YLA be More Diverse, Inclusive, and Equitable

The key components of creating an effective diversity, equity, and inclusion program are: (1) setting your goals, (2) identifying your benchmarks for success, (3) measuring your results, and (4) implementing accountability for future leaders.

Initially, organizations seeking to create a diversity, equity and inclusion program must understand why they want to create such a program. Several options include increasing the public's and legal community's awareness of diversity, equity, and inclusion efforts, or creating a safe place for those discussions. As lawyers, we are aptly capable of mediating these types of uncomfortable environments and increasing awareness about issues impacting diversity, equity, and inclusion. Another goal may be engaging the diverse attorneys in your community to increase membership in your affiliate. It is well-documented that individuals are more likely to be engaged and involved if they see people like them in leadership. Thus, a method to improve engagement may be to invite specialty bar organizations (e.g., a women's bar association) to appoint a member to the board of your local affiliate. If you do so, you should strongly consider giving those sister bar organizations a *voting* seat to give them a voice and be inclusive in your group.

After you have identified your *why*, it becomes important to measure your results and remain accountable. Creating an annual diversity, equity, and inclusion event and measuring its attendance is one way to accomplish both goals. By creating such an event, your organization communicates its commitment and also creates a method for you to measure attendance as a metric. You may also con-

⁵ <https://www.mckinsey.com/business-functions/organization/our-insights/why-diversity-matters>

sider creating an annual survey that measures diversity amongst lawyers in your community. Such a survey may motivate legal employers to improve their metrics at the risk of being competitive and relevant in your market.

D. Additional Resources

You have the tools and drive to create a better legal profession for both our future lawyers and for us today. TYLA also provides a number of resources focused on diversity, equity, and inclusion including a Retention Guide, a Diversity Toolkit, Local Affiliate Grants for such projects, and law student Diversity Scholarships. These resources are available to our local affiliates for the betterment of their organization at tyla.org.

Finally, here are some concrete steps you can take toward diversity and inclusion:

- Reach out. Some participants at the Texas Bar Leaders Conference in years past have expressed a desire to make their organizations more inclusive, but may feel awkward about reaching out. The good news is that it is not as hard as you may think. Lucky for you, most lawyers like to talk, most lawyers who join organizations have the same community-oriented mindset you do, and as lawyers, you'll have common ground to start a conversation.
- Establish relationships with affinity bars. Extend invites to other associations. Offer to co-host a social event like a happy hour. Make sure you let people know your door is always open. You may not get more members in your YLA, but you will forge a partnership you can use to reach more people and make a bigger impact through coalition-building.
- Learn about the past. The sad truth is that sometimes the reason separate organizations exist is because a group broke away from a larger organization that may have explicitly or implicitly made group members feel unwelcome. Don't repeat the mistakes of the past. If you're worried about being "too political" by adopting an ethos of inclusivity, it may be time for you and organization to question your own biases and prejudices. The ideas of equality and basic human dignity transcend politics.
- Educate yourself and listen. The fact remains that in some smaller communities, there may not be very many lawyers (or any lawyers at all) who are people of color, LGBTQ+, or members of other minority groups. However, an organization can still embody the values of diversity by staying aware of broader issues, particularly those having to do with the legal system.

VI. SELF-CARE FOR LEADERS

“The only thing I know for sure after all of this research is that if you’re going to dare greatly, you’re going to get your ass kicked at some point. If you choose courage, you will absolutely know failure, disappointment, setback, even heartbreak. That’s why we call it courage. That’s why it’s so rare.”

-- Brené Brown, *Dare to Lead: Brave Work. Tough Conversations. Whole Hearts*

A. Why Should Leaders Care About Their Own Mental Health?

Mental health is important for everyone. Leaders play an important role in safeguarding the mental health of all people in the organization by setting goals, expectations, and a good example. It’s one thing for leaders to protect the mental health of others, but what about their own mental health? Without good mental health, leaders can start to negatively impact the people around them.

B. How You Can Look After Your Own Mental Health

1. Don’t Go It Alone

Consider reaching out to past presidents or other former members of the board to gain some perspective. They can often be a valuable resource not just because they have institutional knowledge of how an organization works, but also because they’ve walked the path you are choosing you walk. They’ve been there and they know what it’s like.

2. Take Time Out Every Day for Self-Care

It is easy to get absorbed by your work, but it’s a good idea to take breaks every now and then. Consider making exercise or a trip to the gym part of your regular routine, as exercise has proven benefits for physical and mental health. Remember the airplane face mask theory—you have to “put your own mask on first” and take care of yourself before you can take care of others.

3. Learn to Say “No”

Many young lawyers have trouble using the word “No,” but sometimes, saying no is necessary. Know your limits, be wise with your time, and don’t overextend yourself.

For more information on how mental health affects volunteer work, check out our companion video featuring speakers from the Texas Lawyers Assistance

Project. And for insight from past presidents who know what it's like to lead a small affiliate and know the challenges you may face, check out our companion Past Presidents Video as well.

Further reading:

- John Barrymore, *How Volunteer Burnout Works*

money.howstuffworks.com/economics/volunteer/information/volunteer-burnout.htm

- Ben Brearly, *Why Good Mental Health is a Leader's Best Friend, Thoughtful Leader*

thoughtfulleader.com/why-good-mental-health-is-a-leaders-best-friend/

APPENDIX

SAMPLE

CONSTITUTION

YOUNG LAWYER'S ASSOCIATION

ARTICLE 1

Name and Purpose

Section 1. Name. The name of this organization shall be "_____."

Section 2. Purpose. The purposes of this Association shall be service to the public; cultivating the science of jurisprudence; promoting reform in the law; facilitating the administration of justice; fostering respect of the law among the citizens of the community served by the Association; advancing the standing of the legal profession; preserving high standards of integrity, honor, and professional courtesy among the young lawyers of the community served by the Association; and cooperating with the other young lawyers associations in Texas, the Texas Young Lawyers Association, the American Bar Association/Young Lawyers Division, the State Bar of Texas, the American Bar Association, and other legal organizations in furtherance of the aforementioned purposes.

ARTICLE II

Membership

Section 1. Regular Membership. Any person duly licensed to practice law in the State of Texas who is under 36 years of age on June 1 shall be eligible for regular membership in the Association for the fiscal year commencing on June 1 and ending on May 31.

Section 2. Other Membership. Other classes of membership, if any, shall be prescribed in the Bylaws.

ARTICLE III

Officers and Directors

Section 1. Officers. The officers of this Association shall be the President, President-Elect, Vice President, Secretary, and Treasurer.

Section 2. Directors. There shall be _____ (#) Directors of this Association in addition to the Officers.

Section 3. Board of Directors. The Officers and Directors shall comprise the Board of Directors of this Association. The Association may provide for additional members of the Board of Directors in the Bylaws. The Board of Directors shall manage the affairs of this Association in accordance with this Constitution and the Bylaws.

**ARTICLE IV
Committees**

The President shall appoint such committees as are deemed necessary to carry out the purposes of this Association or to assist the Board in the orderly management of the affairs of this Association, consistent with this Constitution and the Bylaws.

**ARTICLE V
Dues**

There shall be assessed against each member dues in such amount, payable in such manner and subject to such penalties for nonpayment, as may be prescribed by the Bylaws.

**ARTICLE VI
Bylaws**

The Board of Directors may adopt Bylaws consistent with this Constitution.

**ARTICLE VII
Amendment**

This Constitution may be amended by a two-thirds (2/3) majority vote of the voting members present at a regular meeting of the Association. As a condition precedent to a vote on any Constitutional amendment(s), the Secretary shall give notice of such proposed amendment(s) and such meeting to all members in the manner prescribed by the Bylaws.

ADOPTED BY THE BOARD OF DIRECTORS BY UNANIMOUS VOTE ON THIS THE _____ DAY OF

_____, 20_____.

President

President-Elect

Vice-President

Secretary

Treasurer

Immediate Past President

TYLA Director

Director

SAMPLE

YOUNG LAWYERS ASSOCIATION BYLAWS

ARTICLE I
Board of Directors

Section 1. Powers. The affairs of this Association shall be managed by its Board of Directors, composed of all duly elected Officers and Directors, which may exercise all powers and do all things not required by the Constitution or these Bylaws to be done by the membership, including but not limited to determining matters of policy, conducting all activities of this Association, interpreting the Constitution or these Bylaws, and filling vacancies occurring in any of the elective offices.

Section 2. Terms of Office. Each duly elected Officer and Director shall take and hold office for one (1) year commencing June 1 each year in the manner set forth in these Bylaws.

Section 3. Ex Officio Members. The Immediate Past President of this Association shall be an advisor to and ex officio member of the Board of Directors with the right to vote. The Officer(s), if any, and Director(s) of the Texas Young Lawyers Association from this District shall be members of the Board of Directors with the right to vote. The President of the Student Bar Association at _____ Law School shall also be an ex officio member of the Board of Directors without the right to vote.

Section 4. Meetings.

a. Regular Meetings. Regular meetings of the Board of Directors shall be held no less than four (4) times during its term of office, at such time and place as the President shall direct by reasonable notice of at least one (1) week to Board members. The establishment of a regular time and place for Board meetings is encouraged, so that any member of this Association may be present at such meetings.

b. Special Meetings. Special meetings of the Board of Directors shall be held at such time and place as stated in the notice thereof. The President shall be notified within one (1) day of all meetings of matters requiring a Board vote, so that such matters may be placed on the agenda.

c. Quorum. A majority of the voting Board members present shall constitute a quorum for the transaction of business.

d. Voting. Voting shall be by majority vote of those present. Each Officer, Director, and other voting member of the board shall each be entitled to one (1) vote. In no event may any individual be entitled to more than one (1) vote, even if that individual simultaneously holds multiple offices.

e. Attendance at Board Meetings. It is the duty of each Officer and Director to attend the regular and special meetings of the Board of Directors. Any Officer or Director who fails to attend a Board meeting without good cause, as determined by a majority vote of the Board members present at such meeting, shall receive an unexcused absence in the published minutes. Any Officer or Director who accumulates two (2) unexcused absences during his or her term of office is presumed unable to carry out the duties of office and shall be replaced. The Secretary shall notify the Board in the published minutes following the third unexcused absence of any Officer or Director that a vacancy exists and such vacancy shall be filled in accordance with Article III, Section 7, of these Bylaws.

**ARTICLE II
Duties of Officers and Directors**

Section 1. President. The President shall be the chief executive officer of this Association, shall preside over all meetings of this Association and all meetings of the Board of Directors, and shall perform all duties ordinarily incident to the office and consistent with the Constitution and these Bylaws.

Section 2. President-Elect. The President-elect shall serve on the Board of Directors during the year preceding the term of office as President, shall succeed the President upon expiration of the President’s term of office, and shall perform such other duties as the President or Board of Directors may from time to time direct.

Section 3. Vice President. The Vice President shall act in the place and stead of the President in the event of the absence, vacancy, or disqualification of the President and shall perform such other duties as the President or Board of Directors may from time to time direct. The Vice President shall serve as a co-signatory on such financial accounts as maintained by the Association but shall only exercise such power in the absence of the President and Treasurer as directed by the Board of Directors.

Section 4. Secretary. The Secretary shall prepare, publish, and keep the minutes of all meetings of this Association and all meetings of the Board of Directors, and shall perform such other duties as the President or Board of Directors may from time to time direct.

Section 5. Treasurer. The Treasurer shall receive dues from the members of this Association, shall maintain a current and complete roster of all members, shall keep financial records of this Association, shall collect, care for, and upon approval of the President or Board of Directors, disburse funds of this Association, shall render periodic and annual reports of the financial affairs and status of this Association, and shall perform such other duties as the President or Board of Directors may from time to time direct.

Section 6. Directors. Each Director shall perform such duties as the President or Board of Directors may from time to time direct.

**ARTICLE III
Election of Officers and Directors**

Section 1. Nominations. A Nominating Committee composed of the President, as Chairman, the President-elect, the Immediate Past President, the Director(s) of the Texas Young Lawyers Association for this District, and at least one (1) director or other member of the Association, who shall be appointed by the President and who shall not be a nominee, shall nominate at least one (1) regular member of this Association for each office and Director position to be filled. The Committee’s nominations shall be announced to the membership at a regular meeting preceding the last regular meeting of the fiscal year or by written notice to the membership at least two (2) weeks prior to the last regular meeting of the fiscal year, or before the election if held at a time other than the last regular meeting of the fiscal year.

Option 1- Language for Other Nominations: *Other nominations made and seconded will be accepted from the floor at the meeting during which nominations are announced.*

Option 2- Language for Other Nominations: *Other nominations may be made by a petition signed by any ten (10)*

voting members on a form prescribed by the Secretary, or if no such form has been prescribed, upon any form that indicates the intent of such members to nominate such nominee for an indicated office. Nomination petitions must be filed on or before the 10th day of May each year, or such date as may be prescribed by the Board provided written notice of the deadline is given to the membership at least one (1) month prior to such date.

Section 2. Notice of Elections. The membership of this Association shall receive notice of the annual elections at the regular meeting during which nominations are announced or by written notice to the membership at least two (2) weeks prior to the last regular meeting or the fiscal year.

Section 3. Elections. *[Option 1 or Option 2 Language]* The winners of the elections shall be by majority vote of all voting members.

Option 1 - Language for Elections During Meeting: *At the last regular meeting of the fiscal year, or other meeting for which elections have been announced, the President, with the assistance of the Secretary, shall present an official ballot containing the names of the nominees for Officers and Directors to each voting member of this Association present at the meeting.*

Option 2 - Language for Elections By Mail: *By no later than the 31st day of May each year, the President, with the assistance of the Secretary, shall send by United States mail to each voting member of this Association, a true copy of the ballot containing the names of the nominees for Officers and Directors, together with a return envelope addressed to the Secretary. The Secretary shall preserve the envelopes unopened and deliver them to the Board of Directors of this Association at the time and place called by the President, which shall not be later than the 15th day of June each year. Ballots postmarked subsequent to June 10 shall not be counted. The Board of Directors may set an earlier deadline date for ballots provided written notice to the membership is provided at least one (1) month prior to such date.*

Section 4. Voting. Each voting member shall vote for one (1) nominee for each office and each Director position to be filled, as listed on the official ballot.

Section 5. Tabulating the Ballots. The President and other members of the Board of Directors who are not nominees shall open, count, and tally all votes cast. The nominee receiving the majority of votes cast for an office shall be declared elected to that office. The _____ (#) nominees for Director receiving the highest number of votes shall be certified as the duly elected Directors. The President shall certify all such results and shall provide prompt notice to the membership of this Association.

Section 6. Run-Off Elections. In the event that no nominee for an office receives a majority of the votes cast for that particular office, there shall be a run-off election between the two (2) nominees receiving the highest number of votes. The mailing and counting of the ballots and certification and notice of results in a run-off election shall follow the general procedures of this Article and shall be completed on or before June 30.

Section 7. Vacancies. In the event of a vacancy of any office or Director position, other than President, President-elect, or Immediate Past President, a successor shall be selected from among the membership by a majority vote of the Board of Directors. A vacancy in the office of President shall be filled by the Vice President. A vacancy in the office of President-elect shall be filled by special election of the membership following the general election procedures set out in this Article. A vacancy in the position of Immediate Past President shall not be filled.

ARTICLE IV Membership

Section 1. Regular Members. Any person duly licensed to practice law in the State of Texas who is under 36 years of age on June 1, shall be eligible for Regular Membership in this Association for the fiscal year commencing on June 1, upon payment of the dues prescribed by these Bylaws.

Section 2. Affiliate Members. Any members of the legal profession currently admitted to practice before the highest court of any state other than Texas or admitted to the bar in a foreign country, who is under 36 years of age on June 1 shall be eligible for Affiliate Membership for the fiscal year commencing on June 1, upon payment of the dues prescribed by these Bylaws. Any lawyers licensed by the Supreme Court of Texas during the 36 calendar months preceding June 1, upon payment of the dues prescribed by these Bylaws, shall be eligible for Affiliate Membership. Such Affiliate Membership shall include the right to vote, but not to hold office.

Section 3. Associate Members. Any law student of an accredited school of law shall be eligible for Associate Membership upon the payment of dues as prescribed by these Bylaws. Such Associate Memberships shall not include the right to vote or hold office.

Section 4. Application for Membership. Application for membership in this Association shall be in such form and manner as prescribed by the Board of Directors and shall be accompanied by the full amount of the dues prescribed by these Bylaws.

ARTICLE V Meetings

Section 1. Regular Meetings. Regular meetings of the membership of this Association shall be held at least two (2) times during the fiscal year, at such time and place as the President, or a majority of the Board of Directors, shall direct upon written notice of at least one (1) week to the membership. The last regular meeting of the fiscal year shall be in May.

Section 2. Special Meetings. Special meetings of the membership of this Association may be held at such times and places as the President, or a majority of the Board of Directors, shall direct by written notice of at least three (3) days to the membership.

Section 3. Quorum. At all meetings of the membership of this Association, a majority of the voting members present shall constitute a quorum for the transaction of business.

Section 4. Voting. At all meetings of the membership of this Association, voting shall be by a majority vote of the voting members present, except as otherwise provided by the Constitution or these Bylaws.

Section 5. Attendance of Officers and Directors. It is the duty of each Officer and Director to attend the regular and special meetings of the membership of the Association.

**ARTICLE VI
Dues**

Section 1. Regular and Affiliate Membership. The dues for regular and affiliate membership in this Association shall be \$_____ per fiscal year. The nonpayment of dues is grounds for termination of membership in this Association.

Section 1. Associate Membership. The dues for associate membership in this Association shall be \$_____ per fiscal year. The nonpayment of dues is grounds for termination of membership in this Association.

**ARTICLE VII
Committees**

The President shall appoint such committees as are deemed necessary to carry out the purposes of this Association or to assist the Board in the orderly management of the affairs of this Association, consistent with the Constitution or Bylaws. A member of the Board of Directors, designated by the President, shall consult and advise with each committee and periodically report its activities to the Board.

**ARTICLE VIII
Rules of Procedure**

Robert's Rules of Order shall govern all meetings of the membership of this Association and the Board of Directors, unless inconsistent with the Constitution and Bylaws.

**ARTICLE IX
Amendment**

These Bylaws may be amended by a majority vote of the voting members present at the regular meeting of the Board of Directors next following the regular meeting of the Board at which such proposed amendment(s) were read and discussed.

ADOPTED BY THE BOARD OF DIRECTORS BY UNANIMOUS VOTE ON THIS THE _____ DAY OF _____, 20_____.

President

President-Elect

Vice-President

Secretary

Treasurer

Immediate Past President

TYLA Director

Director

**PETITION FOR AFFILIATION WITH
THE TEXAS YOUNG LAWYERS ASSOCIATION**

1. Name of organization requesting affiliation: _____
Address: _____

2. Number of members:

3. Number of members who are regular members of the TYLA:

(The following members of the State Bar of Texas are regular members of the TYLA for the entire fiscal year beginning June 1: (a) lawyers 36 years of age or younger as of June 1, and (b) new lawyers who have been licensed within 60 months prior to June 1)

4. Percentage of TYLA members: _____

(Any bar association in Texas may apply for affiliation with the TYLA provided that at least 50% of its members are regular members of the TYLA.)

5. Officers of the organization:

President

Name:
Address:
Telephone:
Fax:
E-mail:
Term Expires:

Immediate Past President

Name:
Address:
Telephone:
Fax:
E-mail:
Term Expires:

President-Elect

Name:
Address:
Telephone:
Fax:
E-mail:
Term Expires:

Vice President

Name:
Address:
Telephone:
Fax:
E-mail:
Term Expires:

Secretary

Name:
Address:
Telephone:
Fax:
E-mail:
Term Expires:

Treasurer

Name:
Address:
Telephone:
Fax:
E-mail:
Term Expires:

For other officers and directors, please attach additional sheets.

6. Attached hereto is a copy of any applicable Constitution, Bylaws, or Articles or Procedure for the organization requesting affiliation.

7. Attached hereto is a certifies copy of a resolution adopted by the organization authorizing affiliation with the Texas Young Lawyers Association.

8. Brief description of the history of the organization requesting affiliation (when it was founded, growth in membership, etc.) :

Signed this ____ Day of _____, 20 ____.

_____ President

_____ Secretary

**RESOLUTION AUTHORIZING AFFILIATION
WITH THE TEXAS YOUNG LAWYERS ASSOCIATION**

Whereas, the Texas Young Lawyers Association has been recognized as the most outstanding young lawyers association in the nation virtually every year for the past several decades;

Whereas, affiliation with the Texas Young Lawyers Association provides young lawyer members of an affiliate with an opportunity to participate in Bar activities serving the profession and the public on a statewide level;

Whereas, affiliation with the Texas Young Lawyers Association allows an affiliate to apply for TYLA grants to develop worthy projects furthering the purposes of the Association;

Whereas, affiliation with the Texas Young Lawyers Association provides recognition for affiliate programs by permitting an affiliate to participate in the TYLA Award of Achievement Competition;

Whereas, affiliation with the Texas Young Lawyers Association makes an affiliate eligible for sponsored attendance at the State Bar and TYLA Local Bar Leaders Conference;

Whereas, affiliation with the Texas Young Lawyers Association has other benefits and advantages and does not involve payment of any dues or other costs;

Therefore, Be It Resolved that the officers of this organization are hereby authorized to petition for affiliation with the Texas Young Lawyers Association.

Adopted this _____ day of _____, 20__.

Name of Organization:

I hereby certify that the above resolution was adopted by the above named organization as set forth above.

Secretary

Presiding Officer

Prepared as a public service by the
Texas Young Lawyers Association

This pamphlet and other free legal resources
can be found online at
tyla.org/resources.



BE AN UNCOMMON LEADER.®