

## Article 8: Committees

6. Duties and Responsibilities of Standing Committees. Unless otherwise stated, the President shall appoint chairs of each committee to be approved by the Board prior to the installation of the Board. The duties and responsibilities of the standing committees are as follows:

(a) The Committee on Meetings and Programs is responsible for arranging, organizing, and scheduling all of the meetings of the Association in consultation with the Officers and Board of Directors, and for the planning and implementation of all programs presented at all meetings, and for any other activities which may benefit, educate, stimulate, interest or entertain the members of the Association. The Committee on Meetings and Programs is also responsible for identifying and soliciting speakers at general membership meetings.

(b) The Committee on Public Relations, Publicity and Newsletter.

(i) The Committee is responsible for devising methods, techniques, programs, and publicity designed to increase the understanding of the general public of the calling and responsibility of the organized bar, the operation of the legal system, the role of the legal community and individual lawyers in the legal system. The methods, techniques, programs and publicity should foster a more harmonious relationship between the legal community and the community at large for the improvement of the system of justice and the uplift of the community.

(ii) The Committee is responsible for writing, editing, and publishing a newsletter, whether in hard copy or online or a combination of both, containing news of interest to the membership of the Association, including all scheduled activities of the Association, changes in bankruptcy practice and procedure in the Southern District of Florida, news or information about the courts, the office of the United States Trustee, or about any practitioners of general interest to the membership, or any matters requested by the President or Board of Directors.

(c) The Committee on Memorials, Resolutions and Awards is responsible for notifying all members of significant milestones in the careers of members of the bankruptcy bench or bar, including the death of a member, or the receipt by a member of a special award or honor. The Committee may also note any special event of significance to the membership of the Association. The Committee shall report all such deaths, events, awards, or honors to the membership at large by appropriate means, and shall recommend to the Board of Directors whatever resolutions, commendations, or other awards or honors may be necessary or appropriate under the circumstances. The Committee shall consult with the other standing Committees of this organization in making such recommendations. Upon approval by the Board of Directors, the Committee shall create the appropriate memorial, testimonial, award or honor for presentation to the recipient at an appropriate ceremonial occasion.

(d) The Legislative Committee is responsible for reviewing, revising, drafting, or analyzing any legislation which may be necessary to the proper administration of the bankruptcy laws of the United States or for proper support of those persons who serve the bankruptcy court in any capacity. The Committee may, after approval by the Board of Directors, take such actions as it deems appropriate to support or oppose legislation in the area of bankruptcy law or administration consistent with the not-for-profit status of the Association. The Committee may analyze the form and substance of any legislation proposed by any member of the Association or by the Association itself, and shall review and analyze all rules and regulations governing local practice promulgated or proposed by the bankruptcy judges, the United States Trustee, the United States District

Court, the United States Court of Appeals for the Eleventh Circuit, or the Supreme Court of the United States. The Committee may also, when appropriate, arrange for witnesses at legislative hearings when it shall be in the interests of the Association as defined by the Board of Directors to do so.

(e) The Elections Committee is responsible for organizing, overseeing and supervising all aspects of the nomination and election of Officers and Directors at Large of the Association. This Committee shall ensure that the process of nomination and election of all Officers and Directors of this Association occurs in an impartial, fair, timely and proper fashion consistent with these Bylaws and applicable law. This Committee shall consist of three (3) members elected annually by the Board of Directors, such members to be neither officers, directors standing for election, nor candidates for elective office of the Association. No member of a firm or relative of a candidate standing for election shall be a member of the Elections Committee. The Elections Committee is responsible for preparing and mailing all nominating petitions and election ballots, for giving notice of all upcoming elections in a timely fashion, for supervising and controlling the election process, for assuring the integrity of the petitions and ballots distributed, for distributing all petitions and ballots only to members eligible to vote, for election security, for collecting and counting all ballots, and for certifying the results of an election.

(f) The Annual Retreat Committee shall be co-chaired by the President and the President-Elect and is responsible for organizing and planning the annual bankruptcy retreat, including preparing the retreat materials and selecting the moderators and speakers. The President-Elect may form a Retreat Problem Writers' Committee and a Retreat Editors' Committee to assist with the preparation of the educational materials for the annual retreat.

(g) The Committee on Membership is responsible for identifying, recruiting and assimilating new members in this Association, and for devising techniques for improving participation in all activities and meetings of this Association. The Second Vice-President of the Association shall chair this Committee.

(h) The Bylaws Committee is responsible for the analysis and study of the Bylaws and Articles of Incorporation of this Association, and shall recommend to the Board of Directors such changes and improvements in the Bylaws and Articles of Incorporation of this Association as it may deem necessary or appropriate from time to time.

(i) The Court and United States Trustee Liaison Committee is responsible for devising methods and procedures, in cooperation with the bankruptcy bench, the bankruptcy court clerk and the office of the United States Trustee, to improve the administrative and judicial operations of the bankruptcy court, the office of the United States Trustee, the office of the bankruptcy court clerk, and the smooth and efficient operations and relationships between the various organizations which are involved with bankruptcy administration, bankruptcy litigation, and bankruptcy practice.

(j) The Liaison Committee With Other Bar Associations shall monitor the activities and programs of other bar associations, shall, where appropriate, coordinate the activities of this Association with those of other bar associations, shall plan joint activities with other bar associations where necessary or appropriate, and shall undertake a program, in cooperation with the Committee on Public Relations, Publicity and Newsletter, to inform other bar associations of the existence and activities of this Association. This Committee shall contact the Florida Bar, the Dade County Bar, the American Bar Association, the Commercial Law League, the Federal Bar and all other bar associations with any program relevant to the administration of the bankruptcy laws of the United States as necessary to promote a greater understanding of the legal and practical aspects of the operations of the bankruptcy court. The chairperson of this Committee shall serve as the Association's designated

representative to the American Sac Association.

(k) The Pro Bono Committee is responsible for creating a plan under which the members of this Association may participate in the provision of legal assistance and counsel to persons unable to afford legal representation. The Committee shall coordinate its efforts with those of other bar associations and their provision of pro bono legal services, and, in coordination with the Committee on Memorials, Resolutions and Awards, shall establish an appropriate Award by this Association to any person showing exceptional commitment to the pro bono program and to the provision of legal services to those unable to afford such services. The Committee shall define and establish standards of need for those seeking free legal services in coordination with other bar associations with pro bono legal programs, and shall devise techniques for such fund raising or staffing as may be necessary to support this program.

(l) The Budget Committee shall supervise and direct the preparation of a proposed, annual, calendar-year budget for presentation to the Board of Directors on or before October 15th of each year to be effective January 1st of the following calendar year. The Treasurer shall chair the Budget Committee. At the inception of the term of office of the President, the Treasurer shall solicit budget requests for the upcoming year from the officers, directors and the chairperson of each standing committee and special committee. The officers, directors and the chairpersons of the standing committees and special committees shall prepare budget requests for the upcoming calendar year, which budget requests shall be submitted to the Treasurer within a reasonable time prior to the October 15<sup>th</sup> deadline for proposing a budget to the board. The Treasurer shall then prepare, in consultation with this Committee and after review of all budget requests, a proposed annual budget for the Association which shall be presented to the Board of Directors for approval at the next regularly scheduled meeting. The Association hereby delegates to the Board of Directors power to review said proposed budget, to make such modifications as it may deem necessary, and to approve said modified budget, adjusting and fixing such regular or special membership dues as may be necessary to pay the projected expenses of the Association and balance the budget. No officer, director or member of the Association shall spend the funds of the Association except in conformity with the approved budget, and no officer, director or member shall incur expenses outside the budget to the credit of the Association in excess of \$500.00 without the express approval of the Board of Directors at a regularly scheduled meeting.

Immediately upon approval of the Budget by the Board of Directors, the Treasurer, in consultation with the Secretary, shall assess the membership of the Association for the dues approved by the Board of Directors for the upcoming year, including in said assessment notice of the amount of dues so fixed, notice of the date after which dues become delinquent, notice that the dues are an indebtedness to the Association collectible by due course of law, and requesting payment within 30 days of the date of said assessment.

(m) The University of Miami Seminar Committee shall organize and plan the annual seminar to be held at the University of Miami.

(n) The Brown Bag Seminar Committee shall be co-chaired by three individuals, one from each Division/County. This Committee shall coordinate and work together with the bankruptcy judges to organize lunch meetings or presentations about pertinent legal topics and issues.

(o) The Operations and Information Technology Committee shall coordinate, organize, implement and oversee the Association's information technology and operational needs, including but not limited to the following: internet website setup, maintenance, and administration, website sponsorships, website content management, social media, courthouse technology implantation and training, and any other technology-related activity conceived and approved by Board of the Association. From time to time, the Committee shall make recommendations to the Board relative to the Association's technological and operational needs and requirements, and assist the President with technology and operational issues as they may arise. The Committee and its Chair will work closely with the Association's executive director to implement and oversee the operations and information technology solutions utilized by the Association.

(p) The Young Lawyers' Committee is responsible for addressing the concerns, needs and issues of lawyers affiliated with the Association who have practiced for less than seven years or are under the age of 40. As part of its charge, the Committee primarily shall focus on the professional development the Association's young lawyers, including, but not limited to, developing skills, promoting attendance at Association events, participating in the Association's pro bono efforts, and fostering relationships between the Association's young lawyers, other members of the Association, and other members of the business community at large. The Committee shall, from time to time, coordinate and organize events particularly catered to the Association's young lawyers, and shall implement said events with the assistance of the Association's President and Executive Director.

(q) The Pro Se Clinic Committee's goal is to educate individuals who are considering filing bankruptcy pro se regarding general bankruptcy matters and the procedures and responsibilities of a pro se debtor. The Committee shall organize and host clinics in each county on a monthly basis. All clinics shall be open to the general public, staffed by volunteer attorneys, and coordinated by the co-chair for the county. The Committee shall create documents and hand-out materials as needed for use by clinic attendees.

(r) The Social Committee shall be chaired by the First Vice President and shall be responsible for planning happy hours and other social events to foster relationships among the BBA members.

(s) The Credit Abuse Resistance Education ("CARE") Committee shall organize and seek volunteers for CARE presentations at local schools. The Committee shall also be responsible for updating the CARE presentation as new laws are enacted that affect the information presented.