

BY-LAWS
of the
SAN MATEO COUNTY BAR ASSOCIATION - ESTATE PLANNING,
TRUST AND PROBATE SECTION

ARTICLE I. NAME

The name of this organization shall be the "San Mateo County Bar Association - Estate Planning, Trust and Probate Section".

ARTICLE II. PURPOSES

The purpose of the Estate Planning, Trust and Probate Section (EPT&P Section) is to provide a forum for education programs in the fields of estate planning, probate, trust, conservatorship and elder law, to assist members and associate members to practice in these fields, to foster collegiality among members, and to facilitate communications with the court.

ARTICLE III. ACTIVITIES OF THE SECTION

The Section provides continuing education programs for its members and associate members, and collegiality and communication among members. The EPT&P Section shall periodically sponsor a Probate Judge luncheon, and shall periodically bestow the Walter Harrington Jr. award on a deserving member or associate member who exemplifies high standards and great service regarding probate matters to the probate court, public and bar, and shall hold regular meetings which include educational programs. The educational programs shall be administered to offer continuing education credits for members.

ARTICLE IV. MEMBERSHIP

To be a member of the EPT&P Section, a person must be a member in good standing of the San Mateo County Bar Association ("SMCBA") and pay the EPT&P Section dues imposed by the SMCBA. To be an associate member of the EPT&P Section, a person must be an associate member, in good standing, of the SMCBA and pay the EPT&P Section dues imposed by the SMCBA. An associate member is not entitled to vote for the officers of the EPT&P Section, to be counted to form a quorum for transactions of the Section's business,

to serve as an officer of the Section, or to vote on Bylaws.

ARTICLE V. GOVERNING AUTHORITY

The EPT&P Section is a "Section" of the San Mateo County Bar Association (SMCBA) and must maintain the honor and dignity of that Association and comply with the By-Laws of SMCBA.

ARTICLE VI. OFFICERS OF THE EPT&P SECTION

Section A. List of Officers of the Section

The officers of the EPT&P Section shall include a Chair, Vice Chair, Secretary, Treasurer and such other officers as the Section Executive Committee may designate, for terms specified by the committee.

Section B. Terms of Officers

The term of office of the Chair, Vice-Chair, Treasurer and Secretary shall be for two (2) years. The term shall commence on the first day of January.

Section C. Election of Officers

Election of the officers shall occur every two (2) years and shall take place at a regularly scheduled meeting of members. The chair, or co-chairs, shall determine the date of the election, preferably in November or December. These elections shall be open to all EPT&P Section members except that associate members are not eligible to vote.

Section D. Vacancies of Officer

In the event of the resignation, removal, incapacity, or death of an officer of the Section, other than the Chair, the Chair of the Section shall appoint a member to replace the resigning, incapacitated, removed or deceased officer, temporarily or permanently until the next biennial election. The Chair may call a special election to fill an officer vacancy that is vacant or filled by a temporary appointment. In the event of the resignation, removal, incapacity or death of the Chair of the Section, the Co-Chair shall serve as Chair, or if the Section has no Co-Chair, the Vice-Chair shall assume the position of Chair of the Section. An officer may resign his/her office by giving written notice to the Chair of the EPT&P Section. An officer may be removed from his/her office without cause by a majority vote of the members of the Section present in a duly noticed meeting of the Section members, which

notice shall include the removal issue. An associate member is not entitled to vote.

ARTICLE VII. EXECUTIVE COMMITTEE

Section A. Powers and Duties

The Executive Committee shall control and manage the affairs of the EPT&P Section subject to and in accordance with these By-Laws and those of the SMCBA.

Section B. Executive Committee Meetings

There shall be regular meetings of the Executive Committee of the EPT&P Committee at such places in San Mateo County and at such times as shall be fixed by the Chair. At the beginning of each calendar year, the new Chair, or Co-Chairs, shall set the schedule for regular meetings. All members of the EPT&P Section are encouraged to attend Executive Committee meetings.

Section C. Presiding Officers

EPT&P Section officers shall attend, and the Chair, Co-Chair or Vice-Chair shall preside over, Executive Committee meetings.

Section D. Quorum

Fifty percent (50%) of the Executive Committee, excluding associate members, shall be present to constitute a quorum for the conduct of business at a regular meeting of the Executive Committee. The transactions of any meeting of the Executive Committee at which a quorum is not met shall be valid if approved by a majority vote at a subsequent meeting where a quorum is present, or if approved by a majority vote of the Executive Committee, taken by e-mail, fax or other electronic transmission.

Section E. Voting

All issues shall be resolved by majority vote by those members of the Executive Committee in attendance at a regular meeting at which a quorum is present or as approved in Section D of this Article VII. No member of the Executive Committee shall be permitted to vote by proxy. The Executive Committee shall take into consideration the opinions of all members of the EPT&P Section prior to the vote on an issue. An associate member is not entitled to vote.

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Section F. Budgets

The Executive Committee shall submit to the SMCBA a budget for the Section at the times and in the manner prescribed by the SMCBA.

ARTICLE VIII. SUBCOMMITTEES

The Executive Committee may establish such subcommittees as it deems appropriate. Each subcommittee shall have the powers and number of members and shall perform the duties prescribed for it as established by the Executive Committee. If the Chair of any subcommittee is not a current Executive Committee member, that subcommittee shall be assigned an Executive Committee member, who shall act as a liaison between the Chair of the subcommittee and the Executive Committee.

ARTICLE IX. AMENDMENT OF BY-LAWS

Subject to final consent from the Board of SMCBA, these By-laws may be amended or repealed by a majority of votes cast of the EPT&P Section members except that associate members are not eligible to vote.

gdc 6-7-11