I. INTRODUCTION: HISTORY OF PABE

The Pennsylvania Association of Bar Executives (PABE) was founded in 1979 to serve the staff of bar associations and law-related organizations. PABE’s vision is to be a diverse, inclusive organization. The association offers opportunities for professional development and enables members to build a network of colleagues who handle
similar responsibilities. Members are encouraged to take leadership roles within PABE, their organizations, and the broader community.

PABE fulfills its mission through educational programming, information sharing, and volunteer commitments.

PABE is an independent organization. Since its founding, PABE has had individual members.

The PABE By-Laws are in Appendix A.

The PABE logo is in Appendix B.

The PABE colors are white and navy blue.

II. THE PABE LEADERS MANUAL

A. Purpose

The PABE Leaders Manual (Manual) is intended to serve as a guide for the Board of Directors, committees, and members of PABE in fulfilling their responsibilities to the Association. Its purpose is to provide continuity as the leadership of the organization changes from year to year, and to serve as a practices and policies reference. The Manual outlines the support and services provided by the Pennsylvania Bar Association to PABE.

B. Authority

The Manual provides PABE volunteer leaders and the PBA staff with a historic record of how to conduct the business of PABE. The procedures and protocols contained in the Manual have been approved by the PABE Board of Directors and serve as a guide. It is complementary to the PABE By-Laws, and the by-laws shall prevail in the event of conflict or ambiguity. Different times and different circumstances will require individuals to exercise their best judgment in performing PABE’s business.

C. Distribution

Copies of the Manual are distributed to members of the Board of Directors and Chairs of the Committees. Every effort should be made to distribute the manual prior to the Annual Meeting or as soon after the Annual Meeting as possible.

The Manual is posted on the PABE website.

D. Updating
The Manual is maintained by the PABE Executive Committee. Changes are made in accordance with policies and procedures adopted by the Board of Directors. Revisions are made subsequent to action of the Board that substantially affects policy and procedure and are reviewed by the Secretary prior to publication. Members of the association may also recommend changes to the Board of Directors.

III. MEMBERSHIP

A. Regular Member

Any staff member of the staff in an executive capacity of a bar association or lawyer membership organization within the Commonwealth of Pennsylvania shall be eligible to be a Regular Member of the Association. When PBA staff learns of a new bar executive, or a new or newly staffed association, they will inform the President and Treasurer of PABE, so that membership recruitment materials can be sent to the individual by the Membership Committee.

All Regular Members of the Association shall have the right to attend all meetings of the Association, to participate in all programs and activities sponsored by the Association and to vote.

B. Associate Member

The Executive Committee shall have the power to grant Associate Membership in the Association to such persons as the Executive Committee, in its discretion, may decide would benefit from, or assist the Association by such participation. Such participants shall not have any voting rights and shall not be deemed to be members of the Association, but shall have only such rights and privileges as the Executive Committee shall expressly grant them.

C. Retired Member

Retired former Regular Members granted such status by a majority vote of Regular Members present at any meeting where there exists a quorum of members.

Current list of Retired Members are as follows:

Margaret R. Halfpenny
Barbara I. Kittrell
Patricia M. Martin
Marianne S. Canning
Arthur J. Birdsall
Donald Morgan
D. Termination of Membership

A member may resign from the Association by written noticed to the President at any time.

Any member, whose dues are not paid within sixty (60) days of the date due, will be sent a reminder notice giving him/her ten (10) days to pay their dues. Failure to pay dues will result in termination of membership. Upon any subsequent reapplication for membership by a person expelled from the Association for failure to pay dues, the Executive Committee may determine the requirement, if any, for payment of a reinstatement fee prior to acting on the reapplication.

E. Dues

The Treasurer shall invoice annual dues for membership near the first day of January of each year and the amount thereof shall be set by the Executive Committee.

The Executive Committee shall have the full power to adjust the amount of dues. However, the Executive Committee may not increase the dues in an amount to exceed twenty-five percent (25%) of the previous year’s dues without the prior approval of two-thirds (2/3) of the members qualified to vote who are present at any duly held meeting of the Association, if provided notice of the proposed increase has been given in a notice of the meeting.

The annual membership dues for PABE are $125.00 per individual member.

F. Solicitation of New Members

When the PBA staff or a member of PABE learns of a new bar executive or a new or newly staffed association, the Membership Committee Chair shall send the following materials to the potential member(s): a standard letter signed by the PABE President encouraging the person to join; the PABE membership brochure; a dues statement; and other relevant materials. In addition, the Membership Committee shall maintain these names on a “prospect list” until such time as the individual joins PABE, is no longer eligible for membership, or is determined not to be a viable prospect. The Membership Committee can then review these names to determine whether some follow-up contacts would be beneficial.

G. Information for New Members

The Membership Committee shall send new members information that includes: a welcoming letter signed by the President, the PABE Membership Directory, notice of any materials that may be of benefit (PABE Compensation Survey, etc.), and
information on any upcoming relevant programs for which notice has already been sent to existing members, including, the Annual PABE Retreat, CCBL Program, future PABE Membership meetings, and Scholarship information. The individual also is added to the PABE membership database and to the member roster on the PABE website.
H. First-Time Attendee Welcome/Orientation

The Membership Committee, in conjunction with the Board of Directors shall make a special effort to welcome every new member at their first PABE meeting. This welcome effort should include, but not be limited to, name badge recognition, orientation, and recognition at a general meeting. The Membership Committee is charged with the responsibility of designing and implementing a welcome program. The Committee should call upon members of the Board of Directors, the Chairs of the Committees, and PBA staff as resources.

IV. GOVERNANCE

A. Duties of Officers

The duties of each officer are enumerated in the By-Laws. This section of the Manual is intended to supplement the By-Laws by outlining some of the duties that are traditional but not required.

B. Term of Office

All officers shall serve a term of two (2) years commencing January 1 next following their election to office and until their successors are elected and qualified.

1. President

The following duties are assigned to the President:

   a. Spokesperson
      The President is the official spokesperson for PABE.

   b. CEO of PABE
      The President of PABE shall act as the Chief Executive Officer of the Association, and it shall be his/her duty to supervise the management of the affairs of the Association subject to the discretion of the Executive Committee.

   c. Presiding Officer
      The President is the presiding officer for PABE meetings. He or she will determine agendas; preside at PABE business sessions and luncheons; make welcoming remarks at the opening sessions of these meetings; call upon various officers and committees, chairs for reports; and introduce the incoming PABE President at the concluding session of the Annual Meeting, and present him/her with a gavel.
d. **Attendance at Meetings**
The President represents PABE at events sponsored by PABE or its committees, and at meetings in which PABE has an official interest. The President is not required to attend those events, but may designate an officer to represent PABE at one or more of the events.

e. **Communication with Members**
The President communicates with members about issues or events of importance through a President’s electronic newsletter or other means deemed appropriate by the President.

f. **Regular communications include:**
A meeting registration reminder after information is disseminated in advance of the meeting:

- Letters of invitation to potential members
- Letters of welcome to new members
- Solicitation for applications to fill vacancies on the board as needed

The President also prepares a report to be delivered orally at PABE Business Meetings updating members on the progress and projects of the association.

g. **President’s Appointments**
The President is responsible for appointing the Chairs of the standing committees and the members of those committees. The President may appoint various standing special committees or task forces of the Board of Directors, for a term of one year. The President will designate one member of the Board of Directors as liaison to each committee, section, and forum. During the year, the President appoints an Elections Committee and may fill vacancies on other committees as necessary.

h. **Committee Service**
The President serves as a member of the Executive Committee and shall be a member of any PABE Committee except the Nominating Committee.

i. **PBA Boards & Committees**

**CCBL (Conference of County Bar Leaders)**
The President of PABE shall serve as member of the CCBL Conference Planning Committee and will attend all of their meetings.

**PBA Board Meetings**
The President or his or her delegate will attend all PBA Board Meetings.
**PBI Board Liaison**

The President shall appoint a member of PABE to serve as the liaison to the Pennsylvania Bar Institute. The term of this appointment is two (2) years.

2. **Vice President**

The Vice President’s primary responsibility is to preside in the absence of the President and to become familiar with the issues and programs of the Association, so as to be prepared to serve as President. The Vice President shall perform such other duties as may be assigned by the President of by the Executive Committee.

The Vice President is responsible for making arrangements for all PABE Business Meetings.

The Vice President is to contact the PBA Director of Meetings and Events to schedule the date, time, and location of the meetings. If food and refreshments are to be included with the meeting, a request for this must be made to the PBA Director of Meetings. In addition, all requests for AV and telephone conference calls must be made at the time that the meeting is scheduled. The PBA will invoice PABE for the cost of room and any other related expenses. (See Section VIII, Part F., Meeting Arrangements.)

The Vice President is responsible for ordering a plaque for the out-going President and a small gift. These items are to be presented to the President at the end of the PABE Annual Meeting.

3. **Secretary**

The Secretary takes minutes of PABE membership meetings and Executive Committee meetings. Within 30 days following a meeting, the Secretary sends an electronic copy to President of PABE for inclusion in the packets for the next membership meeting or Executive Committee Meeting for approval and/or corrections. Once approved, the minutes will become permanent records of the Association.

**Format of Meeting Minutes**

The minutes include the date, time, and place of the meeting. The document need not be a transcription of each motion made and the disposition of the motion. It should include at least a sense of the discussion of all agenda items regardless of whether the discussion results in a motion. Minutes will be posted to the PABE Website.

**Policy Manual and Miscellaneous Duties**
The Secretary, in consultation with the Executive Committee, drafts suggested changes to the Manual. Once the Executive Committee approves of changes to the Policy Manual, the Secretary will update the Manual in a timely manner.

The President and Secretary receive proposed amendments to the By-Laws and other official correspondence between the membership and the Executive Committee. The Secretary also drafts and delivers memorial resolutions and letters of condolence on behalf of the association. Expressions on behalf of the Executive Committee may be made at the Secretary’s discretion in consultation with the President, and the Treasurer, if substantial funds are involved.

The Secretary is responsible for seeing that all notices required by the Association are duly given and served, and to perform such other duties as usually pertain to such officer or as may be assigned by the Executive Committee.

The Secretary serves as a member of the Executive Committee.

4. **Treasurer**

The Treasurer serves as the Association’s Chief Financial Officer and Accounting Officer of the Association. Supervises the safekeeping of funds and investments of the association; prepares an annual budget for Executive Committee approval; approves disbursements in accordance with the budget or action taken by the Executive Committee; signs checks; signs contracts on behalf of PABE, as appropriate; maintains accurate and complete financial records; reviews bank statements and reconciliations; supervises preparation and distribution of financial reports to the Executive Committee:

The Treasurer shall maintain the PABE Membership List

The Treasurer shall annual send out the PABE Membership Dues statements near the first day of January of each year.

The Treasurer serves as a member of the Executive Committee.

3. **Executive Committee**

The Executive Committee is composed of the President, who shall preside, Vice President, Secretary, and the Treasurer. The Executive Committee shall be responsible for and shall have all power necessary for the internal management of the affairs of the Association following policy set by the membership of the Association. Executive Committee Members shall serve in the capacity of directors as that term is used in *Robert’s Rules of Order, Newly Revised*. 
4. **Officer Travel and Reimbursement**

The President or his or her designee shall be entitled to seek reimbursement for expenses incurred while attending PBA Board Meetings and the CCBL Planning Meetings. The reimbursement will be limited to hotel, food, tolls, and mileage expenses. The President, or his or her designee, will be only entitled to receive the James I. Smith III Scholarship for reimbursement of expenses for attending the PBA Mid-Year Meeting (See Section XIII, Part B., James I. Smith III Scholarship).

5. **Removal and Suspension**

Any Elected Officer may be removed only by vote of the members of the Association entitled to vote, but the authority of any Elected Officer to act as such may be suspended by the Executive Committee for cause. Prior to the removal or suspension of any officer hereunder, such officer shall be afforded a reasonable opportunity to be heard.

6. **Resignation**

An officer may resign with or without a stated reason at any time by giving written notice thereof to the Executive Committee or the President. Such resignation shall take effect at the time specified therein, or, if no time be specified, then on delivery. A vacancy in any office, other than the office of the President, shall be filled by vote of the Executive Committee to fill the unexpired term.

In the event of a vacancy in the office of the President, the Vice President shall fill the unexpired term of the President. The Executive Committee will then fill the vacancy in the office of Vice President.

**B. Membership Meetings**

A PABE membership business meeting is held at the following meeting; Spring PBA House of Delegates Meeting, and the Fall PBA House of Delegates Meeting. The fall meeting shall serve as the Annual Meeting of PABE. The agenda shall include committee reports, a Treasurer’s report, the President’s report on current issues or projects, and a report of the Delegate to the ABA House of Delegates. Additional business meetings may be called by the Executive Committee of PABE on an as needed basis.

**C. Nomination and Election of Officers and Directors**

There shall be a Nominating Committee consisting of the Immediate Past-President of the Association, who shall serve as chair, and at least two (2) Regular Members
appointed by the President. When practical, the two (2) regular members of the Nominating Committee should be Past-Presidents of PABE.

By October 1 of each election year, the Nominating Committee shall prepare and mail a report containing the names of one (1) or more candidates for the offices of President, Vice President, Secretary, and Treasurer. This report shall be distributed to each Regular Member of the Association.

Additional nominations for any position may be made by submitting to the Chair of the Nominating Committee by written petition signed by at least two (2) Regular Members of the Association no later than September 20 of the election year.

**Uncontested Elections**

Unopposed candidates shall be elected by motion at the Annual Meeting.

**Contested Elections**

In the event of contested elections, the Chair shall send a ballot(s) to each member of the Association. Such ballots shall contain the names of the candidates for each position, listed in alphabetical order. All voting will be done no later than one (1) week prior to the fall meeting. The ballots will be opened by the Chair with the two Regular Members serving on the Nominating Committee prior to the day of the annual meeting, and results will be kept confidential until the announcement is made. In the event of a tie, the contest will be decided by the majority of members present at the meeting.

**V. FINANCE**

**A. Contracts**

All contracts must be signed by the PABE President or Treasurer, subject to inherent authority given by the Board of Directors. Any other individual must be expressly authorized to contract for PABE by separate Board resolution. Any commitment of an amount equal to or greater than $5,000 must be pre-approved by the PABE Treasurer or President. A copy of all contracts, regardless of the amount, must be sent to the PABE Treasurer within 10 working days after it is signed.

**B. Development of a Budget**

A budget must be prepared each fall by the Treasurer. At least two (2) weeks before the fall meeting, a draft budget should be distributed to the Executive Committee.
The Executive Committee will consider the proposed budget and will approve a final budget. The budget projects income from membership dues, Annual Retreat, other educational meetings, investments, sale of publications, Sponsorship Fees, advertising and other items. It projects expenditures for meetings, educational programs, committee, printing, postage, scholarships, travel, and other items. The presentation by the Treasurer should include a discussion of financial goals, objectives clearly linked to estimated revenues and expenditures for each operating function or activity.

The budget format includes actual and budgeted income and expense figures for two (2) fiscal years immediately preceding the budget year and budget projection for the two years immediately following the budget year. The report also should include brief narrative comments related to line items.

The Executive Committee shall adopt a balanced budget.

C. Reserves/Investments

All funds and property received by the Association from whatever sources may be used only to further the purposes of the Association. Association funds shall be invested in an account(s) preserving liquidity while maximizing interest income.

Withdrawal from reserves should be for expenditures and programs that are carefully planned and approved unless needed for an unforeseen emergency.

Reserves should be used to defray the cost of meritorious events or capital assets, as determined by the PABE Committee Executive.

D. Expense Reimbursement

All reimbursement shall be submitted to Treasurer no later than 45 days after the event concluded wherein the expense occurred.

E. Transfer of Financial Records from One Treasurer to Another

The transfer of financial records from one Treasurer to the next should be accomplished completely and accurately. The new Treasurer must clearly and quickly understand whether revenues are being generated and costs are being incurred within overall Association goals and objectives.

The incoming Treasurer shall receive a complete and accurate statement of cash balances, outstanding encumbrances and other pertinent financial information. The incoming Treasurer acknowledges the responsibility of maintaining accurate and timely financial information.
Proper notification shall be given so that the incoming Treasurer will now be the authorized signatory on Association accounts that will remain in place and that the incoming Treasurer has assumed responsibility for encumbering Association assets. The secondary signatory will be the PABE President. The outgoing Treasurer formally withdraws as an authorized signatory on accounts that will remain in place. The new Treasurer is responsible for maintaining accounts in the Association’s name.

The process of changing signature cards requires the President of PABE to obtain new signature forms from Citizens Bank. The Bank requires PABE to provide information on each officer and authorize the signature for the new Treasurer. This process takes several weeks to complete so it is recommended that the paperwork be started in early December to ensure a smooth transition of the bank statements to the new Treasurer by late January.

F. Limitations to Bank Balances

The Pennsylvania Association of Bar Executives shall not exceed federally insured limits with any association funds kept in one bank or financial institution. For the purposes of this policy, federally insured limits are the amounts guaranteed by the Federal government.

The Executive Committee shall approve any new financial institution/opening of new accounts prior to the transfer of funds to meet the limitations of this policy.

VI. COMMITTEES

A. Structure

PABE has two categories of committees: Standing Committees and Special Committees. Standing Committees are required on an ongoing basis to carry out the administrative work and overall programs of PABE. Current Standing Committees are:

Nominating Committee

Special Committees are created by the Executive Committee to accomplish specific tasks of limited scope and duration. The following Special Committees are:

Annual Retreat Committee
Communications Committee
Legal Journals Committee
Membership Committee
Programs & Education Committee
Scholarships Committee
PABE committees consist of a Chair and Committee members which are appointed by the President

C. Meetings

Some committees may not need to meet more than two or three times during the year, while others, depending on their duties, may need to meet more frequently. Whenever possible, committee business should be handled through correspondence, email, or list serv or conference calls.

D. Reports and Responsibilities

Shortly after the President makes Committee appointments, committee members should review their committee’s charge and past activities, and draft an initial statement of their goals for the year.

Committee Chairs should prepare a written report for submission to the PABE Executive Committee prior to the spring and fall PABE Business Meetings.

Specific duties include:

Schedule and attend meetings of the entity

Assist the entity in remaining vital and active within its assigned scope or endeavor

Bringing relevant developments in PABE to the attention of the entity and communicating relevant developments within the entity to the Executive Committee, as well as to other concerned Chairs

Submit a written report to the Executive Committee prior to their meetings

Committees will:

It is the responsibility of each Committee Chair to:

Send meeting notices to all members prior to the scheduled meeting date

Take and distribute their own minutes

Handle routine correspondence within the committee or forum
The Executive Committee should be copied on committee correspondence, receive a copy of all committee reports, and minutes of every meeting.

F. Standing Committee Descriptions

**Nominating Committee:** This committee is responsible for preparing a slate of candidates for the office positions. The Nominating Committee shall consist of the Immediate Past-President of the Association, who shall serve as the chair and at least two (2) Regular Members appointed by the President. When practical, the two (2) regular members of the Nominating Committee should be Past Presidents of PABE.

By October 1 of each election year, the Nominating Committee shall prepare and mail a report containing the names of the one (1) or more candidates for the offices of President, Vice President, Secretary, and Treasurer. This report shall be distributed to each Regular Member of the Association.

Additional nominations for any position may be made by submitting to the Chair of the Nominating Committee by written petition signed by at least two (2) Regular Members of the Association no later than September 30, of the election year.

G. Special Committee Descriptions

**Annual Retreat Committee:** This committee is responsible for planning and implementing the Annual PABE Retreat. The committee’s responsibilities will include preparing a budget for the retreat, recommending a location and date of the event, obtaining sponsors, developing programs and seminars in conjunction with the Programs & Education Committee, and coordinating all marketing efforts.

**Communications Committee:** This committee is responsible for developing, editing, managing, and updating the following communications functions of PABE: PABE E-Newsletter, the PABE Listserv, the History of PABE, and the PABE website. In addition, this committee will be responsible for preparing marketing materials for PABE and its related events, handling press releases, and coordinating articles for the PBA County Line publication.

**Legal Journals Committee:** This committee is responsible for providing assistance to local Bar Associations in Pennsylvania that publish a legal journal. The Legal Journals Committee will be responsible for reviewing proposed legislation that impacts County Legal Journals to ensure that PABE members are aware of any changes to the Public Notice Law governing legal advertising. This committee shall have the authority to communicate with the Conference of County Legal Journals on issues of mutual interest.
**Membership Committee:** This committee is responsible for recruiting new members to PABE, maintaining the PABE membership database, preparing a membership booklet or web page and developing an orientation program for new Bar Executives. This committee will work with the Communications Committee to develop membership marketing materials.

**Programs & Education Committee:** This committee is responsible for developing educational programs for PABE members. This committee will serve as a resource for the Conference of County Bar Leaders in an effort to provide input on future seminars and programs that may be of interest to Bar Leaders. This committee will work with the Annual Retreat Committee to develop programs and seminars on current issues impacting Bar Executives and their organizations. It also will assist PBA staff in developing programming for Bar Leaders and Bar Executives at the PBA Mid-Year Meeting.

**Scholarships Committee:** This committee is responsible for managing the following PABE Scholarships on an annual basis: CCBL Scholarship, PABE Retreat Scholarship, NABE Small Bar Conference Scholarship and the James I. Smith Mid Year Meeting Scholarship. The committee shall prepare information on each scholarship that is currently available, how members are to apply for said scholarship, establish guidelines for eligibility, establish deadlines, and submit recommendations to the PABE Executive Committee on who is to be awarded the scholarships. This committee will work with the Communications Committee to ensure that PABE Scholarship information is properly posted on the PABE website and disseminated to PABE members on a timely basis.

**VIII. ANNUAL RETREAT, BUSINESS MEETINGS AND ANNUAL MEETING**

**A. Planning**

The successful production of an Annual Retreat Meeting, regular Business Meeting, and Annual Meeting requires the close cooperation of the PABE Executive Committee, Program & Education Committee, and Retreat Committee. Planning for these meetings begins prior to the previous PABE meeting, although negotiations for social events, certain outside speakers, and other special arrangements may begin much earlier. It is important that all appointees to the Annual Retreat Committee and the Program & Education Committee recognize that they will be expected to participate in conference calls and face to face meetings on an as needed basis.

The Program & Education Committee’s primary task is to develop a well-rounded educational and social program. All programming should take into account PABE’s diverse membership. Whenever possible, sections, forums, and committees should be involved in the planning and implementation of the programs.
C. Program Speakers

The Program & Education Committee is responsible for identifying and/or approving speakers in advance of any monetary commitment being made. The Program & Education Committee shall:

1. Make the initial contact with speakers to determine their availability, fee and willingness to participate.

2. Clearly communicate to speakers who their audience is and that PABE’s expectations are that they will tailor their presentation to this audience.

3. Investigate the speaker’s references if no one on the Program & Education Committee has actually attended one of that speaker’s presentations.

4. Submit requests for honorarium and travel expenses to the Treasurer for approval in advance of any commitment being made to the speaker. The Executive Committee has the option of canceling the speaker’s engagement if the appropriate guidelines are not followed.

5. Send a letter of confirmation in accordance with these policies:

   a. Whenever possible, speakers should be selected from the geographic area surrounding the meeting site in order to limit travel expenses. However, quality shall remain the first priority in speaker selection, with diversity goals and budgetary considerations as important secondary factors.

   b. Outside speakers are defined as those who are not currently employed by bar associations or other organizations affiliated with PABE.

   c. All speakers shall be required to submit written program materials in advance for distribution to registrants.

   d. Travel expenses must be submitted within 30 days of the program. Reimbursable items include: lowest airfare ticketed 30 days in advance of the meeting or private auto mileage at the current IRS-approved rate; single or double rate, tax and other required fees at the meeting hotel (or equivalent accommodations at another hotel not to exceed the convention rate) for the number of days required for participation; reasonable meal expenses and airport transfers.

   e. Exceptions to this policy require the approval of the Program & Education Committee Chair. Incidental expenses such as movie video
rental, long distance phone calls, purchase of newspapers, hotel room bar service, etc., are not reimbursable expenses.

6. Determine whether the speaker needs any audio-visual equipment and ensure that any such request is forwarded to Hotel/Conference Center staff well in advance of the meeting and no later than the announced cut-off date. Audio-visual requests made immediately prior to and at the meetings may be denied by the Program & Education Committee Chair at their discretion, based on the cost and other considerations;

7. Determine when the speaker will be arriving and leaving, and make housing arrangements through the Chair of Program & Education Committee;

8. Reconfirm the speaking engagement and arrangements shortly before the meeting; and

9. Send speakers a note of thanks.

D. Printed Materials

Speakers are required to prepare handout materials and submit them in electronic format to Chair of the Program & Education Committee for duplication in advance and enclosed, either on paper and/or in electronic format, in each registrant’s packet if received by the announced cut-off date for such reproduction. Copies are made on-site at the discretion of the Program & Education Committee Chair. Handouts are posted to the Website in advance of the meeting.

E. Social Events

In an effort to provide networking opportunities for members of PABE, the Program & Education Committee is encouraged to provide some form Social Events at the PABE Annual Retreat and PABE Business Meetings.

F. Meeting Arrangements

The Vice President is responsible for making the meeting arrangements for the PABE Business Meetings. The Vice President should consult with the President as to the meeting date and time prior to making contact with the PBA Events staff. The Vice President shall contact the PBA Events staff to reserve a meeting room along with refreshments and any audio visual equipment that may be needed for the meeting.

Following the PABE Meeting the PBA Event staff will forward an invoice to the President or Vice President of PABE for the room rental fees and other related
expenses. The invoice for the room rental expenses shall promptly be forwarded to the PABE Treasurer for payment.

G. Budgeting

All PABE Meetings should be self-supporting. Registration fees are set so that meeting costs are paid and a surplus is generated. Generally, the registration fee includes two breakfasts, two luncheons, receptions on one or more nights, refreshment breaks and handout materials.

H. Sponsors as Program Speakers

Corporate representatives may be asked to be PABE program speakers when it is determined their expertise will lend value to the educational experience. These representatives will be prohibited from “selling” their products from the podium but may distribute product information in the written materials for the program at which they are speaking. The Program & Education Committee must approve any invitations, prior to the invitations being extended, to sponsors to be program speakers at the PABE Retreat. This policy applies to PABE members who also have commercial products to sell.

I. Meeting Protocols

Recognition

New members and first-time attendees are introduced at a time designated by the Chair of the Membership Committee, in cooperation with the Programs & Education Committee and the President.

IX. Historical Records

PABE shall maintain the following historical records:

- Minutes of Membership and Executive Committee meetings
- Articles of Incorporation
- By-Laws
- Tax returns
- Monthly and annual financial statements and audits
- Lists of past officers, nominating committees, rosters, meeting programs
- List of PABE award winners
- Publications and special reports including surveys
History of PABE

X. Communication with Members

A. The PABE members will receive the following communications on an annual basis:

- Annual Dues billings
- Notices of PABE meetings with accompanying correspondence from the President and (occasionally) the various Committees
- Official correspondence such as Bylaw changes or election materials
- Letters to prospective members and new members
- Miscellaneous memos relating to PABE business or issues
- Notices regarding workshops and meetings

B. List Servs and Electronic Communications

The PABE Communications Committee will facilitate and monitor the development of list servs of interest to PABE members. The current listserv address is:

PABE@LIST.PABAR.ORG

XI. PUBLICATIONS

A. Directory

The PABE Membership Directory is prepared annually. It contains the following: names of current officers and Board of Directors members; past presidents of the association; the names of retired members; an alphabetical list of regular PABE members (name, bar association, phone, fax, and email addresses); and appropriate electronic information such as email and website addresses, and committee rosters, with full addresses and phone numbers for committee Chair and expiration date of committee terms.

Each PABE Membership Directory is posted on the PABE website.

B. Membership Recruitment Brochure

A general information brochure on PABE is developed by the Membership Committee. It includes an overview of PABE activities, resources, committees,
and educational programs, a membership application form, and the current dues structure. The brochure should be reviewed by the Membership Committee annually and revised or reprinted as needed.

**C. PABE Website**

The PABE website is maintained by the PABE Communications Committee. The homepage resides on the PBA website. Changes to the website are coordinated with PBA Staff.

**XII. AWARDS**

**Arthur Birdsall Award** is awarded by the PBA Conference of County Bar Leaders periodically to recognize a bar executive who has been a faithful steward of bar traditions, who is committed to the success of his or her bar association, who has enhanced significantly the stature of his or her bar association, who cooperates with other bar executives, and bar leaders to make CCBL the best it can be and who puts him or herself second to the needs of the bar association whenever and whatever they may be.

Past recipients of the award are:

Kathy Sabol (Washington County)  
Susan L. Kenny (Monroe County)  
Don Morgan (Dauphin County)  
Becky H. Morgenthal (Cumberland County)  
Kenneth Shear (Philadelphia County)  
Nancy Paul (Montgomery County)  
Marianne Canning (Lehigh County)  
Sandra Brydon Smith (Erie County)  
Patricia M. Martin (Bucks County)  
Barbara I. Kittrell (Berks County)  
Margaret R. Halfpenny (Chester County)  
James I. Smith (Allegheny County)  
Elizabeth C. Price (Delaware County)  
Arthur J. Birdsall (PBA)

**XIII. SCHOLARSHIPS**

PABE offers the following scholarships to members. The PABE Scholarship Committee shall administer the following scholarships. Recipients of a scholarship must be a member in good standing of the PABE and may only receive one scholarship within one (1) calendar year.
The Chair of the Scholarship Committee shall communicate to PABE members that the following scholarships are available to members and the process for applying for the scholarship.

A. **Betty (Liz) Price - CCBL Scholarship** - This scholarship will pay for \( \frac{1}{2} \) of the cost of a single registration for a member of PABE to attend the annual Conference of County Bar Leaders Meeting. If not included in the registration fee, hotel accommodations and daily food allowance will be considered.

B. **James I. Smith III Scholarship** - This scholarship will pay for half of the cost of a single registration for the President of PABE or his or her designee to attend the PBA Mid-Year Meeting. If not included in the registration fee, hotel accommodations and daily food allowance will be considered.

C. **NABE Small Bar Conference Scholarship** - This scholarship will pay $500 toward the cost of attending the National Association of Bar Executives Small Bar Conference.

D. **PABE Retreat Scholarship** - This scholarship will pay for half of the cost of a single registration for a member of PABE to attend the annual PABE Retreat. If not included in the registration fee, hotel accommodations and daily food allowance will be considered.