FORUM ByLaws

**Article I – Duties of Officers**

**Section 1. Duties of the President. The President shall:**

A.      Be the Chief Executive Officer of the Forum;

B.      Speak officially for the Forum;

C.      Preside at all meetings of the Forum;

D.      Preside at all meetings of the Executive Committee;

E.      Be a member, ex officio, of all Standing Committees; and

F.      Designate the membership of all Standing Committees and Special Committees, subject to any conditions prescribed in the Bylaws;  
   
**Section 2. Duties of the First Vice President. The First Vice President shall:**

A.      Perform the duties of the President in the absence or inability of the President to discharge the duties of the office of President;

B.      Chair the Program and Education Committee;

C.      Be a member of the Legislative Committee; and

D.      Perform such other duties as may be required by the President, the Executive Committee, and the membership.

**Section 3. Duties of the Treasurer. The Treasurer shall:**

A.      Be the financial officer of the Forum;

B.      Collect and receive all moneys due or payable to the Forum;

C.      Deposit all moneys received to the credit of the Forum in a bank or in such investments as may be approved by the Executive Committee;

D.      Make disbursements as directed by the President and authorized by the Executive Committee or the membership;

E.      Inform the Secretary of any member who is not current in the payment of dues on the first day of December of each year;

F.      Keep itemized records of all money received or disbursed, from or to whom, and for what purpose the money was paid or disbursed;

G.     Submit a written report to the Executive Committee, annually and at other times as directed by the President or the Executive Committee,          on all receipts and disbursements of money; and

H.      Chair the Ways and Means Committee.

**Section 4. Duties of the Secretary. The Secretary shall:**

A.      Prepare and maintain a record of the proceedings of all meetings of the Forum and the Executive Committee;

B.      Give notice of all meetings as required;

C.      Handle all correspondence and other matters as directed by the President and the Executive Committee;

D.      Conduct all mail ballots other than those concerning the annual election of Forum officers, and certify the results of the mail ballots to the          Executive Committee; and

E.      Notify any member who is in arrears in payment of dues on the first day of each December of the separation from the organization of that          member by reason of failure to pay dues for the current fiscal year.

**Article II – Expenditure of Funds**

Any expenditure of funds for carrying out Forum activities shall be authorized, in advance of the expenditure, by the Executive Committee, or by the Forum at a regular or special meeting.  Unless otherwise directed by the Executive Committee, the President may authorize expenditures not exceeding three hundred dollars each for any appropriate Forum activity, and shall report such authorization at the next meeting of the Executive Committee.

**Article III – Duties of Standing Committees**

**Section 1. Executive Committee. The representatives and alternates to the Executive Committee shall:**

A.      Perform those duties and obligations set forth in the Constitution of the Forum;

B.      Assist the Treasurer in collecting dues from the Forum members in their agencies;

C.      Encourage nonmembers of their agencies to affiliate with the Forum;

D.      Inform Forum members in their agencies of Forum affairs; and

E.      Disseminate published or other written materials of the Forum to members in their agencies.

**Section 2. Legislative Committee. The Legislative Committee shall:**

A.      Study and report to the Executive Committee and Forum membership on all proposed legislation and Congressional activities which  
may affect Administrative Law Judges; and

B.      Have among its membership the First Vice President.

**Section 3. Publications Committee. The Publications Committee shall:**

A.      Prepare and publish all reports and newsletters of the Forum for the members, except letters for the President and official notices of                    meetings;

B.      Publish at least three times in each fiscal year a newsletter including (1) a news report of Forum activities; (2) digests of and comments on          judicial and administrative decisions of special significance to Administrative Law Judges; and (3) articles, comments and letters written by          members and pertaining to matters of timely and substantial interest to Administrative Law Judges; and

C.      Have among its members the Vice President who shall chair the Committee, and the Secretary.

**Section 4. Program and Education Committee. The Program and Education Committee shall:**

A.      Arrange the programs for all regular meetings of the Forum;

B.      Arrange seminars devoted to the educational and professional advancement of the membership of the Forum; and

C.      Have among its members the First Vice President who shall chair the Committee.

**Section 5. Administrative Practice and Procedure Committee. The Administrative Practice and Procedure Committee shall:**

A.      Consider and report on matters involving administrative law practices and procedures which may be of concern and interest to                              the membership of the Forum; and

B.      Prepare responses to requests for comments and suggestions on proposals issued by the Administrative Conference of the United States,          for approval by the Executive Committee.

**Section 6. Ways and Means Committee. The Ways and Means Committee shall:**

A.      Be the finance committee of the Forum;

B.      Prepare an annual budget for the fiscal affairs of the Forum;

C.      Approve all regular and special fund raising;

D.      Recommend to the Executive Committee or the Forum membership the amount of fees applicable to special functions of the Forum; and

E.      Have among its membership the Treasurer who shall chair the Committee, the Vice President and the immediate past President.

**Section  7. Membership Committee. The Membership Committee shall:**

A.      Be responsible for maintaining and enlarging the membership of the Forum; and

B.      Consider and report as directed by the Executive Committee on the status of members or prospective members.

**Section 8. Ethics and Grievances Committee. The Ethics and Grievances Committee shall:**

A.      Study and report to the Executive Committee and the Forum membership on all administrative and professional association proposals                affecting standards of conduct for Administrative Law Judges;

B.      Consider and make recommendations to the Executive Committee on requests for Forum support on behalf of any Administrative Law                 Judge against whom an adverse action by an agency is proposed and which presents an issue or issues which would or could affect the           status of Administrative Law Judges in general; and

C.      Consider and make recommendations to the Executive Committee on any proposal to separate a member from the organization in                     accordance with Article III, Section 3 of the Constitution.

**Article IV – Voting**

**Section 1.    Voting by mail ballot shall be permitted for purposes of amending the Constitution and Bylaws, for the election of officers, and for any other matter authorized or directed by the Executive Committee.**

**Section 2.  There shall be no voting by proxy.**

**Article V – Amendments of Bylaws**

The Bylaws may be amended in accordance with Article XII of the Constitution.  At least 10 days notice in writing setting forth the specific proposed amendments must be given to all members of the Executive Committee.  Upon the adoption of an amendment to the Bylaws, the Secretary may correct punctuation, grammar, or numbering where appropriate in the Bylaws, if the correction does not change meaning.

Attest:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
President

Attest:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Secretary

As amended in 1992 and 2000.