

## **POLICY 1**

### **ESTABLISHING PROCEDURE FOR ASSOCIATION DUES**

Pursuant to Article V, Section 2 and Article VIII of the Association's Bylaws, the Association hereby adopts the following policy regarding Association Dues:

- a. *Procedure for exemptions, exclusions, or reductions in annual dues of the Association*
  - i. A member must submit a request for an exemption, exclusion, or reduction in annual dues for membership in the Association to the Executive Director no later than March 31<sup>st</sup> of the calendar year in which the dues are owed.
  - ii. The Executive Director shall immediately thereafter notify the Board of such request.
  - iii. Once notified, the Board shall either approve or deny the request as soon as possible.
  
- b. *Procedure for Collection of Association and Pennsylvania Bar Association Dues*
  - i. Policy
    1. The Association recognizes that it financially benefits from the payment incentives established by the Pennsylvania Bar Association as part of the Unit County Relationship.
    2. The payment incentives are designed to ensure the Association makes early and timely payments to the Pennsylvania Bar Association for the annual dues of the Pennsylvania Bar Association.
    3. The Executive Director therefore shall be responsible for collecting from membership the annual dues for membership in the Association and the Pennsylvania Bar Association in a timely fashion so that the Association may benefit to the greatest extent of said payment incentives.
  - ii. Procedure
    1. The Executive Director shall forward an invoice to the member of the Association as soon as practicable following the

announcement of the annual dues at the Association's fourth quarterly meeting.

2. The invoice shall include the dues owed to the Association and the dues owed to the Pennsylvania Bar Association.
3. A member shall pay the invoice by the due date established by the Executive Director, which shall be no later than March 31<sup>st</sup> of the calendar year in which the dues are owed.

iii. Failure to Timely Pay Dues

1. Members who have failed to timely pay their dues shall receive a thirty (30) day notice to pay their outstanding dues or make payment arrangement to pay their outstanding dues.
2. Failure to pay the outstanding dues amounts following the thirty (30) day notice shall result in the suspension of membership in the Association and the Pennsylvania Bar Association.

iv. Request for Reinstatement After Failure to Pay

1. If a former member was suspended from membership in this Association for failing to pay the dues of the Association, the former member may request reinstatement.
2. The former member shall submit the request for reinstatement to the Executive Director.
3. The Executive Director shall forward such request to the Board, and the Board shall thereafter approve or deny the request in a timely manner.
4. Reinstatement shall be conditioned upon the following:
  - a. Payment of any prorated dues owed to the Association if said reinstatement is requested within the same years as the suspension of membership.
  - b. Payment of any prorated dues owed to the Pennsylvania Bar Association.
  - c. Satisfaction of all other conditions of membership prior to reinstatement.

v. Prorated Dues for New Association Members

1. Association

- a. A member shall be charged annual dues for the first full year of membership in this Association.
- b. A member shall not be charged for prorated dues for membership in this Association prior to the member's first full year of membership in the Association.

2. Pennsylvania Bar Association. This shall not discharge the member's obligation to pay a partial or prorated amount charged by the Pennsylvania Bar Association.

Date Adopted: October 13, 2016

Attest:



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Daniel C. McKenrick  
Centre County Bar Association President – 2016

## POLICY 2

### JUDICIAL RETENTION

Pursuant to Article VIII of the Association's bylaws, the Association hereby adopts the following policy regarding Judicial Retention Elections:

a. *Procedure for conducting poll of voting members of the Association*

- i. Generally. The Board of Governors shall conduct a poll of the Voting Members of the Centre County Bar Association whenever there is a retention election for the office of Judge of the Court of Common Pleas of Centre County.
- ii. Definitions: The following words and phrases when used in this Policy shall have, unless the context clearly indicates otherwise, the meanings given to them in this section:
  1. Highly Recommended: The candidate possesses the highest combination of legal ability, experience, integrity and temperament and would be capable of outstanding performance as a judge of the court for which he/she is a candidate.
  2. Recommended: Based on legal ability, experience, integrity and temperament, the candidate would be able to perform satisfactorily as a judge of the court for which he/she is a candidate.
  3. Not Recommended: Based on legal ability, experience, integrity or temperament, or any combination thereof, at the present time, the candidate is inadequate to perform satisfactorily as a judge of the court for which he/she is a candidate.
  4. No Opinion: After carefully assessing the candidate's legal ability, experience, integrity, or temperament, or any combination thereof, the member of the Association has no position on whether the candidate should or should not be retained.
  5. Voting Member: A lawyer in good standing with the Centre County Bar Association (hereinafter "CCBA" or Association). This term does not include an Associate Member of the CCBA.

iii. Evaluation:

1. Each Voting Member of the Association will be given the opportunity to evaluate a judicial candidate for a retention election.
2. The Voting Member may cast an anonymous ballot, which will ask the Voting Member to evaluate the candidate as follows:  
(1) Highly Recommended, (2) Recommended, (3) Not Recommended, or (4) No Opinion.

iv. Procedure:

1. Deadlines to Send and Return Ballot

- a. On or before the first Friday in July of the year in which there is a judicial retention election, the Executive Director of the Association shall distribute a two-envelope secret ballot to each Voting Member.
- b. The Voting Member shall complete the ballot and return it to the Executive Director of the Association no later than the first Friday in August of the same year.
- c. A Ballot will not be counted if it is received after the first Friday in August of the same year.

2. Two-Envelope Secret Ballot

- a. Each Voting Member shall receive a Ballot, a signature slip, a "For Ballot Only" envelope and a "Return" envelope addressed to the Executive Director of the CCBA.
- b. Each Voting Member shall only check one designated box as described in paragraph (a)(iii)(2) above. To maintain anonymity, the Voting Member shall not put any identification information on the ballot itself.
- c. Each voting member shall place the Ballot in the "For Ballot Only" envelope and seal.
- d. Each voting member shall then sign and print his/her name and office address on the signature slip.
- e. Each voting member shall then place the sealed "For Ballot Only" envelope and signature slip in the

“Return” envelope addressed to the CCBA. Each Voting Member shall then seal the “Return” envelope and mail or hand-deliver it to the Executive Director of the CCBA.

3. Tallying of Ballots

- a. The Executive Director shall tally all ballots received by first separating the “Return” envelopes from the “For Ballot Only” envelopes and recording who responded in order to determine if there is a majority response by the Voting Members.
- b. If a majority of the Voting Members complete and return a timely ballot, the Executive Director shall report the findings to the Board of Governors at the next meeting of the Board of Governors and the Board of Governors shall follow the Publication procedures as defined in paragraph (a)(v) below.
- c. If a majority of the Voting Members fail to complete and return a timely ballot as determined by the tally of the “Return” envelopes, the Executive Director shall take no further action.

v. Publication:

1. The Board of Governors shall direct the President of the Association to privately notify the Judge being considered for retention of the ballot results. The notification to the Judge shall be made no later than one week after the Board of Governors has been notified of the results.
2. Except as provided in paragraph (a)(v)(3), the Executive Director shall publish the ballot results through a media release and advertisement at least three (3) weeks, but no later than one (1) week, prior to the election date of the same year.
  - a. The “ballot results” shall include the total number of votes cast for each evaluation category as described in paragraph (a)(iii)(2) above.
3. The Executive Director shall not publish the ballot results in the event the majority of the Voting Members votes to Not Recommend the Judge if the Judge voluntarily withdraws as a

candidate for the retention election and the Judge makes a written request to have the results not published.

Date Adopted: November 10, 2016

Attest:



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Daniel C. McKenrick  
Centre County Bar Association President – 2016



## **POLICY 3**

### **FINANCIAL HARDSHIP POLICY**

#### **A. Purpose**

- a. It is the policy of the Centre County Bar Association ("CCBA") to assist and/or support attorney members who are experiencing financial hardship.
- b. Furthermore, attorneys shall not be precluded from participating in CCBA programs and/or events due to financial limitations.

#### **B. Dues**

- a. Pennsylvania Bar Association ("PBA"):
  - i. Members shall have the opportunity to make installment payments for PBA dues with the final payment to be received no later than June 30 of that year.
  - ii. CCBA shall make the PBA Dues Waiver Form available to members on the CCBA website.
- b. CCBA:
  - i. Members shall have the opportunity to make installment payments for CCBA dues with the final payment to be received no later than June 30 of that year.
  - ii. If eligible, a member experiencing financial hardship shall be offered an Associate Membership, which permits said member to only join the CCBA.
- c. Wilkinson Campbell Inn of Court ("Inn of Court"):
  - i. Scholarships shall be made available to those who wish to participate in the Inn of Court program and are in need of financial assistance.
  - ii. Said scholarships shall be provided based on the guidelines established by the Executive Committee of the Inn of Court.

#### **C. Continuing Legal Education ("CLE") Courses**

- a. Any member(s) who wish to attend CLE courses offered by the CCBA, but for whom the full cost, including meals, of such courses would be a financial hardship, the CCBA shall allow any such attorney(s) to attend for 50% off the cost of the program.
- b. If the 50% discount is not sufficient to cure the financial hardship, then the member shall be able to attend the CLE course for the actual cost of the credit



(currently \$1.50 per hour credit) as set by the Continuing Legal Education Board of the Supreme Court of the State of Pennsylvania.

- c. MidPenn Legal Services employees shall be able to attend CLE courses offered by the CCBA for 50% off the cost of the program.

D. Notification of Hardship

a. Dues and CLE Courses:

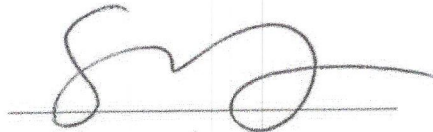
- i. Members shall advise the Executive Director of any financial hardship regarding CCBA dues and CLE Courses.
- ii. The PBA Dues Waiver form is due to the PBA by January 31, unless an extension is announced by PBA.

b. Inn of Court:

- i. Any member seeking a scholarship for the Inn of Court program shall notify the Executive Director or a member of the Executive Committee.
- ii. The request for a scholarship shall be made at the time of registration.

Date adopted: May 14, 2020

Attest:

A handwritten signature in black ink, appearing to read 'Sharon D. Barney', is written over a horizontal line.

Sharon D. Barney

Centre County Bar Association President - 2020

## **POLICY 4**

### **DOCUMENT RETENTION POLICY**

#### **A. Purpose**

- a. It is the policy of the Centre County Bar Association to retain those certain documents that are of historical, financial, or legal importance.
- b. Furthermore, those documents that are no longer necessary to achieving the purpose of the organization and do not fit the description of historical, financial, or legal importance shall be destroyed in an appropriate manner.

#### **B. Definitions**

- a. Historical: documentation of important events of the organization and of the business of the organization such as agendas, reports, and minutes.
- b. Financial: records related to the organization's various banking and investing accounts shall be retained for the period of time recommended in the course of standard practices and shall be retained in either physical or digital form. Online access of financial records is adequate retention.
- c. Legal: business records associated to the organization's non-profit status and related to the operation of the organization's business.

#### **C. Continuing Legal Education Records**

- a. As an accredited CLE provider with the PACLE Board, the Centre County Bar Association has the responsibility of maintaining and submitting records associated with the acquisition of CLE credits by attorneys attending CCBA sponsored programming.
- b. Said accreditation is renewed every three (3) years and as part of that process supporting documentation, specifically CLE records and materials, are submitted to the PACLE Board.
- c. The retention period for CLE records and supporting materials shall follow CCBA's accreditation three (3) year accreditation schedule. CLE records and supporting materials may be destroyed following the associated three (3) year accreditation.

#### **D. Document Destruction**

- a. Whenever possible and practical, documents shall be destroyed in a manner designed to protect sensitive and identifying information, namely shredding.

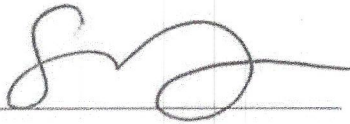
- b. If the document does not contain sensitive and/or identifying information, then said document may be recycled without shredding.

E. Responsibility

- a. The Executive Director shall be responsible for implementing the documentation retention policy and shall advise all committees of said policy.
- b. Any questions regarding a documents historical, financial, or legal importance shall be determined by the Board of Governors.

Date adopted: May 14, 2020

Attest:

A handwritten signature in black ink, appearing to read 'S. Barney', is written over a horizontal line.

Sharon D. Barney  
Centre County Bar Association President - 2020