

BYLAWS OF PASADENA COLLABORATIVE DIVORCE

[As of 2/22/16]

I. NAME

The name of the organization shall be **PASADENA COLLABORATIVE DIVORCE** .

II. MISSION STATEMENT

Pasadena Collaborative Divorce is a group of specially trained professionals dedicated to advancing the practice of Collaborative Divorce and Mediation for processing separations and divorces. We are lawyers, mental health professionals and financial experts who help families resolve conflicts, create effective co-parenting plans and ease the stress of restructuring their lives. We work in teams with clients to reach agreements that respect the dignity and needs of all family members, while completing the divorce process without going to court. 3/27/17

III. MEMBERSHIP

Pasadena Collaborative Divorce (PCD) shall be open to persons who meet the qualifications for membership in this organization:

a. Attorneys: Five years of practice, with 50% related to the practice of family Law; current member in good standing with the California State Bar; current membership in IACP and LACFLA and/or CCD, carry and maintain malpractice insurance; able to communicate via e-mail; completion of a two-or-more-day collaborative training.

b. Financial Specialists: Five years of practice, with 50% related to family finances and business valuations; current member in good standing licensed by the Department of Consumer of Affairs; current membership in IACP and LACFLA and/or CCD, carry and maintain malpractice insurance; able to communicate via e-mail; completion of a two-or-more-day collaborative training.

c. Coaches: Five years of practice, with 50% related to divorce related family issues; current member in good standing licensed by the State of California in the mental health field; current membership in IACP and LACFLA and/or CCD, carry and maintain malpractice insurance; able to communicate via e-mail; completion of a two-or-more-day collaborative training.

Each member must complete twelve (12) hours of collaborative and/or mediation training every two years provided by a recognized professional organization and/or PCD. Each member must

sign a yearly affidavit stating compliance with the membership requirements as described in this section.

Applications will be submitted to the screening committee of each area of practice for investigation of the application and recommendations to the membership. New members will be admitted to Pasadena Collaborative Divorce after an affirmative vote of seventy five percent (75%) of the membership in good standing.. New members will be approved with a vote for admittance equal to 75% as determined by secret ballot. Ballots will be tallied by the executive committee.

IV. DUES AND FEES

Voting members of Pasadena Collaborative Divorce shall pay annual dues and/or fees as determined by vote of a majority of the membership each year. The current requirements are as follows:

A. Annual PCD dues become due and payable as of January 1 of each new year. The annual dues set for the year 2015 are \$150.00 . If you elect to pay by installments, the first one-half ($\frac{1}{2}$) of the annual dues are to be paid by no later than the end of the first quarter (March 31st) of each year, and the second one-half ($\frac{1}{2}$) of the annual dues are to be paid by no later than the end of the second quarter (June 30th) each year.”

B. Each year, for a member who elects to pay his/her dues in installments, if said dues have not been paid within the time periods set forth above, the following terms shall apply:

1. In the event that a member has not paid the first one-half ($\frac{1}{2}$) of the annual dues by April 30th that member shall be suspended as a member of PCD.

2. In the event that a member has not paid the annual dues in full by July 31st, that member shall be suspended and removed from the membership roster on the website and elsewhere.

3. A member may be reinstated if between August 1st and September 30th that member pays **(1)** the full dues owing, **(2)** a \$50.00 administrative fee and **(3)** any costs billed by the Webmaster to add the member's profile back onto the PCD website.

4. In the event that a member's annual dues remain outstanding after September 30th, his/her membership in PCD shall be formally terminated. Thereafter, the former member must reapply for PCD membership and pay the initiation fee required a the time. As of 2015 this initiation fee is \$500.00.

C. In order to join the Pasadena Collaborative Divorce, new members must pay:

1. A “buy-in” amount as his or her contribution toward costs incurred by the PCD group in developing the program up to the time of the person’s entry. Such buy-in cost will be as set from time to time by a majority vote. As of January 2015 this buy-in amount is \$500.00.

2. In addition, (a) those who join the group prior to June 30th of any year shall pay the full annual dues set for that year (e.g. for the year 2015 that amount would be \$150.00); (b) those who join the group July 1st or thereafter shall pay one-half ($\frac{1}{2}$) of the annual dues set for that year (e.g. for the year 2015 that one-half amount would be \$75.00).

D. Special fees payable regarding former PCD members who seek to resume membership in PCD (with the exception of “founding members” addressed separately in subsection “IV E” below):

1. If a former member seeks to rejoin PCD within one year of ceasing to be a member, the buy-in fee to rejoin PCD shall be zero dollars;

2. If a former member seeks to rejoin PCD more than one year but less than two years after ceasing to be a member, the buy-in fee to rejoin PCD shall be one-third ($\frac{1}{3}$) of the buy-in fee in place at the time of rejoining;

3. If a former member seeks to rejoin PCD more than two years but less than three years after ceasing to be a member, the buy-in fee to rejoin PCD shall be two-thirds ($\frac{2}{3}$) of the buy-in fee in place at the time of rejoining;

4. If a former member seeks to rejoin PCD more than three years after ceasing to be a member, the buy-in fee to rejoin PCD shall be the full buy-in fee in place at the time of rejoining.

E. In the event that the former PCD member seeking to resume membership in PCD is considered to be a “founding member”, the following terms shall apply:

1. A “founding member” of Pasadena Collaborative Divorce shall be defined as a person who had been an active PCD member in the year 2006 or before. Such professionals who qualify as "founding members" of PCD based upon this criteria are listed in subsection “IV E 1 b” below..

a) Such a founding member who meets the above criteria would be charged either the applicable fee set forth in subsection “IV D” above or one-half ($\frac{1}{2}$) of the buy-in fee at the time he or she seeks to rejoin Pasadena Collaborative Divorce, whichever is less. Such buy-in fee as of 2015 is \$500;

b) The members and former members who are considered to be "founding members" pursuant to the above criteria are as follows:

i) **Attorneys:** *Laurie Amaya; James B. Boyle, Jr., Grace Lea Chang; Rosemary Coleman; Kathryn Mary Fitzgerald; Tony Hill; Carolyn A. Makupson; Sterling Myers; Kathleen M. O'Connor; Margaret O'Hara; Donald G. Orosz; and Patricia A. Rigdon.*

ii) **Therapists:** *Mary Ann Aronsohn; Michael Barnes, Gerry Fagoaga, Sheila Garrett Gutierrez; Joann Myers; and Mary M. Stoddard.*

iii) **Financial Consultants:** *Susan Carlisle; Jerry Cohen; Steven B. Garelick; Warren Sacks.*

F. Budgets are set by majority vote for the general fund and certain committees chosen by majority vote of the members. (As of the year June 2015 such accounts are: "General Fund", "Marketing Committee", "Outreach Committee" and "Professional Development Committee"). Monies raised from dues or fund raisers shall be allocated by majority vote of the members into such accounts. The Treasurer shall present to the membership as a whole at each monthly meeting, a current accounting for each of those separate accounts that have been established.

V. OFFICERS

1. Officers of the group shall consist of a three member Executive Committee, one representative of each of the three professional groups in Collaborative Divorce, plus the Treasurer acting in an advisory capacity on financial matters.
2. Elected officers will serve a term of two years.
3. The Executive Committee shall preside at all meetings, appoint committee members, and perform other duties associated with the office.
4. The Executive Committee shall record minutes of each meeting, keep a copy of all approved minutes in an approved minutes book, and send out copies of the minutes to all members.
5. The Treasurer shall prepare prior to each meeting, and keep a copy of, an accounting of the Pasadena Collaborative Divorce budget, send out copies of the current accounting of PCD Trust Fund monies to the members prior to each meeting, receive dues, pay PCD expenses and prepare any other necessary financial reports as needed. PCD expenses that exceed a total of \$500.00 or expenses under \$500.00 deemed by the Treasurer to need the support of the members, shall be brought to the membership for a vote. Such expenses shall require approval of the majority of the members before a check would be issued.

VI. VOTING

1. A majority of the group constitutes a quorum.
2. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
3. Passage of a motion requires a simple majority (ie: one more than half the members present)

VII: COMMITTEES

The Executive Committee may appoint standing and ad hoc committees as necessary

VIII: MEETINGS

1. Regular meetings shall be held each month.
2. Special meeting may be held at any time when called for by the Executive Committee.
3. Agendas shall be provided in advance of each meeting.

IX. ELECTIONS

Elections of officers should happen annually as determined by the group through an election process.

X. FISCAL POLICIES

The fiscal year of Pasadena Collaborative Divorce shall be from January to December each year.

XI. AMENDMENTS

These bylaws may be amended or revised by a vote of the membership at a business meeting. Advance notice of any proposed amendments shall be given to the membership.