

CENTRAL ASIAN AMERICAN BAR ASSOCIATION MEMBERSHIP POLICY & ADMINISTRATIVE PROCEDURES

ADOPTED BY THE BOARD OF DIRECTORS OF CENTRAL ASIAN
AMERICAN BAR ASSOCIATION (CAABA) on February 26, 2026,
pursuant to Article 3 of the Bylaws of CAABA

SECTION 1. PURPOSE AND SCOPE

1.1. Purpose

This Membership Policy implements Article 3 of the CAABA Bylaws by establishing administrative procedures for membership processing, dues management, records maintenance, and related operational matters.

1.2. Governing Authority

This Policy is subordinate to the Bylaws. In the event of any conflict, the Bylaws shall control.

SECTION 2. ADMINISTRATIVE AUTHORITY

2.1. Board Authority

The Board of Directors shall have final and binding authority over all membership determinations, including, but not limited to, the delegation of membership administration to a Membership Committee or a designated officer. For merit-based membership categories, including Distinguished Membership, the Board shall act based on written eligibility criteria, documented evidence, and recommendations from a qualified review committee or designated reviewers.

2.2. Delegated Functions

The designated administrator may:

- (a) Process membership applications;
- (b) Verify eligibility documentation;
- (c) Issue invoices and collect dues;
- (d) Maintain membership records;
- (e) Provide recommendations to the Board, and
- (f) Coordinate, but not independently decide, merit-based membership reviews requiring evaluation of professional achievements.

SECTION 3. APPLICATION PROCEDURE

3.1. Submission Requirements

Applicants must submit a complete Membership Application Form approved by the Board. The CAABA may request additional information or supporting documentation as necessary to verify eligibility for the applicable membership category.

3.2. Supporting Documentation

Applicants may be required to provide:

- (a) Proof of bar admission (for attorneys);
- (b) Verification of law school enrollment (for students);
- (c) Organizational authorization documents; and
- (d) Any additional information reasonably necessary to verify eligibility for the applicable membership category.

3.2.1 Distinguished Member Supporting Documentation

Applicants seeking admission as Distinguished Members must submit a documented professional portfolio demonstrating outstanding achievements in the legal profession or a closely related field. The required documentation shall include:

- a) A current curriculum vitae or professional biography;
- b) A written statement identifying the applicant's field of legal practice, scholarship, advocacy, public service, legal technology, legal education, legal reform, access to justice, or other law-related professional activity;
- c) Documentary evidence of distinguished professional achievement and peer recognition, which may include, but is not limited to:
- d) professional honors, awards, fellowships, recognitions, or distinctions
- e) significant legal scholarship, books, articles, commentary, reports, or other professional publications
- f) substantial contributions to legal practice, legal education, legal reform, legal technology, access to justice, public service, public policy, or the development of the legal profession
- g) leadership or critical roles in legal, academic, governmental, public-interest, bar, professional, or law-related organizations or initiatives

- h) service as a speaker, lecturer, mentor, evaluator, reviewer, committee member, competition judge, peer reviewer, or subject-matter contributor
- i) independent recognition by courts, academic institutions, professional organizations, public bodies, media, or peers
- j) evidence that the applicant's work has had meaningful professional, institutional, educational, public-interest, or policy impact
- k) other reliable evidence demonstrating sustained professional recognition and significant contribution to the applicant's field
- l) At least two nomination letters, recommendation letters, or expert statements from individuals with recognized professional standing in the applicant's field
- m) Supporting documentation sufficient to allow the Association to verify the claimed achievements, including public profiles, publications, certificates, institutional records, official announcements, program materials, media materials, or other reliable records
- n) Distinguished Member status shall not be granted solely on the basis of payment of dues, general professional interest, law school enrollment, bar admission, employment in a legal occupation, years of experience, or membership in another organization.

The Association may request additional documentation, clarification, or independent verification where necessary to determine whether the applicant satisfies the standards for Distinguished Member status.

3.2.2 Honorary Member Designation

Honorary Membership is not an open application category and may not be self-selected by an applicant on the standard Membership Application Form. Honorary Membership may be conferred only by the Board of Directors, in its discretion, upon individuals whose service, leadership, professional contribution, or support has meaningfully advanced the Association's mission or the broader legal community.

A person may be considered for Honorary Membership upon nomination by a Board member, officer, committee chair, or other person authorized by the Board. The Board may request supporting information as needed but is not required to use the standard membership application process for Honorary Membership.

3.3. Application Review

Applications shall be reviewed for completeness and compliance with Article 3 of the Bylaws, and satisfaction of the criteria applicable to the requested membership category. Applications for Distinguished Membership shall undergo substantive merit review based on documented professional achievements and evaluation by qualified reviewers.

3.4. Incomplete Applications

Incomplete applications may be:

- (a) Placed on hold pending submission of additional information; or
- (b) Rejected without prejudice.

3.5. Misrepresentation or Omission

The Association may deny, place on hold, suspend, revoke, or take other appropriate action with respect to any application or membership if the applicant or member provides materially false, misleading, incomplete, or omitted information in connection with a membership application, eligibility verification, renewal, or related membership process.

The Board of Directors, or its designee where authorized, may request clarification, supplemental documentation, or independent verification before taking action under this Section. Any action affecting an existing member shall be taken in accordance with the Bylaws and applicable Association procedures.

SECTION 4. ADMISSION PROCESS

4.1. Effective Membership

Membership becomes effective only upon:

- (a) Approval by the Board or its designee; and
- (b) Completion of any administrative requirements, including payment of all required dues.

4.2. Discretionary Approval

The Board retains discretion to approve or deny applications in accordance with the Bylaws and this Policy. For Distinguished Membership, any approval or denial shall be based on the written criteria for that category, the evidence submitted, reviewer evaluation, and the documented recommendation provided to the Board.

4.3 Merit-Based Admission Standard

Distinguished Membership is a selective, merit-based designation reserved for individuals who have demonstrated outstanding achievements in the legal profession, legal scholarship, legal advocacy, legal technology, public service connected to law, or another legal field recognized by the Association. Distinguished Membership shall not be granted solely on the basis of education, years of experience, employment in a legal occupation, bar admission, payment of dues, donations, sponsorship, or general professional interest in the Association.

4.4. Notification

Applicants shall be notified of approval or denial in writing. For Distinguished Membership, the Association shall maintain an internal record of the category approved, date of admission, evidence reviewed, reviewer recommendation, and final determination.

4.5 Honorary Membership

Honorary Membership shall become effective only upon approval by the Board of Directors and written notice to the individual. Honorary Members shall not be required to self-apply through the standard application process unless the Board determines otherwise. The Association shall maintain an internal record of the basis for the honorary designation, date of approval, and any rights, privileges, dues waiver, or limitations applicable to the designation.

SECTION 5. DUES ADMINISTRATION

5.1. Board Authority

Annual dues shall be established annually by the Board pursuant to Article 3.6 of the Bylaws, with final approval reserved for the voting membership at the Annual Meeting.

Dues may be paid via electronic or other payment systems approved by the Board. Payment of dues shall not substitute for satisfaction of any eligibility criteria applicable to a membership category.

5.2. Payment Requirements

Dues:

- (a) Shall be invoiced upon approval;
- (b) Must be paid within the timeframe established by the Board; and
- (c) Are generally non-refundable.

5.3. Adjustments

The Board may approve:

- (a) Prorated dues;
- (b) Waived or reduced dues; and
- (c) Administrative fees.

SECTION 6. MEMBERSHIP RECORDS

6.1. Maintenance of Records

The Association shall maintain accurate membership records, including:

- (a) Membership category;
- (b) Admission date;
- (c) Payment status;
- (d) Contact information; and
- (e) For merit-based membership categories, the application materials, evidence reviewed, reviewer or committee recommendation, final determination, and any written evaluation maintained by the Association.

The Association shall collect, use, store, and disclose applicant and member information only for membership administration, eligibility verification, governance, dues administration, communications, and related Association purposes. Access to application materials shall be limited to authorized officers, administrators, reviewers, committee members, and Board members with a need to know.

6.1.1 Restrictions on Use of Membership Information

Membership directories, application materials, reviewer evaluations, contact information, and other member or applicant data maintained by the Association shall not be sold, distributed, or used primarily for commercial marketing, client solicitation, recruitment, lead generation, or unrelated business-development purposes.

Access to such information shall be limited to legitimate Association governance, educational, professional-development, networking, mentorship, and administrative purposes consistent with the Association's nonprofit mission and applicable law.

6.2. Member Responsibility

Members must promptly update their contact information with the Association.

6.3. Membership Categories and Designations

For purposes of recordkeeping and internal classification, membership categories shall be designated as follows:

(a) Regular Member Attorney (U.S.) – RA

An individual attorney admitted to practice law and in good standing in any U.S. state, territory, jurisdiction, or the District of Columbia;

(b) Regular Member Foreign-Trained Attorney – RFA

An individual who received legal education, legal training, or legal professional qualification outside the United States, provided that such individual currently resides in the United States, or is legally authorized to practice as a foreign legal consultant, or is actively pursuing admission to a U.S. State Bar. Individuals with foreign legal training who have no professional, academic, or residential nexus to the United States are not eligible for this category.

(c) Regular Organization Member (U.S.) – RO

A U.S.-based bar association, nonprofit organization, professional association, academic institution, legal organization, and law firms;

(d) Law Student Member – LS

An individual enrolled in law school within U.S. foreign legal education, paralegal, legal studies, or another law-related educational program;

(e) Foreign Member – FM

A non-U.S.-based individual foreign attorney or organizational member, including bar association, nonprofit organization, professional association, academic institution, legal organization, and law firms;

(f) Honorary Member – H

An individual designated by the Board in recognition of service, support, contribution, or relationship to the Association or its mission; and

(g) Distinguished Member – D

An individual designated by the Board in recognition of exceptional professional achievement, leadership, public service, academic contribution, judicial service, legal scholarship, or significant contribution to the Association's mission.

SECTION 7. GOOD STANDING ADMINISTRATION

7.1. Governing Standard

Good standing shall be defined exclusively by Article 3.7 of the Bylaws.

7.2. Administrative Status Categories

Membership status may be classified as:

- (a) Active;
- (b) Delinquent;
- (c) Suspended; or
- (d) Terminated.

SECTION 8. RENEWAL PROCESS

8.1. Annual Renewal

Membership shall renew annually unless otherwise determined by the Board.

8.2. Renewal Notice

Renewal notices may be delivered in writing via emails or regular mail.

8.3. Failure to Renew

Failure to renew may result in suspension or termination in accordance with the Bylaws.

SECTION 9. RESIGNATION, SUSPENSION, AND REINSTATEMENT

9.1. Resignation

Members may resign by submitting written notice to the Secretary.

9.2. Suspension

Suspension may occur due to:

- (a) Nonpayment of dues;
- (b) Loss of eligibility; or
- (c) Board action in accordance with the Bylaws.

Members shall be provided a reasonable grace period, as determined by the Board, to cure any delinquency prior to suspension.

9.3. Reinstatement

Reinstatement may require:

- (a) Submission of a new application; or
- (b) Payment of any outstanding obligations, if applicable; and/or

(c) Approval/Discretion by the Board.

SECTION 10. ORGANIZATIONS

10.1. Designation of Representative

Each organization must designate one authorized representative.

10.2. Changes

Any change of representative must be submitted in writing to the Secretary.

10.3. Board Authority

The Board may establish additional requirements for organizations, including governance, reporting, and compliance standards.

SECTION 11. MEMBERSHIP APPLICATION FORM

Applicant Information

Full Name: _____

Email: _____

Phone: _____

Address: _____

Membership Category

- ☐ Regular Member Attorney (U.S.) – RA
- ☐ Regular Member Foreign-Trained Attorney – RFA
- ☐ Regular Organization Member (U.S.) – RO
- ☐ Law Student Member – LS
- ☐ Foreign Member – FM
- ☐ Honorary Member – H
- ☐ Distinguished Member – D

Professional Information

Bar Admission (if applicable): _____

Law School (if applicable): _____

Organization (if applicable): _____

Representative Name (if applicable): _____

Tax Notice: Association is a 501(c)(6) non-profit organization. Dues, contributions, gifts, or sponsorship payments to the Association are not deductible as charitable contributions for federal income tax purposes. However, they may be deductible as ordinary and necessary business expenses. Please consult your tax advisor.

Statement of Interest

Certification

I certify that the information provided is accurate and that I agree to comply with the CAABA Bylaws and policies.

I authorize CAABA to collect, store, review, and process my application materials for membership eligibility, governance, recordkeeping, dues administration, and related Association purposes.

Signature: _____

Date: _____

Certification

I certify that I am the duly elected and acting Corporate Secretary of the Central Asian American Bar Association, a Texas nonprofit corporation, and that the foregoing Membership Policy was adopted by the Board of Directors on the date set forth above.



Anar Moldabekova

Corporate Secretary

Date: April 26, 2026