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Bylaws

of the

Barbara Jordan American Inn of Court

# Article I

**General**

**Section 1. Purpose.**

The purposes of the Barbara Jordan American Inn of Court (the “Jordan Inn”) are set forth in its Organizational Charter issued by the American Inns of Court Foundation, and it shall promote civility, ethics and skills of judges, lawyers and law students in the Austin, Texas area.

**Section 2. Location.**

The Jordan Inn shall be located in Austin, Travis County, Texas.

# Article II

**Organization**

**Section 1. Executive Committee.**

The Executive Committee is composed of the officers and the chairs of the various committees formed by the Executive Committee and such other members as are determined by the Masters. The duties of the Executive Committee, and its members, are set forth in the Organizational Charter, and as set forth herein.

**Section 2. Officers.**

The Jordan Inn’s officers are President, Immediate Past President, President-elect, Counselor, Treasurer, and such other officers as the Masters deem necessary. The officers serve a one‑year term, or as otherwise directed by the Masters, and may succeed themselves as approved by the Masters. The officers are selected by the Masters in accordance with the Organizational Charter of the Jordan Inn.

**Section 3. Committees.**

The Executive Committee may establish standing and ad hoc committees from time to time from among the active members of the Jordan Inn, and from time to time may change or discontinue committees.

Initially, the following standing committees shall be established: Membership Committee, Program Committee, and Social Committee.

Among such other duties as may be assigned by the Masters and the Executive Committee, the duties of each committee shall be as follows:

*Membership Committee*—The Membership Committee solicits and reviews applications to the Jordan Inn and makes recommendations to the Executive Committee for membership in the Jordan Inn; maintains records of active members’ compliance with attendance requirements in accordance with Article IV. Section 2 of these Bylaws; and, shall assign members to Pupillage Teams in accordance with Article II, Section 4 below; and performs such other duties as the President or Executive Committee may assign it. The President shall select the Membership Committee’s chairman. The other members of the Membership Committee are the Jordan Inn’s officers, and such other members as the Membership Committee’s chairman shall designate.

*Program Committee*—The Program Committee oversees and approves program topics; assists teams in planning their programs; submits programs to the State Bar of Texas for Continuing Legal Education credit; and performs such other duties as the President or Executive Committee may assign it. The Program Committee and its chairman are selected by the Executive Committee.

*Social Committee*—The Social Committee consists of one member of each Pupillage Team who handles that Team’s social events, and chaired by the President-elect. The Social Committee shall be responsible for scheduling, arranging and collecting monies for approved social functions of the Jordan Inn within the parameters as set forth by the Executive Committee. The Social Committee shall also be responsible with coordinating with the other Inns for joint socials.

The officers shall appoint committee members and chairs of the committees, who shall serve a one year term, or as otherwise directed by the Executive Committee, and may succeed themselves only twice.

Committees may create ad hoc sub‑committees, as appropriate.

**Section 4. Pupillage Teams.**

All active members will be assigned to a Pupillage Team by the Membership Committee. Each Pupillage Team shall be chaired by one or more Masters appointed by the Membership Committee, and each Team is responsible for presenting a program during one meeting of the Jordan Inn each year on a schedule that the Program Committee shall establish. The Pupillage Teams and their chairs shall be reassigned every year.

**Article III.**

**Membership.**

**Section 1. Active Members.**

There are four classifications of members in the Jordan Inn of Court, as defined in the bylaws of the American Inns of Court Foundation, and as set forth below:

1. Masters of the Bench—consisting of lawyers with at least twenty years of experience, judges and law professors;
2. Barristers—consisting of lawyers with at least ten to nineteen years of experience, who shall serve three-year terms beginning on July 1 and ending on June 30, or as the Executive Committee otherwise directs;
3. Associates—consisting of lawyers with nine or fewer years of experience, who shall serve two-year terms beginning on July 1 and ending on June 30, or as the Executive Committee otherwise directs;
4. Students—consisting of law students. Students may participate in all activities of the Jordan Inn, but will not be voting members.

**Section 2. Emeritus Members.**

The Masters, upon recommendation of the Membership Committee, may confer Emeritus and Honorary memberships as set forth in the Organizational Charter.

## Article IV

**Meetings and Attendance**

**Section 1. Meetings.**

The Jordan Inn Program year runs from September through April, except as to its initial partial year which will run from January to April. Meetings are to be held once per month during the year at such times and locations as the Executive Committee may determine. The Jordan Inn shall endeavor to have at least one social event per year wherein members may invite guests.

**Section 2. Attendance.**

Each active member will be allowed three absences from the monthly meetings in a year. A fourth absence, irrespective of the reason, shall result in the member’s automatic removal from the Jordan Inn, and all dues will be forfeited.

**Article V**

**Voting and Elections.**

**Section 1. Masters.**

With the exception of Emeritus and Honorary Masters, each Master shall be entitled to one vote on all matters submitted to the Masters. A majority of voting Masters shall constitute a quorum for the transaction of business except in the case of adopting or amending these bylaws, which shall be in accordance with Article VII below. A vote of the Masters shall be conducted in person at a meeting of the Masters, by email, by facsimile, or by any other means as the Executive Committee or the President shall determine. Every act done or decision made by a majority of the Masters in attendance at a meeting shall be regarded as the act of all the Masters.

**Section 2. Executive Committee.**

Each member of the Executive Committee shall be entitled to one vote on all matters submitted to the Executive Committee. In the event of a tie, the President shall have the deciding vote. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business. A vote of the Executive Committee shall be conducted in person at a meeting of the Executive Committee, by email; by facsimile, or by any other means as the Executive Committee or the President shall determine. Every act done or decision made by a majority of the members in attendance at the meeting called for that purpose shall be regarded as the act of the entire Executive Committee.

**Section 3. Elections.**

The nomination and election of the Officers of the Jordan Inn will occur in every year during the month of May or June at a meeting of the active Masters especially called for that purpose. Selection of these will be by a majority vote of the Masters.

**Section 4. Vacancies.**

When a position as an officer position becomes vacant, the Executive Committee shall appoint an active member of the Jordan Inn to fill the vacancy until the next regular election.

## Article VI

**Fiscal Matters**

**Section 1. Fiscal Year.**

The fiscal year of the Jordan Inn of Court shall be the same as the fiscal year of the American Inns of Court Foundation, which is from July 1 to June 30 of the following year.

**Section 2. Dues.**

Dues shall be in an amount consistent with the Organizational Charter and determined by the Executive Committee, and shall be levied by the Treasurer during the month of September of each year. Failure to pay dues prior to the third meeting of the Jordan Inn year and after reasonable notice may be considered by the Executive Committee as grounds to terminate membership of the person in default.

**Section 3. Expenses.**

The Jordan Inn of Court shall pay, subject to prior approval by the Executive Committee, all reasonable expenses incurred by members of the Executive Committee for such things as attendance at state, regional or national events of the American Inns of Court Foundation, and for payment to an Administrator of this Inn in an amount determined by the Executive Committee for services to this Inn.

## Article VII

**Adoption and Amendments.**

**Section 1. Adoption.**

These Bylaws will be adopted by the Jordan Inn of Court upon approval by two-thirds of the Masters of the Jordan Inn of Court and after being submitted to and approved, in writing, by the Board of Trustees of the American Inns of Court Foundation. The Masters may make valid decisions by voting by mail, facsimile, electronic mail, or other means when deemed necessary by the Executive Committee or the President.

**Section 2. Amendments.**

Amendments to these Bylaws may be made by two-thirds of the Masters of the Jordan Inn of Court and must be submitted to and approved, in writing, by the Board of Trustees of the American Inns of Court Foundation. The Masters may make valid decisions by voting by mail, facsimile, electronic mail, or other means when deemed necessary by the Executive Committee or the President.