

THE STANN GIVENS FAMILY LAW INN OF TAMPA

MEMBERS MANUAL

2018 / 2019

Formed in 1995, the Stann Givens Family Law Inn of Tampa is an organization of family law judges, general magistrates, hearing officers, attorneys, and law students. At the monthly meetings, members have the opportunity to engage socially and informally with family law colleagues and to attend an informative, educational family law presentation and earn CLE credits.

The Stann Givens Family Law Inn of Tampa uses the American Inn of Court website for our Chapter Management. All members need to keep their contact information current by logging onto the web site at www.innsocourt.org (your username is your email address and you will be prompted to create a password to log in).

OFFICERS AND EXECUTIVE COMMITTEE MEMBERS (2018 / 2019)

President – Judge Wesley Tibbals	
President-Elect – Judge Darren Farfante	
Past President - Judge Ralph Stoddard	
Executive Director - Susan Whitaker	swhitaker@bals.org
Treasurer - Ralph Mangione	rmangione@burr.com
Secretary - Christine Derr	cderr@derrlawfirm.com
Program Co-Chairs - Sheila Norman & Sonya Colon	sheila@normanandbullington.com; sonya.colon.esq@gmail.com
CLE Coordinator – Lawrence Hodz	lawrence@corteshodzlaw.com
Membership Co-Chairs – Zach Bayne & Ellie Probasco	zbayne@allendell.com; ellie@tampafamilylegal.com
Mentoring Chair – Seth Nelson	seth@nelsonlg.com
Community Liaison – Cole Jeffries	CCJeffries@earthlink.net
IMS Admin/Platinum Coordinator – Kristin Kirkner	Kristin@kirknerfamilylaw.com
Founder/Ex Officio - Stann Givens	sgivens@givenssparks.com

MEMBERSHIP AND DUES INFORMATION

- 1) **Pupils** - \$275 (law students);
- 2) **Associates**- \$345 (admitted to the Bar less than 5 years);
- 3) **Barristers** - \$375 (attorneys admitted to the Bar between 5 and 15 years);
- 4) **Masters** - \$400 (attorneys admitted to the Bar more than 15 years);
- 5) **Judiciary** - \$200 (also referred to as Benchers);
- 6) **Other** – \$345 (Government attorneys and Bay Area Legal Services attorneys, regardless of the number of years they have been admitted to the Bar).
- 7) **Guests**- \$35 per guest, per meeting. Please RSVP in advance.
- 8) **Late Fees**- Failure to pay your fees by the due date on your invoice will result in a \$25.00 late fee.

INCLUDED IN MEMBERSHIP FEE

- 1) Eight dinners (six regular meetings at the University Club, one joint dinner meeting with the Canakarlis Inn and the 2nd DCA, and the Justice Games). We will also have a December Holiday Party.
- 2) A new member orientation welcome event prior to the first meeting for new members, Masters and Judiciary members.
- 3) Up to 13 hours of CLE credit available, seven hours of CLE credit for attendance at the regular Inn dinner meetings as well as the availability of six additional hours of CLE credit for participation in the mentoring program sessions that is held before each meeting. Please contact Lawrence Hodz for more information regarding CLE credit at lawrence@corteshodzlaw.com.
- 4) Access to our Inn's official website (<https://inns.innsocourt.org/for-members/inns/the-stann-givens-family-law-american-inn-of-court-of-tampa.aspx>) and our Facebook page (<https://www.facebook.com/groups/534489603308729>) for online discussion and sharing of expertise and resources.
- 5) Access to the American Inn of Court resources including the ability of individual members to have a profile on the national Inn of Court website, the ability to network, refer and receive referrals from Inn members on a national basis.
- 6) Name tag. (If new member, lost or need a replacement tag, please contact Lawrence Hodz at lawrence@corteshodzlaw.com). \$15 for replacement of lost name tag.

Payment of Membership Dues:

Check payable to: The Stann Givens Family Law Inn of Tampa

Mail Payment to: Attention: Ralph P. Mangione, Esquire
Burr & Forman, LLP
One Tampa City Center
201 North Franklin Street, Suite 3200
Tampa, Florida 33602
(813) 221-2626 (telephone)
(813) 221-7335 (facsimile)
Questions to: Rmangione@burr.com or dmcmlen@burr.com

MEETING LOCATION AND INFORMATION

- 1) Meetings typically are held on the first Wednesday of the month beginning on September 5, 2018 at the **University Club, 201 N. Franklin Street, Suite 3800, Tampa FL 33602**. Cocktail hour and Mentoring class is from 5:00 p.m. to 6:00 p.m. Regular program begins at 6:00 p.m. Cash-only bar (no credit cards). The University Club has a "business attire" dress code (no jeans or sneakers).

Tentative Meeting Schedule 2017 / 2018 (updates/changes will be posted on our website)

Weds., Sept. 5, 2018	Weds., Feb. 6, 2019
Weds., Oct. 10, 2018 (2 nd Wednesday)	Weds., Mar. ??, 2019 (joint meeting w/ Canakarlis & 2 nd DCA)
Weds., Nov. 7, 2018	Weds., Apr. 3, 2019
Dec. ??, 2018 (holiday party)	May ??, 2019 (Justice Games)
Weds., Jan. 9, 2019 (2 nd Wednesday)	

- 2) **RSVP'S ARE REQUIRED.** Please make sure to RSVP via the link provided via email prior to each monthly meeting. Members and their guests **MUST RSVP** by 12:00 p.m. on the **FRIDAY** before the meeting in order to guarantee your meal. *Even if you do not plan on attending and are sending a substitute in your place, please make sure to RSVP for your substitute.* Due to venue restrictions, members or substitutes who attend but who have not RSVP'd may **NOT** be able to receive a dinner but are welcome to stay for the program.
- 3) The mentoring class is mandatory for all **PUPILS** and **ASSOCIATES**. However, all members are encouraged to attend and those who attend will receive an additional hour of CLE credit.
- 4) Requests for vegetarian/vegan meals should be made online when you RSVP for the meeting, as well as any other dietary restrictions. These meals must be pre-ordered.

ATTENDANCE POLICY

- 1) Each member **must** attend each monthly meeting and participate with their pupilage group by attending meetings and actively participating in the program.
- 2) If you cannot attend, you must send someone in your absence to participate in your place. A substitution list will be provided for your convenience. Any lawyer can act as a substitute.
- 3) Members, and their substitutes, **MUST RSVP** by 12:00 p.m. on the **FRIDAY** before the meeting. Due to venue restrictions, members, guests or substitutes who attend but who have not RSVP'd will **NOT** receive a dinner but are welcome to stay for the program.
- 4) No more than **TWO** unexcused absences without substitution are allowed. Absolutely no more than four absences with or without substitution.
- 5) Penalty for not complying: If a person does not meet the attendance requirement then the next year that person's dues are increased by \$100.00.
- 6) Four absences with or without substitution will result in your immediate dismissal inasmuch as we will presume that you are unable to commit to participating in the Inn of Court.
- 7) You must attend your group's program presentation and participate in the planning of the program to be considered for membership the following year.
- 8) There is no extra cost to have a substitute appear in your absence.
- 9) If dismissed or asked to relinquish your seat, no refund will be given.

GUESTS

Guests are permitted up to a limit of three per meeting with prior approval. By 12:00 p.m. the **FRIDAY** before the meeting, please email Zachary Bayne or Ellie Probasco at zbayne@allendell.com or ellie@tampafamilylegal.com, respectively. In the email provide what pupilage group the person will be invited to sit in and the guest's name so that we may plan accordingly. **The inviting member is responsible for paying \$35 for their guest. Guests must be lawyers, bailiffs, members of the judiciary, paralegals, or law students. Guests may not distribute materials or "market" at Inn meetings.**

PROGRAMS

- 1) Sheila Norman and Sonya Colon, our Program Chairs, have an exciting program planned for this year.
- 2) You will be notified by August 15, 2018 what group you are assigned to. If you are the first group presenting, you will be notified prior to August 15, 2018.
- 3) If you are in need of a microphone and/or screen at the University Club, you must make prior arrangements by contacting Susan Whitaker. You will be required to provide your own projector if one is needed.

PUPILAGE GROUPS

There will be approximately six (6) pupilage groups that each will present a one-hour program in the months of September, October, November, January, February and April. There will also be two or three other groups that will be in charge of the Justice Games, Florida Weekly Update and a Community/Charitable activities. The group lists will be distributed before August 15, 2018, with the first group that will be presenting in September being distributed before August 15, 2018.

Each pupilage group will have an assigned team leader. We will try to place a member of the judiciary with each group, but judiciary members are limited in number. We appreciate your understanding. Although a judiciary member may be assigned to your group, please understand that their participation with the group will be limited and you **must** not rely on the judiciary member to direct the group. The team leader's duties are as follows:

- 1) Attend all Inn meetings and sit with your pupilage group at dinner.
- 2) Organize collection of funds from your group to reimburse member expenses for program material for your group's presentation.
- 3) Make sure that the Pupils and Associates in your group are made comfortable and are educated as to the ethical and professional practice of law.
- 4) On Monday of the week of each meeting, make sure a call or email is placed to all members of your group reminding them of the meeting.
- 5) Determine from the Program Directors (Sheila Norman/Sonya Colon) when your pupilage group is scheduled to present its program and present the program when scheduled.
- 6) Coordinate the topic with the Program Director (Sheila Norman/Sonya Colon) and keep the Program Directors informed as to your progress.
- 7) If your group will be providing program materials for your presentation, please provide the materials to sheila@normanandbullington.com no later than 5 p.m. the Friday before your presentation so that materials may be sent to members in advance of the presentation.
- 8) Contact the CLE Reporter (Lawrence Hodz) the day **before** your presentation program to provide the Reporter with the following: 1) an outline of your program and the materials, 2) a brief biography for each panel member and/or program speaker. Essential that this is done timely to ensure CLE credits are obtained on an ongoing basis instead of yearly.
- 9) Meet once per month with group outside the general meeting (optional, but recommended).
- 10) Establish a mentor system within each group so that each lawyer can develop the skills necessary to practice family law with ethics and professionalism.
- 11) Judiciary members serve in an advisory role and may be unable to actively participate in the pupilage group's presentation; however, each Judiciary member's level of participation is up to their own discretion.

PRIZES

The pupilage group with the most points at the end of the year will be recognized and awarded \$500 to be donated to a selected charity designated by the winning pupilage group.

EXPENSES

Expenses incurred for presentations are the responsibility of the pupilage group presenting the presentation and will not be reimbursed. For example, props, materials, copying expenses, etc. Each group will be able to vote as a group as to what expenses they wish to incur or not incur.

SPONSORSHIP POLICY

For \$500 sponsorship the Sponsor will have the following opportunities:

- 1) Meet and mingle
- 2) Table to set up materials (not distribute on tables)
- 3) Sign-up sheet to request member emails
- 4) 5 minutes at podium
- 5) Stay for dinner (2 sponsor dinners included; additional have to pay)
- 6) Blog blurb and Facebook page mention
- 7) Maximum 1 sponsor per event

COMMUNITY OUTREACH / CHARITABLE ACTIVITIES GUIDELINES

- 1) 3 Official Charitable Activities per year
 - a. October-November meetings/Thanksgiving: Academy Prep prepaid gift cards
 - b. December Holiday Party / Holidays: Marine Corps Toys for Tots
 - c. April: Bay Area Legal Services: Inn matches cash donations from members up to a total of \$1,000.00. Recommend up to \$350/attorney per Florida Bar Guidelines for Annual Pro Bono donations
- 2) Target Organization must have a 501(c)(3) exemption from IRS
- 3) Charitable activities shall be publicized at the beginning of the year in a calendar of meetings provided to all new and renewing members and again one month prior in the "Notice of Meeting" during the month of the charitable activity
- 4) ALL DONATIONS ARE VOLUNTARY
- 5) No other charitable activities or solicitations of the Stann Givens Family Law Inn of Court shall be allowed without the prior approval of the Inn Executive Committee

DIVERSITY POLICY

The American Inns of Court Embraces and Encourages Diversity and Inclusiveness. More than just an organization, the American Inns of Court is the embodiment of an ideal. We are dedicated to upholding the standards of the legal profession, to practicing law with dignity and respect, and to encouraging respect for our system of justice. Achieving a higher level of excellence and developing a deeper sense of professionalism occur only with an abiding commitment to the goals of diversity and inclusiveness.

The American Inns of Court firmly believes that personal diversity in all its aspects is essential to our ability to accomplish our mission. Diversity embodies all those differences that make us unique individuals and includes people of different race, ethnicity, culture, sexual orientation, gender, religion, age, personal style, appearance, physical ability as well as people of diverse opinions, perspectives, lifestyle, ideas and thinking. We value the differences in views and perspectives and the varied experiences that are part of a diverse membership. Diversity enriches and broadens our membership, which in turn leads to more creative and meaningful programs.

For the same reasons, the America Inns of Court values professional diversity. Legal professionals and law school faculty, administrators, and students, from all disciplines, from all practice types, from both the public and private sectors, from all economic strata, and from the least experienced to the most seasoned are vital to maximizing the Inn experience. Only by drawing and retaining a diverse membership will we guarantee the success of our unique organization as well as our respective professional pursuits. Therefore, the American Inns of Court are committed to creating and maintaining a culture that promotes and supports diversity not only throughout our organization, but in our profession as well.

LOG-IN INFORMATION TO OUR WEBSITE

The Stann Givens Family Law Inn of Tampa uses the American Inn of Court website for our Chapter Management. All members need to keep their contact information current by logging onto the web site at www.innsocourt.org (your username is your email address and you will be prompted to create a password to log in).

On the website you will find the latest news, resources and features. Through this link you also have the ability to update/edit your profile including pictures, email addresses, etc. It is a very useful tool.

With respect to log in information, the national office has e-mail addresses on file for most of our active members. The e-mail address they have on file for you serves as your username or login. Anyone who has an e-mail address on file with them has an account.

To log in:

- 1) Navigate to the American Inns of Court home page at www.innsocourt.org
- 2) Click on Sign In at the top or bottom of the page.
- 3) Enter your e-mail address.
- 4) Enter your case-sensitive password.
- 5) Click on the Submit button.

To find out your password:

- 1) Navigate to the American Inns of Court home page at www.innsocourt.org
- 2) Click on Sign In at the top or bottom of the page.
- 3) Click on the Reset Password button if you do not know your password.
- 4) Enter your e-mail address.
- 5) Click on the Submit button.