



BYLAWS OF THE
HAY - SELL PITTSBURGH
AMERICAN INN OF COURT

Article I. General

Section 1. Purpose

The purposes of The Hay - Sell Pittsburgh American Inn of Court are set forth in its Organizational Charter issued by the American Inns of Court Foundation. These include the following: the promotion of excellence in legal advocacy; fostering ethics, civility and professionalism; providing significant educational experiences to enhance the abilities of its members; promoting interaction and collegiality among all legal professionals; facilitating the development of law students, recent graduates and less experienced lawyers and the preservation of ethical values from one generation of legal professionals to the next.

Section 2. Principal Location

The Hay - Sell Pittsburgh American Inn of Court shall be located in the City of Pittsburgh, County of Allegheny, and Commonwealth of Pennsylvania.

Article II. Organization

Section 1. Executive Committee

The Executive Committee shall oversee the operations of the Inn and approve the members of the various classes of members. It shall establish the meeting dates and transact any other business that comes before the Inn. The elected members of the Executive Committee are the President, the Vice-President, the Counselor, who should be a member of the judiciary, and the Treasurer. The Executive Committee shall also include such other members as the officers may appoint.

Section 2. The Officers

The officers of this American Inn of Court shall be a President, a Vice-President, a Counselor, a Secretary/Treasurer or Secretary and Treasurer and such other officers as the Masters of the Bench ("Benchers"), by majority vote of those present at a meeting duly called for that purpose, may deem necessary. They shall serve two-year terms and are eligible to serve successive terms. All other officers may be selected from any category of membership and shall be elected by majority vote of all members present at a meeting called for that purpose. Whenever possible, either the President or the Counselor should be a judge. The officers, and such other members as

may be selected by majority vote of those present at a meeting duly called for that purpose, shall constitute an Executive Committee. Elections are held every two year in conjunction with the final program meeting of the year.

Section 3. Committees

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

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

Membership Committee - The Membership Committee shall solicit and review applications and make recommendations to the Executive Committee for membership in the Inn.

Program Committee - The Program Committee shall oversee and approve program topics, and shall assign members to the pupillage groups.

The officers shall appoint committee members and chairs of the committees, who shall serve (2) two-year terms, or as otherwise directed by the Executive Committee. The members and chairs may be re-appointed for successive terms as the Executive Committee in its discretion may decide.

Section 4. Pupillage Groups

The Inn's members are divided into seven pupillage groups. The Program Committee selects the group members and ensures that each group includes Masters, Honorary Masters, Barristers, Associates and Pupils. All active members will be assigned to a Pupillage Group by the Program Committee. Each Pupillage Group shall be chaired by one or more Masters appointed by the Program Committee. The Pupillage Groups shall be reassigned every year.

Article III. Membership

Section 1. Active Members

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

Masters consisting of lawyers with at least 10 years of experience, judges and law professors;

Barristers consisting of lawyers with at least five years of experience;

Associates - consisting of lawyers admitted to the bar; and,

Pupils - consisting of second, third and fourth-year law students.

Membership in this American Inn of Court shall consist of Masters, Barristers and Associates. Pupils may participate in all activities of the Inn, but will not be voting members.

Section 2. Inactive Members

The Executive Committee may confer Emeritus and Honorary membership as set forth in the Organizational Charter.

Article IV. Meetings and Attendance

Section 1. Meetings

Meetings shall be held at least six times per year at such times as the Executive Committee may determine. The 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 (3) absences from the monthly meetings in a year. The Membership Committee shall monitor attendance at meetings and shall submit the names of those who have three absences to the Executive Committee. The Membership Chair will contact any member to determine whether he/she wishes to remain in this American Inn of Court, and in the event another unexcused absence occurs, this member may be removed from the rolls and all dues will be forfeited.

Article V. Voting and Elections

Section 1. Masters of the Bench

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. 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 Committee. In the event of a tie, the President shall have the deciding vote. A majority of the members of the Committee shall constitute a quorum for the transaction of business. 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 Committee.

Section 3. Elections

The nomination and election of the officers will occur in every odd-numbered year in conjunction with the final program of the year at a meeting of the active Masters specially called for that purpose. Selection of these and other officers shall be in accordance with the Organizational Charter.

Section 4. Vacancies

When a position as an officer, committee chair or master becomes vacant, the procedures for election and selection of officers, chairs, and masters shall be followed when the vacancy occurs; however, the duration of the vacant position shall not be counted against the new officer or chair in regards to any maximum term of service.

Section 5. Voting

The Masters and Executive Committee may make valid decisions by voting by mail, facsimile, electronic mail, or other means when deemed necessary by the Executive Committee or the President.

Article VI. Fiscal Matters

Section 1. Fiscal Year

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

Section 2. Dues

Dues shall be in an amount set by the Executive Committee and shall be levied by the Administrator during the months of August and September of each year. Failure to pay assessments and dues prior to the third meeting of the 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

This American Inn of Court Executive Committee shall pay all expenses in accordance with The Inns Handbook. The Executive Committee shall also have the discretion to pay any officer to attend an American Inns of Court Foundation event that promotes the Inns.

Article VII. Adoption and Amendments

Section 1. Adoption

These Bylaws will be adopted by this American Inn of Court upon approval of the Inn and after being submitted to and approved, in writing, by the Board of Trustees of the American Inns of Court Foundation.

Section 2. Amendments

Amendments to these Bylaws may be made by a majority of the Inn and must be submitted to and approved, in writing by the Board of Trustees of the American Inns of Court Foundation.