



Bylaws
of the
George A. McAlmon American Inn of Court

Article I
General

Section 1. Purpose.

The purposes of the George A. McAlmon American Inn of Court are set forth in its Organizational Charter issued by the American Inns of Court Foundation.

Section 2. Principal Location.

The George A. McAlmon American Inn of Court shall be located in the city of El Paso, county of El Paso, state of Texas.

Article II
Organization

Section 1. The 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. The Officers.

The officers of the Inn shall be a President, a Vice President, a Membership Chair, a Programs Chair, a Secretary/Treasurer, and such other officers as the Masters deem necessary. The officers serve a two-year term, or as otherwise directed by the Masters, and may succeed themselves only once. The officers are selected by the Masters in accordance with the Organizational Charter of the Inn. The term of office is from July 1 of the year elected until June 30, two years following the year elected.

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.

Initially, the following standing committees are established: Membership Committee and Program 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 shall solicit and review applications and make recommendations to the Executive Committee, for membership in the Inn; and shall maintain records of attendance and oversee attendance in accordance with Article IV, Section 2 of these Bylaws.

Program Committee—The Program Committee shall oversee and approve program topics; shall be responsible for submitting programs for Continuing Legal Education credit; and shall assign members to Pupillage groups..

The officers shall appoint committee members and chairs of the committees, who shall serve two year terms, or as otherwise directed by the Executive Committee, and may succeed themselves only once.

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

Section 4. Pupillage Groups.

All active members will be assigned to a Pupillage Group by the Program Committee and shall be approved by the Executive Committee. Each Pupillage Group shall be chaired by a Master appointed by the Executive Committee. The Masters and Pupillage Groups shall be reassigned every two years or as otherwise directed by the Executive Committee.

Article III.

Membership

Section 1. Active Members.

There are three classifications of members in the George A. McAlmon American Inn of Court, as defined in the bylaws of the American Inns of Court Foundation, and as set forth below:

- Masters of the Bench—consisting of lawyers, judges and law professors with at least 25 years of experience;
- Barristers—consisting of lawyers, judges and law professors with fifteen but less than twenty five years of experience; and
- Associates—consisting of lawyers with at least two but less than 15 years of experience.

Section 2. Inactive Members.

The Executive Committee may confer Emeritus and Honorary memberships 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 at the member's cost as determined by the Executive Committee.

Section 2. Attendance.

Each active member will be allowed three absences from the monthly meetings in a year. Members should at all times endeavor to notify the Membership Chair ahead of any anticipated meeting absence. The Membership Committee shall monitor attendance at meetings. The Membership Chair or other Executive Committee member shall contact any member who accrues a fourth absence in a year to determine the reason(s) for the absences and if he/she wishes to remain in the Inn of Court. The Membership Chair shall then inform the Executive Committee of status of the member. If the member wishes to continue his/her membership, the Executive Committee shall determine whether or not to excuse all, some, or none of the absences. If all or some absences are excused, then such absences shall not count against the member as absences. If no absences are excused, the Executive Committee shall determine whether or not the member shall be allowed to remain a member and under what circumstances. If the member informs the Membership Chair that he/she does not wish to remain in the Inn of Court, such notice shall be taken as an immediate resignation of membership by the member. In any case, if a non-participating member leaves the Inn of Court by Executive Committee decision or by resignation, the member shall not be entitled to any reimbursement of dues. Any member who departs the Inn of Court under the terms of this Section 2 shall not be eligible for membership until such time as one full Inn of Court fiscal year has passed and then only by special showing to the Masters of why the member should be reconsidered for membership.

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

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

Section 3. Elections.

The nomination and election of the President and Vice President will occur in every odd-numbered year during the months of May or June at a meeting of the active Masters especially called for that purpose. Selection of these and other officers shall be in accordance with the Organizational Charter. Selection of other officers shall also occur in every odd-numbered year at a meeting especially called for that purpose.

Section 4. Vacancies.

When a position as an officer, committee chair or master chair becomes vacant, the procedures for election and selection of officers and chairs 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. The person elected to fulfill the remaining term of the vacated position may, at the end of the vacated term, serve up to two additional complete consecutive terms.

Article VI
Fiscal Matters

Section 1. Fiscal Year.

The fiscal year of The George A. McAlmon American 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 each year.

Section 2. Dues.

Dues shall be in an amount consistent with the Organizational Charter and shall be levied by the Treasurer during the month of July of each year. Failure to pay assessments and dues prior to the end of September 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 shall pay 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 payment to an administrator.

Article VII

Adoption and Amendments

Section 1. Adoption.

These Bylaws will be adopted by this American Inn of Court upon approval by a majority of the Masters of this American 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 approved by the Executive Committee or the President.

Section 2. Amendments.

Amendments to these Bylaws may be made by a majority of the Masters of this American 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 approved by the Executive Committee or the President.