

**THE TEMPLE AMERICAN INN OF COURT
BY- LAWS
As of June 14, 2017**

ARTICLE I

OBJECTIVES

The objectives of this Inn are:

1. To be a society of judges, lawyers, legal educators and law students;
2. To promote excellence in legal advocacy;
3. To foster greater understanding of, and appreciation for, the adversary system of dispute resolution in American law, with particular emphasis on ethics, civility and professional standards of excellence;
4. To provide significant educational experiences that will improve and enhance the skills of lawyers as counselors and advocates and of judges as adjudicators and judicial administrators;
5. To promote interaction and collegiality among members in order to minimize misapprehensions, misconceptions and failures of communication that obstruct the effective practice of law;
6. To facilitate the development of law students and less experienced lawyers as skilled participants in the American court system;

7. To build upon the genius and strengths of the common law and the English Inns of Court and to renew and inspire joy and zest in legal advocacy as a service worthy of constant effort and learning; and

8. To promote collegiality among professionals and to transmit ethical values from one professional generation to another.

ARTICLE II

ORGANIZATION

1. Name of Association. The name of this Inn shall be The Temple American Inn of Court (hereinafter “The Inn”).

2. Nature of Association. This Inn shall be and remain chartered and affiliated with the American Inns of Court Foundation as a member Inn and shall be an unincorporated association composed of judges, practicing lawyers, law school educators and law students who accept an invitation to membership.

3. Relationship with Courts. This Inn is not affiliated with any particular court system but shall endeavor to work in close cooperation with the trial and appellate courts. Federal, state and local trial and appellate judges will participate in the organization in the tradition of the common law

4. Operative Year. The operative year of the Inn (“The Inn Year”) shall commence on July 1 and end on June 30 of the following calendar year.

5. Officers. The officers of this Inn shall be a President, a Vice President (who shall be the President-Elect) and a Treasurer. The President, Vice President and Treasurer may be selected from among the Active Masters or Barristers and shall be elected by vote of a majority of the Active Members present at a meeting called for that purpose.

a. Duties of the President. The President provides general leadership and guidance to the officers and membership of the Inn. In addition to other duties which may be imposed by the Masters and by the Trustees of the American Inns of Court Foundation, the President shall have the following duties:

1. Schedule and preside at all meetings of the Inn;
2. At the commencement of the term as president, establish a calendar for the operation of the Inn and ensure that the Inn complies with all deadlines for submissions of membership information, dues, programs and other requirements established by the national office of the American Inns of Court Foundation;
3. Ensure that an annual curriculum and agenda for Inn meetings and activities are developed and furnished to members;
4. Serve as Chairperson of the Executive Committee and schedule and preside over at least one Executive Committee meeting prior to the first general membership meeting of the Inn year;
5. Establish Inn committees, including standing Special Committees, appoint committee chairpersons and notify members of their appointment to serve on Inn committees,
 - (a) Standing Special Committees may, but are not required to, include: Pro Bono; Mentorship; Recruitment; Joint Programs/Special Events; New Initiatives; etc. The President may delegate all or a part of this task of creating and staffing Special

Committees to the Special Committee Liaison
and/or the Membership Co-Chairs;

6. Serve as an ex-officio member of all Inn committees;
7. Call and conduct meetings of officers and committees as required to plan and conduct activities of the Inn;
8. Ensure that the officers, executive committee and committee chairs perform their duties;
9. Supervise and monitor pupillage group activities in order to encourage the proper functioning of this important aspect of Inn organization;
10. Encourage attendance at all Inn meetings;
11. Serve as liaison with other Inns of Court, the American Inns of Court national office and the national board of trustees;
12. Extend invitations for membership in the Inn of Court as authorized by the Executive Committee;
13. Ensure that all Inn operations and activities are in accordance with the Articles, Bylaws and policies of the American Inns of Court Foundation and these By-laws.
14. Perform such other duties as shall be directed by the Executive Committee;
15. Before the end of the Inn Year appoint a Nominating Committee of at least three (3) members to prepare nominations of officers for the next Inn Year to be presented to the membership for vote at the annual business meeting;

16. Designate the Vice President or other Inn member to attend the American Inns of Court National Leadership Conference; and
17. Appoint a Counselor, an Inn Administrator, the Chairpersons of the Membership Committee, the Program Committee Chair, the Recorder, a Public Relations Representative, a Continuing Legal Education (CLE) Coordinator, a Law School Liaison, an Archivist, when necessary, a Barrister Representative and such committee members as the President in his or her discretion deems necessary for the efficient operation of the Inn for the upcoming Inn year.

b. Duties of the Vice-President. The Vice-President shall:

1. Assist the President in all of the President's responsibilities;
2. Assume the responsibilities of the President in the absence of the President;
3. Together with the Treasurer, plan and arrange the annual business meeting and closing dinner;
4. Attend the American Inns of Court National Leadership Conference in the year prior to becoming president.
5. Perform such other duties as may be assigned by the President or the Executive Committee.

c. Duties of Treasurer. The Treasurer shall:

1. Collect dues from Inn members in a timely fashion;

2. Receive and disburse monies and other property paid to the Inn in accordance with directives and policies of the Executive Committee and the American Inns of Court Foundation;
3. Prepare and maintain accurate financial records for the Inn in accordance with directives and policies of the Executive Committee and the American Inns of Court Foundation;
4. Prepare an annual budget and present it to the Executive Committee for approval;
5. Together with the Vice-President, plan and arrange the annual business meeting and closing dinner; and
6. Perform such other duties as may be assigned by the President or the Executive Committee.

6. Executive Committee. The governing body of the Inn shall be an Executive Committee comprised of the Officers, a Counselor, an Inn Administrator, the Chairpersons of the Membership Committee, a Program Committee Chair, a Recorder, a Public Relations/Communications Representative, a CLE Coordinator, a Law School Liaison, an Archivist, a Standing Committee Liaison, the immediate Past President and a Barrister Representative in the event that a Barrister is not otherwise a member of the Executive Committee. The President, Vice President and the Treasurer shall be elected by a majority vote of the Active Members present at a meeting called for that purpose. All other members of the Executive Committee shall be appointed by the President. The membership of the Executive Committee shall always include at least one Active Master who is a judge and if, in any given year, none of the positions identified herein is held by a judge, then a judge shall be elected to

the Executive Committee by a majority vote of the Active Masters who are judges and are present at a meeting called for that purpose.

a. Term of Office. The term of each position on the Executive Committee shall be one year except for the Membership Committee Co-chairs who shall serve for two year terms. The President may not succeed himself or herself as President. The Vice President shall succeed to the office of President. All other officers and members of the Executive Committee may succeed themselves in their particular position and may be appointed or elected to a different position on the Executive Committee. Candidates for the elected positions on the Executive Committee for the following year shall be nominated and elected at the annual business meeting of each Inn Year. The nominations shall be made by the Nominating Committee and submitted to the Executive Committee for approval prior to the annual business meeting. Nominations may be made from the floor at the meeting designated for nominations. Exceptions may be established by the Executive Committee.

b. Duties and Authority of the Executive Committee. The Executive Committee, acting by majority vote of its members, shall:

1. Take such action as may be necessary to carry out or assist the officers in carrying out the responsibilities imposed by these By-Laws or by the Articles of Incorporation, By-Laws, Policies or Directives of the American Inns of Court Foundation;
2. In consultation with and upon the advice of the Membership Committee, confer and terminate memberships in the Inn;
3. Confer Emeritus status upon qualified Active Masters of the Inn;
4. Establish membership dues.

c. **Commitment to Active Participation:** By accepting a position on the Executive Committee, an Inn member is making a commitment to perform the role designated, which includes attending Executive Committee meetings as designated by the President, participating in Executive Committee and regularly scheduled Inn meetings, volunteering for appropriate tasks, and otherwise involving oneself in the successful operation of the Inn for that year.

7. Counselor. The Counselor shall:

- a. Assist the President in all of his or her duties;
- b. Establish and maintain liaison with the federal and state courts;
- c. Oversee in conjunction with the program committee, the operation of the pupillage teams;
- d. Perform such other duties as may be assigned by the President or the Executive Committee.

8. Inn Administrator. The Inn Administrator shall:

- a. Communicate with the Inn membership as directed by the President;
- b. Send notices of monthly meetings;
- c. Confirm venues and arrange for refreshments at monthly meetings;
- d. Act as liaison with the American Inns of Court national office, assuring that leadership information and the membership roster are submitted in a timely manner;
 - 1. Forward to the American Inns of Court national office a complete roster of the active members of the Inn in the form requested by the national office;

2. Ensure that all forms and all information requested by the American Inns of Court national office be submitted in a timely fashion;

e. Perform such other duties as may be assigned by the President or Executive Committee.

9. Membership Committee Chairpersons. The Membership Committee shall be chaired by two (2) Masters or Barristers who shall serve for staggered two year terms. They shall:

a. Maintain records of attendance;

b. Before the end of the Inn year, distribute membership forms to determine interest from members who wish to continue their membership in the following year and solicit nominations of new members from the current members;

c. Contact nominees, provide them with information about the American Inns of Court and The Temple American Inn of Court and solicit statements of interest in membership of the Inn;

d. Evaluate attendance records and examine pupillage team participation of current members who have expressed an interest in continued membership;

e. At the commencement of the Inn year, call and conduct necessary meetings of the Membership Committee to consider all applications for new and renewed membership and to prepare a membership roster to be proposed to the Executive Committee, insuring that the proposed membership roster complies with the criteria and restrictions on membership contained in these bylaws;

f. At the commencement of the Inn year propose a membership roster to the Executive Committee for approval;

g. Extend invitations for membership in the Inn as authorized by the Executive Committee;

h. Prepare Pupillage Team assignments for approval by the Executive Committee prior to the first general membership meeting of the Inn year. Pupillage Teams shall be no greater than fourteen (14) people (including Pupils and Emeritus members). All members not assigned to a Pupillage Team shall be assigned to a Special Committee established by the President and/or his/her delegate;

i. Update and maintain annual and permanent membership rosters of active and alumni members of the Inn, including the full address, telephone number, fax number, e-mail address, membership category and attorney identification number of each member;

j. Maintain a waiting list of potential members that have been recommended by current members;

k. Perform such other duties as may be assigned by the President or Executive Board.

10. Program Committee Chair and Recorder. The Program Committee Chair and the Recorder shall co-chair the Program Committee and shall share the responsibility of developing and supervising the educational component of the Inn. The Program Committee shall be comprised of a Team Leader from each Pupillage Team, the President, Vice-President, Treasurer, the Inn Administrator, the Law School Liaison and such other members as may be appointed by the President. The Program Committee Chair and the Recorder shall :

- a. Call and preside over at least one meeting of the Program Committee prior to the first general membership meeting of the Inn year;
- b. Distribute program information from the national office to each Team Leader;
- c. Supervise and consult with the Pupillage Team Leaders as necessary to assist them with developing their programs;
- d. In conjunction with the Team Leaders, submit a Program Report Form for each program together with all required supporting documentation as requested by the national office in a timely fashion;
- e. Perform such other duties as may be assigned by the President or the Executive Committee.

11. Public Relations/Communications Representative. The Public Relations/Communications Representative shall:

- a. Submit news and photographs of the Inn's activities for publication in The Bencher, The Legal Intelligencer and such other publications as may be appropriate;
- b. Monitor and update the Inn's web-page;
- c. Encourage Inn members to submit topical articles for publication in The Bencher;
- d. Recognize significant and noteworthy achievements of Inn members (such as awards) in an appropriate manner;
- e. Perform such other duties as may be assigned by the President or the Executive Committee.

12. Law School Liaison. The President shall designate a law professor of the Temple University James E. Beasley School of Law to serve as the Law School Liaison who shall:

a. Recruit and recommend the necessary number of law students for participation in the Inn and provide full names, addresses, phone numbers and e-mails to the Membership Committee Co- Chair and the Inn Administrator at the commencement of the Inn year;

b. Act as liaison between the Inn and the Law School Dean, Administration, faculty and students;

c. Supervise the law students' participation in the Pupillage Teams and at monthly meetings to ensure that they are receiving a relevant educational experience from their participation in the Inn;

d. Serve as a member of the Program Committee;

e. Perform such other duties as may be assigned by the President or the Executive Committee.

13. Continuing Legal Education (CLE) Coordinator. The CLE Coordinator shall:

a. Review all applicable rules and regulations of the Pennsylvania Supreme Court to ensure that the Inn programs comply with the requirements for CLE credits;

b. Verify attendance at the monthly meetings to ensure that accurate CLE credits are sought for all members in attendance;

c. Submit all necessary forms in a timely fashion to the proper office of the Pennsylvania Supreme Court to ensure that Inn members are awarded the appropriate CLE credit;

d. Perform such other duties as may be assigned by the President or the Executive Committee.

14. Archivist. The Archivist shall:

a. Maintain a permanent record of the Inn's leadership, membership rosters, program awards, By- Laws, and other significant achievements;

b. Ensure that all Inn property including any trophies, plaques or awards are preserved in a central location;

c. Perform such other duties as may be assigned by the President or the Executive Committee.

15. Standing Committee Liaison. The Standing Committee Liaison shall:

a. Assist the President in establishing Standing Committees;

b. Coordinate all Standing Committees;

c. Assist each Standing Committee with the creation of (and periodic revisions to) its "Mission Statement";

d. Periodically meet with each Standing Committee;

e. Act as a Liaison to the full Executive Committee; and

f. Perform such other duties as may be assigned by the President or the Executive Committee.

ARTICLE III

MEMBERSHIP

1. Invitations to Membership. The Membership Committee shall make recommendations to the Executive Committee with respect to membership in the Inn. The

Membership Committee shall consider recommendations made by members of the Inn and shall also actively seek to identify potential members who will best serve the Inn and its ideals and objectives, while at the same time broadening and diversifying the membership of the Inn. With respect to the student members referred to in subsection (d) hereof, the Membership Committee shall solicit the recommendations of the Law School Liaison. Memberships shall be conferred upon those accepting invitations extended by the Executive Committee. Membership shall not exceed one hundred and twenty five (125) persons. The Executive Committee's discretion in extending invitations to membership is absolute and non-reviewable. Membership shall not be denied to any person on account of race, creed, religion, sex, age, disability, sexual orientation or national origin.

2. Term of Membership. Membership in the Inn shall be for one year terms, which may be renewed by invitation of the Executive Committee. Continued membership in the Inn is contingent upon reasonable Inn activity to be reviewed annually by the Executive Committee. When considering applications for renewal of membership, the Executive Committee shall ensure that new members within each membership category are invited to join the Inn each year.

3. Designation of Categories of Membership. Members shall be selected in the following five categories:

a. Masters of the Bench - Active. Membership as Active Masters of the Bench may be held by up to fifty-five (55) judges, lawyers, and law school educators who have demonstrated superior character, ability and competence as trial or appellate advocates and who have at least sixteen (16) years of experience in the legal profession. At least twenty (20) Active Masters shall be practicing lawyers.

b. Masters of the Bench - Emeritus. Emeritus membership may be conferred by the Executive Committee upon active Masters of the Bench on the basis of long and

distinguished service to the Inn. Emeritus Masters shall be under no obligation to pay dues, attend meetings or participate in other programs of the Inn but will enjoy all privileges of Active membership except the right to vote. Emeritus Masters will retain such membership status for life if they so desire. The roster of Emeritus Masters shall not count against the target of one hundred active Inn members. Any person who has been granted Emeritus status as a Master may be re-invited to serve again in an active capacity.

c. Barristers. Active membership as Barristers may be held by up to thirty-five (35) attorneys at any one time. They must be members of a bar for at least six (6), and no more than fifteen (15), years and must have demonstrated good character and a desire to improve and refine their skills as trial and appellate advocates. After fifteen years' practice of law, Barristers may be considered for nomination and election as Masters of the Inn, provided that, if the attainment of fifteen years' practice of law occurs during the term of a Barrister, he or she shall complete that full term and shall thereafter be eligible for consideration for membership as a Master.

d. Associates. Membership as Associates shall be held by up to twenty-five (25) persons at any one time. Associates shall be recent law school graduates admitted to the practice of law for not more than five (5) years. Associates may be considered for membership as a Barrister after he or she has attained six years of practice.

e. Pupils. Membership as Pupils shall be held by up to ten (10) persons at any one time. Pupils shall be persons in their final year of law school at Temple University James E. Beasley School of Law. Tenure of membership for Pupils shall be one year, but they may be thereafter considered for membership as an Associate.

f. Alumni. Alumni membership may be conferred by the Executive Committee upon an individual who has been a Master at the Temple American Inn of Court for at least ten (10) consecutive years. Alumni members are active members of the Temple American Inn of Court and will be required to pay full Masters of the Bench-Active dues. Alumni members will have the option, but not the requirement, to attend Inn meetings and functions. Alumni members are not required to participate on a Pupilage Team or Special Committee; however they may do so upon request. The roster of Alumni members shall not count against the numerical limits of other active Temple American Inn of Court members as specified in these By-Laws.

g. Other Provisions. No more than five members of any one law firm shall be active members of the Inn at any one time, and no more than two members of any one law firm shall serve on the Executive Committee at any one time.

h. Termination of Membership. Any active member of the Inn not including Alumni Members who, without an excuse acceptable to the Executive Committee, fails to attend three or more sessions of the Inn in any one operative year, or otherwise fails to meet his or her obligations to the Inn or its members may be dismissed as a member of the Inn. Failure to pay assessments and dues within a reasonable time and after reasonable notice may be considered by the Executive Committee as a ground to terminate membership of the person in default. The Executive Committee may, in its sole discretion, terminate the membership of an active member for cause, including disbarment or other disciplinary action. The Executive Committee may, in its sole discretion, terminate the membership of an active member if, as a result of a change in his or her professional employment, the active member no longer qualifies for membership in the category assigned. Membership may also be terminated without cause in the sole discretion of the Executive Committee.

4. A Temple American Inn membership list acquired by any member of the Inn shall not be provided to any person or organization without the express written permission of the Executive Committee.

ARTICLE IV

FINANCES

1. Financial matters within this Inn shall be managed and controlled in accordance with policies and directives established by the American Inns of Court Foundation and these By-Laws.

2. The Inn shall remit annually to the American Inns of Court Foundation a reasonable amount to be levied by the Board of Trustees of said Foundation for the purpose of paying its proportionate share of operating expenses of the Foundation.

3. The Executive Committee is empowered to levy and collect assessments in the form of dues in amounts which it may deem appropriate in order to meet its obligation to the American Inns of Court Foundation as well as the Inn's operating needs.

4. The Fiscal Year of the Inn for financial reporting shall be the same as the operative year.

ARTICLE V

MEETINGS AND ACTIVITIES

1. Schedule for Meetings. Regular meetings of the general membership of the Inn shall be called by the Executive Committee at least six times per year and shall be held on a regularly scheduled day of each month. At or before the first meeting of the general membership of each Inn year, the Inn Administrator shall distribute a schedule of meetings for the balance of the year. Scheduled meetings may be changed at the discretion of the Executive Committee. It shall be the duty of the Inn Administrator to notify all members of the Inn of any such changes.

2. Content of Meetings. The main themes and subject matter of regular meetings

shall be practical legal skills with emphasis on legal ethics, civility, professionalism and overall excellence in lawyering. Programs should present, demonstrate, teach and explain the principles, skills, techniques and relationships involved in the courtroom and in activities preliminary to courtroom appearances and should involve critique and questions from the membership of the Inn, all designed to assist members in better discharging their duties to clients and society. Programs should ordinarily be presented by previously assigned pupillage groups.

3. Location of Meetings. Although the Executive Committee shall have discretion over the location of meetings, meetings shall, to the greatest extent possible, be conducted in Center City Philadelphia to encourage and facilitate maximum attendance at meetings.

4. Guests at Meeting. Non-member attendance at Inn meetings shall be by invitation of the President.

5. Inn Correspondence. All Inn-related correspondence shall be on Inn letterhead and not on personal or law firm stationary.

ARTICLE VI

PUPILLAGE TEAMS/SPECIAL COMMITTEES

1. Pupillage Teams: As an American adaptation of the pupillage system which is basic to the English Inns of Court, each Associate, each Pupil and at least two Barristers will be assigned to work with Masters during meetings and at other times throughout the year. At least six (6) Pupillage Teams shall be established. At least two (2) Active Masters who are practicing attorneys, one (1) Active Master who is a member of the Bench, two (2) Barristers, two (2) Associates, and one (1) Pupil shall comprise a Pupillage Team. Pupillage Teams shall be assigned by the Executive Committee. The Executive Committee shall designate at least one member of each Pupillage Team to act as Team Leader. The Team Leader shall exercise general supervision over the group assigned to him or her and shall monitor the group's attendance at

meetings, encourage its meaningful participation at meetings, and at scheduled pupillage events, and oversee presentation of assigned meeting topics. All Active Masters should strive to make contact with Associates, Pupils and Barristers between the scheduled Inn meetings. On such occasions, Associates, Pupils and Barristers should be advised about pertinent points of trial or appellate advocacy as is appropriate.

2 Special Committees. To the extent that members are not assigned to Pupilage Teams, they will be assigned to Special Committees established by the President pursuant to Article II, ¶5(a)(5). Special Committees shall include at least two (2) active Masters, one of whom shall be an active member of the bench, one Barrister and one Associate. Any Associate appointed to a Special Committee must have previously participated on a Pupilage Team. No Pupil may serve on a Standing Committee. Each Special Committee shall prepare a short “Mission Statement” that shall be provided to the Special Committee Liaison who will provide it to the President and Executive Committee for approval.

ARTICLE VII

OTHER INNS OF COURT

This Inn shall promote or cooperate in the establishment of similar Inns in the same or different localities of the state or elsewhere, to meet existing or developing needs in order to more widely achieve the objectives of the American Inns of Court Foundation. The Inn shall promote collegiality with and seek opportunities for interaction with other established chapters of the American Inns of Court.

ARTICLE VIII

AMENDMENTS TO BY-LAWS

These By-Laws may be amended only with the approval of two-thirds of the Active Members at a meeting called for such purpose.

