



The George A. McAlmon American Inn of Court
Program Structure and Development

PURPOSE OF PUPILLAGE TEAMS AND PROGRAMS

The objectives of The George A. McAlmon American Inn of Court are as follows:

- To establish a society of judges, lawyers, legal educators, law students and others, to promote excellence in legal advocacy in accordance with the Professional Creed of the American Inns of Court;
- To foster greater understanding of and appreciation for the adversary system of dispute resolution in American law, with particular emphasis on ethics, civility, professionalism and legal skills;
- To provide significant educational experiences that will improve and enhance the abilities of lawyers as counselors and advocates and of judges as adjudicators and judicial administrators;
- To promote interaction and collegiality among all legal professionals in order to minimize misapprehensions, misconceptions and failures of communication that obstruct the effective practice of law;

- To facilitate the development of law students, recent law school graduates, and less experienced lawyers as skilled participants in the American court system;
- To preserve and transmit ethical values from one generation of legal professionals to the next; and
- 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.

With these objectives in mind a primary purpose of the Pupillage Teams is mentoring. Pupillage Team Captains (chairs), Masters and Barristers should use the process as an opportunity to mentor Associates while providing them with an opportunity to participate in the programs.

STRUCTURE

The George A. McAlmon American Inn of Court is divided into six Pupillage Teams. Each of our pupillage teams is tasked with presenting at one of our six regular monthly meetings during our term. Prior to our first regular meeting of the year, a welcome reception and new member orientation is held. During this meeting, members receive a special introductory presentation from our Executive Committee about the history of the American Inns of Court, and the history and structure of the George A. McAlmon American Inn of Court.

Additionally, 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.

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 Team.

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.

The Program Committee may create ad hoc sub-committees, as appropriate.

PUPILAGE TEAM COMPOSITION

All active members will be assigned to a pupillage team by the Program Committee and shall be approved by the Executive Committee. Each Pupillage Team shall be chaired by a Master appointed by the Executive Committee. The Masters and Pupillage Teams shall be reassigned every year or as otherwise directed by the Executive Committee.

Our Pupillage Teams are comprised of members from each of our membership levels:

- 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.

PROGRAM CONTENT

The Program Chair coordinates the Pupillage Teams and provides directions on the presentations so the Team Captains (chairs) and members will know their responsibilities and deadlines. Our Pupillage Teams discuss and decide on their presentation topic and submit them in cooperation with our Programs Chair and President to assure a variety of topics for the term. Development of our presentations remains an ongoing priority throughout the term.

The main themes and subject matter of regular meetings shall be practical legal skills, with emphasis on ethics, civility, professionalism and excellence in the practice of the profession. 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 American Inn of Court. These meetings shall be designed to assist members in better discharging their duties to clients and society.

WELCOME RECEPTION AND NEW MEMBER ORIENTATION

Prior to our first regular meeting of the year, a welcome reception and new member orientation is held. During this meeting, members receive a special introductory presentation from our Executive Committee about the history of the American Inns of Court, and the history and structure of the George A. McAlmon American Inn of Court. The general agenda and scope of the introductory and new member orientation meeting is as follows:

1. Reception
2. Welcome remarks by Inn President
3. Discussion of Inns History, Structure, and Organization
 - a. The national organization (National Video shown)
 - b. Our Inn
 - c. Inn member types
 - d. Pupilage teams
4. Introduction of Inn Leadership and Duties
 - a. Officers
 - b. Executive Committee
 - c. Inn Committees
5. Discussion of Inn Policies and Procedures
 - a. Regular Meetings
 - b. Special Programs
 - c. Website and Chapter Management System Overview
6. Expectations and Goals
 - a. Attendance
 - b. Active participation
 - c. Opportunities for Greater Involvement

Materials:

- Log-in Instructions for Inns Chapter Management System and Website Overview

END-OF-YEAR BANQUET AND AWARDS CEREMONY

Our End-of-Year Banquet and Awards Ceremony is a celebration of our Inn's achievements. Our members are encouraged to bring their spouse, significant other, or other guest and introduce them to the membership, relax, and enjoy the camaraderie of our Inn.