

THE RANDY H. LEE AMERICAN INN OF COURT
A Chapter of the American Inns of Court
Fostering Excellence in Professionalism, Ethics, Civility and Legal
Skills

P.O. BOX 5497
GRAND FORKS, ND 58206-5497

August 24, 2017

Dear Member of the Randy H. Lee American Inn of Court:

Welcome to membership in the Randy H. Lee American Inn of Court for the 2017-2018 program year. Entering its eleventh year, our Chapter continues to serve the local legal community by promoting excellence in legal advocacy, enhancing the legal skills of its members, and encouraging professionalism, collegiality, and mentoring.

A copy of the 2017-2018 Handbook, and separate Word copies of the current 2017-2018 Membership List and Program Year Schedule (including Pupillage Team rosters), are attached. Please review your information in the Membership List, and if it is incomplete or incorrect please let me know. **Also, if you have not paid your dues, please do so as soon as possible by sending a check to the address on the invoice that was emailed to you.** If you have questions, please contact our Treasurer, Carmell Mattison.

In the Program Year Schedule (with Pupillage Team rosters), you will find both the dates and the suggested topic for the Teams to present at each meeting. We have selected a Master and an Associate to serve as co-chairs for each Pupillage Team. The co-chairs are responsible for initiating the communications and planning by their Team for the assigned presentation. If the Team selects a topic other than the assigned topic, the co-chairs should inform the Program Committee of its selected program topic at least thirty (30) days before the date of the presentation. Many programs and resources are available to each Team through the AIC website (www.innsforcourt.org).

In order to facilitate approval of CLE credits for each program, the co-chairs of each Team are responsible for submitting a written summary of the program and copies of all presentation outlines and materials to the Program Committee Co-Chairs no later than ten (10) days following the program presentation.

Finally, we would like to mention a couple of “housekeeping” items:

Attendance Policy: A copy of our By-Laws is included in the attached 2017-2018 Handbook. Article IV, Section, 2, Attendance, provides as follows: *“Each active member will be allowed three unexcused absences from the regular meetings in a program 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 non-participating member will be contacted by the Membership Committee in order to determine if he/she wishes to remain in the Randy H. Lee American Inn of Court, and in the event another absence occurs, this member will be dropped from the rolls and all dues will be forfeited.” When you renew your membership, you are committing to full participation.

Guests: Members may invite guests/prospective members to Inn meetings. Members responding to meeting reminders must indicate if they are bringing a guest to the meeting. At the meeting, the guest must sign in and the member bringing the guest must pay **\$25.00** for the cost of the guest’s meal. Non-members invited by a Pupillage Team to present at a meeting are considered guests, and the Pupillage Team inviting the guest presenters is responsible for the cost of their meals.

Thank you for your continued support of the Randy H. Lee American Inn of Court. **We look forward to seeing each of you at our first meeting at the Gorecki Alumni Center (Gransberg Room), 3501 University Avenue, Grand Forks, ND, on Tuesday, September 12, 2017. New Member Orientation will begin at 5:00 p.m.** The meeting itself will begin with a social at 5:30 p.m., followed by dinner at 6:00 p.m., and the program at 6:30 p.m.

Very truly yours,



Michael S. McGinniss (President)

Al Boucher (Vice President)

Darla Schuman (Secretary)

Carmell Mattison (Treasurer)

Haley Wamstad (Program Co-Chair)

Sarah Gereszek (Program Co-Chair)

Alice Senechal (Membership Co-Chair)

Shannon Mikula (Membership Co-Chair)