



**Bylaws of the
Arizona Bankruptcy American Inn of Court
Amended June 2017**

**Article I
General**

Section 1.1 Purpose. The purposes of The Arizona Bankruptcy Inn of Court are set forth in its Organizational Charter issued by the American Inns of Court Foundation.

Section 1.2 Principal Location. The Arizona Bankruptcy Inn of Court principal meeting place shall be located in the city of Phoenix, Arizona, with membership statewide.

**Article II
Organization**

Section 2.1 The Executive Committee. The Executive Committee is composed of the officers of the Inn, the chairs of the various committees formed by the Executive Committee, and such other members, in good standing, appointed by the Executive Committee. The duties of the Executive Committee and its members are set forth within the Organizational Charter, these Bylaws, and as further established by the Executive Committee. The Executive Committee shall ensure that the Inn complies with all federal and state requirements related to the Inn's organizational status.

To serve as a committee chair, that member must have previously served on a committee, preferably on that particular committee. Whenever possible, an officer should have previously served on a committee. To serve as president or vice president, a member must have previously served on the Executive Committee, except for a member of the Judiciary who may hold any position for the allowed term of office as determined by the Executive Committee.

The immediate past president is expected to sit on the Executive Committee as a member at large for a term of one year to assist the Executive Committee and provide continuity of leadership for the Inn.

Section 2.2 The Officers. The officers of the Inn shall be president, vice president, secretary, treasurer, or secretary/treasurer, and such other officers as the Executive Committee deems necessary. The

Executive Committee shall propose a slate of officers to be ratified by the masters. The officers serve a one year term, or as otherwise established by the Executive Committee. The vice president will succeed to the position of president. If the vice president is unwilling or unable to serve as president, then the position of president will be determined through election and by a majority vote of masters present at a meeting duly called for that purpose.

Section 2.3 Committees. The Executive Committee may establish standing and ad hoc committees from time to time from among active members of the Inn, and may change or discontinue committees.

The Inn currently has the following standing committees: Membership Committee, Program Committee, and Special Events Committee. Among such other duties as may be assigned by the Executive Committee, the duties of each committee are as follows:

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Membership Committee - The Membership Committee shall solicit and review applications and make recommendations for membership, oversee compliance with attendance policies, and assign members to Pupillage Groups. The Membership Committee shall update and maintain annual and permanent membership rosters of active and alumni members of the Inn, including current contact information and membership category of each member.

Program Committee - The Program Committee shall oversee, develop, and approve program topics for Inn meetings, announce program structure and theme for the year, supervise and consult with Pupillage Teams as necessary while they develop the details of their programs, oversee submitting programs to National; and generally direct the educational component of the Inn.

Special Events Committee - The Special Events Committee will oversee the planning, coordination and execution of extraordinary events throughout the course of the Inn year. Such events may include new member orientation, community outreach projects, and social events.

The Officers shall appoint committee members and chairs of the committees, who shall serve one-year terms, or as otherwise directed by the Executive Committee, and may succeed themselves only twice.

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

Section 2.4 Pupillages. Pupillages fulfill the mission of mentoring and collegiality, and enhance membership of the Inn. The Membership Committee shall assign each active member to a Pupillage and the assignments shall be approved by the Executive Committee. Each Pupillage shall select a team leader with approval by the Program Chair. The Pupillages shall be reconstituted annually.

Article III Membership

Section 3.1 Active Members. The Arizona Bankruptcy American Inn of Court has the following classifications of active members:

- A. **Masters of the Bench** - lawyers with at least 15 years of bankruptcy experience;
- B. **Barristers** - lawyers with 6 to 14 years of bankruptcy experience; and
- C. **Associates** - lawyers with 5 or less years of bankruptcy experience.

Associates and Barristers shall be eligible for re-classification by the Membership Committee once they attain the required bankruptcy experience and upon ratification by the Masters.

Once a member is selected to active membership status within the Inn, there is no term limit placed upon any individual member or classification of membership, subject to the provisions of these Bylaws (including the Inn attendance policy). Masters, Barristers, and Associates are expected to serve a minimum three-year term, running from July 1 through June 30, or as otherwise directed by the Executive Committee.

Members resigning from the Inn must provide the Chair of the Membership Committee with written notice of their intent to become inactive. The notice should indicate whether the member would like to become an Alumni or be considered for Emeritus status.

Section 3.2 Inactive Members.

- A. **Alumni Members.** A member in good standing who wishes to relinquish membership may become a member of the Inn's Alumni Association.
- B. **Pupils.** Upon Membership Committee approval, law students may be accepted as non-voting members of the Inn.
- C. **Emeritus Membership.** Emeritus membership is reserved for those Masters who have demonstrated a long and distinguished service of no less than five years to the American Inns of Court.
- D. **Honorary Membership.** Honorary Membership may be conferred upon individuals, regardless of whether they are lawyers, on the basis of distinguished service to the bench or bar, or in furtherance of American Inns of Court objectives.

The Executive Committee may confer Emeritus and Honorary memberships as set forth in the Organizational Charter. Alumni, Emeritus, and Honorary Members are under no obligation to attend meetings or other programs of the Inn, or to pay regular dues, but will be required to pay costs for the meetings they attend.

Section 3.3 Procedures for Selection of Members in the Inn. Members shall be chosen by the Membership Committee from eligible lawyers in good standing with the State Bar of Arizona (or the bar in which the attorney is licensed if a government attorney) and ratified by the Masters at an annual meeting (the "Annual Meeting"). Active members must remain current in their dues. The composition of membership of the Inn shall be approximately eighty (80) active members. The Inn's membership

shall be comprised of approximately one-third (1/3) each of Masters of the Bench, Barristers, and Associates. The Membership Committee will administer the application and selection process of new members pursuant to the following general procedures:

The Annual Meeting may be held and conducted by any manner deemed appropriate by the Executive Committee to conduct Inn business. Masters may make valid decisions by voting by mail, facsimile, electronic mail, or other means when deemed necessary by the Executive Committee or the President.

A. Applications.

1. When appropriate to fulfill the membership needs of the Inn, the Membership Committee shall distribute an application form.
2. The Membership Committee shall evaluate each of the applications timely submitted and select the new member slate and any status changes in membership (“Member Slate”).

B. Ratification Process.

1. At least 10 business days prior to the Annual Meeting of Masters, the Membership Committee shall e-mail to each of the Masters the Committee’s recommendations for the Member Slate. Each Master will have the opportunity to comment on the proposed Member Slate before it is submitted to the Masters for ratification. All comments should be directed to the Membership Chair. The Membership Committee may, in its sole discretion, modify the Member Slate prior to submitting it to Masters for ratification.
2. Five business days prior to the Annual Meeting, the Committee will e-mail the final Member Slate to the Masters. Each Master present at the Annual Meeting or responding to an email calling for ratification shall cast his or her vote on each Slate.
3. In the event that the Member Slate is disapproved, the Committee shall reconvene and revise it as appropriate. Thereafter, the revised Member Slate shall be resubmitted to the Masters for approval or disapproval, and this process shall continue until a new Member Slate is approved.

Article IV

Meetings and Attendance

Section 4.1 Meetings. General meetings shall be held at least eight times per year at such times as the Executive Committee may determine.

Section 4.2 Content of Meetings. The main themes and subject matter of general meetings shall be determined by the Program Committee, with emphasis on professionalism, ethics, civility, and excellence. Programs should present, demonstrate, teach and explain the principles, skills, techniques, and relationships in and out of the courtroom and should involve critique and questions from the members. Programs may be presented by outside speakers in accordance with requirements established by the Executive Committee.

Section 4.3 Attendance. Members are expected to attend all meetings. The Membership Committee will monitor attendance and submit the names of those active members who have three absences

to the Executive Committee, who may contact the member to discuss their absences. In the event another absence occurs, the member may be dropped from the membership rolls and all dues will be forfeited, in the discretion of the Executive Committee. Termination due to violation of the attendance policy does not exclude consideration of future membership. Emeritus and Honorary Members are not subject to the attendance requirements.

Article V

Voting and Elections

Section 5.1 Masters. Each Master is entitled to one vote on all matters submitted to the Masters. Masters may do so by voting by mail, facsimile, electronic mail, or other means. Every act done or decision made by a majority of the voting Masters shall be regarded as the act of all the Masters.

Section 5.2 Executive Committee. Each member of the Executive Committee shall be entitled to one vote on all matters submitted to the Executive Committee. In the event of a tie, the President shall have the deciding vote. A simple majority of Executive Committee members shall constitute a quorum to transact business. Every act done or decision made by a majority of the members shall be regarded as the act of the entire Executive Committee. The 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.

Section 5.3 Elections. The nomination and election of all officers shall be conducted in accordance with these bylaws, the Organizational Charter, and as further directed by the Executive Committee.

Section 5.4 Vacancies. When an officer or committee chair vacancy occurs, it shall be filled by the Executive Committee for the remaining term. The person filling the vacancy remains eligible to serve a subsequent full term in that position.

Article VI

Fiscal Matters Section

Section 6.1 Fiscal Year. The Inn's fiscal year is the same as the American Inns of Court Foundation's fiscal year, which is from July 1 to June 30 of each year.

Section 6.2 Dues. Dues shall be in an amount consistent with the Organizational Charter and shall be levied by the Treasurer each September. 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 6.3 Expenses. The Inn may pay reasonable expenses incurred by Executive Committee members for such things as attendance at state, regional, or national events of the American Inns of Court Foundation. The Inn may retain and pay an administrator, if necessary.

Article VII
Adoption and Amendments

Section 7.1 Adoption. The Inn adopts these Bylaws by a majority of the Masters and after being submitted to and approved in writing by the Board of Trustees of the American Inns of Court Foundation.

Section 7.2 Amendments. Amendments to these Bylaws may be made by a majority of the Master of this Inn and must be submitted to and approved in writing by the Board of Trustees of the American Inns of Court Foundation.