



**BYLAWS OF THE  
ROBERT W. CALVERT  
AMERICAN INN OF COURT**

**ARTICLE I  
General**

**Section 1. Purpose**

The Robert W. Calvert American Inn of Court (the "Inn") promotes civility, ethics, and skills of judges, lawyers, and law students in the Austin, Texas area.

**Section 2. Location**

The Inn is located in the City of Austin, Travis County, Texas.

**ARTICLE II  
Organization**

**Section 1. Executive Committee**

The Inn's executive committee is composed of the Inn's officers, the chairs of the Inn's standing committees, and such other members as may be determined by the Inn's voting masters.

**Section 2. Officers**

The Inn's officers are: president; immediate past president; president-elect; counselor; treasurer; judicial member, and such other officers as the voting masters may deem necessary. Officers are selected in accordance with article V, section 3 below.

**Section 3. Committees**

The Inn's standing committees are the membership committee and the program committee.

The membership committee solicits and reviews applications for membership in the Inn; makes recommendations to the voting masters for membership in the Inn; maintains official records of active members' compliance with attendance

requirements under article IV, section 2 below; and performs such other duties as the president or the executive committee may assign it.

The president shall select the membership committee's chairs. The other members of the membership committee are the Inn's officers and such other members as the committee's chairs shall designate.

The program committee oversees and approves program topics; assists teams in planning their programs; submits programs to the State Bar of Texas for minimum continuing legal education credit; and performs such other duties as the president or the executive committee may assign it. The program committee and its chairs are selected by the executive committee.

Chairs and members of the standing committees shall serve one-year terms.

In addition to the standing committees, the president and the executive committee, each in their discretion, may establish ad hoc committees from time to time.

Standing committees and ad hoc committees, in their discretion, may establish sub-committees.

#### **Section 4. Pupilage Teams**

The program committee shall assign each active member of the Inn to a pupilage team and shall select from among each pupilage team a member who shall serve as that team's leader. Each pupilage team is responsible for presenting a program during one meeting of the Inn each year on a schedule that the program committee shall establish. Pupilage team members and team leaders shall be reassigned each year.

### **ARTICLE III Membership**

#### **Section 1. Active Members**

The Inn's active members are composed of the following:

1. Masters of the Bench, consisting of lawyers, judges, and/or law professors, each with at least twenty years' experience.
2. Senior Masters of the Bench, consisting of those who:
  - a) Have been a Master of the Bench of this Inn for more than ten years; or
  - b) Have been a Master of the Bench of this Inn for more than five years **and** who are at least 65 years old at the time the application is made.

A Senior Master is a Master of the Bench and has all of the rights and obligations as such, except that Senior Master is exempt from the attendance requirements of article IV, section 2, of these bylaws.

3. Barristers, consisting of lawyers, judges, and/or law professors with at least eight years' experience, who shall serve three-year terms beginning on July 1 and ending on June 30, or as the executive committee otherwise directs;
4. Associates, consisting of lawyers, judges and/or law professors with fewer than eight years' experience, who shall serve two-year terms beginning on July 1 and ending on June 30, or as the executive committee otherwise directs; and
5. Students, consisting of second-year and third-year law students.

## **Section 2. Emeritus and Honorary Members**

The voting masters, upon recommendation of the membership committee, may confer emeritus and honorary memberships in the Inn.

- Master Emeritus: A voting master with a record of long, distinguished service to the Inn may, after at least five years of service to the Inn as a Master of the Bench, be designated a Master Emeritus by a vote of the membership committee and of the voting masters. Masters Emeritus are not required to participate in pupillage teams and committees, but are welcome to do so. Masters Emeritus shall receive notices of meetings and are welcome to attend the meetings to enjoy the fellowship at dinners and the programs which follow.
- Honorary Members: A member of this Inn may, based on a finding of distinguished service to the profession, be designated an Honorary Member by a vote of the membership committee and of the voting masters. Honorary Members shall receive notices of meetings and are welcome to attend the meetings to enjoy the fellowship at dinners and the programs which follow.

## **Section 3. Application for Change in Classification**

In May of any member's renewal year, active members may apply to the Membership Committee for a change in classification (e.g. from Associate to Barrister) if they meet the qualifications for the requested classification. After consideration, the membership committee will submit any recommendations on such requests for majority vote of the voting masters. Additionally, the Membership Committee may consider classification changes at its discretion.

## **ARTICLE IV Meetings and Attendance**

## **Section 1. Meetings**

The Inn year runs from September through April.

Regular meetings are held once per month, eight times during the year at such times and locations as the executive committee shall determine. The Inn shall endeavor to have at least one social meeting each year to which members may invite guests.

## **Section 2. Attendance**

Each active member of the Inn is allowed three absences from the regular meetings per year. A fourth absence, irrespective of the reason, shall result in the member's automatic removal from the Inn.

# **ARTICLE V Voting and Elections**

## **Section 1. Voting Masters**

As used in these bylaws, "voting masters" means Masters of the Bench and Senior Masters of the Bench.

Each voting master has one vote on all matters submitted to the voting masters. A majority of voting masters constitutes a quorum for transacting business except in the case of adopting or amending these bylaws, which shall be in accordance with article VII below.

A vote of the voting masters shall be conducted in person at a meeting of the voting masters, by email, by facsimile, or by any other means as the executive committee or the president shall determine.

## **Section 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 majority of the members of the executive committee shall constitute a quorum for transacting 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 executive committee.

A vote of the executive committee shall be conducted in person at a meeting of the executive committee, by email, by facsimile, or by any other means that the executive committee or the president shall determine.

## **Elections**

The nomination of officers will occur each year during the months of May or June at a meeting of the executive committee. Election of officers shall be by majority vote of the voting masters.

### **Section 3. Vacancies**

When an officer position becomes vacant, the executive committee shall appoint an active member of the Inn to fill the vacancy until the next regular election.

## **ARTICLE VI Fiscal Matters**

### **Section 1. Fiscal Year**

The fiscal year of the Inn shall be the same as the fiscal year of the American Inns of Court Foundation, which is July 1 to June 30.

### **Section 2. Dues**

Dues shall be in an amount determined by the executive committee and shall be levied by the treasurer during August of each year. Failure to pay dues before the third meeting of the Inn year after reasonable notice may be considered by the executive committee as grounds for terminating membership of the person in default.

### **Section 3. Expenses**

Consistent with the guidelines established by the American Inns of Court, the Inn shall pay all its expenses and costs deemed appropriate for the benefit of the Inn and approved by the executive committee. Such costs shall include the cost of paying an administrator of the Inn in an amount determined by the executive committee.

## **ARTICLE VII Adoption and Amendments**

### **Section 1. Adoption**

These bylaws shall be adopted by the Inn upon a vote of two-thirds of the voting masters and then submitted to the Board of Trustees of the American Inns of Court Foundation for approval.

### **Section 2. Amendments**

Amendments to these bylaws may be made by a vote of two-thirds of the voting masters and then submitted to the Board of Trustees of the American Inns of Court Foundation for approval.