

BY-LAWS OF  
THE HONORABLE WILLIAM W. LIPSITT  
AMERICAN INN OF COURT

ARTICLE I  
NAME

Section 1. Name – The INN shall be known as “The Honorable William W. Lipsitt American Inn of Court”.

ARTICLE II  
PURPOSES

Section 1. Purposes – The purposes of the INN are:

To promote excellence, civility, professionalism and ethics in the legal profession and in legal advocacy.

To foster greater understanding of, and appreciation for the system of dispute resolution in American law, with particular emphasis on ethics and professional standards of excellence.

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

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

To facilitate the development of law students and less experienced lawyers as skilled participants in the American judicial system.

To continue and to expand a meaningful relationship among the members of the INN and the trial and appellate courts of Pennsylvania and the United States District Court for the Middle District of Pennsylvania.

## ARTICLE III ORGANIZATION

Section 1. Nature of Association. The INN shall be chartered and affiliated with the American Inns of Court Foundation as a member Inn. It shall be an unincorporated association composed of judges, practicing lawyers, law school educators, and students in their final year of law school who accept an invitation to membership as hereinafter described.

Section 2. Governing Body and Officers. The Officers of the INN shall be the President, the Vice President, Secretary and Treasurer and the immediate past President who shall be known as the Counsellor to the INN. The Masters of the INN shall elect the officers by a majority vote of those present at a meeting called for that purpose. Only Masters shall be eligible to be President and Vice-President, but Masters and Barristers shall be eligible for the offices of Secretary and Treasurer. The Executive Committee shall consist of the elected officers, Counsellor, and the Chairs of the Standing Committees of the INN.

Section 3. Eligibility. Each Officer and member of the Executive Committee shall be a member in good standing.

Section 4. Terms of Office: Succession: Vacancies. All officers shall be elected for a term of one year commencing July 1 after the election. The President shall serve no more than two consecutive one year terms. A vacancy in an office other than President shall be filled by appointment by the President, with the approval of the Executive Committee; the appointee shall serve until the following annual election.

Section 5. Duties of President. In addition to other duties which may be imposed 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. Ensure that an annual curriculum and agenda for INN meetings and activities are developed and furnished to members;
3. Establish committees and appoint members to serve on INN committees;
4. Call and conduct meetings of the INN, Masters, Officers, the Executive Committee and other committees as required to

- plan and conduct activities of the INN;
5. Conduct all INN activities in accordance with the Articles, By-Laws and Policies of the American Inns of Court Foundation and the INN's Charter and By-Laws;
  6. Supervise and monitor Pupillage Team activities;
  7. Encourage attendance at all INN meetings;
  8. Serve as liaison with other Inns of Court as they may be established;
  9. Serve as representative to the American Inns of Court Foundation or designate a member of the INN to serve in that capacity;
  10. Perform such other duties as the Executive Committee may from time to time direct.

Section 6. Duties of Vice President. In addition to other duties which may be imposed by the Trustees of the American Inns of Court Foundation, the Vice President shall discharge all of the duties of the President in the absence of the President or the President's inability to act.

Section 7. Duties of Secretary. The Secretary shall:

1. Prepare, maintain and forward to the American Inns of Court Foundation at least annually, a complete roster of all present members of the INN.
2. Prepare, maintain and forward to the American Inns of Court Foundation at least annually, a complete roster of all of the Officers and members of the INN's Executive Committee.
3. Prepare and maintain minutes of each Executive Committee meeting of the INN and forward a copy thereof to the members of the Executive Committee within one month of each meeting. The Secretary shall also maintain minutes of each meeting of the INN and forward a copy thereof to the then current members of the INN within one month of such meeting.
4. Notify the members of the INN of each meeting of the INN. Notice of meetings shall be made by email to the current email address of members on file with the Secretary. Members shall

be responsible for notifying the Secretary of their current email address. Notice to the email address currently on file with the Secretary shall be deemed proper notice under these by-laws.

Section 8. Duties of Treasurer. The Treasurer shall:

1. Receive and disburse monies and other property paid to the INN in accordance with directives and policies of the American Inns of Court Foundation and of the INN's Executive Committee.
2. Account for the dues and all other INN funds and have them deposited in an account in the name of the INN as directed by the Executive Committee. The Treasurer shall make disbursements from such account(s) and shall furnish financial reports monthly for approval of the Executive Committee.
3. Prepare and maintain financial records for the INN in accordance with directives and policies of the American Inns of Court Foundation.
4. Prepare a budget for submission to the Executive Committee annually or as otherwise directed and present an annual financial report to the members.

Section 9. Duties of Counsellor. The Counsellor, shall be the immediate Past-President of the INN. The Counsellor shall perform such duties as requested by the President and the Executive Committee.

Section 10. Duties and Authority of the Executive Committee. The Executive Committee shall:

1. Establish standing and other committees as may be necessary to assist the Officers in carrying out the responsibilities imposed by the INN's Charter, or by the Articles of Incorporation, Policies or Directives of the American Inns of Court Foundation or these Bylaws.
2. Establish a dues structure, financial and attendance policies.
3. Make recommendations to the Membership Committee and/or the Masters for termination of an individual's membership for the reasons set forth in Article IV, Section 4.

Section 11. Standing Committees. There shall be a standing Committee on Membership, on Programs and on Finance and such other standing

committees as deemed necessary by the Executive Committee. The Chairs and the members of the standing committees shall be appointed by the President.

Section 12. Duties of Masters. The Masters shall:

1. Review the individuals recommended for membership by the Membership Committee and extend membership in the INN as set forth in Article IV, Section 1.
2. Review the individuals recommended for termination of their membership by the Membership Committee and/or the Executive Committee and terminate membership in the INN as Set forth in Article IV, Section 4.
3. By a majority vote of all the Masters present and voting at a meeting of the Masters called for the purpose of considering amendments to the by-laws, amend these by-laws. Before the aforesaid vote, the proposed amendments to the by-laws shall be recommended by the Executive Committee. All members of the INN shall have the opportunity to review and to comment on the proposed amendments. The Secretary shall distribute to the members at least 10 days prior to the meeting date of the Masters the proposed amendments and comments shall be submitted to the Secretary by the Barristers, Associates and Pupils in writing at least 5 days prior to the meeting.

#### ARTICLE IV MEMBERSHIP

Section 1. Invitations to Membership. The Membership Committee shall actively seek, shall solicit, and shall develop recommendations for new members for the INN. Having in mind the objectives and ideals of the INN, the Membership Committee shall nominate to the Masters candidates for invitation to membership. Masters, by majority vote at a meeting called for the purpose of invitation, shall determine those persons to whom invitation to membership will be extended. The Masters' determination shall be an exercise of their sole discretion and judgment and shall not be subject to review. Consideration for membership shall be given without regard to candidates' race, ethnicity, religion, gender, sexual orientation, age, or condition of disability.

Section 2. Designation of Categories of Membership. All active members of the INN shall be judges, lawyers, law school educators or students in their final year of law school who have demonstrated superior character, ability and

competence in the law. Members shall be selected in the following six categories:

a. Masters of the Bench Active. A Master of the Bench shall be a licensed member in good standing of the Bar of any state of the United States or the District of Columbia for at least twenty years. The Master shall be invited to membership for life, subject to the provisions of Section 4 of this Article.

b. Masters of the Bench - Emeritus. An active Master who has attained sixty years of age and who has served at least five years as a member in good standing of the INN may, upon request, be designated as Emeritus Master of the Bench. An Emeritus Master shall not be under any obligation to pay the dues otherwise paid by a Master, shall not be required to attend meetings or participate in the programs of the INN, however a Master Emeritus shall be required to pay for the cost of meals and related dinner, meeting or special event charges. An Emeritus Master shall enjoy all of the privileges of active membership except the right to vote or to hold office. An Emeritus Master may retain such membership for life. Any Emeritus Master may be re-invited to serve in an active membership. (Amended 5/9/11)

c. Barristers. A Barrister shall have been a licensed member in good standing of the Bar of any state of the United States or the District of Columbia for at least ten years and not more than twenty years, and have demonstrated a desire to improve and refine the skills necessary to practice law. A Barrister shall be invited to membership for a three year term and may be invited to a second consecutive term even if, during that second term, the individual would pass the 20 years of practice. Furthermore, such occurrence will not affect the Barrister's future consideration for Master status once the second term ends.

d. Barristers - Extended Membership. A Barrister who has completed a second term and who is not yet eligible for membership as a Master of the Bench may be invited by the Masters to extend membership on a year-by-year basis as a Barrister on the basis of exceptional contributions to the INN, the profession, or the community. Barristers admitted to extended membership shall not be considered in determining the number of Barristers to be admitted for regular membership.

e. Associates -- An Associate shall have been a licensed member of the bar of any state of the United States or the District of Columbia for less than ten years. An Associate shall be invited to membership for one two year term only.

f. Pupil -- A Pupil shall be in the student's final year of law school. A Pupil shall be invited to membership for one year only.

Section 3. Other Provisions relating to Membership. No more than two (2) members of a firm or agency shall serve on the Executive Committee at any one time. A change of employment during a member's term will not trigger the application of this provision, nor shall such person's eligibility for continued membership be affected by that event. However, no new members from the firm or agency having 2 or more members then serving on the Executive Committee shall be eligible for service on the Executive Committee.

Section 4. Termination of Membership. Any active member of the INN who, without an acceptable excuse fails to attend three or more sessions of the INN in any one fiscal year as set forth in Article V, Section 3, or who fails to pay assessments and dues within a reasonable time and after reasonable notice from the date due as established by the INN may be considered by the Masters for termination of membership as set forth in Article III, Section 12 above. Furthermore, the Masters may, in their sole discretion, terminate the membership of an active member for other causes.

## ARTICLE V FINANCES

Section 1. General. Financial matters within the INN shall be managed in accordance with policies and directives established by the Executive Committee or the American Inns of Court Foundation and these By-Laws.

Section 2. Financial Obligation to National. The INN shall remit annually to the American Inns of Court Foundation dues in the amount established from time to time by the Board of Trustees of said Foundation. In addition, the INN's Executive Committee may, subject to the approval by a majority of members present and voting at a regularly scheduled meeting, authorize additional contributions to the American Inns of Court Foundation in furtherance of the American Inns of Court Foundation's goals and objectives.

Section 3. Fiscal Year. The Fiscal Year of the INN for financial reporting purposes shall be the same as the program year, July 1 to June 30, unless changed by the Executive Committee.

Section 4. Dues. Dues of all members as established by the INN shall be due on or before July 1 or as otherwise established by the Executive Committee upon recommendation of the Finance Committee.

## ARTICLE VI MEETINGS AND ACTIVITIES

Section 1. Schedule for Meetings. Regular meetings of the membership of the INN shall be called by the Executive Committee at least 6 times per year at such intervals as it may determine. The program year of the INN shall be from July 1 to June 30, unless changed by the Executive Committee.

Section 2. Content of Meetings. The main themes and subject matter of regular meetings shall be practical legal skills and advocacy with emphasis on legal ethics, professionalism and excellence in lawyering. Programs should present, demonstrate, teach and explain the principles, skills, techniques and relationships involved in the full range of the practice of law, including hearings and 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. At least four (4) said programs shall be presented by previously assigned Pupillage Teams. Programs shall be designed so as to make them eligible for Mandatory Continuing Legal Education credits approved by the Continuing Legal Education Board of the Pennsylvania Supreme Court.

## ARTICLE VII PUPILLAGE TEAMS

As an American adaptation of the pupillage system of the English Inns of Court, every active member of the INN other than the members of the Executive Committee shall be a member of a pupillage team. Prior to the first meeting of each year, the President shall establish the composition of each pupillage team and the Chair thereof, with each group having the same proportion of Pupils, Associates, Barristers and Masters of the Bench as comprise the entire INN.

In keeping with the traditional British Inn model of apprenticeship, the Masters of the Bench within each pupillage team shall take as their joint responsibilities the following charges: (1) exercising general supervision over their pupillage team; (2) encouraging attendance and meaningful participation of the pupillage team at INN meetings; (3) overseeing presentation of assigned meeting topics; (4) creating opportunities for mentoring of Associates and Pupils; and (5) promoting contact among members of the pupillage team between INN meetings to demonstrate and discuss pertinent points of law, advocacy and professionalism.



ARTICLE VIII  
OTHER INNS OF COURT

The 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.

ARTICLE IX  
LIABILITY INSURANCE

The America Inns of Court Foundation carries a national general liability policy covering all active local Inns for legal obligations for damages due to liability for bodily injury and property damage, including "host" liquor liability (no charge for alcohol served) coverage only. The Executive Committee shall be responsible for completing any documentation or other requirement(s) necessary to have the INN and its officers, directors and members covered by this policy. The Executive Committee may, but shall not be required to, obtain such other insurance coverage(s) as it deems appropriate.

ARTICLE X  
EFFECTIVE DATE

These By-laws shall take effect upon the approval of the majority of the Masters present and voting at a meeting called to consider their adoption.