



Bylaws
of the
Drexel University Thomas R.
Kline School of Law American
Inn of Court

Section 1. Purpose.

Article I
General

The purposes of The Drexel University Thomas R. Kline School of Law American Inn of Court are set forth in its Organizational Charter issued by the American Inns of Court Foundation. These include the following: the promotion of excellence in legal advocacy; fostering ethics, civility, and professionalism within the adversary system of dispute resolution; providing significant educational experiences to enhance the abilities of its members; promoting interaction and collegiality among all legal professionals; facilitating the development of law students, recent graduates, and less experienced lawyers; preservation and transmission of ethical values from one generation of legal professionals to the next; inspiring joy for legal advocacy.

Section 2. Principal Location.

The Drexel University Thomas R. Kline School of Law American Inn of Court shall be located in the City of Philadelphia, Commonwealth of Pennsylvania.

Article II
Organization

Section 1. The Executive Committee.

The Executive Committee is composed of the officers and the chairs of the various committees formed by the Executive Committee and such other members as are determined by the Masters. The duties of the Executive Committee, and its members, are set forth in the Organizational Charter, and as set forth herein.

Section 2. The Officers.

The officers of the Inn shall be a president, a counselor, a secretary, a treasurer, and such other officers as the Masters deem necessary. The officers serve a two-year term, or as otherwise directed by the Masters, and may succeed themselves only once. The officers are selected by the Masters in accordance with the Organizational Charter of the Inn. The responsibilities of the officers shall include the following:

- President: preside at all Inn Functions; act as presiding member of the Executive Committee and ensure that the officers and the Executive

Committee perform their duties; maintain contact with the national office and national board of trustees; see that the Inn adheres to the policies of its charter and other policies promulgated by the national board of trustees; lead the Executive Committee in a self-evaluation annually; meet with the Counselor, Secretary, Treasurer, and committee chairs to review the current standing of the various operational areas of the Inn; and, train the incoming President-elect.

- Secretary: keep membership rolls; gather necessary information from new and returning members; keep attendance records for each meeting and bring any attendance problems to the attention of the Executive Committee; submit programs for Continuing Legal Education credit; conduct the election proceedings of officers; submit leadership and member information to the American Inn of Court Foundation; train the incoming Secretary-elect; and, report to the President and attend Executive Committee meetings.
- Treasurer: bill and collect member dues according to the schedule set forth by the executive committee; manage Inn finances and bank accounts; report on the Inn's finances to the Executive Committee at each meeting; deposit monies collected and pay debts incurred by the Inn; prepare an annual budget for approval by the Executive Committee; train the incoming Treasurer-elect; and, report to the President and attend Executive Committee meetings.
- Counselor: executes the functions of the President in his or her absence; establish and maintain liaison with the federal and state courts; oversee the Inn's mentoring initiative; train the incoming Counselor-elect; and, report to the President and attend Executive Committee meetings. When the concurrent President is not a judge, this position should be held by a judge unless the Masters determine otherwise.

Section 3. Committees.

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

Initially, the following standing committees shall be established: Membership Committee, Program Committee, Reporting Committee and Liaison Committee.

Among such other duties as may be assigned by the Masters and the Executive Committee, the duties of each committee shall be as follows:

Membership Committee—The Membership Committee shall solicit and review applications and make recommendations to the Executive Committee, for membership in the Inn and, shall assign members to Pupillage groups.

Program Committee—The Program Committee shall oversee and approve program topics.

Reporting Committee—The Reporting Committee shall be responsible for the distribution of news, announcements, and other information among members of the Inn, and to the American Inns of Court Foundation; shall be responsible for submitting program reports to the American Inns of Court Foundation; and, shall prepare articles for the Bench.

Liaison Committee—The Liaison Committee shall maintain communication with local law schools, other legal organizations, and the local community in order to advise interested persons of Inn activities.

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.

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

Section 4. Pupillage Groups.

All active members will be assigned to a Pupillage Group by the Membership Committee and shall be approved by the Executive Committee. Each Pupillage Group shall be chaired by a Master appointed by the Executive Committee. The Masters and Pupillage Groups shall be reassigned every two years.

Article III.

Membership.

Section 1. Active Members.

There are four classifications of members in an American Inn of Court, as defined in the bylaws of the American Inns of Court Foundation, and as set forth below:

- Masters of the Bench—consisting of lawyers with at least 10 years of experience, judges and law professors;
- Barristers—consisting of lawyers with at least five years of experience;
- Associates—consisting of lawyers with zero to five years of experience; and,
- Pupils—consisting of law students.

Membership in this American Inn of Court shall consist of Masters, Barristers and Associates. Pupils may participate in all activities of the Inn, but will not be voting members.

Section 2. Inactive Members.

The Executive Committee may confer Emeritus and Honorary memberships as set forth in the Organizational Charter.

Article IV

Meetings and Attendance

Section 1. Meetings.

Meetings shall be held at least six times per year at such times as the Executive Committee may determine. The Inn shall endeavor to have at least one social event per year wherein members may invite guests.

Section 2. Attendance.

Each active member must attend at least fifty (50) percent of the monthly meetings in a year. The Membership Committee shall monitor attendance at meetings and shall submit the names of those who have missed fifty (50) percent to the Executive Committee. The non-participating member will be contacted by the Membership Chair in order to determine if he/she wishes to remain in this 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.

Article V

Voting and Elections.

Section 1. Masters.

With the exception of Emeritus and Honorary Masters, each Master shall be entitled to one vote on all matters submitted to the Masters. A majority of voting Masters shall constitute a quorum for the transaction of business. Every act done or decision made by a majority of the Masters in attendance at a meeting shall be regarded as the act of all the Masters.

Section 2. Executive Committee.

Each member of the Executive Committee shall be entitled to one vote on all matters submitted to the Committee. In the event of a tie, the President shall have the deciding vote. A majority of the members of the Committee shall constitute a quorum for the transaction of 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 Committee.

Section 3. Elections.

The nomination and election of the President and Counselor will occur in every odd-numbered year at a meeting of the active Masters especially called for that purpose. Selection of these and other officers shall be in accordance with the Organizational Charter. Selection of other officers shall occur in every even-numbered year at a meeting especially called for that purpose.

Section 4. Vacancies.

When a position as an officer, committee chair or master chair becomes vacant, the procedures for election and selection of officers and chairs shall be followed when the vacancy occurs; however, the duration of the vacant position shall not be counted against the new officer or chair in regards to any maximum term of service.

Article VI

Fiscal Matters

Section 1. Fiscal Year.

The fiscal year of The Drexel University Thomas R. Kline School of Law American Inn of Court shall be the same as the fiscal year of the American Inns of Court Foundation, which is from July 1 to June 30 of each year.

Section 2. Dues.

Dues shall be in an amount consistent with the Organizational Charter and shall be levied by the Treasurer no later than the month of September of each year. 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 3. Expenses.

This American Inn of Court shall pay all reasonable expenses incurred by members of the Executive Committee for such things as attendance at state, regional or national events of the American Inns of Court Foundation and payment to an administrator.

Article VII
Adoption and Amendments.

Section 1. Adoption.

These Bylaws will be adopted by this American Inn of Court upon approval by a majority of the Masters of this American Inn of Court and after being submitted to and approved, in writing, by the Board of Trustees of the American Inns of Court Foundation. The 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.

Section 2. Amendments.

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