



**BYLAWS OF THE  
Q. TODD DICKINSON INTELLECTUAL PROPERTY AMERICAN INN OF COURT**

**Article I. General**

**Section 1. Purpose**

The purposes of The Q. Todd Dickinson Intellectual Property American Inn of Court are set forth in its Organizational Charter issued by the American Inns of Court Foundation.

**Section 2. Principal Location**

The Q. Todd Dickinson intellectual Property American Inn of Court shall be located in the City of Pittsburgh, County of Allegheny, Commonwealth of Pennsylvania.

**Article II. Organization**

**Section 1. 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 Chapter, and as set forth herein.

**Section 2. The Officers**

The officers of the Inn shall be a President, a President-Elect, a Counselor, who must be a member of the judiciary, 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.

**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 and Program Committee.

Among such other duties as may be assigned by the Masters of the Bench 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; shall maintain records of attendance and oversee attendance in accordance with Article III, Section 2 of these bylaws; and, shall assign members to Pupillage groups.

**Program Committee** - The Program Committee shall oversee and approve program topics, and shall be responsible for submitting programs for Continuing Legal Education credit.

The officers shall appoint committee members and chairs of the committees, who shall serve a (2) two-year term, or as otherwise directed by the Executive Committee, and may succeed themselves.

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

#### **Section 4. Pupillage Groups**

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 one or more Masters appointed by the Executive Committee. The Masters and Pupillage Groups shall be reassigned every year.

### **Article III. Membership**

#### **Section 1. Active Member**

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 ("Masters")** - consisting of lawyers with at least 15 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; **Pupils** - consisting of law students.  
Membership in this American Inn of Court shall consist of the same classifications.

#### **Section 2. Inactive Members**

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

### **Article IV. Meetings and Attendance**

#### **Section 1. Meetings**

Meetings shall be held at least six (6) times per year at such times as the Executive Committee may determine.

#### **Section 2. Attendance**

Each active member shall attend two (2) monthly meetings in a year. The Membership Committee shall monitor attendance at meetings, and the failure to attend at least two (2) monthly meetings in a year shall result in automatic resignation from the Inns at all membership levels. In the event that an automatic resignation occurs under these circumstances, the former member may re-apply to membership in the

Inns.

## **Article V. Voting and Elections**

### **Section 1. Masters of the Bench**

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 Officers will occur every two years in accordance with the Organizational Charter. Election of the President-Elect and Counselor will be by majority vote of the Masters present at the meeting and election of the other Officers will be by majority vote of all Members present at the meeting.

### **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.

### **Section 5. Voting**

The Masters and 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.

## **Article VI. Fiscal Matters**

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

The fiscal year of the Q. Todd Dickinson Intellectual Property 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 during the months of August and September of each year. Failure to pay assessments and dues prior to the third meeting of the Inn year and after reasonable notice shall be considered an automatic resignation of the Member from the Inns. In the event that an automatic resignation occurs under these circumstances, the former member may re-apply to membership in the Inns.

**Section 3. Expenses**

This American Inns of Court shall pay all reasonable expenses incurred by the Inns and approved by a majority of the Executive Committee.

**Article VII. Adoption and Amendments**

**Section 1. Adoption**

These Bylaws will be adopted by this American Inn of Court upon approval by the 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.

**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.