

**RESTATEMENT OF THE OPERATING POLICIES**  
**of**  
**THE JUDGE JOHN M. SCHEB AMERICAN INN OF COURT**

ADOPTED BY THE EXECUTIVE COMMITTEE ON JULY 31, 2003  
AND APPROVED BY THE MASTERS ON SEPTEMBER 9, 2003

Whereas, on March 18, 1991, an application was executed and thereafter filed with the American Inns of Court Foundation, and on June 28, 1991, the Foundation issued Charter #139 to the Sarasota County American Inn of Court authorizing it to have a maximum of sixty-five members; and

Whereas, on June 13, 1993, the Board of Trustees of the American Inns of Court Foundation authorized every chartered Inn to have a maximum of eighty members; and

Whereas, on March 16, 1994, the Sarasota County American Inn of Court was renamed "The Judge John M. Scheb American Inn of Court" in honor of its founder, and

Whereas, the masters and the executive committee of the Inn have, from time to time, adopted policies of a general and permanent nature, many of which were recognized in resolutions adopted July 16, 1996, and April 19, 1999, by the executive committee of the Inn; and

Whereas, the executive committee now desires to restate the current operating policies of the Inn;

Now, therefore,

BE IT RESOLVED BY THE EXECUTIVE COMMITTEE OF THE  
JUDGE JOHN M. SCHEB AMERICAN INN OF COURT:

The following is a restatement of the operating policies of the Inn, which policies supplement the provisions of the Inn's Charter.

**SECTION I**  
**OBJECTIVES**

The objectives of this Inn are as stated in Art. I of the Charter.

**SECTION II**  
**ORGANIZATION**

The organization of the Inn, its governing body and officers, and the terms of office, duties of the officers, and duties and authorities of the executive committee are stated in Art. III of the Charter, and are supplemented as follows:

- A. Officers: As provided by Art. II, § 2 of the Charter, there shall be a president, vice president (counselor), secretary/treasurer elected for a one-year term and who may succeed themselves. The president and vice president (counselor) must be selected from and elected by the masters present and voting at a meeting called for that purpose. Other officers may be selected from any class of membership and shall be elected by the members present and voting at a meeting called for that purpose. The officers shall be elected at the May meeting of the Inn. The president shall appoint, no later than the March meeting of the Inn, a nominating committee to recruit and establish a recommended slate of officers to be submitted to the executive committee, and upon approval of the executive committee, to the membership of the Inn. The officers shall assume their offices the first day of July following their election.
- B. Office of President-Elect: In addition to the offices established by the Charter, the masters shall annually elect a master to serve as president-elect. The president-elect shall succeed to the office of president upon expiration of the president's term of office.
- C. Office of Secretary/Treasurer: The offices of secretary and treasurer shall be separate.
1. The secretary shall be responsible for performing secretarial duties outlined in Art. II, § 2(c) of the Charter, which duties include recording and preserving minutes and maintaining a current roster of active, emeritus, and honorary members of the Inn. The secretary shall also obtain annually from the American Inns of Court Foundation a certificate evidencing the liability insurance coverage for the Inn and its members.
  2. The treasurer shall be responsible for performing those duties of a financial nature outlined in Art. II, § 2(c) of the Charter. The treasurer shall maintain an account in the name of the Inn at a local financial institution approved by the executive committee. The treasurer shall submit a proposed annual budget to the executive committee during the month of September, and periodically shall submit to the executive committee reports of the financial condition of the Inn. The treasurer shall account for and timely pay all authorized charges due to third parties, including, but not limited to dues to the American Inns of Court Foundation, printers and professional editors of Inn publications, restaurant and hospitality vendors, and other suppliers of products and services to the Inn.
- D. Duties of Officers: These operating procedures together with assignments by the president and the executive committee shall supplement the duties and responsibilities of officers outlined in the Charter.
- E. Chairs: The president shall, with consent of the elected officers, appoint from the membership, chairs for membership, programs, hospitality, and a reporter. Each chair is to serve for one year commencing each July 1, but chairs may be re-appointed. The president may appoint on an ad hoc basis from the membership such additional chairs as needed for approved special projects of the Inn, such as the May social meeting. Inn outreach to educational institutions and the community, and collaborative efforts with other Inns or the American Inns of Court Foundation.

- F. Duties of Chairs: The membership chair is to coordinate membership recruitment and invitations to membership. The program chair is to coordinate monthly Inn programs and arrange with appropriate authorities for C.L.E. credits for each program. The hospitality chair is responsible for arranging monthly Inn dinners. The reporter is to be editor of the Inn's publications.
- G. Executive Committee: The Inn's executive committee shall consist of the president, president-elect, vice president (counselor), secretary, treasurer, and the chairs for membership, programs, hospitality, and the reporter. The immediate past president of the Inn shall remain a member of the executive committee for one year after his or her presidency terminates, and Judge Scheb shall be a permanent non-voting member. The duties and authorities of the executive committee shall be as outlined in Art. II, § 2(d) of the Charter, as supplemented by these operating procedures. The executive committee shall meet as requested by the president, or upon the written request of three members of the executive committee, submitted to the president. The executive committee is the sole authority for extending and terminating membership in the Inn.

### **SECTION III MEMBERSHIP**

Invitations to membership, designation of the five categories of membership, i.e., masters, masters emeritus, barristers, pupils, and honorary members are outlined in Art. III of the Charter. In addition, the following qualifications shall apply:

- A. Masters: Membership by active masters may be held by up to twenty-eight practicing lawyers, judges, and law professors as determined by the executive committee. As provided by Art. III, § 2(a), at least twelve of the active masters shall be practicing attorneys. To be eligible to be a master, a lawyer must have a distinguished record as an active member of the bar for a minimum of twelve years; a Judge must be serving, or retired from serving, in a court with jurisdiction over Sarasota County, Florida; an academic must be an active professor of law. Masters may serve indefinitely as long as their participation and attendance is satisfactory, as determined by the majority of the executive committee.
- B. Masters Emeritus: In addition to the requirements in Art. III, § 2(b) of the Charter, which requires approval of the active masters, to be elected to be a master emeritus, a master must have served actively in the Inn for a minimum of three years. The executive committee may waive such period for any active master who becomes a member of the judiciary away from the Sarasota area.
- C. Barristers: Membership by active barristers may be held by up to thirty-two lawyers who must have been in active practice for at least five years (three years beyond the minimum requirement in Art. II, § 2(c) of the Charter). Art. III, § 2(c) of the Charter provides barristers may serve terms up to three years in discretion of the executive committee.

- D. Pupils: Membership as pupils described in Art. III, § 2(d) is divided into two classes:
1. Associates: Membership as an associate may be held by up to sixteen members (subject to F. below) who are practicing lawyers, with less than five years experience as members of the bar. Associates may serve one-year terms, and, in discretion of the executive committee, may be re-invited to serve additional one-year terms.
  2. Pupils: Membership may be held by up to four law students at Stetson University College of Law as nominated by the academic master or masters. Pupils may serve one-year terms and will not be re-invited to serve another term, but shall be replaced by other students.
- E. Honorary Members: Honorary members may be elected as provided in Art. III, § 2(e) of the Charter, which requires nomination by the executive committee and approval by the active masters. In addition to the requirements outlined in the Charter, to be eligible to become an honorary member the proposed member should have rendered distinguished service to the legal community as a lawyer or Judge.
- F. Selection of Prospective Members: In March, the membership chair shall determine and in April, present to the executive committee the names of members who wish to continue as members for the succeeding year, along with the names of those who have applied to become members or have been recommended for membership by members of the Inn. The academic master or masters are responsible to nominate up to four law students to become pupils for the coming year. In the event the academic master or masters nominate fewer than four students, the vacancies may be filled with associate members, practicing lawyers with less than five years experience as members of the bar. As provided in Art III, § 1 of the Charter, the executive committee has the sole authority to extend invitations for active membership.
- G. Routine Approval of Members: Nominations for membership are to be presented to the executive committee for consideration in April. Invitations to membership must be approved by the committee and shall not exceed the maximum number permitted for each classification of membership. The president or counselor customarily invites new masters to become members and the membership chair customarily invites other new members on behalf of the Inn.
- H. Residual Authority of Executive Committee to Approve New Members: The provisions for selection of prospective members outlined in F and G above are not exclusive, and the executive committee may consider and approve nominations for membership at any meeting.

## SECTION IV FINANCES

In addition to the requirements and authorizations provided in Art. IV of the Charter:

- A. Dues: Annual dues shall be: masters, \$270; barristers, \$220; associates, \$195; pupils, \$160. The executive committee may revise annual dues from time-to-time. The treasurer is to bill members for dues in advance of the September meeting, with payment required prior to July 15 TH.
- B. Prorated Dues: The dues of any member specially invited to join the Inn during the progress of the Inn year after the September meeting shall be prorated so that the actual cost (as determined by the treasurer) of dinners not attended by the member prior to invitation, shall be deducted from the annual dues charged.
- C. Judges Who Are Masters in the Inn in Manatee County: Judges who are masters in the Warren M. Goodrich -William C. Grimes American Inn of Court in Manatee County are invited to participate in this Inn. They may do so by making one dues payment to be divided between the two Inns, with the dues to be charged as the lesser amount charged by either Inn.
- D. Operating Year: The Inn's operating year shall be from July 1 to June 30 the following year.
- E. Tax Status: As a non-profit organization, the Inn has elected to come under the National American Inn of Court Foundation Charter for tax exemption purposes under I.R.C. § 501(c)(3).

## SECTION V MEETINGS AND ACTIVITIES

Meetings and Activities shall conform to the requirements of Art. V of the Charter with the following additions:

- A. Meetings: Membership meetings will be held at a place of sufficient size and layout to facilitate participation by all members, designated by the executive committee, at 5:30 p.m. one day per month. September through May, except no meeting will be held in December. The executive committee will make its best efforts to schedule the meetings for the second Tuesday of said months, but in the event of timing conflicts or unavailability of location, any individual meeting may be rescheduled to another day of the same month in the discretion of the executive committee.
- B. Notices of Meetings: The secretary shall send meeting notices on colored paper to all members. The secretary is permitted to notify members of upcoming meetings by e-mail or facsimile in lieu of mailed notice. Notices should be mailed in time to arrive approximately ten days before the meeting.

- C. Programs: Each meeting program is to last no more than one hour and 15 minutes, followed by time for socializing and dinner. Dinner should be served at approximately 7:15 p.m. The chair of the pupillage group presenting a program should give a brief overview to introduce the evening's program.
- D. Special Meetings:
1. September: The September meeting shall be an introductory meeting organized by the president, presenting the officers and chairs for the Inn year, reviewing Inn policies and procedures, introducing and orienting new members, and selecting program ideas for the Inn year. Members are to be seated with their pupillage groups and no pupillage group will be required to present a program.
  2. May: The May meeting is to be social with a dinner, a brief ceremony to elect and install the new officers of the Inn, and at the president's discretion, a speaker. Inn members are to be encouraged to bring a spouse or guest to the May meeting.
- E. Formalities before Dinners: The president shall arrange for a member to offer a non-denominational invocation or inspirational message before dinner, after which members will be invited to offer toasts appropriate to the occasion, make announcements relevant to the Inn, or specially recognize other Inn members or guests. At the president's discretion, the foregoing formalities may be assigned to the members of the pupillage group presenting the program for the evening.
- F. Member Attendance: One member of the executive committee (usually the program chair) will be assigned to take attendance, by use of a written attendance sheet, at all monthly meetings of the Inn, except the May meeting. If a member is, absent from three or more meetings (excluding the May meeting) in any Inn year, that member will be reported to the executive committee for it to determine whether or not there is sufficient explanation for the absences. If the executive committee is unable to determine any explanation, it will direct the president to advise the absent member in writing of the absences and ask the member for an explanation in writing within ten days. If no explanation is received within 15 days, or if the member's explanation is insufficient, the president will inform the member in writing that the member's level of participation is insufficient to allow the member to be re-invited to membership in the next Inn year. Disabling injuries or illness of the member or a member's relative for whom the member is the primary caretaker or absence due to extended military or government service shall be presumed to be a sufficient explanation for frequent absences. Masters Emeriti or honorary members are not subject to attendance requirements.
- G. Guest Policies:
1. Guest Participants: If laypersons have been invited to participate in an Inn program, efforts should be made to invite them as guests for dinner, as long as the number of guests is reasonable.
  2. Guests of Members: Any Inn member may bring a guest to a meeting. A member who invites a guest must inform the Inn president and secretary of his or her guest's name and must arrange for payment for the guest's meal in advance of the meeting. The cost of meals can be obtained from the treasurer.

3. New Judicial Officers: The president or counselor shall invite each new judicial officer who serves on the Twelfth Judicial Circuit to be a guest at an Inn meeting and dinner as soon as practicable after investiture of the new Judge.

## SECTION VI PUPILLAGE GROUPS

The composition, role, and duties of pupillage groups shall be established and conducted as provided in Art VI of the Charter, and in addition shall be governed by the following:

- A. Number: At least six pupillage groups are to be established annually, each with a Judge or other master appointed by the president or counselor to chair the group.
- B. Expenses: No pupillage group should incur expenses without prior approval of the president or counselor, either of whom may approve up to \$50 in advance of expenses being incurred. Expenses beyond that amount must be approved in advance by the executive committee; however, the president or counselor may approve expenditures for stationery, postage, printing, and copying charges.

## SECTION VII PUBLICATIONS

- A. The Inn Advocate: The reporter is responsible to edit the Inn's newsletter to be known as *The Inn Advocate*, to be published at least once (or more as determined by the executive committee depending on publishing budget and information needs) during the Inn year no earlier than December. Members should be invited to submit articles of professional interest for publication.
- B. Membership Handbook: The president shall annually appoint a committee in advance of the September meeting to prepare, under direction of the reporter, a handbook to be distributed to all members, preferably at the September meeting, and no later than the October meeting. The Membership Handbook shall include the history and objectives of the American Inns of Court Foundation. In addition it shall include a history of this Inn, membership classifications and selection, and a roster of masters and barristers, dues and attendance requirements and details of the pupillage groups, meetings, programs and such other information as of interest to the membership.
- C. Website: The executive committee shall explore the feasibility of establishing a website in conjunction with the American Inns of Court Foundation.

## SECTION VIII MISCELLANEOUS

- A. Recognition of Past Presidents: An appropriate plaque shall be displayed in the Sarasota County Courthouse with the names and years of service of each person who has served as president of the Inn.