



Bylaws
of the
Theodore Roosevelt American Inn of Court

Article I
General

Section 1. Purpose.

The purposes of the Theodore Roosevelt American Inn of Court are set forth in its Organizational Charter issued by the American Inns of Court Foundation.

Section 2. Principal Location.

The Theodore Roosevelt American Inn of Court (hereinafter “the Inn”) shall be located in the county of Nassau, state of New York.

Article II
Organization

Section 1. The Executive Committee.

The Executive Committee is composed of the officers and such other members determined by majority vote of the Voting Members (as said term is defined in Article III Section 3 hereinbelow.) The duties of the Executive Committee, and its members, are set forth in the Organizational Charter of the Inn, and, as otherwise set forth herein.

Section 2. The Officers.

The officers of the Inn shall be a president, a president-elect, a secretary and a treasurer, and such other officers as the Executive Committee deem necessary. The terms of office shall be 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.

The chairs of the standing committees shall be nominated by the Nominating Committee and elected by the Voting Members (as said term is defined in Article III Section 3 hereinbelow.) Committee chairs shall serve one-year terms. There shall be no term limits for the Committee Chairs who shall serve as members of the Executive Committee of the Inn.

Initially, the standing committees shall be as set forth below. Committees may create ad hoc sub-committees as appropriate. Among such other duties as may be assigned by the Executive Committee, the duties of each committee shall be as follows:

Membership Committee— Upon receiving a nomination for membership in the Inn, the Membership Chair shall provide the nominee with an application form and invite the nominee to complete and return the form to the Membership Chair and to submit payment in the amount of the then current annual dues to the Treasurer. Upon receipt of the completed application form and the dues payment, the Membership Chair will present the nominee’s name to the Executive Committee for consideration at its next meeting. Upon a favorable vote of the Executive Committee, the Membership Chair will advise the nominee of his/her admission as a member of the Inn and will add his/her name to the membership list. Upon an unfavorable vote of the Executive Committee, the Membership Chair will advise the nominee that membership has been declined, and the Treasurer will return the dues payment.

In circumstances where a new member is admitted at or near the end of the Inn’s program year, the new member’s dues payment may be applied to the following year in the discretion of the Executive Committee.

Nominating Committee—The Nominating Committee shall be composed of the current and past presidents of the Inn and shall be charged with the task of annually preparing a slate of nominees for each office and for the Executive Committee membership, the slate to be presented to and voted on by the Voting Members annually.

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

Dinner Committee --The Dinner Committee shall organize and plan the Inn’s annual installation dinner and ceremony.

Archives Committee --The Archives Committee shall keep digitalized records of the programs and events of the Inn to be made available to Inn members on the Inn website.

Mentoring and Liaison Committee— There shall be three Liaison members on the Executive Committee, one from each law school affiliated with the Inn. Each Liaison member shall be appointed by the Dean of his or her law school and serve at the pleasure of the appointing Dean. The Mentoring Committee shall maintain communications with the Liaison members and shall support their efforts to recruit law student participants for pupillage group presentations as well as providing mentoring opportunities for the law students with members of the Inn.

Section 4. Pupillage Groups.

The Executive Committee shall designate pupillage group chairs and members on an annual basis. The general expectation is that all members of the Inn shall participate in a pupillage program at least once every two years. Article

Section 5. Quorum of Executive Committee

A majority vote of the Executive Committee members present at a meeting called and reasonably noticed for such purpose shall constitute a quorum for the transaction of business or of any specified item of business. A quorum may be obtained by proxy or telephone or electronic participation.

Article III.

Membership.

Section 1. Active Members.

- Masters of the Bench (“Benchers”)—consisting of lawyers with at least 10 years of experience, judges and law professors.
- Barristers—consisting of lawyers with less than 10 years of experience
- Pupils—consisting of law students.

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

Section 2. Inactive Members.

The Executive Committee may confer Emeritus and Honorary memberships as set forth in the Organizational Charter. Honorary and Emeritus Masters of the Bench shall be under no obligation to pay dues, attend meetings or participate in other programs of this American Inn of Court but shall enjoy all privileges of active membership except the right to vote.

Section 3. Voting Members.

Voting Members shall consist of Masters and Barristers and such Emeritus members who have attended at least 3 Executive Committee Meetings or 3 Pupillage Programs in the then current fiscal year.

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.

Article V

Voting and Elections.

Section 1. Elections.

The nomination and election of the President-Elect and other officers and members of the Executive Committee shall occur following designation of a slate by the Nominating Committee as set forth in Article II Section 3 above. Said election shall occur at the end of each program year by communication of the slate to the Voting Members for their approval or rejection.

Section 2. Vacancies.

When a position as an officer, Executive Committee member, or committee chair becomes vacant, the Executive Committee shall select, by majority vote, a Member to complete the remaining term of the vacated position.

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 from July 1 to June 30 of the following 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 The Inn upon approval by a majority of the Voting Members and after being submitted to and approved, in writing, by the Board of Trustees of the American Inns of Court Foundation. The Vote may be held by mail, electronic mail, or other means when deemed necessary by the Executive Committee.

Section 2. Amendments.

Amendments to these Bylaws will be adopted by The Inn upon approval by a majority of the Voting Members and after being submitted to and approved, in writing, by the Board of Trustees of the American Inns of Court Foundation. The Vote may be held by mail, electronic mail, or other means when deemed necessary by the Executive Committee.