

## **Pittsburgh Matrimonial Inn of Court 2023-2024 Policies**

In an effort to clarify some of the routine practices of the Pittsburgh Matrimonial Inn of Court, below please find an explanation of Inn Policies:

### **Attendance/CLE Policy**

- Sessions are to begin promptly at 5:15 p.m. To receive CLE credit, an attorney must attend the entire one-hour session. Therefore, anyone arriving after 5:20 p.m. will not be able to receive CLE credit for the session.
- If you arrive late, please complete the group evaluation form. You will not receive CLE credit, but your attendance will be recorded.
- Attendance at sessions is considered in determining whether a member's request to rejoin the Inn will be accepted.
- Participation in a pupillage group is mandatory. If you have a scheduling conflict with your group, please contact the president at [PqhMatInns@gmail.com](mailto:PqhMatInns@gmail.com) immediately to be rescheduled. If you fail to participate without a valid excuse, you will not be accepted as a member of the Inn for the following year.

### **Emeritus Member Policy**

- Inn members may request Emeritus status. However, the total number of Emeritus members cannot exceed 10% of the total number of members. Emeritus members will be notified that their request has been approved.
- Emeritus members will not be assigned to a pupillage group unless they request an assignment.
- Emeritus members can attend one program and dinner and will receive the materials for all the presentations. Emeritus members can attend additional programs at the guest rate.

### **Guest Policy**

- Should any member wish to invite a guest, the cost will be \$75 (\$25 for CLE credit and \$50 for dinner). If the guest will only be present for the CLE or the dinner, the cost will be \$50. The member must inform the president at [PqhMatInns@gmail.com](mailto:PqhMatInns@gmail.com) of the guest's name on or before the RSVP due date to ensure the proper number of dinners is ordered.
- We are strongly suggesting that every group invite a Judge and/or Hearing Officer to participate in the group. Should any group wish to invite a guest or a judge to take part in their presentation, the guest's CLE credit and dinner and the judge's dinner will be provided at no charge. This is limited to one guest and one judge per group. The group leader must inform the president of the guest's and/or judge's name on or before the RSVP due date to ensure the proper number of dinners is ordered.

### **Presentations**

- Each group is strongly encouraged to invite a judge to participate in the presentation.
- When possible, each presentation should be centered around a skit or a game or series of skits to help illustrate the subject matter. While not every topic lends itself to a skit, Inn presentations should be engaging and interactive, rather than a lecture.

- Each pupilage group must prepare a handout to be distributed electronically in order for the group to receive CLE credit. This is a requirement of the CLE Board.
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- The group leader must send an electronic copy of the materials to Sally Thomas at [PghMatInns@Gmail.com](mailto:PghMatInns@Gmail.com), no later than noon of the day **BEFORE** the presentation. Finally, each group must provide one hard copy to the CLE Coordinator (Sally Thomas) on the night of the presentation that includes the date and title of the program to be submitted to the CLE Board. Please note that the presentation **MUST** include a coversheet which includes the title of the program, and the names of all team members.

### **Substitution Policy**

- Inn membership is individual. No member may permit a substitute to attend a session in the member's place.

### **Advertising Policy**

- A member who wishes to inform the group of a philanthropic or other event that is not Inn related may do so by making an announcement at the end of a presentation.
- The member must inform the Treasurer/Secretary at [PghMatInns@gmail.com](mailto:PghMatInns@gmail.com) that he or she wishes to make an announcement at the time the member RSVPs for the program.
- The member may also bring hand-outs or flyers to distribute at the end of the presentation.