



**AMERICAN INNS OF COURT FOUNDATION
CHARTER NO. 30218**

**JAMES S. BOWMAN
AMERICAN INN OF COURT**

Policies

CHAPTER I
GENERAL

Section 1. Authority. As directed by Article III, Section 1 of the Bylaws, this Policies Document (“Inn Policies”) of the James S. Bowman American Inn of Court (the “Inn”), in addition to the Bylaws and the Inn’s Charter, shall govern the conduct of the Inn and its members.

Section 2. Contents. The Inn Policies shall contain written rules which control the internal affairs of the Inn, govern the day-to-day operations of the Inn as well as the responsibilities of its officers, and formally codify the standard operating policies and procedures of the Inn. To the extent that any conflict should arise between the By-laws and this document, the By-laws shall prevail.

CHAPTER II
MEMBERSHIP

Section 1. Qualifications of Membership Categories. The qualifications for each category of membership are as follows:

- A. Master of the Bench—Active (“Bencher”). A Master of the Bench shall meet the eligibility requirements set forth in Article II, Section 1 of at least sixteen (16) years. A Bencher may serve indefinitely, subject to the provisions of Chapter II, Section 5 of this document.
- B. Master of the Bench—Emeritus (“Bencher Emeritus”). A Bencher who has served for at least five (5) years may, upon request, be designated as a Bencher Emeritus. Benchers Emeritus shall not be under any obligation to pay the dues otherwise paid by Benchers and shall not be required to attend meetings or participate in the programs of the Inn. Benchers Emeritus shall enjoy all of the privileges of Benchers except the right to vote or hold office. Any Bencher Emeritus may be invited to return as a Bencher.

- C. Barrister. A Barrister shall meet the Membership requirements set forth in Article III, Section 2 for at least six (6) years, and shall have demonstrated a desire to improve and refine the skills necessary to practice administrative law. A Barrister shall be invited to membership for a term of three (3) years and may be invited to a second term afterwards. Following a second term, a Barrister may be eligible for Extended Barrister status. The term Barrister, as used in the governing documents, shall be deemed to include Extended Barrister, unless otherwise specifically noted. The criteria for invitation to Extended Barrister status are attached as Appendix A.
- D. Associate. An Associate shall meet the Membership requirements set forth in Article III, Section 2 for less than six (6) years. An Associate shall be invited to membership for not more than one term of three (3) years. Thereafter, an Associate may be eligible for Extended Associate status. The term Associate, as used in the governing documents, shall be deemed to include Extended Associate, unless otherwise specifically noted. The criteria for invitation to Extended Associate are attached as Appendix B.
- E. Pupil. A Pupil shall be a current student in good standing at an accredited law school, subject to the following requirements (the "Year Requirements"): for a regular-division student in a three-year law school program, that student shall be in his or her second (2L) or third (3L) year of law school; and for an extended-division student in a four-year law school program, that student shall be in his or her third (3L) or fourth (4L) year of law school. The Benchers may, however, waive the Year Requirements upon good cause shown for an exceptional law student who does not otherwise meet the Year Requirements. A Pupil shall be invited to membership on a year-by-year basis. The Inn may accept no more than two pupils per pupillage group per year.
- F. Any active member or emeritus may have their membership revoked if their license to practice law is suspended or revoked as a result of a disciplinary proceeding.

Section 2. Calculation of Years for eligibility. Years for eligibility shall be calculated from the date of graduation from an accredited law school with the degree of juris doctor.

Section 3. Membership Vote and Offer. After receiving the recommendations of the Membership Committee, the Benchers shall, by vote, confer and terminate membership. Membership shall be extended to those prospective members who secure a two-thirds (2/3) vote of the Benchers present at a meeting with a quorum.

Section 4. Other Membership Provisions. No more than three (3) members of a law firm or a public agency shall be active members of the Inn at any one time; and at least one of the aforementioned three (3) shall be an Associate. Each caucus of each chamber of the legislature shall be considered a separate agency for purposes of determining membership. Each chamber of the judiciary on any court and the Offices of the Prothonotary and Central Legal Staff shall be considered separate agencies for purposes of determining membership.

A change of employment during a member's term will not trigger the application of this Section, nor will such person's eligibility for continued membership be affected by that event.

However, no new members may be selected from the firm or agency having more than the membership limitation until it falls below the three-member maximum.

The sole exception to the above provision relating to public agencies shall be that the Inn may accept no more than five (5) members of the Pennsylvania Office of Attorney General as members of the Inn at any one time; and at least two (2) of the aforementioned five (5) shall be Associates.

Section 5. Termination of Membership.

- A. Any member of the Inn who, without excuse therefrom, fails to attend three or more sessions of the Inn in any one year, or fails to pay dues, or who continuously fails to respond to notices requiring a response, may be dismissed from the Inn. Recommendation for termination of membership shall be made by the President to the Executive Committee.
- B. Members may seek an excused absence from a session of the Inn by contacting the Chair of the Membership Committee. An excused absence shall not be used in tallying a member's failure to attend three or more sessions of the Inn. Reasons for an excused absence include:
 - 1. Military duty,
 - 2. Medical or health issues,
 - 3. Family or work emergencies, or
 - 4. Other comparable reasons.

CHAPTER III
GOVERNANCE

Section 1. Officers

The bylaws provide for exceptions to the directive that only Benchers shall be eligible to be President and Vice-President, but Benchers or Barristers shall be eligible for the offices of Secretary and Treasurer. An Extended Barrister who has previously served as an officer, and will be eligible to serve as President after serving two one-year terms as VP, is eligible to be considered for Vice President.

Section 2. Duties of the Officers

Duties of President. In addition to other duties that may be imposed by the Bylaws or the Trustees of the American Inns of Court Foundation, the President shall have the following duties:

- A. Encourage attendance at all Inn meetings.

- B. Serve as or designate a liaison with other Inns of Court as they may be established.
- C. Serve as representative to the American Inns of Court Foundation or designate a member of the Inn to serve in that capacity.
- D. Appoint the Inn Administrator and Committee Chairs annually.
- E. Perform such other duties as the Executive Committee may from time to time direct.

Duties of Vice-President. In addition to any duties that may be imposed by the Bylaws, the Vice-President shall perform other duties as requested by the President.

Duties of Secretary. In addition to other duties that may be imposed by the Bylaws, the Secretary shall:

- A. Prepare, maintain and forward to the American Inns of Court Foundation at least annually, a complete roster of all current members of the Inn specifying name, last known address, telephone number, and membership category (the "Membership List").
- B. Prepare, maintain, and forward to the American Inns of Court Foundation at least annually, a complete roster of all the Elected Officers and members of the Inn's Executive Committee and their respective positions.
- C. Respond to any other reporting needs to the American Inns of Court Foundation as they arise and to further the advancement of the Inn.
- D. Distribute minutes of Executive Committee meetings and Benchers' meetings to the invited attendees within 30 days of such meetings.
- E. Assure that the Inn distribution list is used in conformance with the policy attached as Appendix C.
- F. Keep and maintain the Policies document.
- G. Perform such other duties as the Executive Committee may from time to time direct.

The Secretary may, in consultation with the President, annually choose an Assistant Secretary to assist in the performance of his or her duties.

Duties of Treasurer. In addition to other duties that may be imposed by the Bylaws, the Treasurer shall:

- A. Present a financial report to the Executive Committee and Benchers as requested for meetings, but no less than at least once per year to each group, of the funds received and expended.
- B. Perform such other duties as the Executive Committee may from time to time direct.

The Treasurer may, in consultation with the President, annually choose an Assistant Treasurer to assist in the performance of his or her duties.

Section 3. Duties of Inn Administrator. In addition to other duties that may be imposed by the Bylaws or delegated by the President or Executive Committee, the Inn Administrator shall:

- A. Endeavor to avoid scheduling meetings which conflict with religious holidays or major local or state bar association events, that would substantially impact member attendance.
- B. Assure that contracts are in place for the provision of comestibles at meetings.
- C. Plan and schedule the social event that ends the Inn year.

The Inn Administrator may, in consultation with the President, annually choose an Assistant Inn Administrator to assist in the performance of his or her duties.

Section 4. Committees. There shall be four Standing Committees: the Executive Committee, the Membership Committee, the Program Committee, and the Committee for Career Development. All other committees are non-standing committees which shall be temporarily convened until their purposes have been fulfilled, at which point they shall be disbanded. The Nominating Committee, and any other committee convened by the president, shall be non-standing committees.

A. Standing Committees

- 1. Executive Committee. The Executive Committee shall operate in accordance with the bylaws. In addition to the Elected Officers, the Counselor, and the Chairs of the Standing Committees of the Inn, the Executive Committee shall include one Barrister or Extended Barrister, and one Extended Associate. If no Extended Associate is available, the President may appoint an Associate in his or her third year of membership in the Inn as an Associate. The Assistant Secretary and Assistant Treasurer, if any, may attend Executive Committee meetings, but have no vote.
- 2. Membership Committee. The Membership Committee chair shall be a Bencher appointed by the president on a yearly basis. The Membership Committee chair, in consultation with the president, shall appoint four additional committee members: two Benchers and two Barristers or Extended Barristers. The committee shall identify potential Inn members for consideration through recommendations or applications. The committee will consider the ideals and objectives of the Inn, and seek to broaden and diversify all aspects of Inn membership. Emphasis will be placed on maintaining an approximately equal number of men and women, and public sector and private sector lawyers. Membership shall not be denied to any person on account of race, creed, religion, sex, sexual orientation, age, disability, or national origin. To be considered, each potential member must submit a resume.
- 3. Program Committee. The chairperson of this committee shall be a Bencher or Barrister appointed by the president on a yearly basis. The Program Committee

Chair is responsible for identifying the topic for the year and assigning topics to each of the pupillage groups. The chairperson, in consultation with the president, may appoint a program committee, which may consist of the pupillage group leaders.

4. Committee for Career Development. The chairperson of this committee shall be appointed by the president on a yearly basis. The chair shall be responsible for organizing events and activities that will encourage mentoring and enhance career development for members. The Committee Chair, in consultation with the president, may appoint up to seven additional members of the Committee, which shall include at least two Barristers and at least two Associates.

B. Non-Standing Committee(s)

1. Nominating Committee. This committee shall be chaired by the Counselor, and shall consist of the President, the Vice President, the Membership Committee chair, and a Barrister or Extended Barrister. If there are fewer than five (5) different members to serve on the Nominating Committee, the Counselor shall appoint such replacements or additions as are necessary. The Nominating Committee shall present its recommended slate of officers for the coming Inn Year to the Executive Committee on or before May 1 of each Inn Year. Upon EC approval, the Chair of the Nominating Committee will present the recommended slate of officers to the Benchers at a meeting called to elect officers.

Section 5. Vacancy in the Presidency. If a vacancy occurs in the office of president, the Counselor shall return as president for the remainder of the Inn year. If the Counselor declines, the Benchers may elect an interim president or request that the Vice-President immediately assume the presidency. Should the President become disbarred, fail to maintain his or her good standing in the Inn, or otherwise fail to fulfill the obligations of the president, the Benchers may declare a vacancy.

CHAPTER IV
FINANCES

Section 1. Continuing Legal Education. Members who fail to pay their dues in full when they are due and payable, or who fail to make payment arrangements for the dues and stay current on such payment, are in default and shall not receive Continuing Legal Education ("CLE") credits during the period when they are in default. A member who cures this default by making the payments shall again be eligible to receive CLE credits.

Section 2. Membership Dues. All Active Members shall pay assessments and dues, or make payment arrangements acceptable to the Treasurer, within sixty (60) days of issuance of the assessment or dues notice. Members who have not paid their dues or made arrangements to pay their assessments within sixty days or who have not fully paid their dues by February

shall be contacted by the Treasurer. If said member fails to respond, the Treasurer shall report them to the President, Vice President, and Chair of the Membership Committee. The Treasurer shall issue delinquent notices to the Members so identified. If the member continues to fail to respond or make payment, the President shall inform the Executive Committee of this issue, in writing, and recommend terminating the individual's membership. Within five days of the aforementioned notice, the Executive Committee shall vote, in writing, to affirm the decision of the President. If any member of the Executive Committee objects, a meeting shall be held within fifteen days to discuss the matter and, upon a majority vote, take action. Such former members may be reinstated upon the payment of the respective arrearages, at the discretion of the Executive Committee, upon good cause shown. Further, the Inn reserves the right to recoup the costs of any meals from former member who has attended meetings but fails to pay dues.

CHAPTER V MEETINGS AND ACTIVITIES

Section 1. Contents of Programs at regularly scheduled meetings of the Inn. Programs shall present, demonstrate, teach, and explain the principles, skills, techniques, and relationships involved in the full range of the practice of administrative law, including hearings and courtroom appearances, and should involve critique and questions from the members of the Inn, all designed to assist members in better discharging their duties to clients, to the Bench, and to the profession.

Section 2. Meetings. The term “meetings”, as used in this document, includes the possibility of meetings in person, by conference call, or by remote video. Regularly scheduled meetings of the Inn shall be in person, unless otherwise precluded by governmental or public health restrictions, or if the President, in consultation with the EC, determines that extraordinary circumstances make it advisable to do it otherwise.

CHAPTER VI PUPILLAGE GROUPS

Section 1. Establishment and Composition of Pupillage Groups. Prior to the first meeting each year, the President or the President’s designee shall establish the composition of each Pupillage Group and designate the leaders thereof, with each Pupillage Group having approximately equal numbers of males and females, a mixture of public and private sector practitioners, and the same proportion of Pupils, Associates, Barristers, and Benchers as comprise the entire Inn.

Section 2. Leadership of Pupillage Groups and Responsibilities of Leaders. Each Pupillage Group shall be led by a Barrister, with the assistance of an Associate Assistant, and a Bencher

advisor (together the “Leaders”). The Barrister and Bencher leaders are encouraged to use participation in a pupillage group to create opportunities for mentoring. The Leaders within each Pupillage Group shall take, as their joint responsibilities, the following charges:

- (1) exercising general supervision over their Pupillage Group;
- (2) encouraging attendance and meaningful participation of the Pupillage Group at Inn meetings; and
- (3) overseeing presentation of assigned meeting topics.

Appendix A

Extended Barrister Policy

A Barrister who has completed a second regular Barrister term and who is not yet eligible for membership as a Bencher may be invited by the Benchers to extend his or her membership on a year-by-year basis as an Extended Barrister on the basis of:

1. exceptional contributions to the Inn, based on the candidate's exceptional contribution to pupillage group presentations, attendance record at meetings and Inn-related programs and functions, participation in the mentoring program, and/or involvement in Inn administration or management at either the local or national level;
2. exceptional contributions to the profession; or
3. exceptional contributions to the community; or
4. other considerations identified by the Membership Committee.

In recommending a Barrister to the Benchers for each single year of extended membership, the Membership Committee shall provide a statement of the factors it has identified as supporting its recommendation. The Benchers will vote on the recommendation as they would on any recommendation for membership. A Barrister may not continue in extended status once he or she is eligible by years of practice to be considered for Bencher, except that said Barrister shall be allowed to complete the one-year term for which extended membership was granted.

Appendix B

Extended Associate Policy

An Associate who has completed his or her term and who is not yet eligible by years of practice for membership as a Barrister may be invited by the Benchers to extend his or her membership on a year-by-year basis as an Extended Associate on the basis of:

1. exceptional contributions to the Inn, based on the candidate's exceptional contribution to pupillage group presentations, attendance record at meetings and Inn-related programs and functions, participation in the mentoring program, and/or involvement in Inn administration or management at either the local or national level;
2. exceptional contributions to the profession; or
3. exceptional contributions to the community; or
4. other considerations identified by the Membership Committee.

Once a person has been accepted into the Inn as an Extended Associate, that person may be considered for each successive year until he or she is eligible for Barrister. Should the person be denied EA status for any year, he or she must then wait until eligible for consideration as Barrister.

In recommending an Associate to the Benchers for each single year of extended membership, the Membership Committee shall provide a statement of the factors it has identified as supporting its recommendation. The Benchers will vote on the recommendation as they would on any recommendation for membership. An Associate may not continue in extended status once he or she is eligible by years of practice to be considered for Barrister, except that said Associate shall be allowed to complete the one-year term for which extended membership was granted.

Appendix C

Use of Inn Email Distribution List

1. Use of the Distribution List for the dissemination of information should be limited to matters of a professional, educational, or charitable nature and should not involve matters of a political, religious, or primarily commercial nature.
2. If a member wishes to distribute a communication to the entire membership, the proposed communication should be sent to the Inn Secretary, who will indicate whether the proposed communication complies with the Policy criteria. In that instance, the Inn Secretary will disseminate the communication normally via the Inn e-mail list.
3. This Policy does not apply to communication relating to the core functions of the Inn, such as communications among pupillage groups, communications for mentoring, and the business matters of the Inn. It is intended only to provide guidance concerning communications to the general membership concerning matters not directly related to Inn functions.