



Bylaws
of the
Southwestern Law School American Inn of Court

Article I
General

Section 1. Purpose.

The purposes of The Southwestern Law School American Inn of Court are set forth in its Organizational Charter issued by the American Inns of Court Foundation.

Section 2. Principal Location.

The Southwestern Law School American Inn of Court shall be located in the city of Los Angeles, County of Los Angeles, State of California.

Article II
Organization

Section 1. The 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 as set forth in the Organizational Charter and herein.

Section 2. The Officers.

The officers of the Inn shall be a president, a counselor, a secretary/treasurer or secretary and treasurer, and such other officers as the Masters deem necessary. The officers serve a two-year term, or as otherwise directed by the Masters. 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 comprised of active members of the Inn, and from time to time may change or discontinue committees.

The officers shall appoint committee members and chairs of the committees, who shall serve two-year terms, or as otherwise directed by the Executive Committee.

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

Section 4. Pupillage Groups.

All active members will be assigned to a Pupillage Group by the Executive Committee. Each Pupillage Group shall be chaired by a Master appointed by the Executive Committee. The Masters and Pupillage Groups shall be reassigned as desired by the Executive Committee.

Article III

Membership

Section 1. Active Members.

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—consisting of lawyers with at least 10 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; and
- Affiliated Professionals—consisting of non-lawyer members in accordance with the Operational Charter.

Membership in this American Inn of Court shall consist of Masters, Barristers, and Associates. Pupils and Affiliated Professionals may participate in all activities of the Inn but will not be voting members.

Masters of the Bench serve indefinite terms. Barristers serve five-year terms. Associates serve three-year terms. Pupils and Affiliated Professionals serve one-year terms. Members may serve multiple terms, and Associates and Barrister may apply to the Executive Committee to shift categories when they have achieved the requisite years of practice experience.

Section 2. Inactive Members.

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



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.

Section 2. Attendance.

Each active member will be allowed two absences from the monthly meetings in a year. If an active member cannot attend a meeting and sends another attorney or law student in their place, one absence per year may be excused. The Executive Committee shall monitor attendance and submit the names of members who have two absences to the Executive Committee. The non-participating member will be contacted by an Officer or designee to determine if they wish to remain in this American Inn of Court. The Executive Committee has discretion to move a member to inactive status for the remainder of the year or drop the individual from the rolls. In either event, all dues will be forfeited.

Article V

Voting and Elections.

Section 1. Masters.

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 President and Counselor will occur in every odd-numbered year during the months of July or August at a meeting of the active Masters. Selection of these and other officers shall be in accordance with the Organizational Charter. Selection of other officers shall also occur in every odd-numbered year at a meeting of the Masters.





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.

Article VI

Fiscal Matters

Section 1. Fiscal Year.

The fiscal year of The Southwestern Law School 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 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 this American Inn of Court upon approval by a 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. 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.

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.



