



Bylaws of The Pee Dee American Inn of Court

Article I General

Section 1. Purpose.

The purposes of The Pee Dee American Inn of Court are set forth in its February 12, 2018 Organizational Charter No. 488 issued by the American Inns of Court Foundation (the “Charter”).

Section 2. Principal Location.

The Pee Dee American Inn of Court (this “Inn”) shall be located in the Pee Dee Region of South Carolina, specifically the Third, Fourth, and Twelfth Judicial Circuits.

Article II Organization

Section 1. The Inn’s Executive Committee (the “EC”).

- A. EC Members. The Executive Committee is composed of the officers, the chairs of the committees formed by the Executive Committee, and any members as determined by the Masters.
- B. EC Duties and Authority. The Executive Committee, acting by majority vote of its members, shall:

Take such action as may be necessary to carry out or assist the officers in carrying out the responsibilities imposed by the Charter, these Bylaws, and the Articles of Incorporation, Bylaws, Policies, and Directives of the American Inns of Court Foundation;

Determine the size of each membership category;

Establish, collect and remit local and national membership dues assessments as described hereinafter;

Select this Inn's representative(s) to attend, if possible, the national leadership conference of the American Inns of Court Foundation to be paid for by the Inn;
Confer and terminate membership based upon recommendations of the Membership Committee as approved by the EC;
Select and appoint Committee chairs; and
Perform such other duties as may facilitate proper operation of the organization.

Section 2. The Officers ("Officers").

- A. The Officers. The Officers of the Inn shall be a president, president-elect, a counselor/historian, a secretary, and a treasurer, and such other officers as the Masters deem necessary. The president, president-elect and counselor/historian must be selected from among the Masters. When possible, the counselor/historian should be a judge. The secretary, treasurer, and any other officers may be selected from any category of membership.
- B. Terms of Office. The president, president-elect, secretary, and treasurer shall serve a two-year term beginning on July 1 in the year in which they are elected. The counselor/historian shall serve an initial three year term and thereafter a two year term beginning on July 1 in the year in which they are elected. The term for other officers the Masters deem necessary shall have those terms as set by the EC.
- C. Election. The EC shall present to the Masters a slate of candidates who have agreed to serve. The slate shall be announced via email to the Masters in advance of the meeting called for the purpose of electing Officers. Officers shall be elected by majority vote of the Masters present at a meeting called for that purpose. For Officers whose terms end on July 1 of the current year, elections shall be held no later than the last meeting of the Inn prior to June 30. Between elections and July 1, the Officers shall meet with the new Officers to prepare for the next fiscal year.
- D. Duties. The Officers shall be responsible for the general operation of the Inn with its Charter, these Bylaws, and the Articles of Incorporation, Bylaws, Policies, and Directives of the American Inns of Court Foundation, including the *Officer Manual*.
- (1) *President.* The president shall provide general leadership and guidance to the Officers and members of the Inn. The President's duties include:
- Presiding at all Inn functions;
 - Presiding Member of the EC;
 - Ensuring that the Officers and the EC perform their duties;
 - Maintaining contact with the national office and board of trustees;
 - Leading the executive committee in a self-evaluation annually;



Appointing committee chairs; and
Ensuring adherence to the policies of its Charter and the American Inn;

- (2) *President-Elect*. The President-Elect assists the President with his or her duties. The President-Elect's duties include:

Executing the functions of the President in his or her absence;
Overseeing the Inn's mentoring program;
Preparing articles for the Benchers; and
Other duties as assigned by the EC.

- (3) *Counselor/Historian*. The Counselor/Historian shall serve as the Inn's liaison with state and federal courts and shall preserve the Inn's history. The Counselor/Historian's duties include:

Recording significant events that occur within the Inn;
Serving as custodian of the Charter;
Providing periodic reports to the Inn reflecting on Inn history; and
Other duties as assigned by the EC.

- (4) *Secretary*. The Secretary conducts or oversees much of the administrative work of the Inn, thereby providing a level of organizational stability necessary to continue operations. The Secretary's Duties include:

Preparing and maintaining minutes for Officer, EC, and Inn meetings;
Maintaining the membership rolls and gathering member information to keep the same current;
Maintaining membership applications;
Submitting leadership and member information to the Foundation;
Distributing news, announcements, and other information among members of the Inn and to the American Inns of Court Foundation;
Supervising the Inn Administration; and
Other duties as assigned by the EC.

- (5) *Treasurer*. The Treasurer safeguards and manages the Inn's money. The Treasurer's duties include:

Billing and collecting dues according to the EC's schedule;
Managing the Inn's bank account
Reporting on the Inn's financial status at every EC and Inn meeting.
Depositing all monies collected by the Inn;
Paying all debts incurred by the Inn;
Preparing an annual budget for approval by the EC; and
Other duties as assigned by the EC.

Section 3. Committees.



- A. Inn 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.
- B. Standing Committees. Initially, the following standing committees shall be established: Membership Committee, Program Committee, Social Committee, Reporting Committee and Liaison Committee.
- C. Committee Chairs and Members. The EC shall appoint committee chairs who shall serve two year terms. Committee chairs shall select and appoint the members of their committee.
- D. Committee Expenses. Each Committee has authority to spend funds designated in the approved Budget for each fiscal year. Any expenses beyond the approved budget must be submitted to the Treasurer and approved by the EC in advance of incurring expenses in excess of the fiscal budget. Requests for payment of expenses incurred shall be submitted within thirty days of the event on the approved Check Request form consistent with the Check Request Procedure.
- E. Committee Contracts. All contracts must be approved by the President before they are executed by the Committee chair or member.
- F. Duties. Among such other duties as may be assigned by the Masters and the Executive Committee, the duties of each committee shall as follows:

(1) Membership Committee—The Membership Committee shall:

maintain the process for new member solicitation;
determine the procedure for nominations and election;
solicit and review applications and make recommendations to the EC for membership in the Inn;
present the slate of potential members as approved by the EC to the Masters for a vote;
maintain records of attendance at each meeting;
oversee attendance in accordance with attendance requirements set forth in these Bylaws;
report attendance problems to the EC; and
assign members to any Pupillage groups.

(2) Program Committee—The Program Committee shall:

direct the educational component of the Inn;
devise a general groundwork for programs in advance with EC approval;
oversee and approve program topics;
submit programs for Continuing Legal Education credit;



supervise and consult with the pupillage teams as necessary;
oversee speaker gift purchases and presentations;
coordinate with the Social Committee; and
submit program reports and a completed Program Submission Form to the national office by the deadline.

(3) *Social Committee*—The Social Committee shall:

plan the social hour for each Inn Meeting;
schedule, plan for, and arrange for the venue for each Inn Meeting;
schedule, plan for, and arrange for food and beverage vendors as needed for the one hour social for each meeting; and
coordinate with the Program Committee.

(4) *Community Outreach Committee*— The Community Outreach Committee shall:

maintain communication with local law schools, other legal organizations, and the local community in order to advise interested persons of Inn activities;

(5) *Bylaws Committee*- The Bylaws Committee shall:

Develop and maintain the Inn's Bylaws;
Evaluate proposed changes to the Bylaws and make recommendations to the EC; and
conduct the annual election of officers according to the procedures set forth in these Bylaws.

Section 4. Pupillage Groups.

All active members may be assigned to a Pupillage Group by the Membership Committee and shall be approved by the Executive Committee. Each Pupillage Group shall be chaired by a Master appointed by the Executive Committee.

Article III. Membership

Section 1. Qualifications for Membership.

Membership may be held by judges, lawyers and law professors who have demonstrated superior character, ability, and competence as advocates. Lawyers must practice in the Third, Fourth, and/or Twelfth Judicial Circuits. Retention of status as a Master of the Bench is contingent upon reasonable active participation in the Inn, periodically reviewed by the Executive Committee. Masters may serve indefinitely but must serve continuously for at least five (5) years before being eligible for election to emeritus





status. Any Master granted emeritus status may be invited to serve again in an active capacity.

Section 2. 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. Membership in this Inn shall consist of Masters, Barristers, and Associates:

- Masters of the Bench—consisting of lawyers practicing more than 15 years, judges and law professors;
- Barristers—consisting of lawyers practicing 5 to 15 years;
- Associates—consisting of lawyers practicing less than 5 years; and,

Pupils, consisting of law students, may participate in all activities of the Inn, but will not be voting members.

Section 3. Inactive Members.

The Executive Committee may confer Emeritus and Honorary memberships.

A. Emeritus Members. Emeritus membership may be conferred upon active Masters on the basis of long and distinguished service to the American Inn of Court.

B. Honorary Members. Honorary membership may be conferred upon individuals, whether they are lawyers or not, on the basis of distinguished service to the bench or bar, furtherance of American Inn of Court objectives, or other noteworthy achievements.

C. Duties. Honorary and Emeritus Masters 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.

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 three absences from the monthly meetings in any fiscal year. The Membership Committee shall monitor attendance at meetings and shall submit the names of those who have three absences to the Executive Committee. The non-participating member will be contacted by the Membership Chair in order to determine if he/she wishes to remain in this American Inn of Court, and in the event another absence occurs, this member will be dropped from the rolls and all dues will be forfeited.

Article V Voting and Vacancies.

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 EC. In the event of a tie, the President shall have the deciding vote. A majority of the members of the EC 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 EC.

Section 3. 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.

Section 4. Voting.

The Masters may make valid decisions by voting by mail, facsimile, electronic mail, or other means when deemed necessary or appropriate by the EC or the Officers.

Article VI

Fiscal Matters

Section 1. Fiscal Year.

The fiscal year of the 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 determined by the EC and provided to the Treasurer no later than June 1 of each year. Dues shall be in an amount consistent with the Organizational Charter. The Executive Committee is empowered to levy and collect assessments in the form of dues in amounts which it may deem appropriate in order to conduct its meetings and otherwise meet its operating needs. It shall also collect from each of its active members such amount as is assessed by the American Inns of Court Foundation as national membership dues. Dues shall be levied by the Treasurer during the month of July of each year. Failure to pay dues prior to the first 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. Failure to pay assessments and dues otherwise levied within a reasonable time and after reasonable notice may be considered by the Executive Committee as a ground 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.

Section 4. Content of Meetings.

The main themes and subject matter of regular meetings shall be practical legal skills, with emphasis on ethics, civility, professionalism and excellence in the practice of the profession. Programs should present, demonstrate, teach, and explain the principles, skills, techniques, and relationships involved in the courtroom and in activities preliminary to courtroom appearances and should involve critique and questions from the membership of the American Inn of Court. These meetings shall be designed to assist members in better discharging their duties to clients and society.

Article VII

Adoption and Amendments

Section 1. Adoption.



These Bylaws will be adopted by this Inn upon approval by a majority of the Masters of this Inn and after being submitted to and approved, in writing, by the Board of Trustees of the American Inns of Court Foundation.

Section 2. Amendments.

Amendments to these Bylaws may be made by a majority of the Masters of this Inn and must be submitted to and approved, in writing, by the Board of Trustees of the American Inns of Court Foundation.

Approved by the majority of Masters present at the _____ 2018 Meeting.

