

THE JAMES C. ADKINS JR. INN OF COURT

BY- LAWS

ARTICLE I

OBJECTIVES

The objectives of The James C. Adkins Jr. Inn are:

1. To be a society of judges, lawyers, legal educators and law students;
2. To promote excellence in legal advocacy;
3. To foster greater understanding of, and appreciation for, the adversary system of dispute resolution in American law, with particular emphasis on ethics, civility and professional standards of excellence;
4. To provide significant educational experiences that will improve and enhance the skills of lawyers as counselors and advocates and of judges as adjudicators and judicial administrators;
5. To promote interaction and collegiality among members in order to minimize misapprehensions, misconceptions and failures of communication that obstruct the effective practice of law;
6. To facilitate the development of law students and less experienced lawyers as skilled participants in the American court system;
7. To build upon the genius and strengths of the common law and the English Inns of Court and to renew and inspire joy and zest in legal advocacy as a service worthy of constant effort and learning; and

8. To promote collegiality among professionals and to transmit ethical values from one professional generation to another.

ARTICLE II

ORGANIZATION

1. Name of Association. The name of this Inn shall be The James C. Adkins Jr. Inn of Court (hereinafter “The Inn”).

2. Nature of Association. This Inn shall be and remain chartered and affiliated with the American Inns of Court Foundation as a member Inn and shall be an unincorporated association composed of judges, practicing lawyers, law school educators and law students who accept an invitation to membership.

3. Relationship with Courts. This Inn shall be and remain outside the jurisdiction of the courts but shall endeavor to work in close cooperation with the trial and appellate courts. Federal, state and local trial and appellate judges will participate in the organization in the tradition of the common law.

4. Operative Year. The operative year of the Inn (“The Inn Year”) shall commence on July 1 and end on June 30 of the following calendar year.

5. Officers. The officers of this Inn shall be a President, a Vice President (who shall be the President-Elect), and a Treasurer. The President, Vice President and Treasurer may be selected from among the Masters or Barristers and shall be elected by vote of a majority of the Active Members present at a meeting called for the purpose of these elections as scheduled by the President. The President in the first year that these by-laws are adopted shall be an otherwise eligible Member who is a member of the judiciary. In all subsequent years, the President shall

alternate annually between otherwise eligible Members who are members of the judiciary or practicing attorneys.

a. Duties of the President. The President provides general leadership and guidance to the officers and membership of the Inn. In addition to other duties which may be imposed by the Masters and by the Trustees of the American Inns of Court Foundation, the President shall have the following duties:

1. Schedule and preside at all meetings of the Inn;
2. At the commencement of the term as president, establish a calendar for the operation of the Inn and ensure that the Inn complies with all deadlines for submissions of membership information, dues, programs, and other requirements established by the national office of the American Inns of Court Foundation;
3. Ensure that an annual curriculum and agenda for Inn meetings and activities are developed and furnished to members;
4. Serve as Chairperson of the Executive Committee and schedule and preside over at least one Executive Committee meeting prior to the first general membership meeting of the Inn year;
5. Establish Inn committees, appoint committee chairpersons and notify members of their appointment to serve on Inn committees;
6. Serve as an ex-officio member of all Inn committees;
7. Call and conduct meetings of officers and committees as required to plan and conduct activities of the Inn;

8. Ensure that the officers, executive committee and committee chairs perform their duties;
9. Supervise and monitor group activities of the Group Teams to encourage the proper functioning of this important aspect of Inn organization;
10. Encourage attendance at all Inn meetings;
11. Serve as liaison with other Inns of Court, the American Inns of Court national office, and the national board of trustees;
12. Extend invitations for membership in the Inn of Court as authorized by the Executive Committee;
13. Ensure that all Inn operations and activities are in accordance with the Articles, Bylaws and policies of the American Inns of Court Foundation and these By-laws.
14. Perform such other duties as shall be directed by the Executive Committee;
15. Designate the Vice President or other Inn member to attend the American Inns of Court National Leadership Conference; and
16. Appoint the Inn Administrator, the Membership Committee Chair, the Program Committee Chair, the Public Relations Chair, the Law School Liaison, when necessary, a Barrister Representative and such committee members as the President in his or her discretion deems necessary for the efficient operation of the Inn for the upcoming Inn year.

- b. Duties of the Vice-President. The Vice-President shall:
1. Assist the President in all of the President's responsibilities;
 2. Assume the responsibilities of the President in the absence of the President;
 3. Together with the Treasurer, plan and arrange the annual business meeting and closing dinner;
 4. Attend the American Inns of Court National Leadership Conference in the year prior to becoming president.
 5. Perform such other duties as may be assigned by the President or the Executive Committee.
- c. Duties of Treasurer. The Treasurer shall:
1. Collect dues from Inn members in a timely fashion;
 2. Receive and disburse monies and other property paid to the Inn in accordance with directives and policies of the Executive Committee and the American Inns of Court Foundation;
 3. Prepare and maintain accurate financial records for the Inn in accordance with directives and policies of the Executive Committee and the American Inns of Court Foundation;
 4. Together with the Vice-President, plan and arrange the annual business meeting and closing dinner; and
 5. Perform such other duties as may be assigned by the President or the Executive Committee.

6. Executive Committee. The governing body of the Inn shall be an Executive Committee comprised of the Officers, the Inn Administrator, the Membership Committee Chair, the Program Committee Chair, the Public Relations Chair, the Law School Liaison, the National Inn Liaison, the immediate Past President and a Barrister Representative in the event that a Barrister is not otherwise a member of the Executive Committee. The President, Vice President, and Treasurer shall be elected by a majority vote of the Active Members present at a meeting called for that purpose. All other members of the Executive Committee shall be appointed by the President. The membership of the Executive Committee shall always include at least one Active Master who is a judge and, if in any given year, none of the positions identified herein is held by a judge, then a judge shall be elected to the Executive Committee by a majority vote of the Active Masters who are judges and are present at a meeting called for that purpose.

a. Term of Office. The term of each position on the Executive Committee shall be one year. The President may not succeed himself or herself as President. The Vice President shall succeed to the office of President. All other officers and members of the Executive Committee may succeed themselves in their particular positions and may be appointed or elected to a different position on the Executive Committee. Candidates for the elected positions on the Executive Committee for the following year shall be nominated and elected at the annual business meeting of each Inn Year. Nominations may be made from the floor at the meeting designated for nominations as scheduled by the President. Exceptions may be established by the Executive Committee.

b. Duties and Authority of the Executive Committee. The Executive Committee, acting by majority vote of its members, shall:

1. Take such action as may be necessary to carry out or assist the officers in carrying out the responsibilities defined by these By-Laws or by the Articles of Incorporation, By-Laws, Policies or Directives of the American Inns of Court Foundation;
 2. In consultation with and upon the advice of the Membership Committee, confer and terminate memberships in the Inn;
 3. Confer Emeritus status upon qualified Active Masters of the Inn;
 4. Establish membership dues;
 5. Before the end of the Inn Year prepare nominations of officers and executive committee members for the next Inn Year to be presented to the membership for vote at the annual business meeting;
 6. Determine the rate of compensation, if any, for the Inn Administrator.
7. Inn Administrator. The Inn Administrator shall:
- a. Communicate with the Inn membership as directed by the President;
 - b. Send notices of monthly meetings;
 - c. Confirm venues and arrange for refreshments at monthly meetings;
 - d. Take notes at all Executive Committee meetings and prepare minutes of the meetings for consideration and approval by the Executive Committee;
 - e. Act as liaison with the American Inns of Court national office, assuring that leadership information and the membership roster are submitted to the American Inns of Court in a timely manner;

1. Forward to the American Inns of Court national office a complete roster of the active members of the Inn in the form requested by the national office;
2. Ensure that all forms and all information requested by the American Inns of Court national office be submitted in a timely fashion;
- f. Perform such other duties as may be assigned by the President or

Executive Committee.

8. Membership Committee Chair. The Membership Committee shall:

- a. Maintain records of attendance;
- b. Before the end of the Inn year, distribute membership forms to determine interest from members who wish to continue their membership in the following year and solicit nominations of new members from the current members;
- c. Contact nominees, provide them with information about the American Inns of Court and The Adkins Inn of Court and solicit statements of interest in membership of the Inn;
- d. Evaluate attendance records and examine pupil team participation of current members who have expressed an interest in continued membership;
- e. At the commencement of the Inn year, call and conduct necessary meetings of the Membership Committee to consider all applications for new and renewed membership and to prepare a membership roster to be proposed to the Executive Committee, insuring that the proposed membership roster complies with the criteria and restrictions on membership contained in these bylaws;

- f. At the commencement of the Inn year propose a membership roster to the Executive Committee for approval;
- g. Extend invitations for membership in the Inn as authorized by the Executive Committee;
- h. Prepare Group Team assignments for approval by the Executive Committee prior to the first general membership meeting of the Inn year;
- i. Update and maintain annual and permanent membership rosters of active and alumni members of the Inn, including the full address, telephone number, fax number, e-mail address, membership category and attorney identification number of each member;
- j. Maintain a waiting list of potential members that have been recommended by current members;
- k. Perform such other duties as may be assigned by the President or Executive Board.

9. Program Committee Chair. The Program Committee Chair shall develop and supervise the educational component of the Inn. The Program Committee shall be comprised of a Team Leader from each Group, the President, Vice-President, Treasurer, the Inn Administrator, and such other members as may be appointed by the President. The Program Committee Chair shall:

- a. Call and preside over at least one meeting of the Program Committee prior to the first general membership meeting of the Inn year;
- b. Distribute program information from the national office to each Team Leader;

- c. Supervise and consult with the Group Team Leaders as necessary to assist them with developing their programs;
- d. In conjunction with the Team Leaders, submit a Program Report Form for each program together with all required supporting documentation as requested by the national office in a timely fashion;
- e. Review all applicable rules and regulations of the Florida Bar to ensure that the Inn programs comply with the requirements for CLE credits;
- f. Verify attendance at the monthly meetings to ensure that accurate CLE credits are sought for all members in attendance;
- g. Submit all necessary forms in a timely fashion to the proper office of the Florida Supreme Court to ensure that Inn members are awarded the appropriate CLE credit;
- h. Perform such other duties as may be assigned by the President or the Executive Committee.

10. Public Relations Chair. The Public Relations Chair shall:

- a. Submit news and photographs of the Inn's activities for publication in The Bencher, The Legal Intelligencer and such other publications as may be appropriate;
- b. Monitor and update the Inn's web-page;
- c. Encourage Inn members to submit topical articles for publication in The Bencher;
- d. Recognize significant and noteworthy achievements of Inn members (such as awards) in an appropriate manner;
- e. Arrange for community guests to be present and to make brief presentations to the general membership during monthly meetings.

f. Perform such other duties as may be assigned by the President or the Executive Committee.

11. Law School Liaison. The President shall designate a law professor of the University of Florida Levin College of Law to serve as the Law School Liaison who shall:

a. Recruit and recommend the necessary number of law students for participation in the Inn and provide full names, addresses, phone numbers and e-mails to the Membership Committee Chair and the Inn Administrator at the commencement of the Inn year;

b. Act as liaison between the Inn and the Law School Dean, Administration, faculty and students;

c. Supervise the law students' participation in the Group Teams and at monthly meetings to ensure that they are receiving a relevant educational experience from their participation in the Inn;

d. Perform such other duties as may be assigned by the President or the Executive Committee.

12. National Inn Liaison. The National Inn Liaison shall:

a. Act as liaison with the American Inns of Court national office, assuring that there is an exchange of information between the American Inns of Court and the membership of the James C. Adkins Jr. Inn.

ARTICLE III

MEMBERSHIP

1. Invitations to Membership. The Membership Committee shall make recommendations to the Executive Committee with respect to Inn membership. The Membership Committee shall consider recommendations made by members of the Inn and shall also actively

seek to identify potential members who will best serve the Inn and its ideals and objectives, while at the same time broadening and diversifying the membership of the Inn. With respect to the student members referred to in subsection (d) hereof, the Membership Committee shall solicit the recommendations of the Law School Liaison. Memberships shall be conferred upon those accepting invitations extended by the Executive Committee. The Executive Committee's discretion in extending invitations to membership is absolute and non-reviewable. Membership shall not be denied to any person on account of race, creed, religion, sex, age, disability or national origin.

2. Term of Membership. Membership in the Inn shall be for one year terms, which may be renewed by invitation of the Executive Committee. Continued membership in the Inn is contingent upon reasonable Inn activity to be reviewed annually by the Executive Committee. When considering applications for renewal of membership, the Executive Committee shall ensure that new members within each membership category are invited to join the Inn each year.

3. Designation of Categories of Membership. Members shall be selected in the following five categories:

a. Masters. Membership in this category may be held by judges, lawyers, and law school educators who have demonstrated superior character, ability and competence as trial or appellate advocates and who have at least sixteen (16) years of experience in the legal profession.

b. Emeritus. This membership may be conferred by the Executive Committee upon active Masters on the basis of long and distinguished service to the Inn. Emeritus Members shall be under no obligation to pay dues, attend meetings or participate in other programs of the Inn but will enjoy all privileges of Active membership except the right to

vote. Emeritus Members will retain such membership status for life if they so desire. Any person who has been granted Emeritus status may be re-invited to serve again in an active capacity.

c. Barristers. Membership as a Barrister may be extended to those who have been members of a bar for at least six (6), and no more than fifteen (15), years and must have demonstrated good character and a desire to improve and refine their skills as trial and appellate advocates. After fifteen years' practice of law, Barristers may be considered for nomination and election as Masters of the Inn, provided that, if the attainment of fifteen years' practice of law occurs during the term of a Barrister, he or she shall complete that full term and shall thereafter be eligible for consideration for membership as a Master.

d. Associates. Associate Membership may be extended to those who shall be recent law school graduates admitted to the practice of law for not more than five (5) years. Associates may be considered for membership as a Barrister after he or she has attained six years of practice.

e. Pupils. Pupils shall be persons in their final two years of law school at the University of Florida Fredric G. Levin College of Law. Students in their first year at law school may be approved for Inn membership by the Executive Committee.

f. Other Provisions. No more than five members of any one law firm shall be active members of the Inn at any one time, and no more than two members of any one law firm shall serve on the Executive Committee at any one time.

g. Termination of Membership. Any active member of the Inn who, without an excuse acceptable to the Executive Committee, fails to attend three or more sessions of the Inn in any one operative year, or otherwise fails to meet his or her obligations to the Inn or its members may be dismissed as a member of the Inn. Any absence that is caused by space

limitations will be considered an excusable absence. Failure to pay assessments and dues 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. The Executive Committee may, in its sole discretion, terminate the membership of an active member for cause, including disbarment or other disciplinary action. The Executive Committee may, in its sole discretion, terminate the membership of an active member if, as a result of a change in his or her professional employment, the active member no longer qualifies for membership in the category assigned. Membership may also be terminated without cause in the sole discretion of the Executive Committee.

4. A list of members acquired by any member of the Inn shall not be provided to any person or organization without the express written permission of the Executive Committee.

ARTICLE IV

FINANCES

1. Financial matters within this Inn shall be managed and controlled in accordance with policies and directives established by the American Inns of Court Foundation and these By-Laws.

2. This Inn shall remit annually to the American Inns of Court Foundation a reasonable amount to be levied by the Board of Trustees of said Foundation for the purpose of paying its proportionate share of operating expenses of the Foundation.

3. The Executive Committee is empowered to levy and collect assessments in the form of dues in amounts which it may deem appropriate to meet its obligation to the American Inns of Court Foundation as well as the Inn's operating needs.

4. The Fiscal Year of the Inn for financial reporting purposes shall be the same as the operative year.

ARTICLE V

MEETINGS AND ACTIVITIES

1. Schedule for Meetings. Regular meetings of the general membership of the Inn shall be called by the Executive Committee at least six times per year and shall be held on a regularly scheduled day of each month. At or before the first meeting of the general membership of each Inn year, the Inn Administrator shall distribute a schedule of meetings for the balance of the year. Scheduled meetings may be changed at the discretion of the Executive Committee. It shall be the duty of the Inn Administrator to notify all members of the Inn of any such changes.

2. Content of Meetings. The main themes and subject matter of regular meetings shall be practical legal skills with emphasis on legal ethics, civility, professionalism and overall excellence in lawyering. 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 Inn, all designed to assist members in better discharging their duties to clients and society. Programs should ordinarily be presented by previously assigned Group Teams.

3. Location of Meetings. Although the Executive Committee shall have discretion over the location of meetings, meetings shall, to the greatest extent possible, be conducted in Gainesville, Florida, to encourage and facilitate maximum attendance at meetings.

4. Guests at Meeting. Non-member attendance at Inn meetings shall be by invitation of the President.

5. Inn Correspondence. All Inn-related correspondence shall be on Inn letterhead and not on personal or law firm stationery.

ARTICLE VI

GROUP TEAMS

As an American adaptation of the pupillage system which is basic to the English Inns of Court, each Associate, each Pupil and at least two Barristers will be assigned to work with Masters during meetings and at other times throughout the year. At least six (6) Group Teams shall be established. At least two (2) Active Masters who are practicing attorneys, one (1) Active Master who is a member of the Bench, two (2) Barristers, two (2) Associates, and one (1) Pupil shall comprise a Group Team. Group Teams shall be assigned by the Executive Committee. The Executive Committee shall designate at least one member of each Group Team to act as Team Leader. The Team Leader shall exercise general supervision over the group assigned to him or her and shall monitor the group's attendance at meetings, encourage its meaningful participation at meetings and scheduled group events, and oversee presentation of assigned meeting topics. All Active Masters should strive to make contact with Associates, Pupils and Barristers between the scheduled Inn meetings. On such occasions, Associates, Pupils and Barristers should be advised about pertinent points of trial or appellate advocacy as is appropriate.

ARTICLE VII

ADOPTION AND AMENDMENTS TO BY-LAWS

These By-Laws shall be adopted upon a 2/3 vote of the James C. Adkins Jr. Executive Committee that is in existence as of August 2010. These By-Laws may be amended only with the approval of two-thirds of the Active Members at a meeting called for such purpose.

Approved by unanimous vote of the Executive Board on August 11, 2010.