



AMERICAN INNS *of* COURT

WILLIAM A. INGRAM INN
No. 30012 - Founded 1985

2016-2017

Members' Handbook

<http://www.innsofcourt.org/inns/ingraminn/>

TABLE OF CONTENTS

1. INTRODUCTION.....	3
2. GOALS OF THE INN	3
3. DIVERSITY POLICY	3
4. HISTORY	4
5. ORGANIZATION	5
6. MEETINGS.....	6
7. ATTENDANCE.....	7
8. MEMBERSHIP.....	7
9. PUPILLAGE GROUPS.....	8
10. FINANCES	9
11. COMMITTEES.....	9
12. PROGRAMS	11
13. THE WILLIAM A. INGRAM MEMORIAL SYMPOSIUM.....	12
14. AWARDS.....	12
APPENDIX “A”: The Honorable William A. Ingram	13

1. INTRODUCTION

The purpose of this Handbook is to acquaint new and renewing members with the history, purpose, organization and activities of the William A. Ingram Inn of Court and the American Inns of Court.

2. GOALS OF THE INN

The Inn's goals are to increase civility, collegiality, professionalism, ethics and advocacy skills within the legal profession. Inn members seek to achieve these goals through education and mentoring activities.

3. DIVERSITY POLICY

The American Inns of Court Embraces and Encourages Diversity and Inclusiveness.

More than just an organization, the American Inns of Court is the embodiment of an ideal. We are dedicated to upholding the standards of the legal profession, to practicing law with dignity and respect, and to encouraging respect for our system of justice. Achieving a higher level of excellence and developing a deeper sense of professionalism occur only with an abiding commitment to the goals of diversity and inclusiveness.

The American Inns of Court firmly believes that personal diversity in all its aspects is essential to our ability to accomplish our mission. Diversity embodies all those differences that make us unique individuals and includes people of different race, ethnicity, culture, sexual orientation, gender, religion, age, personal style, appearance, physical ability as well as people of diverse opinions, perspectives, lifestyles, ideas and thinking. We value the differences in view and perspectives and the varied experiences that are part of a diverse membership. Diversity enriches and broadens our membership, which in turn leads to more creative and meaningful programs.

For the same reasons, the American Inns of Court values professional diversity. Legal professionals and law school faculty, administrators, and students, from all disciplines, from all practice types, from both the public and private sectors, from all economic strata, and from the least experienced to the most seasoned are vital to maximizing the Inn experience. Only by drawing and retaining a diverse membership will we guarantee the success of our unique organization as well as our respective professional pursuits. Therefore, the American Inns of Court are committed to creating and maintaining a culture that promotes and supports diversity not only throughout our organization, but in our profession as well.

4. PRIVACY POLICY – ELECTRONIC MEDIA

Any photos and/or video and/or recording during the Inn program may be taken only by a person authorized by the President of the Inn to document Inn meetings. Photos taken, and audio/video recorded at Inn meetings may be used only for Inn purposes. Any member who would like to take photos or record a program exclusively for an Inn purpose (e.g., for submission for a national Inn award) must request permission in advance of the Inn program in question. Such requests should be made to the Inn president. This privacy policy shall be disseminated as part of the Inn's annual orientation for new members.

5. HISTORY

The William A. Ingram Inn was the twelfth American Inn of Court founded in the United States. It was founded through the efforts of United States District Court Judge William A. Ingram and other Santa Clara County jurists, attorneys and law school faculty members in the mid-1980s.

The Inn received its charter in 1985 as the “Santa Clara American Inn of Court.” In 2002, in honor of Judge William A. Ingram, the Inn changed its name to the “William A. Ingram American Inn of Court.” Judge William A. Ingram served as a founding member and as a paradigm for those values the Inn seeks to improve in practicing lawyers and inculcate in new lawyers – civility, collegiality, professionalism, ethics and advocacy skills.

A detailed profile of Judge William A. Ingram appears as Appendix “A” of this Handbook.

The Inn is one of the most active Inns among the American Inns of Court in terms of its membership size, the breadth and diversity of its programs, its mentorship activities, and its relationship with three law schools, Lincoln Law School of San Jose, Santa Clara University School of Law and Stanford Law School.

6. ORGANIZATION

The Governing Body of this American Inn of Court shall be called the Executive Committee and shall consist of no more than 15 members, including the Officers (President, President-Elect, Secretary and Treasurer). Other Executive Committee members may include past Presidents, Historian, Chair positions (including Arrangements, Membership/Outreach, Mentoring, Programs, Achieving Excellence, and/or Technology), and at-large members. A roster of the officers and the Executive Committee members appears on page 8, as well as on the website at: <http://www.innsforcourt.org/inns/ingraminn/>. The national organization for all Inns throughout the United States is the American Inn of Court Foundation, which is headquartered in Alexandria, Virginia (www.innsforcourt.org). There are more than 300 Inns nationally.

Subject to the discretion of the Executive Committee, the Officers shall serve two-year terms. The other members of the Executive Committee

shall serve one-year terms, subject to renewal in the discretion of the President.

In consultation with the Executive Committee, the President shall choose the committee chairs and the at-large members, and shall consider leadership development when making these selections as well as the assignment of program team captains.

Officers shall be elected by the Executive Committee. Candidates for office shall be nominated by a Nominating Committee which shall be formed by the Executive Committee. On alternate years at the March Executive Committee meeting before the expiration of the terms of the Officers, the Executive Committee will form a Nominating Committee consisting of four members including the outgoing President and at least one of the past Presidents. The Executive Committee may also form a Nominating Committee at such other time as is required to address an officer vacancy.

The Nominating Committee shall nominate Officers and present the nominations to the Executive Committee for a vote no later than the April meeting. The Nominating Committee shall consider the Inn's tradition of alternating the Presidency between the bench and the bar, and the constraints that prevent members of the bench from serving as Treasurer.

7. MEETINGS

There are monthly meetings of the Inn's general membership, on the second Wednesday of the month, from September through May, with the exception of December. The Inn usually holds dinner meetings in September, February and May.

The monthly meetings (not dinner meetings) are held in the Ceremonial Courtroom of the United States District Court, located at 280 South First Street in San Jose. For many years until the membership of the Inn

reached its present size, monthly meetings were held by invitation in the courtroom of U.S. District Court Judge Ronald M. Whyte. At monthly meetings, Pupillage Groups present their programs, which are normally one hour in length. Members of each Pupillage Group meet before their scheduled program to select, draft, and practice their programs. MCLE credit is usually available for both presenters and attendees. The dinner meetings are held at Santa Clara University or in a restaurant. Programs at the dinner meetings include speakers, Pupillage Group Programs and Moots.

Members are expected to attend all meetings. To acquaint others with the Inn, members who will not be able to attend a meeting are asked to find a guest to attend the meeting in their place. The member should notify the President of the guest's identity, so that the guest may be introduced at the meeting.

The schedule for the monthly meetings (not the dinner meetings) is to gather at 5:30 for socializing and hors d'oeuvres. After administrative announcements, the formal program by a Pupillage Group commences at 6:00 p.m. and ends at 7:00 p.m. After the program ends, there is further socializing.

The current meeting schedule of the Inn can be located on the Inn's website.

8. ATTENDANCE

Membership in the Inn is a privilege. The Inn furthers its goals by the active involvement and efforts of its members. Therefore, all members are expected to attend Inn meetings and participate in Inn activities.

9. MEMBERSHIP

The Inn is chartered by the American Inns of Court Foundation. The Foundation requires Inns to have at least three classes of members: Masters of the Bench (Benchers), a second category of Barristers or

Associates, and Pupils. Benchers are the most experienced members of the profession: attorneys in public or private practice, members of the judiciary, and professors of law. Benchers normally have 15 years of legal experience after admission to the Bar. In this Inn, Barristers are those attorneys who are not Benchers.

Pupils are law school students who have been recommended by their schools for participation in the Inn. The Inn is affiliated with Lincoln Law School of San Jose, Santa Clara University School of Law and Stanford Law School. Student members are invited to apply for membership to the Inn as Barristers after they have passed the Bar.

Membership in the Inn is not restricted by the nature of a member's practice or legal activity although the programs are focused on litigation practice. Members include judges and professors, civil and criminal litigators, family law specialists, corporate counsel, and court legal staff.

Applications to join the Inn should be presented no later than July 15 so that they can be considered well before the start of the Inn year.

In recognition of a member's longstanding contributions to the Inn, the Executive Committee may authorize, in response to a member's request or otherwise, that a member be given emeritus status. Such status means that the member is no longer responsible for payment of annual fees, and may but is not expected to attend all Inn events.

Members of the American Inns of Court receive "The Bencher" which is a publication of the national organization.

10. PUPILLAGE GROUPS

Pupillage Groups are the core membership unit of the Inn. The Pupillage Groups consist of approximately equal numbers of Benchers, Barristers and Pupils. Pupillage Groups are normally constituted for a single membership year.

Each Pupillage Group meets to select a presentation topic, draft, practice and prepare a program. The Pupillage Group presents that topic at a regular meeting of the Inn.

It is expected that Pupillage Groups will also meet periodically throughout the membership year on an informal basis for discussion and mentoring purposes.

11. FINANCES

The Inn is supported almost entirely by the fee paid by its members at the beginning of each membership year. The membership year runs from July 1 through June 30. The current fee schedule of the Inn can be located on the Inn's website.

Fees are scaled such that newer members of the bar, and public sector attorney members, law school faculty and staff, and jurists pay a lesser amount. An attorney who is unable to pay the stated amount of the fee may apply for a scholarship subsidy by submitting to the Treasurer a short statement setting forth the reasons why such a subsidy is necessary. Based on that statement, the Treasurer will make a recommendation to the Executive Committee.

The Inn has received substantial support from the family and friends of Judge William A. Ingram. In 2002, the William A. Ingram Memorial Fund was established. The Fund is used to further the goals and purposes of the Inn. Contributions to the Fund may be made by check payable to the "William A. Ingram Memorial Fund," and sent to the Inn's Treasurer. The Inn's Federal Tax Identification Number is: 77-0221852.

12. COMMITTEES

The Inn's work is carried out through standing and ad hoc committees such as the Executive Committee, the Mentoring/Outreach Committee,

the Program Committee, the Arrangements Committee, the Achieving Excellence Committee, the Ingram Memorial Fund Committee, and the Technology Committee. Committee chairs are appointed for a period of one membership year. Committee chairs are eligible for reappointment.

- The Executive Committee is responsible for the operation of the Inn, including supervising and appointing members to standing and ad hoc committees, establishing and monitoring pupillage groups and mentoring programs, voting on admission of members, overseeing finances, facilitating relationships with the Law Schools and other Inns and the American Inns of Court, and such other matters as properly come before the Executive Committee. The Executive Committee meets regularly and is chaired by the President. For the 2016-17 membership year, the officers and other Executive Committee members are:

- The Honorable Peter H. Kirwan, President
- Michael G. Reedy, President-Elect
- The Honorable Theodore C. Zayner, Secretary
- Paul S. Avilla, Treasurer
- Daniel Ballesteros
- David J. Tsai
- The Honorable Helen E. Williams
- Daniel Casas
- Nora Frimann
- Caroline McIntyre
- The Honorable James P. Kleinberg (Ret.)
- The Honorable Patricia M. Lucas
- The Honorable Patricia Bamattre-Manoukian
- Professor Ron Tyler
- Dean Emeritus Donald Polden

- The Mentoring/Outreach Committee is responsible for mentoring pupils and junior lawyers; providing recommendations to the Executive Committee on the status of mentoring within the Inn;

and expanding Inn membership and participation to assure that all are appropriately included.

- The Program Committee is responsible for providing resources to Pupillage Group leaders concerning possible topics for programs and coordinating topics and program presentations as needed. The Committee is also responsible for ensuring that each program is evaluated, and for making a recommendation each year concerning programs to be submitted by the Inn to the Foundation for award consideration, and for inclusion in the Foundation's program catalog.
- The Arrangements Committee is responsible for securing and confirming the catering arrangements and locations of the meetings.
- The Ingram Memorial Fund Committee is responsible for developing and maintaining the standards under which funds will be solicited for the Fund, and use of monies from the Fund, in consultation with members of Judge William A. Ingram's family.
- The Technology Committee is responsible for providing technological support for Inn functions; for maintaining and updating the Inn's website at the American Inns of Court Foundation website (www.innsocourt.org); and maintaining and updating the Inn's Handbook.
- The Achieving Excellence Committee is responsible for ensuring compliance with the requirements of the American Inn of Court to maintain the Inn's Platinum Status.

13. PROGRAMS

Programs are intended to be educational and to involve as many members of each Pupillage Group as possible.

Historically, the selection of a topic has been left to the individual Pupillage Group, with the advice of the Program Committee.

Resources for picking a topic, and for methods of presentation, are located in the Foundation's annual published program catalog. The same information is also available at the Foundation's website. Evaluations of each program will be solicited from members to assist in selecting the programs to be forwarded by the Inn to the Foundation for the Foundation's catalog, and for consideration of National awards.

14. THE WILLIAM A. INGRAM MEMORIAL SYMPOSIUM

Each year, the Inn sponsors the William A. Ingram Memorial Symposium, at which all members of the local bar and judiciary are invited to join with the members of the Inn for a reception and professional program. The Symposium is devoted to topics related to civility in the legal profession. Distinguished lawyers, judges and academics frequently participate as panelists. The Symposium is co-sponsored by the Santa Clara County Bar Association and the Heafey Center for Trial and Appellate Advocacy at Santa Clara University School of Law. It is supported by the Ingram Memorial Fund.

15. AWARDS

From time to time, the Executive Committee may establish and confer awards to recognize superior contributions of members and Pupillage Groups.

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APPENDIX “A”: The Honorable William A. Ingram

(The following appreciation of Judge Ingram is adapted from remarks made at the presentation of the American Inns of Court 2000 Professionalism Award for the Ninth Circuit to Judge Ingram.)

The Honorable William A. Ingram served for twenty-six years as a United States District Court Judge for the Northern District of California, three of those years as Chief Judge. Throughout his career he epitomized professionalism, collegiality, and integrity, serving as mentor to members of the legal profession. Judge Ingram was a founder of the Santa Clara Inn of Court, the twelfth American Inn of Court. Judge Ingram passed away in May of 2002, shortly after the Santa Clara Inn was renamed the William A. Ingram Inn in his honor. The William A. Ingram Symposium is held every year at Santa Clara University featuring leaders of the Bench and Bar.

Judge Ingram’s interest in the law as a lifetime occupation arose at a young age. He listened intently to legal tales told by and about family members who had legal careers. His great-grandfather, Jonus G. Howard, was a distinguished Indiana lawyer and, for a short period of time, a member of Congress. Jonus’s son, Judge Ingram’s great-uncle, practiced also and was active in the law up to the early 1950’s. After completing an undergraduate degree at Stanford and service in the United States Marine Corps during World War II, Judge Ingram went on to receive an L.L.B. from the University of Louisville School of Law. He was offered a position in his great-uncle’s law firm, but he chose to forge his own way and moved with his wife to California.

Judge William A. Ingram began private practice in 1951 in San Francisco, in a labor law firm representing employers. He then served as a Deputy District Attorney in Santa Clara County from 1955 to 1957, and practiced in San Jose for the next fourteen years until his appointment to the Municipal Court in Palo Alto by Governor Ronald Reagan in 1969. In 1971, Governor Reagan appointed Judge Ingram to the Superior Court in Santa Clara County. In 1976, President Gerald Ford appointed Judge Ingram to the United States District Court. Judge Ingram took senior status in 1990.

While he was a Deputy District Attorney, Judge Ingram developed a mentoring relationship with Judge William F. James, who at that time managed the criminal calendar for the Superior Court in San Jose. Though there was no formal

decision made that Judge James would mentor Judge Ingram, the effect on Judge Ingram's values and outlooks as a result of observing Judge James is undeniable.

Judge Ingram stated, "Throughout my time at the Bar and on the Bench, if there was one guiding circumstance, it was the influence of Judge James who not only was brilliantly competent in the legal field, but also exemplified all of the traits set forth in the American Inns of Court creed. Judge James, during the time that I knew him, tried only criminal cases and supervised the criminal aspects of the work of the county grand jury. His demeanor toward every person who entered his courtroom whether as a litigant, a lawyer, a member of a jury, or in any other capacity was characterized by meticulous courtesy and consideration of the needs and concerns of each person. At the same time, Judge James' unswerving application of the law and of the public interest in criminal cases was faultless. He served as a Superior Court Judge for thirty-three years and I had the good fortune to come under his influence for the last third of his tenure."

During his early years on the federal bench, Judge Ingram sat more often in San Francisco than in San Jose. Early in his tenure, Judge Ingram implemented a strategy to bring full-time federal justice to San Jose. Ultimately, this effort was successful and Judge Ingram was the first Northern District judge to sit predominately in San Jose.

Judge Ingram was involved with the American Inns of Court in California. He was also the honorary president of the Society of Inns of Court of California prior to 1986. In 1985, Chief Justice Burger asked Judge Ingram to consider forming a local Inn of Court. Judge Ingram was a founder and director of the Santa Clara American Inn of Court, founded in 1987. He also drafted the Inn's bylaws. He served as a Master Emeritus and made his courtroom available for the Inn's monthly meetings.

In addition to being involved in legal matters, Judge Ingram enjoyed gardening and reading history with emphasis on the War Between the States and British legal history. Judge Ingram and his wife, Barbara, were blessed with three daughters and four grandchildren.