

BY LAWS OF THE
THOMAS S. FORKIN FAMILY LAW
AMERICAN INN OF COURT

ARTICLE I. GENERAL

Section 1. Purpose.

The purposes of the Thomas S. Forkin Family Law American Inn of Court are set forth in its Organizational Charter issued by the American Inns of Court Foundation, a copy of which is attached hereto as Appendix I.

Section 2. Principal Location and Membership.

The Thomas S. Forkin Family Law American Inn of Court shall be located in Camden County, New Jersey and shall be open to all members of the bench and bar in New Jersey. Limited membership shall also be open to Judicial Law Clerks and Law Students.

ARTICLE II. ORGANIZATION

Section 1. The Executive Committee.

The Executive Committee is composed of the officers and the chairs of the various standing committees as set forth herein and such other members as are determined by the Members. The duties of the Executive Committee, and its members, are set forth in the Organizational Charter, and as set forth herein. There shall be at least one (1) Associate and one (1) Barrister member of the Executive Committee at all times.

Section 2. The Officers.

The officers of the Inn shall be:

President
President Elect
Vice President
Treasurer

and such other officers as the Executive Committee deem necessary. The officers shall serve a two (2) year term, or as otherwise directed by the Members, and may succeed themselves only once. The officers shall be Masters and shall be selected by the Members in accordance with the Organizational Charter of the Inn, and shall be active members for two consecutive years prior to their selection. Each officer other than the President shall chair a standing or ad hoc committee.

Section 3. 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. Initially, the following standing committees shall be established: Administration, Membership, Masters Qualifications, Programming, Publicity and Social, National Liaison, and Nominating.

Among such other duties as may be assigned by the Masters and the Executive Committee, the duties of each committee shall be as follows:

Administration Committee: The Administration Committee shall be chaired by the President Elect, with responsibilities to include taking attendance at each meeting; submitting programs for Continuing Legal Education credit and Matrimonial Certification credit; issuing certificates of successful completion of the program; the distribution of news, announcements, and other information among members of the Inn; to publicize the regular monthly meetings of the Inn in local legal publications and assist the Programming Committee with advertising membership enrollment in the Spring of each program year.

Membership Committee: The Membership Committee shall recruit new members, solicit and review applications and make recommendations to the Executive Committee; shall provide necessary advertisement of the Inn each Spring for the following program year in local legal publications; shall maintain records of attendance and oversee attendance in accordance with Article IV, Section 2 of these Bylaws.

Masters Qualifications: The Masters Qualifications Committee shall consist of two (2) Masters who have been members of the Inn for at least three (3) years each. The Committee shall review Master applications and approve or reject the applicant for Master status. If an applicant is rejected for Master status, he/she shall be offered membership as a Barrister for a term to be determined by the Committee, which, once successfully completed, the member may reapply to qualify as a Master the following Inn program year.

Programming and Social Committee: The Programming and Social Committee shall oversee and approve program topics and formats and shall assign members to Program Teams; shall be responsible to determine the location of the meetings and plan the meals; shall call each and every member prior to each monthly meeting to determine attendance; shall be responsible to set the seating for each monthly meeting; shall plan the year-end banquet (which shall take place in June) and one other social event during the program year and shall plan for a guest speaker and/or entertainment at the year end banquet and other social event.

Liaison Committee: The Liaison Committee shall maintain communication with the American Inns of Court Foundation; other local legal organizations, and local law schools; shall submit all programs to the American Inns of Court Foundation for consideration of awards.

The officers shall appoint committee members and chairs of the committees, who shall serve two (2) year terms, or as otherwise directed by the Executive Committee, and may succeed themselves only once.

Committees may create ad hoc sub-committees as appropriate.

The President shall have the discretion to schedule Executive Committee Meetings at such times and places, but shall endeavor to schedule at least three (3) Executive Committee meetings each program year. Committee chairs shall report directly to the President.

Nominating Committee: Commencing in 2004 and in each even numbered year thereafter, the Executive Committee shall appoint a Nominating Committee to prepare and suggest to the membership a slate of officers for the next term. The Nominating Committee shall consist of at least one (1) active member from each of the membership classifications who have been active members for at least two (2) consecutive years prior. The Nominating Committee shall be appointed in January of each even numbered year, and shall present the proposed slate of officers to the active membership no later than the monthly meeting in April of the election year, which shall be voted upon by the membership during the May monthly meeting.

Section 4. Program Teams

All active members will be assigned to a Program Team by the Programming Committee and shall be approved by the Executive Committee. Each Program Team shall be chaired by a Master appointed by the Programming Committee. The Masters and Program Teams shall be reassigned each year.

ARTICLE III. MEMBERSHIP

Section 1. Active Members.

There are three (3) classifications of members in the Thomas S. Forkin Family Law American Inn of Court as set forth below:

Masters- consisting of Judges, Law Professors and lawyers with more than 10 years of experience practicing Family Law who also meet the criteria set forth by the Master's Qualifications Committee;

Barristers- consisting of lawyers with more than five (5) years of experience practicing Family Law;

Associates- consisting of lawyers with five (5) or less years of experience practicing Family Law;

Membership classification shall be established at the beginning of each Program Year and shall remain in effect for the program year.

Section 2. Inactive Members.

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

Law Clerks and Law Students shall be considered inactive members of the Inn and shall not have any voting privileges.

ARTICLE IV. MEETINGS AND ATTENDANCE

Section 1. Meetings.

Meetings shall be held at least nine (9) times per year at such times as the Executive Committee may determine. Meetings shall not be held in July or August. The Inn shall endeavor to have two (2) social events per year, one of which shall be the banquet in June.

Section 2. Attendance.

Each active member will be allowed three (3) absences from the monthly meetings in one program year. Associates and Banisters who attend at least six (6) program meetings (non-social programs) per program year shall receive a Certificate of Successful Completion at the end of the program year. The Administrative Committee shall monitor attendance at the meetings and shall submit the names of those who have three (3) absences, or more, to the Executive Committee. The non-participating member shall be contacted by the Membership Chair in order to determine if he/she wishes to remain in the Inn.

ARTICLE V. VOTING AND ELECTIONS

Section 1. Masters.

Each active member in good standing shall be entitled to one vote on all matters submitted to the Membership. A majority of voting members shall constitute a quorum for the transaction of business. Every act done or decision made by a majority of the active membership in attendance at a meeting shall be regarded as the act of all active members.

Section 2. Executive Committee.

Each member of the Executive Committee shall be entitled to one vote on all matters submitted to the Executive Committee. In the event of a tie, the President shall have the deciding vote. A majority of the Executive Committee members 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 Officers will occur in every even numbered year. The Nominating Committee shall present a slate of officers to the active membership in April of each even numbered year and elections shall occur in May. Selection of these and other officers shall be by majority vote of all active members.

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 set forth herein.

ARTICLE VI. FISCAL MATTERS

Section 1. Fiscal Year.

The Fiscal Year of the Thomas S. Forkin Family Law 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 Executive Committee during the months of August and September of each year. Failure to pay dues prior to the second (2nd) 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

The Thomas S. Forkin Family Law American Inn of Court shall pay expenses in accordance with the Leadership Handbook, which includes payment to help pay the costs for one or more officers to attend the National Conference of, the American Inns of Court Foundation, payment to an administrator in an amount not inconsistent with the guidelines established in the Leadership Handbook, and reimbursement of reasonable expenses incurred by Program Teams in presenting programs. The President and Treasurer shall have discretion to allow reimbursement of other reasonable and necessary expenses incurred on behalf of the Inn. Joint approval is required for any reimbursement over \$100.00.

ARTICLE VII. ADOPTION AND AMENDMENTS

Section 1. Adoption.

These Bylaws will be adopted by the Thomas S. Forkin Family Law American Inn of Court upon approval by a majority of the active members of this Inn and after being submitted to and approved, in writing, by the Board of Trustees of the American Inns of Court Foundation. The active members 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 active members of the Thomas S. Forkin Family Law American Inn of Court and must be submitted and approved, in writing, by the Board of Trustees of the American Inns of Court Foundation. The active members may make valid decisions by voting by mail, facsimile, electronic mail, or other means when deemed necessary by the Executive Committee or the President.