

THOMAS E. FAIRCHILD INN, A.I.C.

IMPORTANT INFORMATION YOU NEED TO KNOW

September, 2012

THE AMERICAN INNS OF COURT

The American Inns of Court organization is a network of more than 300 Inns across the country. Although each Inn is technically independent, the American Inns of Court Foundation in Virginia provides structure and support for each Inn. We pay dues to the national organization to assist it in undertaking its activities.

OUR MISSION

We are an organization of trial lawyers devoted to improving the skills, professionalism, civility and ethics of the bench and bar in our community. We strive to enrich our members in these respects, and to restore the legal profession to the position of trust and respect it once occupied. *A copy of our mission statement is attached.*

THE ENGLISH INNS OF COURT

We follow a rich tradition: the English Inns of Court. They pursue the association of bench, bar and students in an effort to enhance legal education and maintain the highest professional standards of competence and civility. When we have need of a guide for the activities of our Inn, the English Inns of Court give us a sense of perspective and direction.

MEMBERSHIP

Each of us has been slotted into a membership category: Judge, Master, Barrister, Associate, Pupil, or Emeritus. These assignments attempt to ensure that our Inn is balanced in terms of levels of experience. Assignments are not intended to limit the activities of any member. Rather, we encourage participation by all members in the full range of our activities.

We also need help from our members in identifying candidates (especially new Associates) from a broad spectrum of practices and backgrounds who wish to be a part of our mission. *Please give our membership committee your suggestions for new members.* We are already considering our membership for next year!

PUPILAGE GROUPS

Each of us, with the exception of our law students and Emeritus members, has been assigned to a pupillage group, with members roughly balanced according to levels of experience. The pupillage group is an integral component of the Inns of Court experience. Unlike the English Inns of Court, we cannot gather daily to socialize and to provide mentoring opportunities. Our only means to pursue these objectives, other than at the monthly meetings, is through our pupillage groups. Pupillage group meetings can be as structured or unstructured as the group desires. *Active participation of all members of the group in our activities is vital.*

One of the reasons for each group to meet is, of course, to work on a program assignment. It is important, however, that pupillage group discussions not be limited solely to programs, and that they also serve as a vehicle for mentoring.

PROGRAMS

Our pupilage groups prepare and present our monthly programs. These programs are an integral part of the Inn experience, and it is important that each pupilage group remember that the success of our monthly meetings stands or falls on the quality of our programs. All pupilage group members are expected to satisfy their responsibilities to assist the group in fulfilling our program expectations.

MONTHLY MEETINGS

Our monthly meetings are the only opportunity for us to come together as an Inn. It is the time for us to further our mission as a group for a couple hours each month. For this reason, attendance at the monthly meetings is critical to fulfilling our goals. *We have an attendance policy, which our members (with the exception of our Judge and Emeritus members and law students) are expected to follow.* A copy of the attendance policy is attached. We have made a change in our policy concerning substitutes. They are no longer required for members who cannot attend meetings. However, substitutes are welcome.

The focus of our monthly meetings should be on participation and open exchange of suggestions and comments by all. *Each of us should make an effort to participate in the discussions that are part of the programs and dinners that follow, and to interact with as many other members of the Inn as possible.*

Our monthly meetings will be held at the Milwaukee Bar Center. The staff of the Milwaukee Bar Association will send notices of meetings and handle our applications for CLE credits. *Please keep your own record of your attendance. It is also extremely important that you RSVP to each notice*, so that we do not underestimate or overestimate food and beverage allotments. Since the cost of the dinners is the principal expense of our Inn, we all need to be responsive to this budgeting concern.

DUES

Each of you, with the exception of Emeritus members and law students, will receive a dues statement. *Please pay your dues promptly, so that our Inn can pay its bills.* We will not notify the national office of your membership, and you will not receive important information from that office, until you do so. If any of you should have difficulty in paying dues, please discuss the situation with our Treasurer. ***If your dues are not paid by December 15, your membership will be suspended and you will not receive Inns correspondence, including invitations to meetings, until your dues are fully paid. In addition, a \$25.00 late fee payment will be imposed.***

PERSONS TO CONTACT WITH QUESTIONS

As indicated above, *we encourage all members to participate in as many Inn activities as possible.* We need much assistance to undertake the many functions of our Inn. We do have an Executive Committee, which is comprised of volunteers who monitor a number of our Inn's functions. (See attached Executive Committee summary.) Our Executive Director, Sabrina Nunley, is a wonderful resource for answering your questions and for providing additional information. Many other members assist in our activities. Any person interested in helping support our activities, or simply wanting to pass on thoughts and suggestions to improve our Inn, should feel free to contact any member of the Executive Committee or a pupilage group leader. *We need your help!*