

**Bylaws
of the
Pauline Newman IP American Inn of Court**

**Article I
General**

Section 1. Purpose.

The purposes of The Pauline Newman IP American Inn of Court are set forth in its Organizational Charter issued by the American Inns of Court Foundation.

Section 2. Principal Location.

The Pauline Newman IP American Inn of Court shall be located in the City of Alexandria, Commonwealth of Virginia.

**Article II
Organization**

Section 1. The Executive Committee.

The Executive Committee is composed of the officers and the chairs of the various committees formed by the Executive Committee and such other members as are determined by the Masters. The duties of the Executive Committee, and its members, are set forth in the Organizational Charter, and as set forth herein.

Section 2. The Officers.

The officers of the Inn shall be a President, a President Elect, a Secretary, a Treasurer, an Administrator, one or more Judicial Counselors, one or more USPTO or Other Counselors, and one Chair or two Co-Chairs for each of the following Committees: Membership, Programs, Social, Mentoring and Awards, Reporting, and Liaison, and such other officers as the Masters deem necessary. The division of the offices of Secretary and Treasurer shall take effect upon the next election of officers after this amendment is adopted.

The officers serve a oneyear term, or as otherwise directed by the Masters. The President Elect may assume the Presidency.

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: Membership Committee, Program Committee, Social Committee, Mentoring and Awards Committee,

Reporting Committee, and Liaison Committee.

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

Membership Committee The Membership Committee shall solicit and review applications and make recommendations to the Executive Committee, for membership in the Inn; shall maintain records of attendance and oversee attendance in accordance with Article IV. Section 2 of these Bylaws; and, shall assign members to Pupillage groups.

Program Committee The Program Committee shall oversee and approve program topics, and shall be responsible for submitting programs for Continuing Legal Education credit.

Social Committee The Social Committee shall be responsible for scheduling, arranging and collecting monies for approved social functions of the Inn within the parameters as set forth by the Executive Committee.

Mentoring and Awards The Mentoring and Awards Committee shall be responsible for encouraging and coordinating mentoring within the Inn, and may recommend to the Executive Committee that the achievements of persons inside or outside the Inn be recognized with awards.

Reporting Committee The Reporting Committee shall be responsible for the distribution of news, announcements, and other information among members of the Inn, and to the American Inns of Court Foundation; shall be responsible for submitting program reports to the American Inns of Court Foundation; and, shall prepare articles for the Benchers.

Liaison Committee The Liaison Committee shall maintain communication with local law schools, other legal organizations, and the local community in order to advise interested persons of Inn activities. A Liaison committee member shall maintain an association with the Linn Inn Alliance and report on Linn Alliance matters to the Executive committee.

The officers shall appoint committee members and chairs of the committees, who shall serve one year terms, or as otherwise directed by the Executive Committee.

Committees may create ad hoc subcommittees, as appropriate. Committees shall create and maintain standing rules pertaining to administration of their duties.

Section 4. Pupillage Groups.

All active members will 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. The Masters and Pupillage Groups shall be reassigned every year.

Article III Membership

Section 1. Active Members.

There are four membership classifications in an American Inn of Court, as defined in the bylaws of the American Inns of Court Foundation, and as set forth below:

Master (Judges and those with 15 years of practice or more)
Barrister (914 years of practice)
Associate (8 years of practice or less)
Pupil (law student)

Membership in this American Inn of Court shall consist of Masters, Barristers, Associates, and Pupils. Pupils may participate in all activities of the Inn, but will not be voting members.

Section 2. Inactive Members.

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

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 unexcused absences from the monthly meetings in a year. The Membership Committee shall monitor attendance at meetings and shall submit the names of those who have three unexcused absences to the Executive Committee. The nonparticipating 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 unexcused absence occurs, this member will be dropped from the rolls and all dues will be forfeited.

Article V Voting and Elections

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 Committee. In the event of a tie, the President shall have the deciding vote. A majority of the members of the Committee 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 election of the officers will occur every year during the months of May or June. Selection of the officers shall be in accordance with the Organizational Charter, with only Masters voting for President Elect, and President if the President Elect does not assume the Presidency, and Masters, Barristers, and Associates voting for all other officers. The terms of the officers and the timing of the election may be changed by a majority vote of the Executive Committee.

The Executive Committee shall appoint a Nominating Committee before each election, balancing the membership of the Nominating Committee between members of the Judiciary, the Executive, and other areas of practice. Members of the Nominating Committee may not be candidates in the election.

Prior to the election, the Nominating Committee shall issue a call, to the membership, for nominations for each office. Any member may make a nomination. From the nominations, the Nominating Committee will compile a list of candidates for each office. The Nominating Committee will communicate the list of candidates to the Masters, Barristers, and Associates as appropriate for the officer being voted for. A quorum, defined as one-third, of Masters, Barristers, and Associates, voting for an officer, as appropriate, is required before an officer is elected. An officer for each position will be elected from the list of candidates. The Nominating Committee shall administer the election in any format it deems efficient: for example, the election may occur via email.

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.

Article VI Fiscal Matters

Section 1. Fiscal Year.

The fiscal year of The Pauline Newman IP 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 Treasurer during the month of September of each year. Failure to pay assessments and dues prior to the third 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.

There are five dues classifications, as set forth below:

- Master (Judges and those with 15 years of practice or more)
- Barrister (914 years of practice)
- Associate (8 years of practice or less)
- Academic/Government/InHouse (Regardless of years of practice)
- Pupil (law student)

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.

Article VII Adoption and Amendments

Section 1. Adoption.

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