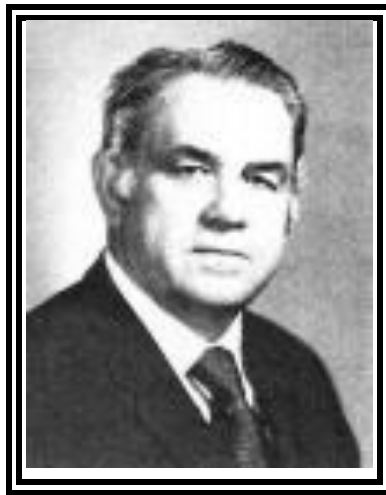


# **The Judge Henry Woods American Inn of Court**



**Membership Handbook  
2021-2022**

## **1. INTRODUCTION**

The purpose of this Handbook is to acquaint new and renewing members with the history, purpose, organization, and activities of The Judge Henry Woods American Inn of Court and the American Inns of Court.

## **2. GOALS OF THE INN**

Our 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. HISTORY**

Our Inn was founded in 2004 through the efforts of Pulaski County jurists, attorneys, and law faculty. The Inn is named in honor of Judge Henry Woods, who served as an example of the values that the Inn seeks to improve in practicing lawyers and instill in new lawyers—civility, collegiality, professionalism, ethics, and advocacy skills.

Henry Woods was born on March 17, 1918 in Abbeville, Mississippi. He attended the University of Arkansas, Fayetteville, where he received a bachelor's degree in 1938 and a law degree in 1940. Shortly afterward, he formed a partnership in Texarkana with Philip G. Alston under the name of Alston & Woods. On March 3, 1941, Woods became a special agent of the Federal Bureau of Investigation. In 1946, he returned to Texarkana and reestablished the law firm of Alston & Woods. In 1948, Woods managed Sid McMath's successful campaign for Arkansas governor and served as McMath's executive secretary from 1949 to 1953. Woods and McMath joined Leland F. Leatherman in forming a Little Rock law firm in 1953. In 1970, Woods coordinated Dale Bumpers' successful campaign for the Arkansas governorship.

He was a Special Associate Justice, Arkansas Supreme Court from 1967 to 1974. Woods was nominated by President Jimmy Carter on December 14, 1979, to a federal judgeship on the United States District Court for the Eastern District of Arkansas. He was confirmed by the United States Senate on February 20, 1980 and received his commission the same day. He assumed senior status on March 1, 1995.

Woods served in many professional organizations: as president of the Arkansas Bar Association, during 1972-1973; as a member of the National Board of Governors of the Association of Trial Lawyers; as chairman of the Supreme Court Committee on Model Jury Instructions; as chairman of the Board of Directors of the Arkansas Law Review; as chairman of the Trust Committee of the Arkansas Bar Foundation; as chairman and member of the Board of the Center for Trial and Appellate Advocacy at Hastings College of the Law, University of California; and as a member of the International Society of Barristers.

Woods also served in several civic capacities. From 1974 to 1978 he was a member of the executive board of the Institute of Politics and Government; chairman of the Legal Task Force of the Arkansas Advocates for Children and Families; from 1953-1957 he was a leader of the Ford Foundation Great Books program in Little Rock; and member of Advisory Board of Catholic High School, Little Rock, Arkansas.

During his lifetime, Judge Woods received many professional awards. Among them are the Outstanding Lawyer Award, 1975, and a Senior Member Award, 1990, by the Arkansas Bar Association; the Distinguished Alumnus Award, University of Arkansas, 1979; the 1985 Outstanding Lawyer Award, Pulaski County Bar Association; and the American Inns Of Court Foundation awards, 1988 and 1995. At the 1990 Annual meeting of the Arkansas Bar Association, Judge Woods was selected as the Outstanding Trial Judge by the Arkansas Trial Lawyers Association. He also authored numerous legal articles, among them a treatise on "Comparative Fault" published in 1978.

Judge Woods was married to the former Kathleen Mary McCaffrey. They had four children: Mary Sue, Thomas Henry, Eileen Anne, and James Michael. Judge Henry Woods died March 14, 2002 at eighty-three years of age.

#### **4. ORGANIZATION**

The governing body of our Inn is the Executive Committee, which consists of the following members, including the Officers (President, Counselor, Secretary/Treasurer, and Past President). The members of the Executive Committee serve renewable four-year terms. The elected members of the Executive Committee for the 2021-2022 year are:

President	April Golden
Counselor	Brent Eubanks
Secretary/Treasurer	Robert Tellez
Past President	David Sterling
Board Member	Honorable Mike Reif
Board Member	Teresa Wineland
Board Member	Robert Tellez
Board Member	Honorable Joe Volpe
Board Member	Honorable John Dan Kemp
Board Member	Stacy Williams

#### **5. MEETINGS**

There are monthly meetings of the Inn's general membership, on the second Tuesday of the month, from September through May, except for December and May. Each month, the Inn holds a dinner meeting at a location selected by the designated Pupillage Group. The dinner price is fixed at \$30, regardless of location. The fixed-price method allows the Inn to better budget for equipment costs, student and guest meals, and program incidentals.

At the 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, plan, and prepare their programs. Program Chairs are selected by the Counselor to oversee the program preparation of each Pupillage Group. For most of the programs, Continuing Legal Education credit is available for both presenters and attendees.

In December and May, our Inn combines with the William. R. Overton Inn to host the monthly meeting. The December meeting is traditionally a formal event and guests are invited to attend. The cost of the event varies based on the selected location. In May, the two Inns co-host a family picnic, and the cost of this event also varies year-to-year depending on the picnic food and entertainment selections. Our Inn is responsible for planning the December event in odd-numbered years and the May picnic in even-numbered years.

*Due to the ongoing pandemic, the Inn will meet in-person and virtually via Zoom throughout the year. While members are not assigned into Pupillage Groups, Program Chairs will still be presenting programs monthly for Continuing Legal Education credit. There is no cost to members for our monthly programs hosted via Zoom.*

Meetings will be held from 5:30pm to 8:00pm (until 6:45pm when meeting via Zoom) on the following dates and tentative locations:

September 14	Railyard LR
October 12	Zoom
November 9	Zoom
December 1 (Holiday Event)	Arkansas Governor's Mansion
January 12	Red   Blue
February 9	Red   Blue
March 9	Red   Blue
April 13	Red   Blue
May (Family Picnic)	TBD

## **6. ATTENDANCE**

Membership in the Inn is a privilege. Our 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. Attendance will be a consideration in membership-renewal decisions, appointments to lead Pupillage Groups, and slating of the Executive Committee.

## **7. MEMBERSHIP**

Our Inn is chartered by the American Inns of Court Foundation. In accordance with the requirements of our charter, our Inn has designated five classes of members: Masters of the Bench, Barristers, Associates, students, and Emeritus Masters. Masters are the most

experienced members of the profession: attorneys in public or private practice, members of the judiciary, and professors of law. Masters normally have at least fifteen years of legal experience after admission to the Bar. Attorneys with at least four years of experience are classified as Barristers. The Associate classification is reserved for the least experienced members of our Inn. In recognition of a member's longstanding contributions to the Inn, the Executive Committee may authorize that a member be given Emeritus Master status. Such status means that the member is no longer responsible for payment of annual dues and is not required to attend all Inn events.

Our student members are law students who have been recommended by the Dean of the University of Arkansas William H. Bowen School of Law for participation in the Inn. Each term, our Inn will sponsor the membership of eight law students. In order to maximize the level of participation from each student and to honor their achievement, each student's meeting, special-event, and membership fees will be covered by the Inn. Students are invited to apply for membership to the Inn as Associates after they have passed the Bar and practiced law for a minimum of one year.

One meeting per year will be dedicated to our student membership and one meeting will be dedicated to our Emeritus membership. On these special meetings, each Pupillage Group's Emeritus and student members will be honored and the group will receive attendance point bonuses for members in attendance from the honored classification. This year, we will honor our student members at our October meeting, and we will honor our Emeritus members at our April meeting.

## **8. PUPILLAGE GROUPS**

Pupillage Groups are the core membership unit of our Inn. The Pupillage Groups consist of approximately equal numbers of Masters, Barristers, Associates, and students. Pupillage Groups are designated by the Counselor each 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. The Pupillage Group Leaders are appointed by the Counselor each year.

*Due to the ongoing pandemic, the Inn will meet in-person and virtually via Zoom throughout the year. While members are not assigned into Pupillage Groups, members are encouraged to continue socially distant discussion and mentoring when possible.*

## **9. FINANCES**

Our Inn is supported 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 annual membership dues for the 2021-2022 term are \$165. Members of our Inn also receive

membership in the American Inns of Court and a subscription to the *Bencher* magazine.

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.

## **10. COMMITTEES**

Our Inn's work is carried out through standing and ad hoc committees. Committee chairs are appointed for a period of one year. Committee chairs are eligible for reappointment.

The Executive Committee is responsible for the operation of our 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 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 Program 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 Program Committee is chaired by the Counselor and includes each Pupillage Group's Program Leader. The designated Program Leaders for the 2021-2022 year are:

- September – Brent Eubanks – Theme Introduction & Program Awards
- October – Cory Bates – Access to Justice
- November – Amelia Botteicher – Technological Advances
- December – Jennifer Davis – Holiday Event
- January – Luke Burton – LLC's in Arkansas
- February – Joey Price – TBD
- March – Robbie Wilson – TBD
- April – Kayla Applegate – Legislative Changes

## **11. PROGRAM PLAN**

The 2021-2022 program theme is “Back to the Future: The More Things Change, the More They Stay the Same.” To indulge our competitive spirits and increase interest and participation in our monthly Inn meetings, Pupillage Groups will compete for the prestigious Wooden Cup. To encourage interaction within each Pupillage Group (and earn points towards its Wooden Cup tally), groups may consider beginning the Inn meetings with a specific theme-related challenge.

## **12. PROGRAMS**

Each Pupillage Group will present one program on a topic that is relevant to the practice of law. 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 Counselor. Resources for picking a topic, and for methods of presentation, are in the Foundation's annual published program catalog. To access the national program database and materials visit <http://www.innsofcourt.org> and login. Click on "Store" in the right column. Enter search appropriate to your presentation topic. A list of program materials, the majority of which are free, will appear for download.

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 awards. Each member of the Pupillage Group responsible for the planning and presentation of the program will be recognized and receive a certificate for their achievement.

There are several formats for presentations. The presentation should be fun and interactive. The following are examples of creative formats to consider:

- *SKIT/REENACTMENT: a presentation with pupillage members playing roles in a story elucidating legal principles*
- *TRIAL: a presentation of a fictional trial or re-enactment of a famous trial*
- *MEDIATION: a presentation of all or part of a mediation*
- *JURY DELIBERATION: a presentation of a jury's deliberation relating to an attorney's conduct*
- *ASSOCIATE REVIEW: a presentation of a meeting of law firm partners reviewing their associates' conduct and performance*
- *TALK SHOW: a presentation in which pupillage members playing roles are interviewed by other pupillage members regarding topics of legal import*

Each Pupillage Group should attempt to tailor its presentation so that it will qualify for CLE credit by The Arkansas Bar. For specifics on application for speaker and participant CLE credit, contact the Supreme Court of Arkansas Office of Professional Programs at 501.374.1855. Please contact our Inn administrator for assistance in obtaining CLE credit.

## **13. MENTORING/COMPANION PROGRAM**

Our Inn has developed a "companion" program to foster informal communication and mentoring outside of our formal-meeting environment. In this spirit, members are encouraged to select a companion for the Inn year. Each companion set (two members) must be comprised from two different membership classifications (i.e. Master/Associate, Pupil/Barrister). The companion program encourages relationships within the overall Inn

and beyond each member's assigned Pupillage Groups. Each Pupillage Group affiliated with a registered "companion" team, will be awarded 25 points for each participating member toward the annual Wooden Cup award. There is a companion activity form available on our Inn's website. Completed forms should be tendered to our Inn administrator at check-in before our monthly meeting. Each companion activity is worth 20 points and the activity points may be awarded more than once.

Additionally, one Inn member has been tasked with the role of Mentor Coordinator to assist the Inn's new members and pupils. The Mentor Coordinator is appointed by the Counselor each year.

Mentoring is a time-honored legal tradition and a cornerstone of the American Inns of Court. The American Inns of Court Professional Creed states a goal of upholding "the highest standards of excellence in professionalism, ethics, civility, and legal skills" and attaining "the highest level of knowledge and skills" in every members' practice area.

Mentoring cultivates professional distinction, fosters excellence in professionalism, ethics, civility, and legal skills, assists members in developing high standards of professionalism, and leads to internalized principles of appropriate behavior consistent with the legal professions' core values.

The goals of Inn mentoring should be:

- Values & Standards: Develop an understanding of generally accepted professional values and standards of behavior and the importance of professionalism in the practice of law.
- Ethical Awareness: Build awareness of ethical obligations and of proper practices for avoiding mishandling of other's assets, conflicts of interest, neglect of matters, and civil liability problems.
- Skill-Building: Improve professional skills necessary for the effective practice of law at a high level of competence.
- Involvement: Develop an appreciation of the importance of supporting and improving the justice system, improving access to justice and the importance of active involvement in the profession and the community.

The Mentor Coordinator shall focus on professionalism, ethics, civility, and legal skills. The Mentor Coordinator is encouraged to have frequent interaction with all new members and law students and assess their professional goals and assist by pairing new members and law students with other members who would make a good fit for further professional development.



#### **14. THE WOODEN CUP AWARD**

The Wooden Cup will be awarded to the Pupillage Group with the most points earned throughout the year in accordance with the theme and program structure designated by the Counselor. Additionally, the President may establish and confer awards to recognize superior contributions of members and Pupillage Groups.

Points will also be awarded for attendance, guest participation, program planning, mentoring activities, Emeritus involvement, community service, and otherwise as set forth throughout the year. The Pupillage Group with the highest total of points will be awarded the Wooden Cup. Points will be given to each group as follows:

<b>PRESENTATION</b>	<b>50 points for CLE credit 30 points for preparing program for submission to nationals 10 points for photographs from event 50 points for submitting a related story to the <i>Bencher</i> magazine</b>
<b>ATTENDANCE</b>	<b>10 points for each member 20 points for perfect group attendance 20 points for attendance of “honored” members on designated date</b>
<b>OUTREACH</b>	<b>25 points for each paying guest 20 points for each recorded “companion” activity (may be awarded more than once) 25 points for each member registered as part of a “companion” set</b>
<b>CHALLENGE</b>	<b>Up to 100 points</b>
<b>COMMUNITY INVOLVEMENT</b>	<b>100 points for organizing and presenting a related program at a local elementary, middle, or high school.</b>

#### **15. JEFFREY ALAN BELL AWARD**

This award was established during the 2014-2015 Membership Year in memory of Jeff Bell, a former member of the Judge William Overton Inn of Court and a founding member of the Judge Henry Woods Inn of Court. Mr. Bell served as President of the Judge Henry Woods chapter and remained an Ex Officio member of the Executive Committee every year after his official duties were concluded.

In recognition of Mr. Bell’s exemplary service to the organization and his respected contributions throughout his career in the public sector, both at the Attorney General’s Office and the University of Arkansas, this award was created to recognize a member of the Judge Henry Woods Inn of Court who, as an active practitioner in the public sector, exemplifies Mr. Bell’s professionalism, expertise, leadership and ideals in public service.

The Executive Committee selects the award recipient between July 1<sup>st</sup> and the first meeting of the Membership Year, and the award of one year of paid dues in the organization is presented to the honoree during the first meeting of the Membership Year by the President.

## **16. PAST PRESIDENTS**

The following distinguished members of the Bar have served as President of the Judge Henry Woods American Inn of Court:

Honorable Stephen M. Reasoner 2003  
Honorable John B. Plegge 2004  
Mariam T. Hopkins 2005  
Honorable Willard Proctor 2006  
T. Michelle Ator 2007  
Honorable Larry Vaught 2008  
Jeffrey A. Bell 2009  
Honorable Beth Deere 2010  
Benjamin D. Brenner 2011  
Amy Lee Stewart 2012  
Honorable J. Leon Johnson 2013  
Julie Cullen Chapman 2014  
Honorable Susan Webber Wright 2015  
Anthony W. Black 2016  
Honorable Joe Volpe 2017  
Edward Oglesby 2018  
Honorable Michael Reif 2019  
David W. Sterling 2020

## **17. DIVERSITY POLICY**

The Judge Henry Woods American Inn of Court adheres to the American Inn of Court Diversity Policy that 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, and physical ability as well as people of diverse opinions, perspectives, lifestyles, ideas and thinking. We value the

differences in views 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.