



**Bylaws**  
of the  
The Judge William E. Doyle American Inn of Court

**Article I**  
**General**

**Section 1. Purpose.**

The purposes of The Judge William E. Doyle American Inn of Court are set forth in its Organizational Charter (“Charter”) issued by the American Inns of Court Foundation on July 29, 1986.

**Section 2. Principal Location.**

The Judge William E. Doyle American Inn of Court shall be located in the City and County of Denver, State of Colorado.

**Article II**  
**Organization**

**Section 1. The Executive Committee.**

The Executive Committee is composed of the officers and such other members as are elected by the Masters/Benchers. The duties of the Executive Committee and its members are set forth in the Charter, and as set forth herein.

The Executive Committee shall consist of the four (4) officers, plus seven (7) at large members, all of whom must be Masters or Barristers. A member of the Executive Committee shall have a term of no longer than eight (8) years, but no more than three (3) Executive Committee members will rotate off the Committee in any one fiscal year. If more than three (3) Executive Committee members are scheduled to rotate off the Committee due to tenure, the three longest tenured members will rotate off first with any ‘ties’ in tenure being determined by random lot.

When vacancies occur, applications for election to the Executive Committee will be announced to all Active Members and will be open to any Master/Bencher beginning ninety (90) days prior to the May meeting and will close seven (7) days prior to the May meeting. Applications will be made by e-mail to the Inn Administrator.

Voting for Executive Committee applicants will be open to all Masters/Benchers. The election will be organized, conducted and tabulated by the Secretary.

**Section 2. The Officers.**

The officers of the Inn shall be current members of the Executive Committee and shall include a president, a president-elect, a secretary, and a treasurer, and such other officers as the Executive Committee deems necessary. The officers serve a one-year term. The officers are selected by the Active Members by election as the first order of business at the September meeting.

Unless an officer resigns, declines to continue serving, is terminated, or is replaced in the nomination cycle by the Active Members, the default progression of officers automatically nominated each year for each position will be from secretary to treasurer to president-elect to president. Through this process, each year at the September meeting, at a minimum, the president will resign and a new secretary will be elected. Any alternate roster of officer candidates from the Executive Committee for any position may be nominated by any Active Member at least sixty (60) days prior to the September meeting.

### **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.

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

Committees may create *ad hoc* sub-committees, as appropriate.

### **Section 4. Pupillage Groups.**

All Active Members will be assigned to a Pupillage Group by the Executive Committee. Each Pupillage Group shall be chaired by a Master appointed by the Executive Committee.

One Pupil will be assigned to each Pupillage Group by the Executive Committee prior to the September meeting each year.

A Pupil must be in his/her Second or Third Year of Law School, and may be a Pupil for one or two years, but no longer than graduation from Law School.

Applications for Pupils will be solicited from the Denver and University of Colorado Law Schools each spring following meetings with the Law School students by members of the Executive Committee and other members assigned by the Executive Committee. The Executive Committee will then vote to invite applicants to become Pupils for any Pupillage Group without a Pupil for the coming year.

## **Article III.**

### **Membership.**

#### **Section 1. Active Members.**

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

- Masters of the Bench (“Masters” or “Benchers”) – consisting of lawyers with at least 15 years of experience, judges and law professors;
- Barristers – consisting of lawyers with at least five years of experience;
- Associates – consisting of lawyers with up to five years of experience; and
- Pupils – consisting of law students.

Membership in this American Inn of Court shall consist of Masters, Barristers and Associates. Pupils may participate in all activities of the Inn at no cost, 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. Regular Meetings.**

Regular Meetings shall be held at least seven (7) times per year at such times as the Executive Committee may determine. The Inn shall endeavor to have at least one additional social event per year wherein members may invite non-member guests.

Active Members, Inactive Members and Pupils are encouraged to invite non-member guests to any Regular Meeting with notice to the Inn Administrator. Each guest will be charged a “dinner fee” to be determined by the Executive Committee, unless the Inn Administrator is notified in advance that the guest is substituting for a specific member who has paid his/her dues and will not be attending that Regular Meeting.

Notice of each Regular Meeting will be provided to all active members, including Emeritus and Honorary and Pupils. Every active member and Pupil must notify the Inn Administrator ASAP of his/her attendance or absence for each Regular Meeting in advance of each Meeting. Emeritus and Honorary members need only notify the Inn Administrator about their attendance, but not their absence for any meeting.

Repeated unnoticed absences of Active Members without good cause may be brought to the attention of the Executive Committee and may result in penalty and/or termination of membership in the discretion of the Executive Committee.

#### **Section 2. Attendance.**

Each active member will be allowed four (4) absences from the monthly Regular Meetings in a year. The Inn Administrator shall monitor attendance at meetings and shall submit the names of those who have four (4) absences to the Executive Committee. The non-participating member may be contacted by the Inn Administrator in order to determine if he/she wishes to remain in this American Inn of Court as an Active Member.

In the discretion of the Executive Committee, the non-participating Active Member may be placed on inactive/suspended status due to extraordinary circumstances subject to reinstatement by the Executive Committee at a later date, or may be terminated from membership. The forfeiture of dues paid or owing will be at the discretion of the Executive Committee.

## **Article V**

### **Voting and Elections.**

#### **Section 1. Active Members.**

Each Active Member shall be entitled to one vote on all matters submitted to the Active Members. A majority of voting Active Members shall constitute a quorum for the transaction of business. Every act done or decision made by a majority of the Active Members in attendance at a meeting shall be regarded as the act of all the Active Members.

#### **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. Officer Elections.**

The nomination and election of the officers by vote of the Active Members present will occur each year at the first Regular Meeting in the month of September as the first order of business.

#### **Section 4. Vacancies.**

When a position as an officer or Executive Committee member becomes vacant, the procedures for election and selection of officers and members shall be followed at the earliest convenience after the vacancy occurs with at least thirty (30) days' notice to the membership; however, the duration of the vacant position shall not be counted against the new officer or member in regards to any maximum term of service.

## **Article VI**

### **Fiscal Matters**

### **Section 1. Fiscal Year.**

The fiscal year of The Judge William E. Doyle 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.

### **Section 3. Expenses.**

Subject to approval by the Treasurer, 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 Inn Administrator. The records of expense reimbursement shall be open for inspection by an Active Member upon request to the Treasurer.

## **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 Active Members 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 Active Members may make valid decisions by voting by mail, facsimile, e-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 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 Active Members may make valid decisions by voting by mail, facsimile, e-mail, or other means when deemed necessary by the Executive Committee or the president.

Adopted by the Executive Committee of The Judge William E. Doyle American Inn of Court this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_ Signed electronically by all Executive Committee members for the 2016-2017 year in separate parts. \_\_\_\_\_

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President - Hon. John Wheeler