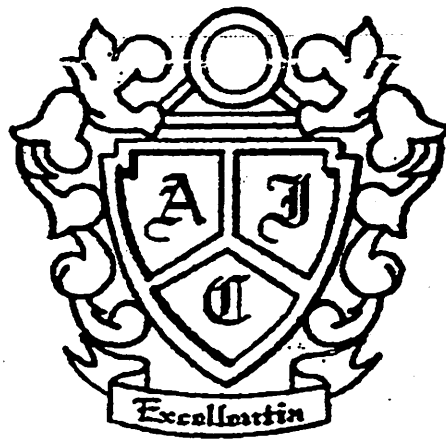


THE AMERICAN INNS OF COURT



Hudson - Hall - Wheaton Chapter
Tulsa, Oklahoma

OFFICERS HANDBOOK
2006-2007

**HHW Officer's Handbook
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Hudson-Hall-Wheaton Officers 2006-2007

President: Judge Charles Hogshead

President-elect: (October election- Judge Sheila Condren in line)

Treasurer: J Schaad Titus

Attendance Chair: Craig Hoster

Web Master: Judge Charles Hogshead

CLE Chair: Tony Haynie

Social Chair: Judge Carl Funderburk/Melissa Cornell

Membership Chair: Barry Reynolds

Program Chair: Phil Richards/Steve Balman

Name tags/Photographer: Leslie McGuire

End of Year Survey Chair: Lori Roberts

Thomas R. Brett Award: Judge Linda Morrissey

Membership Certificates: Shelly Dalrymple

Security and Banquet Chair: Patricia Neel

Counselor: Judge Rebecca Nightingale

Assigned Seating Chair: Sheila Bradley

Mentoring Chair: Judge Dana Rasure/Judge Rebeca Nightingale

Publicity Chair: Heath Lofton

Student Development Co-chairs: Laura Hill and Bryan Rowland

HHW Pupillage Group Leaders Responsibilities

1. Choose brilliant, titillating topic and schedule exciting meetings for pupillage presentation and at least one knock their socks off social only meeting. Provide topic to Program Chair and Web Master to put on the web site and advise Security Chair of location and any special needs of the presenting group.
2. Select someone in the group to write a follow up article for Tulsa Lawyer, the Bencher and to national for inclusion in the best program nominations. Assign a photographer if possible.
3. Insure all members of the group are provided an opportunity to participate if possible.
4. Assign someone to coordinate and prepare written materials-discuss payment for written materials in advance. This person should check with the Attendance RSVP chairman before ordering copies to see how many attendees are expected. This person should also make sure a copy of the written materials is provided to the CLE chair following every meeting for the records. Remember: In order to get CLE credit for a program, there must be 10-12 pages of written material relevant to the subject matter per hour of presentation provided contemporaneously.
5. Advise the RSVP chair of any guests, their names and titles for name tags and dinner reservations.
6. Remind members of the group that they are required to RSVP.
7. After your group has presented, send membership chair an evaluation of your group members, particularly advising of any members who were exceptional and any who did not participate such that they should not be continued as members.
8. The month after your group presents, your group is responsible for making sure the jury room is left clean and if any furniture has been moved, moving it back. This will only take a few minutes as we have never had a problem with this but it is important so that we can continue to use the federal building for our meetings. The April group will be responsible for Sept.
9. Give any announcements to the Attendance/RSVP chair prior to each meeting pertaining to your group or its members. Assign someone to submit newsworthy information and related photos, if possible, to the Reporter to submit to the OBJA, The Bencher and/or Tulsa Lawyer. Examples are photo's of your program, awards, firm promotions, bar service and activities and Inn services and activities. Remind your group to share newsworthy information with you or someone in your group.

Assigned Seating

1. Obtain RSVP list from Attendance Chair a few days before meeting and assign seating. First meeting, pupillage groups sit together. (The presenting group always sits together. OKC chapter uses place cards and takes them up after every meeting-placecards could also have pupillage group number on it so you make sure you mix them up good). One time I put all A's, B's C's first name and then the next month last name at same tables.

Be creative in maximizing interaction among members. No soc clubs or clicks.

Attendance/RSVP Chairperson

1. Get notice from Pupillage Group at least 10 days before it needs to go out. Also send out e-mail to all members reminding to submit any announcements which should be included on the notice.
2. Mail or fax any notices to people for whom you do not have e-mail address 7 days before RSVP date. E-mail notices one week before meeting with RSVP date about 3 days before. Add a day or two if there is a holiday. (If the numbers are low, I usually sent a reminder the morning the RSVP was due.)
3. Give caterer initial number and location at RSVP time on notice and updates as needed-final number should be sent at noon the day before. Subtract 10% from the number you have plus anyone who says they won't be there for dinner. Keep list of all RSVP's (yes, no, no RSVP) for compliance check with RSVP policy.
4. Give name tag chair names of guests and any salutations the day before to make name tags and send RSVP list to assigned seating chair for assigned seating.
5. Prepare monthly sign in sheet-have at sign-in table at 5:00 with extra pens. Judges and Masters Emeritus are bad about not signing in so I usually sign their name if I see they are there-they don't get CLE but it helps us keep attendance records so we know how many dinners were taken. At conclusion of program, take sign in sheet, make copy, send original to CLE Chair. Record attendance and any excused absences. When person has 2 unexcused absences, give that information to Membership Chair. At end of year, this information will also be given to Membership Chair when members are chosen for next year. Also give to Membership Certificate Chair so they will know who does not get certificate of good standing.
6. You are the time keeper. Insure people start going through the buffet line at 6:00 and that they start the program at 6:30. If it appears the program is going past 8:00, remind the group leader that it needs to be shut down. (You usually don't have to do this-it takes care of itself.)

Note: Sign-in sheet and time keeper could be delegated to another person on your committee.

Thomas R. Brett Award

1. Contact RSVP chairperson in February to include announcement regarding nominations in the March meeting notice and at the March meeting. Distribute nomination form at the March/April meeting(s). Have RSVP chair send separate e-mail after the March meeting soliciting nominations. Make sure you tell people they need to include reasons for their nomination.
2. Tabulate the results-do not share this with anyone except the President unless there is a tie or no clear choice. If necessary, the Executive committee decides the winner. Normally, I just present the results to the President and we go from there. It has never been the President because Judges are not eligible. Judge Brett feels strongly the award should go to an attorney and not a judge.. There does not have to be a recipient every year-if there is not a member who clearly deserves it, skip a year.
3. Order the plaque from National in time for it to be ready by the May banquet. Get a copy of the RSVP list from the banquet to insure the person receiving the award is going to attend and if not, contact someone to get them there. Also provide the nomination info to Pres to present the award unless you will be presenting it. (Usually Pres does.)

CLE Chairman

1. Get sign in sheets from Attendance Chair and submit CLE information monthly.
2. Keep extra copy of monthly program materials for files.
3. Contact President if Program does not comply with requirements.
4. Two months before banquet, verify banquet speaker with President and confirm written materials for CLE. If no CLE will be given for the banquet, advise Attendance Chair to clearly so state on the notice.

End of Year Survey Chairperson

1. In March, prepare the End of Year Survey-check with Executive Committee to determine if any changes or additions need to be made. Survey can be put on the web site to be downloaded and submitted.
2. Distribute the survey at the April meeting-this allows members to include that meeting in their evaluation. Take up responses. I also e-mailed the survey to everyone so they could fill it out if they didn't attend the April meeting. You will have a few people who fax or mail them to you anyway so it will take you a few days before you can start tabulating. I also sent an e-mail the day after the April meeting reminding members who took their surveys home to send them asap.
3. Provide results to the President for announcements at the May banquet. Also provide to Banquet Chair for inclusion in program. Provide suggestions for Programs to the Program chair. (President will send other results to Exec committee if warranted)

Membership Certificates

1. Membership certificates should be ordered from National in February or March so there is time to have them filled in and handed out at the May banquet. Be sure to check with RSVP chair for any persons who did not meet membership requirements. Give any not picked up to the RSVP chair who can e-mail members where they can pick them up following the banquet.

2. Order appreciation gifts from National for all officers and judges who participated in pupillage groups. If both an officer and judge, they just get one gift so there is some overlap. Most popular seems to be the pens but in the past, we have ordered some of the several items and given them on a first come first served basis. The selections are on the national web site www.innsforcourt.org Usually give at end of year banquet or at meeting to pick pupillage groups.

Membership Chair

1. In early Jan/Feb, get list from Attendance Chair of any members who need to be replaced or have letters written-see policy on web site.
2. In early February, schedule recruitment meeting at TU with other chapter.
3. At February and March meetings, have membership renewal applications and new member applications available and give Attendance announcement for meeting notices.
4. As soon as renewal membership application date passes, make master list of anyone not returning so you know how many spaces will be available. Get current attendance records from Attendance chair and make list of any members who should be replaced even though they turned in a renewal form. Contact judge/pupillage leaders to inquire if they had any nonparticipating members who should be considered for removal even if they reapplied. Make list of anyone requesting reassignment to another member category and verify their credentials. Schedule meeting of committee and pass out copies of the membership applications (or summaries). Go over to select who will be recommended for membership and any recommended for the waiting list. Criteria to consider include balancing by firms, gender, experience, talents. If anyone not selected has asked that their application be forwarded to the other chapter, do so if they cannot be placed in our chapter. Send final recommendations to Pres who will send them to all exec members to approve.
5. Send info on applications to whichever committees need it. (Ex. Committees on which they are willing to work, Name new members want on name tags, etc.)
6. Keep waiting list current.
7. Schedule a lunch meeting for the officers and judges to meet the new members and go over policies etc., with them.

Mentoring Chair

(To be developed 2006-2007)

Name Tag Chairpersons

1. Order permanent name tags as soon as you get a list of paid members which should be sometime in July. (Check in advance on how much time you will need to order and get them here by the banquet.) If Membership Chair has not given you a list of anyone who wants a name other than their formal name on their name tags (there is a place for new members to indicate this), double check to make sure there are none. Also, before ordering, make sure you ask each member if they have any medical condition which might cause them to need a non-permanent name tag. (This can be done via e-mail-Check with manufacturers on what these would be-also see Phil Richards) If there are any members who cannot wear a magnetic name tag, prepare permanent pin-on name tags for them.
2. Select a committee to make sure name tags are at the sign in table and ready to distribute by 5:15 the day of the meeting.
3. Assign two people on your committee to collect name tags at the end of each meeting. Verify return of all name tags following the meeting and if any are missing, contact the member and if another name tag needs to be ordered, do so and invoice them \$10. Send a copy of the invoice to the treasurer with the check once the new name tag comes in.
4. Attendance Chair should give you names of guests for whom name tags will need to be made monthly. Contact Attendance Chair a few days before each meeting to verify if any of these are needed if you have not heard from Attendance Chair.
5. Bring extra name tags each month in case someone comes who did not rsvp and/or for whom we do not have a permanent name tag.

President and Counselor

(Our charter allows these two positions to share duties as they choose or if they can't agree, as directed by the Masters-See Charter)

- 1. Schedule meetings and preside at all meetings and Inn functions, including spring banquet (or delegate).**
- 2. Make announcements to start each meeting.**
- 3. Notify committee chairs and members of their appointment.**
- 4. Call and conduct meetings of officers and committees as needed.**
- 5. Extend membership invitations.**
- 6. Oversee Pupillage group activities to insure proper functioning.**
- 7. Encourage attendance.**

President-Elect

Attend National Leadership Conference or designate someone to go in your place.

Consult with President to insure smooth transition.

Program Chairman

1. There will be a meeting of the judge masters as soon as the membership is determined—they will know who was in their group before as soon as the membership has been selected. Groups should be as different each year as possible so everyone has an opportunity to work with the greatest number of different judges/members—remind judges they can always ask someone not in their group to help with the program and encourage them to use masters emeritus. Judges who have worked together before should not do so again in pupillage groups. You could also ask the judge masters at that meeting if they have a preference for the month of their presentation and if they have their topic. Shortly after that, you should determine meeting dates and topics for the year for any judges who didn't have a preference. In the past, we have always allowed the group leaders to choose their topics and this has worked well (mostly). However, as Program Chair, you should make any suggestions you think are appropriate. You will have the program guides from national for the last several years, a list of topics suggested by members from the year-end surveys (get from Membership renewal forms and end of year survey), materials on programs from whomever attended the Leadership Conference and notes that have been filed on topic suggestions. I suggest no more than one joint meeting a year if possible—it makes the year seem disjointed. But that is up to the exec committee.

2. In choosing meeting dates, we have always allowed the President to choose which month they want and it is usually the first since the Pres is the first to know their group make up. Before you select the date of each month meeting, your committee should obtain the following information:

1. Date TU law starts, has fall and spring break, finals and graduation.
2. Same Dates for Tulsa Public Schools, Jenks, Union, Broken Arrow, Kelly, Cascia Hall, and Holland Hall, Tulsa Metro etc.,
3. Try to alternate Tues, Wed, Thurs—one of each per semester.
4. Avoid the day after a national holiday or long weekend.
5. Check calendar so you are not setting a meeting on a religious holiday.
6. Remember in federal court the last 2 weeks are jury trials—check judges in state court.
7. After you select the dates and assign the months to the judges, check with the judges to see if their month is ok.. Then give dates to security chair and to web master to post on the web site.

3. After Pupillage groups are assigned and before they are put on the web site, they should be given the chronological number of the month in which they present—not what they were called at the meeting picking them.

4. Assist President in finding speaker for banquet if Pres. needs suggestions. Verify written materials and who is putting together for CLE.

5. Meet with other Inn program chair for suggestions. (optional political move to foster goodwill)

Publicity Chair

1. Send monthly notices for inclusion in Tulsa Lawyer, OBA Journal.
2. Contact each pupillage group to verify a member has been assigned to write article for Tulsa Lawyer and take pictures if warranted.
3. In Jan-Feb, coordinate with Membership re announcements on applications.
4. Write article for Tulsa Lawyer on banquet or arrange for someone to do this.

Security-Patricia "Bruiser" Neel

1. Check with other chapter on meeting dates.
2. Give Phil Lombardi and Security a list of meeting dates at the first of the year. Remind Phil Lombardi of meeting date and time each month and verify use of courtroom. The morning of the meeting, call Gerald at security and remind him to tell the security guys downstairs.
3. Be at the security entrance before 5:15 each month with a list of members-open door only to members.
4. Insure courtroom is reserved and is open for the presenting group and the program.

Banquet Chair-Patricia "Party on" Titus

1. Follow banquet checklist.

Social Chairperson

1. Be at sign in table by 5:15 for each meeting or insure that someone on your committee will be there. Contact a student who is not in the presenting group to meet you at the sign in table-introduce student to members as they sign in. Recruit committee members to man the desk when you can't or will be late.
2. If the executive committee decides to have a December (or other month) social event only, you will be in charge of that.

Student Development

1. Attend TU recruitment meeting.
2. Introduce students at meetings to other members and make sure they are made to feel comfortable.

Treasurer-J Schaad Titus

1. President sends new member letters with dues statements (or gives to webmaster to send). These are returned to you. When they are returned, verify correct amount sent with directory information and forward directory information and photos to Web Site chair. OBA numbers should be forwarded to Attendance/RSVP chair. Send name tag information to Name Tag chair.
2. Pay all bills as they come in after verifying if necessary.
3. Provide monthly account summary to President, if requested.
4. Evaluate budget and propose dues changes in February, if necessary.

Web Master

1. Membership chair will provide you a list of returning members and new members. You should assign someone on your committee to be in charge of updating all information and also changing information as changes are needed. The Treasurer will forward the information on new and returning members as the sheets/dues are provided. That way, no one will be put in as a member unless they have paid their dues. Put in photos. Add practice areas and years of membership when possible.
2. Provide information for the national web site as it changes.
3. Update web site with any changes provided to you. You and the Attendance Chair should always make sure you advise each other when changes are made.
4. Keep a hard copy of the web site for each year before changing it for our records.

ANNUAL DATES TO REMEMBER:

February Meeting:

1. Hand out membership renewal applications and new member applications. (Membership)
2. Call Masters meeting to elect president elect if not done in fall/revise policies. (President)
3. Schedule recruitment meeting at TU.(Membership)
4. Treasurer recommends budget.

March meeting:

1. Have membership applications available.(Membership)
2. Order member certificates to distribute. (Certificate chair)
3. Verify with Freddies that they will continue to cater meetings at the same cost-advise treasurer if there is an increase so dues can be adjusted if necessary. (RSVP CHAIR)
4. Sign up representative to the national leadership conference, get checks., etc. (Pres)

April meeting:

1. Hand out end of year surveys and nomination forms. (End of Year Survey chair)
2. Order TRB Award (verify person will be at banquet with rsvp) (TRB Award Chair)
3. Membership committee meets to select new members

May-banquet-see banquet checklist

1. Awards and certificates presented/distributed at banquet by President or designate. Gifts for pupillage group leaders.

June 1- Send out member letters with dues statement.

Pupillage group leaders meet to assign members and select topics and dates.

July 1-Treasurer send dues reminders with final deadline (sends replacement member letters as needed)

August-banquet

Pass out member list/directory/Pres letter. (Changes yearly)

Give Phil Lombardi meeting dates for coming year and copy security. (Security)

October-schedule Exec Board Meeting to address any outstanding issues, approve President elect.