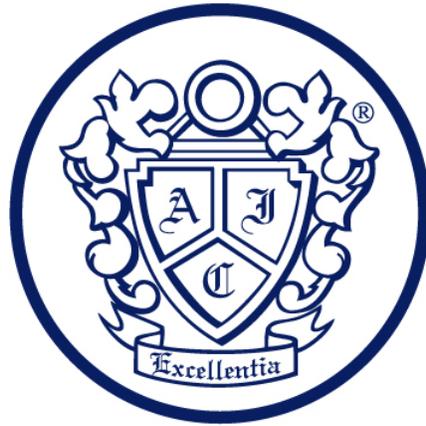


THE AMERICAN INNS OF COURT



**HUDSON-HALL-WHEATON CHAPTER
TULSA, OKLAHOMA**

**MEMBER HANDBOOK
2007-2008**

HUDSON-HALL-WHEATON
Member Handbook
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List of Current HHW Officers and Chairpersons

Officers

President	Judge Sheila A. Condren
President-Elect	Judge Mary F. Fitzgerald
Counselor	Judge Charles R. Hogshead
Treasurer	J Schaad Titus

Chairpersons

Assigned Seating	Sheila Bradley
Attendance/RSVP Chair	Judge Sheila Condren
Thomas R. Brett Award	TBA
CLE Chair	TonyHaynie
End of Year Survey Chair	Lori Roberts
Membership Certificates Chair	Judge Sheila Condren
Membership Chair	Barry Reynolds
Mentoring Chair	Judge Dana Rasure
Name Tag Chair	Leslie McGuire
Program Co-Chairs	Steven Balman and Judge Sam Joyner
Publicity Chair	TBA
Security Chair	Patricia Neel
Banquet Chair	Patricia Neel
Social Chair	Patricia Neel
Student Development	TBA
Web Master	Judge Charles Hogshead

The Hudson-Hall-Wheaton American Inn of Court

About our Namesakes

Robert D. Hudson

Robert D. Hudson was born in 1900. He received his law degree from Vanderbilt University in 1921, and was appointed one of the first Tulsa County Common Pleas Judges in 1922 at age 22. In 1926, he was appointed to the district bench to which he was elected in 1928.



In 1929, he resigned from the bench at age 29 and entered private practice.

He was elected president of the Tulsa County Bar Association in 1943 as a write-in candidate. He became somewhat of a legend as a trial lawyer of forty years. Over that period he participated in many of Tulsa's major and historic cases. Mr. Hudson was one of the first Fellows selected from Oklahoma when the American College of Trial Lawyers was formed in the 1950s. Mr. Hudson exemplified the American Inns of Court goals of competence, civility and ethics more than any gentleman trial lawyer. He died in 1969 sitting in court at the Tulsa County Courthouse.

Amos T. Hall

Amos T. Hall was born in 1896. A self-taught lawyer, he passed the bar in 1925 after serving as custodian of the First Methodist Church. He was the first elected black judge in Oklahoma. He was named outstanding citizen of Tulsa by the Tulsa Chamber of Commerce.



Judge Hall was a close and personal friend of former U.S. Supreme Court Justice Thurgood Marshall, as chief counsel of the NAACP, always associated with Mr. Hall in significant Oklahoma race litigation. This was a tribute to both Mr. Hall's ability and their close personal relationship.

Amos Hall was a very kind, considerate and personable man. He had an innate humility that made him appear soft spoken. But when basic legal rights were involved, he was a dynamic advocate and a truly outstanding and articulate trial lawyer. He died in 1971.

Norma Frazier Wheaton

Mrs. Wheaton was born in 1899 and admitted to the bar of Oklahoma in 1927. She was the first woman president of the Tulsa County Bar Association in 1946. She was the first woman lawyer on the Board of Governors of the Oklahoma Bar Association. She was the chair of the Insurance Section of the OBA for numerous years in the 1950s. She was the first names woman partner in a major Oklahoma law firm (Hudson, Hudson & Wheaton) in the late 1940s...twenty-five years before any other woman was made a partner.



Mrs. Wheaton's trial work was primarily in commercial law, domestic relations, insurance subrogation and life insurance law, as well as contested wills and inheritance matters. Mrs. Wheaton was bilingual, speaking fluent Spanish. She was a truly outstanding lawyer. She died in 1973.

MONTHLY MEETING INFORMATION

Monthly Program Agenda: The Hudson-Hall-Wheaton Inn meets once a month from September through April (except in December). The monthly meetings will usually follow this basic pattern:

5:30 Social Hour - A cash bar, with beer and wine, is available.

6:00 Dinner - The meals will be catered by Freddie's BBQ and Steak House.

6:30 Pupilage Group Presentation: Each month a different pupilage group will be responsible for organizing and presenting the program.

8:00 Adjournment

Location: The meetings are usually held on the Fourth Floor of the United States District Court, 333 West Fourth Street, Tulsa, Oklahoma, beginning in the Jury Assembly Room. The location of the monthly meetings will always be stated in your monthly meeting notice. There have been a few occasions in the past when meeting dates and/or locations had to be changed. It is therefore very important that you read your monthly meeting notice. The notice also contains any other announcements of which members need to be advised between monthly meetings.

R.S.V.P.: A monthly meeting notice is sent to all members. All members are required to RSVP to the person designated on the notice by the date stated on the notice. This insures an accurate attendance count for meals and program materials. Failure to comply with this policy may cause membership to be revoked.

Attendance Policy for Masters, Barristers, Associates and Students: **This policy does not apply to Masters Emeritus or to Honorary Life Masters.** A sign-in sheet will be provided at each monthly meeting. All members should sign in upon arrival. This information is used to determine compliance with the attendance policy of our chapter and for certification of CLE. One of the strengths of the Inns of Court program is the substantial benefit conferred on the membership by the association of the members with each other for the purpose of improvement of the profession and the professional lives of the members. In order to remain a member in good standing, a member may miss no more than two meetings during any Inn year. A member's compliance with this policy and other Inn policies will be taken into consideration in evaluating a member for continued or future membership in the Inn. If the records of the Inn reflect that a member has

missed two meetings, the Membership Committee will send a letter to the member that advises the member that any additional unexcused absences may jeopardize the member's continued participation in the Inn.

Professional and personal conflicts may arise at any time, preventing a member from attending a meeting of the Inn, despite the best intentions of the member to attend. If a situation prevents a member's attendance and it is brought to the attention of a member of the Membership Committee either before or after the meeting, extenuating circumstances can be taken into account.

Pupillage Groups: Members are assigned to one of seven Pupillage Groups. Each group is responsible for conducting one monthly program for the Inn each year. The programs consist of trial demonstrations, presentations and discussions designed to advance trial skills, respect for the judicial process, civility and ethics.

Membership: The membership of the Inn is structured as follow: (1) **Masters**, who are judges, professors or attorneys with at least 15 years of legal experience and who are permanent members; (2) **Barristers**, who generally have six to fourteen years of legal experience and who serve three year terms; (3) **Associates**, who generally have one to six years of legal experience and who serve two year terms; (4) **senior Law Students** who serve one year terms; and, **Masters Emeritus** and **Honorary Life Masters** who are permanent members.

Web site: You may obtain updated information throughout the year by visiting our web site at www.HudsonHallWheaton.com . Special thanks to Judge Charles Hogshead for his work on creating and maintaining our website.

CONTINUING LEGAL EDUCATION INFORMATION

Credit: Members receive 1.5 hours of CLE credit, including .25 hours of ethics, for each monthly meeting they attend. The CLE chairperson distributes individual attendance records at the January meeting.

Attendance: Monthly attendance records for CLE purposes are kept directly off of the sign-in sheet.

Written Materials: In order for a program to qualify for CLE credit, written materials must be provided by the group responsible for the monthly program. As a general guide, there should be 15-20 pages of substantive material per hour of presentation. Note: The two annual banquets may only be counted for CLE credit if written materials are provided.

THE AMERICAN INNS OF COURT FOUNDATION

The national organization of the American Inns of Court is the American Inns of Court Foundation. The address and telephone number of the Foundation are:

American Inns of Court Foundation
127 Peyton Street
Suite 201
Alexandria, Virginia 22314
(703) 684-3590
Fax (703) 684-3607
Web Site: <http://www.innsforcourt.org>

THE THOMAS R. BRETT AWARD

Each year the Executive Committee of the Hudson-Hall-Wheaton Chapter selects one member to receive the Thomas R. Brett award. Named for the United States District Judge who was instrumental in bringing all three chapters of the Inns of Court to the Northern District of Oklahoma, the award recognizes those qualities sought to be fostered through membership in the Inns of Court--excellence in legal ability, leadership, professionalism, civility and character.

Past recipients of the Thomas R. Brett Award are:

1997	J. Warren Jackman, Esq.
1998	Alfred B. Knight, Esq.
1999	Bruce W. Freeman, Esq.
2000	Edwin W. Ash, Esq.
2001	Craig W. Hoster, Esq.
2002	David L. Bryant, Esq..
2003	Patricia Neel, Esq.
2004	Phil Richards, Esq.
2005	J Schaad Titus, Esq.
2006	Barry Reynolds, Esq.
2007	Ron Ricketts
2007	Jack R. Givens

THE OUTSTANDING SERVICE AWARD

The Outstanding Service Award was created in 2008. Each year, the Hudson-Hall-Wheaton Executive Committee and Masters select one member to receive the Outstanding Service Award, to be presented to a member who goes above and beyond the requirements of membership in contributing time and/or talents to the promotion and betterment of our Chapter. Judges, Barristers and Associates, who are not eligible for the Thomas R. Brett Award are eligible for this award .

The recipients of the Outstanding Service Award are:

2007-2008 The Honorable Charles R. Hogshead

HUDSON-HALL-WHEATON PRESIDENTS

The following persons have served as Presidents of the Hudson-Hall-Wheaton chapter:

1995-1996	The Honorable David E. Winslow
1996-1997	The Honorable Sam A. Joyner
1997-1998	The Honorable Frank H. McCarthy
1998-1999	The Honorable Dana L. Rasure
1999-2000	The Honorable Gregory K. Frizzell
2000-2001	The Honorable Linda G. Morrissey
2001-2002	The Honorable Thomas Thornbrugh
2002-2003	The Honorable Deirdre Dexter
2003-2004	The Honorable Paul Cleary
2004-2005	The Honorable Paul Cleary
2005-2006	The Honorable Rebecca Brett Nightingale
2006-2007	The Honorable Charles R. Hogshead
2007-2008	The Honorable Sheila A. Condren

ABOUT AMERICAN INNS OF COURT

American Inns of Court (AIC) are designed to improve the skills, professionalism and ethics of the bench and bar. An American Inn of Court is an amalgam of judges, lawyers, and in some cases, law professors and law students. Each Inn meets approximately once a month both to "break bread" and to hold programs and discussions on matters of ethics, skills and professionalism.

Looking for a new way to help lawyers and judges rise to higher levels of excellence, professionalism, and ethical awareness, the American Inns of Court adopted the traditional English model of legal apprenticeship and modified it to fit the particular needs of the American legal system. American Inns of Court help lawyers to become more effective advocates and counselors with a keener ethical awareness. Members learn side-by-side with the most experienced judges and attorneys in their community.

An American Inn of Court is not a fraternal order, a social club, a course in continuing legal education, a lecture series, an apprenticeship system, or an adjunct of a law school's program. While an AIC partakes of some of each of these concepts, it is quite different in aim, scope, and effect.

American Inns of Court actively involve more than 20,000 state, federal and administrative law judges, attorneys, legal scholars and law students. Membership is composed of the following categories: Masters of the Bench—judges, experienced lawyers, and law professors; Barristers—lawyers with some experience who do not meet the minimum requirements for Masters; Associates—lawyers who do not meet the minimum requirement for Barristers; and Pupils—law students. The suggested number of active members in an Inn is around 80.

Most Inns concentrate on issues surrounding civil and criminal litigation practice, and include attorneys from a number of specialties. However, there are several Inns that specialize in criminal practice, federal litigation, tax law, administrative law, white-collar crime, bankruptcy, intellectual property, family law, or employment and labor law.

The membership is divided into "pupillage teams," with each team consisting of a few members from each membership category. Each pupillage team conducts one program for the Inn each year. Pupillage team members get together informally outside of monthly Inn meetings in groups of two or more. This allows the less-experienced attorneys to

become more effective advocates and counselors by learning from the more-experienced attorneys and judges. In addition, each less-experienced member is assigned to a more-experienced attorney or judge who acts as a mentor and encourages conversations about the practice of law.

HHW PUPILAGE GROUP LEADERS RESPONSIBILITIES

Pupillage Group Leaders responsibilities include the following:

1. Meet with Masters in your group to choose program topic and schedule meetings. Delegate duties to Masters. Try to plan one social event with your group each year. Leaders should provide the topic and program title to the Program Chair and Web Master. The Security Chair should be notified of the location of each meeting as well as any special needs of the presenting group.
2. Select one group member to write a follow up article for the Tulsa Lawyer and The Bencher. Additionally, the member should submit an article to National for inclusion in the best program nominations. A photographer should be assigned, if possible.
3. Insure all members of the group are provided an opportunity to participate, if possible.
4. Assign a member to coordinate and prepare written materials. Payment for written materials should be discussed in advanced. This member should check with the Attendance RSVP Chair before ordering copies to see how many attendees are expected. A copy of the written materials should be provided to the CLE Chair following every meeting for their records.
5. Advise the RSVP Chair of any guests. The RSVP Chair will need a list that includes each guest's name and title for name tags and dinner reservations.
6. Remind members of their group that they are required to RSVP.
7. Notify Membership Chair, after your group has presented, of any members who performed exceptionally and of any members who did not participate such that they should not be continued as members.
8. Insure that after your group presents the jury room is left clean. This includes placing any furniture that was moved to its original position. Clean up will only take a few minutes. This issue has never been a problem, however, it is important that we continue leaving the federal building clean so that we can continue using it for our meetings.
9. Provide any announcements to the Attendance/RSVP Chair prior to each meeting pertaining to your group or its members. Assign a member to submit newsworthy information and related photos to the Reporter for submission to the OBJA, The Bencher, and/or Tulsa Lawyer. For example, photographs of your program, awards, firm promotions, bar service and/or Inn service and activities are good for articles. Remind your group to share newsworthy information with you and/or your group.

ASSIGNED SEATING

1. RSVP list should be obtained from the Attendance Chair a few days prior to a meeting. This list should be used to assign seats. At the first meeting, pupillage groups should sit together. The presenting group should always sit together. Be creative to maximize interaction among members and avoid social clubs or cliques. For example, the Oklahoma City chapter uses place cards and takes them up after every meeting, then mixes them up for the next meeting to insure that each member is seated with different members. Another good idea is to use the first letter of each member's names to decide where they will sit, i.e. every person whose name starts with "A" will sit at table one, every person whose name starts with "B" will sit at table two, etc.

ATTENDANCE/RSVP CHAIR

1. Obtain information from Pupillage Group at least 11 days before the RSVP date and e-mail the Notice. Please note, the RSVP deadline must be at least 4 days before the program.
2. Provide notice to members who do not have e-mail by fax or mail at the same time. Please allow additional time if there is a holiday. It is a good idea to send a reminder the morning the RSVP is due.
3. Provide caterer with the RSVP numbers and the location on the date RSVP is due. A final number should be provided to the caterer approximately three (3) days before the meeting. When providing the final number to the caterer subtract 10% of the final number and anyone who has announced they will not be attending. Keep a list of all RSVP's (yes, no, no RSVP) for compliance check with the RSVP policy.
4. Provide the Name Tag Chair with the names of all guests (with salutations) the day before the meeting. Send RSVP list to the Seating Chair for assigned seating.
5. Prepare monthly sign in sheets for the sign-in table by 5:00pm and provide extra pens. Be aware that Judges and Masters Emeritus sometimes fail to sign in because they do not receive CLE credit. It is a good idea to have them sign their names in order to keep our attendance records and dinner reservations accurate. At the conclusion of the program, make a copy of the sign-in sheet and send the original to the CLE Chair. Be sure to record any excused absences. If a member has two (2) unexcused absences, provide that information to the Membership Chair. This information will be used by the Membership Chair when selecting members for the next year. Additionally, provide this information to the Membership Certificate Chair. The Membership Certificate Chair will use the information when issuing certificates of good standing.
6. Timekeeping. Be sure people start going through the buffet line at 6:00pm. The program should start at 6:30pm and if it appears the program will go past 8:00pm, remind the group leader that the program will need to be shut down.

Note: Sign-in sheet and time keeper responsibilities may be delegated to another member on your committee.

THOMAS R. BRETT AWARD

In February, contact the RSVP Chair to include announcements regarding nominations in the March Notice and at the March meeting. Distribute the nomination form at the March and April meetings. Have RSVP chair send a separate e-mail after the March meeting soliciting nominations. Make sure members know to include reasons for their nominations. Reasons must reflect excellence in legal ability, leadership in the chapter and the profession, civility and character. The TRB recipient should be a Master, Master Emeritus or Honorary Life Master.

Tabulate the results. Do not share this with anyone other than the President. If necessary, such as a tie or there is no clear choice, the Executive Committee will decide the winner. Judge Brett feels strongly that the award should go to an attorney and not a judge. There does not have to be a recipient every year. For example, if there is not a member who clearly deserves the award, an award does not have to be given that year.

Order the plaque from National in time for it to be ready by the May banquet. Obtain a copy of the RSVP list from the banquet to insure the award recipient will be present. If the recipient is not scheduled to attend, be creative to get the nominee to the banquet. The nomination information should be provided to the President for presentation, unless someone else will be presenting the award. Usually, the President presents the award.

CLE CHAIR

1. Obtain sign in sheets from the RSVP/Attendance Chair and submit CLE information monthly.
2. Keep extra copy of monthly program materials for files.
3. Contact the President if program does not comply with requirements.
4. Two months prior to the banquet, confirm the speaker and the written materials for CLE with the President. Advise the Attendance Chair if no CLE will be given for the banquet. The Attendance Chair should clearly state that no CLE will be given on the notice.

END OF YEAR SURVEY CHAIR

1. In March, prepare the End of Year Survey. Check with the President to determine if any changes or additions need to be made to the survey. The survey may be put on the website to be downloaded and submitted.

2. Distribute the survey at the April meeting to allow members to include the April meeting in their evaluations. Collect the survey at the conclusion of the April meeting. It is a good idea to e-mail the survey to every member so they can fill it out even if they did not attend the April meeting. Some members may want to fax or mail the survey to you so it will be necessary to wait a few days before tabulating the results. A follow-up e-mail reminding members to submit the survey should be sent a few days after the April meeting.
3. The survey results must be submitted to the President for announcement at the May banquet. The results should also be provided to the Banquet Chair for inclusion in to the program. Suggestions for the programs should be provided to the Program Chair. (The President will send other results to the Executive committee if warranted).

MEMBERSHIP CERTIFICATES CHAIR

1. Membership certificates should be ordered from National in February or March so they may be distributed at the May banquet. Check with the RSVP Chair for any members who did not meet their membership requirements. The RSVP Chair should e-mail any members who did not pick up their certificates at the banquet and provide a location where the certificates may be picked up.
2. Appreciation gifts should be ordered from National for all officers and judges who participated in pupilage groups. If a member is both an officer and a judge, they will only receive one gift. The most popular gift seems to be the pens, however, we have ordered several items and given them out on a first come, first serve basis. The gift selections are listed on the national website. www.innsocofcourt.org. The appreciation gifts are usually given at either the end of year banquet or at the meeting to select pupilage groups.

MEMBERSHIP CHAIR

1. In early January or February, obtain a list from the Attendance Chair of any members who need to be replaced or have letters written. (See policy on website, www.innsocofcourt.org).
2. In early February, schedule a recruitment meeting at the University of Tulsa with other chapter.
3. At February and March meetings, distribute membership renewal applications, new member applications and Attendance announcements for meeting notices.
4. After the renewal membership application date passes, prepare master list of members who will not be returning. This will provide you with the number of spaces available. Current attendance records should be obtained from the Attendance Chair and make list of any members who should be replaced even though they have turned in a renewal form. Contact judge/pupilage leaders to

- inquire if they had any nonparticipating members who should be considered for removal even if they have reapplied. Create a list of any members requesting reassignment to another member category and verify their credentials. Schedule a meeting of committee and distribute membership applications or summaries. Select those who will be recommended for membership and any recommended for the waiting list. Criteria to consider include balancing by firms, gender, experience, and 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 President who will send them to all executive members for approval.
5. Forward information on applications to whichever committees need them. For example, send applications to committees that the person has indicated they are willing to work on, send new member names to the Name Tag committee.
 6. Keep the waiting list current.
 7. Schedule a lunch meeting for the officers and judges to meet the new members and go over policies, etc.

MENTORING CHAIR

The overall goal of the Mentor Program is to provide opportunities for development of attorneys' legal knowledge, skills, and professional relationships. The Mentoring Chair solicits members to volunteer as mentors, and determine those members who wish to be assigned to a mentor. Additionally, the Mentoring Chair will communicate with those participating in the program all pertinent information, expectations, rules and goals. The Chair will follow up and obtain Reports of Mentoring Activities from both mentors and protégés to determine program needs.

NAME TAG CHAIR

1. Order permanent name tags as soon as you get a list of paid members. This is usually sometime in July. Check in advance on how much time it will take to order and receive the name tags to insure they will be here by the September 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. Before ordering, make sure to 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 manufactures on what these would be and/or see Phil Richards. If there are any members who are unable to wear a magnetic name tag, permanent pin on name tags are available.
2. Select a committee to insure name tags are at the sign in table and ready to distribute by 5:15 p.m. on 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. If any are missing, contact the member. If an additional name tag needs to be ordered, inform the member that it will cost \$10.00. Send invoice to member. Send a

copy of the invoice to the Treasurer with the check when the new name tag arrives.

4. Obtain names of guests for whom name tags will need to be made monthly from the Attendance Chair. These names should be obtained two or three days prior to each meeting.
5. Bring extra name tags each month in case someone attends who did not RSVP 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. If they cannot agree, duties shall be directed by the Masters. (See Charter)

1. Schedule meetings.
2. Preside at all meetings and Inn functions, including the spring banquet.
3. Make announcements to start each meeting.
4. Notify committee chairs and member of their appointments.
5. Call and conduct meetings of officers and committees as needed.
6. Extend membership invitations
7. Oversee pupillage group activities to insure proper functioning.
8. Encourage attendance.

PRESIDENT-ELECT

1. Attend National Leadership Conference or designate someone to go in your place.
2. Consult with President to insure a smooth transition.

PROGRAM CHAIR

1. A meeting of the judge masters will be conducted as soon as membership is determined. The judge masters will know who is in their group as soon as membership has been selected. In order to insure each member has an opportunity to work with the greatest number of different members, groups should be different each year. Remind judge masters that they can always ask a member who is not in their group to help with the program and encourage them to involve masters emeritus. Judges who have worked together before should not do so again in their pupillage group. It may be a good idea to ask the judge masters at the meeting if they have a preference for the month of their presentation and if they have selected a topic. Next, determine meeting dates for the year as well as topics for the judges who did not specifically select a topic. In the past, we have allowed group leaders to choose their topics. For the most part, this has worked well. However, as Program Chair, you should make any suggestions you think are appropriate. The programs from National for the last several years contain a list of topics suggested by members from the year-end surveys. This information as well as materials on programs and notes filed on the topics can be obtained

- from the member that attended the Leadership Conference. (See Also, Membership renewal forms and End of Year Survey). The Executive Committee shall decide if more than one joint meeting a year is necessary.
2. In choosing meeting dates, the President is allowed to choose which month they wish to make their presentation. The President usually presents the first month because the President is the first to know their group make-up. Before selecting the date of each monthly meeting, your committee should obtain the following information:
 - University of Tulsa schedule, including, the date each semester begins, fall and spring breaks, finals and graduation.
 - Same dates for Tulsa Public Schools, Jenks Public Schools, Union Public Schools, Broken Arrow Public Schools, Kelly, Cascia Hall, Holland Hall and Tulsa Metro.
 - Try to alternate Tuesday, Wednesday, Thursday-one of each per semester.
 - Avoid the day after a national holiday or long weekend.
 - Avoid religious holidays
 - Keep in mind that the last 2 weeks of the month are reserved for jury trials in federal court. Check with state courts regarding jury trial schedules.
 - After selecting the dates assign the months to the judges. Notify the judges of the month they are assigned and make sure the assignment does not conflict with their schedule. After the judge approves the date, notify the Security Chair and the Web Master of the dates.
 3. After Pupilage groups are assigned and before they are put on the web site, assign the chronological number of the month in which they present. (This is not what they were called at the meeting when they were chosen).
 4. Assist President in finding speaker for the banquet, if needed.
 5. Verify written materials. Verify who will be providing the written materials for CLE.
 6. Meet with other Inn Program Chair for suggestions. This is optional. (a political move to foster goodwill.)

PUBLICITY CHAIR

1. Send monthly notices for inclusion in Tulsa Lawyer, OBA Journal.
2. Contact each pupilage group to verify that a member has been assigned to write an article for Tulsa Lawyer and take photographs if warranted.
3. Send summary of article to National.
4. In January/February coordinate with Membership regarding announcements on applications.
5. Write article for Tulsa Lawyer on banquet or arrange for another member to write the article.

SECURITY CHAIR

1. Check with other chapter regarding meeting dates.
2. Provide Phil Lombardi and Security with a list of meeting dates at the first of the year. Each month, remind Phil Lombardi of the meeting date and time. Each month, verify the use of the courtroom. On the morning of the meeting, call Gerald at Security and remind him to contact the security guys downstairs.
3. Arrive at security entrance at 5:15pm each month with a list of members. The door should only be opened for members.
4. Insure courtroom is reserved and is open for the presenting group and the program.

BANQUET CHAIR

1. Follow banquet checklist – See Patricia Neel

SOCIAL CHAIR

1. Arrive at sign-in table for each meeting at 5:15pm. Insure that a member on your committee will be at the meeting. Contact a student who is not in the presenting group to meet you at the sign-in table. Introduce the student to members as they sign in. Recruit committee members to man the desk when you are unavailable to attend or will be arriving late.
2. Oversee social event, if the Executive Committee decides to hold one in December or other month.

STUDENT DEVELOPMENT

1. Attend University of Tulsa recruitment meeting.
2. Introduce students at meeting. Make sure the students feel comfortable and are introduced to other members.

TREASURER

1. The President sends new members letters that include dues statements. The letters instruct members to return the statements with payment to you. Upon receipt, verify that the correct amount was sent with directory information and forward directory information and photos to the Web Site Chair. OBA numbers should be forwarded to the Attendance/RSVP Chair. Name tag information should be forwarded to the Name Tag Chair.
2. Make sure to send National dues at allotted times as Chapter receives points for prompt payment.
3. Pay all invoices as they come in after verifying, if necessary.
4. Provide monthly account summary to President, if requested.

5. Evaluate budget and propose due changes in February, if necessary.

WEB MASTER

1. The Membership Chair will provide a list of new and returning members. Assign a member on your committee to oversee updating all information. The Treasurer will forward the information regarding members as the sheets/dues are provided. This insures no person will be put in as a member unless they have paid their dues. Put in photographs and add practice areas and years of membership when possible.
2. Provide information to the National for their web site as it changes.
3. Update web site with any changes provided to you. Advise Attendance Chair of all changes.
4. Keep a hard copy of the web site for each year before changing it for our records.

GENERAL DATES TO REMEMBER

February Meeting:

1. Distribute 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 the University of Tulsa. (Membership)
4. Recommend budget. (Treasurer)

March Meeting:

1. Provide membership applications. (Membership)
2. Order member certificates for distribution. (Certificate Chair)
3. Verify with Freddie's 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. Prepare for National Leadership Conference. Sign up representative, get checks, etc. (President)

April Meeting:

1. Distribute end of year surveys and nomination forms. (End of Year Survey Chair)
2. Order TRB Award and verify person receiving award will attend banquet. (TRB Award Chair)
3. Select new members. (Membership Committee)

May Banquet: (See banquet checklist)

1. Present awards, certificates and gifts for pupilage group leaders. (President or designate)

June 1:

1. Assign members and select topics and dates. (Pupillage group leaders)

July 1:

1. Send due reminders with final deadline. Send replacement member letters as needed. (Treasurer)

August: Banquet

1. Distribute member list/directory and President letters. (Changes yearly)
2. Provide Phil Lombardi and security with meeting dates for the coming year. (Security)

October:

1. Schedule Executive Board Meeting to address any outstanding issues and approve President elect.