PHI ALPHA DELTA PRE-LAW FRATERNITY
CHAPTER BY-LAWS

INDIANA UNIVERSITY CHAPTER

PHI ALPHA DELTA
LAW FRATERNITY, INTERNATIONAL

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MISSION

Phi Alpha Delta Law Fraternity, International is a professional law fraternity advancing integrity, compassion and courage through service to the student, the school, the profession and the community.

VISION

We are the preeminent law fraternity promoting the bonds of fraternalism and we are the leader in the development and advancement of professional ideals.

CORE VALUES

Bound together by tradition and our common interest in the law, we share these core values: Integrity, Compassion, Courage, Professionalism, Service, Diversity, and Innovation.

DECLARATION OF PURPOSE

The purpose of this Fraternity shall be to form a strong bond uniting students and teachers of the law with members of the Bench and Bar in a fraternal fellowship designed to advance the ideals of liberty and equal justice under law; to stimulate excellence in scholarship; to inspire the virtues of compassion and courage; to foster integrity and professional competence; to promote the welfare of its members; and to encourage their moral, intellectual, and cultural advancement; so that each member may enjoy a lifetime of honorable professional and public service.
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Phi Alpha Delta Pre-Law Fraternity
Indiana University Chapter By-Laws

ARTICLE I—CHAPTER
Section 1—Name
As chartered by the International Executive Board of Phi Alpha Delta Law Fraternity, International, the name of this Chapter is Indiana University Pre-Law Chapter, of Phi Alpha Delta Law Fraternity, International.

Section 2—Location
This Chapter is chartered and established at Indiana University and shall remain chartered at this school unless lawful action to the contrary is taken by the International Executive Board.

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Section 3—Duties of Chapter
As provided in the Pre-Law Chapter charter issued by Phi Alpha Delta Law Fraternity, International, this Chapter shall promote the principles, ideals and precepts of Phi Alpha Delta Law Fraternity, International; abide by the Constitution and International By-Laws of the Fraternity, as may, from time to time, be lawfully amended; adhere to the rules and procedures as may, from time to time, be lawfully promulgated by the International Executive Board; adhere to the rules and regulations of the University at which the Chapter charter has been granted; adhere to the laws of the City and State where the Chapter is located; and submit such reports and transmit such fees as may, from time to time, be required of the Chapter by the duly constituted authorities of the Fraternity.

ARTICLE II—PURPOSE
Section 1—Chapter Purpose
The purpose of this Chapter is to provide an effective, cohesive forum to promote the principles, ideals, and precepts of Phi Alpha Delta Law Fraternity, International and its Pre-Law Program. It shall promote the principles for the professional advancement of its members; stress the principles of liberty and equal justice under law for all citizens; stimulate excellence in scholarship; provide a forum for the interchange between members of this Chapter and the other members of Phi Alpha Delta Law Fraternity, International; and develop an understanding of professional fraternalism among its members.

ARTICLE III—MEMBERSHIP
Section 1—Members
The membership of this Chapter shall be composed of those persons initiated into the Pre-Law Program of Phi Alpha Delta Law Fraternity, International. Members must be in good standing at this school as defined by the school’s student handbook.

Only student, administration, faculty and staff members who have been initiated into Pre-Law membership in this Fraternity and have no outstanding financial
obligations to Phi Alpha Delta Law Fraternity, International shall be a member of this Chapter.

Hazing, defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with Phi Alpha Delta Pre-Law at Indiana University, regardless of the person's consent or lack of consent, is strictly prohibited.

Statement of Non-Discrimination: Students are accepted as members of the Pre-Law Chapter of Phi Alpha Delta Law Fraternity, International without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, grade point average, sexual orientation, or veteran status.

Section 2—Eligibility for Membership
Phi Alpha Delta has an open membership policy. Students are accepted as members of the Pre-Law Chapter of Phi Alpha Delta Law Fraternity, International without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, grade point average, sexual orientation, or veteran status. The following persons are eligible for membership:

a. Student Membership—Any student who is in attendance and in good standing shall be accepted into Pre-Law membership of this Fraternity. Student members must submit a completed membership application with the initiation fee of One-Hundred Dollars ($100.00). Student members must also submit any local dues as adopted by the Chapter in its By-Laws. Finally, students must take the oath of membership as prescribed by the Ritual of the Fraternity.

b. Administration and Faculty Membership—Any full or part-time administrator or faculty shall be accepted into P.A.D. Pre-Law membership. Administration or faculty members must submit a membership application and take the oath of membership as prescribed by the Ritual of the Fraternity.

Section 3—Termination of Membership
Pre-Law membership in this Fraternity may be terminated by: (a) expulsion by a legally constituted Pre-Law Chapter of this Fraternity for violating the purposes of Phi Alpha Delta Law Fraternity, International, the provisions of the International By-Laws, the By-Laws of this Chapter or for failure to pay lawful financial obligations to the Fraternity or this Chapter; (b) voluntary resignation from membership; or (c) graduation.

Section 4—Member in Good Standing
A member in good standing of this Chapter is a person who is duly initiated into Pre-Law membership in Phi Alpha Delta Law Fraternity, International, and who is
not delinquent in the payment of any financial obligation or performance of any other duty to this Chapter or the Fraternity.

In order for a member to be eligible to run for Chapter officer positions, he/she must be an active member and earn the following points:

**Membership:** Members must earn eight points for attending Chapter meetings (one point per Chapter); and six points for attending their designated committee meetings (one point per meeting).

**Fundraising:** Members must earn four points for participating in Chapter fundraising events (one point per event).

**Philanthropy:** Members must earn four points for participating in Chapter philanthropy events (one point per event).

**Professional Development:** Members must earn four points for participating in Chapter professional development events (one point per event).

**Publicity:** Members must earn two points for participating in Chapter publicity activities.

In total, the number of points needed to be eligible to run for a Chapter officer position is 32 points. In the case of a member whom is initiated during the spring semester, the number of points needed to be eligible to run for a Chapter officer position is 16 points. Points will be recorded individually by appointed committee Chairpersons and turned into the appointed Membership Chair to publish for record. Other circumstances surrounding eligibility to run for a Chapter officer position are subject to the discretion of the President.

**ARTICLE IV—CHAPTER OFFICERS**

**Section 1—Officers**

This Chapter shall elect a Chapter President, Vice President, Secretary, Treasurer, and Committee Chairmen annually. Candidates shall be elected from among the student members of the Chapter. Only members whom have previously served as Executives of the Fraternity for at least one calendar year are eligible to run for the office of President.

An advisor or advisors shall be appointed for each Chapter by the Director of Pre-Law Operations from among the administration and faculty members of each Chapter to serve for a one year term.

Officers are responsible for ensuring that the Chapter follows Fraternity policy, including the Pre-Law financial, open membership, drug and alcohol and anti-hazing policies.

**Section 2—Election of Officers**

Elections for Chapter Officers shall be held in April of each year. The Chapter President shall set the date, time, and place for such election. The Chapter Secretary
shall notify all student members and the Director of Pre-Law Operations of the details of such election at least ten (10) days prior to such date. Election shall be by a majority vote of the members in good standing, present and voting.

Members may run for two offices, but may only win and hold one position. If running for multiple offices, candidates are required to rank both positions—one as their first choice and the other as their second choice. Exceptions to this rule and other circumstances regarding elections are subject to the discretion of the President.

All outgoing and incoming officers are required to attend an Officer Transition meeting within 14 days of officer elections. Details of the officer transitions will be decided at the discretion of the President.

Section 3—Terms of Office
The term of office is one year. Elected officers shall assume the duties of office immediately upon being administered the oath of office.

Section 4—Duties of Officers
The officers of this Chapter shall have the following duties:

a. President—The President shall be the chief executive and administrative officer of the Chapter. The President is responsible for the welfare and dignity of the Chapter. The President is responsible, along with the other Chapter officers, for ensuring that the Chapter follows all Fraternity policies including the Pre-Law financial, open membership, drug and alcohol and anti-hazing policies. The President is responsible for ensuring that all Chapter Executives perform the duties of their respective offices.

b. Vice President—The Vice President shall work with the President in the performance of such Chapter duties as may be requested by the President. In the event of the absence, death, resignation, disqualification or removal from office of the President, the Vice President shall assume the duties of the President. The Vice President is the public relations and historical officer of the Chapter. The Vice President shall submit written articles of Chapter interest to the Director of Pre-Law Operations for publication; and shall perform such other duties relating to publicity as the Chapter President or the Director of Pre-Law Operations may request.

c. Secretary—The Secretary shall be the chief recorder and correspondent of this Chapter. The Secretary shall keep complete record of all matters pertaining to this Chapter and shall certify thereto when necessary. The Secretary is the custodian of the Chapter By-Laws, minutes, and administrative records and reports of this Chapter. The Secretary maintains a record of all Chapter members, together with their current addresses, and dispatches notices of meetings to members as appropriate. The Secretary maintains a close liaison with the Chapter’s advisor or advisors and with the clerk of the local P.A.D. law school Chapter if
applicable. The Secretary is responsible for submitting the official reports required of the Chapter by the procedures promulgated by the International Executive Board and shall furnish the Executive Board, Director of Pre-Law Operations and Chapter President with such information as each may request.

d. **Treasurer**—The Treasurer shall be the chief financial officer of this Chapter and is responsible, along with the other Chapter officers, to ensure the Chapter follows the Fraternity’s pre-law financial policy. The Treasurer is in charge of all Chapter funds and collection and disbursement thereof. The Treasurer shall pay out money on itemized vouchers countersigned by the President or Vice President when acting for the President, and shall keep a chronological record of funds received and disbursed. The Treasurer is required to attend a Treasurer training session through the Indiana University Student Organization Accounts Office (SOA). The Treasurer shall remit to the Director of Chapter Operations such funds as the procedures promulgated by the International Executive Board prescribe, and shall submit such reports and other information as the International Executive Board, Director of Chapter Operations, or Chapter President may request.

e. **Chapter Advisor or Advisors**—The Chapter Advisor or Advisors shall assist the student officers in the administration of the Chapter, shall be available to counsel the student members of the Chapter and shall act as liaison between the Chapter and the undergraduate school’s administration.

**Section 5—Office Vacancies**
A special election shall be called by the President immediately to fill an Executive position vacancy.

**Section 6- Removal of Officers**
Any Chapter Officer may be removed. Violation of the oath of office set forth by the ritual and/or the local Chapter By-Laws shall constitute good and sufficient cause for removal from office. The procedure for removal must be in complete accordance with the Constitution and International By-Laws. A motion must be called at a general Chapter meeting for the removal of any officer. An officer may be removed with a two-thirds majority vote.

The valid grounds for removal from office are:

a. Continued, gross, or willful neglect of office duties;
b. Failure or refusal to disclose necessary information regarding matters of Fraternity business;
c. Unauthorized expenditures, signing of checks, or misuse of organization funds;
d. Unwarranted attacks on, or refusal to work with, the Chapter President;
e. Misrepresentation of the organization and its officers to outside persons;
f. Conviction of a felony.
ARTICLE V—EXECUTIVE BOARD

Section 1—Composition
The Executive Board of this Pre-Law Chapter is composed of the four duly elected Chapter officers, the Chapter Advisor(s), and Chairpersons of standing committees.

Section 2—Duties
The Executive Board is responsible for the proper, efficient, and effective operation of the Chapter. The Executive Board shall schedule, plan and implement programs, projects, functions and meetings with the major objective of providing for the professional advancement of the members. The Executive Board shall ensure the continuity of this Chapter by acquiring new members and providing professional service to the members of this Chapter, Fraternity and school. It shall carefully study and review all policies and procedures as promulgated by the International Executive Board to ensure compliance therewith.

Section 3—Meetings
The Executive Board shall meet at least twice a month upon the call of the Chapter President to consider, discuss, plan, direct and implement the operations of the Chapter. It shall coordinate the work of various committees of the Chapter and shall develop a projected schedule of Chapter operations and events.

Section 4—Officer/Committee Reports
Each Committee Chairperson, the Secretary, and the Treasurer will be required to submit Officer Reports to the President and/or Vice President upon request. The reports shall be written and presented in accordance to the following requirements:
   a. Reports are written in the third person;
   b. Reports will include the Chairperson's name, the facts found, recommendations for future affairs, and the signatures of all committee members, the Committee Chairperson giving his/her signature first;
   c. The Chairperson is to read the report aloud and move for the adoption of any recommended action.

ARTICLE VI—CHAPTER COMMITTEES

Section 1—Standing Committees
The chairperson(s) of the following standing committees shall be elected by the Chapter or appointed by the newly elected Executive Board during the same election as the general Chapter officers.
   a. Professional Development
   b. Membership
   c. Social
   d. Publicity
   e. Fundraising
   f. Philanthropy
   g. Mock Trial

Section 2—Ad Hoc Committees
Other committees may be established by the Chapter for special purposes as determined by the Chapter. The committee chairs shall be elected by the Chapter.
Section 3—Duties of Committees

The standing committees shall have the following duties:

a. **Professional Development Committee**—The Professional Development Committee shall have the responsibility of developing programs which shall aid in the professional development of the Chapter. The Committee shall plan, direct, and implement seminars, speaker events, tours to legal bodies, and other programs designed to advance the professional development of the members of this Chapter.

b. **Membership Committee**—The Membership Committee shall ensure the continuity of this Chapter by seeking for pre-law membership in Phi Alpha Delta Law Fraternity, International all appropriate prospective members. The Committee shall conduct a concentrated rush program at the beginning of each semester and shall conduct a continuing rush program throughout the year. The Committee shall distribute all appropriate pre-law recruitment materials of the Fraternity to members of the student body. The Committee shall plan and implement effective rush programs for the chapter, coordinating rush with other activities of the chapter and the general school calendar.

c. **Fundraising Committee**—The Fundraising Committee is responsible for developing sources of revenue for the Chapter in addition to Chapter dues. The Committee shall review and analyze the financial condition of the Chapter on a continuing basis and shall report to the Chapter its recommendations. The Committee shall not be responsible for establishing Chapter dues, such being the responsibility of the Chapter itself, or for the collections of such dues, such being the responsibility of the Treasurer.

d. **Social Committee**—The Social Committee shall plan, develop and execute social programs for the members of the Chapter to encourage the development of a close bond of professional fraternalism among members.

e. **Publicity Committee**—The Publicity Committee shall develop methods of publicizing the various activities of the Chapter at the school, in the local community and the Fraternity generally. The Committee shall publicize the activities of the Pre-Law Chapter among the school’s student body to aid in the development of an identity for the Chapter among all students enrolled at the school. The Committee shall seek to obtain publicity for the chapter activities in the local news media and other publications to further establish its Chapter identity. The Committee shall submit articles and pictures for inclusion in The Reporter, an official publication of Phi Alpha Delta Law Fraternity, International. The Committee shall publish a newsletter, The Gavel, at least once a semester, describing within the status, advancements, and other such news of the Chapter.

f. **Philanthropy Committee**—The Philanthropy Committee shall develop programs to serve the community to promote the Phi Alpha Delta values of service and good social conscience.
g. **Mock Trial**—The Mock Trial Team shall be organized to promote knowledge of the law, foster excellence in speech and persuasion, and help develop logical thinking skills. The Team shall compete formally and informally in mock trial competitions at both state and national levels, and shall host tournaments for both high school and college students when desired.

h. **Webmaster**—The Webmaster shall work with the Publicity Committee to provide electronic publicity. Responsibilities of the Webmaster include designing, marketing, distributing, and maintaining all websites (including the Chapter website and all Chapter social networking site accounts), and maintaining the e-mail account by distributing e-mails to designated persons.

**ARTICLE VII – DIRECTOR OF PRE-LAW OPERATIONS**

*Section 1—Communication with the Director of Pre-Law Operations*

It is the responsibility of all Chapter Officers and the Chapter Advisor to develop a close working relationship with the Director of Pre-Law Operations. The Chapter Secretary shall be responsible for distributing Chapter minutes to the Director of Pre-Law Operations no later than three days after a Chapter or Executive Meeting.

**ARTICLE VIII—FISCAL MATTERS**

*Section 1—Pre-Law Membership Fee*

Each applicant shall pay the International Pre-Law Initiation Fee of One-Hundred Dollars ($100.00) to the Treasurer of the Chapter prior to initiation into membership. The Chapter will accept only credit card information (to be filled out on the application for membership), checks, or money orders due to accountability. The International Membership Fee shall be remitted, in the proper form, to the Executive Office by the Chapter Membership Chair within ten (10) days of receipt of such fee.

*Section 2—Local Chapter Dues*

The dues of this Chapter are hereby set at twenty dollars ($20.00) per semester. Each member of the Chapter shall pay the established Chapter dues to the Chapter Treasurer at the time such is due. Members delinquent in the payment of their Chapter dues shall pay a penalty of forfeiting one Membership point for every Chapter meeting following the due date. Any members who refuse to pay the lawful Chapter dues shall be reported to the Chapter by the Treasurer and if such members persist in the refusal to pay such lawful obligation, the member may be held to be a member in bad standing and will be barred from running for an Executive Officer position. This requires a majority vote of the members of the Chapter.

*Section 3—Administration and Faculty Members*

The Pre-Law International Initiation Fee is waived for administration, faculty and staff members of the school where this Chapter is located.

*Section 4 - Assessments*

The Chapter may, from time to time by a majority vote, levy special assessments upon members of the Chapter, provided that such be levied at a regular or special meeting called for such purposes and the members of the Chapter are notified of such proposed action prior to such meeting. No such assessment shall exceed an
amount equal to the annual dues of the Chapter. Upon approval of the Chapter, such assessment shall be a financial obligation of each member of the Chapter and shall be paid to the Chapter Treasurer.

Section 5—Financial Policy
The affairs of the Chapter shall be conducted upon a sound financial basis and no outstanding financial indebtedness shall be incurred without the prior approval of a majority vote of two-thirds of the Chapter membership. The affairs of the Chapter shall be conducted in accordance with the Pre-Law financial policy which can be found online at www.pad.org.

This organization shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

ARTICLE IX—CHAPTER MEETINGS
Section 1—Regular Meetings
Regular meetings of this Chapter shall be held no less than twice a month. Chapter meeting times shall be set by the Executive Board and made available to members at the beginning of each semester.

Section 2—Special Meetings
Special meetings of this Chapter shall be held at the call of the President, Chapter Advisor or at the call of any two of the other officers of this Chapter or upon request of one-third of the active membership of this Chapter. Committee Chairpersons are permitted to call special meetings of their committee members if the Chapter President has been notified of such meetings. Committee Chairpersons must announce committee meeting times at least one week (7 days) before the meeting is to occur.

Section 3—Parliamentary Procedure
The latest edition of the Roberts’ Rules of Order shall control the parliamentary procedure of this Chapter.

ARTICLE X—OFFICIAL REPORTS
This Chapter shall submit reports as required by the Executive Office or the Director of Pre-Law Operations, including the following:

a. Membership Applications with the expected initiation date and International Pre-Law Initiation Fees shall be remitted to the Executive Office by the Chapter Secretary no later than ten days (10 days) following the receipt of such materials.

b. An updated Roster of Officers shall be submitted to the Executive Office by the Chapter Secretary immediately upon the election of officers or immediately upon any change in information included therein. Such report may be done online but should also include an email to the Director of Pre-Law Operations about the change.

c. The Chapter Secretary shall prepare a Membership Enrollment Form, including the information of each received application.
ARTICLE XI—PRE-LAW CHAPTER BY-LAWS

Section 1—Authority
These Chapter By-Laws are adopted under the authority of and are subject to the rules and procedures of the International Executive Board of Phi Alpha Delta Law Fraternity, International. Any section which conflicts with such rules and procedures shall be null and void without, however, voiding the remainder of the Chapter By-Laws.

Section 2—Amendments
The only sections of these local Chapter By-Laws which may be amended are:

- Article I—Chapter
  - Section 1—Name (insertion of the Chapter’s name)
  - Section 2—Location (insertion of the Chapter’s location)
- Article V—Executive Board
  - Section 1—Composition
- Article VI—Chapter Committees
  - Section 1—Standing Committees
  - Section 3—Duties of the Committees
- Article VIII—Fiscal Matters
  - Section 2—Local Chapter Dues

The above listed sections may be amended by a two-thirds (2/3) vote of the members of this Chapter at a meeting called for that purpose and shall be effective immediately; provided, however, that notice of the proposed amendment to these By-Laws shall be given to all Chapter members at least one week prior to the meeting and provided further that no meeting for the amendment of these By-Laws shall be called during a vacation period of the school at which this Chapter is located.

Section 3—Filed with the Executive Office
Upon adoption, a copy of the Chapter By-Laws shall be immediately e-mailed to the Executive Office of the Fraternity to be reviewed and approved by the International Executive Board and filed with the records of this Chapter, and maintained by the Executive Office. Any amendments to these By-Laws, officially adopted by the Chapter, shall likewise be filed with the Executive Office. Should a Chapter not adopt their own by-laws, or lose a copy of them, the Pre-Law Model Chapter By-Laws shall be in full effect.

Chapter By-Laws last reviewed July 2012 (Courtney Crowl)