Phi Alpha Delta Law Fraternity, International

Pre-Law Chapter Bylaws for

Central Michigan University

**PHI ALPHA DELTA LAW FRATERNITY, INTERNATIONAL**

**CENTRAL MICHIGAN UNIVERSITY PRE-LAW CHAPTER BY-LAWS**

**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.

**ARTICLE I: CHAPTER FORMATION**

**Section 1. Name –** As chartered by the International Executive Board of Phi Alpha Delta Law Fraternity, International, the name of this Chapter is the Central Michigan University Pre-Law Chapter of Phi Alpha Delta Law Fraternity, International.

**Section 2. Location –** This Chapter is chartered and established at Central Michigan University and shall remain chartered at this university unless lawful action to the contrary is taken by the International Chapter or the International Executive Board of Phi Alpha Delta Law Fraternity, International.

**Section 3. Duties of Chapter –** Pursuant to the 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; shall 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 regulations of the International Executive Board as may from time to time be lawfully promulgated; and shall submit such information and fees as may from time to time be required of the Chapter by the duly constituted authorities of the Fraternity.

**ARTICLE II: PURPOSE**

The purpose of this Chapter shall be to provide an effective, cohesive forum, within the university student body; to provide for the professional advancement of its members; to promote the principles of liberty and equal Justice under law for all citizens; to stimulate excellence in scholarship; to provide a forum for the interchange between members of this Chapter and practicing members of the Bench and Bar and law professors; to develop lasting professional friendships among its members; and to promote the principles, ideals and precepts of Phi Alpha Delta Law Fraternity, International as defined in Article II of the Constitution of the Fraternity.

**ARTICLE III: MEMBERSHIP**

**Section 1. Members -**  As provided by Article III of the Constitution of Phi Alpha Delta Law Fraternity, International, the membership of this Chapter shall be composed of those persons duly initiated into Phi Alpha Delta Law Fraternity, International by this or any other Chapter who are in actual attendance and in good standing at Central Michigan University.

**Section 2. Eligibility for Membership –** As provided in Article III of the Constitution of the Fraternity, eligibility for membership in this Fraternity shall be as follows:

1. **University Membership –** Any student who is not a member of any other law Fraternity and who is in attendance and in good standing at the university where this Chapter is chartered shall be eligible for membership in this Fraternity and may be initiated as a member of this Chapter.
2. **Alumni Membership –** Any person who is not a member of any other law Fraternity who has been licensed to practice law in, and is in good standing with the Bar or any jurisdiction recognized by the International Chapter or by the International Executive Board; any law graduate who is a member of the faculty of any law school where a Chapter of this Fraternity may be chartered; or any duly initiated law school member upon their departure from law school who is not the subject of any disciplinary proceeding resulting in temporary or permanent cessation or denial of his or her license to practice law; and any judge who qualified in any of the preceding categories prior to becoming a judge. Upon initiation, such member shall automatically become an alumnus/alumna member of the Fraternity.
3. **Honorary Membership –** Any person not a member of any other law Fraternity who has attained unusual distinction in the legal profession or in the field of law on at least a statewide basis shall be eligible to be initiated into the Fraternity as an Honorary Member of this Fraternity upon petition by the law school Chapter.

**Section 3. Membership in Chapter –** Only duly initiated members of the Fraternity shall have any status within this Chapter. There shall be no other type of affiliation with this Chapter under any circumstances, with the exception of the Chapter’s Faculty and Alumni Advisors as set forth below in Article VIII.

**Section 4. Member In Good Standing –** A member in good standing of this Chapter shall be a person who is duly initiated into the Fraternity and who is not delinquent in the payment of any financial obligations to this Chapter or the Fraternity.

**Section 5. Transfer of Membership –** A member in good standing of the Fraternity who transfers from another university and becomes a regularly enrolled student in this university may transfer such membership to this Chapter.

**Section 6. Formal Initiation –** All candidates for membership shall be formally initiated by the initiation ceremony as provided in the Ritual of the Fraternity.

**ARTICLE IV: CHAPTER OFFICERS**

**Section 1. Officers –** As provided in Chapter III, Section 15 of the International By-Laws of this Fraternity, this Chapter shall annually elect as Chapter officers a President, Vice President, Secretary, Treasurer, and Membership Director from among the university members of the Chapter who are members in good standing of the Fraternity. The Chapter may elect such other officers as are deemed appropriate by the membership, if such officers and their duties are not inconsistent with the other Chapter officers and their duties. The Chapter requires all Chapter Officers to have one full year prior to Graduation at which the Chapter is chartered. President and Vice President should have been an initiated member of this Chapter for a full year before running for office.

**Section 2. Election of Officers**

1. Elections for Chapter officers shall be held during April of each year. The Executive Board shall set the exact date, time and place for such election. The Secretary shall notify all members of the Chapter of the date, time and place of such election at least ten (10) days prior to such date.
2. Election shall be by a majority vote of the members in good standing, present and voting where a quorum is met.

**Section 3. Terms of Office –** The terms of office of the Chapter officers shall be for a one-year period. The elected officers shall assume the duties of their individual offices immediately upon being formally installed therein. No officer shall be granted a term of office longer than one year unless subsequently re-elected.

**Section 4. Duties of Officers –** The elected officers of this Chapter shall have the following duties as provided by Chapter III, Section 16 of the International By-Laws of the Fraternity:

1. **President –** The President shall be the chief executive and administrative officer of the Chapter. The President shall preside at all meetings of the Chapter and shall decide all questions of law and order in the Chapter. He/she shall be the principal ritualistic officer and shall cause the ritual of the Fraternity to be properly exemplified at all appropriate occasions. He/she shall insure that all other Chapter officers perform the duties of their respective offices and shall be responsible for the welfare and dignity of the Chapter during their term of office. President is responsible to hold bi-weekly meetings of Chapter Officers. Chapter President will be responsible for organizing a LSAC Forum Trip.
2. **Vice President** – The Vice President shall assist the President in the performance of such Chapter duties as may be requested of the Vice President by the President. In the event of the absence, death, resignation, disqualification or removal from office of the President, the Vice President shall perform the duties of the President if he cannot make a meeting. The Vice President shall be the public relations and historical officer of the Chapter; shall submit written articles of Chapter and Fraternity interest to the Executive Director for publication; and shall perform such other duties relating to publicity as the President or the Executive Director may request. Vice President is required to hold biweekly meetings with the executive council, and serves as a liaison to the executive officers.
3. **Secretary –** The Secretary shall be the chief recorder and correspondent of this Chapter. The Secretary shall keep a true and complete record of all matters pertaining to this Chapter and shall certify thereto when necessary. The Secretary shall be the custodian of the Chapter By-Laws, minutes, and administrative records and reports of this Chapter. He/she shall be responsible for submitting the official reports required of the Chapter by the International By-Laws and shall furnish the International Secretary, Executive Director and President with such information as each may request. Secretary is required to be the liaison with the National Office in regards to our meeting minutes and schedule.
4. **Treasurer –** The Treasurer shall be the chief financial officer of this Chapter. He/she shall have charge of all Chapter funds and of the collection and disbursement thereof. The Treasurer shall pay out money on itemized vouchers countersigned by the President or the Vice President when acting for the President and he/she shall keep a complete chronological record of monies received and disbursed. Treasurer should organization a fundraiser for at least once a semester.
5. **Membership Director –** The Membership Director shall be the chief attendance policy maker as officer of this chapter. He/she shall maintain a record of all Chapter law school, alumni and honorary members together with their current addresses and shall dispatch notices of meetings to members as appropriate. He/she will determine each semester the status of each member (active, inactive, and graduated) by the 5th general meeting of the semester. He/she will be responsible for keeping track of each members attendance to said meetings, community events, fundraiser, and projects.  The point system as follows:

        - General Meetings: 1 point

**-** Community Outreach Events: 2 points

**-** Socials: 1 point

**-** Professional Events: 2 points

**-** Rituals: 2 points:

**-** ‘Bring a Prospective Member’: 3 point

**-** Any additional points shall be determined by the Executive Board.

The Membership Director shall be the chief organizer of the meetings as officer of this chapter. He or she will be response for making the meetings run smoothly and in an orderly fashion by adhering to Parliamentary Procedure. He or she shall see fit to make sure that the general membership is aware of the policies during the meeting of what is and what is not acceptable procedure/behavior. The Membership Director shall be responsible for the retention of the Student Government Association membership in good standing. He or she will attend all related SGA meetings and events. The officer is also responsible for appointing a SGA Representative (PROXY) who is registered as such. The PROXY shall attend meetings if the Membership Director cannot. The Membership Director shall be responsible for keeping the fraternity abreast on all SGA news and events. Membership Director is also responsible for facilitating elections and other voting matters. He or she is also responsible for counting the votes following an election. The Membership Director shall perform such other duties as may be requested of him/her by the International Justice, the Executive Director or the Chapter President.

**6. Chapter Advisor or Advisors** – The Chapter Advisor of 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. Protocol-** The Executive Board has the authority to implement protocols that assist in the operation of the fraternity with 2/3rds majority vote of the Executive Board. The protocol can only be overturned by a 2/3rds Executive Board vote. The protocol shall last no longer than the Executive Board’s term that created and implemented the protocol. If a protocol passes, the Executive Board must inform membership in a timely fashion.

**Section 6. Transitions –** A transition meeting between outgoing and incoming officers shall occur before the end of school year. The purpose of said meeting is to ensure all materials, accounts, and information are properly and timely transferred to the incoming officers.

**Section 7. Vacancies**

1. Should a vacancy occur in the office of President, the Vice President shall immediately succeed to the President.
2. Should a vacancy occur in any other office, the remaining Executive Board members shall convene a special Chapter Meeting to hold an election for said vacant position. If the vacancy occurs while school is not in session, the remaining Executive Board members shall convene a special Executive Board Meeting for the appointment of said vacancy. Whether by Chapter Membership or the Executive Board, all vacancies shall be filled within two weeks of notice of said vacancy. In the event these procedures are not feasible due to insufficient membership or other extenuating circumstances, any Chapter member may contact the Executive Office or the District Justice and request appointment of Chapter officers. Upon receipt of such request, in its discretion, and with input from the Chapter, the Executive Office or District Justice may appoint within 30 days such officers as are necessary to maintain and promote continuity of Chapter leadership and operations.
3. In determining whether to fill a vacancy or in electing persons to fill vacancies, the action taken shall be by majority vote of those present and voting at a duly convened meeting of the Executive Board.

**ARTICLE V: RECALL OF OFFICERS**

**Section 1. Procedures –** Procedures for removal from elective office, pursuant to Article XVI of the Constitution, shall be instituted through the filing of a written recall petition. The recall petition requires signatures from one third of the Chapter members in good standing or by a majority of the elected officers of such Chapter.

1. **Administrative** - The President shall be the Administering Officer of the recall unless the President is the subject of the removal in which the Administering Officer becomes the Vice President.
2. **Petition for Removal** – The petition for each officer whose removal is sought shall be transmitted to the Administering Officer. The recall petition shall contain a clear and concise factual statement of the acts or practices alleged to constitute “good and sufficient cause” for removal from office. Violation of the oath of office, including malfeasance, misfeasance, or nonfeasance, shall constitute good and sufficient cause for removal from office of any such officer. The Administering Officer shall immediately furnish to the cited officer a copy of the petition.
3. **Answer** - Within five (5) days after the receipt of the petition for removal, the cited officer shall transmit an answer to the Administering Officer. Such answer shall contain (1) a concise statement of the facts constituting each ground of defense, and (2) specific admission, denial, or explanation of each fact alleged in the petition; or, if the cited officer is without knowledge thereof, a statement to that effect. Failure of any cited officer to file an answer in the time specified shall authorize the Administering Officer, without further procedures, to declare the office vacant and to require the cited officer to surrender all Fraternity property.
4. **Submission for Vote** – Upon receipt of the cited officer’s answer, the Administering Officer shall publish the petition and answer to the Chapter for a vote on the matter. Along with the petition and answer, the Administering Officer shall publish the time, place and purpose of a Chapter meeting for such vote giving no less than seven (7) day notice.
5. **Voting** – Upon  receipt of the recall petition and answer, each Chapter member shall vote pursuant to the following procedures:
   1. Voting shall take place only at a Chapter meeting which members have been given proper notice of as prescribed in Section 1(d) of this Article.
   2. At such meeting, the petition and answer shall be read aloud to the membership before the vote is taken, except that this procedure may be waived if copies have been furnished to all members.
   3. No proxy voting shall be permitted.
   4. A two-thirds (2/3) affirmative vote of all members in good standing is required for the removal of the cited officer.

**Section 2. Disposition of Property** – If the cited officer is removed from the position held, the Administering Officer shall require the cited officer to surrender all Fraternity property and records.

**Section 3. Appeal** – Any officer removed hereunder may appeal such decision to the International Tribunal, pursuant to the procedures prescribed in Chapter IX of the International By-Laws, such appeal to be limited to (1) the question whether “good and sufficient cause” has been shown within the meaning of Article XVI of the Constitution, and (2) the question of compliance with the procedures prescribed herein.

**ARTICLE VI: EXECUTIVE COMMITTEE**

**Section 1. Composition –** The Executive Committee of this Chapter shall be composed of the duly elected Chapter officers and the chairpersons of the standing Chapter committees.

**Section 2. Duties –** The Executive Committee shall be responsible for the proper, efficient and effective operations of the Chapter. It shall schedule, plan and implement Chapter programs, projects, functions and meetings with the major objective of fulfilling the Fraternity motto of “Service to the Student, the School, the Profession, and the Community.” In order to fulfill said motto, the Chapter shall conduct programs in the following areas:  academic assistance, professional development, alumni networking, social, fundraising (as necessary) and community service. The chapter shall also ensure the continuity of this Chapter by acquiring new members and conducting at least one initiation per semester. The Executive Committee shall carefully study and review all policies, procedures and manuals as promulgated by the International Fraternity to ensure compliance therewith by this Chapter.

**Section 3. Meetings –** The Executive Committee shall meet at least bi-weekly upon the call of the Vice President to consider, discuss, plan, direct and implement the operations of the Chapter. It shall coordinate the work of the various committees of the Chapter and shall develop a projected schedule of Chapter operations.

**Section 4. Standing Committees –** The following standing committees shall be under the direction of the Vice President:

        a. Professional Enrichment Committee

        b. Recruitment Committee

        c. Community Outreach and Social Committee

        d. Law School Preparation Committee

Other committees may be established by the Chapter for special purposes as determined by the Chapter. The chair of each committee may be appointed by the President or elected.

**Section 5. Duties of the Committees –** The standing committees shall have the following duties:

**a. Committee on Law School Preparation:**

                    1. Provide LSAT preparation for all levels of Phi Alpha Delta members.

                    2. Secure speakers pertaining to the law school preparation of members.

        3. Provide LSAC information and assistance to all levels members.

        4. Provide law school visit opportunities and law school fairs.

**b. Committee on Professional Enrichment**

        1. Organize and execute a mock trial every semester.

        2. Secure speakers pertaining to the legal profession.

        3. Work to build a network of communication with local legal professionals.

        4. Work on securing internships for a Phi Alpha Delta Internship list.

        5. Schedule trips to Supreme Courts

**c. Committee on Community Outreach and Social Affairs**

        1. Organize and facilitate at least one IM sport team every semester if interest

allows.

        2. Build fraternalism through creating and implementing community socials.

        3. Organize and execute a final banquet at the completion of every semester.

                4. Organize and execute a minimum of one community service event that all

members can participate in. The committee shall also offer additional smaller community service events for members who cannot participate in the main community service event.

5. Organize a fundraiser for a chosen philanthropy

**d. Committee on Recruitment**

        1. Develop and execute a plan that reflects prior experiences to recruit members

        2. Work with the Vice President to publicize the upcoming recruitment process

        3. Plan Main Stage and Spotlight Tabling

        4. Create a method of informing new members about Phi Alpha Delta history

**ARTICLE VII: FISCAL MATTERS**

**Section 1. Initiation Fee –** As provided in Chapter III, Section 4 of the International By-Laws of the Fraternity, each candidate for initiation shall pay the International Initiation Fee of $100 to the Treasurer of the Chapter or directly to the International Executive Office prior to such initiation. The Treasurer shall ensure that payment of the initiation fee has occurred prior to initiating any applicant. The Chapter shall be responsible for the initiation fee of any applicant initiated without payment. Effective June 1, 2010, each candidate shall pay the International Initiation Fee as computed by the International Executive Board, as annually may be re-adjusted and computed based on the provisions of Chapter III, Section 4 of the International By-Laws. The International Initiation Fee shall be remitted to the Executive Office of the Fraternity by the Chapter Treasurer within ten (10) days of each such initiation. If International Initiation Fees are deposited by the Chapter Treasurer, they must be deposited in a special trust account and shall not be co-mingled with the general funds of the Chapter as required by the International By-Laws of this Fraternity, to the extent this policy does not conflict with any policies in effect at this law school.

**Section 2. Chapter Dues –** The Chapter dues of this Chapter are hereby set at $65 dollars per semester. Each member of the Chapter shall pay the established Chapter dues to the Chapter Treasurer at the time such is due or upon demand of the Treasurer. Members delinquent in the payment of their Chapter dues or who refuse to pay the lawful Chapter dues shall no longer an initiated member.

**Section 3. Funds Disbursement Clause –** In the event that majority of the Executive Board votes to dissolve the group or become inactive and two-thirds of general membership approve the action the following steps shall be taken: All monies shall be disbursed to the Isabella County Trial Court: Teen Court Program. The Teen Court Program provides a second chance to young offenders in hopes they will become productive citizens.

**Section 4. 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 5. 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. Membership Materials –** The International Initiation Fee shall include a membership certificate, membership card, and Fraternity pin.

**ARTICLE VII: CHAPTER BY-LAWS**

**Section 1. Authority –** These Chapter By-Laws are adopted under the authority of Article VII, Section 5 of the Constitution of the Fraternity and are subject to the provisions of the Constitution and International By-Laws of the Fraternity. Any Article or Section which conflicts with such Constitution and International By-Laws shall be null and void without, however, voiding the remainder of the Chapter By-Laws. Those Sections of these By-Laws which are promulgated by the Constitution and International By-Laws of Phi Alpha Delta Law Fraternity, International shall not be subject to amendment by action of this Chapter.

**Section 2. Amendments –** Those sections of these By-Laws which are not prescribed by the Constitution and International By-Laws of Phi Alpha Delta Law Fraternity, International 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 amendments to these By-Laws shall be given to all Chapter members at least seven (7) days 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 law school at which this Chapter is located.

**Section 3. Filed with Executive Office –** Upon adoption, a copy of this Chapter’s By-Laws shall be immediately electronically submitted or mailed to the Executive Office of the Fraternity to be officially filed with the records of this Chapter maintained by that office. Any amendments to these By-Laws officially adopted by the Chapter shall likewise be filed with the Executive Office in the same manner.