

# **Constitution**

## **CHAPTER 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: Towson University Pre-Law Chapter, of Phi Alpha Delta Law Fraternity, International.

### **Section 2 - Location**

This chapter is chartered and established at Towson University and shall remain chartered at this school unless lawful action to the contrary is taken by the International Executive Board.

### **Section 3 - Duties of Chapter**

As provided in the pre-law chapter charter as 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 procedures as may, from time to time, be lawfully promulgated by the International Executive Board, and shall 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.

## **CHAPTER II – Purpose**

### **Section 1.**

The purpose of this chapter shall be to provide an effective, cohesive forum, smaller than that of the entire undergraduate school student body, to promote the principles, ideals, and precepts of Phi Alpha Delta Law Fraternity, International; to promote the principles 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 the other members of Phi Alpha Delta Law Fraternity, International, and to develop lasting friendships among its members.

## **CHAPTER III - Membership**

### **Section 1 – Members**

The membership of this chapter shall be composed of those persons accepted into Pre-Law Membership of Phi Alpha Delta Law Fraternity, International, by this chapter, who are in actual attendance at this school and in good standing, and such other pre-law members of the Fraternity duly accepted into the Fraternity by other Pre-Law Chapters of the Fraternity, who are members in good standing in the Fraternity, and who are in actual attendance at this school.

### **Section 2 - Eligibility for Membership**

Eligibility for pre-law membership into Phi Alpha Delta Law Fraternity, International shall be as follows:

a. *Student Membership* - Any fee paying, undergraduate student with at least a 2.0 GPA who is in attendance and in good standing at the school where this chapter is chartered shall be eligible to be accepted into pre-law membership of this Fraternity as a student

member of this chapter upon submission of their membership application, International Initiation Fee, local chapter dues (if applicable) and taking the oath of membership in the initiation ceremony.

b. *Administration and Faculty Membership* - Any full time or part-time administrator or faculty member at the school where this pre-law chapter is chartered shall be eligible for acceptance into pre-law membership, without voting or office holding privileges.

### **Section 3 - Membership in Chapter**

Only student, administration and faculty members who have been accepted into pre-law membership in this Fraternity shall have any status in this chapter. There shall be no other type of affiliation with this chapter under any circumstances.

### **Section 4 - 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 or of the By-Laws of this chapter or for failure to pay lawful financial obligations to the Fraternity, or this chapter; (b) by voluntary resignation from membership; or (c) by graduating from the undergraduate school at which this pre-law chapter is chartered.

### **Section 5 - Member in Good Standing**

A member in good standing of this chapter shall be a person who is duly accepted into pre-law membership in Phi Alpha Delta Law Fraternity, International, and who is not delinquent in the payment of any financial obligations to this chapter of the Fraternity, or delinquent in the performance of any other obligations or duty to this chapter or the Fraternity.

## **CHAPTER IV - Chapter Officers**

### **Section 1 - Officers**

This chapter shall annually elect a chapter President, Vice President, Secretary and Treasurer, from among the student members of the chapter who are members in good standing of the Fraternity and who have at least one full school year prior to graduation from the undergraduate school at which the chapter is chartered. An advisor or advisors shall be appointed for each chapter by the Director of Chapter Operations from among the administration and faculty members of each chapter to serve for a one year term.

### **Section 2 - Election of Officers**

Elections for Chapter Officers shall be held during the first week in May of each year. The Chapter President shall set the exact date, time, and place for such election. The Chapter Secretary shall notify all student members of the chapter of the date, time and place 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. Only fee paying, undergraduate students may run and vote. The advisor will chair elections and in the case of a tie perform a revote.

### **Section 3 - Terms of Office**

The terms of office of the four student officers shall be for a one-year period. The elected officers shall assume the duties of their individual offices immediately upon being elected thereto.

### **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. 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 his/her term of office.

b. **Vice President** - The Vice President shall assist 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 shall be the public relations and historical officer of the chapter provided however, that chapter By-Laws may assign such public relations and historical duties to another officer; shall submit written articles of chapter and Fraternity interest to the Director of Chapter Operations for publication; and shall perform such other duties relating to publicity as the chapter President or the Director of Chapter Operations may request.

c. **Secretary** - The Secretary shall be the chief recorder and correspondent of this chapter. He/She 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 maintain a record of all chapter members, together with their current addresses and shall dispatch notices of meetings to members as appropriate. He/She shall maintain a close liaison with the chapter's advisor or advisors and with the clerk of the local P.A.D. law school chapter. He/She shall be 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 Chapter Operations and Chapter President with such information as each may request.

d. **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. He/She shall keep international membership fees and other chapter funds in separate accounts and shall certify prior to acceptance into membership that all financial obligations of new members have been paid. The Treasurer shall pay out money on itemized vouchers countersigned by the President or Vice President when acting for the President and he/she shall keep a chronological record of monies received and disbursed. He/She shall remit to the Director of Chapter Operations such monies as the procedures promulgated by the International Executive Board prescribe and 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 – Impeachment Process**

In the event that an officer is not performing his or her duties, he or she may be impeached by a 2/3 majority vote of eligible voting members.

### **CHAPTER V - Executive Committee**

#### **Section 1 – Compositions**

The Executive Committee of this pre-law chapter shall be composed of the four duly elected chapter officers, the Chapter Advisor or Advisors and the chairpersons of the standing chapter committees.

### **Section 2 – Duties**

The Executive Committee shall have the responsibility for the proper, efficient and effective operation of the Chapter. It shall schedule, plan and implement chapter programs, projects, functions and meetings with the major objective of providing for the professional advancement of the members of the chapter, ensuring the continuity of this chapter by acquiring new members and of providing professional service to the members of this chapter, to the Fraternity and to the school. It shall carefully study and review all policies and procedures as promulgated by the International Executive Board to insure compliance therewith by this chapter.

### **Section 3 – Meetings**

The Executive Committee shall meet at least once 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 the various committees of the chapter and shall develop a projected schedule of chapter operations.

## **CHAPTER VI - Director of Chapter Operations**

### **Section 1**

It shall be the responsibility of the Chapter President and the Chapter Advisor to develop a close working relationship with the Director of Chapter Operations and to seek his/her aid and advice to insure the development of contacts for the chapter members with the local law school and alumni chapters of Phi Alpha Delta. The Chapter President shall keep the Director of Chapter Operations fully informed of all chapter meetings, programs, projects and other activities and shall seek his/her advice thereon when appropriate.

## **CHAPTER VII - Chapter Committees**

### **Section 1 - Standing Committees**

The following standing committees and chairpersons thereof, shall be appointed by the Chapter President immediately upon assuming office:

- a. Professional Development and Program Committee
- b. Membership Committee
- c. Social Committee
- d. Publicity Committee
- e. Finance Committee

### **Section 2 - Other Committees**

Other committees may be established by the chapter for special purposes as determined by the chapter, which membership shall be appointed by the President.

### **Section 3 - Duties of the Committees**

The standing committees shall have the following duties:

- a. *Professional Development and Program Committee* - Unless otherwise directed by the chapter, the Vice President shall chair this committee. It shall have the responsibility of developing programs which shall aid in the professional development of the chapter members and shall plan, direct and implement seminars, speaker programs, tours to legal

bodies and other programs designed to advance the professional development of members of this chapter.

b. *Membership Committee* - Unless otherwise directed by the chapter, the Secretary will chair this committee. This committee shall insure the continuity of this chapter by seeking for pre-law membership in Phi Alpha Delta Law Fraternity, International all appropriate prospective members. It shall conduct a concentrated rush program at the beginning of each semester and shall conduct a continuing rush program all during the year. It shall distribute all appropriate pre-law rush materials of the Fraternity to members of the student body. It shall plan and implement effective rush programs for the chapter, coordinating rush with other activities of the chapter and the general school calendar.

c. *Finance Committee* - Unless otherwise directed by the chapter, the Treasurer shall chair this committee. The main responsibility of this committee shall be to develop sources of revenue for the chapter in addition to chapter dues. It 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. It shall review and analyze the financial condition of the chapter on a continuing basis and shall report to the chapter its recommendations thereof.

d. *Social Committee* - This committee shall plan, develop and execute social programs for the members of the chapter, to encourage the development of a close bond of friendship among the members of the chapter while in undergraduate school and the continuation of such associations into law school. It shall also develop appropriate functions to aid in the development of acquaintances between prelaw members and the other members of Phi Alpha Delta Law Fraternity, International.

e. *Publicity Committee* - This committee shall develop methods of publicizing the various activities of the chapter at the school, in the local community and the Fraternity generally. It 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; it shall seek to obtain publicity for the chapter activities in the local news media and other publications to further establish its chapter identity; and shall submit articles and pictures for inclusion in The Reporter, an official publication of Phi Alpha Delta Law Fraternity, International.

## **CHAPTER VIII - Fiscal Matters**

### **Section 1 - Pre-Law Membership Fee**

Each candidate for pre-law membership shall pay the International Membership Fee of a Hundred Dollars (**\$100.00**) to the Treasurer of the chapter prior to acceptance into membership. The International Membership Fee shall be remitted, in the proper form, to the Executive Office, by the Chapter Treasurer, within ten (10) days of receipt of such fee. All International Membership fees shall be deposited by the Chapter Treasurer in a special trust account and *shall not be co-mingled with the general funds of the chapter.*

### **Section 2 - Chapter Dues**

The dues of this chapter are hereby set at (\$25) 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. 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 not allowed to participate in local chapter events). This requires a majority vote of the members of the chapter.

### **Section 3 - Administration and Faculty Members**

The Pre-Law membership fee is waived for administration and faculty members of this chapter.

### **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**

The affairs of the chapter shall be conducted upon a sound financial basis and no outstanding chapter indebtedness shall be incurred without the prior approval of a vote of two-thirds (2/3) of the chapter membership.

## **CHAPTER IX - Chapter Meetings**

### **Section 1**

Regular meetings of this chapter shall be held at least twice per month.

### **Section 2**

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.

### **Section 3**

Roberts' Rules of Order (revised) shall control the parliamentary procedure of this chapter

## **CHAPTER X - Official Reports**

### **Section 1**

This chapter shall submit reports as required by the Executive Office or the Director of Chapter Operations, including the forms as hereinafter set forth:

- a. The Chapter Secretary shall prepare a Membership Enrollment form for each membership application received.
- b. The Membership Enrollment Form, Membership Applications and International Membership Fees shall be remitted to the Executive Office by the Chapter Secretary within ten (10) days of receipt by said officer of the Membership Application and Fees.
- c. 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.

## **CHAPTER 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**

Those sections of these By-Laws, which are not prescribed by the International Constitution, By-Laws, or rules and procedures promulgated by the International Executive Board 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 upon SGA approval, 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 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.