

Phi Alpha Delta UCSD Pre-Law Chapter Constitution – Nonprofit Organization

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: University of California, San Diego (UCSD) Pre-Law Chapter, of Phi Alpha Delta Law Fraternity, International.

Section 2 - Location

This chapter is chartered and established at the University of California, San Diego 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 of the Fraternity and, 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 foster the growth of exceptional pre-law students. This chapter will promote principles of professional development, academic excellence, unity of brotherhood, service to the community, and lasting friendships.

CHAPTER III - Membership

Section 1 - Members

The membership of this chapter shall be composed of those persons initiated into Pre-Law Membership of Phi Alpha Delta Law Fraternity, 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. All members must meet the UCSD Phi Alpha Delta quarterly requirements.

Section 2 - Eligibility for Membership

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

- a. ***Student Membership*** - Any student 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.
 - i. Attendance and good standing at University of California, San Diego
 - ii. Minimum of 2.5 cumulative grade point average
 - iii. Fulfillment of all financial obligations to the chapter and to Phi Alpha Delta Law Fraternity, International
 - iv. Completion of all required Phi Alpha Delta forms and documents
 - v. Consistent engagement in all required Phi Alpha Delta events
 - vi. Ability to attend 80% of General Body Meetings though the course of the academic year
 - vii. Maintaining good standing with the local chapter by abiding by all chapter guidelines

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.

Members can be categorized:

- a. Active membership – if any of the following requirements are not fulfilled, member may be subject to fines upon the discretion of the Executive Board.
 - i. Continuous fulfillment of eligibility requirements each quarter
 - ii. 80% attendance of General Body Meetings
 - iii. Attendance and participation in at least (1) professional development event outside of General Body Meetings each quarter.
 - iv. Attendance and participation in at least (1) fundraising event each quarter.
 - v. Attendance and participation in at least (1) recruitment event during each recruitment process.
 - vi. Completion of 5 approved hours of community service each quarter.
- b. Inactive membership
 - i. Members may go on to inactive membership status when faced with a circumstance that prevents fulfillment of eligibility requirements.
 - ii. Members may be inactive for as long as they so chose, but may face additional costs and restrictions in terms of attendance and participation in Phi Alpha Delta events.
 - iii. Inactive members will pay no dues while inactive but may face additional costs when attending Phi Alpha Delta events.
 - iv. Inactive members are permitted to attend brotherhood or professional development events unless otherwise stated.
 - v. If inactive for more than one quarter, then the member must be reviewed by a committee consisting of the Executive Board and the Standards Chair in

order to be reactivated into the fraternity. Reactivation requires majority Vote.

- vi. Members who become inactive shall not continue to hold any leadership positions within Phi Alpha Delta

Section 5 - Termination of Membership

Pre-Law membership in this Fraternity may be terminated by (a) expulsion for violating the purposes of Phi Alpha Delta Law Fraternity, the provisions 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.

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 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 chosen and appointed by the chapter from among the administration and faculty.

Section 2 - Election of Officers

Elections for Chapter Officers shall be held during Spring Quarter of each academic 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 seven (7) days prior to such date. Election shall be by a majority vote of the members, present and voting. In the event that there are more than two candidates, the election winner shall be determined by the candidate receiving the most votes. If there is a tie, there will be a run-off within 30 days. If running unopposed, majority vote rule still holds. Should a candidate receive more votes than their opponent but fail to receive more votes than votes to abstain, another election will be held within 30 days of initial elections. If for any reason a position is still unfilled after elections, another election will be held within 30 days of initial elections. The event that candidates for the same position receive less votes than votes to abstain, there will be another election held within 30 days of the initial election.

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 following the end of the academic year.

Section 4 – Eligibility

Only members who are active, in good standing with the fraternity, and have been active for at least 2 quarters are eligible to run for office.

Section 5 - 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 absence of the President, the Vice President shall assume the duties of the President.
- 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 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, Pre-Law Director and Chapter President with such information as each may request. They shall also be responsible for taking meeting minutes and making these minutes available upon 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 a ledger of 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 will also make available quarterly budgets to all members of the fraternity.
- 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.

CHAPTER V - Executive Board

Section 1 - Compositions

The Executive Board of this pre-law chapter shall be composed of the four duly elected chapter officers.

Section 2 - Duties

The Executive Board 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 objectives of (a) providing for the professional development of the members of the chapter, (b) ensuring the continuity of the chapter, (c) appointing and reviewing chapter chairpersons and subsequent team leaders, and (d) ensuring that the purpose of the chapter is

fulfilled as stated in Chapter II, Section 1. It shall carefully study and review all policies and procedures as promulgated by the International Executive Board to insure compliance therewith by this chapter, (e) act as liaisons to the local chapter committees

Section 3 - Meetings

The Executive Board shall meet regularly or 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. A copy of the minutes from these meetings shall be sent to Chapter Standards for review upon request.

CHAPTER VI - Chapter Chairpersons

Section 1 – Composition

The Executive Board of this chapter has the authority to create additional leadership positions as needed. Currently, the offices are as follows, Director of Professional Development, Director of Internal Affairs, Director of Marketing, and Director of External Affairs.

Section 2 – Appointment

Chairpersons shall be appointed by the Executive Board immediately upon assuming office. The Executive Board has authority over the chairpersons and has the ability, upon a unanimous vote, to remove the chairperson(s) from their position.

Section 3 – Authority

If desired, chairpersons shall have the ability to create and head a committee to manage the duties of the position. Chairpersons shall also retain the ability to subordinate offices as necessary for their respective committees.

Section 4 – Duties

The chairpersons of this chapter shall have the following duties:

- a. Director of Professional Development – The Professional Development Chair shall be responsible for organizing and hosting all Phi Alpha Delta professional development events. This includes but is not limited to, speakers at general body meetings, networking events, firm or school tours, and internal professional development workshops.
- b. Director of Internal Affairs – The Brotherhood Chair shall be responsible for overseeing the execution of events that are to bond the fraternity together. This includes but is not limited to, retreats, informal gatherings, special outings, and events with other organizations.
- c. Director of Marketing – The Marketing Chair shall be responsible for publicizing Phi Alpha Delta events, and as a fraternity. They will be the administrators for all social media accounts and shall update them accordingly.
- d. Director of External Affairs – The Community Outreach Chair shall be responsible for creating philanthropy events in the community and fundraising for the chapter. Additionally, they shall be responsible for raising funds for the chapter.

CHAPTER VII – Special Chapter Offices

As needed, the Executive Board of this chapter shall create other chapter offices. Currently the special chapter offices are, Chapter Standards and two (2) Recruitment Chairs.

Section 1 – Appointment

Special Chapter Offices shall be appointed by the Executive Board at the beginning of their term. All Special Chapter Offices shall be appointed simultaneously with Chapter Directors.

Section 2 – Duties

- a. Chapter Standards – Standards shall be responsible for (a) ensuring the chapter is operating within Phi Alpha Delta, and University of California San Diego policies, (b) overseeing the constitution of the local chapter, (c) hosting office hours at least once a week, (d) overseeing any impeachment or election proceedings, (e) counseling the members of Phi Alpha Delta as needed, (f) serving as the tie breaking vote in elections and other official chapter disputes.
- b. Recruitment Chairs – Recruitment Chairs shall be responsible for organizing and hosting all recruitment events. They will work with the Marketing Committee head to publicize recruitment activities. Furthermore, they will act as oversight to the new members to ensure that they are adjusting well to the fraternity. There will be one designated Executive Board member to act as a liaison to the Recruitment Chairs.

Section 3 – Ex Officio

Chapter Standards shall act as an ex officio member of all committees, and the Executive Board. As such, upon request Chapter Standards may sit in on any meeting and observe. Chapter Standards should not participate in any meeting unless permitted to do so otherwise. Exceptions to this rule include (a) Executive Board permission, (b) any tie vote, (c) at the majority request of the general body, (d) meeting is relevant to Chapter Standard's duties. Recruitment Chairs will also act in ex officio on relevant committees. Their powers are limited to input on relevant matters.

CHAPTER VIII – Impeachment

In the event that an officer is to be removed from their office, they must be nominated for impeachment, and shall receive a fair hearing before an internal committee who will vote on the consequences for the nominated officer.

Section 1 – Qualifications for Impeachment Nomination

All chapter officers may be nominated for removal for (a) violating the policies of their office, (b) failing to meet the duties of their office, (c) tarnishing the reputation of their office, committee, or Phi Alpha Delta, or by a super-majority vote of the Executive Board, Committee Heads, and special chapter officers, (d) voluntarily withdrawing from office. If an officer resigns, they must give a minimum of two weeks notice to the executive board and make good faith to find their replacement.

Section 2 – Impeachment Process

In the event that an officer has been nominated for removal, a special internal committee shall be appointed to hear the nominated officer's case. This committee shall include the executive board members, Chapter Standards, one (1) Phi Alpha Delta member designated by the nominated officer. The Chapter Advisor may be on the committee at their own discretion. This committee shall agree on a date and time to hear the nominated officer's case. The committee shall notify the nominated officers of the grievances and complaints against them at least 24 hours prior to the case being heard. Once the nominated officer states their case, the committee can vote to (a) remove from office, (b) put the nominated officer on probation in office, (c) put the nominated officer on probation as a general member, (d) remove from the local chapter of Phi Alpha Delta, (e) perform another action upon agreement of the committee. This vote is a simple majority; no members may choose to abstain. If for any reason there is a tie, the committee shall relinquish their votes to the Executive Board who will do a final vote independently with Chapter Standards acting only as a tie breaking vote.

CHAPTER IX - Fiscal Matters

Section 1 - Pre-Law Membership Fee

Each candidate for pre-law membership initiated before January 2009 shall pay the one-time International Membership Fee of Seventy Dollars (\$70.00) to the Treasurer of the chapter prior to acceptance into membership. Each candidate initiated after January 2009 shall pay the one-time International Membership Fee of One 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 - Annual Pre-law Maintenance Fee

Each member initiated after January 2009 shall pay an annual Seventy Dollar (\$70.00) International Membership Maintenance Fee to the Treasurer of the chapter prior to the conclusion of the academic year. 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 3 - Chapter Dues

The dues of this chapter will be determined by the Executive Board before each academic year. Each member of the chapter shall pay the established chapter dues to the Chapter Treasurer before the fourth (4th) week of every academic quarter. Members delinquent in the payment of their chapter dues will be subject to a penalty determined by the Executive Board before the academic year. Any members who refuse to pay the lawful chapter dues shall be reported to the Executive Board by the Treasurer and if such members persist in the failure to pay financial obligations, the member will be subject to review for possible expulsion and not allowed to participate in local chapter events.

Section 4 – Financial Standing

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 the unanimous vote of the Executive Board.

Section 5 – Financial Assistance

In the event of extenuating circumstances or severe financial hardships, financial obligations to the fraternity may be waived to an extent through the following:

- a. Financial payback plans
- b. At the discretion of the Executive Board

Section 6 – Personal Reimbursement

If for any reason, a member of the chapter makes an authorized purchase with personal funds, the chapter treasurer is responsible for reimbursement as soon as possible. Proof of purchase and purchase authorization is required for reimbursement. In the event that no reimbursement is possible, that member's chapter dues will be waived until the debt is cleared.

CHAPTER X – Chapter Meetings**Section 1**

General Body Meetings of this chapter shall be held regularly.

Section 2

Special meetings of this chapter shall be held at the call of the President of the chapter, or two of the Executive officers of this chapter, or upon request of one-third of the active membership of this chapter.

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 Executive Board of Phi Alpha Delta Law Fraternity, and 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 – Executive Board Elections

- a. Applications– Applications for Executive Board positions need to be submitted at least a week prior to elections. These applications will be promulgated to the chapter before elections.

Section 3 – Special Appointments/Elections

- a. In the event that a chapter office is vacant at any time during the academic year, the Executive Board shall hold a special election, or may appoint a member to that office with consent from that member.

Section 4 - Amendments

Those sections of these By-Laws must be amended by a three-quarter ($3/4$) vote of the members of this chapter at a General Body Meeting and shall be effective immediately; provided, however, that notice of the proposed amendment to these By-Laws shall be given to Executive Board members at least one week prior to the General Body Meeting and provided further that no meeting for the amendment of these By-Laws shall be called during a vacation period of University of California, San Diego.

- a. Proposing an Amendment – A written explanation of the proposed amendment must be presented to the Executive Board and will require three quarters ($3/4$) of the Executive Board's votes to allow the member(s) to present the proposed amendment to the fraternity. If the Executive Board rejects the proposal to present, then the member(s) may overwrite the rejection through a petition signed by one-third ($1/3$) of the chapter's active members. Once permitted to present, the proposal will then go into elections at the following General Body Meeting and will require a three-quarter ($3/4$) vote of the active members present in order to be ratified.

Section 5 – Ratification

Once a constitution is ratified by the Executive Board, the constitution will be active for 2 full years from the ratification date.