

**Constitution  
Of  
Kappa Alpha Pi Pre-Law Fraternity  
*Chapter of the University of California, San Diego***

**Kappa Alpha Pi Constitution**

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**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 the fraternal fellowship designed to advance ideals of liberty and equal justice under law; 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.**

**Preamble**

**The purpose of the Pre-Law chapter of Kappa Alpha Pi Fraternity at the University of California, San Diego shall be to provide interested students with the opportunity to learn about the Law School application process, Law School, and the profession of law. This goal will be achieved by providing the membership with the opportunity to participate in events focused on law and service designed to help the community of law. This fraternity**

**will also provide its members access to people in the area of law. Above all, this fraternity and its membership will strive to create a fellowship in the form of a fraternal bond between members of the organization, thereby providing the members with personal experiences to aid their search for information about law and law-related areas.**

**I. The name, symbols, colors, and motto shall not be changed.**

**A. Name: Kappa Alpha Pi Pre-Law Fraternity**

- 1. Kappa: Hardship**
- 2. Alpha: Brotherhood**
- 3. Pi: Progress**

**B. Symbols: The Crest**

**C. Colors: Navy Blue and Silver**

- 1. Navy Blue: Signifies the steadfastness and harmony of the membership.**
- 2. Silver: Represents the security, reliability, intelligence, modesty, and maturity of the membership.**

**D. Motto: “Honoring those who paved the path before us, steadfastly serving those around us, and making progress for those to come”**

**II. CHAPTER MEETINGS**

- A. General Body Meetings of this chapter shall be held regularly.**
- B. 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.**

**III. RECRUITMENT**

- A. The ability to rush this chapter is open to all undergraduate students of the University of California, San Diego, with the exception of those who will graduate at the end of what would be their recruitment quarter. The goal of recruitment is to provide this fraternity with a recruitment class of interested students who desire information about law and who are committed to participating in the events and friendships created through this fraternity.**
- B. Recruits shall not be subject to any form of hazing, including but not limited to the following:**
  - 1. Any course of conduct, whether committed on or off the school campus, by individuals calculated to, as a continuing prerequisite for association or membership into any organization, subject the victim(s) to physical or psychological abuse, harassment, violation of law, or otherwise designed to publicly or privately cause humiliation and embarrassment.**
  - 2. Being pressured to drink or take drugs, regardless of the circumstances.**

3. If any recruit or active member believes that the aforementioned rules are broken, immediate notice must be given to both the Recruitment Chairs for the quarter and Executive Board. Any and all forms of hazing are considered a breach of member conduct, and will be addressed as such.

#### **IV. RECRUITS**

- A. The goal of the recruitment quarter is twofold.**
  - 1. The recruitment quarter must determine whether a recruit has shown enough dedication, loyalty, interest and participation to be considered a promising member of Kappa Alpha Pi.**
  - 2. The recruitment quarter should integrate the recruits with current members, establishing a fraternal bond which will be in place once the recruits are initiated and become members.**
- B. Each recruitment quarter will last for one school quarter, during which requirements in the following areas must be met:**
- C. An Executive Board of Recruits (Recruit Board) shall be elected by their fellow recruits by the second Recruitment meeting of the quarter.**
- D. A midterm evaluation shall occur near the middle of each Recruitment quarter. This evaluation will examine the progress of each Recruit on an individual basis.**
- E. If a Recruit has not met all the requirements established for the recruitment quarter before taking the final exam, the consequences shall follow the rules below.**
  - 1. Barring extenuating circumstances, if a recruit has not met**

#### **V. INITIATION**

- A. Initiation is mandatory for all members and recruits.**
- B. The date and time of Initiation shall be determined at the beginning of each term by the current Executive Board, and communicated to all members at the first chapter meeting, and all recruits at the first Recruit meeting.**
- C. Members with a schedule conflict with Initiation must inform the Secretary in writing within a reasonable amount of time. Acceptable reasons for missing Initiation will be decided on an individual basis by the Secretary. Members may appeal to the Executive Board if they desire further consideration of their reason.**
- D. The consequence of missing Initiation without a valid reason is automatic probation. If the member is already on probation, the member will be in bad standing.**
- E. If a Recruit has met all the requirements for Initiation but cannot attend the ceremony due to extenuating circumstances, they must inform the Secretary**

**as soon as possible. Acceptable reasons will be determined by the Executive Board.**

- 1. Arrangements will be made for another Initiation ceremony.**
- 2. The consequence for missing initiation without notice or acceptable reason is repetition of the Recruit Term.**

## **VI. MEMBER TRANSFERS**

- A. Any brother or sister transferring to this chapter from another chapter of Kappa Alpha Pi Pre-Law Fraternity, who was a member in good standing at the time of transfer, will be provided with two options and may select only one:**
  - 1. He or she may choose to enter the chapter as a full-fledged member in good standing. He or she shall receive all the benefits received by other members, and will be held accountable to the same degree as other members.**
  - 2. He or she may choose to enter the upcoming Recruit class. He or she will be considered a Recruit and must fulfill all requirements as set forth for the current Recruit class. If he or she was not in good standing at the time of transfer, the Executive Board will review each case individually to determine the status of the transfer.**
- B. Any member of University of California, San Diego's chapter of Phi Alpha Delta Pre-Law Fraternity is allowed to transfer into Kappa Alpha Pi provided that he or she is in good standing according to the requirements set forth by both Phi Alpha Delta and Kappa Alpha Pi.**

## **VII. MEMBERSHIP**

- A. The membership of this chapter shall be composed of those persons initiated into Kappa Alpha Pi 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 Chapters of the Fraternity, who are members of good standing in the Fraternity, and who are in actual attendance at this school. All members transferring from University of California, San Diego's chapter of Phi Alpha Delta must also meet the requirements for good standing as outlined by Phi Alpha Delta's constitution.**
- B. Eligibility for membership into Kappa Alpha Pi shall be as follows:**
  - 1. Attendance and good standing at University of California, San Diego.**
  - 2. Minimum of 2.5 cumulative grade point average.**
  - 3. Fulfillment of all financial obligations to the chapter.**
  - 4. Completion of all require Kappa Alpha Pi forms and documents.**
  - 5. Maintaining good standing with the chapter by abiding by all chapter guidelines.**

- C. **Code of Conduct:** A member may be deactivated from the chapter if he or she violates official University of California, San Diego student policies, as defined by the Student Conduct Code. A hearing shall be held by the current Executive Board and Chapter Standards and shall be presided over by the President or next highest officer if the President is involved in the hearing. The purpose of this hearing shall be to assess whether the accused member violated the aforementioned policies. The hearing shall be open to all members and recruits of the chapter. A 4/5 majority vote of the current Executive Board members and Chapter Standards must be obtained for the member to be deactivated.
- D. Any actions reported and found to be in violation of our core principles will also be seen as a breach of Member Conduct, and will be addressed as such.
- E. Termination of Membership: Pre-law membership in this Fraternity may be terminated by (a) expulsion for violating the purposes of Kappa Alpha Pi, 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.

## VIII. REQUIREMENTS

- A. **The Executive Board will publicize to all members at the first chapter meeting of the quarter the requirements for remaining in good standing at this chapter.**
- B. Active membership - if any of the following requirements are not fulfilled, the member may be subject to fines upon the discretion of the Executive Board.
  1. Continuous fulfillment of eligibility requirements each quarter
  2. 80% attendance of General Body Meetings per quarter.
  3. Attendance and participation in at least (1) professional development event outside of General Body Meetings each quarter.
  4. Attendance and participation in at least (1) fundraising event each quarter.
  5. Attendance and participation in at least (1) recruitment event during each recruitment process.
  6. Completion of 5 approved hours of community service each quarter.
- C. Inactive membership
  1. Members may go on to inactive membership status when faced with a circumstance that prevents fulfillment of eligibility requirements.
  2. Inactive members will pay no dues while inactive but may face additional costs and restriction in terms of attendance and participation in Kappa Alpha Pi events.

3. Inactive members are permitted to attend brotherhood or professional development events unless otherwise stated.
4. 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.
5. Members who become inactive shall not continue to hold any leadership positions within Kappa Alpha Pi.

**D. The amount of dues required each quarter shall be decided by the current Executive Board. This must be communicated to the members at the first chapter meeting of the term. Members must have ample time to submit their dues.**

- 1. Members will be excluded from all Fraternity events requiring Fraternity funds if they do not pay their dues by the established deadline or satisfy this requirement though VIII(D)(2), VIII(D)(3), or VIII(D)(4).**
- 2. If a member is unable to pay dues, because of financial difficulties, they must inform the Treasurer by the deadline to submit dues, and the current Treasurer will use his or her discretion to determine the course of action.**
- 3. If the member feels uncomfortable speaking to the Treasurer for any reason, they may approach another member of the Executive Board, and that officer will then relay the situation confidentially to the Treasurer, who will make a decision without knowing the identity of the member.**
- 4. If the member in question is not satisfied with the decision of the Treasurer, he or she may then approach the remainder of the Executive Board, and the decision will be put to a 2/3 present vote.**

## **IX. CHAPTER OFFICERS**

- A. 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.
- B. Election of Officers:
  1. 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 but the candidate receiving the most votes. If there is a tie, there will be a runoff 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 those in favor to abstain, 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.

C. Terms of Office

1. 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.

D. Eligibility:

1. Only members who are active, in good standing with the fraternity, and have been active for at least 2 quarters, not including recruitment quarter , are eligible to run for office.

E. Duties of Officers:

1. 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.
2. 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.
3. 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 Bylaws, 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 taking meeting minutes and making these minutes available upon request.
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. He/She shall keep a ledger of 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. The Treasurer shall also prepare and present official bank statements updating members on the financial standing of this Fraternity at every General Body Meeting.

5. 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.
6. **An Alumni Advisor shall be appointed by the newly elected President at the end of every Spring quarter. This appointment must be approved by three-fourths of the newly elected Executive Board.**
  7. The Alumni Advisor must be an alumnus of the University of California, San Diego chapter of Kappa Alpha Pi and ideally should be a former Executive Board member.
  8. The Alumni Advisor should reside in the San Diego area, or within reasonable distance, insofar as this is possible.

## X. EXECUTIVE BOARD

### A. Compositions

1. The Executive Board of this pre-law chapter shall be composed of the four duly elected chapter officers. **These offices must be held by individuals.**

### B. Duties

1. 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.

### C. Meetings



1. 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.

## XI. CHAPTER CHAIRPERSONS

### A. Compositions

1. 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, Director of External Affairs, Recruitment Chairs, and Chapter Standards.

### B. Appointment

1. 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.

### C. Authority

1. 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.

### D. Duties

1. Director of Professional Development – The Professional Development Chair shall be responsible for organizing and hosting all Kappa Alpha Pi 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.
2. 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.
3. Director of Marketing – The Marketing Chair shall be responsible for publicizing Kappa Alpha Pi events, and as a fraternity. They will be the administrators for all social media accounts and shall update them accordingly.
4. 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.

5. 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.
6. Chapter Standards – Standards shall be responsible for (a) ensuring the chapter is operating within Kappa Alpha Pi, 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 Kappa Alpha Pi as needed, (f) serving as the tie breaking vote in elections and other official chapter disputes.
  - a) 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.

## XII. SPECIAL CHAPTER OFFICES

- A. Should there be a need for additional Chapter Chairpersons within the two year duration of this Constitution, they may be added as following Addendum 1, and will be listed as a Special Chapter Office.

## XIII. IMPEACHMENT

- A. 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.
- B. Qualifications for impeachment nomination are as follows:
  1. 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 Kappa Alpha Pi, 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.

C. The impeachment process is as follows:

1. 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) Kappa Alpha Pi 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 Kappa Alpha Pi, (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.

XIV. FISCAL MATTERS

A. Chapter dues

1. 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.

B. Financial standing

1. 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.

C. Financial assistance

1. 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

D. Personal Reimbursement

1. 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.

XV. **THE LIFE OF THE CONSTITUTION**

A. These Chapter By-Laws are adopted under the authority of and are subject to the rules and procedures of the Executive Board of Kappa Alpha Pi, 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.

**B. Ratification of this Constitution requires a 2/3 vote of the voting membership. It will go into effect the term directly after the one in which it was ratified.**

**C. Any chapter member of good standing or Executive Board member may draft an amendment to be added to the Constitution. This amendment must be presented to the Executive Board who will review it for logistical issues and feasibility. With the support of an Executive Board member, this amendment may be presented to the membership to be voted on.**

**D. This amendment must be ratified by a 2/3 vote of the membership present at the weekly meeting. The amendment will go into effect the following quarter unless it is presented and voted on at the first meeting of a new quarter, wherein it will go into effect immediately.**

**E. If, over the course of time, the Constitution as a whole is found to be no longer in the best interests of the fraternity, the Vice-President may draft a new Constitution for this chapter of Kappa Alpha Pi Pre-Law Fraternity with the input of its membership. This new Constitution must be ratified by a 2/3 vote of the current membership, and go into effect the quarter directly after the one in which it was ratified. The provisions of the new Constitution will then take precedence over the provisions of this Constitution. Such a measure should only be considered in the event that the structure of this Constitution is un-amendable, or that the political nature of this country or**

**this fraternity changes so that Constitutions are no longer protectors of rights and privileges.**

F. Executive Board Elections

1. 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.

G. Special Appointments/Elections

1. 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.

H. Amendments

1. 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 Bylaws 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. Members must be notified of the amendment at least a week before voting takes place. 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.

I. Ratification

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

ADDENDUM 1: Leadership Structure

1. Over the two year duration in which the Kappa Alpha Pi Constitution is active, if the Executive Board and/or membership body finds that there is a need for another Chapter Chairperson, the position may be added via an amendment.

2. This position will be delegated as a Special Chapter Office until the two year period for the Constitution is over. At that point, the Executive Board can make a decision on whether to write the Chapter Chairperson's position into the new Constitution.