

Constitution Guidelines

Preamble:

We, the students at the University of Delaware, do hereby form the organization known as Phi Alpha Delta Pre-Law Fraternity for the purpose of assisting undergraduate students in making an informed choice in selecting law as a career, deciding which law school to attend, and in preparing for the rigors of law school.

Articles:

- I. Name of the group: The organization shall be known as Phi Alpha Delta Pre-Law Fraternity.
- II. Object of the organization: Through participation in professional development and programs (such as guest speakers, lectures, seminars, law school tours, LSAT preparation, and mock trial mock trial competitions), social activities, and community service, students will be more equipped in making an informed choice in selecting law as a career. In addition, in accordance to Phi Alpha Delta's Official Chapter By-laws, the purpose of the 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 percepts 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 the 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 Fraternity, International, and to develop lasting friendships among its members.
- III. Affiliation with any other group: Phi Alpha Delta Pre-Law Fraternity is affiliated with Phi Alpha Delta Law Fraternity, International – a nationally and internationally recognized legal organization.
- IV. Qualifications/Criteria for selecting membership: Full-time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group. In order to become an official member of Phi Alpha Delta, in addition to being a full time matriculated undergraduate student, one must have an interest in attending law school, have at least one year prior to graduation, and submit a one-time membership fee of \$70, which is good throughout your entire undergraduate studies. Members will also be required to pay dues each semester as designated by the President. Members will also be required to attend a certain number of meetings, programs, social and community activities each semester as designated by the executive board.
- V. Non-Discrimination Clause: The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran ,handicap status, or sexual orientation.

- VI. Duties and privileges of membership: The duties of membership will be to participate fully and actively in the activities sponsored by Phi Alpha Delta. Privileges of membership will be through participation in beneficial programs restricted to members only.
- VII. N/a
- VIII. Absence Policies: Members will be required to attend a certain number of meetings/events as designated by the Executive Board each year.
- IX. Policies and Procedures for Disciplining /Removing members: 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.
- X. Officers: The qualifications for becoming an officer are the same requirements as becoming an official member, in addition to being elected by the members annually. Officers are also still required to pay semester dues as well.
- a. Section 1: President-This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End of the Year report (Annual Report), Summer Contact Information, Annual Survey, and RSO Questionnaire. The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees. 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. Section 2: Vice President-The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. The Vice President will receive information from other Registered Student Organizations and the Activities and Programs Office through the email database. 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 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, shall submit written articles of chapter and Fraternity Interest to the Pre-Law Director for publication; and shall perform such other duties relating to publicity.
- c. Section 3: Treasurer: The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall submit for signature any checks written by the organization for the purpose of the organization and maintain all


group ledgers. The treasurer should also be responsible for requesting funds from the allocation board. The Treasurer will have checks so-signed by the appropriate administrator. The treasurer shall be the chief financial officer of this chapter, shall have charge of all chapter funds and of the collection and disbursement thereof, and shall certify prior to acceptance into membership that all financial obligations of new members have been paid.

- d. Section 4: Secretary: The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. The Secretary should also maintain the membership list and email database. The secretary shall be the custodian of the chapter By-Laws, minutes, and administrative records and reports of the chapter. Shall maintain a record of all chapter members, together with their current addresses and shall dispatch notices of meetings to members as appropriate. Shall be responsible for submitting the official reports required of the chapter by the procedures promulgated by the International Executive Board.
 - e. Section 5: Webmaster: The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.
 - f. Section 12: All officers must be full-time matriculated undergraduate students at the University of Delaware and have at least one year before graduation.
 - g. Section 13: Elections for Officers shall be held annually at the end of the Spring Semester. The president shall set the exact date, time, and place for such election. Members must be nominated/or nominate themselves to run for officer. Elections shall be by a majority vote through secret ballot. If there is a tie, the Executive Board will make the final decision. Upon elections, the newly elected officers will assume the new role at the beginning of the Fall semester.
 - h. Section 14: Procedure for disciplining/removal of officers. Procedure for disciplining/removal of officers shall be designated by the Executive Board at the beginning of each academic year.
 - i. Section 10: Officers may choose to resign, however must fulfill their duties through the end of the semester.
- XI. Meetings: At least one mandatory meeting for members will be held per month. However, the Executive Board may decide to hold additional meetings. The location of the meetings will be announced at the beginning of every year.
 - XII. Dues: Semester dues, as designated by the Executive Board, will be due at the beginning of each semester. Semester dues will be turned into the Treasurer, and must be in the form of cash or check. The policies, activities, and finances of the organization are subject to the control of the majority of its voting membership.
 - XIII. By-Laws: The organization shall establish by-laws to carry out the policies set forth in this constitution. A simple majority will be required to approve by-laws or changes in existing by-laws.
 - XIV. Procedures for decision making: We will look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.
 - XV. Establishment of Committees:

- a. **Section 6: Professional Development and Program Committee:** The committee shall consist of 2-3 students and a chairperson. The committee 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. **Section 7: Membership and Publicity Committee:** The committee shall consist of 2-3 students and a chairperson. The committee shall have the responsibility of insuring the continuity of this chapter by seeking for pre-law membership and prospective members. Shall conduct a continuing 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. The committee shall also develop methods of publicizing various activities of the chapter. It shall also submit articles and pictures for inclusion in The Reporter, an official publication of Phi Alpha Delta Law Fraternity, International.
 - c. **Section 8: Social Committee:** The committee shall consist of 2-3 students and a chairperson. The 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 pre-law members and other members of Phi Alpha Delta Law Fraternity, International.
 - d. **Section 9: Finance and Fundraising Committee:** The committee shall consist of 2-3 students and a chairperson. The committee shall be to develop sources of revenue for the chapter in addition to chapter dues. It shall review and analyze the financial conditions of the chapter on a continuing basis and shall report to the chapter its recommendations thereof.
 - e. **Section 10: Community Service Committee:** The committee shall consist of 2-3 students and a chairperson. The committee shall be to plan, develop, and execute community service activities for the members of the chapter, to encourage and promote legal education and employment.
 - f. **Section 11: Mock Trial Committee:** The committee shall consist of 2-3 students and a chairperson. The committee shall be to assist in the organizing of the annual mock trial competition. The committee shall also assist in the planning and developing of moot court competitions amongst the chapter members.
- XVI. **Selection of an adviser:** The adviser will be chosen by the Executive Board.
 - XVII. **Disbursal of organizational assets should the group become defunct-** The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.
 - XVIII. **Define a quorum:** Between approximately 30-50% of the members must be present at a meeting in order for business to be conducted legally. It is a protection against the possibility that a small number of individuals within an organization to ensure that business transactions will be conducted in a representative way.
 - XIX. **Rules for Ratifying the Constitution:** Requires a simple majority vote of the organization and approval by the Activities and Programs Office.

XX. Rules for Amending the Constitution: Requires a simple majority vote of the entire membership and advance notice to all members of the proposed change.

XXI. Signatures:

a. Organizational President: 

b. Adviser: _____

c. Program Coordinator for Leadership Development: 