

# Phi Alpha Delta Pre-Law Fraternity

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At Louisiana State University



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# Phi Alpha Delta Pre-Law Fraternity at LSU

## **Preamble**

We, the members of Phi Alpha Delta Pre-Law Fraternity do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

## **Article I – Name**

The name of this Fraternity shall be Phi Alpha Delta Pre-Law Fraternity at Louisiana State University and A & M College at Baton Rouge henceforth referred to as Phi Alpha Delta or P.A.D.

## **Article II – Purpose**

Phi Alpha Delta at LSU is a pre-law fraternity that promotes a greater interest in pre-legal education, as well as, strives to establish a better relationship between students and faculty within the legal profession. The organization also offers the information necessary to pursue a career in the law field, such as LSAT and law school admissions information.

## **Article III – Basic Policies**

**Section 1.** The organization shall be non-commercial.

**Section 2.** The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern.

**Section 3.** The organization shall cooperate with Louisiana State University to support the improvement of education in ways that will not interfere with administration of the University.

**Section 4.** The organization may cooperate with other organizations and agencies, but persons representing the organization in such matters shall make no commitments that bind the organization.

**Section 5.** The organization agrees to abide by all University polices and local, state and federal laws.

**Section 6.** Only the president is allowed to speak to anyone from the media about the organization.

## **Article IV – Membership**

**Section 1.** Any LSU student, faculty member or staff member who subscribes to the purpose and basic policies of the organization may become a member of this organization, subject only to compliance with the provisions of the constitution.

**Section 2.** Active membership is restricted to LSU students. Associate membership is restricted to LSU faculty and staff. Associate members are non-voting members.

**Section 3.** The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

**Section 4.** Only members in good standing with the organization shall be eligible to participate in its business meetings or to serve in any of its elective or appointive positions.

**Section 5.** Each member of the organization shall pay dues each semester. The dues amount will be determined by executive and programming councils at a meeting before the first semester. If dues are going to be raised then the members must be informed as to why and where the money will be going.

**Section 6.** In the event this organization becomes inactive, all funds left in the treasury after all outstanding debts and claims have been paid shall be donated to the LSU Foundation.

## **Article V – Officers and Their Election**

**Section 1.** To be eligible to be elected to, appointed to, or to hold an office or be a standing committee chairperson, a student must:

- A.** Undergraduate students must be enrolled as full-time students at Louisiana State University (Baton Rouge); graduate students must be enrolled as part-time (with at least 6 hours) or fulltime students at LSU;
- B.** Students must have at least a 3.0 cumulative GPA and be in good academic standing with the University;
- C.** Students must not be on disciplinary probation or deferred suspension. This includes newly elected officers, as well as continuing officers. Students may continue organizational membership if on disciplinary probation.
- D.** Students must meet all other academic standards established by the student organization and included in the organization’s constitution and/or bylaws.
- E.** Graduating seniors who are not registered full-time may still hold office in a student organization during the semester in which they are scheduled to graduate.

**Section 2.** The officers of this organization shall be a president, vice-president, secretary, and treasurer.

**Section 3.**

**A. President-**

1. According to Nationals, the President:
  - a. Is the chief executive and administrative officer of the Chapter.
  - b. The President shall work with the other officers to ensure that all other Chapter officers and committees are performing the duties of their respective offices and shall be responsible for the welfare and dignity of the Chapter during their term of office.
  - c. The President is responsible, along with the other Chapter officers, for ensuring that the Chapter follows the Fraternity’s Financial Policy for Pre-Law Chapters, the Open Membership Policy, the Alcohol Policy and Anti-Hazing Policy.
  - d. It is always important to remember that the President must work with the other officers and cannot be an effective leader if their actions are dictatorial.
2. Weekly: EC meeting, Check in with officers, this week in PAD, run chapter meetings (book the room and guest speakers), officer trainings, etc., helps chapter members

3. General: calendar, LSU Student Organizations liaison, National level liaison, forms in on time, work closely with advisors, memorize rituals, membership updates online, chapter goals, slate committee, fun things for chapter like candy and notes.

**B. Vice-president-**

1. According to nationals, the Vice President:
  - a. shall work with the President in the performance of such Chapter duties as may be requested by the President.
  - b. In the event of the absence, death, resignation, disqualification or removal from office of the President, the Vice President shall automatically assume the duties of the President.
  - c. 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 Pre-Law Operations for publication; and shall perform such other duties relating to publicity as the Chapter President or the Director of Pre-Law Operations may request.
2. Weekly: check in with PC officers, send out e-mails to them, hold meetings with them after chapter meetings
3. General: in charge of PC officers and all that goes on, reports all going ons directly to the President.

**C. The secretary**

1. According to Nationals, the Secretary shall:
  - a. be the chief recorder and correspondent of this Chapter.
  - b. keep a true and complete record of all matters pertaining to this Chapter and shall certify thereto when necessary.
  - c. be the custodian of the Chapter By-Laws, minutes, and administrative records and reports of this Chapter.
  - d. maintain a record of all Chapter members, together with their current addresses and shall dispatch notices of meetings to members as appropriate.
  - e. maintain a close liaison with the Chapter's advisor or advisors and with the clerk of the local P.A.D. law school chapter if applicable.
  - f. 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 Pre-Law Operations and Chapter President with such information as each may request.
2. Weekly: roll, chapter minutes, excuses
3. General: in charge of the roster and keeping up with every written document for PAD.

**D. Treasurer-**

1. According to Nationals, the Treasurer:
  - a. shall be the chief financial officer of this Chapter and be responsible, along with the other Chapter officers, of ensuring that the Chapter follows the Fraternity's Financial Policy.
  - b. The Treasurer shall have charge of all Chapter funds and of the collection and disbursement thereof.
2. Weekly: bill reminders, roster for socials, check requests
3. General: billing, payroll, dues, fines, etc.

**E. The faculty advisor**

1. shall serve as a resource and support mechanism for the officers and members of the organization. The faculty advisor should attend regular and executive board meetings and other events as necessary.

**Section 4.**

**A.** Officers shall be elected annually by a majority vote of active members present at the last regular meeting of the organization for that academic year.

**B.** Officers shall assume their official duties at the close of the last regular meeting of the academic year and shall serve for a term of one year and/or until their successors are elected.

**C.** A person shall not be eligible to serve more than two terms in the same office.

**Section 5.** There shall be a nominating committee consisting of five (5) members elected by the organization at its second regular meeting. Following the report of the nominating committee, nominations may be made from the floor provided that the consent of the nominee has been secured.

**Section 6.** A vacancy occurring in any office shall be filled for the non-expired term by a person elected by majority vote of the remaining members of the executive committee.

**Section 7.** Any officer of Phi Alpha Delta Pre-Law Fraternity in violation of the Organization's purpose or constitution may be removed from office by the following process:

**A.** A written request by at least three members of the Organization.

**B.** Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.

**C.** A two-thirds (2/3) vote of active members or of members in good standing is necessary to remove the officer.

**D.** If an executive officer breaks their contract.

## **Article VI – Executive Committee**

**Section 1.** The Executive Committee shall consist of the officers of the organization, the chairperson of each standing committee, two at-large members selected by the membership, and the advisor.

**Section 2.** The duties of the Executive Committee shall be to transact necessary business between organization meetings and such business as may be referred to it by the organization to approve the plans of work of each standing committee chairperson; and to present a report at the regular meeting of the organization.

**Section 3.** Regular meetings of the Executive Committee shall be held once a month during the academic year, with the dates and times to be determined by the president at the first meeting of each semester.

### **Article VII – Standing and Special Committees/Programming Council**

**Section 1.** Standing and committees required to promote the objectives and interests of the organization shall be created and reviewed annually by the Executive Committee.

**Section 2.** The Vice-President of the organization is to be in charge of the committees and programming council. The committees must report to the head of the committee and the head of the committee, the member of programming council, must report to the vice-president at least twice a week.

**Section 3.** The chairperson of a committee shall be appointed by the president for a term of one year. Any vacancies occurring in the chairpersonship of a standing committee shall be filled by discretion of the president.

**Section 4.** The chairperson of each committee shall present plans of work to the Executive Committee; and no work shall be undertaken without the approval of the Executive Committee.

### **Article VIII – Meetings**

**Section 1.** Regular meetings of this organization shall be held on Wednesday nights in at the LSU law school. There may be no more than 3 meetings in one month. Meeting changes must be publicized no less than five (5) days prior to the date of the scheduled meeting.

**Section 2.** Fifty percent of members present shall constitute a quorum for the transaction of business in any meeting of the organization.

**Section 3.** The privilege of holding office, introducing motions, debating, and voting shall be limited to active members in good standing with the organization. The members must be initiated members of the fraternity.

### **Article IX – Parliamentary Authority**

The most current edition of Robert's Rules of Order Newly Revised shall govern the meetings and other activities of the organization in all matters to which they are applicable and attainable, and which they are not inconsistent with this constitution.

### **Article X – Amendments**

#### **Section 1.**

**A.** This constitution may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting and that the proposed amendment shall be subject to approval of the Dean of Students or his/her designee.

**B.** Only initiated members will be allowed to vote on amendments.

**C.** A committee may be appointed to submit a revised constitution for the existing constitution only by a majority vote at a meeting of the association, or by a two-thirds vote of the Executive Committee. The requirements for adoption of a revised constitution shall be the same as in the case of an amendment.

## **Article XI – Registration Renewal**

Phi Alpha Delta Pre-Law Fraternity will apply to Campus Life for registration on an annual basis no later than two weeks after new officer elections are held.