

The Chapter Constitution of the  
**University of Georgia**  
**Pre-Law Chapter of**  
**Phi Alpha Delta, Law Fraternity International**  
*As Adopted in December of 2007*

*Pre-Law Chapter: University of Georgia*

**CHAPTER I - CHAPTER**

*Section I - Name*

*As chartered by the International Executive Board of Phi Alpha Delta Law Fraternity, International, the name of this chapter is:*

*The University of Georgia Pre-Law Chapter, of Phi Alpha Delta Law Fraternity, International.*

*Section 2 - Location*

*This chapter is chartered and established at The University of Georgia 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 as 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 exposure to the study and practice of law, enabling students to make informed decisions about pursuing an education and career in law; to create a community of students that will provide useful information and assistance to each other in their pursuit of common goals including improvement of the community through service.*

**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 good standing and enrolled at The University of Georgia and, such other pre-law members of the Fraternity duly accepted into the Fraternity by other Pre-Law Chapters, who are in good standing in the Fraternity, and who are in good standing and enrolled at The University of Georgia.*

*Section 2 - Eligibility for Membership*

*Participation in this organization shall be free from discrimination based on age, race, sex, religion, ethnic group, handicap, medical disability, sexual orientation, or national origin.*

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

*a. Student Membership - Any student who is in attendance and in good standing at The University of Georgia.*

*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.

#### *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 The University of Georgia chapter or for failure to pay lawful financial obligations to the Fraternity or chapter; (b) by voluntary resignation from membership; or (c) by graduating from The University of Georgia.*

#### *Section 5 - Active Membership*

*An active member 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 The University of Georgia chapter, or delinquent in the performance of any other obligations or duty to the University of Georgia chapter or the Fraternity.*

#### *Section 6 - Inactive Status*

*Any member in violation of the attendance policy, or any member who neglects to pay dues, will be automatically placed on inactive status. Any member delinquent in the performance of any other obligations or duties to the University of Georgia chapter or the Fraternity shall be remanded to the Executive Committee. A three-quarters (3/4) vote of the Executive Committee is required for a member to be placed on inactive status. A member on inactive status shall not be allowed to attend any fraternity functions, hold any chapter office, earn any awards, or garner any other benefits of membership. Any member who wishes to return to active status must petition the Executive Committee for reinstatement and be approved by a simple majority vote of the Executive Committee.*

#### *Section 7 - Conditional Status*

*Conditional status in the Fraternity may be requested by an active member when that member cannot, without undue hardship, continue to meet the requirements for active status. The request shall be in writing and shall state the specific reasons for requesting conditional status. The request shall be approved by a three-quarters (3/4) vote of the chapter. Conditional members are responsible for all financial obligations incurred during the period of conditional status.*

*Conditional members may, at the discretion of the Executive Board, attend Chapter meetings, participate in Ritual, participate in chapter fundraisers and service projects and attend chapter social functions. Conditional members shall not hold office, propose candidates for membership, introduce business, or vote at any meeting.*

### **CHAPTER IV - CHAPTER OFFICERS**

#### *Section 1 - Officers*

*The University of Georgia chapter shall annually elect a chapter President, Vice President, Secretary and Treasurer, from among the student members of the chapter who are in good standing of the Fraternity and who have at least one full school year prior to graduation from The University of Georgia. Section 2 - Election of Officers Elections for Chapter Officers shall be held at the end of every spring semester. Candidates should only run for office if they expect to be a student for the duration of the term. No member may run for office in the semester of their pledge period. 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 secret ballot. A majority vote of the members in good standing, present and voting is required for the election of an officer.*

*Section 3 - Terms of Office The terms of office of the student officers shall be for a one-year period with no term limits. The elected officers shall assume the duties of their individual offices immediately upon being*

*elected thereto.*

*Section 4 - Removal from Office Should any officer become delinquent in the performance of their duties, a special meeting will be called, in accordance with Chapter VIII, Sec. 2 of these bylaws, to determine their continued officer status. A three-quarters (3/4) vote of the chapter is required to remove the officer from their position, at which time, a special election will be held at the earliest regular meeting after the ten (10) day notification period.*

*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 ensure 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. The President shall not vote on any chapter matters except in the case of the tie.*

*b. Vice President - The Vice President shall be the chief recruiter and educator of the chapter. He/she shall chair the Membership Committee and as such shall ensure that all pledge classes perform the satisfactory requirements for membership and shall guide each class through the pledge process. He/she shall also be responsible for the continuing education of the current membership about the history and purposes of Phi Alpha Delta Law Fraternity, International. In the event of the absence, death, resignation, disqualification or removal from office of the President, the Vice President shall temporarily assume the duties of the President until a special election can be held.*

*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 and alumni, 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(s) 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, Pre-Law Director, 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 chair the Finance Committee. 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 Pre-Law Director such monies as the procedures promulgated by the International Executive Board prescribe and submit such reports and other information as the International Executive Board, Pre-Law Director, 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 University of Georgia's administration.*

*Section 6 - Regalia Officers shall be in charge of all regalia pertaining to their office, and shall be required to pass on such items to the incoming officers at the end of the year. Each officer shall receive after election and be required to keep and maintain a comprehensive guide of their position to be submitted to the Secretary at the end of the term. The guide shall consist of general advice and instructions pertaining to the position, as well as records of their activities.*

#### **CHAPTER V - CHAPTER COMMITTEES**

*Section 1 - Standing Committees The following standing committees and chair persons thereof shall be*

*appointed by the Chapter President upon assuming office:*

*a. Professional Development and Programming Committee*

*b. Membership Committee*

*c. Finance Committee*

*d. Social Committee*

*e. Publicity Committee*

*f. Service Committee*

*Chair persons may appoint deputy chairs within committees when appropriate to assist with their duties*

*Section 2 - Other Committees The chapter may establish other committees 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 Programming Committee - shall have the responsibility of developing programs to 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 aid the members of this chapter in their pursuit of an education and career in law.*

*b. Membership Committee - shall, unless otherwise directed by the chapter, be chaired by the Vice President. It shall conduct a concentrated rush program at the beginning of each semester. It shall plan, propose, and implement effective pledge period for new chapter members, coordinating with other committees and activities of the chapter and the general school calendar. It shall be the final authority over disputes concerning the completion of requirements and initiation of new members.*

*c. Finance Committee - shall, unless otherwise directed by the chapter, be chaired by the Treasurer. Its main responsibility shall be to develop sources of revenue for the chapter in addition to chapter dues. It shall review and analyze the financial condition of the chapter on a continuing basis and shall report to the chapter its recommendations thereof. It shall be responsible for reestablishing chapter dues each semester after reviewing the financial statements. It shall not be responsible for the collection of such dues, such being the responsibility of the Treasurer.*

*d. Social Committee - This committee shall plan, propose, 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 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 University of Georgia, in the local community and the Fraternity generally. This committee shall ensure the continuity of this chapter by seeking for pre-law membership all appropriate prospective members and distributing appropriate rush materials to the student body. It shall publicize the activities of the Chapter among the school's student body to aid in the development of an identity for the chapter among all students enrolled at The University of Georgia; it shall seek to obtain publicity for chapter activities in the local news media and other publications to further establish the chapter identity; including articles and pictures for inclusion in The Reporter, an official publication of Phi Alpha Delta Law Fraternity, International.*

*f. Service Committee - This committee shall plan, propose, and execute community service projects for the*

*chapter. The chairperson shall work closely with the Vice-President during the pledge period to organize new member service activities. This committee shall keep track of all members' participation in community service activities.*

#### **CHAPTER VI - EXECUTIVE COMMITTEE**

*Section 1 - Compositions The Executive Committee of The University of Georgia chapter shall be composed of the four duly elected chapter officers and the four 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 The University of Georgia 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 ensure 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. All executive committee members must be in attendance for any official vote.*

#### **CHAPTER VII - FISCAL MATTERS**

*Section 1 - Pre-Law Membership Fee Each candidate for pre-law membership shall pay the International Membership Fee 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 to be reestablished for the upcoming semester by the Finance Committee after reviewing the financial statements for the current semester and will be approved by majority vote. Any amount differing from that of the preceding semester shall require three fourths (3/4) vote of the chapter. 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 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 an inactive member by a majority vote of the chapter. All dues paid shall be completely non-refundable.*

*Section 3 - Administration and Faculty Members The Pre-Law membership fee is waived for administration and faculty members of The University of Georgia chapter.*

*Section 4 - Assessments The chapter may, from time to time, by a three-quarters (3/4) vote of the chapter, levy special financial 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 be notified no less than 10 days prior to such action. 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 by the date decided upon.*

*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.*

#### **CHAPTER VIII - CHAPTER MEETINGS**

*Section 1 - Regular Meeting Time A regular meeting time for the chapter shall be set for the upcoming semester by a two-thirds (2/3) vote of the membership present at the last meeting of the current semester.*

*Section 2 - Special Meetings 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 Executive Committee members of this chapter or upon request of one-third (1/3) of the chapter.*

*Section 3 - Running of the Meeting Roberts' Rules of Order (revised) shall control the parliamentary procedure of chapter meetings.*

*Section 4 - Attendance Policy Attendance is required at three-quarters (3/4) of all chapter meetings. Excused absences shall count as presents if approved at least 24 hours in advance by the Secretary and the President. Failure to attend three-quarters (3/4) of meetings for a semester will result in immediate inactive status.*

*Section 5 - Quorum Meetings must have an attendance greater than one half of the membership in order to conduct any official business.*

#### **CHAPTER IX - HAZING POLICY**

*The University of Georgia chapter of Phi Alpha Delta will follow the Phi Alpha Delta Law Fraternity, International, Hazing Policy and the University of Georgia Hazing Policy.*

#### **CHAPTER X - OFFICIAL REPORTS**

*Section 1 This chapter shall submit reports as required by the Executive Office, 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 XII - 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 voiding the remainder of these 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 three fourths (3/4) vote of the chapter at a meeting called for that purpose 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 ten days 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 University of Georgia.*

*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.*