

**PHI ALPHA DELTA LAW FRATERNITY, INTERNATIONAL**  
**Christopher Newport University**  
**Pre-Law Chapter By-Laws**  
**Revised Spring 2023**

**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 Christopher Newport University Pre-Law chapter, of Phi Alpha Delta Law Fraternity, International.

***Section 2 – Location***

This chapter is chartered and established at Christopher Newport University and shall remain chartered at this school unless lawful action to the contrary is taken by the International Executive Committee.

***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 fees as may, from time to time, be required of the chapter by the duly constituted authorities of the fraternity.

**CHAPTER II – PURPOSE**

The purpose of this 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 precepts 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 or all citizen; to stimulate excellence in scholarship; to provide a forum for the interchange between members of this chapter and the members of Phi Alpha Delta Law Fraternity, International, and to develop lasting friendships among its members.

**CHAPTER III – MEMBERSHIP**

***Section 1 – Composition***

The membership of this chapter shall be composed of those persons accepted into Pre-Law Membership of Phi Alpha Delta Fraternity, International, by this chapter, who are in actual attendance at this school and in good standing, and such other Pre-Law chapters 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.

***Section 2 – Eligibility***

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 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. Phi Alpha Delta does not tolerate any discrimination based on race, sex, gender, major, or year.
- 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 – Acceptance into Membership***

The Pre-Law Chapter will comply with the rules, regulations and policies of Phi Alpha Delta International in regards to membership.

### ***Section 4 – Membership in Chapter***

Only students, administration, and faculty members who have been accepted into Pre-Law membership in this Fraternity shall have any status in the chapter. There shall be no other type of affiliation with this chapter under any circumstances.

### ***Section 5 – 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 of this chapter or for failure to pay lawful financial obligations to the Fraternity or this chapter by majority vote of chapter; (b) by voluntary resignation from membership; or (c) by graduating from the undergraduate school at which this Pre-Law chapter is chartered.

### ***Section 6 – Member in Good Standing***

A member in good standing 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 this chapter of the fraternity, or delinquent in the performance of any obligations or duty to this chapter or the Fraternity, additionally a member must be in good standing with the University as well.

- a. For members of this chapter who do not hold any elected position, mandatory duties and obligations to the chapter include the following: (*Amended November 17, 2013*)
  1. Attendance at half (1/2) of the regular, general meetings unless lack of attendance at the meeting has been approved by either the President or the Vice President
  2. Full payment of dues and fines issued by the Chapter,
  3. Attendance at one-quarter (1/4) of academic or professional events each semester that are held, sponsored, or supported by the Chapter.
- b. For members of this chapter who hold elected positions other than President, Vice President, Director of Events Planning, Treasurer, and Secretary, mandatory duties and obligations to the chapter include the following: (*Amended November 17, 2013*)
  1. Attendance at two-thirds (2/3) of the regular, general meetings unless lack of attendance at the meeting has been approved by either the President or Vice President,
  2. Attendance at half (1/2) of the executive board or officer meetings,
  3. Full payment of dues and fines issued by the chapter,
  4. Attendance at half (1/2) of academic or professional events each semester that are

held, sponsored, or supported by the chapter.

- c. For members of this chapter who hold the elected positions of President, Vice President, Director of Events Planning, Treasurer, and Secretary, mandatory duties and obligation to the chapter include the following: (*Amended November 17, 2013*)
  - 1. Attendance at three-quarters (3/4) of the regular, general meetings unless lack of attendance at the meeting has been approved by either the President or Vice President,
  - 2. Attendance at all of the executive board or officer meetings,
  - 3. Ensuring that a substitute will be available to fulfill needed roles at any meeting for which there is an excused absence,
  - 4. Full payment of dues and fines issued by the chapter,
  - 5. Attendance at three-quarters (3/4) of academic or professional events each semester that are held, sponsored, or supported by the chapter.

***Section 7 – Members Not in Good Standing (Amended November 17, 2013)***

Any individual who has failed to meet financial obligations, has failed to meet mandatory duties and obligations, or is no longer in good standing with the University is considered to be a Member Not in Good Standing. A Member Not in Good Standing may not vote, run for office, participate in member-only events and activities, or claim membership in the Christopher Newport University Chapter Pre-Law chapter of Phi Alpha Delta Law Fraternity International on any resume or application.

- a. Status as a member not in good standing within the chapter does not affect membership to the organization of Phi Alpha Delta, Law Fraternity, International
- b. Any member who has been designated a Member Not in Good Standing will be informed.
- c. In order to be removed from the status of Member not in Good Standing, a member must first pay all financial obligations and meet with the President and Vice President in order to explain the lack of participation and late payments. If the President and Vice President agree that the reasons are legitimate, the member will present his or her case before the Executive Board according to the President's discretion, which will vote on restoring the member to Good Standing. This vote will be determined by a simple majority of Executive Board Members present at the meeting during which the case is presented. If the member is voted to be given Good Standing, they must demonstrate good attendance at events and meetings for the rest of the semester.
- d. Members may petition to be restored to Good Standing once a semester.

## **CHAPTER IV – CHAPTER OFFICERS**

### ***Section 1 – Officers***

This chapter shall annually elect a chapter President, Vice President, Secretary, Treasurer, and Director of Events Planning from among the student members of the chapter who are members of the fraternity who are in good standing and have at least one full school year prior to graduation from the undergraduate school at which the chapter is chartered. These five officers will constitute the Executive Board. An advisor or advisors shall be appointed for each chapter by the Pre-Law director from among the administration and

faculty members of each chapter to serve for a one year term.

### ***Section 2 – Eligibility***

In order to be eligible to run for an officer's position, a member must:

- a. Must be in good standing with the University, no pending charges with the University
- b. Must be in good standing with P.A.D
- c. Must have been a fraternity member for a semester
- d. Must maintain a 2.75 G.P.A
- e. Show clear and convincing effort toward the Fraternity and has fulfilled all necessary and proper requirements.
- f. Be capable and willing to fulfill all roles and duties of the office to which he or she is elected.

### ***Section 3 – Election of Officers***

Elections for chapter officers shall be held during each month of March of each 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 ten (10) days prior to such date. Election shall be by a majority vote of the members in good standing, present, and voting.

### ***Section 4 – Terms of Office***

The terms of office of the five student officers shall be for a one year period. The elected officers shall assume the duties of their individual offices immediately upon being elected thereto.

#### ***a. Impeachment***

1. If an officer fails to fulfill the requirements listed under the eligibility subsection they will be subject to impeachment.
2. Impeachment occurs by majority vote of all active members in good standing.
3. Officers may resign from their position on a voluntary basis if needed.
4. Should an office on the executive board become vacant there will be an emergency special election to fill the position.

### ***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.
- 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 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 will serve as the Interim President until an emergency special election can occur to fill the vacant presidential position.
- 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 close liaison with the chapter's advisor or advisors and with the clerk of the local PAD 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. All minutes will be made accessible to members by the Secretary and will be sent in to Phi Alpha Delta Headquarters on a bi-weekly basis.

- 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 international membership fees and other chapter funds in separate accounts and shall certify 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 shall keep a chronological record of monies received and disbursed. He/She shall remit to Pre-Law Director such moneys 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 it. The treasurer shall give a report of the financial status of the chapter at least once a semester.
- e. Director of Events Planning – Director of Events Planning shall be the public relations and historical officer of the chapter provided however the chapter By-Laws may assign such public relations and historical duties to another officer; shall submit written articles of the chapter and Fraternity interest to the Pre-Law Director for publication; and shall perform such other duties relating to publicity as the chapter President or the Pre-Law Director may request.
- f. 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 a liaison between the chapter and the undergraduate school's administration.

## **CHAPTER V – EXECUTIVE COMMITTEE**

### ***Section 1 – Compositions***

The Executive Committee of this Pre-Law chapter shall be composed of the five duly elected chapter officers, the chapter Advisor or Advisors, and the 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 providing professional service to members of this 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 insure 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, and implement the operations of the chapter. It shall coordinate the work of the various committees of the chapter and develop a projected schedule of chapter operations.

## **CHAPTER VI – PRE-LAW DIRECTOR**

It shall be the responsibility of the Chapter President and the Chapter Advisor to develop a close working relationship with the Pre-Law director and to seek his/her aid and advice to ensure the development of contacts for the chapter members with the local law school and alumni chapters of Phi Alpha Delta Law Fraternity, International. The chapter President shall keep the Pre-Law Director fully informed of all chapter meetings, programs, projects and other activities and shall seek his/her advice thereon when appropriate.

## **CHAPTER VII – CHAPTER COMMITTEES**

### ***Section 1 – Standing Committees***

The following committees will be maintained consistently. Unless the chapter determines otherwise, the committee chairs will be elected.

- a. Professional Development and Program Committee
- b. Membership and Social Committee
- c. Finance Committee
- d. Academic Development Committee
- e. Community Service Committee

### ***Section 2 – Other Committees***

Other committees may be established by the chapter for special purposes as determined by the chapter. Membership in these committees shall be determined by the President.

### ***Section 3 – Duties of the Committees***

The standing committees shall have the following duties

- a. Professional Development and Program Committee – Unless otherwise directed by the chapter, the Vice President shall chair this committee. It 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. Membership and Social Committee – Unless otherwise directed by the chapter, the Secretary will chair this committee. This committee shall ensure the continuity of this chapter by seeking for Pre-Law membership in Phi Alpha Delta Law Fraternity, International, and all appropriate prospective members. It shall conduct a concentrated rush program at the beginning of each semester and shall conduct a continuing rush program throughout the year. It shall distribute all appropriate Pre-Law rush materials of the Fraternity to members of the student body. It shall plan and implement effective rush programs for the chapter, coordinating rush with other activities of the chapter, and the general school calendar. This 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 the other members of Phi Alpha Delta Law Fraternity, International.
- c. Finance Committee – Unless otherwise directed by the chapter, the Treasurer shall chair this committee. The main responsibility of this committee shall be to develop

sources of revenue for the chapter in addition to chapter dues. It shall not be responsible for establishing chapter dues, such being the responsibility of the chapter itself, or for the collections of such dues such being the responsibility of the Treasurer. It shall review and analyze the financial condition of the chapter on a continuing basis and shall report to the chapter its recommendation thereof.

- d. Publicity Committee – The Director of Events Planning is the chairman of this committee. This committee shall develop methods of publicizing the various activities of the chapter at the school, in the local community, and the fraternity generally. It shall publicize the activities of the Pre-Law Chapter among the school's student body to aid in the development of an identity for the chapter among all students enrolled at the school. It shall seek to obtain publicity for the chapter activities in the local news media and other publications to further establish its chapter identity, and shall submit article sand pictures for inclusion in the Pre-Law Newsgram, an official publication of Phi Alpha Delta Law Fraternity, International.
- e. Academic Development Committee
- f. Community Service Committee

## **CHAPTER VIII – FISCAL MATTERS**

### ***Section 1 – Per-Law Membership Fee***

Each candidate for Pre-Law membership shall pay the 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 for, 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 commingled with the general funds of the chapter.

### ***Section 2 – Chapter Dues***

The dues of this chapter are hereby set at Twenty-Five Dollars (\$25.00) per semester. 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. Members delinquent in the payment of their chapter dues shall pay a Five Dollar (\$5.00) penalty each week for such delinquency until the total amount is paid in full to the Chapter. This penalty shall continue for five (5) weeks, at which point the member will stop accumulating the fine. Any members who refuse to pay chapter dues will be considered a Member Not in Good Standing. Each member's first and last semester of dues will be waived. Exceptions to this policy can be made by the Treasurer and approved by the President. (*Amended November 17, 2013*)

### ***Section 3 – Administration and Faculty Members***

The Pre-Law membership fee is waived for administration and faculty members of this chapter.

### ***Section 4 – Debt***

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 membership.

## **CHAPTER IX – CHAPTER MEETINGS**

### ***Section 1 – Regular Meetings***

Regular meetings of this chapter shall be held on a date determined at the beginning of

the semester by the executive board.

### ***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 officers of this chapter or upon request of one-third (1/3) of the active membership of this chapter.

### ***Section 3 – Rules of Order***

Robert's Rules of Order (revised) shall control the preliminary procedure of this chapter.

## **CHAPTER X – OFFICIAL REPORTS**

### ***Section 1 – Submission***

This chapter shall submit reports as required by the Executive Office or the Pre-Law Director, 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 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 International Executive Board of Phi Alpha Delta Fraternity, International. Any section which conflicts with such rules and procedures shall be null and void without voiding the remainder of the chapter By-Laws.

### ***Section 2 – Amendments***

#### ***a. Process***

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 one-half (1/2) vote of the members of this chapter present at a meeting called for that purpose and shall be effective immediately; provided, however that notice of the proposed amendments to these By-Laws shall be given to all chapter members at least one (1) week prior to the meeting and further provided that no meeting for the amendment of these By-Laws shall be called during a vacation period of the school at which this chapter is chartered. The chapter shall review and revise, if necessary, the by-laws every two (2) years.

#### ***b. Implementation***

No amendments shall be applied to the membership of the chapter until one (1) month after they have been voted into the by-laws. (*Amended November 17, 2013*)

### ***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 record 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.