



# **P.A.D. PRE-LAW CHAPTER UNIVERSITY OF FLORIDA BY-LAWS**

## **PHI ALPHA DELTA LAW FRATERNITY, INTERNATIONAL**

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### **MISSION**

Phi Alpha Delta Law Fraternity, International is a professional law fraternity advancing integrity, compassion and courage through service to the student, the school, the profession and the community.

### **VISION**

We are the preeminent law fraternity promoting the bonds of fraternalism and we are the leader in the development and advancement of professional ideals.

### **CORE VALUES**

Bound together by tradition and our common interest in the law, we share these core values: Integrity, Compassion, Courage, Professionalism, Service, Diversity, and Innovation.

### **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 a fraternal fellowship designed to advance the ideals of liberty and equal justice under law; to stimulate excellence in scholarship; 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.

# **P.A.D. Pre-Law Chapter Model By-Laws**

P.A.D. Pre-Law Chapter: University of Florida

## **ARTICLE 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:

Phi Alpha Delta Pre-Law Fraternity, International. (P.A.D.)

### **Section 2 - Location**

This Chapter is chartered and established at the University of Florida 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 issued by Phi Alpha Delta Law Fraternity, International, this Chapter shall promote the principles, ideals and precepts of Phi Alpha Delta Law Fraternity, International; 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; adhere to the rules and regulations of the University at which the Chapter charter has been granted; adhere to the laws of the City and State where the Chapter is located; and 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.

## **ARTICLE II – Organization Affiliation**

As outlined in the RSO Classification Policy, Phi Alpha Delta Pre-Law Fraternity, International is considered a General Registered Student Organization. As a GRISO, our organization is a separate 3rd party entity, not considered a part of the University of Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits.

## **ARTICLE III – Purpose Statement**

### **Section 1 - Chapter Purpose**

The purpose of this Chapter is to provide an effective, cohesive forum to promote the principles, ideals, and precepts of Phi Alpha Delta Law Fraternity, International and its Pre-Law Program. It shall promote the principles for the professional advancement of its members; stress the principles of liberty and equal justice under law for all citizens; stimulate excellence in scholarship; provide a forum for the interchange between members of this Chapter and the other members of Phi Alpha Delta Law Fraternity, International; and develop an understanding of professional fraternalism among its members.

## **ARTICLE IV – Compliance Statement & University Regulations**

Upon approval by the Department of Student Engagement, *Phi Alpha Delta Pre-Law Fraternity, International*, shall be a registered student organization at the University of Florida. *Phi Alpha Delta Pre-Law Fraternity, International* shall comply with all local, state, and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

### **Section A. Non-Discrimination**

Phi Alpha Delta Pre-Law Fraternity, International agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

### **Section B. Sexual Harassment**

Phi Alpha Delta Pre-Law Fraternity, International agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

### **Section C. Hazing**

Phi Alpha Delta Pre-Law Fraternity, International agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

### **Section D. Responsibility to Report**

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Phi Alpha Delta Pre-Law Fraternity, International becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University's Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

## **Section E - Officer Eligibility**

Phi Alpha Delta Pre-Law Fraternity, International understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy.

## **ARTICLE V - Membership**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

## **ARTICLE VI - Bylaws for Phi Alpha Delta Pre-Law Fraternity, International**

Phi Alpha Delta Pre-Law Fraternity, International may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the University of Florida's regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement's constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). [Name of organization] agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

## **ARTICLE VII - Student Organization Advisor**

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization.

### **Section 1 – Duties**

The Chapter Faculty 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.

### **Section 2 – Selection**

An advisor or advisors shall be appointed for each Chapter by the Director of Pre-Law Operations from among the administration and faculty members of each Chapter to serve for a one year term. The faculty advisor shall be nominated by the officers and confirmed by a majority vote. In the event that the faculty advisor is unable to continue in their position, officers may nominate a replacement at any time, to be confirmed by a majority vote by the officers.

## ARTICLE VIII - Chapter Officers

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy.

The elected officers of Phi Alpha Delta Pre-Law Fraternity, International shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

### Section 1 - Officers

This Chapter shall elect a Chapter President, Vice President, Secretary and Treasurer annually. Candidates shall be elected from among the student members of the Chapter.

Officers are responsible for ensuring that the Chapter follows Fraternity policy, including the Pre-Law financial, open membership, drug and alcohol and anti-hazing policies.

### Section 2 - Duties of Officers

The officers of this Chapter shall have the following duties:

- a. **President** - The President is the chief executive and administrative officer of the Chapter. The President is responsible for the welfare and dignity of the Chapter. The President is responsible, along with the other Chapter officers, for ensuring that the Chapter follows all Fraternity policies including the Pre-Law financial, open membership, drug and alcohol and anti-hazing policies.
- b. **Vice President** - The Vice President shall work with the President in the performance of such Chapter duties as may be requested by the President. In the event of the absence, death, resignation, disqualification or removal from office of the President, the Vice President shall assume the duties of the President. The Vice President is the public relations and historical officer of the Chapter. The Vice President shall submit written articles of Chapter 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.
  - a. The University of Florida Chapter further requires the Vice President to host a law school symposium or other law school admissions fair every fall semester.
- c. **Secretary** - The Secretary is the chief recorder and correspondent of this Chapter. The Secretary shall keep complete record of all matters pertaining to this Chapter and shall certify thereto when necessary. The Secretary is the custodian of the Chapter By-Laws, minutes, and administrative records and reports of this Chapter. The Secretary maintains a record of all Chapter members, together with their current addresses, and dispatches notices of meetings to members as appropriate. The Secretary maintains 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. The Secretary is 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.

- d. **Treasurer** - The Treasurer is the chief financial officer of this Chapter and is responsible, along with the other Chapter officers, to ensure the Chapter follows the Fraternity's pre-law financial policy. The Treasurer is in charge of all Chapter funds and collection and disbursement thereof.

### **Section 3 - Terms of Office**

The term of office is for one academic year until future officers are elected. Elected officers shall assume the duties of office immediately upon being administered the oath of office.

### **Section 4- Removal of Officers**

Any Chapter Officer may be removed. Violation of the oath of office set forth by the ritual and/or the local Chapter By-Laws shall constitute good and sufficient cause for removal from office. The procedure for removal must be in complete accordance with Constitution/International By-Laws. P.A.D Headquarters must be contacted in case of this event in order to ensure proper removal and filling of vacancies.

## **ARTICLE IX – Elections**

### **Section 1 - Election of Officers**

Elections for Chapter Officers shall be held no later than the first Monday in April of each year. The Chapter President shall set the date, time, and place for such election. The Chapter Secretary shall notify all student members and the Director of Pre-Law Operations of the details 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.

- a. If elections are held prior to that semester's initiation, new members who have paid their local and national dues and have submitted their application by the deadline are considered members in good standing for this purpose and are eligible to vote.

### **Section 2 - Nominations**

Nominations shall be held the general body meeting prior to election, and will run until the day before elections. Submissions can be received through email form to the current presiding officers. Any member with at least 1 semester of Executive Board experience and good standing may be nominated.

### **Section 3 – Voting**

Voting will conduct a secret ballot and a simple majority rule is required to elect an officer. Members must be present at the elections meeting to cast a vote. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next general meeting.

In the absence of clear direction on election, amendment, and /or voting procedures, Phi Alpha Delta Pre-Law Fraternity, International agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

## **ARTICLE X - Finance**

As a General Registered Student Organization, Phi Alpha Delta Pre-Law Fraternity, International does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by:

#### **Section 1 - Pre-Law Membership Fee**

Each applicant shall pay the International Pre-Law Initiation Fee of One-Hundred Dollars **(\$150.00)** to the Treasurer of the Chapter prior to initiation into membership.

#### **Section 2 - Local Chapter Dues**

The dues of this Chapter are hereby set at Fifty dollars (\$50 )per semester for returning members. New members must pay Sixty (\$60) dollars. Each member of the Chapter shall pay the established Chapter dues to the Chapter Treasurer at the time such is due. Members delinquent in the payment of their Chapter dues shall pay a penalty of Zero (\$0) for such delinquency. Any members who refuse to pay 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 a member in bad standing. This requires a majority vote of the members of the Chapter.

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

The Pre-Law International Initiation Fee is waived for administration, faculty and staff members of the school where this Chapter is located.

#### **Section 4 - Assessments**

The Chapter may, from time to time, by a majority vote, levy special 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 are notified of such proposed action prior to such meeting. 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.

#### **Section 5 - Financial Policy**

The affairs of the Chapter shall be conducted in accordance with the Pre-Law financial policy which can be found online at [www.pad.org](http://www.pad.org).

### **ARTICLE XI – Dissolution of Organization**

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, Phi Alpha Delta Pre-Law Fraternity, International will leave any assets and outstanding funds to the American Cancer Society after contacting the Director of Pre-Law Operations in order to return all monies carried from subsequent process such as initiation.

### **ARTICLE XII - Amendments to the Constitution**

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their



constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

### **Section 1- Amendments Process**

The only sections of these local Chapter By-Laws which may be amended are:

Article I - Chapter

Section 1 - Name (insertion of the Chapter's name)

Section 2 - Location (insertion of the Chapter's location)

Article IX - Finance

Section 2 - Local Chapter Dues

Article XIII - Chapter Committees

Section 1 - Standing Committees

Section 3 - Duties of the Committees

The above listed sections may be amended by a two-thirds (2/3) vote of the members of this 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 one week 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 school at which this Chapter is located.

### **Section 2- Filed with the Executive Office**

Upon adoption, a copy of the Chapter By-Laws shall be immediately emailed 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. Should a Chapter not adopt their own by-laws, or lose a copy of them, the Pre-Law Model Chapter By-Laws shall be in full effect.

### **Section 3- 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, however, voiding the remainder of the Chapter By-Laws.

All amended constitutions must be submitted directly to Student Engagement for review and approval.