

**SERVICE TO THE STUDENT, THE SCHOOL  
THE PROFESSION, AND THE COMMUNITY**



# **PRE-LAW**

UNIVERSITY OF CALIFORNIA, IRVINE

# **CHAPTER BY-LAWS**

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## **CHAPTER I – Chapter**

### ***SECTION ONE – Name***

As chartered by the International Executive Board of Phi Alpha Delta Law Fraternity, International, the name of this chapter is: University of California, Irvine Pre-Law Chapter, of Phi Alpha Delta Law Fraternity, International.

### ***SECTION TWO – Location***

This chapter is chartered and established at the University of California, Irvine and shall remain chartered at this school unless lawful action to the contrary is taken by the International Executive Board.

### ***SECTION THREE – 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**

### ***SECTION ONE – Purpose of Chapter***

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 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 Law Fraternity, International, and to develop lasting friendships among its members.

## **CHAPTER III – Membership**

### ***SECTION ONE – 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 actual attendance at this school and in good standing, and such other pre-law members 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 TWO – Eligibility for Membership***

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.
- 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 THREE – Activation of Membership***

Activation of pre-law membership into Phi Alpha Delta Law Fraternity, International shall be as follows:

- A. ***New Members*** – Any person seeking membership shall complete the recruitment process and obtain a two-third (2/3) approval vote of the members in good standing, present and voting.
- B. ***Inactive Members*** – Any inactive member choosing to reactivate their membership shall submit a written statement to the Fraternity, pay any existing financial

obligations, and obtain a two-third (2/3) approval vote of the members in good standing, present and voting.

**SECTION FOUR – 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 FIVE – Membership Obligations**

- A. **Attendance** – All active members shall be required to attend all general meetings and mandatory events given ten (10) days of prior notice with an allowance of three (3) absences. Chapter fines will be imposed after three (3) absences (see Chapter VII, Section 4).
- B. **Participation** – All active members shall be required to participate in any obligations specified by the Standing Committees, which include contributing to fundraising and recruitment functions.
- C. **Punctuality** – All active members shall be required to attend all general meetings and mandatory events in a timely manner with a fifteen (15) minute grace period. Every two (2) violations will be deliberated as one (1) absence and is subject to penalties thereof.
- D. **Philanthropy** – All active members shall be required to participate in a minimum of four (4) hours of community service each academic quarter.
- E. **Professionalism** – All active members shall be required to attend all general meetings and mandatory events in professional attire unless otherwise notified. Every two (2) violations will be deliberated as one (1) absence and is subject to penalties thereof.

**SECTION SIX – Inactive Membership**

Inactive membership in this Fraternity shall be as follows:

- A. Voluntary inactive membership, which shall be submitted in written form.
- B. Failure to fulfill membership obligations or financial responsibilities. All fees or fines paid before inactive status shall not be refunded.

***SECTION SEVEN – Termination of Membership***

Pre-law membership in this Fraternity may be terminated by the following:

- 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. Before expulsion, any member in question shall be granted speaking time to contest any and all allegations and a three fourth (3/4) vote of the members in good standing, present and voting, is required.
- B. Voluntary resignation from membership, which shall be submitted in written form.
- C. Graduating from the undergraduate school at which this pre-law chapter is chartered. Said members shall maintain his/her items indicating affiliation to this Fraternity.

Unless stated, all persons terminated from this Fraternity shall turn over all items to the Executive Committee indicating affiliation to this Fraternity.

***SECTION EIGHT – Members 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 other obligations or duty to this chapter or the Fraternity.

## **CHAPTER IV – Chapter Officers**

### ***SECTION ONE – Officers***

This chapter shall annually elect a chapter President, Executive Vice President, Internal Vice President, Secretary, Treasurer, and Directors for each standing committee from among the student members of the chapter who are members in good standing of the Fraternity and who have at least one full school year prior to graduation from the undergraduate school at which the chapter is chartered. An advisor shall be appointed for each chapter by the Executive Committee from among the administration and faculty members of each chapter to serve for a one year term.

### ***SECTION TWO – Election of Officers***

Elections for Chapter Officers shall be held during the ninth week of winter quarter 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. All candidates for the five executive positions shall each give a one (1) minute speech and each participate in a two (2) minutes question-and-answer session. Election for all officers shall be by a majority vote of the members in good standing, present and voting.

### ***SECTION THREE – Terms of Office***

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

### ***SECTION FOUR – 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 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.

He/She shall oversee the Professional Development and Program Committee and coordinate with the designated Director of this standing committee.

- B. *Executive Vice President* – The Executive Vice President shall assist 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 Executive Vice President shall assume the duties of the President. He/She shall oversee the Membership Committee and coordinate with the designated Director of this standing committee.
  
- C. *Internal Vice President* – The Internal Vice President shall assist 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 Executive Vice President, the Internal Vice President shall assume the duties of the Executive Vice President. He/She shall oversee the Social Committee and coordinate with the designated Director of this standing committee.
  
- D. *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, 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 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 and Chapter President with such information as each may request. He/She shall oversee the

Publicity Committee and coordinate with the designated Director of this standing committee.

- E. *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 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 submit reports and other information as the International Executive Board or Chapter President may request. He/She shall oversee the Finance Committee and coordinate with the designated Director of this standing committee.
- F. *Directors of Standing Committees* - The Directors of each standing committee shall be the chief manager of their committee and shall be responsible for all committee obligations to the enhancement of the Fraternity. Committee Directors shall coordinate with the designated executive officer overseeing the committee
- G. *Chapter Advisor* - The Chapter Advisor 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 FIVE – Recall of Officers**

The removal of elected officers shall proceed by the following:

- A. Any active member shall present their case to the Executive Committee.
- B. The Executive Committee shall inform any officer in question and allow the officer to present his/her case.



- C. The Executive Committee shall decide whether the vote of no confidence should be referred to general meeting for a vote and will require majority of Executive Committee to approve.
- D. If Executive Committee does not approve vote of no confidence, then it shall not be presented at general meeting and the officer in question shall not be voted out of office.
- E. If Executive Committee does approve, the procedure at general meeting shall require a motion for a vote of no confidence against the officer in question.
- F. The member who made the motion and the officer in question shall both present their cases.
- G. Recall of the officer in question shall require a two third (2/3) vote by the members in good standing, present and voting.

If in any case an elected officer is removed, the President must organize a special election to fill the empty position within two (2) weeks or the position may be appointed if approved by the majority of the Executive Committee.

## **CHAPTER V – Executive Committee**

### ***SECTION ONE – Compositions***

The Executive Committee of this pre-law chapter shall be composed of the President, Executive Vice President, Internal Vice President, Secretary, and Treasurer.

### ***SECTION TWO – 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 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. It shall be informed of all standing committee matters.

***SECTION THREE – Meetings***

The Executive Committee shall meet at least once a week 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.

**CHAPTER VI – Chapter Committees**

***SECTION ONE – Standing Committees***

The following standing committees shall be appointed by the Directors of each committee immediately upon assuming office:

- A. *Professional Development and Program Committee*
- B. *Membership Committee*
- C. *Finance Committee*
- D. *Social Committee*
- E. *Publicity Committee*

***SECTION TWO – Other Committees***

Other committees may be established by the chapter for special purposes as determined by the chapter, which membership shall be appointed by the President.

***SECTION THREE – 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 President shall*

oversee 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 Committee* - Unless otherwise directed by the chapter, the Executive Vice President shall oversee this committee. This committee shall insure the continuity of this chapter by seeking for pre-law membership in Phi Alpha Delta Law Fraternity, International all appropriate prospective members. It shall conduct a concentrated 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. It shall plan and implement effective rush programs for the chapter, coordinating rush with other activities of the chapter and the general school calendar.
- C. *Finance Committee* - Unless otherwise directed by the chapter, the Treasurer shall oversee 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 recommendations thereof.
- D. *Social Committee* - Unless otherwise directed by the chapter, the Internal Vice President shall oversee this committee. 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.

- E. *Publicity Committee* - Unless otherwise directed by the chapter, the Secretary shall oversee 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 articles and pictures for inclusion in *The Reporter*, an official publication of Phi Alpha Delta Law Fraternity, International.

## **CHAPTER VII – Fiscal Matters**

### ***SECTION ONE – Pre-Law Membership Fee***

Each candidate for pre-law membership shall pay the International Membership Fee of One Hundred Dollars (\$100.00) to the Chapter Treasurer prior to acceptance into membership, and at the beginning of each academic year thereafter. 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 into the general account.

### ***SECTION TWO – Chapter Dues***

The dues of this chapter are hereby set at Fifty Dollars (\$50.00) per academic quarter. Each member of the chapter shall pay the established chapter dues to the Chapter Treasurer by Week Three (3). Members delinquent in the payment of their chapter dues shall pay a penalty of Ten Dollars (\$10.00) for such delinquency. Any members who refuse to pay the lawful chapter dues by Week

Five (5) shall be reported to the chapter by the Treasurer and may be considered inactive

***SECTION THREE – Administration and Faculty Members***

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

***SECTION FOUR – Chapter Fines***

Members who fail to adhere to membership obligations by exceeding the three absence allowance shall pay a fine of five dollars (\$5.00) after the fourth absence, an additional ten dollars (\$10.00) after the fifth absence, and an additional twenty dollars (\$20.00) after the sixth absence and each absence thereafter, not to exceed eight absences. The Chapter Treasurer shall collect the fines at Week Nine (9) of the academic quarter. The fines shall be deposited by the Chapter Treasurer into the general account. Members delinquent in the payment of their chapter fines shall be reported to the chapter by the Treasurer and will be inactive the following quarter.

***SECTION FIVE – 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 SIX - Affairs***

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 VIII – Chapter Meetings**

***SECTION ONE – General Meetings***

General meetings of this chapter shall be held on each Wednesday between 5:00 pm to 6:50 pm beginning Week Two and ending Week Ten of each academic quarter.

***SECTION TWO – 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 of the active membership of this chapter.

***SECTION THREE – Parliamentary Procedure***

Roberts' Rules of Order shall control the parliamentary procedure of this chapter.

**CHAPTER IX – Pre-Law Chapter By-laws**

***SECTION ONE - 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.

***SECTION TWO – 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 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.

**CHAPTER X – Chapter Policies**

***SECTION ONE – Alcohol***

The chapter does not endorse, encourage, or promote the use of alcohol or other controlled substances at pre-law functions where any members may be in attendance.

***SECTION TWO – Non-hazing***

The chapter does not endorse, encourage, or promote hazing. The term “hazing” shall be defined to include, but is not limited to:

- A. Applicable state or local definition of such activities for the purposes of the criminal statute.
- B. Any course of conduct committed by individuals calculated to, as a continuing prerequisite for association or membership into any organization, subject the victim(s) to physical or psychological abuse, harassment, violation of law, or otherwise designed to publicly or privately cause humiliation and embarrassment.

**CHAPTER XI – Nondiscrimination Statement**

***SECTION ONE - Statement***

It is the policy of the Fraternity not to engage in discrimination or harassment of any member or individual seeking membership with the University of California, Irvine Pre-Law Chapter, of Phi Alpha Delta Law Fraternity, International on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. This policy applies to all Fraternity practices, including recruitment, selection, and development. This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.