

**Phi Alpha Delta Law Fraternity, International at the Ohio State University  
Constitution**

***Article I***

**Section 1 - Name:** Phi Alpha Delta Law Fraternity, International

- I. **REGISTERED OFFICE:** Phi Alpha Delta Law Fraternity, International (hereafter “The Fraternity”) shall continuously maintain in the State of Illinois a registered office and a registered agent whose business office is identical with such office.
- II. **OTHER OFFICES.** The Fraternity may have other offices either within or without the State of Illinois, as its Board of Directors (hereafter the “International Executive Board”) may designate or as the business of the Fraternity may from time to time require.

**Section 2 - 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 integrity.

**Section 3 - Non-Discrimination Policy:**

*Phi Alpha Delta Law Fraternity is committed to fostering an environment free from discrimination in all facets of its operations, including activities, programs, admissions, and employment. This commitment extends to all individuals regardless of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other legally protected characteristic.*

**Section 4 - Statement regarding the University’s Sexual Misconduct Policy:**

*As a student organization at The Ohio State University, Phi Alpha Delta Law Fraternity expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.*

*If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).*

***Article II - Membership***

**Section 1 - Qualifications:** Any undergraduate student currently enrolled at the Ohio State University may be a member of this chapter.

**Section 2 - Initiation:** Any qualifying persons may be initiated by the executive officers at the start of any Autumn or Spring term if the semester fee has been paid. Members must only be initiated once.

### **Section 3 - Categories of Membership**

- I. *Executive Officers*** are elected by active members at the end of each Spring Term. In order to qualify for elections, members must be an active member of the organization and have paid the fixed fee to Phi Alpha Delta Law Fraternity, International prior to election day.
- II. *Active Member Status*** is achieved by paying a fixed fee at the start of each Autumn and Spring term. Those in active member status are able to attend professional development events, community service events, and weekly chapter meetings.
- III. *Inactive Member Status*** occurs when a previously initiated member fails, or chooses not to pay the fixed fee at the start of each Autumn and Spring term. Those in inactive member status are unable to attend the events that the Fraternity offers.

### ***Article III - Methods for Removing Members and Executive Officers***

**Section 1 - Member Removal:** Any member who chooses to engage in unworthy conduct tending to be disrepute on the Fraternity shall be subject to removal. This includes (but is not limited to) behaviors such as stealing, destruction of property, hate speech, etc. The member may be removed through a majority vote of the officers in consultation with the Fraternity's advisor.

**Section 2 - Officer Removal:** Any officer who fails to complete their duties, or engages in unworthy conduct tending to be disrepute on the Fraternity (see Section 1) shall be subject to removal. The officer may be removed through a majority vote of the officers in consultation with the Fraternity's advisor.

### ***Article IV - Organization Leadership***

**Section 1 - Elections and Terms:** All officers will be elected by active voting members during annual elections held every Spring Semester. They all serve for one academic year.

### **Section 2 - Titles and Duties:**

- I. **President:**** Chief executive administrative officer of the chapter and is responsible for the welfare and dignity of the chapter. The President must establish goals for the academic year and works with the rest of the Executive Committee to reach those goals. The President is responsible for creating the schedule for the Fraternity, and delegating tasks to all other Executive Committee members. The present completes the necessary required training for the university and Phi Alpha Delta Law Fraternity, International. The President ensures we are following all By-Laws of our chapter and of Phi Alpha Delta International. The President will also maintain a close liaison with the chapter's advisor.
- II. **Vice President of Operations:**** The Vice President of Operations works with the President in the performance of the organization's duties as requested by the President. In the event of absence/removal from office, the Vice President shall assume all duties of the president. The Vice President books the chapter venue for both fall and spring semester, and ensures smooth transition of events and ideas by assisting all Executive Committee members. The Vice President of Operations also assists in the recruitment of committee members for community service,

recruitment, professional development, and fundraising. Lastly, the Vice President of Operations is responsible for removing any inactive members from the groupme at the start of each semester upon the fee due date.

- III. Treasurer (VP of Finance):** The Vice President of Finance is the Treasurer of this Chapter and is responsible, along with the other Chapter officers, to ensure the Chapter follows the Fraternity's pre-law financial policy. As the chief financial officer, the VP of Finance is in charge of all Chapter funds and collection and disbursement thereof. This includes, but is not limited to , maintaining the Chapter checking account, collecting & recording Chapter dues, and both submitting & approving all payments or refunds on the chapter's behalf. The Treasurer works closely with the Executive Board directors to allocate funds when permissible through the committees. The Treasurer completes the necessary required training for the university and Phi Alpha Delta International. The duties overall include an overseeing of the actions and responsibilities of all financial matters.
- IV. Vice President of Administration:** The Vice President of Administration is the chief recorder and correspondent and shall keep a complete record of all matters pertaining to the chapter and shall certify thereto when necessary. The Vice President of Administration is the custodian of the Chapter By-Laws, minutes, and administrative records and reports of the chapter. The Vice President of Administration maintains a record of all chapter members, with their current contact information, and sends meeting notices to members. The Vice President of Administration is responsible for updating all social media accounts and sending weekly emails from the Phi Alpha Delta email account highlighting the important information for the upcoming week. The Vice President of Administration is responsible for removing inactive members from the email list at the start of each semester upon fee due dates. The Vice President of Administration is responsible for assisting the Director of Recruitment in answering questions of potential new members through any social media platform via email. The Vice President of Administration is responsible for creating the Fraternity's merch and distributing it each semester.
- V. Director of Professional Development:** The Professional Development Director maintains the Chapter's professional contacts, including but not limited to law students, law professors, law school admissions representatives, and local legal professionals. The Vice President of Professional Relations is in charge of the Professional Development Committee that plans professional development meetings and events, such as workshops, panels, speakers, and networking events. The Vice President of Professional Relations manages and updates the professional contact list. The Vice President of Professional Relations is responsible for planning and executing the annual Night of Networking while inviting legal professionals to attend.
- VI. Director of Social and Recruitment:** The Social and Recruitment Director organizes the Chapter recruitment efforts and fosters social engagement throughout the Chapter. They are responsible for all Involvement Fair (Autumn and Spring) preparations and operations. They will work with the President to establish recruitment goals and develop a plan for increasing and maintaining the

Chapter membership. The Social and Recruitment Director plans and distributes information pertaining to coffee chats.

**VII. Director of Community Service:** The Community Service Director works with committee members to plan 2-3 service opportunities each semester for PAD members to give back to the local community. This may include service days and challenges, food drives, or fundraisers. The Community Service Director is responsible for organizing and leading the PAD Buckeyethon team. The Community Service Director will lead all committee meetings, establish service goals (total hours, funds, etc.), delegate necessary tasks to committee members, and promote service events to Chapter members.

**VIII. Director of Fundraising:** The Fundraising Director is the leader of the fundraising committee that seeks to plan 1-3 fundraising events for each semester. The Fundraising Director is responsible for setting fundraising goals for each semester while keeping accurate records for long-term financial security. The Fundraising Director demonstrates financial wellness practices, including ethical fundraising.

***Article V - Election / Selection of Organization Leadership***

**Section 1 - Eligibility:** Any active member (who has also paid the necessary fee to Phi Alpha Delta Law Fraternity, International) may run for the following positions: Treasurer, Director of Professional Development, Director of Social and Recruitment, Director of Community Service, Director of Fundraising. In order to run for President or Vice President of Operations, members must have already held a position on the Executive Committee. In order to run for Vice President of Administration, members must either have served a term on the Executive Committee, or have been in one of the committees (Service, PD, recruitment, social).

**Section 2 - Election Procedure:** Elections will take place at the end of each Spring semester (around April) at one of the weekly general body meetings. Each vote will be decided by the majority (consisting of active members and Executive Officers).

***Article VI - Executive Committee: Size and composition of the Committee:*** The Executive Committee is composed of the Executive Leaders listed above and the chapter's advisor. The Community Service Director, Professional Development Director, Recruitment Director and Fundraising Director may choose to hold their own committee of whatever size they choose to aid them in the Executive Committee's operations for the academic year.

***Article VII - Advisor: Qualification Criteria:*** The chapter's advisor must be a full-time member of the University faculty or Administrative and Professional Staff, and must have a Juris Doctor (be a Doctor of the Law).

***Article IX - Meeting and events of the Organization: Required meetings and their frequency***

**Section 1 - General Body Meetings:** General Body Meetings or Chapter will occur semi-regularly in a prereserved location on campus. These will be optional for active members, and required for Executive Officers. Attendance will be taken for record keeping.

**Section 2 - Events:** Directors (Fundraising, Service, PD, Recruitment) will hold events where the academic calendar permits. These will be open to all active members and required for all Executive Officers.

**Section 3 - Executive Committee Meetings:** The Executive Committee will have a required meeting weekly to discuss plans for regular meetings and events for the upcoming week, along with any other relevant information.

***Article XI - Method of Amending Constitution: Proposals, notice, and voting requirements:*** Any suggested changes must be formally submitted in writing to the organization and cannot be put into effect immediately upon their proposal. They should be initially presented during a general meeting, then revisited at a specified number of subsequent general meetings leading up to the voting session. Approval must be obtained with a two-thirds majority of voting members. The constitution should not be subject to frequent or effortless alterations.

***Article XII - Method of Dissolution of Organization:***

**Section 1 - Assets:** Upon the dissolution of the organization, the Fraternity shall either (a) transfer all assets and liabilities to Phi Alpha Delta Law Fraternity, International, or (b) after paying or making provision for the payment of all liabilities of the Fraternity, dispose of the assets of the Fraternity exclusively for the purposes of the Fraternity in such a manner to organizations organized and operated exclusively for educational, charitable, scientific, or literary purposes.

**Section 2 - Notifying Student Activities Staff:** Upon the official dissolution of the chapter, Student Activities staff must be contacted in order to remove the organization's information from the Student Activities website.