

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



# P.A.D. PRE-LAW CHAPTER BOOK OF THE RITUAL

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

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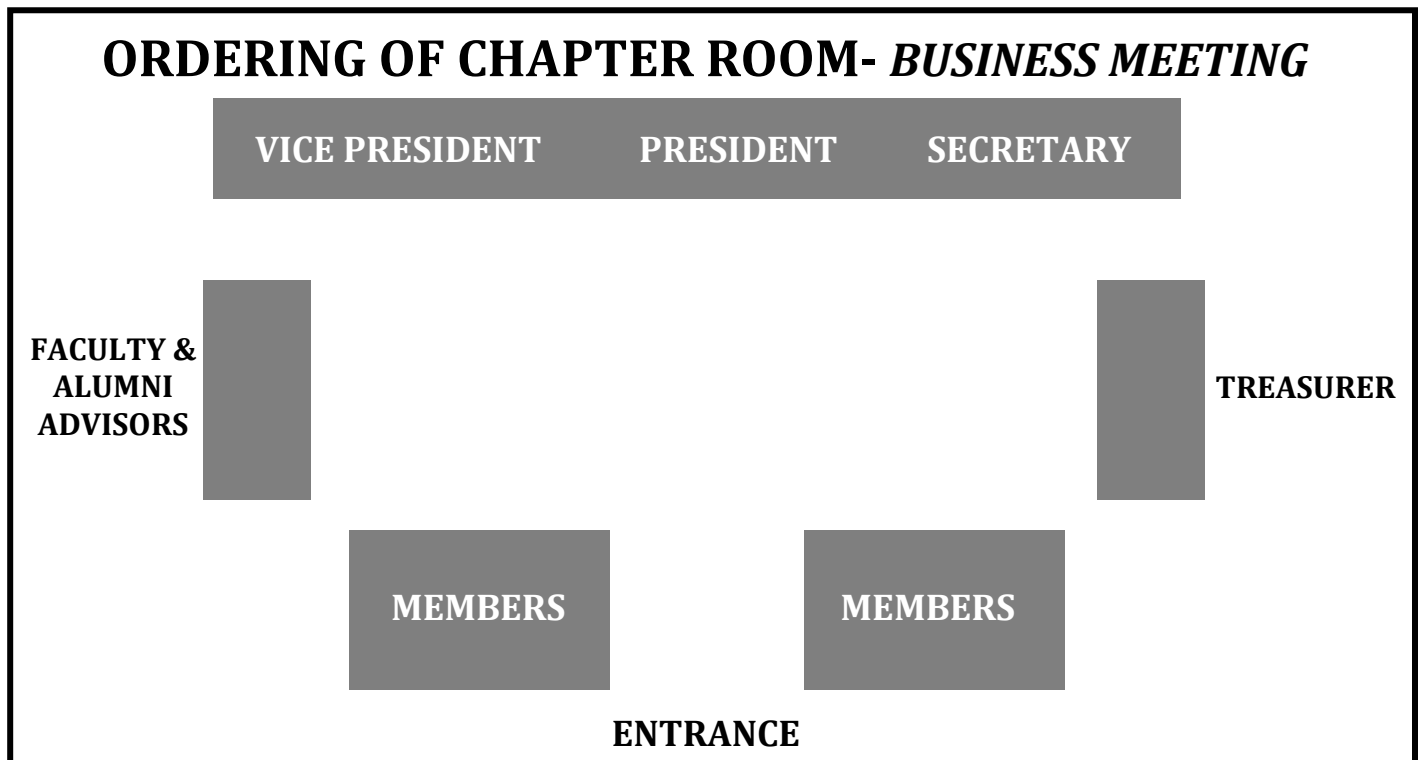
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# I – CHAPTER MEETINGS

## A. Ordering of Chapter Room

Before the chapter meets, the room should be arranged in proper order. It is the duty of the chapter officers to make the necessary arrangements for the chapter meeting and to ensure that the room is properly arranged. It is important that each chapter provide a form of order for the meeting which will ensure an appropriate and practical setting for conducting its proceedings in the manner prescribed in the Ritual.

Such a form of order is diagrammed below. The arrangement is based upon a courtroom setting and will aid members to become familiar with the arrangement, thus aiding in preparation to enter the legal profession.



## B. Opening of Meetings

The President should ensure that the ordering of the room is consistent with the diagram above, then make sure that all officer posts are occupied, designating substitutes where necessary. If the President is absent, the Vice President should serve in such capacity. The Secretary should urge all members to take their seats and close the meeting room doors. In keeping with the tradition of this Fraternity, and for purposes of uniformity in operating procedures, all meetings should be opened in the following manner:

*(The President shall sound the gavel once and say:)*

**PRESIDENT:** I now declare this meeting of (name of school) Pre-Law Chapter of Phi Alpha Delta duly opened for business. Let us proceed with the order of business, keeping in mind the principles and ideals of Integrity, Courage, Service, Compassion, Innovation, Diversity and Professional upon which our Fraternity is founded.

*(Thereafter, the chapter will proceed with the Order of Business under Robert's Rules of Order.)*

## C. Closing of Meetings

*(After the business of the chapter meeting has been concluded, the President shall say:)*

**PRESIDENT:** Is there any further business to come before the chapter?

*(If there is no response, the President shall rise and say:)*

**PRESIDENT:** Please rise. We have gathered here to advance the principles and ideals of Phi Alpha Delta. Before we began, we directed our minds to the noble purpose of the Fraternity. In closing, let us lay aside any differences of opinion that may have arisen. Elsewhere they may breed hard feelings and deep enmities; but not so with us. For us they are, and must ever be, forgotten in that bond of fraternalism, Phi Alpha Delta, which we all share.

I now declare this meeting of (name of school) Pre-Law Chapter adjourned.

*(The President shall now sound the gavel **twice**.)*

## II – PREPARATION OF CEREMONY ROOM

### A. Checklist

- ☐ Table and Chairs
- ☐ Purple (1) and Gold (1) Candles (if permitted by location)
- ☐ Phi Alpha Delta Banner or Seal
- ☐ Membership Certificates
- ☐ Membership Pins
- ☐ Roll of the Chapter & Pens
- ☐ Chapter Gavel
- ☐ Optional - red carnations (P.A.D.'s fraternity flower)

### B. Order of Initiation Room

Proper care should be taken to ensure that an appropriate room is selected for the ceremony. While it should be a place that is convenient to all, it must maintain the dignity of the occasion. Some places in which to hold the ceremony are: a courtroom (if available), a faculty or student lounge, a classroom at your school, a banquet room at a local restaurant, or another similarly appropriate place.

A large table shall be placed at the front of the room with seats for the President, Vice President, and Secretary of the chapter. The candles should be placed in the middle of the table and lit during the entire ceremony. *(Note: electronic candles are optimal.)*

The Roll of the Chapter (available for download at [www.pad.org](http://www.pad.org)) shall be placed in front of the seat of the Secretary to enable the students to approach and sign when their name is called.

Thereafter, the students shall proceed to the other end of the table where the Vice President will present each with a membership pin and the President shall present each with their membership certificate and shall congratulate and welcome each into membership.

### III – CHAPTER CHARTER INSTALLATION

#### A. Formal Ceremony

*(A designated assistant to the Installing Officer shall ensure that the room is properly arranged and will then seat the Charter Group in alphabetical order, facing the table, at which the Installing Officer shall be seated. If any guests are present, they will be seated to the rear, and slightly separated from the Charter Group. When this has been accomplished, the Assistant shall say:)*

**ASSISTANT:** Will everyone please stand.

*(The Assistant shall then escort the Installing Officer into the room, whereupon the Installing Officer shall proceed to the center of the table and facing the assembly say:)*

**INSTALLING OFFICER:** Please be seated. As the official representative of Phi Alpha Delta Law Fraternity, International, I am pleased to inform you that your petition and supporting documents have been found to be in order, and that the International Executive Board has authorized the chartering of a Pre-Law Chapter at (school name).

In accepting this charter, you assume duties and responsibilities, which you must endeavor to fulfill to the best of your abilities. You must develop and maintain strong professional programs, insist upon the highest of ethical conduct by each member of your chapter, and encourage scholastic attainment among your members. In this way, you will maintain a strong and viable chapter and earn an honorable position among the Pre-Law Chapters of Phi Alpha Delta Law Fraternity, International.

By accepting this charter, you indicate a willingness to join the members of our Fraternity in adhering to the By-Laws, Rules and Policies of our Fraternity, and will promote its legal precepts and principles.

*(Whereupon the Installing Officer will strike the gavel **twice**, and raise his/her right hand in the manner of the giving of an oath, and say:)*

**INSTALLING OFFICER:** Now, by the authority of the International Executive Board, I hereby declare that the (name of school) Pre-Law Chapter of Phi Alpha Delta Law Fraternity, International is hereby instituted with all of the rights, duties, and obligations pertaining thereto.

*(Whereupon the Installing Officer shall have everyone be seated and say:)*

**INSTALLING OFFICER:** On behalf of the Fraternity, I congratulate you and welcome this new Pre-Law Chapter into our midst.

It is now my privilege to proceed with the Formal Initiation of the charter members of this new Pre-Law Chapter.

As this is the first initiation of this chapter, as the Installing Officer I will read all parts of the initiation ceremony of new members and will immediately proceed to install the Charter Officers of your chapter. Hereafter, as an important duty of office, each chapter Officer shall have a role in the initiation of new members into this chapter.

*(The Installing Officer shall then proceed with the Initiation of New Members Ceremony and then with the Installation of New Officers Ceremony.)*

## IV – FORMAL REACTIVATION OF A CHAPTER

### A. Formal Ceremony

*(The Assistant shall seat the petitioning Group and guests and then resume a seat next to the Installing Officer after he/she enters. The President-elect can be the Assistant if necessary).*

**ASSISTANT:** Will everyone please stand.

*(The Installing Officer shall now enter the room assuming his/her proper seat at the table.)*

**INSTALLING OFFICER:** Please be seated.

**The Installing Officer shall sound the gavel and say:** The purpose of this meeting is the reactivation of Pre-Law Chapter at as duly authorized by the International Executive Board.

The reactivation of a chapter of Phi Alpha Delta is always a proud and happy occasion. The benefits of membership in Phi Alpha Delta will now be possible for a new group of members.

It is fitting, therefore, that the Formal reactivation of the chapter be performed in an appropriate ceremony that embodies the delivery of a charge of responsible conduct consistent with the principles of Phi Alpha Delta and an acceptance of that charge by the members of the chapter. On behalf of the Fraternity, I extend a cordial welcome to our prospective members and their guests.

Phi Alpha Delta is unique in that its birth grew out of a controversy affecting law students when the Supreme Court of Illinois adopted a rule, without prior notice, that required all current law students to take and pass a Bar examination. In response, and by way of objection, a group of law students formed the Law Student League, the forerunner of Phi Alpha Delta, and secured the enactment of Legislation which exempted current law students from the requirements of taking a Bar exam.

From that tiny nucleus, our Fraternity now has a chapter at almost every accredited law school in the United States, Puerto Rico, Mexico and Canada. With over 300,000 members, from all legal areas, Phi Alpha Delta boasts more law school deans, U.S. Senators, Congressman, Judges and lawyers as members than any other fraternal organization.

Our creed is based upon Service to the Student, to the Law School, to the Profession and to the Community. Our membership participates in established professional programs designed to make each member a better lawyer; and we are an organization that constantly urges adherence to the high ethical standards of the legal profession.

Phi Alpha Delta was the first legal organization to remove all restrictions on membership, accepting black students, women students, and all others without regard for religious or ethnic background. Phi Alpha Delta is the only group of lawyers, law students and undergraduate students molded together into one organization for the purpose of upgrading our own profession.

By your petition for the reactivation of your Pre-Law Chapter, you have indicated a willingness to join with all other members of the Fraternity in promoting those ideals and programs that I have already mentioned, and you have agreed to stand with over 300,000 others who believe that service to the legal profession is the highest form of service to mankind.

Thus, by the power vested in me by the International Chapter of Phi Alpha Delta Law Fraternity, International, and by the approval of the members of the International Executive Board, I hereby declare that this Chapter is now reactivated as a Pre-Law Chapter of the Fraternity, with all the rights and duties of the Fraternity being granted to it.

*The Installing Officer shall now proceed with the initiation of new members as found on pages 7-11 of the Pre-Law Ritual Book and then conclude the meeting with the Installation of new chapter officers as found on pages 13-14 of the Pre-Law Ritual Book.*

## V – INITIATION OF NEW MEMBERS

### A. Formal Ceremony

*(When the time has arrived for the initiation of new members, the Treasurer shall first ensure that the room has been properly prepared as indicated in the preceding diagram. After the Chapter Officers have been seated, the Treasurer shall admit the candidates for membership and seat them in alphabetical order in the seats provided.)*

#### **PRESIDENT:**

*(When all is in readiness, the President shall sound the gavel **twice**, and say:)*

The purpose of this special meeting of the (name of school) Pre-Law Chapter, is the initiation of new members into our chapter. **The chapter is now in session for that purpose.**

**TREASURER:** President (last name), I present these candidates for membership into the (name of school) Pre-Law Chapter of Phi Alpha Delta Law Fraternity, International. I certify that each has completed and submitted an official membership application, has fulfilled their financial obligations and met all other requirements of membership. I ask that they be admitted into membership.

**PRESIDENT:** The fact that you are here together with us is symbolic of our Fraternity, Phi Alpha Delta Law Fraternity, International. Our Fraternity is composed of pre-law, law student and alumni 11 members who have a common purpose, seek similar goals, and are united by the bond of fraternalism which is the essence of Phi Alpha Delta.

Phi Alpha Delta offers you an opportunity to translate an ideal into the practical side of your professional life. It offers you an opportunity to assume obligations and to loyally fulfill them to the best of your abilities. To build and maintain our Fraternity, which is a real living force in safeguarding the highest ethics of the legal profession, is a task worthy of your best endeavors.

So that you may understand your obligations as a Pre-Law Member of this Fraternity, I request your earnest consideration of the following principles of Phi Alpha Delta Law Fraternity, International.

**VICE PRESIDENT:** Phi Alpha Delta was founded and exists to provide a strong bond among persons involved in the legal profession: students, teachers, lawyers, judges, and other members of the legal profession. This bond is designed to advance the ideals of liberty and equal justice under law, to foster personal integrity and professional competence, and to promote the welfare of its members so that they may enjoy a lifetime of honorable professional service.

Phi Alpha Delta is dedicated to promoting ethical conduct and professionalism within the legal profession, a goal that cannot be achieved without self-sacrifice and the devotion of our members. This Fraternity is not an end which may be achieved by merely becoming a member. As a pre-law member, you must devote your time and talents to enable Phi Alpha Delta to accomplish its goals and to pass on the principles and ideals of Phi Alpha Delta to those who follow you.

**SECRETARY:** In 1897, a group of law students in Chicago formed the Law Student League to protect their rights to enter into the legal profession. This organization resulted in a strong bond among these students, and thus, one year later, they founded the Lambda Epsilon Law Fraternity, Lambda standing for “Law” and Epsilon standing for “Equity.”

It soon became apparent to the founding members that their local fraternity had broad appeal to law students much beyond the confines of their locale. Accordingly, in 1902, Lambda Epsilon was dissolved and Phi Alpha Delta Law Fraternity was founded to provide a professional organization for the entire legal community. Within a month of its founding, four law school chapters were chartered. By 1910, the number of law school chapters had increased to twenty-three.

The following year, 1911, the first alumni chapters, in Chicago and New York City, were installed. Subsequently, Phi Alpha Delta, secure in its principles and purposes, has proceeded along a steady policy of expansion. Today, chapters are chartered at almost every accredited law school in the United States. We also have chartered chapters in Puerto Rico, Mexico and Canada.

Continuing its goal to provide a professional forum in all aspects of the legal profession, the International Chapter of Phi Alpha Delta, in 1980 at the 43rd Biennial Convention held in Hot Springs, Arkansas, authorized the establishment of the Pre-Law Program of Phi Alpha Delta Law Fraternity, International.

The first Pre-Law Chapters were established the following year. Within three years, 32 pre-law chapters were chartered in 18 states, indicating a widespread interest in this new program. Today P.A.D. Pre-Law Chapters are chartered at over 300 Universities and Colleges throughout the United States and Puerto Rico.

*(At this point the Treasurer shall stand beside the Coat-of-Arms. If the Coat-of-Arms is not displayed, then the Treasurer shall stand near the table where the officers are seated. Facing the candidates, the Treasurer shall say:)*



**TREASURER:** Every organized association has adopted certain insignia by which it may be identified. Commercial organizations utilize public relations firms to design their logos and other recognizable symbols. Fraternal organizations borrow heavily from the ancient art of heraldry in the design of their identifying insignia. Thus, we of Phi Alpha Delta have adopted a Coat-of-Arms which contains a number of symbols representing the law in its various aspects. We have also adopted a fraternity pin, official colors, a flower, song, and flag, among other identifying insignia, which have particular significance to our members.

**Our Coat-of-Arms** consists of a shield divided vertically into two parts. On the right side appears the Book of Law and on the left the Scales of Justice. Above the shield is the Lamp of Learning surrounded by the Wreath of Victory. Below the shield is the Scroll which bears our name, Phi Alpha Delta.

Sustaining and supporting all is the Column. If you have assumed that the **Lamp** merely signifies that it is students of the law who are initiated into this Fraternity; that the Book signifies no more than that lawyers must know the law; that the Scales simply mean that the law represents Justice; that the Scroll is but to bear our name, a mere sign over the door; then you are incorrect. You have not, if such is your belief, given the Founders of this Fraternity credit for their understanding of the needs of those who associated together during their school life and will one day go out into the world to join the noble profession of Law.

**The Column**, as you observe, supports and sustains all the other symbols on the Coat-of-Arms. This Column represents you, whose duty from now on will be to labor so that the principles of Phi Alpha Delta shall be maintained, clear and unsullied, through the years. May your strength be equal to the task, and as the Column may you ever sustain it. The Book represents far more than the mere letter of the law. It typifies that immortal and undying spirit, which is in truth, the law. To those deep-seated and eternal verities all precedents must bow and all rules conform. May your studies in that Book inspire you ever to teach an abiding faith in the American system of jurisprudence. Consider now the Lamp of Learning. It tells you that great learning is only accomplished through great industry. The day is all too short for us to amass learning to fit us for our life work. We must light the lamp and study on through the hours of the night. Neither is learning to be acquired only during the bright days of our youth. We must continue to learn throughout the years of our adulthood, so that in old age the light of our studies may brighten the lives of all we meet.

**The Scales** are the instrument by which one acknowledges the incompetence of their own judgment, and surrenders it so that justice may be done. Justice gives to everyone their due without distinction, and one is not just, who cannot judge with impartiality, and having judged, have the strength to execute that judgment. Lastly, the Scroll. It contains only the name of our Fraternity, Phi Alpha Delta, which connotes the Greek phrase "Philos Adelphos Dikaios" (fe-los uh-del-fos duh-ki-ose). Translated into our contemporary language, "Philos Adelphos Dikaios" stands for "Justice is a Dear Brother," and in another translation, "Love of Humanity and Justice for all." Thus our name signifies the two basic precepts upon which our Fraternity is founded: Fraternalism and Justice. So practice the ideals of Phi Alpha Delta wherever you travel, and in the end you too will wear a Wreath, the symbol that you have conquered in that greatest of all struggles whose goal is to make the world a better habitat for all.

**VICE PRESIDENT:** The official colors of the Fraternity are gold, the most precious of metals, and purple, the richest of colors. The official flower is the red carnation, red being the color most closely associated with the legal profession.

The official song is “Phi Alpha Delta Song”, composed in 1911 by Frank R. Hurlbutt, then Vice Justice of Calhoun Chapter at Yale University.

The Fraternity flag consists of the Coat-of-Arms appearing in gold on a solid field of purple, surrounded by a gold fringe.

The pre-law membership pin, which you will soon receive, is keystone in shape and purple in color. The Greek letters of Phi Alpha Delta appear in gold upon the purple background. Above the letters appear the year of the founding of Phi Alpha Delta, 1902. Below the letters appear the words “Pre-Law” and the year 1980, indicating the establishment of the Pre-Law Program.

A unique handshake is used as a sign of recognition between members of Phi Alpha Delta. This consists of a normal handshake with the index finger of each member extending along the wrist of the other member, touching the pulse.

The proper use of these insignia will identify you as a member of Phi Alpha Delta and allow you to recognize others as members of Phi Alpha Delta.

**PRESIDENT:** Having heard the basic principles and ideals of Phi Alpha Delta, you are now invited to subscribe with us to those principles and ideals and to make a personal commitment to join the (name of school) Pre-Law Chapter of Phi Alpha Delta Law Fraternity, International. To signify your acceptance of the ideals and principles as your own, I will now administer the pre-law oath of membership in Phi Alpha Delta Law Fraternity, International. Will all candidates please stand, raise your right hand, and repeat after me:

*(Whereupon the President will stand and raise his/her right hand in the manner of giving an oath, and say:)*

**I do solemnly and sincerely affirm ... that I will support ... the laws and legal precepts of my country ... that I will be just and honorable ... in all my activities ... and that I will support ... the Fraternity Policy, Rules and Principles ... of Phi Alpha Delta Law Fraternity, International, ... insofar as they do not conflict ... with my religious or civil duties.”**

**You will now sign the Roll of the Chapter, and receive your membership certificate and pin.**

*(The Secretary shall now stand at the end of the table which contains the Roll of the Chapter. The Vice President and the President shall stand at the other end of the Table.)*

*(When the Officers have thus stationed themselves, the Secretary shall proceed to call the name of each new member in turn, and have them sign the Roll of the Chapter and present each with their membership certificate and pin.)*

*(The new members will then proceed to the Vice President, who will affix each with a pre-law membership pin, and then to the President who will present each with their membership certificate and congratulate and welcome each into membership, using the official Fraternity handshake.)*

**SECRETARY:** As your name is called, please step forward to sign the Roll of the Chapter and to receive your 19membership card. Following that, you will proceed to the Vice President to receive your membership pin, then to the President to receive your membership certificate.

*(As this is completed the members shall return to their seats, and when all have signed the Roll, the Officers will return to their seats.)*  
*(After all are again seated, the President shall remain standing and say:)*

**PRESIDENT:** I now declare you to be duly and lawfully inducted into the (name of school) Pre-Law Chapter of Phi Alpha Delta Law Fraternity, International.

Your induction into this chapter of Phi Alpha Delta is now completed. I charge each of you to hold foremost in mind the principles and ideals to which you have subscribed today. With your help, our chapter can remain a real living force in Phi Alpha Delta and in the legal profession. On behalf of all members, I congratulate you and welcome you as members of this Pre-Law Chapter.

*(Here the President may make such additional remarks and/or announcements as may be appropriate, and conduct chapter business as may be necessary at this time. When completed, the President shall say:)*

**PRESIDENT:** The purpose of this special meeting of the (name of school) Pre-Law Chapter having been accomplished, I now declare this meeting adjourned.

*(The President shall sound the gavel **twice.**)*

## VI – ELECTION OF CHAPTER OFFICERS

### A. Foreword

The selection of chapter leadership is a vital factor in the future of the Pre-Law Chapter involved, and of the Fraternity as a whole. To impress this upon all members and to aid the President in this regard, a formal procedure is provided. Experience has shown that, from time to time, there may be a tendency to put forward a slate of nominees and then move to fill all the offices simultaneously. However common this practice may be in other places, it has nothing to commend it in the election of Chapter Officers. Therefore, it is recommended that the nominations for each office be made separately, and each office filled before the nominations for the next office are made. The President should study carefully any chapter by-law provisions pertaining to the election of Officers to assure that such requirements will be fully satisfied. It is of great importance that there be no uncertainty as to the absolute validity of each election.

### B. Election Procedure

The President should announce that the election of Officers is in order, then read aloud to the chapter the first two paragraphs of the Foreword of this chapter. Then the President should say:

**PRESIDENT:** The Chapter Officers to be chosen at this meeting, as provided by the rules and regulations the Fraternity, are the President, the Vice President, the Secretary, and Treasurer. You know the duties of each office, and the qualifications which the incumbent of each must possess. No one office is more important than another. We are not concerned now with the awarding of honors, but with the placing in each office of that member among us best suited to hold it.

Therefore, let us proceed, remembering that we act here to select the leadership of (name of school) Chapter and, in so doing, to strengthen Phi Alpha Delta as a whole. Nominations are in order for the office of President.

*(First, the nominations made prior to this meeting should be submitted for President, after which nominations from the floor are in order. If only one name is put in nomination, a motion is in order that the Secretary cast a unanimous ballot for the nominee. If, however, more than one name is placed in nomination, the election shall proceed until one nominee has received a majority of votes cast.)*

**PRESIDENT:** The result of the ballot for the office of President is as follows:

*(President shall announce the result)*

Therefore, I declare (name) duly elected as President of this Pre-Law Chapter for the ensuing term of office. Nominations are now in order for the office of Vice President.

*(Then the election of the Vice President shall proceed in a similar fashion. When it is concluded, the election of the Secretary should follow, and then the Treasurer. When all of the Officers have been elected, the President should say:)*

**PRESIDENT:** Let the Book of Minutes show that the following named members have been elected for the ensuing term of office:

President\_\_\_\_\_

Vice President\_\_\_\_\_

Secretary\_\_\_\_\_

Treasurer\_\_\_\_\_

*(The President should then either install the newly elected Officers, or announce the date when the Installation will take place.)*

## VII – INSTALLATION OF NEW OFFICERS

### A. Formal Ceremony

**PRESIDENT:** The time has now arrived that the newly elected Officers of the (name of school) Pre-Law Chapter be duly installed in office. As I call your name, will you please stand in front of me:

Treasurer – Elect \_\_\_\_\_

Secretary – Elect \_\_\_\_\_

Vice President – Elect \_\_\_\_\_

President – Elect \_\_\_\_\_

*(The President shall address the Officers-Elect, saying:)*

**PRESIDENT:** To you, the Officers-Elect, is about to be given the governing authority and responsibilities of the (name of school) Pre-Law Chapter. You will, I am sure, vindicate the trust that has been placed in you by your fellow chapter members, and fulfill in every way the obligations that trust imposes upon you. In becoming Officers of this Pre-Law Chapter, you also become officers of a great professional organization - Phi Alpha Delta Law Fraternity, International -- composed of many chapters and thousands of members who reside throughout the world.

I charge each of you to study carefully the By-Laws, Rules and Policies of Phi Alpha Delta, which will govern your conduct and duties in the respective offices which you now assume. Much will be required of each of you to ensure continued contributions by this chapter as a vital force in accomplishing the high aims and purposes of a Pre-Law Chapter of Phi Alpha Delta.

Only through a positive and aggressive program of leadership by the President, and a full measure of effort and cooperation by the other Officers, can your chapter fulfill its purposes and render the service that it should to its members and school. Remember always, that the welfare and success of the (name of school) Pre-Law Chapter will depend upon the manner in which you, the Chapter Officers, perform your duties.

*(To the Treasurer-Elect, the President shall say:)*

**PRESIDENT:** (name of Treasurer-Elect), you will be the custodian of all chapter funds and maintain a true and accurate record of all moneys received and expended by this chapter. You will pay out funds only as authorized by your chapter and will promptly transmit to the Executive Office of the Fraternity all required membership fees. Be ever watchful of the financial status of this chapter.

*(To the Secretary-Elect, the President shall say:)*

**PRESIDENT:** (name of Secretary-Elect), you will be the custodian of the official minutes of the chapter and will maintain a true, complete and permanent record of all Chapter activities, and certify thereto when necessary. You will keep a complete and accurate list of all members of this chapter. You are the vital connecting link between this chapter and the rest of the Fraternity, and will promptly transmit such information as requested by the Executive Office of the Fraternity.

*(To the Vice President-Elect, the President shall say:)*

**PRESIDENT:** (name of Vice President-Elect), you have been elected to the second most important office of this chapter. For your chapter to function properly, the concerted effort of you and the President, working closely together, is required. You must be ready and able to perform the duties of the President in the absence or disability of the President and fulfill such other duties as assigned to you by the President or the chapter. In the absence of the President, you will preside over all chapter meetings and functions.

*(To the President-Elect, the President shall say:)*

**PRESIDENT:** (name of President-Elect), you are entrusted with the power and authority for the maintenance of justice and order in this Pre-Law Chapter. You are responsible for its welfare and dignity, and for the payment and performance of all Chapter obligations.

You will ensure that all other Officers properly perform their duties of office. You will preside at all meetings of the chapter. You will report to proper Fraternity authorities as to the condition of your Pre-Law Chapter as may be requested.

*(Now the retiring President shall address all of the Officers-Elect:)*

**PRESIDENT:** You, as Chapter Officers, will initiate new Pre-Law Members into the Fraternity, and in doing so, you must remember always that the future of your Pre-Law Chapter and of this Fraternity will depend to a large extent upon the caliber of those whom you make Pre-Law Members with us. You have now received your charge of duties and responsibilities as Chapter Officers. Please raise your right hand and repeat after me:

**“I do solemnly and sincerely affirm ... that I will faithfully and fully perform ... the duties of office I am about to assume ... according to the spirit ... of Phi Alpha Delta Law Fraternity, International ... insofar as they do not conflict ... with my religious or civil duties”.**

You are now duly installed as the Officers of the (name of school) Pre-Law Chapter. Please take your seats and assume the duties of your office.

*(Thereupon the outgoing Officers shall surrender their seats to the newly installed Officers. The retiring President shall then say to the newly installed President:)*

**OUTGOING PRESIDENT:** I hand to you the official gavel of the (name of school) Pre-Law Chapter of Phi Alpha Delta. Use and cherish it as your preceding Presidents have done, until you likewise hand it to your successor.

*(The newly installed President shall assume the seat of the President and say:)*

**NEWLY INSTALLED PRESIDENT:** The responsibilities for the future success of this Pre-Law Chapter have now been placed in our hands. We accept this responsibility and will strive to vindicate the trusts which have been placed in us, and to fulfill in every way the obligations that such a trust imposes, so that the benefit of membership may accrue to those who follow us as members of the (name of school) Pre-Law Chapter.

*(The newly installed President may make additional remarks as may be appropriate at this time. It is now appropriate for the newly installed Pre-Law Chapter Officers to conduct their first chapter meeting with the outgoing officers present to lend guidance and advice. After all business has been concluded, the President shall say:)*

**PRESIDENT:** There being no further business to come before the chapter, I now declare this meeting adjourned. *(The President shall now sound the gavel **twice**.)*

# MATERIALS, INITIATION & APPLICATIONS

Every chapter is required to hold at least two initiation ceremonies per semester for new members. During initiation, new members receive a certificate of membership and lapel pin. These items are called 'initiation materials.'

To receive initiation materials in time for your ceremony, all applications (both mailed and online), must be received to the Executive Office (E.O.) **AT LEAST TEN DAYS** prior to the initiation date. If the applications are not received within that time frame, there is no guarantee materials will arrive in time for your ceremony.

## FAQs

### **I submitted applications but didn't include an initiation date. What will happen?**

Applications submitted without an initiation date will delay the application process and materials may not arrive in time for initiation. Please contact the E.O. as soon as possible.

### **Where will the initiation materials be sent?**

You will be contacted at the beginning of each semester to confirm your chapter's initiation dates and preferred shipping address. If you need to change your shipping address at any time please email [katie@pad.org](mailto:katie@pad.org).

### **Our new members joined online but gave their payment to the officers. What should we do?**

Please mail the payment and a complete, legible membership list to the E.O.

### **How can I see my chapter's membership roster?**

Email the Membership Department at [membership@pad.org](mailto:membership@pad.org) and you will be provided with a list of both paid and unpaid members.

### **A new member paid us with cash. Can I send it to the E.O.?**

***Never send cash or money orders to the E.O. under any circumstances*** and avoid collecting cash payments as much as possible. If you must collect cash, please document the transaction using a receipt book (available at any office supply store), deposit it into the bank and then send a check to the E.O. Always include a complete list of members that are covered by the check.

### **How often will I receive initiation materials?**

Initiation materials will be sent approximately every two weeks during the fall and spring semesters. If your request for materials is received far enough in and submitted with all applications and necessary information, you will receive them prior to your ceremony. If not, the materials will be shipped after the E.O.'s next available print run.

### **Do I need materials to hold a ceremony?**

You do not need initiation materials to hold an initiation ceremony. If you are holding a ceremony without materials we suggest handing out red carnations (the official P.A.D. flower) in place of a certificate or pin.

### **Can I initiate someone who has not paid.**

No. A completed membership application, including payment, is a requirement to be initiated.

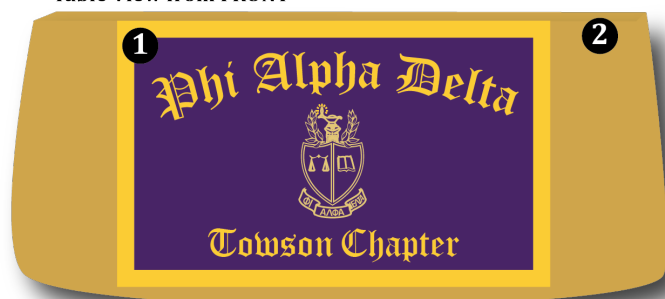


# Setting Up the P.A.D. Initiation Ritual

## *Executive Office Tips & Tricks*

Our Fraternity was founded on certain principles and ideals: integrity, compassion, courage, professionalism, service, diversity, and innovation. It is the purpose of the Initiation Ritual to preserve these principles and ideals in concrete terms and ensure their continuity. These ideals are uniform and permanent, and the Ritual cannot be changed. The Ritual serves as the final step new members must take before being welcomed into P.A.D.

Table View from FRONT



**1 Chapter Banner:** Hang your chapter's banner on the front of your table. Don't have a chapter banner? Visit [www.PAD.org](http://www.PAD.org) to order one through the P.A.D. Online Store.

**2 Tablecloths:** Decorate your table with two cloth runners, each 3 yards in length (one royal purple, one gold).

**3 Candles:** Use 5 purple and 5 gold candles on your table. Purple candles can be difficult to find in-store, so consider looking online first. Purple candles may also be more easily available around various holidays throughout the year. Be sure to check with your venue's/campus' rules about lighting flames in the room; electric candles are a safe, easy alternative.



Table View from ABOVE

## Other Items To Bring:

**Red Carnations:** P.A.D.'s official flower is the red carnation. They are a great supplement when handing out initiation materials during the ceremony, and as decoration.



**Chapter Roster:** Only students who have submitted an application and paid their international membership fee may be initiated during the ceremony. Be sure to obtain an official chapter roster through the Executive Office prior to your ceremony.

**Pens:** Don't forget to have a couple pens on your initiation table for new initiates to sign the Roll of the Chapter, and for any edits to your chapter roster.



**Copies of the Book of the Ritual:** Each chapter officer has a role in the formal initiation ceremony. Be sure to have sufficient paper or electronic copies of the Book for each officer. The Book of the Ritual can be downloaded from [www.pad.org](http://www.pad.org).

**4 Gavel:** To bring the ceremony to order, and for general display, make sure to have your chapter gavel during the event. Don't have a custom chapter gavel? Visit [www.PAD.org](http://www.PAD.org) to order one through the P.A.D. Online Store.

**5 New Member Materials:** As each new member's name is called, hand them their certificate and membership pin. If your initiation materials aren't delivered in time for your ceremony, consider handing out red carnations during the ceremony.

**6 Roll of the Chapter:** Roll Book designs vary among chapters. Consider investing in a leatherette/leather bound notebook for the chapter's use in future years. Want to save paper? In lieu of a book, it's also acceptable to have new members sign a printed version of the Roll of the Chapter, or enter their name in a document via laptop that your chapter has set up.

## ABBREVIATED INITIATION RITUAL

Since P.A.D. chapters recruit year-round, you may occasionally need to initiate members outside of your planned ceremonies. For example, you have a member that joins after your last ceremony of the year and needs to be initiated before the semester ends. You can initiate these members at your convenience but the most common format for this type of initiation is at a chapter meeting.

Feel free to use the Abbreviated Initiation Ritual in a situation where you cannot execute the full P.A.D. ritual. This ritual can be performed by any officer in the chapter.

### Script for an Abbreviated Initiation Ritual

**(Name of Initiate)**, you are now invited to subscribe with us to the principles and ideals of Phi Alpha Delta and to make a personal commitment to join the **(name of school)** Pre-Law Chapter of Phi Alpha Delta Law Fraternity, International. To signify your acceptance of the ideals and principles as your own, I will now administer the pre-law oath of membership in Phi Alpha Delta Law Fraternity, International. Please stand, raise your right hand, and repeat after me:

*(Whereupon the Ritual Administrator will stand and raise his/her right hand in the manner of giving an oath, and say:)*

**I do solemnly and sincerely affirm ... that I will support ... the laws and legal precepts of my country ... that I will be just and honorable ... in all my activities ... and that I will support ... the Fraternity Policy, Rules and Principles ... of Phi Alpha Delta Law Fraternity, International, ... insofar as they do not conflict ... with my religious or civil duties."**

I now declare you to be duly and lawfully inducted into the **(name of school)** Pre-Law Chapter of Phi Alpha Delta Law Fraternity, International. Your induction into this chapter of Phi Alpha Delta is now completed. I charge each of you to hold foremost in mind the principles and ideals to which you have subscribed today. With your help, our chapter can remain a real living force in Phi Alpha Delta and in the legal profession. On behalf of all members, I congratulate you and welcome you as members of this Pre-Law Chapter.



**PHI ALPHA DELTA  
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