



PHI ALPHA DELTA LAW FRATERNITY, INTERNATIONAL FRATERNITY POLICY MANUAL

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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.

Phi Alpha Delta Fraternity Policy Manual

The following document has taken all of the Phi Alpha Delta policies that were published within its Constitution & International By-Laws (2014), International Board Policy Manual and Risk Management & Insurance Manuals. Additional best practices and expectations can be located in the Chapter Operations Manuals and Insurance Manuals located at www.pad.org.

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ARTICLE 1 - 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.

ARTICLE 2 - BUDGET MATTERS & FINANCIAL POLICY

Sec. 2.1 Executive Director and Employees

The International Executive Board shall employ an Executive Director and authorize the employment of support staff. The Executive Director shall determine the duties and compensation of such employees.

Sec. 2.2 Budget

The International Executive Board shall authorize, from time to time, the payment of such administrative expenses as it shall deem proper and adopt an annual budget.

Sec. 2.3 Expenses

The International Executive Board or the International Justice may authorize the International Treasurer or Executive Director to reimburse International Officers, District Justices, and other designated persons, for expenses in attending meetings, District Leadership Conferences, or Conventions, in performing special acts or services, and in making chapter visitations, inspections, or investigations of petitioning groups.

Sec. 2.4 Fiscal Year

The fiscal year of this Fraternity shall be such annual period as may be determined by the International Executive Board. The Executive Director shall distribute to the delegates in Convention assembled a certified audit of the books of the Fraternity covering the fiscal periods since the previous Convention. At present, the fiscal year of the fraternity is June 1 through May 31.

Sec. 2.5 Payment of Funds

All funds to be paid under the provisions of this chapter shall be paid in United States Dollars or their equivalent.

Sec. 2.6 Accounting System

The Fraternity shall operate under a "modified cash basis" accounting system.

Sec. 2.7 Audit Committee

The International Justice shall appoint an audit committee annually. The committee is comprised of the Executive Director (chair), International Treasurer and one P.A.D. Alumnus.

ARTICLE 3 – MEMBERSHIP

(Amended July 23, 2018)

Sec. 3.1 Eligibility for membership:

Sec. 3.1.1 Law School Member

Any person who is in attendance and in good standing at any law school where a chapter of this Fraternity is chartered. Law school membership for students outside North America shall be granted at the discretion of the International Executive Board.

Sec. 3.1.2 Alumni Member

Any person who has been licensed to practice law in, and is in good standing with, any jurisdiction recognized by the International Chapter or by the International Executive Board; any graduate of any law school where a chapter of this fraternity may be chartered, or any duly initiated law school member upon their departure from law school who is not the subject of any disciplinary proceedings resulting in temporary or permanent cessation or denial of his or her license to practice law; and any judge who qualified in any of the preceding categories prior to becoming a judge.

Sec. 3.1.3 Honorary Member

Any person who has attained unusual distinction in the legal profession or in the field of law at least a statewide basis shall be eligible for honorary membership. The term “field of law” shall embrace any person elected or appointed to a legislature or engaged in the execution, administration, or enforcement of the law, whether or not such person is a member of the legal profession.

Sec. 3.1.4 Pre-Law Member

Any member of the administration, faculty or any student in good standing at any institution of higher learning where a pre-law chapter of this Fraternity is chartered.

Sec. 3.1.5 Lifetime Membership

A lifetime member is an alumni member who pays ten times their annual alumni dues amount. Each life member shall receive a lifetime subscription to The Reporter and an engraved Life Membership Certificate, and other services which the Fraternity may render from time to time.

Sec. 3.2 Transfer of Membership

A student member who transfers from one school to another and becomes a

regularly enrolled student in the latter school may transfer membership upon application showing eligibility.

Sec. 3.3 Termination of Membership

Membership in this Fraternity shall be terminated as follows:

Sec. 3.3.1 Automatic Forfeiture

Any member whose license to practice law has been finally revoked by any legally constituted body having the power of revocation over the member, or who has ceased to be licensed to practice law by reason of misconduct, shall automatically forfeit membership in this Fraternity, which forfeiture of membership shall remain in effect for as long as the disciplinary action shall remain in effect.

Sec. 3.3.2 Resignation

Any member may resign from this Fraternity by submitting his or her resignation to the Executive Director, and the resignation shall become effective sixty (60) days after such notification.

Sec. 3.3.3 Pre-Law Membership

Except as provided herein, any pre-law member of this Fraternity no longer in attendance at an institution of higher learning and who has not graduated shall be automatically suspended from membership unless and until the individual returns to an institution of higher learning. Any pre-law member graduating from an institution of higher learning shall be transferred to a Pre-Law Graduate status until the graduate voluntarily terminates the membership or is duly initiated as a law school, alumnus or honorary member.

Sec. 3.4 Termination or Suspension of Membership by Board Action

- a. The IEB by affirmative two-thirds vote, may suspend or terminate the membership of any member for cause.
- b. The IEB, may, by a majority vote, terminate the membership of any member who becomes ineligible for membership, or suspend or terminate the membership of any member who shall be in default in the payment of dues, if any.

Sec. 3.5 Disciplinary Proceedings for Violations of Unworthy Conduct

- a. The IEB shall establish procedures for handling complaints against members (1) willful and material violation of the Membership Oath, the Fraternity By-Laws, the Fraternity Policy Manual or the By-Laws of his or her chapter or for (2) otherwise engaging in unworthy conduct tending to bring disrepute upon the Fraternity.

- b. Such procedures shall include a method of lodging such complaints, assignment and authorization for an individual or individuals to conduct an investigation of such complaints and to take appropriate disciplinary action (in any) up to and including suspension or termination, and a requirement for reporting results of such investigations to the IEB.
- c. The procedures adopted by the IEB shall be published on the Fraternity website and electronic copies shall be made available to members upon request to the Executive Office.

Sec. 3.6 Proceedings by a Chapter to Expel a Chapter Member

- a. Any chapter may expel a member from membership in the chapter for (1) failure to pay dues or any financial obligation to the chapter, (2) willful and material violation of the Membership Oath, the Fraternity By-Laws, Fraternity Policy Manual or the By-Laws of that chapter, or for (2) otherwise engaging in unworthy conduct tending to bring disrepute upon the Fraternity or Chapter.
- b. A chapter may exercise this authority only through duly adopted provisions of its chapter by-laws which affords an appropriate process for lodging complaints against the member, an appropriate investigation of the complaint, an opportunity for the member and/or his or her representative to be heard and respond to the allegations, and a vote by the chapter at a meeting called on reasonable notice for that purpose which passes by no less than a three quarters majority of those present and voting.
- c. Expulsion of a member from a chapter shall not automatically result in termination of membership in the Fraternity but only of his or her affiliation with the chapter. Absent separate action, that member shall remain a member of any other chapter in which he has become a member or shall be an unaffiliated member of the Fraternity. Nothing herein shall be construed as abridging the right of any chapter member from initiating a complaint pursuant to Section 3.5 above.

Sec. 3.7 Appeals

- a. Within thirty (30) days of the receipt of the notice a disciplinary action taken pursuant to Section 3.5 or 3.6 above, any person aggrieved by said action, may appeal the imposition of such discipline to the International Tribunal pursuant to such rules and procedures as may be adopted by the Tribunal.
- b. Disciplinary actions taken or approved by the IEB shall not be subject to appeal.

Sec. 3.8 No Political Endorsements

Phi Alpha Delta Law Fraternity, International shall not endorse any person for political office. The Fraternity shall further not endorse any person to any appointive post which is subject to confirmation.

Sec. 3.9 Dual Membership

No member of any other law fraternity may become a member of this Fraternity unless such person first terminates such other membership. Any member of this Fraternity who accepts membership in any category in any other law fraternity shall, after such notice as the International Executive Board may prescribe, automatically forfeit membership in this Fraternity provided that membership in such other law fraternity has not been terminated within sixty (60) days after such notice.

Sec. 3.10 Good Standing

A member in good standing is a duly initiated individual who has submitted the corresponding International Initiation Fee to the International Executive Office.

ARTICLE 4 Membership Auxiliary

Adopted 1/5/2019 Note – Subsequent Articles were renumbered.

Section 4.1 Establishment

This article shall become effective on a date announced by the Executive Director.

Section 4.2 Eligibility

Any person who is not an attorney, but who is either in a field that would benefit from association with attorneys and law students (including but not limited to paralegals, legal secretaries, court reporters, process servers, investigators, legal publishers, or continuing legal education providers) or who wishes to support the Fraternity and its members shall be eligible to join the Phi Alpha Delta Membership Auxiliary.

Section 4.3 Membership in the Auxiliary

Membership in the Auxiliary shall be conferred based on completion of an application and payment of annual dues to be set by the Executive Office and must be renewed annually or will lapse. Members of the Auxiliary shall not be permitted to serve as delegates to Convention or to vote in any chapter or international votes which might occur.

Section 4.4 Benefits of Membership in the Auxiliary

Benefits of membership in the Auxiliary will include subscription to the Reporter, moderated access to Fraternity social media, the ability to participate in Fraternity events where appropriate and upon payment of costs associated

with such participation, the ability to advertise that they are supporters of Phi Alpha Delta, inclusion of their information in the online directory, and such other benefits as may from time to time be devised and offered by the International Executive Board or the Executive Office.

Section 4.5 Exceptions

Persons previously expelled from membership in the Fraternity or disbarred in any jurisdiction shall not be eligible for participation in the Membership Auxiliary.

ARTICLE 5 – CONVENTION

Amended October 1, 2017

The Convention shall be held at least every two (2) years at such time and place as shall be determined by the International Executive Board. Should the International Executive Board refuse or fail, without good cause, to take such action within eighteen (18) months after the adjournment of the last Convention.

Sec 5.1 Delegates

- a. Each law school and alumni chapter in good standing shall be entitled to two (2) delegates and two (2) alternate delegates at such Conventions, and any law school and alumni chapter shall have two (2) votes upon every question arising in Convention, to be cast only by its delegate or delegates present.
- b. Each delegate shall be a member of the chapter such delegate represents.
- c. Each District of the Fraternity shall be entitled to two (2) Alumni members, appointed as At-Large Delegates and to two (2) Alumni members appointed as Alternate At-Large Delegates from each such District, by the District Justice of such District, provided that each such At-Large delegate and alternate delegate shall be responsible for paying their own expenses to attend the Convention, in addition to normal registration fees, pursuant to the Fraternity Policy Manual. Each such At-Large delegate shall have one (1) vote. In the absence of any At-Large Delegate, an Alternate At-Large Delegate shall have his or her one (1) vote. In the event there is no District Justice, then the International Justice, with the consent of the International Executive Board, pursuant to the Fraternity Policy Manual, may make appointment of the four (4) alumni members.
- d. Each District Justice shall be a qualified delegate and have one (1) vote. Such member shall not be eligible to vote in any other capacity.
- e. Each member of the International Executive Board and International Tribune shall be a qualified delegate and have one (1) vote.
- f. Provided that they are not attending the convention as a delegate in another capacity, each member of the International Advisory Board shall be a qualified delegate and have one (1) vote, provided that such member shall be

responsible for paying their own expenses to attend the convention, in addition to normal registration fees.

Sec. 5.2 Delegate Selection

The two (2) delegates and the two (2) alternate delegates to which each law school and alumni chapter is entitled shall either be elected at an official chapter meeting, or selected as otherwise provided In the chapter By-Laws at least ninety (90) days prior to the date of the Convention. All delegates and alternate delegates, other than alumni, shall have at least one (1) semester, or its equivalent, of additional law school work after a regularly called Convention terminates; provided, however, that the above provisions may be waived by the International Executive Board for emergency Conventions. Each delegate and alternate delegate shall present to the Convention credentials, signed by both the Justice and Clerk of the chapter he or she represents and duly certified by the International Secretary.

Sec. 5.3 At-Large Alumni Delegates

Not later than thirty (30) days before the first date for commencement of the Convention, the District Justice, or in the absence thereof, the International Justice, shall notify in writing the Executive Office of the appointment of the dues-paying alumni member or members in good standing from that District as the At-Large alumni delegate or delegates to the next Convention. Alumni At-Large Convention delegates appointed and seated shall serve at only the Convention immediately following their appointment, following which they may be reappointed, using the same procedures for any subsequent biennial Conventions.

Sec. 5.4 Seating of Delegates

No chapter which is delinquent in the payment of its financial obligations or in filing required reports with the Executive Office shall be entitled to have its first, second, or alternate delegates seated at any Convention.

- a. No appointed At-Large Delegate or alternate At-Large Delegate who has failed to pay dues to the Fraternity for a minimum of the two (2) years prior to the Convention may be seated as a Delegate at the subject Convention.
- b. In addition to the above, alumni chapters must be in good standing in order to be seated. For the purposes of this section, an alumni chapter shall be considered in good standing if all of the following conditions have been met:
 1. The chapter has been chartered or reactivated at least six (6) months prior to the beginning of the biennial convention to which they could be seated;
 2. Hold not less than two (2) official meetings in each year of the biennium immediately preceding the convention, except that if an alumni chapter is chartered or reactivated during a non-Convention year, the number of official meetings may be prorated for that non-Convention year. In order

- to qualify as an “official meeting” each chapter meeting must be attended by not less than three (3) of the chapter’s alumni members;
3. Such “official meeting” must be published by the alumni chapter not less than thirty (30) days prior to the scheduled date of the meeting by advising its members, the International Executive Office, and to the appropriate District Justice; and
 4. Hold yearly elections.
 5. Submit the Alumni Chapter Tax due for each year in the biennium.

Sec. 5.5 Delegate’s Expenses

The International Executive Board, in consultation with the Executive Director, shall review Fraternity finances and costs of Convention, and make a determination of what subsidy shall be given to the chapters or their delegates to assist them in paying the costs of Convention registration, travel and subsistence expenses associated with convention participation. Any subsidies to be distributed as a result of this review will be paid by the Executive Director in accordance with the policies and procedures adopted by the International Executive Board.

- a. All At-Large alumni delegates to the Convention from each District shall be responsible for his/her own Convention registration, travel and subsistence expenses.
- b. All International Advisory Board members attending the Convention in such capacity shall be responsible for his/her own Convention registration, travel and subsistence expenses.

Sec. 5.6 Convention Standing Committees

At every Convention there shall be the following Standing Committees with such functions as may be prescribed by the International Chapter or by the International Executive Board:

- | | |
|----------------------|--------------------------|
| a. Audit and Finance | b. By-Laws |
| c. Nominations | d. Rules and Resolutions |

Sec. 5.7 Information Furnished to Committees

At each convention, prior to the consideration of any matters by a committee, the committee shall be furnished with a written report of matters considered by the committee at the previous convention. The report shall include, but not be limited to:

- a. A summary of every matter reported by the committee to said previous convention, and the action taken by the convention.
- b. Any consideration by the International Executive Board of any matter
- c. included in “a” above, including any action taken and the meeting at which the matter was considered.

Sec. 5.8 Reports of the Executive Director

The Executive Director shall present a full report at the convening of each business meeting during the convention. The report shall include the number of

active chapters, and the number of alumni chapters currently registered as in attendance at the convention. The report shall also include the total of valid outstanding voting cards.

ARTICLE 6 - INTERNATIONAL TRIBUNAL

Amended October 1, 2017

Sec. 6.1 Composition

The International Tribunal shall be composed of the International Chief Tribune and two (2) International Associate Tribunes.

- a. The position of International Chief Tribune and the two International Associate Tribunes shall be elected from among the members of the Fraternity, by majority vote of the seated delegates present and voting, at a duly constituted meeting of the International Chapter of the Fraternity, to hold office for two (2) years or until a successor is elected and installed in office.

b. International Chief Tribune

The International Chief Tribune shall: (1) preside at all meetings of the International Tribunal; (2) be the custodian of all its files, documents, and decisions; and (3) participate with the two (2) International Associate Tribunes in the writing of decisions on cases and controversies. The International Chief Tribune shall transmit a certified copy of each decision of the International Tribunal for retention in the files of the Fraternity.

c. International Associate Tribunes

The International Associate Tribunes shall participate with the International Chief Tribune in the work of the International Tribunal by the writing of decisions on all cases and controversies. Upon assignment by the International Chief Tribune, the International Associate Tribunes shall prepare and circulate to the other Tribunes written opinions on each case and controversy.

Sec. 6.2. Meetings

Meetings of the International Tribunal may be called at any time by the Chief Tribune and shall be called on the written request of the Associate Tribunes. All Tribunes shall be notified at least two (2) weeks prior to such meetings. The presence of two (2) Tribunes shall constitute a quorum.

Sec. 6.3 Original Jurisdiction

- a. The International Tribunal shall have original jurisdiction in cases and controversies involving, or arising out of, the interpretation of the By-Laws of this Fraternity.
 1. "Cases and controversies" is defined as an actual case or controversy which must be properly brought before the Tribunal by at least one of two or more adverse parties with an interest in the outcome.
- b. Any party to such a case or controversy may petition the International Tribunal for a final determination thereof. Such petition shall be presented to the Chief Tribune electronically.

Sec. 6.4 Appellate Jurisdiction

- a. Subject to the provisions of the Fraternity Policy Manual, the International Tribunal shall have appellate jurisdiction in cases arising from expulsion of members or removal of officers from office.
- b. The subject of expulsion or recall proceedings may file a petition for review thereof within thirty (30) days after notice of the vote thereon. Such petition shall be presented to the Chief Tribune electronically.

Sec. 6.5 Procedures

In the exercise of either original jurisdiction or appellate jurisdiction, the International Tribunal and the parties before it shall be governed by procedural rules promulgated by the International Tribunal.

Sec. 6.6 Permissible Activity

Members of the International Tribunal may be members and/or officers of an alumni chapter, participate as members of a convention committee, speak before convention committees, and participate in supporting candidates for election at convention provided that they are not seeking re-election to the Tribunal.

Sec. 6.7 Changes to Article 6

Due to the elected nature of service on the International Tribunal, any proposed change to Article 5 of the Fraternity Policy Manual, is subject to a comment period of 45 days. This will allow members to review and comment on a proposed change affecting the International Tribunal prior to International Executive Board action.

ARTICLE 7 - DISTRICTS & DISTRICT JUSTICES

Each Fraternity District shall operate under the supervision of a District Justice subject to such rules, regulations, and procedures as may, from time to time, be promulgated by the International Executive Board.

District I	Alberta, Alaska, British Columbia, Idaho, Montana, Oregon and Washington
District II	California north of the Tehachapi Mountains
District III	Los Angeles County
District IV	Colorado, Utah and Wyoming
District V	Arizona, Nevada, and New Mexico
District VI	South Dakota, Iowa and Nebraska
District VII	Southern Illinois, Kansas and, Missouri
District VIII	Arkansas & Oklahoma
District IX	Southern Texas
District X	North Dakota, Minnesota, Wisconsin, Manitoba and Saskatchewan
District XI	Northern Illinois
District XII	Michigan and Ontario, Canada west of London
District XIII	Central Illinois and Indiana

District XIV	Northern and Central Ohio
District XV	Kentucky, Southern Ohio and Tennessee
District XVI	Louisiana and Mississippi
District XVII	Alabama and Georgia
District XVIII	Maine, East Massachusetts, New Hampshire, Vermont and Quebec, Canada
District XIX	All of New York except New York City and Long Island
District XX	Connecticut and Rhode Island
District XXI	Manhattan, Staten Island and Northern New Jersey
District XXII	Southern New Jersey, Delaware and Eastern Pennsylvania
District XXIII	Maryland, Washington, D.C., and Northern Virginia
District XXIV	Virginia and Southern West Virginia
District XXV	North and South Carolina
District XXVI	Northern Florida
District XXVII	Puerto Rico
District XXVIII	Mexico
District XXIX	Long Island, Islip, Brooklyn, Queens, Bronx, Lower Hudson Valley
District XXX	California south of Tehachapi Mountains, excluding Los Angeles County
District XXXI	Northern Texas
District XXXII	Southern Florida
District XXXIII	Western and Central Pennsylvania and Northern West Virginia

Sec. 7.1 District Justice

The International Justice, with the advice and consent of the International Executive Board, shall appoint a member as District Justice for each Fraternity District, to hold office at the pleasure of the International Executive Board. The District Justice shall encourage and sponsor Fraternity activities in their District and shall be the personal representative of the International Executive Board in all matters relating to the Fraternity in their District. The District Justice shall be available to assist Pre-Law, Law School and Alumni Chapter officers, and they shall encourage liaison between these three types of membership in their District. However, the primary responsibility of a District Justice shall be to their Law School Chapters. They shall perform such additional duties as the International Justice, the International Executive Board or the Fraternity Policy Manual shall direct. The District Justice shall also appoint faculty and alumni advisors for each of their Law School Chapters (with the advice and consent of that Chapter), with such advisors serving on an annual basis from June 1 to May 31 of each fiscal year. The District Justice shall select two (2) Alumni At-Large Delegates to each convention.

Sec. 7.2 District Justice Replacement

Upon the vacancy of the office of District Justice, the International Justice shall appoint a new District Justice within ten (10) weeks. If no replacement can be obtained within this time frame, then the International Justice shall appoint a member of the Fraternity located near the District to act as a liaison between the District and the International Executive Board and International Executive Office and/or may delegate the duties of the District Justice to the International Executive Office, until such time as a District Justice is appointed.

Sec. 7.3 District Budgets

The International Executive Board shall adopt an annual budget for each District Justice. Such budget shall be based upon the number of Chapters within the District, the geographical distribution of the Chapters within the District, the residence of the District Justice in relationship to the locations of the Chapters within the District, and the complexities and unique characteristics of each District.

a. Communications to District Justices Regarding Budgets

Upon adoption of the individual District Justice budgets, the Executive Director shall inform each of the several District Justices of the amount of such budget. This correspondence shall also include the following directives: (1) that each District Justice shall be expected to operate within the budget assigned; (2) that each District Justice shall make a minimum of one official Chapter visitation and inspection to each Law School Chapter during each fiscal year within the budget limitations; and (3) that the District Justice shall obtain prior approval of the Executive Director before expending any monies in excess of that authorized by the budget.

b. Budget Notifications to District Justice

During each fiscal year, the Executive Director shall notify each District Justice of the monies expended from such budget and the balance remaining therein.

Sec. 7.4 District Leadership & Transition Conferences

(Amended January 2019)

District Leadership and Transition Conferences shall be held annually in the spring semester by each District, except when excused by the International Executive Board for good cause shown. The District Justice shall have general supervision of the District Leadership and Transition Conference in his or her District and shall cooperate with the host chapter in planning the program, securing speakers, and sending invitations to International Officers invited to attend.

a. Workshop Format

Each District Leadership and Transition Conference shall utilize the professional workshop as described in the District Justice Manual as a District Leadership and Transition Conference format.

b. Chapter Awards

During the District Leadership and Transition Conference, the District Justice may present District Awards such as Recruitment, Best Chapter, Most Improved Chapter and any type of appropriate recognition.

c. Early Scheduling

Each District Leadership and Transition Conference shall be scheduled during the previous fall semester.

- d.** All arrangements for each District Leadership and Transition Conference, including but not limited to the preparation of the budget, program, hotel arrangements, social events, if any, shall be initiated by and approved by the District Justice. No commitment which will require the expenditure of funds shall be made without the prior approval of the District Justice.
- e.** Joint District Leadership and Transition Conferences between no more than two districts may be held at the discretion of the chapters involved and upon the approval of both District Justices. No more travel money may be allocated by the International Executive Board for a joint District Leadership and Transition Conference than the maximum sum of money that would be allocated for the individual District Leadership and Transition Conference.
- f.** The District Justice shall visit, inspect and approve the facilities proposed for the District Leadership and Transition Conference site prior to approving same, if at all possible. If a personal inspection is not possible, the District Justice shall confer by letter, telephone or other means to be assured that the facilities are adequate for the functions of the District Leadership and Transition Conference and are reasonably priced.
- g.** Within four (4) weeks of the conclusion of the District Leadership and Transition Conference, each District Justice shall submit to the Executive Office a final District Leadership and Transition Conference report, including a budget setting forth all income, expenditures, and any undisbursed balance, if any, along with any unused District Leadership and Transition Conference funds. Said funds shall remain earmarked for use in the future by such District.
- h.** The International Executive Board may, upon the recommendation of the District Justice, approve payment by the International Treasurer or Executive Director for authorized expenses supporting District Leadership and Transition Conference .
- i. Special District Leadership and Transition Conference Fund**
 - 1. Five percent (5%) of each initiation fee for each law school and alumni initiate shall be placed in a special fund for financing District Leadership and Transition Conferences. All such funds shall be allocated to the District in which the person was initiated. If a law school chapter shall, at any time, be re-assigned to a different District all funds attributable to its initiates for the preceding two years and not previously spent for District Leadership and Transition Conference purposes under this section shall be transferred to the new District to which the law school chapter has been assigned.
 - 2. At the end of each fiscal year, one dollar (\$1.00) of each collected law school and alumni initiation fee for that year shall be placed into a

discretionary fund to be used the following fiscal year as necessary for Districts that need additional funding for District Leadership and Transition Conferences, either upon request of a District Justice or at the discretion of the Executive Director. Any such funds not used by the end of that fiscal year during which they were available may be transferred into the Fraternity's general fund; provided however, that as a result of any such transfer, the balance of the discretionary fund shall not be less than \$5,000.00. This fund shall be administered by the Executive Director with the advice and consent of International Executive Board.

3. Any District Leadership and Transition Conference Funds distributed shall be paid only to the District Justice, who shall be accountable for the proper expenditure of such funds.
4. No District Leadership and Transition Conference funds shall be distributed to any District Justice until the date and site have been transmitted to the Executive Office.
5. In the event of a joint District Leadership and Transition Conference, the District Leadership and Transition Conference funds of both Districts shall be administered as one fund, under the supervision of both District Justices.

Sec. 7.5 Assistant District Justices

A District Justice may request of the International Justice the appointment of one or more members to serve as Assistant District Justices for their respective District.

The International Justice, in his or her discretion, may appoint such Assistant District Justices with the advice and consent of the International Executive Board. Notification of such appointment shall be given to all International Officers and District Justices.

The tenure of an Assistant District Justice shall terminate upon: (a) decision of the International Justice, with the advice and consent of the International Executive Board; (b) request for termination by the District Justice; or (c) removal or resignation of the District Justice, unless the International Executive Board by majority decides that the Assistant District Justice remains in place for the benefit of the District.

6.5.1 – Duties of the Assistant District Justice

Assistant District Justices shall perform such duties as are assigned to them from time to time by their District Justice. Assistant District Justices shall not act unilaterally within their assigned Districts but rather shall work in concert with their District Justices given the fact that responsibility for each District is reposed in the District Justice.

6.5.2 – Reimbursement of the Assistant District Justice

Assistant District Justice expenses are reimbursable by the Fraternity under the guidelines provided in the expense policy hereof for District Justices but only for expenditures incurred within the District and approved by and through the District Justice. Assistant District Justice expenses related to Officer's Meetings, Pre-Law Conferences and Conventions are not reimbursable. No District Budget shall be increased due to the appointment of one or more Assistant District Justices within that District.

ARTICLE 8 - ADVISORY COUNCILS & BOARDS

Sec. 8.1 International Advisory Board

- a. Composition** - Every International Justice of this Fraternity and every International President of Phi Delta Delta Law Fraternity shall, upon honorable retirement from office, become a member of the International Advisory Board.
- b. Duties** - The duties of the International Advisory Board shall be to advise the International Officers in relation to the traditions, ideals, policies, and practices of this Fraternity.
- c. Chairperson** - The Immediate Past International Justice shall be the Chairperson of the International Advisory Board. A vacancy caused by death, resignation, or otherwise shall be filled by the next immediate Past International Justice.

Sec. 8.2 Council of International Chiefs - *Adopted March 9, 2018*

- a. Composition** - Every International Chief Tribune of this Fraternity shall, upon honorable retirement from office, become a member of the Council of International Chiefs (COIC).
- b. Duties** - The duties of the COIC shall be to advise the International Tribunal, when called upon, in relation to the traditions, ideals, policies, and practices of this Fraternity.
- c. Chairperson** - The Immediate Past International Chief Tribune shall be the Chairperson of the COIC. A vacancy caused by death, resignation, or otherwise shall be filled by the next immediate Past International Chief Tribune.

Sec. 8.3 Alumni Advisory Council

The International Justice shall appoint, within one hundred twenty [120] days of the adjournment of each convention with the advice and consent of the International Executive Board, an Alumni Advisory Council consisting of a chairperson, and at least four other members. One member of such council shall be a law student member. Members of the Alumni Advisory Council shall serve at the pleasure of and during the term of office of the International Justice. The Alumni Advisory Council shall meet or consult as directed by the International Justice or the International Executive Board, or as otherwise needed, to consider alumni related issues in relation to the traditions, ideals, policies, and practices

of The Fraternity and to make specific recommendations with clearly determined programs and goals to assure continued and increased participation and development of our alumni members. The Alumni Advisory Council shall, at a minimum, meet or consult during or immediately prior to each convention and shall prepare and file a report of its recommendations which shall be reported to the International Chapter for action thereon.

Sec. 8.4 International Relations Advisory Council

The International Justice may appoint, within one hundred twenty (120) days of the adjournment of each Convention with the advice and consent of the International Executive Board, an International Relations Advisory Council consisting of a chairperson, and at least four other members. One member of such council shall be a law student member. Members of the International Relations Advisory Council shall serve at the pleasure of and during the term of office of the International Justice. The International Relations Advisory Council shall meet or consult as directed by the International Justice or the International Executive Board, or as otherwise needed, to consider issues concerning international membership, international chapters, international programming, etc. in relation to the traditions, ideals, policies, and practices of The Fraternity and to make specific recommendations with clearly determined programs and goals to assure continued and increased participation and development of our international members. In International Advisory Council shall, at a minimum, meet or consult during or immediately prior to each Convention and shall prepare and file a report of its recommendations which shall be reported to the International Chapter for action thereon.

Sec. 8.5 Pre-Law Advisory Council

The International Justice shall appoint, with the advice and consent of the International Executive Board, a Pre-Law Advisory Council, consisting of a chairperson and four other members. One member of such Council shall be a Pre-Law Chapter Member at the time of appointment and one member of such Council shall be a Pre-Law Chapter Advisor. Members of the Pre-Law Advisory Council shall serve at the pleasure of and during the term of office of the International Justice. The Pre-Law Advisory Council shall meet or consult as directed by the International Justice or the International Executive Board or as otherwise needed, to consider pre-law member related issues in relation to the traditions, ideals, policies and practices of the Fraternity, and to make specific recommendations with clearly determined purposes and goals to assure continued and increased participation and development of our pre-law members. The Pre-Law Advisory Council shall, at a minimum, meet or consult during or immediately prior to each Convention and shall prepare and file a report of its recommendations which shall be presented to the International Chapter for action thereof.

Sec. 8.6 Law Advisory Council

Members of the Law Student Advisory Board shall serve at the pleasure of and during the term of office of the International Justice. The Law Student Advisory Council shall meet or consult as directed by the International Justice or the International Executive Board, or as otherwise needed, to consider student related issues in relation to the traditions, ideals, policies, and practices of The Fraternity and to make specific recommendations with clearly determined programs and goals to assure continued and increased participation and development of our student members. The Law Student Advisory Council shall, at a minimum, meet or consult during or within the biennium prior to each convention or at the direction of the IEB and shall prepare and file a report of its recommendations which shall be reported to the International Chapter for action thereon.

Sec. 8.7 Ombudsman - Adopted July 11, 2018

- a. Appointment** – The International Justice may, with the consent of the IEB, appoint an Ombudsman for the Fraternity.
- b. Duties** - The Ombudsman shall conduct informal investigations on behalf of the Fraternity. The Ombudsman's investigations shall not be part of any formal proceedings within the Fraternity. The Ombudsman shall have no other roles within the Fraternity that may conflict with the Ombudsman's duties.
- c. Principles** – The Ombudsman will carry out his or her duties in accordance with the principles of Independence, Neutrality and Impartiality, Confidentiality, and Informality, as articulated by the International Ombudsman Association's Standards of Practice.
- d. Resources** – The Ombudsman will request from the IEB the resources, including training and certification, reasonably necessary to carry out the duties of the Ombudsman.

ARTICLE 9 - CHAPTER OPERATIONS

Sec. 9.1 Chapter By-laws

Each pre-law chapter, law school chapter and alumni chapter shall adopt and operate under its respective By-Laws. In the event a chapter has not adopted By-Laws, or its adopted By-Laws cannot be ascertained or are inconsistent with the Fraternity Policy Manual, the Ritual, or the actions of the International Chapter, the International Executive Board, or the International Tribunal of this Fraternity, such chapter shall operate under any current Model Pre-Law Chapter, Law School Chapter or Alumni Chapter By-Laws, respectively, approved by the International Executive Board.

Sec. 9.2 Initiation

- a.** Law School members shall be initiated only by law school chapters, and alumni and honorary members shall be initiated by either law school or

alumni chapters, except however citizens of countries other than the United States of America who are also residents of that country may be initiated by the International Executive Board or its authorized representative. Initiation of honorary members shall be subject to Subsection b. of this Section.

- b. Persons eligible for honorary membership shall be initiated pursuant to the FPM provided, however, that such initiation shall be subject to ratification by the International Executive Board. Ratification shall be based on a petition for honorary membership submitted by a chapter through the District Justice who shall recommend approval or disapproval. No person shall be invited to become an honorary member unless the petition is ratified by the International Executive Board. For the purpose of this subsection the term “chapter” shall be deemed to include a group of qualified petitioners for a chapter charter.
- c. Pre-Law members shall be inducted only by pre-law chapters.

Sec. 9.3 Ritual

Ceremony - The initiation of law school, alumni, and honorary members, installation of law school and alumni chapters and officers, and other ritualistic ceremonies of this Fraternity shall be conducted under the rules and solemnities of the *Book of the Ritual*. All amendments to the Book of the Ritual shall be approved by the International Executive Board. The Executive Director is directed to publish the Ritual as an in-house publication and to distribute the same to all active and alumni Chapters, to all International Officers and District Justices and to such other members of the Fraternity as the International Justice shall direct.

Sec. 9.4 Official Action

Except as otherwise provided in the By-Laws, any official action of a chapter may be expressed by **no less than** the majority vote of the members of the chapter in good standing present and voting at a lawful chapter meeting, or voting by mail when authorized by the chapter By-Laws.

Sec. 9.5 Uniformity

Systems of chapter accounting and/or reporting, as prescribed by the International Executive Board, shall be uniform throughout this Fraternity.

Sec. 9.6 Duties and Responsibilities

Each law school chapter and alumni chapter shall subscribe to the Declaration of Purpose of the Fraternity and shall conduct its affairs in furtherance of those purposes.

Sec. 9.7 Chapter Officers

- a. Each law school and alumni chapter shall annually elect from among its duly initiated members the following officers: Justice, Vice Justice, Clerk, Treasurer, Marshal

- b. Each chapter officer shall perform such duties as are prescribed by the Fraternity Policy Manual and the chapter By-Laws.
- c. A chapter may elect such other officers as are deemed necessary by the chapter, provided that such officers and their duties are not inconsistent with the above chapter officers and their duties as provided by the Fraternity Policy Manual.

Sec. 9.8 Recall of Officers - Removal of Elected Officers

Any member holding an elective office in this Fraternity shall be subject to removal from office, for good and sufficient cause, pursuant to the procedures prescribed below. Violation of the oath of office, including malfeasance, misfeasance, or nonfeasance, shall constitute good and sufficient cause for removal from office of any such officer.

a. How Instituted

Shall be instituted through the filing of a verified recall petition.

- 1. As to International Officers, by any five (5) chapters, law school or alumni, or by any four (4) members of the International Executive Board;
- 2. As to law school, pre-law and alumni chapter officers, by one third (1/3) vote of the chapter members in good standing or by a majority of the elected officers of such chapter.

b. Procedures

1. Administration

The administering officer of removal procedures shall be (1) the International Justice with respect to the removal of an International Officer, or the International Vice Justice if the International Justice is the subject of removal; (2) the chapter Justice with respect to the removal of a law school or alumni chapter officer, or the chapter Vice Justice if the chapter Justice is the subject of removal; and (3) the chapter President with respect to the removal of a pre-law chapter Officer, or the chapter Vice President if the chapter President is the subject of removal.

2. Petition of Removal

As to each officer whose removal is sought, the verified recall petition specified by Sec. 1, shall be transmitted in triplicate to the appropriate Administering Officer. The recall petition shall contain a clear and concise factual statement of the acts or practices alleged to constitute "good and sufficient cause" for removal from office. The Administering Officer shall immediately furnish to the cited officer a copy of the petition in person or by registered mail. In the latter case, the post office receipt showing delivery to the officer's residence, or place of business, shall constitute proof of service.

3. Answer

Within fifteen (15) days after the receipt of the petition for removal, the cited officer shall transmit a verified answer in triplicate to the

Administering Officer. Such answer shall contain (1) a concise statement of the facts constituting each ground of defense, and (2) specific admission, denial, or explanation of each fact alleged in the petition; or, if the cited officer is without knowledge thereof, a statement to that effect. Failure of any cited officer to file an answer in the time specified shall authorize the Administering Officer, without further procedures, to declare the office vacant and to require the cited officer to surrender all Fraternity property.

4. Submission for Vote

Upon receipt of the answer of the cited officer, the Administering Officer shall cause copies of the petition to be submitted to the chapter, or chapters, for a vote in accordance with the provisions of Sec. 2 (e). As to International Officers no recall petition shall be submitted to the chapter for vote during the period from April 1 to October 1. The same restriction shall be applicable to recall petitions involving chapter officers, unless chapter By-Laws otherwise prescribe.

5. Voting

Upon receipt of the recall petition and answer, each chapter shall vote pursuant to the procedures herein prescribed;

- a. Voting shall take place only at a chapter meeting as to which members have been given advance notice of not less than one week and such notice shall specify the time, place, and purpose.
- b. At such meeting, the petition and answer shall be read aloud to the membership before the vote is taken, except that this procedure may be waived if copies have been furnished to all members.
- c. No proxy voting shall be permitted.
- d. In the case of International Officers failure of a chapter to return a ballot within thirty (30) days after receipt of the petition and answer shall be deemed a vote against removal.
- e. For the removal of International Officers a two-thirds (2/3) vote of all law school and alumni chapters in good standing shall be required. In such voting, each chapter shall have one vote, determined by a two-thirds (2/3) vote of all members in good standing present and voting at the chapter meeting.
- f. For the removal of chapter officers, a two-thirds (2/3) vote of all members in good standing.

6. Certification of Vote

In the case of International Officers the Administering Officer, shall, within forty-five (45) days after mailing of all ballots, certify the results to (1) the cited officer, (2) all chapters eligible to vote, (3) the Executive Director, and (4) all District Justices. Within fifteen (15) days after a chapter ballot as to a chapter officer, the Administering Officer shall

certify the results to (1) all chapter members in good standing, (2) the District Justice, and (3) the Executive Director.

7. Disposition of Property and Records

If removal is voted and is affirmed upon appeal or if no appeal is taken by the accused officer, the Administering Officer shall require the cited officer to surrender all Fraternity property and records. The Administering Officer shall also cause a permanent file of such proceedings to be transmitted to the Executive Director.

8. Appeal

Within thirty (30) days of the receipt of the notice of such decision, any officer removed hereunder may appeal such decision in writing to the International Tribunal such appeal is to be limited to (1) the question whether “good and sufficient cause” has been shown and (2) the question of compliance with the procedures prescribed herein.

Sec. 9.9 Chapter Funds

Officers of each chapter shall keep accurate records and make such reports as required by the International Executive Board or the Executive Director regarding membership, chapter funds, and all other financial matters.

Sec. 9.10 Official Reports

The Chapter shall submit all information as may be requested by the Executive Office from time to time, including but not limited to:

- a. All Applications for Membership and corresponding initiation fee for each prospective member shall be submitted to the Executive Office within ten (10) days after the initiation for which fees were collected.
- b. All Applications for Membership in the Chapter’s possession shall be submitted to the Executive Office by November 15th and May 1st regardless of whether the applicants have been initiated.

Sec. 9.11 Officer Transitions

Chapters shall commence officer transitions within ten (10) days of any officer election. Every officer of every chapter shall, at the expiration of their terms, turn over to his or her successor all books, papers, documents, and paraphernalia belonging to the chapter which may be in the custody or under the control of the officers and shall render a true, just, and faithful account of their official trust, and the Treasurer shall, in addition, forthwith pay the successor such balances of chapter moneys as shall be chargeable to the Treasurer. Signatories on all accounts must be changed to the appropriate newly elected officers.

Sec. 9.12 Chapter Advisors

The International Justice or the District Justice within the District, following consultation with Chapter officers, may appoint Alumni and Faculty Advisor(s)

to aid and advise the Chapter in its operation. Notification of said appointment(s) shall be made to all parties of interest.

Sec. 9.13 Duties of Alumni Advisor and Faculty Advisor

a. Alumni Advisor

The Alumni Advisor shall: (1) encourage and sponsor activities of the Fraternity; (2) be available to advise chapter officers; (3) assist and report to the District Justice; (4) encourage chapter participation in District Leadership and Transition Conferences and Biennial Conventions; and (5) provide liaison with local alumni. Such Advisor shall perform such additional duties as the International Justice, the International Executive Board or the District Justice shall direct.

b. Faculty Advisor

The Faculty Advisor shall: (1) provide liaison between the chapter and the law school administration; (2) encourage and promote scholastic attainment by the chapter members. Such advisor shall cooperate with the Alumni Advisor in the performance of such Alumni Advisor's duties. Additionally, such Faculty Advisor shall be available to advise the chapter officers and perform such additional duties as the International Justice, International Executive Board or the District Justice shall direct.

ARTICLE 10 - UNIVERSAL POLICIES FOR CHAPTERS

Sec. 10.1 Alcohol Policy

All members of Phi Alpha Delta Law Fraternity, International, including all members of the Phi Alpha Delta Pre-Law Program, agree to obey all applicable laws and regulations pertaining to alcohol possession, consumption and sale in effect in (1) the jurisdiction where their school is located or (2) the jurisdiction where they are hosting a Phi Alpha Delta related event, whichever is more restrictive. In addition, all members agree to abide by their respective school policies as those policies related to alcohol and drugs. The possession, sale or use of any illegal drug or controlled substance at any Fraternity event is prohibited.

Sec. 10.2 Anti-Hazing Policy

Phi Alpha Delta Law Fraternity, International does not condone any form of hazing. No Chapter, member, Pre-Law member or prospective member shall engage in any activities which may be construed as hazing. Each member and Chapter of Phi Alpha Delta Law Fraternity, International, including each member and Chapter of the Pre-Law program, shall fully comply with all applicable state and local ordinances and laws which prohibit the practice of "hazing". In addition, each member and Chapter shall comply with their school's policies as those policies relate to hazing.

It is the duty and responsibility of every member of Phi Alpha Delta to report to local authorities and the Executive Office of Phi Alpha Delta any and all conduct

which that member in good faith believes violates such laws, ordinances or school policies. Failure to report such activities when required shall constitute grounds for the International Executive Board of Phi Alpha Delta to suspend membership and/or the charter of the offending Chapter until such time as there is satisfactory showing that such activity has ceased in its entirety.

Phi Alpha Delta Law Fraternity, International, reserves the right to revoke the rights and privileges of membership of a member or Pre-Law member who has at any time brought disrepute to the Fraternity through unworthy conduct, including but not limited to engaging in hazing activities.”

*For purposes of this policy, the term “hazing’ shall be defined to include but shall not be limited to: (1) the applicable state or local definition of such activities for the purposes of the criminal statute; (2) any course of conduct, whether committed on or off the school campus, 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. Furthermore, the International Executive Board of Phi Alpha Delta Law Fraternity, International has determined that should there exist any conflict between the foregoing definition and that which has been established by legislative enactment for the purposes of criminal prosecution, the latter definition shall be and is hereby incorporated by reference into the fraternity’s policy.

Sec. 10.3 Charter Suspension and Revocation

a. Suspension or Revocation

The International Executive Board or International Chapter may for good cause suspend any pre-law, law school or alumni chapter charter of this Fraternity and such power of suspension shall not be delegated. Grounds for suspension or revocation of a chapter charter shall include any failure to render necessary reports or to liquidate indebtedness due the Fraternity; willful disregard or violation of the By-Laws of the Fraternity; failure or inability of a chapter to operate in accordance with essential principles of democracy and respect for human rights; any action of a chapter or its members tending to discredit the Fraternity.

The International Executive Office (IEO) shall investigate matters brought to its attention concerning any alleged violation(s) of Fraternity policy or the Fraternity’s By-Laws. At the IEO’s discretion, a report and recommendation for action to be taken shall be prepared and submitted to the IEB for review. Within a reasonable period of time after receiving such report, the IEB shall consider the facts and circumstances of the alleged violation(s), as well as the recommendation of the IEO, and shall determine what action, if any, shall be taken.

Upon a finding of good cause relating to any alleged violation in the following categories, the following suspensions may be imposed at the sole discretion of the IEB:

Offenses within two calendar years:

Offense	1st Offense Suspension	2nd Offense Suspension	3rd Offense Suspension
Alcohol, Drug & Anti-Hazing Policy Violations	1 Semester - Effective Immediately after IEB Ruling	1 Year - Effective Immediately after IEB Ruling	3 Years - Effective Immediately after IEB Ruling
Financial Misconduct/Breaches of Fiduciary Duties	1 Semester - Effective Immediately after IEB Ruling	1 Year - Effective Immediately after IEB Ruling	2 Years - Effective Immediately after IEB Ruling
Failure of Officers to Complete Assigned P.A.D. University Courses (Pre-Law)	Until All Courses Completed - Effective Immediately after IEB Ruling	1 Semester - Effective Immediately after IEB Ruling	1 Year - Effective Immediately after IEB Ruling

Suspension of a Chapter charter shall preclude a Chapter from conducting programs, electing officers, recruiting new members, using or displaying the Phi Alpha Delta name and trademarks, holding itself out as an active part of Phi Alpha Delta Law Fraternity, International, conducting business of any kind and such other activities as determined by the IEB. Upon the suspension of a law school or Pre-Law Chapter charter, a notice shall be forwarded to the Chapter's affiliated educational institution advising it that the Chapter's charter has been suspended. No later than five (5) business days following receipt of notice from the IEO or IEB that a Chapter's charter has been suspended, the Chapter shall remit all Chapter materials, regalia, funds and other items maintained by the Chapter to the International Executive Office to be held in trust until the suspension is lifted.

b. Revocation of Charter

A chapter charter may be revoked by:

1. Two-thirds majority vote of the International Executive Board; or
2. Majority of the ballots cast by delegates present and voting in Convention

Sec. 10.4 Exclusivity Policy

No member or Chapter of the Fraternity, acting on behalf of the Fraternity, shall enter into any contractual agreement which provides that any entity is given sole and exclusive rights to provide certain benefits or services to Fraternity members or whereby only a limited number or certain group of members receive benefits or services to the exclusion of or detriment to other members.

Prior to execution, the IEB shall review and ratify, approve, or reject, any and all contracts between any member or Chapter of the Fraternity, acting on behalf of the Fraternity, and any entity to ensure that the entity is not being given sole and exclusive rights to provide certain benefits or services to Fraternity members or whereby only a limited number or certain group of members receive benefits or services to the exclusion of or detriment to other members.

This policy shall apply to all District Justices as well as any individual acting on behalf of any Pre-Law, Law or Alumni Chapter of the Fraternity, including the Chapter's duly elected officers or representatives.

It shall be the responsibility of any member of the Fraternity aware of any proposed exclusive contractual agreement to bring such proposal to the notice of the IEB for approval prior to entering into any such agreement. Notice shall be sufficient if a draft of the proposal is submitted to the International Executive Office to disseminate to the IEB members. It shall be the responsibility of the IEB to approve or reject, by majority vote, any such proposal within sixty (60) days of receiving notice. The failure by any individual to provide sufficient notice to the IEB shall automatically be construed as a rejection of said proposal.

Any agreement between any member or Chapter of the Fraternity, acting on behalf of the Fraternity, which has been entered into and remains in full force and effect as of the date of this policy, and which provides benefits or services of any kind to any of the Fraternity's members, shall be submitted to the IEB for proper approval, ratification or rejection pursuant to the procedure and terms of this policy, within ninety (90) days after the effective date of this policy.

Sec. 10.5 Whistleblower Protection Policy – Amended July 13, 2018

Phi Alpha Delta Law Fraternity, International (PAD) requires directors, officers, members, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As agents, employees, and representatives of PAD, we must practice honesty and integrity in conducting our duties and responsibilities, including, but not limited to, complying with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable PAD members, employees, and others to raise or report serious concerns internally so that PAD can investigate, address, and correct any potential or actual inappropriate conduct and/or actions. It is the responsibility of all directors, officers, members, and employees to report concerns about suspected violations of PAD policies, laws, or regulations that govern PAD's operations. Notwithstanding the foregoing, the responsibility to report shall not negate PAD's obligation to investigate, address, and correct known or suspected potential or actual inappropriate conduct or actions.

No Retaliation

It is contrary to the values and policies of PAD for any director, officer, member, or employee to retaliate against any person who reports a suspected violation of PAD policies or applicable laws or regulations, such as, but not limited to a complaint of discrimination, suspected fraud, or suspected violation of any policy, law, or regulation governing the operations of PAD. Any person who retaliates against another person who reported a purported violation is subject to discipline up to and including termination of employment.

Reporting Procedure

Individuals should report complaints or concerns about suspected violations in writing to PAD's Executive Director (ED), or other Executive Office staff who shall report the same to PAD's designated Compliance Investigator, as defined below. The Compliance Investigator shall investigate all reported complaints and recommend appropriate action or dismissal of the complaint to the International Executive Board (IEB) by and through the ED. Employees with concerns or complaints may also submit their concerns directly to the ED or other designated person. The ED may adopt appropriate complaint forms, report forms, and other forms to compile information and facilitate the complaint process. In the event a complaint regards the ED, a person may report their complaint to another Executive Office staff person or IEB member.

Compliance Investigator and Procedure of Compliance Investigator

The International Justice with the advice and consent of the IEB will appoint the Compliance Investigator(s) for the biennium. The Compliance Investigator is responsible for ensuring that all complaints are investigated and resolved. The Compliance Investigator shall have the authority to view any PAD records in relation to a complaint, and to communicate with any individual persons that are the subject of a complaint or otherwise have knowledge relating to a complaint. The Compliance Investigator will advise the ED and/or the IEB of all complaints and recommend resolution, including discipline or dismissal of a complaint. He or she shall also report to the Treasurer on compliance activity relating to accounting or alleged financial improprieties. The IEB shall review each recommendation of the Compliance Investigator and act upon the same by enforcing the recommendation of the Compliance Investigator, enforcing discipline other than that recommended by the Compliance Investigator, or dismissing the complaint. The IEB's decision is final.

Accounting and Auditing Matters

PAD's Compliance Investigator shall immediately notify the Treasurer/Audit Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation of PAD policies or other applicable laws or regulations must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Allegations shall not be made for malicious purposes and shall not be made when known to be false. The reporting of false or malicious allegations may constitute grounds for disciplinary action against the reporting party.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The identity of the complainant shall be made known to the Compliance Investigator for the purpose of investigation. The identity of a complainant shall be disclosed if required to do so by subpoena or court order by a court, or officer of the court, of competent jurisdiction.

Sec. 10.6 Open Membership Policy

To become a member of Phi Alpha Delta Law Fraternity, International, an individual shall:

- a. Comply with the eligibility requirements of Phi Alpha Delta Law Fraternity, International;
- b. Submit a completed membership application;
- c. Pay the International Initiation Fee;
- d. Be duly initiated into a chapter; and
- e. Pay any chapter dues pursuant to the chapter's local by-laws

A chapter shall not adopt any additional requirements for membership. Failure to comply with this policy shall constitute a violation of the Fraternity Policy Manual of Phi Alpha Delta Law Fraternity, International and shall subject the offending chapter to disciplinary actions pursuant to the Fraternity Policy Manual and International Executive Board Policy Manual.

Sec. 10.7 Social Network Policy

Individuals:

Members of Phi Alpha Delta Law Fraternity, International (P.A.D.) shall refrain from using "Phi Alpha Delta," "P.A.D.," or any name meant to refer to the Fraternity, its chapters or membership in any content, pictures, graphics or unlicensed music used in any electronic media that are inconsistent with the Mission, Vision, Core Values or Purpose of Phi Alpha Delta Law Fraternity, International.

Chapter Pages:

Chapters of Phi Alpha Delta Law Fraternity, International (P.A.D.) shall refrain from using "Phi Alpha Delta," "P.A.D.," or any name meant to refer to the Fraternity, its chapters or membership in any content, pictures, graphics or

unlicensed music used in any electronic media that are inconsistent with the Mission, Vision, Core Values or Purpose of Phi Alpha Delta Law Fraternity, International.

Title

When creating a page, members should identify themselves properly. The title must contain both the chapter name and reference to Phi Alpha Delta Law Fraternity, International.

Logo Usage

Social media pages are subject to the P.A.D. Crest/Logo Usage Guidelines available at www.pad.org.

Limit

A chapter should only have one page per networking site. When possible, chapters should link the content of various networking sites to ensure all pages have up-to-date information.

Content

Social media pages are strictly for the use of posting official chapter news, events and other relevant content. Any member may request that their picture or information not be published.

The following may *not* be posted on a chapter page:

- a. Privileged or private information
- b. Disrespectful or negative comments
- c. A stance on religious, political or social issues. However, this does not preclude a chapter from posting a notice of a particular event or speaker in which a particular stance is taken.
- d. Personal information about any individual who does not consent in writing to such posting
- e. Content pertaining to illegal, unprofessional or inappropriate conduct of the chapter or its members
- f. Announcements of an unofficial or individual event(s)
- g. Postings that may be viewed as discrimination, harassment or cyber-bullying
- h. Music, links, or photos without license to use

The following must be posted on the chapter page:

- a. A link to the Fraternity website (www.pad.org)
- b. Current and accurate information regarding the Fraternity
- c. Identification as a professional organization page
- d. Current list of officers and advisors
- e. Contact information for the Executive Office
- f. Acknowledgment that Phi Alpha Delta Law Fraternity, International is not responsible for third party conduct

- g. A link to the Fraternity's website disclaimer

Chapters and members at all times shall adhere to school policies regarding social networking sites, policies and procedures of the networking site and all local, state and federal laws. Usage of any trademark or service mark of Phi Alpha Delta Law Fraternity, International inures to the benefit of Phi Alpha Delta Law Fraternity, International Any chapter violating these guidelines shall be referred to the International Executive Board for further action.

10.7.1 Social Media Engagement Policy (Adopted May 17, 2019)

Our social media channels are great places for members to connect and build relationships with each other. We want to ensure that our social media spaces are safe, fun and inclusive places for everyone. We've a policy to help accomplish those ends.

1) Be respectful - Everyone has different ideas and thoughts. Please respect people and their ideas and engage in thoughtful and polite discussions.

2) Be professional - Phi Alpha Delta is a Professional Law Fraternity. Posts and comments should have a professional demeanor and reflect our core values. Remember, other members are potential employers and/or could refer business to you and your firm.

3) Be relevant - topics and posts should be relevant to Phi Alpha Delta's values and the legal profession. Create value in your conversations by posting or sharing items that reflect fraternalism, our core values, industry trends, chapter operations ideas or provide professional development.

The Executive Office reserves the right to remove posts or comments that don't meet these guidelines. Questions or concerns should be direct to the Executive Office.

The Executive Office will remove posts that contain profanity or are in direct violation of our code of conduct.

Sec. 10.8 Sexual Harassment, Abuse or Discrimination

The Fraternity will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental or emotional in respect to sex, race, ethnicity, physical, mental or emotional disability, age, marital status, sexual orientation, gender identity, or religious affiliation. This is to include any actions, activities, or events, which are deemed to be demeaning to all, including but not limited to verbal harassment, sexual assault, and/or rape.

Sec. 10.9 Risk Management & Insurance

The Risk Management Policies of Phi Alpha Delta are intended to provide education and guidance to chapter officers in performing their responsibilities. Individual chapter members and officers are responsible for being familiar with these policies. For a comprehensive list of best practices, members should reference the online resources available on the Phi Alpha Delta website. Policies listed are automobile rental, insurance coverage, high risk events, and other important issues to consider when operating a chapter.

ARTICLE 11 - LAW SCHOOL CHAPTERS

Sec. 11.1 How Formed

- a. Law school chapters in this Fraternity may be formed upon petition of qualified law students in accordance with the Fraternity Policy Manual. A charter petition for a law school chapter shall be submitted to the Executive Director of the Fraternity upon forms prescribed by the International Executive Board. The Executive Director shall forward copies to each member of the International Executive Board for action thereon. The Executive Director may cast an affirmative vote for any member of the Board failing to vote on a petition within fifteen (15) days after mailing of the petition from the Executive Office.
- b. Charters for law school chapters may be granted by the International Chapter or the International Executive Board subject to such requirements as may be provided by the Fraternity Policy Manual.

1. Installation of Law School Chapters

All Law School Chapters shall be installed in accordance with the Law School Chapter Installation Ceremony then existing.

2. Initiation Certificates of Charter Members

The membership certificate of each Chapter charter member shall indicate that such member was a charter member by an appropriate seal on such membership certificate.

Sec. 11.2 Law School Chapters – Petitioners

(Amended 1/5/2019)

Upon the petition of fifteen (15) law students and instructors, law school chapters may be formed at any United States college of law on the approved list of the American Bar Association or the Association of American Law Schools; or at any college of law which is approved by the International Executive Board as a suitable location for a law school chapter of this Fraternity. The factors considered by the International Executive Board in determining whether a college of law should be approved as a suitable location for a law school chapter may include but need not be limited to the following: whether the school is accredited by another accrediting body, whether the jurisdiction in which the

school is located has statutes and regulations which would permit or deter the successful establishment of a chapter, whether the school administration is supportive of the establishment of a chapter, whether the school has sufficient enrollment to sustain a chapter, and whether or not the administrative costs of establishing and maintaining a chapter are unduly burdensome to the Fraternity.

Sec. 11.3 Provisionally Approved ABA Accredited Law Schools

Subject to prior approval of the International Executive Board, law clubs may be formed upon petition of qualified law students at any United States College of Law that in the opinion of the International Executive Board is likely in the foreseeable future to be placed on the approved list of the American Bar Association or the Association of American Law Schools, or any college of law located in any other country which is approved by the International Executive Board as a suitable location for an active Chapter of the Fraternity. The Executive Director is authorized to develop appropriate explanatory materials to furnish any potential Chapter.

Sec.11.4 Law School Chapter - Investigation and Name

- a. A personal investigation shall be made, and written report submitted to the International Executive Board.
- b. A name for a petitioning chapter must be submitted along with the petition, such name to be selected from among eminent deceased members of the legal profession. The petitioning chapter may submit more than one name, and all such names must be approved by the International Executive Board.
 1. The Law School Chapter name is a high honor that should be bestowed upon individuals who have demonstrated excellence within the field of law. Surnames are appropriately used to identify Law School Chapters. Each petitioning group for a Law School Chapter charter in Phi Alpha Delta shall include as a part of their petition suggested Chapter namesakes, indicating their preference. The suggested Chapter namesakes may not be the same as the surname of any chartered P.A.D. Law School Chapter. The suggested Chapter namesakes must be that of an eminent deceased person in the field of law who is widely known for achievement in the legal profession or in the field of law. Such namesakes shall not have been members of any competitive law fraternity. The Executive Director shall advise the members of the International Executive Board of any law fraternity affiliation of those names submitted as proposed Chapter namesake.
- c. Once the chapter name has been duly approved by the International Executive Board, it may be changed only pursuant to rules and regulations promulgated by the International Executive Board.

Sec. 11.5 Chapter Name Change Policy

The change of a P.A.D. law school chapter name can have far-reaching consequences. It affects not only those students presently in law school but can affect the future involvement (participatory and/or economic) of alumni

members whose fraternal roots are tied to the existing chapter name. Therefore, all reasonable efforts should be made to dissuade present law school chapter officers and members from pursuing such a change and should be done only in cases of clearly demonstrated good cause. A law school chapter may petition the International Executive Board for a change in its chapter name by submitting the following to the International Executive Office:

- a.** A petition to the International Executive Board requesting the change of the law school chapter's name. The petition shall set forth all reasons for the requested name change and propose a new name and biography of the proposed namesake. As with all other chapter names, the namesake must be that of an eminent deceased person in the field of law who is widely known for achievement in the legal profession or in the field of law. The name may not be that of another existing chapter of our fraternity and may not be a person from another law fraternity.
- b.** The petition must state that a majority of the members of the chapter have voted in the affirmative to submit the petition for the proposed name change. Such vote must have occurred at a regularly noticed meeting of the chapter. The petition shall be accompanied by a listing of the roll call vote of the members of the chapter showing their individual votes on the question, along with a copy of the notice of the meeting describing the nature of the vote to take place at said meeting.
- c.** The petition must be signed by all of the law school chapter's officers, i.e. Justice, Vice Justice, Clerk, Treasurer and Marshal. If any of said officers for any reason have not signed the Petition as required, a written explanation for the absence of any of the required signatures shall accompany the Petition.

Upon receipt of the petition, the Executive Director shall determine that all of the above requirements have been met. If any of the requirements have not been met, the Executive Director shall return said petition to the chapter officers along with a list of the deficiencies. If the Petition meets all of the requirements set forth above, the Executive Director shall forward a copy of the Petition and accompanying documents to each member of the International Executive Board for review and action.

The International Justice shall thereafter submit a ballot to the members of the International Executive Board requesting their approval of the petition. The International Executive Board shall have 10 business days to act upon this ballot. If two-thirds of the IEB members approve the Petition, it shall be submitted to the entire membership of the petitioning law school chapter, as described below. If less than two-thirds of the IEB vote in favor of the Petition, the request shall be deemed denied.

If the International Executive Board approves the petition, the Executive Director shall submit the Petition to every past and current member of the chapter for whom a valid address is known. Such submittal shall be by electronic means or, if a valid electronic address is not known for any member, then by

regular U.S. mail. The cost of any U.S. mailing shall be borne by the chapter seeking the name change. A ballot seeking an affirmative or negative vote on the question of the name change shall accompany the Petition. The Executive Director shall also attach the description of the namesake of the current and proposed chapter name.

The ballot shall also indicate the requirement of a 30-day limit in time, beginning with the date of the ballot itself, for return of the ballot. After the expiration of the 30-day limit, the Executive Director shall cause the ballots then in the possession of the International Executive Office to be tabulated.

The Executive Director shall determine the number of members for which said addresses are known and shall require a majority of ballots in the affirmative from the total number of ballots disseminated for the passage of the name change petition.

If the required majority of the ballots disseminated and received by the Executive Office is in favor of the name change request, the name change shall be conveyed to the current officers of the chapter, the District Justice of the District where the chapter is located, and the International Executive Board, by electronic mail, and announced in *The Reporter* during its next edition. If the majority is not in favor, the request is denied and the current officers, District Justice and International Executive Board will be notified of such determination by electronic mail.

Sec. 11.6 Initiation Fees

- a.** Except as hereinafter provided in subsection d below, every law school initiate shall pay an International initiation fee as determined by subsection f below before being initiated into a law school chapter. Said initiation fee shall be transmitted to the Executive Office within ten (10) days after the date of initiation. The local chapter may require an additional initiation fee in an amount being retained for use by the chapter. No initiation fee shall be required by initiates into honorary membership or by initiates into alumni membership who are law school faculty members.
- b.** The law school initiation fee for persons who are Pre-Law members shall be reduced by an amount determined from time to time by the International Executive Board.
- c.** The alumni initiation fee shall be one hundred fifteen United States dollars (\$120.00) subject to subsection d below. The alumni initiation fee shall be increased in the same amount as any increases to the International initiation fee for law school members.
- d.** The initiation fees for all law school students and potential alumni members shall be determined during extraordinary circumstances by a two-thirds vote of the International Executive Board; provided, however, that such initiation fee change shall be considered provisional and shall not increase more than twenty percent (20%) in any twelve (12) month period. Until a change in

initiation fees has been ratified by the next Biennial Convention, it shall be considered provisional and will expire at the conclusion of the Biennial Convention. If the initiation fee change is not ratified, the provisional change would still be considered valid throughout the provisional period. Except during extraordinary circumstances, changes in initiation fees shall be considered during Biennial Conventions.

- e. The International Executive Board shall notify the membership of any change in the initiation fee at least one hundred eighty (180) days prior to that change taking effect. Such notice shall be published on the Fraternity's website and in *"The Reporter."*
- f. Beginning April 1, 2009, every law school initiate shall pay an International initiation fee of Eighty United States dollars (\$80.00) before being initiated into a law school chapter. Beginning on June 1, 2010, the International initiation fee shall be adjusted annually in June of each year by a percentage equal to the percentage by which the U.S. Department of Labor's Consumer Price Index for All Urban Consumers, U.S. City Average All Items ("CPI") shall exceed the CPI for June 2009. This new figure shall be referred to as the Adjusted International Initiation Fee ("AIIF"). If the AIIF is less than five United States dollars (\$5.00) more than the International initiation fee then in effect, no change to the International initiation fee shall be made (except as provided in Section d above). If the AIIF exceeds the International initiation fee then in effect by five United States dollars (\$5.00) or more, the International Executive Board may increase the International initiation fee by five United States dollars (\$5.00) if two-thirds of the International Executive Board approve the adjustment. Notwithstanding the foregoing in the event the IEB approves an increase in the international initiation fee in any given year, then the AIIF figure for the following year will be determined using the approved initiation fee as the base from which the CPI adjustment shall be made in future years.

Sec. 11.7 Inactive Law School Chapters

A Law School Chapter is deemed inactive when there are no longer any P.A.D. law student members in attendance at the law school at which the Chapter is chartered.

Sec. 11.8 Reactivation of Law School Chapters

A Law School Chapter of our Fraternity may be reactivated after a petition for reactivation bearing the signatures of at least 10 law students attending the law school at which the P.A.D. Chapter is chartered has been submitted to the Executive Office along with the international membership fees for said signatories and such petition has been approved by majority vote of the International Executive Board. Any requirements imposed by the administration of the law school shall also be met for such reactivation. The Law School Chapter shall be deemed to be reactivated upon the completion of

the reactivation ceremony, initiation of new members into the Chapter and the installation of its officers.

Sec. 11.9 Loss of Accreditation

Once a Law School Chapter is chartered pursuant to Fraternity Policy Manual, if the school at which it was chartered loses its American Bar Association, Association of American Law Schools and/or individual state accreditation, then within thirty (30) days of learning of such loss of accreditation, the International Executive Board (IEB) shall review the circumstances of such loss and determine what actions, if any, would be appropriate to take at that time for the continued well-being or existence of the Chapter.

In the period of time between such review and a final determination of action to be taken, the affected Chapter shall be entitled to conduct its business as if no loss of accreditation had occurred unless the IEB shall have prescribed certain directions to the contrary. The IEB will at least semi-annually review the circumstances of accreditation to monitor progress of the affected school being able to regain accreditation and remain open. If the school at which the Chapter was chartered ceases to operate, then the charter of the Chapter at such school shall be suspended pending final action to revoke the charter.

Sec. 11.10 Duties of Law School Chapter and Alumni Chapter Officers

The officers of the law school chapters and alumni chapters shall have the following duties:

a. Justice

The Justice shall: (1) be the chief executive and administrative officer of the chapter; (2) preside at all meetings of the chapter and decide all questions of law and order in the chapter; (3) be the principal ritualistic officer and shall cause the Ritual of the Fraternity to be properly exemplified on all appropriate occasions; (4) insure that all other chapter officers perform the duties of their respective offices; (5) be responsible for the welfare and dignity of the chapter during the term of office.

b. Vice Justice

The Vice Justice shall: (1) assist the Justice in the performance of such chapter duties as may be requested by the Justice. In event of the absence, death, resignation, disqualification, or removal from office of the Justice, the Vice Justice shall perform the duties of the Justice; (2) be the public relations and historical officer of the chapter, provided, however, that chapter By-Laws may assign such public relations and historical duties to another officer; (3) submit written articles of chapter and Fraternity interest to the Executive Director for publication; (4) perform such other duties relating to publicity as the chapter Justice or the Executive Director may request; (5) furnish the International Historian with such historical information as may be requested.

c. Clerk

The Clerk shall: (1) be the chief recorder and correspondent of the chapter; (2) keep a true and complete record of all matters pertaining to the chapter and shall certify thereto when be the custodian of the chapter By-Laws, minutes, administrative records, and shall certify thereto when necessary (3) be the custodian of the chapter By-Laws, minutes, administrative records and reports of the chapter; (4) maintain a record of all law school chapter, alumni, and honorary members, together with their current addresses, and shall dispatch notices of meetings to members as appropriate; (5) maintain close liaison with the Clerk of the local alumni chapter, the Alumni Advisor, and the Faculty Advisor; (6) be responsible for submitting the official reports required of the chapter by the Fraternity Policy Manual; and (7) furnish the International Secretary, Executive Director, and the Chapter Justice with such information as each may request.

d. Treasurer

The Treasurer shall: (1) be the chief financial officer of the chapter; (2) have charge of all chapter funds and of the collection and disbursement thereof; (3) keep International initiation fees in a trust account separate from other Chapter accounts, if International initiation fees are deposited into a Chapter account, unless otherwise prohibited by school policy; (4) certify prior to initiation that all financial obligations of the initiates have been paid; (5) pay out money on itemized vouchers countersigned by the Justice or the Vice Justice, when acting for the Justice; and (6) keep a complete chronological record of moneys as the Fraternity Policy Manual prescribes and such reports and other information as the International Treasurer or the Executive Director shall request.

e. Marshal

The Marshal shall: (1) have the custody of the Ritual paraphernalia and other physical property of the chapter and shall preserve the same in good order; (2) guard the chapter meeting rooms, admitting only those known to be members; (3) be responsible for the proper instruction and preparation of prospective members and shall be in charge of them before and during their initiation; (4) see that the other chapter members, appointed by the Justice or by the Marshal, are properly prepared and rehearsed in discharging their assigned roles in Ritual ceremonies; and (5) perform such other duties as may be requested by the Executive Director or the Chapter Justice.

Sec. 11.11 Law School & Alumni Chapter Financial Policy

1. General Conduct

- a. Chapter officers and all other members shall not use money or other assets belonging to the Chapter, including funds in Chapter accounts, for personal use.
- b. Expenditures shall only be made for the advancement and benefit of the Chapter.

- c. Chapter officers and committees shall create a budget of projected income and expenses before each event to ensure its compatibility with the overall budget.
 - d. The Treasurer's financial report shall include an accurate accounting of income and expenditures for each Chapter event.
- 2. Transparency
 - a. A Chapter member, the International Executive Office, the District Justice of the District where the Chapter is located or any member of the International Executive Board may request the Chapter's financial records for review at any time. The Chapter Treasurer must provide a full accounting of all income and expenses, bank statements and receipts for the prior twelve months within three (3) business days of the request.
 - b. The Chapter Treasurer shall present to the Chapter membership a full report on the financial condition of the Chapter at least once a month during a regularly scheduled Chapter meeting. Said report shall be made available in writing or electronically. The Clerk shall ensure that meeting minutes reflect the Treasurer's report.
- 3. Chapter contributions/donations – Chapters that raise funds or collect goods for the benefit of a third party shall:
 - a. Receive written approval to use that party's logo, name and any other identifying insignia before soliciting for the benefit of the third party;
 - b. State the specific amount or percentage of all monies/goods raised that will go directly to that third party in all solicitation letters and Chapter meeting minutes; and
 - c. Submit all funds or goods due to the benefitted third party within five (5) business days of the conclusion of the event.
- 4. Record Keeping/Cash Transactions
 - a. The Chapter shall maintain a record book of all financial transactions.
 - b. In all situations where the Chapter receives money or goods from any source whatsoever, the Chapter should provide a receipt and retain a copy of that receipt in the Chapter records. The Chapter shall retain copies of all checks received and written.
 - c. Acceptance of cash for payment of local dues or International Initiation Fees must be strenuously avoided. However, in the case where the Chapter has no other choice, it must:
 - i. Provide a receipt to the individual giving the cash;
 - ii. Keep a copy of the receipt given with Chapter records;
 - iii. Immediately deposit the cash into the Chapter's checking account designated for the International Initiation Fees if the cash is provided for that purpose; and
 - iv. Note on the individual's membership application that cash was paid, who it was received by and that those fees are included in the Chapter check to the International Fraternity.

5. **IRS issued Employer Identification Number**
Every chartered Chapter of P.A.D. has a Federal Employer Identification Number for the Chapter supplied to it by the International Executive Office. That number will be provided to the Chapter to enable it to open bank accounts.
6. **Signatories**
Chapters should complete the change for signatories on all bank accounts to the new Justice and Treasurer no later than 10 days after officer elections.
7. **International Initiation Fees**
The Chapter shall consult the most recent version of the Fraternity Policy Manual or contact the International Executive Office to obtain the current International Initiation Fee for Law and Alumni Memberships.
8. **Co-Mingling of International and Local Chapter Fund**
If the Chapter deposits International Initiation Fees into a Chapter account, the Fraternity Policy Manual require that such Fees shall be deposited in a trust account that is separate from the operating account used for Chapter funds and local dues. Chapters shall follow the school's guidelines when dealing with Chapter accounts.
9. **Benefits given to Officers by Vendors or Companies**
Benefits, discounts or gifts bestowed upon the Officers or Chapter shall be reported to the Chapter Executive Board, Chapter membership, the District Justice of the District where the Chapter is located and International Executive Office within ten (10) days of receipt of such benefit, discount or gifts.
10. **Exclusive Contracts**
Chapters shall not sign exclusivity contracts with any vendor.

Sec. 11.12 International Expansion of Law School Chapters

Sec. 11.12.1 International Affiliations with Other Law School Related Organizations

The Fraternity shall endeavor to develop affiliations with other law school related organizations with goals similar to Phi Alpha Delta. Each such proposed affiliation shall be considered by the International Executive Board on a case by case basis.

11.12.2 International Relations Committee

The International Relations Committee shall continue its efforts to extend the influence of Phi Alpha Delta throughout the world by means determined by the International Executive Board, with regular reports on its activities to the IEB.

11.12.3 International Associate Chapter

Pursuant to this policy, an International Associate Chapter may be formed upon request of either an international law school or an existing law school Chapter of Phi Alpha Delta Law Fraternity, International (P.A.D.). The purpose of the International Associate Chapter program is to foster international expansion of P.A.D. and increase P.A.D.'s global network.

Becoming an Associate Chapter

Petition by a Law School Chapter

A Law School Chapter of Phi Alpha Delta Law Fraternity, International, defined herein as an active P.A.D. Law School Chapter in good standing with the Fraternity and located in the United States, its territories/possessions, Canada or Mexico, may petition the International Executive Board (IEB) in writing for permission to form an International Associate Chapter. It is strongly urged that, if the law school has an exchange program with an international law school, the Chapter at the law school pursue establishing an affiliation at the school connected with that exchange program.

If approved, the chartered Chapter shall become known as the Parent P.A.D. Law School Chapter and any Associate Chapter will be listed as part of the Parent P.A.D. Law School Chapter. However, each International Associate Chapter will act as its own Chapter as set forth below.

A petition by a Law School Chapter to form an International Associate Chapter must:

- be in writing and submitted to the International Executive Office (IEO)
- detail the location of the international law school
- provide demographic information on the international law school's student body
- provide background information on the school's history
- be accompanied by 15 completed membership applications from the international law school which must also include payment of the International Initiation Fee in US Dollars at the current rate then in effect for law school students
- contain a concise statement of why and how such an affiliation would benefit the petitioner
- contain a letter from the Dean of the Parent and Associate Chapters' schools approving the relationship
- contain a letter from a faculty member of the Parent and Associate Chapters' schools approving the relationship
- If the petition is not approved, fees shall be refunded.

Petition by an International Law School

If an international law school wishes to become affiliated with a chartered

P.A.D. Chapter, it may do so by petitioning the IEB for permission.

A petition by an international law school to form an affiliation must:

- be in writing and submitted to the IEO
- detail the location of the international law school
- provide demographic information on the petitioner's student body
- provide background information on the school's history
- be accompanied by 15 completed membership applications from the international law school which must also include payment of the International Initiation Fee in US Dollars at the current rate then in effect for law school students
- contain a concise statement of why and how such an affiliation would benefit both the petitioning school and chartered Chapter
- contain a letter from the Dean of the Parent and Associate Chapters' schools approving the relationship
- contain a letter from a faculty member of the Parent and Associate Chapters' schools approving the relationship.
- If the petition is not approved, fees shall be refunded.

When the petition is received, notice will be sent by the IEO to all active P.A.D. Law School Chapters asking if any Chapter has an interest in serving as a Parent Chapter to the petitioner. Responses to such requests shall include a statement as to why the responding Chapter deserves the association, shall outline the Chapter's plan for sustaining such an affiliation and shall list ways that the affiliation will foster the Fraternity's mission and motto. The IEO will then present no more than three recommendations to the IEB for its consideration.

Associate Chapter Operations

- a. All operations must conform to the Fraternity Policy Manual.
- b. The Associate Chapter shall adopt its own local By-laws separate from the Parent Chapter.
- c. The Associate Chapter shall have its own executive board that will conduct the operations of the Associate Chapter.
- d. Members of the international Associate Chapter shall be listed under the Parent Chapter. For example, Staples Chapter, Trinity University, Ireland.
- e. The Associate Chapter shall hold its own events separate and apart from the Parent Chapter
- f. For purposes of the International Convention, the Associate Chapter will be represented by the Parent Chapter.
- g. Members of the Associate Chapter may attend the International Convention as a delegate of the Parent Chapter provided that such delegates are approved by the Parent Chapter. However, all P.A.D. members are welcome to attend any Convention. If a member of an Associate Chapter is selected as the first delegate, the provisions of the

Fraternity Policy Manual for travel reimbursement for the Parent Chapter will be applied to that delegate.

- h.** If either the Parent Chapter or Associate Chapter wishes to disassociate with the other Chapter, it must petition the IEB to sever the relationship. If either Chapter then desires a new affiliate, it must identify a new Chapter with which to affiliate and go through the petitioning process outlined above.
- i.** The IEB reserves the right to dissolve all or any part of the International Associate Chapter program.

Minimal Expectations of Associate Chapter

- a.** Hold elections at least once a year
- b.** Hold at least one initiation per year
- c.** Send a written report to the Parent Chapter and the IEO every six months which will include a brief summary of activities, initiation date(s), number of initiates, number of members and a current list of all officers' names and addresses and any faculty or alumni advisors
- d.** Participate in programming that fulfills the Fraternity Mission

ARTICLE 12 - ALUMNI CHAPTERS

Sec. 12.1 Formation and Charter

- a.** An alumni chapter may be formed in any state, community, city or county, upon petition of alumni members in accordance with the Fraternity Policy Manual.
- b.** Charters for alumni chapters may be granted by the International Executive Board or the International Chapter, which shall determine the geographical boundaries of such chapter.

Sec. 12.2 Alumni Chapter Name

Each chartered Alumni Chapter should be designated by a name as assigned by the International Executive Board. This name should be selected from a list submitted by the Chapter organizers. Alumni Chapters shall not be named after living persons. As with all other Chapter names, the namesake must be that of an eminent deceased person in the field of law who is widely known for achievement in the legal profession or in the field of law. If a person's name is assigned, it shall be combined with the pertinent geographical area. Once the Alumni Chapter name has been assigned, it may be changed only pursuant to the procedures promulgated by the International Executive Board.

Sec. 12.3 Alumni Chapter Change of Name

The name of an Alumni Chapter may be changed by the International Executive Board upon petition of the Chapter as hereinafter provided. Alumni Chapter names may be changed only for good cause shown as determined by the International Executive Board. In its determination, the Board shall give due

regard to the history and tradition of the existing name in the light of contemporaneous circumstances.

- a. **Petition Contents** - The petition shall set forth the reasons for the proposed name change and shall be certified to by the Justice and the Clerk of the Chapter. Any proposed new name, if such is included in the petition, shall conform to the policy of the Fraternity and the granting of a name for any new Alumni Chapter.
- b. **Board Action** - Unless the petition is withdrawn, the Board shall act on the petition with due expedition. The petition may be granted upon a majority vote of the Board.
- c. **Chapter Vote** - A viable Alumni Chapter which meets the criteria for official representation at the biennial conventions of the Fraternity may petition the Board for a change in its name only upon a two-thirds (2/3rds) vote of all members in good standing present and voting at a Chapter meeting, provided that all of the alumni members residing in the area have been notified by a mail notice at least ten (10) days prior to the meeting of the proposed petition for a name change.

Sec. 12.4 Alumni Chapter - Formed in Community, City or County

An alumni chapter may be formed in any community, city or county, upon petition of not less than ten (10) alumni members of the Fraternity, residing or doing business in or near the community, city or county for which a charter is desired.

Sec. 12.5 Reactivation of an Alumni Chapter formed in Community, City or County

An Alumni Chapter of our Fraternity formed in a Community, City, or County may be reactivated after a petition for reactivation bearing the signatures of at least 10 duly initiated alumni members of the Fraternity residing in or doing business in or near the community, city, or county for which the P.A.D. Alumni Chapter Charter was issued has been submitted to the Executive Office and such petition has been approved by majority vote of the International Executive Board.

Sec. 12.6 Alumni Chapter - Formed in State

An alumni chapter may be formed statewide upon petition of at least twenty-five (25) alumni members of the Fraternity provided that not more than one (1) statewide alumni chapter shall be established in that state.

Sec. 12.7 Reactivation of an Alumni Chapter formed in a State

A Statewide Alumni Chapter of our Fraternity may be reactivated after a petition for reactivation bearing the signatures of at least 20 duly initiated alumni members of the Fraternity residing in or doing business in or near the state for which the P.A.D. Alumni Chapter Charter was issued has been

submitted to the Executive Office and such petition has been approved by majority vote of the International Executive Board.

Sec. 12.8 Multiple Alumni Chapter Membership

Where the opportunity exists to maintain more than one alumni chapter membership in the same or different districts, such membership shall be allowed; however, one alumnus may not serve as a delegate for two or more chapters at the same Convention.

Sec. 12.9 Alumni Chapter Charter Fee

The charter fee for alumni chapters shall be Thirty Five Dollars (\$35.00) which shall be paid at the time the petition therefore is submitted.

Sec. 12.10 Alumni Chapter Annual Tax – *amended May 31, 2017*

Each alumni chapter of this Fraternity shall pay an annual Chapter Tax in an amount equal to the alumni initiation fee then in effect. Each alumni chapter of this fraternity shall pay its annual chapter tax for that fiscal year no later than the last day of the fiscal year. The International Executive Office shall send reminder notices to each and every active alumni chapter (attn: Treasurer and Justice), not later than January 15th of each year, advising them that the Chapter Tax is either due and owing or paid in full for that year. The Tax may be paid by initiating one (1) alumnus or alumna into said alumni chapter.

Sec. 12.11 Duties of Alumni Chapter Officers

Alumni Chapter officers shall perform duties substantially similar to those prescribed for law school chapter officers except for such modifications as may be occasioned by differences in the two types of chapters.

Sec. 12.12 Placement Committee

Every alumni chapter shall endeavor to assist in the placement of graduate members by counseling with them or creating a placement committee to ascertain available positions which can be filled by graduate members.

Sec. 12.13 Alumni Chapter Inactive Status

An Alumni Chapter which has sponsored no activities for a period of two years and which has not held Chapter officer elections and reported same to the Executive Office shall be deemed to be an inactive Alumni Chapter. The International Justice shall have the authority to appoint, from among the alumni members in the area, temporary Chapter officers to reactivate such alumni Chapters.

Sec. 12.14 Alumni Chapter Mailing

The Executive Office shall disseminate special notices for Alumni Chapters. It shall be at the discretion of the International Executive Office which method to use. (ie. mail, e-mail or other electronic communication.)

Sec. 12.15 Alumni Dues

- a. Alumni dues are payable on each January 1, following the school term in which the member was graduated or left school as follows:
 1. For the first three years thereafter, the amount of Thirty Dollars (\$30.00) per year;
 2. Thereafter, the amount of Fifty Dollars (\$50.00) per year.
- b. Notwithstanding any provisions of the Fraternity Policy Manual to the contrary, retroactive payment of alumni dues shall be permitted, and upon payment, shall have the same effect as if timely paid.
- c. Every alumnus who pays a life membership fee in the amount of ten times the amount of dues shall not be required to pay the annual alumni dues provided, however, that the provisions of this subsection shall not apply to present law school members until January 1st following graduation and that the amount of Two Hundred Dollars (\$200.00) be payable prior to the first January 1 following graduation; or six months following graduation, whichever comes later.
- d. The payment of International alumni dues provided in this section shall entitle the member to a subscription to the official publication of the Fraternity, to a membership card, and to other services as the Fraternity may render from time to time.
- e. All alumni members who have been members of the Fraternity for more than 50 years and upon approval of the International Executive Board can be known as Senior Members and annual alumni dues of such persons are waived. Senior P.A.D.'s shall receive a Senior P.A.D. certificate and shall receive all benefits prescribed in subsection d of this section.

Sec. 12.16 Alumni Dues Billing

Alumni dues billings shall be made on a calendar year basis. The original billing shall be mailed in the month of November of the year preceding the billing period. The second billing shall be made in the month of February of the year of the billing period. No dues billings shall be made to life members or honorary members.

Sec. 12.17 Voluntary Dues

Each alumnus dues statement shall contain a section to allow for voluntary additional contributions by the member.

ARTICLE 13 - PRE-LAW CHAPTERS

Sec. 13.1 Formation and Charter

- a. A pre-law chapter of this Fraternity may be formed in any institution of higher learning upon petition of students of that institution in accordance with the Fraternity Policy Manual and in accordance with the rules, requirements and procedures promulgated by the International Executive Board.

- b. Charters for pre-law chapters may be granted by the International Executive Board or the International Chapter, subject to such requirements as may be provided by the Fraternity Policy Manual.

Sec. 13.2 Pre-Law Membership Dual Status

No member of any pre-law fraternity may become a member of the Phi Alpha Delta Pre-Law Program unless such person first terminates such other membership. Any member of this Fraternity who accepts membership in any category in any other pre-law fraternity shall, after such notice as the International Executive Board may prescribe, automatically forfeit membership in the Phi Alpha Delta Pre-Law Program provided that membership in such other pre-law fraternity has not been terminated within (60) days after such notice. At no time shall a member of the Phi Alpha Delta Pre-Law Program serve in any officer capacity of any pre-law Fraternity.

Sec. 13.3 Pre-Law Chapter Charter, Fees and Procedures

The International Executive Board shall promulgate such rules, requirements, and procedures as may be necessary to effect the provisions of the Fraternity Policy Manual and the By-Laws of this Fraternity governing pre-law chapters including, but not limited to, chapter formation, charter petition, membership applications and fees, dues, chapter officers, and chapter insignia.

Pre-Law Chapter Charters may be granted at appropriate undergraduate institutions or community colleges. Petitions for a Pre-Law Chapter Charter located at a community college must provide information regarding that college's accreditation by the US Department of Education or equivalent. Such petitions that cannot or do not provide this information shall not be granted.

A Pre-Law Chapter Charter may be granted upon submission of the following:

- a. Background information on the undergraduate institution
- b. Signed petition of twenty (20) undergraduate students
- c. Petition must be signed by at least one faculty member with biography attached who shall serve as the Pre-Law Chapter Advisor
- d. Current Pre-Law Membership Applications
- e. Appropriate Pre-Law Initiation Fees (\$100 per new initiate)
- f. Proposed Pre-Law Chapter By-Laws
- g. Completed Roster of Officers
- h. \$350 Pre-Law Chapter Charter Fee

Pre-Law Chapters shall be named after the undergraduate institution at which they are located. An example is: The University of Southern California Pre-Law Chapter. No Pre-Law Chapter shall bear a different name unless such is bestowed upon the Chapter by either the International Executive Board or the International Chapter.

Once the Chapter name has been duly approved by the International Executive Board, it may be changed only pursuant to rules and regulations promulgated by the International Executive Board.

Sec. 13.4 Reactivation of Pre-Law Chapters

A Pre-Law Chapter may be reactivated upon submission of the following:

- a. A signed reactivation petition of at least twenty (20) Pre-Law students
- b. Petition must also be signed by and at least one faculty member who shall serve as the Pre-Law Chapter Advisor
- c. Completed Pre-Law Membership Applications
- d. Appropriate Pre-Law Initiation Fees (\$100 per initiate)
- e. Proposed Pre-Law Chapter By-Laws
- f. Completed Roster of Officers
- g. \$150 Pre-Law Chapter Reactivation Fee
- h. After fulfilling any requirements imposed by the administration of the undergraduate school, the Pre-Law Chapter shall be deemed to be reactivated upon a majority vote of the International Executive Board and the completion of the reactivation ceremony and initiation of new members.

Sec. 13.5 Pre-Law Chapter Officers

Each pre-law chapter shall annually elect a President, Vice President, Secretary, and Treasurer, and such other officers as may be required by the International Executive Board. A Chapter may elect such other officers as are deemed necessary by the Chapter, provided that such officers and their duties are not inconsistent with the above Chapter officers and their duties as provided by the FPM.

Sec. 13.6 Duties of Pre-Law Chapter Officers

- 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.

- 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, Executive Office 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.
- e. Chapter Advisor or Advisors** - The Chapter Advisor or Advisors shall assist the student officers in the administration of the Chapter, shall be available to counsel the student members of the Chapter and shall act as liaison between the Chapter and the undergraduate school's administration.

Sec. 13.7 Pre-Law Chapter Advisor

The Executive Director or his/her designee shall appoint a Pre-Law Chapter Advisor with the advice and consent of the Pre-Law Chapter to aid and advise the Chapter in its operation, with such person to serve for a one (1) year term.

Sec. 13.8 Duties of the Pre-Law Chapter Advisor(s)

The Chapter Advisor or Advisors shall assist the student officers in the administration of the Chapter, shall be available to counsel the student members of the Chapter and shall act as liaison between the Chapter and the undergraduate school's administration.

Sec. 13.9 Pre-Law Officer Transition

Every officer of every Chapter shall, at the expiration of their terms, turn over to his or her successor all books, papers, documents, and paraphernalia belonging

to the Chapter which may be in the custody or under the control of the officers and shall render a true, just, and faithful account of their official trust, and the Treasurer shall, in addition, forthwith pay the successor such balances of Chapter moneys as shall be chargeable to the Treasurer.

Sec. 13.10 Pre-Law Financial Policy

1. Transparency of all financial actions by the officers.
 - a. At any time, a Chapter member, the International Executive Office or any member of the International Executive Board may request a review of a Chapter's financial records. Within 72 hours, the Chapter Treasurer must provide a full accounting of all income and expenses, bank statements and receipts accounting for all income and expenses for the prior twelve months.
 - b. Chapter officers shall not use the Chapter accounts for personal expenses.
 - c. Expenditures should be for as much benefit to the Chapter as possible.
 - d. The Treasurer shall maintain a copy of the overall Chapter budget that includes a comparison of actual versus budgeted expenditures and incomes. Any expenditure that exceeds 5% of the budgeted amount must be discussed at the next general Chapter meeting and approved by a simply majority vote of the members in attendance.
 - e. During one general Chapter meeting each month the Chapter Treasurer shall present to the Chapter membership a full report on the financial condition of the Chapter. The Chapter Treasurer shall also provide an identical report in writing and submit it to all Chapter members via email, the Chapter's website, social media sites and any other electronic medium the Chapter uses to communicate within 48 hours of each Chapter meeting at which the report is required to be presented. The Secretary shall ensure that meeting minutes reflect the Treasurer's report.
 - f. Prior to holding an event, the Chapter officers and committees shall create a budget to project income and expenses for that event and ensure that it is in line with the overall Chapter budget.
2. Chapter contributions/donations

Chapters that raise funds or collect goods for the benefit of a third party shall:

 - a. Seek and receive written approval to use that party's logo, name and any other identifying insignia before soliciting for the benefit of that third party;
 - b. State the specific amount of all monies/goods raised that will go directly to that third party (i.e. 100%/80%) in all solicitation letters and in

Chapter meeting minutes. Vague or estimated amounts do not meet the requirements of this subsection.

- c. Submit to the benefitted third party all monies raised or goods collected in the specified percentage within 5 business days of the conclusion of the event.
- d. Chapters should immediately send a letter of thanks and recognition to all contributors.

3. Cash/Receipts/Checks

- a. Acceptance of cash for payment of local dues or international initiation fees must be strenuously avoided. However, in the case where the Chapter has no other choice, it must:
 - i. Provide a receipt to the individual giving the cash;
 - ii. Keep a copy of the receipt given with Chapter records;
 - iii. Immediately deposit the cash into the Chapter's checking account designated for the International Initiation Fees if the cash is provided for that purpose;
 - iv. Note on the individual's membership application that cash was paid, who it was received by and that those fees are included in the Chapter check to the International Fraternity.
 - v. In all situations where the Chapter receives money or goods from any source whatsoever, the Chapter should provide a receipt and retain a copy of that receipt in the Chapter records.
 - vi. The Chapter should maintain a record book of all financial transactions for a period of no less than 5 years.
- b. A Chapter shall make copies of all checks received and written and retain said copies for two years for their records.

4. IRS issued Employer Identification Number

When a Chapter charter is approved, the International Executive Office will apply for and receive a Federal Employer Identification Number for the Chapter. That number will be provided to the Chapter to enable it to open bank accounts and solicit donations as a 501(c) (7) non-profit organization. Chapters shall not apply for their own EIN numbers.

5. Signatories

Chapters should complete the change for signatories on all bank accounts to the new President and Treasurer no later than three days after officer elections.

6. Multiple Bank accounts
As required by the Fraternity Policy Manual, the Chapter Treasurer shall keep International initiation fees in a trust account separate from an operating account for other Chapter funds and local fees.
7. International Initiation Fees
The fee for a new Pre-Law Membership in Phi Alpha Delta Law Fraternity, International is One-Hundred Dollars (\$100). This amount must be paid to the Chapter or Fraternity prior to being initiated.
8. Benefits given to Officers by LSAT Companies
Any benefits such as free courses or discounts received by any officers or the Chapter must be reported to all of the other officers, and general Chapter membership and the International Executive Office.
9. Chapters may not and shall not sign exclusivity contracts with any vendor which in effect limits member access to any other vendors.

ARTICLE 14 - DISTINGUISHED SERVICE CHAPTER

Amended July 19, 2019

Sec. 14.1 Establishment

There shall be a Distinguished Service Chapter composed of Fraternity members selected in recognition of unusual and outstanding service to this Fraternity.

Sec. 14.2 Eligibility of Membership

Any member of this Fraternity shall be eligible for membership in the Distinguished Service Chapter, except that no member of the International Executive Board shall be eligible until a period of two (2) years has elapsed since completion of his or her term of office as International Officer.

Sec. 14.3 Membership

Membership in this Chapter shall be conferred pursuant to unanimous election by the International Executive Board. Membership in the Distinguished Service Chapter shall be conferred upon living members only. Nomination and selection of members to the Distinguished Service Chapter shall be vested in the International Executive Board.

Sec. 14.4 Recognition

The members of the Distinguished Service Chapter shall be listed in each edition of the Phi Alpha Delta Professional Directory. The names of all living members of the Distinguished Service Chapter shall be printed on the letterhead of the Fraternity. Each new inductee into the Distinguished Service Chapter shall receive a certificate and a P.A.D. Medallion presented at a ceremony determined by the International Executive Board.

ARTICLE 15 - P.A.D. INTERNATIONAL FOUNDATION

SEC. 15.1 Establishment of the P.A.D. International Foundation

There shall be established a P.A.D. International Foundation as an entity separate and apart from the Fraternity which shall be non-profit and tax-exempt, the contributions to which shall be tax deductible for charitable, scientific and educational programs.

Sec. 15.2 Administration of the P.A.D. International Foundation

The P.A.D. International Foundation shall be administered by a board of directors separate and apart from the International Executive Board of this Fraternity. While members of the International Executive Board may serve concurrently as members of the board of directors of the P.A.D. International Foundation, such dual serving members shall never constitute a majority of the board of directors of the P.A.D. International Foundation.

Sec. 15.3 Use of the P.A.D. International Foundation

- a. Funds of the P.A.D. International Foundation shall only be used to benefit the members of this Fraternity.
- b. Funds of the P.A.D. International Foundation may only be used for such purposes as its board of directors may from time to time so determine.
- c. All such funds shall be used only for purposes that are consistent with and in keeping with the provisions of its non-profit, tax exempt status.

ARTICLE 16 - FRATERNITY INSIGNIA

Sec. 16.1 Coat-of-Arms

The Official Coat-of-Arms of this Fraternity shall be a design approved by the International Executive Board with due regard for the history and traditions of the Fraternity. The official Coat-of-Arms of the Fraternity shall consist of a crest, a shield, and a motto arranged as described below: Crest: A lighted Lamp of Learning, gold in color, resting upon a Greek Ionic Column, gold in color, which rises from the center peak of the shield, both surrounded by a Wreath of Victory, gold in color. Shield: A shield of gold in color, divided into two equal parts by a double perpendicular line running from the center of the peak of the shield to the center of the base; on the right side of the shield which is purple in color, appears the Scales of Justice; on the left side, also purple in color, appears an open Book of Knowledge. Both the scales and the book are gold in color. (Reference is to "stage right" and "stage left".) Motto: The Greek letters Phi, Alpha, Delta, gold in color, in upper case Greek letters, appear upon a purple ribbon located just below the shield and centered thereon.

Sec. 16.2 Seal

The Official Seal of this Fraternity shall be a design approved by the International Executive Board. The official Seal of the Fraternity shall consist of

the official Coat-of-Arms of the Fraternity, as described above; surrounding the Coat-of-Arms shall be the words Phi Alpha Delta Law Fraternity, International, forming a perfect circle with the words Phi Alpha Delta appearing in upper case letters at the top of the inner circle, and the words Law Fraternity, International, appearing in upper and lower case letters at the bottom of the circle; the circle shall be enclosed both top and bottom by two circular lines; within the top of the circle and centered upon the words Phi Alpha Delta shall appear the Greek words Philos, Adelphos, and Dikaio; within the bottom of the circle and centered thereon shall appear the words November 8, 1902; on the left of the inner circle shall appear: Law Student League - 1897; Lambda Epsilon Fraternity - 1898, and on the right side of the inner circle shall appear: Phi Delta Delta Law Fraternity, International 1911- 1912; the words "Great Seal" shall appear in the center of the inner circle.

Sec. 16.3 Colors

The Official Colors of this Fraternity shall be purple and gold.

Sec. 16.4 Logo

The Fraternity shall utilize a logo to identify the Fraternity. The design of the logo shall be the Coat-of-Arms of the Fraternity surrounded by a circle enclosed by two lines both top and bottom. Within the circle shall appear the words Phi Alpha Delta Law Fraternity, International, in the same style as that utilized for the Great Seal as described above.

Sec. 16.5 Jewelry

The Official Jewelry of this Fraternity shall consist of:

- a. Membership Pin
- b. Monogram Recognition Pin
- c. Coat-of-Arms Recognition Button
- d. Official Key
- e. Alumnus Key
- f. Honorary Key
- g. Past Justice Key
- h. Past International Justice Key
- i. Distinguished Service Insignia
- j. Pre-Law Member Pin
- k. District Justice Key
- l. P.A.D. Medallion
- m. P.A.D. Officer Pin

Sec. 16.5.1 P.A.D. Medallion

A P.A.D. Medallion shall be prepared utilizing the Seal specified in the section above on one face and providing room on the other side for insertion of the award title and date of receipt.

a. Recipients

The P.A.D. Medallion shall be presented to each outgoing International Justice, Chief Tribune and each recipient of the Tom C. Clark, Barbara Jordan, John J. McAulay and Distinguished Service Chapter Members.

b. Display

Each P.A.D. Medallion recipient shall display their medallions at all high P.A.D. occasions such as: Chapter installations and reactivations; Pre-Law conference opening sessions and awards banquets; convention opening sessions and awards banquets; and appropriate photo opportunities.

Sec. 16.6 Flower

The Official Flower of the Fraternity shall be the Red Carnation.

Sec. 16.7 Song

The Official Song of the Fraternity shall be the "Phi Alpha Delta Song."

Sec. 16.8 Flag

The Official Flag of the Fraternity shall have the official Coat-of-Arms in gold superimposed on a purple field which is bordered with gold fringe; and shall be of such size, shape, and material as may be approved by the International Executive Board.

Sec. 16.9 Design

The International Executive Board shall approve the design, material and color of all Fraternity insignia.

ARTICLE 17 - PUBLICATIONS

The Fraternity shall publish and distribute publications in such format, under such conditions, and at such cost as the International Executive Board or the International Chapter may determine.

Sec. 17.1 The Reporter

There shall be an official publication of the Fraternity designated as "The Reporter," which shall be published periodically under the direction of the International Executive Board and made available to all members of record of the Fraternity.

ARTICLE 18 - BY-LAWS PUBLICATION & SUBMITTAL PROCEDURES

Sec. 18.1 Publication of By-Law Amendments made at a Convention

- a. Not more than 120 days following the conclusion of each convention at which any By-Law amendment was adopted, the International Executive Board shall cause to be published an action report based on the notes of the International Secretary, and subject to revision upon receipt of the official transcript. Said action report shall incorporate each and every modification so adopted by the International Chapter.

- b. Not less than 180 days prior to any biennial convention, a complete copy of the By-Laws, as amended by the previous convention, shall be published and made available, at least in electronic and/or paper form, upon request by any chapter.

Sec. 18.2 Publication of By-Law Amendments made between Conventions

- a. Not more than 60 days following the vote of an amendment made between Convention, the International Executive Board shall publish the updated By-Laws based on the official vote tally of said amendment.

Sec. 18.3 By-Law Amendment Submittal Procedures

Every proposed amendment shall be submitted in writing and accompanied by a statement specifying the purpose intended to be accomplished by the proposed amendment. Such submittal shall be made to the Executive Director at least 30 days prior to Convention or if occurring during the period between Conventions mailed or electronically transmitted to the Executive Office.

Sec. 18.4 Convention Action

- a. All proposed amendments shall be referred to the Standing By-Laws Committee for study and recommendation prior to Convention action. No proposed amendment submitted otherwise than as herein provided shall receive Convention consideration, except that the Standing By-Laws Committee may propose By-Law amendments at any time during a Convention.
- b. The International Chapter may, by majority vote of all delegates present and voting, adopt any proposed amendment submitted in accordance with this Section, such amendment to become effective immediately, unless otherwise specified in the amendment.

ARTICLE 19 - Professional Fraternity Association

Sec. 19.1 Membership

Our Fraternity shall maintain membership in the Professional Fraternity Association.

Sec. 19.2 Dues

The Fraternity shall pay the usual and ordinary dues to maintain its membership.

Sec. 19.3 Leadership

The Fraternity shall endeavor to provide a regular succession of leadership to the PFA.

ARTICLE 20 - Awards

All chapters and members in good standing are encouraged to nominate deserving candidates for P.A.D. awards. The full listing of awards and applications shall be maintained on the P.A.D. website. The International Executive Board and Executive Office staff from time to time will evaluate P.A.D. awards, applications, and procedures.

ARTICLE 21 - Privacy Policy for website

The pad.org website is maintained by Phi Alpha Delta Law Fraternity, International ("PAD," "us," "our," "we"). Our address is 606 Baltimore Ave, Suite 303 Towson, MD 21204. We can also be reached by e-mail at info@pad.org. Phi Alpha Delta maintains this Site for Phi Alpha Delta and the Phi Alpha Delta International Foundation. Our data collection and use policies with respect to the Site are set forth in this statement ("Policy"). By using this Site, you signify your acceptance of this Policy.

Information You Provide

There are a few activities on our site where the collection of personally identifiable information is necessary. Those activities include things like registering for P.A.D. online, making a purchase, or contacting us. When personally identifiable information is collected, you will know because you will have to fill out a form. For most activities, we collect only the most basic contact information.

What types of personally identifiable information does Phi Alpha Delta collect on the Site?

We collect various types of personally identifiable information from the visitors to the Site. For instance, P.A.D. members in good standing (dues are paid or life members) will be asked to provide their name and chapter name. Personally identifiable information may also be requested in connection with a survey or other activities on the Site.

All visitors who wish to purchase products (P.A.D. items) or make donations to the Foundation on the Site will also be asked to provide their address, telephone number, credit card information, and if receiving merchandise, their shipping and/or delivery (if different from the postal address) addresses.

Can I review or change information I have previously provided to P.A.D.?

Yes. If you want to review, correct, or change personal information that you have previously provided to us, please go to the Your Account section of the Site, and follow the appropriate instructions.

Information Collected from You with Technology

Phi Alpha Delta collects some information about you using technology, so it may not be readily apparent to you that it is being collected. For instance, when you come to our site your IP address is collected so that we know where to send information you

are requesting. An IP address is often associated with the place from which you enter the Internet like your ISP (Internet Service Provider), your company, or your university. This information is not personally identifiable. We don't combine this type of information with personally identifiable information.

What does P.A.D. do with information collected on the Site?

We will use personally identifiable information provided by members to fulfill the purpose for which such information was provided, as described in this Policy, and as disclosed at the time the visitor information is requested. For example, personal information will be used to fulfill online store orders. We may also use postal address information provided by P.A.D. members to send them, among other things, newsletters and other such mailings.

We use aggregate information collected on the Site to evaluate how the Site is being used. This information does not contain any information that may be personally identified with a specific individual. For example, we may collect and analyze information about how many visitors arrived at certain pages of the Site, how long they stayed on those pages, and where they went afterwards. This information allows us to determine which pages might be the most interesting to and popular with visitors and enables us to provide visitors with a better and richer experience on the Site.

Does Phi Alpha Delta share information with companies or other organizations?

We will not intentionally share your personally identifiable information with unaffiliated entities (i) except as described in this Policy or as disclosed at the time your personally identifiable information is provided, or (ii) without your consent. We do, however, share P.A.D. member personally identifiable information with our corporate sponsors on a very limited basis. Credit card information is never shared with any entity.

If you do not wish to get e-mails from P.A.D. headquarters, email info@pad.org.

We may also disclose personally identifiable information and aggregate information in order to (1) comply with applicable laws, (2) respond to governmental inquiries, (3) comply with valid legal process, and (4) protect the rights or property of P.A.D.. In the event there is a change in the corporate structure of P.A.D. such as, but not limited to, merger, consolidation, sale, liquidation, or transfer of substantial assets, P.A.D. may, in its sole discretion, transfer, sell or assign information collected on and through this Site, including without limitation, personally identifiable information and aggregate information concerning visitors, to one or more affiliated or unaffiliated third parties.

Companies That Are Service Providers of Phi Alpha Delta.

Sometimes we hire companies to help us deliver products or services, like a

shipping company that delivers a package. In those instances, we need to share your information with them. These companies are solely "Service Providers", and they are allowed to use the information only to deliver the product or service.

If I link to another Web site and provide information to that Web site, how will that information be handled?

This Site may contain links to other Web sites. If you link to another Web site, you will leave this Site and this Policy will not apply to your use of, and activities on, those other Web sites. We encourage you to read the legal notices posted on those other Web sites, including their privacy policies. We shall have no responsibility or liability for your visitation to, and the data collection and use practices of, those Web sites.

How does P.A.D. protect the information I provide to this Site?

We take reasonable precautions to safeguard information transmitted between visitors and the Site and information stored on our servers. We use Secured Socket Layers encryption for the transmission of data to our servers during member sign in and order check out. Despite these efforts, however, we may be unable to prevent and shall not be responsible for unauthorized access to such information by third parties.

Where will P.A.D. store and maintain information about me?

We maintain this Site in the United States. By providing personal and other information to this Site, visitors understand and consent to the collection and the processing of such information in, and the transfer of such information to, the United States and other countries or territories, in accordance with the terms of this Policy.

Can P.A.D. change this Policy?

Yes. We reserve the right to change this Policy in order to address future developments of P.A.D. or the Site or changes in industry or legal trends. Depending on the nature of the change, we will either announce the change (1) on the home page of the Site, (2) provide such notice via e-mail to Members who provide us with their e-mail address, or (3) take such other action as we deem appropriate under the circumstances. By continuing to use this Site following an announcement of any change, you will be deemed to have agreed to such change. If you do not agree with the terms of this Policy, as it may be amended from time to time, in whole or part, please do not continue using this Site. If you have any questions or comments about this Policy, please feel free to contact us at info@pad.org.

Whom do I contact with questions or concerns about this privacy policy?

If you need further assistance, please contact us:

Phi Alpha Delta Law Fraternity, 606 Baltimore Ave, Ste 303 Towson, MD 21204 410-347-3118 info@pad.org.

ARTICLE 22 – Fraternity Policy Manual Publication & Submittal Procedures

(adopted March 10, 2018)

Should a member want to propose an amendment to the Fraternity Policy Manual, the proposal shall be submitted in writing and accompanied by a statement specifying the purpose intended to be accomplished by the proposed amendment. Such submittal shall be made to the Executive Director either by mail or electronically transmitted to the Executive Office. Once received the Executive Director shall send the proposal to the International Executive Board for review and consideration.