

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



P.A.D. ALUMNI CHAPTER BOOK OF THE RITUAL

INSTALLATION, REACTIVATION, CHARTER, NEW MEMBERS & NEW
OFFICERS

PHI ALPHA DELTA
LAW FRATERNITY, INTERNATIONAL

606 Baltimore Ave, Suite 303 • Towson, MD 21204

P: (410) 347-3118 • F: (410) 347-3119 • info@pad.org

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TABLE OF CONTENTS

FOREWORD.....	3
CHAPTER I – INTRODUCTION.....	3
CHAPTER II – CONDUCT OF CHAPTER BUSINESS.....	4
A. Ordering of Chapter Room.....	4
B. Opening of Meetings.....	4
C. Closing of Meetings.....	4
CHAPTER III – FORMAL INITIATION.....	5
A. Foreword.....	5-6
B. Checklist.....	6
C. The Ordering of the Room	7
D. The Formal Initiation Ceremony.....	7-15
E. Formal Ceremony – Honorary Members.....	15-17
F. Informal Initiation Ceremony.....	17-18
CHAPTER IV – ELECTION OF ALUMNI CHAPTER OFFICERS.....	18
A. Foreword.....	18
B. Election Procedure.....	18-19
CHAPTER V – INSTALLATION OF OFFICERS.....	19
A. Foreword.....	19-20
B. Checklist.....	20
C. Formal Installation – Alumni Chapter Officers.....	21-22
CHAPTER VI – COMMEMORATION OF A MEMBER’S DEATH	23
A. Foreword and Checklist	23
B. Formal Ceremony at the Funeral or Gravesite.....	23-24
C. Memorial Ceremony in the Chapter Room.....	24-25
CHAPTER VII – HONORARY INITIATION.....	25
A. Foreword.....	25
B. Formal Ceremony.....	25-28
CHAPTER VIII – CHARTER CEREMONY.....	28-29
CHAPTER IX – REACTIVATION CEREMONY.....	29-30

FOREWORD

Our Fraternity was founded on certain principles and ideals: integrity, compassion, courage, professionalism, service, diversity, and innovation. It is the purpose of this Ritual to preserve these principles and ideals in concrete terms and ensure their continuity.

The Ritual expresses the fundamental ideals and principles of Phi Alpha Delta. In some matters practices differ as conditions differ, and the By-Laws of any one chapter may differ from the rest. However, the ideals upon which the Fraternity is founded are uniform and permanent. Therefore, the Ritual cannot be changed. As years go on, the words and phrases become known to member after member. Long use hallows them. Through them, the hopes, aspirations, and high ideals of Phi Alpha Delta and its members are expressed and passed on to new members.

Each officer of the chapter has ritualistic duties in addition to the duties of government and control of the chapter. Therefore, each officer, at the commencement of the term of office, should read the Book of Ritual thoroughly to obtain a concept of the Ritual as a whole, knowing in exactly what parts thereof they will be called upon to assist. While the Rituals are so designed that they may be read, and sufficient copies are supplied for that purpose, it is important that those participating be sufficiently familiar with their parts to deliver them intelligently.

The Ritual should be spoken in a voice which is calm and deliberate. Speak clearly but without ostentation. Let the words of the Ritual be reflected in the manner in which you portray them. Here you speak not for yourself but for your chapter and the entire Fraternity.

I – INTRODUCTION

As you prepare to exemplify the Ritual of Phi Alpha Delta—on whatever the occasion may be—take just a few moments to reflect on the impressions made on you at your Initiation, at the meetings of your chapter, and some of the other occasions when the Ritual was used.

Were these occasions impressive and inspirational? Or, was the significance of the Ritual lost forever to those who participated in the ceremonies due to the manner in which it was exemplified?

The answer to these questions will have a great deal to do with the ability of Phi Alpha Delta to progress as a universal Fraternity, with the success of your chapter, and with the possibilities for each of us to attain the objectives for which the Fraternity was established.

Over the years much time and thought has been devoted to the methods and language that would adequately convey through these formal expressions the basic principles and ideals for which our Fraternity stands.

II – CONDUCT OF CHAPTER BUSINESS

The exercise of reasonable care in the presentation of the Ritual will yield a ceremony which will have lasting significance for everyone and express the fundamental principles and ideals of Phi Alpha Delta.

A. Ordering of Chapter Room

Before the chapter meets, the room should be arranged in proper order for the business at hand. It is the duty of the Marshal of the chapter to make the necessary arrangements for the chapter meeting and to ensure that the room is properly arranged.

It is important that each chapter provide a form of order for the meeting which will ensure an appropriate and practical setting for conducting its proceedings in the manner prescribed in the Ritual. The arrangement should be based upon a courtroom setting.

B. Opening of Meetings

The Justice should determine that the ordering of the room is consistent with Part A of this chapter, then ascertain that all officer posts are occupied, designating substitutes where necessary. If the Justice is absent, the Vice Justice should serve in such capacity.

The Marshal should urge all members to take their seats and close the meeting room doors. In keeping with the tradition of this Fraternity and for purposes of uniformity in operating procedures, all meetings should be opened in the following manner.

The Justice should sound the gavel ONCE and say:

JUSTICE: I now declare this meeting of _____ Alumni Chapter of Phi Alpha Delta duly opened for business. Let's proceed with the order of business, keeping in mind the principles and ideals of Integrity, Compassion, Courage and Professional Service upon which our Fraternity is founded.

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

C. Closing of Meetings

After the business of the chapter meeting has been concluded, the Justice shall say:

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

If there is no response, the Justice shall rise and say:

JUSTICE: Please rise. We have gathered here to advance in this meeting the principles and ideals of Phi Alpha Delta. Before we began, we directed our minds to the noble purpose of the Fraternity.

In closing, let us lay aside any differences of opinion that may have arisen. Elsewhere they may breed hard feelings and deep enmities; but not so with us. For us they are, and must ever be, forgotten in that bond of fraternalism, Phi Alpha Delta, which we all share.

I now declare this meeting of _____ Alumni Chapter adjourned.

III – FORMAL INITIATION

A. Foreword

The objective of the Formal Initiation is to impress upon all persons attending the principles and ideals of Phi Alpha Delta. The various parts of the Initiation Ceremony are to be presented by the officers of the chapter. This is a part of each officer's duties, and no members should ever substitute for an officer, except in case of necessity.

This chapter contains two formal ceremonies for Initiation into Phi Alpha Delta and one informal ceremony. The ceremony set forth in Part D applies to the induction of Active New Alumni Members and may be used, in the sound discretion of the chapter Justice, for the initiation of Honorary members. Part E may be used for the separate initiation of Honorary members. Part F may be used if time constraints do not permit a full formal Initiation Ceremony.

To ensure that the Initiation Ceremony will go as smoothly and impressively as possible, the following specific suggestions are provided:

- Begin plans for the Ceremony as far in advance as practical. Make certain the date selected has minimum conflicts with other activities and is convenient for all concerned.
- Chapter members and anyone else you wish to have present at the ceremony should be notified of the date, location, speakers, and other arrangements as far in advance as is practical.
- The formal Initiation should take place in an actual courtroom if possible. If this is not possible other suitable facilities may be used, and in this event, care should be taken to ensure that such facilities are as similar as possible to a courtroom. In any event, the utmost care should be exercised to avoid distractions during the Initiation.
- The Justice should ensure that all who have speaking parts have a separate and complete Book of the Ritual. The confusion resulting from a missing book or missing pages in such books can destroy the dignity of the Initiation. Participants should become thoroughly familiar with the text for proper phrasing and emphasis.

- A rehearsal is advised, particularly when some of those talking part have not previously done so.
- Before the Ceremony begins, the Justice should be assured by the Clerk that all personal records have been duly certified and by the Treasurer that all financial obligations have been met. Preferably this should be done prior to the day of Initiation.
- Arrangements should be made by the Marshal in advance for the judicial robes to ensure that they are in good condition and will fit properly the persons for whom they are intended.
- The Clerk should provide the officers in advance and in writing with the names of all new members. Special care should be taken to assure that the names are pronounced distinctly and correctly whenever the names are used. If any new members are not present, the Marshal should make sure their names are deleted from the lists and that all officers are so advised.
- Above all, all parts of the Ceremony should be read slowly, distinctly, loudly and with proper emphasis and feeling.

B. Checklist

It is the responsibility of the chapter Marshal to ensure that the room in which the Initiation is to take place is properly arranged before the Ceremony and is returned to its original condition following the Initiation.

The following checklist items should be acquired prior to the time of the Ceremony to ensure that the room may be properly arranged. Informal ceremonies may take place without most of these materials.

	Six copies of this Ritual of Phi Alpha Delta
	Six black judicial robes
	The Chapter Banner
	The Coat of Arms of the Chapter
	The Chapter Roll Book (<i>pages dated as date of the initiation</i>)
	The Chapter Gavel
	Two cloth runners, 3 yards in length (<i>one royal purple, one old gold</i>)
	One P.A.D. Membership Pin or one red carnation (<i>with pin</i>) for each initiate
	Two pens
	Sufficient chairs for each new member to be seated at the appropriate times
	- Ten candles (5 purple, 5 gold) - Ten candleholders (<i>optional</i>)

	One roll of scotch tape or masking tape
	Three alphabetical listings of all initiates

C. The Ordering of the Room

1. The Room

The Initiation Ceremony should be conducted in an actual, operating courtroom. Only where it is impossible to secure a courtroom should another location be used. In that event, every effort should be made to arrange the room in a manner as closely resembling a courtroom as possible.

The room in which the Initiation is to be conducted should be of adequate proportions and as secure from intrusion as possible.

The lighting of the room in which the Initiation is conducted should always be dim and subdued. It is most effective to conduct the ceremony with only such light as is needed to enable the various parts of the Initiation Ceremony to be read with ease.

2. The Arrangement and Seating

While the room is being arranged, only those members actively engaged in making such arrangements should be admitted. Only after the room has been fully and properly arranged should others be allowed to enter.

The ordering of the room varies from that provided for other meetings in its arrangement to provide additional space in front of the bench from which the Justice presides. In this space shall be placed a smaller table, as shown in the diagram, with a runner of purple extending over the length of it and a runner of gold extending over the breadth of it. On the left of this table (as viewed from the seat of the Justice) should be placed the Roll of the Chapter and on the right of the table should be placed the Coat of Arms.

In front of the table holding the Roll and the Coat of Arms should be a large open space in which the new member(s) should be seated. If International, District or former Chapter Officers are present and invited to participate in the Initiation, they may be seated to the right and left of the Justice at the Bench.

D. The Initiation Ceremony

After the room has been properly prepared and the officers have taken their proper seats, the Marshal shall go to where the initiate(s), chapter members, and chapter guests are assembled and inform them that the Initiation is about to commence. The Marshal shall admit the chapter members into the room where the Initiation is to take place and seat them in the chairs reserved for members. Then the Marshal shall escort the guests into the room and seat them in the seats reserved for guests.

The Marshal and a designated member shall return to where the new members are waiting and shall form them into a single line in alphabetical order. After this is accomplished, the designated member shall return to the chapter room and indicate to the Chapter Justice that the new members are ready to be escorted into the presence of the chapter

While the chapter Justice is being so informed that the new members are ready to be escorted into the Chapter Room, the Marshal shall address the new members:

MARSHAL:

I will now escort you into the presence of the _____ Alumni Chapter for your initiation into Phi Alpha Delta. Please give your serious attention to our statement of principles and ideals which will be given to you during this ceremony.

As you enter the room, please remain standing until you are asked to be seated.

When notified that the new members are ready to enter, the Justice shall sound the Gavel and say:

JUSTICE:

The new members for admission into Phi Alpha Delta are about to be escorted into the Chapter Room.

Will all present please stand.

Whereupon the Marshal shall escort the new members into the Chapter Room and station them before the chairs provided, taking care that the alphabetical arrangement is not disturbed.

Then the Justice shall say:

JUSTICE: Please be seated

Then the Justice shall sound the Gavel and say:

JUSTICE:

The purpose of this meeting is the Initiation of new members into our Fraternity and chapter. This is a proud and happy occasion for the _____ Alumni Chapter, as the benefits of membership in Phi Alpha Delta and active participation in Fraternity activities will now be possible for a new group of members.

On behalf of the chapter, I extend a cordial welcome to our prospective members and their guests.

I ask your careful attention and earnest consideration of our statement of principles which follows.

The Marshal shall then stand at the front center of the seated new members and shall address the Chapter Justice as follows:

MARSHAL:

Justice _____, I am pleased to present the following new member(s) for membership in Phi Alpha Delta Law Fraternity, International:

Then the Marshal shall read the list of all new members: B.B., C.D., etc.

I request that they be admitted into membership of Phi Alpha Delta so that the Bond of Fraternalism which is the essence of Phi Alpha Delta may be extended to each of them.

Then the Justice shall address the new members thusly:

JUSTICE:

You have been invited to join with us in the membership of Phi Alpha Delta Law Fraternity, International. Before we proceed, however, there is a duty which the laws of the Fraternity lay upon me. I must place before you certain matters of which we request your deepest consideration.

Phi Alpha Delta offers you an opportunity to translate an ideal into the practical side of your professional life. As aspiring members of Phi Alpha Delta, you must assume certain obligations and loyally fulfill them. This being so, in fairness to you and to ourselves, some indication of these obligations should necessarily be given to you at this time.

The fact that you are here together is symbolic of our Fraternity. With a common purpose and united by that bond which is Phi Alpha Delta, we aid each other in finding the way to honorable professional service within the legal profession. United by that bond, we can achieve much for ourselves, for our profession, and for humanity.

The attributes of Integrity, Compassion, and Courage, complemented by Professional Service, are fundamental principles of Phi Alpha Delta, and the indispensable ingredients of the character of a true lawyer. The Chapter Officers, here with me, will now address you concerning these attributes.

Addressing the new members, the Vice Justice shall say:

VICE JUSTICE:

Integrity is one of the indispensable attributes of the legal profession. It is that characteristic which makes a lawyer's services acceptable before the tribunals of our land. It is that unchanging spirit of fidelity to principles which makes it impossible for a true lawyer to mislead a court, distort the rule of law announced in a decided case, or deceive a client as to the strength or weakness of his cause. It is that undeviating loyalty to truth which makes it impossible for one lawyer to mislead another as to the status of a matter, the availability of witnesses, or the merits of a cause. It is that subordination of one's own personal gain or an advantage for one's client to a higher principle which makes candor a habit and a lawyer's word a universally accepted bond.

Integrity makes each lawyer a custodian of those high principles of the legal profession which ensure our heritage of human freedoms, individual liberties and equal justice under law for all of our citizens; to tolerate the abridgement of these principles is to forfeit the right to declare that one is “of the law” - a lawyer.

Addressing the new members, the Clerk shall say:

CLERK:

Compassion and Courage are two additional principles which every lawyer must possess.

Compassion leads a lawyer to accept the cause of the unfortunate, the underprivileged, and those who are the object of scorn and public disfavor.

Courage brings the lawyer to press these causes and to defend the rights of these persons with full abilities and a stout heart.

Compassion and Courage are essential if a lawyer is to be a true servant of the law for all the people. One who would serve the law and attempt less than complete loyalty to these principles is unworthy of the status of a lawyer, or of membership in this Fraternity.

Addressing the new members, the Treasurer shall say:

TREASURER:

In conjunction with the principles of Integrity, Compassion, and Courage - and deriving strength from them - is another which is required.

This principle is Professional Service.

Professional Service is of vital importance in our ever-changing world and increasingly complex society. Professional competence is the capstone of a lawyer's essential structure of principles and virtues. Public trust demands the enlightened leadership which lawyers are especially well qualified to provide. If the legal profession is to fulfill its responsibilities to society, we, as lawyers, must assume the obligations of effective and competent professional service and must discharge these responsibilities with the utmost of our abilities. Only then will our free institutions survive and the principle of Equal Justice Under Law become a reality for all of humanity.

Competent and effective Professional Service, in every form, is a proper complement to a lawyer's indispensable attributes of Integrity, Compassion, and Courage and is the essence of Phi Alpha Delta.

JUSTICE:

So that you may better understand your responsibilities as a member of Phi Alpha Delta, the Chapter Vice Justice will now explain to you the symbolic meaning of our Coat of Arms.

Whereupon the Marshal shall place the Coat of Arms in a position where it is readily visible to all the new members and proceed to a standing position adjacent to the initiates. After this has been accomplished, the Vice Justice shall address the new members thusly:

VICE JUSTICE:

Before you is the Coat of Arms of our Fraternity. An understanding of the symbols of our Coat of Arms will give you a better understanding of the principles and ideals of Phi Alpha Delta and of your responsibilities as a member of our Fraternity.

The Book of Law, located on the right side of the shield, typifies that immortal and undying spirit which is in truth the Law - to which all precedents must bow and all rules conform. May this spirit, which is the law, inspire you with an ever-abiding faith in the Rule of Law, which is worthy of your loyalty and support. *(pause)*

The Lamp of Learning, located above the shield, signifies that only through great industry and application will true learning be acquired. To be worthy of the title... "a lawyer" ... you must be diligent in your application to the study of law throughout your legal career. Only then will your accomplishments serve as a true guide to those who follow you. *(pause)*

The Scales of Justice, located on the left side of the shield, represents the impartiality of the Rule of Law which gives to every individual true justice, without favor or distinction. You are of the law – a lawyer – only if you can judge with impartiality and fairness to all. *(pause)*

The Scroll, located below the shield, contains the name of our Fraternity, Phi Alpha Delta, and signifies that fraternal bond which unites us into a cohesive force for the advancement of the legal profession and of our Fraternity. *(pause)*

Our name, Phi Alpha Delta, connotes the Greek phrase "Philos Adelphos Dikaaios". Translated into our contemporary language "Philos Adelphos Dikaaios" (*Fee-los A-delfos Dekayos*) stands for "Justice is a Dear Brother", and in another translation, "Love of humanity and justice for all."

Our name thus signifies the two basic precepts upon which our Fraternity is founded: Fraternalism - the joining together in a common spirit; and Justice - that ideal which we who have chosen the legal profession must preserve by exemplifying the principles of Integrity, Compassion and Courage and by devoting our time and talent to Professional Service. *(pause)*

The Column, which supports and sustains all the other symbols on the Coat of Arms, represents our membership, whose duty it is to maintain the principles and ideals of Phi Alpha Delta and to pass them on, intact, to those who follow us.

Then the Marshal shall return to seat provided for the Marshal. Thereafter, the Justice shall say:

JUSTICE:

So that you may have a better understanding of the principles upon which our Fraternity was founded, the Chapter Clerk will now address you.

Thereupon, the clerk shall address the new members thusly:

CLERK:

Phi Alpha Delta is unique in that it is the only law fraternity which was founded as a result of a legal controversy. It has grown to its size and structure today from a series of events commencing in 1897.

On November 4, 1897, the Illinois Supreme Court, without prior notice, adopted a rule retroactively affecting all new members for admission to the Bar. In response, a group of law students formed the Law Student League with the avowed purpose of obtaining an exemption for those students who had commenced their legal education prior to the adoption of this rule. The League was successful in obtaining passage by the Illinois Legislature of an act exempting these students from its provisions. That organization of students was then formally organized in 1897 as Lambda Epsilon Fraternity, Lambda standing for "law" and Epsilon for "equity".

It soon became apparent that this type of organization had universal appeal and that its benefits should be made available to all members of the legal profession. Accordingly, Lambda Epsilon Fraternity was dissolved by unanimous action of the Third Biennial Convention, meeting at the Colonial Tavern in South Haven, Michigan. On the next day, July 27, 1902, the "Articles of South Haven", which were to be the foundation of Phi Alpha Delta, were adopted by those in attendance.

At a subsequent meeting in Chicago the Articles, a Constitution, Ritual, and Rules to govern the new organization were formally adopted. The name Phi Alpha Delta was chosen, denoting a continuing bond of friendship among members of the Law Student League and of Lambda Epsilon Fraternity and of the new Fraternity.

By 1910 the number of chapters had grown to twenty-three. In 1969, the Fraternity chartered its first active chapters outside the boundaries of the United States with the establishment of chapters in Canada and Puerto Rico. In 1972, Phi Delta Delta Law Fraternity, the leading law fraternity for women, was, by joint resolution, merged into Phi Alpha Delta, and 5,000 leading women judges, lawyers, educators and law students became members of Phi Alpha Delta.

Thus, growing from a tiny nucleus originating in a legal controversy at the turn of the century, Phi Alpha Delta has achieved a position of preeminence among the law fraternities.

As you become members of Phi Alpha Delta, we ask your aid and support to ensure that our Fraternity and its principles will endure into the future - as it has in the past - with the aid of those who have preceded you as members of Phi Alpha Delta Law Fraternity, International.

Then the Justice shall address the new members:

JUSTICE:

You have now heard our statement of those principles and ideals which must dominate the professional activities of a member of Phi Alpha Delta, and indeed, of every member of the legal profession. *(pause)*

To signify your acceptance of these principles and ideas as your own, I will now administer to you the Oath of Membership in Phi Alpha Delta Law Fraternity, International.

Will the new members please stand.

Then the Marshal shall stand at the rear of the new members. Thereupon, the Chapter Justice shall stand and raising the right arm in the manner of giving an oath, shall administer the Oath of Membership, saying:

JUSTICE:

Raise your right hand and repeat after me:

I solemnly and sincerely promise and swear...that I will support...the laws and legal precepts of my country...and of its legal entities...that I will respect their courts...and obey their legal mandates...that I will be just and honorable...in all my professional activities...and will be faithful...to those whom I represent...and that I will support...the Policies and Principles...of Phi Alpha Delta Law Fraternity, International...insofar as they do not conflict...with my religious or civil duties.

JUSTICE: Please be seated.

After all the new members have been seated, the Marshal shall return to the regular station, and the Justice will be seated. Thereupon, the Justice will say:

JUSTICE:

In a moment you will sign the Official Roll of the Chapter signifying your formal entry into the membership of this chapter.

You will receive the Fraternal Greeting of the Fraternity, which consists of a normal handshake with the index finger extended along the wrist of the other member touching the pulse. This greeting is symbolic of the Bond of Fraternalism which Phi Alpha Delta exemplifies.

Thereupon, the officers shall leave their posts and in single file, station themselves near the table upon which the Roll of the Chapter is placed, as shown in diagram below:

After all officers are at their proper stations, the Clerk shall open the Roll of the Chapter to the proper place and distinctly call, alphabetically, the name of each initiate, who will then sign the Roll.

After the signing of the Roll of the Chapter, the Justice shall extend the Fraternal Greeting to each initiate, followed by the Vice Justice and Treasurer.

It is appropriate and recommended at this portion of the ceremony that each initiate be invested by the Vice Justice and Treasurer, aided by the Marshal, with a Fraternity pin, or in lieu thereof, with a Red Carnation, the official flower of the Fraternity.

Therefore, each initiate should return to the seat heretofore provided. After the above has been accomplished, the officers shall return to their seats.

Then the Justice shall address the chapter, saying:

JUSTICE:

Members of Phi Alpha Delta, I take you all to witness that the new member(s) here present have been duly initiated into our Fraternity and chapter, have taken the Oath of Membership, and have signed the Official Roll of the Chapter.

Then the Justice will sound the gavel and shall address the new members:

JUSTICE:

Will the new members please stand.

After all new members are standing, the Justice shall stand and raise the right arm in the manner of giving an oath and say:

JUSTICE:

Now, by virtue of the authority vested in me, I declare you members of Phi Alpha Delta Law Fraternity, International, and of the _____ Alumni Chapter of the Fraternity. I hereby invest you with all the rights and privileges appertaining thereto.

Please be seated.

After all new members are seated, the Justice will be seated and, addressing the new members, shall say:

JUSTICE:

On behalf of all members of Phi Alpha Delta, I extend to you a cordial welcome into our Fraternity. We are happy to have you join with us in furthering the principles and ideals of Phi Alpha Delta.

Here the Justice may add such additional words of welcome as are appropriate.

If there is an International Officer, District officer, or distinguished member present who wishes to greet the new member(s), they may also add such additional words of welcome as are appropriate.

JUSTICE:

Your initiation into Phi Alpha Delta is now completed, and you are now full members with us in Phi Alpha Delta. I charge each of you to hold foremost in mind the principles and ideals to which you have subscribed today. With your help, Phi Alpha Delta can remain a real, living force for the advancement of our profession and so of humanity.

ADJOURNMENT

The Justice shall sound the gavel and say:

JUSTICE:

Will everyone present please stand.

We have gathered here today to advance in this meeting the principles and ideals of Phi Alpha Delta by the initiation of the new member(s) present here with us.

The admission of our new member(s) will ensure the future of Phi Alpha Delta and of our chapter, and we are indeed proud to have them join us in Phi Alpha Delta.

In adjourning this meeting, let us do so with the firm resolve that our new members will be made welcome into our midst as full members of this Fraternity and chapter.

I now declare this meeting of the _____ Alumni Chapter of Phi Alpha Delta Law Fraternity, International, adjourned.

Thereafter, the members present will be afforded the opportunity to greet and congratulate the new members.

E. Formal Ceremony - Honorary Members

When the time has come to confer Honorary Membership upon a new member for that honor, and everything is in readiness, the Justice should rise and say whichever of the following is appropriate:

JUSTICE:

By consent of the International Executive Board of our Fraternity, it is now my pleasure to proceed to confer Honorary Membership in this chapter of Phi Alpha Delta upon_____.

Then the Justice may, if appropriate, speak of the qualifications of the new member and then shall address the new member thusly:

JUSTICE:

Phi Alpha Delta was founded in 1902 and exists today as a cohesive force uniting students and teachers of the law with members of the Bench and Bar in a professional association designed to advance the ideals of liberty and equal justice under law; to stimulate excellence in scholarship; to foster integrity and professional competence; to inspire the attributes of

compassion and courage among our members in applying the rule of law; to promote the professional development and advancement of our members; so that each member may enjoy a lifetime of honorable professional service.

Then the Justice shall pause, and shall say:

JUSTICE:

The principles to which we are dedicated having been laid before you, I now ask whether you will subscribe with us to them and will regard yourself as a member with us in Phi Alpha Delta?

After the new member has signified assent, the Justice shall say:

JUSTICE:

I will now administer the Oath of Membership to which every member of Phi Alpha Delta subscribes.

JUSTICE:

Will all present please stand.

Then the Justice should administer the Oath, as follows: (pauses are indicated by the ellipsis).

JUSTICE:

Raise your right hand and repeat after me.

I solemnly and sincerely promise and swear...that I will support...the laws and legal precepts of my country...and of its legal entities...that I will respect their courts...and obey their legal mandates...that I will be just and honorable...in all my professional activities...and will be faithful...to those whom I represent...and that I will support...the Policies, Rules, and Precepts...of Phi Alpha Delta Law Fraternity, International...insofar as they do not conflict...with my religious or civil duties.

Then the Justice should say:

JUSTICE:

In recognition of your professional standing and devotion to the law, in token of your dedication to the principles of our Fraternity, and in evidence of the high esteem in which this chapter and Fraternity hold you, I now invest you with the Honorary Key of Phi Alpha Delta Law Fraternity, International.

Then the Justice should place the Honorary Key, suspended from purple and gold ribbons, around the neck of the Honorary Initiate and present him with a Membership Certificate.

JUSTICE:

I now take great pleasure in presenting to you _____(*name with title of the new member*) as a member of Phi Alpha Delta Law Fraternity, International.

If appropriate, the Honorary Member should be given the opportunity to acknowledge the honor and address the audience. Following the completion of the ceremony, the Justice should privately impart the Fraternal Greeting of the Fraternity, and have the initiate sign the Official Roll of the Chapter.

F. Informal Ceremony – Alumni Members

If the formal ceremony in Section D is not possible due to time or location restrictions, this informal ceremony may be used in its place. This informal ceremony should only be used for new alumni members. It does not take the place of the ceremony for Honorary Members.

The Justice will address the assembled members:

JUSTICE:

We are honored to have as a new member for admission to Alumni Membership in Phi Alpha Delta's _____ Alumni Chapter.

Phi Alpha Delta was founded in 1902 and exists today as a cohesive force uniting students and teachers of the law with members of the Bench and Bar in a professional association designed to advance the ideals of liberty and equal justice under law; to stimulate excellence in scholarship; to foster integrity and professional competence; to inspire the attributes of compassion and courage among our members in applying the rule of law; to promote the professional development and advancement of our members; so that each member may enjoy a lifetime of honorable professional service.

The principles to which we are dedicated having been laid before you, I now ask, will you subscribe with us to them and regard yourself as a member with us in Phi Alpha Delta?

After the new member has signified assent, the Justice shall administer the Oath of Membership

JUSTICE:

I will now administer the Oath of Membership to which every member of Phi Alpha Delta subscribes. Will all present please stand.

All members should stand

Raise your right hand and repeat after me.

I solemnly and sincerely promise and swear...that I will support...the laws and legal precepts of my country...and of its legal entities...that I will respect their courts...and obey their legal mandates...that I will be just and honorable...in all my professional activities...and will be

faithful...to those whom I represent...and that I will support...the Policies, Rules, and Precepts...of Phi Alpha Delta Law Fraternity, International...insofar as they do not conflict...with my religious or civil duties.

In recognition of your willingness to join with us in the furtherance of the goals of Phi Alpha Delta, and in token of the esteem in which this Chapter holds you, I now present you with your membership pin and certificate.

The Justice shall address the assembled members and say:

JUSTICE:

I now take great pleasure in presenting to you (initiate's name) as a member of Phi Alpha Delta Law Fraternity, International.

IV – ELECTION OF ALUMNI CHAPTER OFFICERS

A. Foreword

The selection of chapter leadership is a vital factor in the future of the alumni chapter involved and of the Fraternity as a whole. To impress this upon all members and to aid the Justice in this regard, a formal procedure is provided.

Experience has shown that from time to time, there may be a tendency to put forward a slate of nominees and then move to fill all the offices simultaneously. However common this practice may be in other places, it has nothing to commend it in the election of chapter officers and, therefore, it is recommended that the nominations for each office be made separately, and each office filled before the nominations for the succeeding office are made.

The Justice should study carefully chapter By-Laws provisions pertaining to the election of officers to assure that such requirements will be fully satisfied. It is of great importance that there be no uncertainty as to the absolute validity of each election.

If such By-Laws provide for the use of a nominating committee, its members should be appointed, and the committee's report received in time to permit adequate notice to the chapter of the time and place of election and the slate of nominees.

B. Election Procedure

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

JUSTICE:

The chapter officers to be chosen at this meeting, as provided by our chapter By-Laws, are the Justice, the Vice Justice, the Clerk, the Treasurer, and the Marshal. You know the duties of each office, and the qualifications which the incumbent of each must possess. No one office is more important than another. We are not concerned now with the awarding of honors, but with the placing in each office of that member among us best suited to hold it. Therefore, let us proceed, remembering that we act here to select the leadership of _____ Alumni Chapter and, in so doing, to strengthen Phi Alpha Delta as a whole.

Nominations are in order for the Office of Justice.

First, the Nominating Committee should submit its nominee or nominees for Justice, after which nominations from the floor are in order. If only one name is put in nomination, a motion is in order that the Clerk cast a unanimous ballot for the nominee. If, however, more than one name is placed in nomination, the election shall proceed until one nominee has received a majority of the votes cast.

JUSTICE:

The result of the ballot for the Office of Justice is as follows: *(Justice shall announce the result.)*

Therefore, I declare _____ duly elected as Justice of this chapter for the ensuing term of office. Nominations are now in order for the Office of Vice Justice.

Then the election of the Vice Justice shall proceed in a similar fashion. When it is concluded, the election of the Clerk should follow, and then the Treasurer and Marshal in order.

When all the officers have been elected, the Justice should say:

JUSTICE:

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

The Justice should read aloud the names and the office to which each has been elected.

The Justice should then either install the newly elected officers or announce the date when the installation will take place.

V –INSTALLATION OF CHAPTER OFFICERS

A. Foreword

The Installation of Chapter Officers should be a solemn and dignified event. It is important that chapter officers-elect and other members be reminded that they are not merely an isolated

group, sufficient unto themselves, but a part of an international organization, composed of many chapters and thousands of members, both students and alumni, residing throughout the world.

Each chapter elects officers periodically to transfer and carry out the responsibilities and duties of leadership at the individual chapter levels. Unless all levels and segments of the Fraternity are coordinated and work closely together, however, neither the individual chapter nor the Fraternity can long continue to be effective.

In order to function properly, Chapter Officers must have appropriate knowledge of their duties and obligations both to their own chapter and to the rest of the Fraternity. To that end, this Procedure is provided.

B. Checklist

The following checklist items should be noted.

1. The outgoing Justice should make a special effort to assure the attendance of all officers-elect for the Installation Procedure.
2. The names and titles of the officers-elect should be given to the Installing Officer in writing before the Installation begins.
3. The outgoing Justice should designate a member to serve in such capacity.
4. The Installation will have added dignity if held in a courtroom.
5. The outgoing Justice should bring the chapter gavel to the meeting.
6. Both the outgoing Justice and the Justice-elect should prepare in advance suitable remarks to be made at the conclusion of the Installation.
7. A list of the newly installed officers, including addresses and telephone numbers, should promptly be transmitted to the Executive Office and the District Justice.
8. Absentee officers-elect should subsequently be duly installed in office, and as promptly as possible.
9. The newly-elected Justice should assume the responsibility of having the respective retiring and elected officers confer immediately for the purpose of transferring records and otherwise discussing the respective duties of their offices, in order to assure maximum continuity in chapter activities.
10. Appropriate publicity about the Installation and the Officers involved should be arranged.

C. Formal Installation - Alumni Chapter Officers

OUTGOING JUSTICE:

The officers of _____ Alumni Chapter for the ensuing term have been duly elected and are present here with us. The time has arrived for their installation in office, so that we to whom the welfare of this chapter has been entrusted may safely relinquish our posts, confident in the knowledge that all the duties and responsibilities which they entail have been transferred securely to the strong and able hands of the members chosen by the chapter to direct its affairs for the ensuing term of office.

It is my privilege and great pleasure at this time to welcome and to introduce to you _____ *(name with title)* who is with us to act as Installing Officer.

The Justice may add such further introduction of the Installing Officer as may be appropriate, and shall then say:

INSTALLING OFFICER:

Marshal _____, will you please conduct the officers-elect here to receive their charge.

The Marshal shall escort the officers-elect forward, stationing them in a line facing the Installing Officer in the following order, beginning on the Installing Officer's left: Marshal-elect, Treasurer-elect, Clerk-elect, Vice Justice-elect, and Justice-elect.

The Marshal shall then say to the Installing Officer:

MARSHAL: _____ *(name)*, I present to you the newly elected officers of _____ Alumni Chapter:

_____ elected as Marshal;
_____ elected as Treasurer;
_____ elected as Clerk;
_____ elected as Vice Justice;
_____ elected as Justice.

INSTALLING OFFICER:

To you are about to be given the governing power and authority in _____ Alumni Chapter, the duties necessary to its successful administration, and the responsibility for its welfare and its continuing progress in carrying forward the important work of this chapter and of Phi Alpha Delta Law Fraternity, International.

I charge each of you to study carefully the By-Laws, and policies of this Fraternity and the By-Laws of this chapter which will govern your conduct and your functions in the respective offices which you now assume. Remember, however, that these describe no more than the basic requirements of the positions entrusted to you by the membership of _____ Alumni Chapter.

Much more will be required of you to ensure the strength of this chapter and the continuity of its contribution as a vital force in accomplishing the high aims and purposes of Phi Alpha Delta. It is only through a positive program of leadership by the Justice, and a full measure of effort and devotion by the other officers, that your chapter can fulfill its mission in Phi Alpha Delta and render the service which it should to the legal profession and the public.

Each of you will obtain from the officer whom you succeed in office the chapter property, records, documents, or funds for which the incumbent of your position is responsible, and such information on pending or prospective chapter business as will assist you to continue the work of the chapter without interruption. Before administering the Oath of Office, I wish to direct your attention to one other duty, which, if neglected, could have serious effects on the welfare of your chapter and on the work of Phi Alpha Delta as a whole. If circumstances should arise in which any of you becomes unable to carry out the responsibilities entrusted to you as an officer of this chapter, it will be your duty to take whatever steps are necessary to see that the proper persons are notified and that prompt arrangements are made for such reassignment of your responsibilities as will ensure that the continuity of the business and programs of the Fraternity will not be jeopardized as a result of your inability.

And now, please raise your right hands and repeat after me the following Oath of Office:

Pauses indicated by ellipsis.

INSTALLING OFFICER:

I do solemnly and sincerely promise and swear...that I will faithfully perform the duties...of the office I am about to assume...according to the letter and the spirit...of the Rules, and Principles...of Phi Alpha Delta Law Fraternity, International.

Then the Installing Officer shall say:

INSTALLING OFFICER:

Now, by the authority vested in me, I declare you to be the duly installed officers of _____ Alumni Chapter, Phi Alpha Delta Law Fraternity, International. _____ *(name of the new Justice)* you will now receive from _____ *(name of retiring Justice)* the gavel which symbolizes your authority for the maintenance of justice and order in this chapter and for its continuing welfare and prosperity.

Whereupon the retiring Justice shall approach the new Justice and extend the Chapter Gavel. Thereafter the Installing Officer shall address all of the new officers thusly:

INSTALLING OFFICER:

You will now take your respective seats and assume the duties of your office.

It is appropriate at this time that the new Justice comment upon the accomplishment of the retiring chapter officers and on the future plans for the operation and programs of the chapter.

VI – COMMEMORATION OF A MEMBER’S DEATH

A. Foreword and Checklist

It is an important objective of this Fraternity to promote strong bonds of friendship and fraternalism among all members while in life. It is equally proper and desirable to pay a final tribute and showing of respect to a member of Phi Alpha Delta in death. Thus, all chapters - Active and Alumni - and individual members are encouraged to offer a special commemoration of the death of a Member in accordance with the provisions of this chapter, either in the Chapter Room or at the funeral, or both.

The following checklist items should be noted:

1. Obtain permission of relatives of the deceased before offering such commemoration at the funeral or gravesite.
2. Each member present at the funeral should wear a red carnation.
3. An Officiating Member should be designated in advance by the Justice of the local chapter. The Officiating Member should become familiar with the Commemoration Ceremony.

B. Formal Ceremony at the Funeral or Gravesite

The Officiating Member should stand at the head of the casket facing the audience. Other members in attendance should stand in a semicircle around the casket, facing the Officiating Member.

When the members have thus stationed themselves, the Officiating Member shall say:

OFFICIATING MEMBER:

Phi Alpha Delta Law Fraternity has sustained a great loss by the death of _____. While we realize that no expression of sorrow or of grief can undo the inevitable work of death, and while we acknowledge the feebleness of anything we can say to lessen the pain which we all feel, and while it is true that our Fraternity will go forward despite the loss it has sustained, it is fitting and proper that we should pause for a few brief moments to pay our last tribute to one who in life was joined with us in the professional association which is Phi Alpha Delta.

(Here may be added, if desired, personal incidents concerning the deceased member, including activities in Phi Alpha Delta, chapter affiliation, official position held, etc.)

We are all part of a great stream that flows onward through the years toward a common goal which each of us hopes to obtain in our lifetime. During the brief sojourn of our lives, we can so fashion our lives that not even the obscurity of the future can erase our memory from the hearts and minds of those who have known us. So it has been with _____, whose friendship, love and service we have all known and will forever treasure.

Not even time itself can erase from us the contribution of fraternal service and loyalty of our departed member, which will be remembered long after we who are now here are gone. Let us resolve to build to the memory of _____ and of all deceased members - a living Fraternity which never dies - Phi Alpha Delta.

(Then the members should walk slowly in single file past the casket and each should drop a red carnation upon the casket or on the grave.)

C. Memorial Ceremony in the Chapter Room

The Justice shall request the Marshal, prior to the opening of the meeting, to leave a vacant seat for the deceased member which shall be draped in black with a bow of ribbon in the Fraternity colors affixed thereto.

JUSTICE:

As you know, our Fraternity has recently sustained a great loss by the death of _____. While we realize that no expression of sorrow or of grief can undo the inevitable work of death, while we acknowledge the feebleness of anything we can say to alleviate a pain which only time can heal, and while it is true that the life of this Fraternity will go forward despite the loss we have sustained, it is fitting and proper that we should pause to pay our last tribute to one who in life was joined with us in the great bond of our Fraternity.

(Then the Justice should further address the chapter concerning the contributions of the deceased member and may accord an opportunity to other members to do so. Here the deceased member's activities in Phi Alpha Delta, including chapter affiliation, official offices held, etc., should be mentioned.)

Then the Justice shall say:

JUSTICE:

I am now about to order that the seat of _____ be removed from its place, not again to be used until some new member shall come into the Fraternity, as sooner or later all our places must be taken by those who succeed us. While this is being done, let us all rise and stand in silent tribute.

Then the Justice and all the members shall rise and shall stand, while the Marshal removes the seat to another part of the room. Then the Justice and the members shall seat themselves and the Justice shall say:

JUSTICE:

The Clerk of the chapter will note on the Permanent Roll of this chapter the death of _____.

Thereupon, the Justice shall pause, and the Clerk shall open the Roll of the chapter and so indicate. Thereafter, the Justice shall resume and say:

JUSTICE:

Now, let us proceed to carry on the work of this Fraternity, as it must be carried on no matter what losses may be sustained, or what lives may be taken from us. We are all part of a great stream that flows onward through the years toward a common goal. During the brief sojourn of our lives, we can so fashion our lives that not even the obscurity of the future can erase our memory from the hearts and minds of those who have known us. Here today we strike off from the roll of the living a member of our Fraternity. But what _____ has done as a member of this Fraternity, not even time itself can strike off from the living memories of us.

Our works will pass, even as we pass on; there lives only the spirit. But in the spirit of this Fraternity will live the contribution of fraternal service and loyalty of our departed member long after we who are now here are gone.

And now, let us remember that this work still remains in our hands to do, and resolve to build to the memory of all deceased members a fitting memorial - a living Fraternity which never dies - Phi Alpha Delta.

Let us proceed with the Order of Business.

The Clerk shall continue to call the Roll, and the meeting shall proceed.

VII – HONORARY INITIATION

A. Foreword

This ceremony is to be used to confer Honorary Membership at a ceremony **for that purpose only**. This ceremony does not apply if an honorary initiation is being conducted during a full chapter initiation ceremony. For the instructions for honorary membership during an initiation ceremony, consult Chapter 3, Section E.

B. Formal Ceremony

When the time has come to confer Honorary Membership upon the new member for that honor, and everything is in readiness, the Justice should rise and say the following:

JUSTICE:

The purpose of this meeting is for the Honorary Initiation of _____ into our Fraternity and _____ Chapter. This is a proud and happy occasion for Phi Alpha Delta Law Fraternity, International, as the benefits of membership in Phi Alpha Delta and active participation in the Fraternity will now be possible for another member.

On behalf of the Fraternity and the International Executive Board, I extend a cordial welcome to our prospective honorary member.

Then the Justice may, if appropriate, speak of the qualifications of the new member and then shall address the new member thusly:

So that you may better understand your responsibilities as a member of Phi Alpha Delta, the symbolic meaning of our coat of arms will now be explained to you.

Before you is the Coat of Arms of our Fraternity. An understanding of the symbols of our coat of arms will give you a better understanding of the principles and ideals of Phi Alpha Delta and of your responsibilities as a member of our Fraternity.

The Book of Law, located on the right side of the shield, typifies that immortal and undying spirit which is in truth the Law to which all precedents must bow and all rules conform, May this spirit, which is the law, inspire you with an ever-abiding faith in the Rule of Law, which is worthy of your loyalty and support...(pause)...

The Lamp of Learning, located above the shield, signifies that only through great industry and application will true learning be acquired. To be worthy of the title..."A lawyer"...you must be diligent in your application to the study of law throughout your legal career. Only then will your accomplishments serve as a true guide to those who follow you...(pause)...

The Scales of Justice, located on the left side of the shield, represents the impartiality of the Rule of Law which gives to every individual true justice, without favor or distinction, you are of the law...a lawyer...only if you can judge with impartiality and fairness to all...(pause)...

The Scroll, located below the shield, contains the name of our fraternity...Phi Alpha Delta...and signifies that fraternal bond which unites us into a cohesive force for the advancement of the legal profession and of our Fraternity...(pause)...

Our Name...Phi Alpha Delta...connotes the Greek phrase "Philos Adelphos Dikaaios." Translated into our contemporary language "Philos Adelphos Dikaaios" stands for "Justice is a Dear Brother", and in another translation, "Love of Humanity and Justice for All."...(pause)...

Our name thus signifies the two basic precepts upon which our Fraternity is founded: Fraternalism - the joining together in a common spirit; and Justice - that ideal which we who have chosen the legal profession must preserve by exemplifying the principles of Integrity, Compassion and Courage and by devoting our time and talent to Professional Service...(pause)...

The Column, which supports and sustains all the other symbols on the Coat of Arms, represents our membership, whose duty it is to maintain the principles and ideals of Phi Alpha Delta and to pass them on, intact, to those who follow us.

By consent of the International Executive Board of our Fraternity, it is now my pleasure to proceed to confer Honorary Membership in _____ Alumni Chapter of Phi Alpha Delta upon _____.

Phi Alpha Delta Law Fraternity, International was founded in 1902 and exists today as a cohesive force uniting students and teachers of the law with members of the Bench and Bar in a professional association designed to advance the ideals of liberty and equal justice under law; to stimulate excellence in scholarship; to foster integrity and professional competence; to inspire the attributes

of compassion and courage among our members in applying the rule of law; to promote the professional development and advancement of our members; so that each member may enjoy a lifetime of honorable professional service.

Then the Justice shall pause, and shall say:

The principles to which we are dedicated having been laid before you, I now ask whether you will subscribe with us to them and will regard yourself as a member with us in Phi Alpha Delta?

After the new member has signified assent, the Justice shall say:

I will now administer the oath of membership to which every member of Phi Alpha Delta subscribes.

Will all present please stand.

Then the Justice should administer the Oath, as follows: (pauses are indicated by ellipsis).

Raise your right hand and repeat after me.

I solemnly and sincerely promise and swear...that I will support...the laws and legal precepts of my country...and of its legal entities...that I will respect their courts...and obey their legal mandates...that I will be just and honorable...in all my professional activities...and will be faithful...to those whom I represent...and that I will support...the Rules and Precepts...of Phi Alpha Delta Law Fraternity, International...insofar as they do not conflict...with my religious or civil duties.

Then the Justice should say:

In recognition of your professional standing, devotion to the law, and as evidence of your dedication to the principles of our Fraternity, and in evidence of the high esteem in which this chapter and the Fraternity holds you, I now invest you with the Honorary Key of Phi Alpha Delta Law Fraternity, International.

Then the Justice should place the Honorary Key, suspended from purple and gold ribbons, around the neck of the Honorary Initiate and present him with a Membership Certificate.

Then, addressing the assembled members, the Justice shall say:

I now take great pleasure in presenting to you _____ as a member of Phi Alpha Delta Law Fraternity, International.

If appropriate, the Honorary Member should be given the opportunity to acknowledge the honor and address the audience.

Following the completion of the ceremony, the Justice should privately impart the Fraternal Greeting of the Fraternity, and have the initiate sign the Official Roll of the Chapter.

VIII – CHARTER CEREMONY

A. Formal Ceremony

A designated assistant to the Installing Officer shall ensure that the room is properly arranged and will then seat the Charter Group in alphabetical order, facing the table, at which the Installing Officer shall be seated. If any guests are present, they will be seated to the rear, and slightly separated from the Charter Group.

When this has been accomplished, the assistant shall say:

ASSISTANT:

Will everyone please stand.

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

INSTALLING OFFICER:

Please be seated. As the official representative of Phi Alpha Delta Law Fraternity, International, I am pleased to inform you that your petition and supporting documents have been found to be in order, and that the International Executive Board has authorized the chartering of an Alumni Chapter in (city/state/region name). In accepting this charter, you assume duties and responsibilities, which you must endeavor to fulfill to the best of your abilities.

In this way, you will maintain a strong and viable chapter and earn an honorable position among the Alumni Chapters of Phi Alpha Delta Law Fraternity, International. By accepting this charter, you indicate a willingness to join the members of our Fraternity in adhering to the By-Laws, Rules and Policies of our Fraternity, and will promote its legal precepts and principles.

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

INSTALLING OFFICER:

Now, by the authority of the International Executive Board, I hereby declare that the (name of chapter) Alumni Chapter of Phi Alpha Delta Law Fraternity, International is hereby instituted with all of the rights, duties, and obligations pertaining thereto.

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

INSTALLING OFFICER:

On behalf of the Fraternity, I congratulate you and welcome this new Alumni Chapter into our midst. It is now my privilege to proceed with the Formal Initiation of the charter members of this new Alumni Chapter. As this is the first initiation of this chapter, as the Installing Officer I will read all parts of the initiation ceremony of new members and will immediately proceed to install the Charter Officers of your chapter. Hereafter, as an important duty of office, each chapter Officer shall have a role in the initiation of new members into this chapter.

The Installing Officer shall proceed with the Installation of New Officers Ceremony and if, necessary, the Initiation of New Members Ceremony.

IX – REACTIVATION CEREMONY

A. Formal Ceremony

A designated assistant to the Installing Officer shall ensure that the room is properly arranged. Reactivating members and guests, except for the installation team, will be present and seated in their appointed place.

When this has been accomplished, the assistant shall say:

ASSISTANT:

Will everyone please stand.

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

ACTING JUSTICE OR INSTALLING OFFICER:

Please be seated.

The purpose of this meeting is the reactivation the _____ Alumni Chapter as duly authorized by the International Executive Board.

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

It is fitting, therefore, that the formal reactivation of the Chapter be performed in an appropriate ceremony that embodies the delivery of a charge of responsible conduct consistent with the principles of Phi Alpha Delta and an acceptance of that charge by the members of the chapter.

On behalf of the Fraternity, I extend a cordial welcome to our members and their guests.

Let us now proceed to reactivate the _____ Alumni Chapter as a chapter of Phi Alpha Delta Law Fraternity, International.

INSTALLING OFFICER:

As the official representative of Phi Alpha Delta Law Fraternity, International, I am pleased to inform you that your petition and supporting documents have been found to be in order, and that the International Executive Board has authorized the reactivation of an Alumni Chapter in (city/state/region name). In accepting this reactivation, you assume duties and responsibilities, which you must endeavor to fulfill to the best of your abilities.

Under the authority of Phi Alpha Delta and by direction of the International Executive Board, I declare that the _____ Alumni Chapter has been duly reactivated and charge this chapter with the obligation and responsibility to conduct its activities in a manner consistent with the letter and spirit of the Policies, Rules, and Precepts of Phi Alpha Delta Law Fraternity, International.

The Installing Officer may make such personal remarks as he/she deems appropriate

INSTALLING OFFICER:

I now declare this first meeting of the newly reactivated _____ Alumni Chapter of Phi Alpha Delta duly opened for business. Let us proceed with the order of business, keeping in mind the principles and ideals of Integrity, Compassion, Courage and Professional Service upon which our Fraternity is founded.

The Installing Officer shall proceed with the Installation of New Officers Ceremony and if, necessary, the Initiation of New Members Ceremony.