

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



P.A.D. PRE- LAW CHAPTER OPERATIONS GUIDE

A LEADERSHIP GUIDE FOR SUCCESS

PHI ALPHA DELTA LAW FRATERNITY, INTERNATIONAL

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MISSION

Phi Alpha Delta is the world's preeminent law fraternity because of our dedication to service:
Service to the student, the school, the profession, and the community.
It is through devotion to the ideals of Integrity, Compassion, Courage, Professionalism, Service, Diversity, and Innovation that we better both our profession and our community. Through accepting our differences, we become not just a law fraternity, but a family.

VISION

Phi Alpha Delta Law Fraternity, International strives to be the premier legal professional organization with a diverse membership that cultivates leaders and serves as a voice for the role of legal professionalism in our society.

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.

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.

FOREWORD

P.A.D. Officers and Members:

Whether you're an elected officer of your chapter, or a member that wants to become more involved, the Pre-Law Chapter Operations Guide is a resource to learn how to effectively lead a P.A.D. Pre-Law Chapter. This guide details information on recruitment, programming, finances, chapter organization, and additional important topics.

These tools are necessary for your chapter to be successful. They will help ensure that the chapter's successes continue after you graduate. We encourage you to take notes and supply additional information to this guide that will help the next officers and members in your chapter.

The Executive Office is responsible for performing the administrative activities within the Fraternity, overseeing chapter operations, events, website and social media, and general non-profit management items that keep the Fraternity running. While most other leadership sections of P.A.D. are comprised of volunteers, the Executive Office is comprised of staff members whose sole job is the management and welfare of Phi Alpha Delta. The Executive Office is dedicated to helping your chapter achieve its best, year after year, and we are available to answer any questions or concerns you may have about anything to do with your chapter or Phi Alpha Delta.

We look forward to working with you throughout the year!

Fraternally,
The P.A.D. Pre-Law Department
prelaw@pad.org

The following are common abbreviations you will see in P.A.D. publications:

IEO or EO	International Executive Office
IEB	International Executive Board
TRIB	International Tribune
FPM	Fraternity Policy Manual

P.A.D. INTERNATIONAL LEADERSHIP & STRUCTURE

International Executive Board: The IEB is a group of volunteer members who are elected to serve as the Fraternity's "board of directors." The IEB sets fraternity policy and is the main governing body of P.A.D. The IEB is election on a two-year cycle and is composed of five named board members – International Justice, Vice-Justice, Clerk, Treasurer, and Marshal – and four Board Members-at-Large.

International Tribunal: The Tribunal is composed of the Chief Tribune and two Associate Tribunes who deal with cases and controversies involving/arising out of the provisions of the International By-Laws or Fraternity Policy. As with the IEB, International Tribunal members are volunteers and are elected on a two-year cycle.

Councils and Committees: Phi Alpha Delta relies heavily on its volunteers. P.A.D. has a multiple volunteer-based councils and committees that work on various specific topics, including Diversity, Equity, and Inclusion, membership advisory councils, and more. If you are interested in working with or volunteering for a council or committee, please visit www.pad.org/Volunteers.

The Executive Office: The Executive Office is responsible for performing the administrative activities within the Fraternity. The EO oversees chapter operations, events, website and social media, and general non-profit management items that keep the Fraternity running. While most other leadership sections of P.A.D. are comprised of volunteers, the Executive Office is comprised of staff members whose sole job is the management and welfare of Phi Alpha Delta. The International Executive Board employs an Executive Director who serves as Chief Executive Officer of the Fraternity. The Executive Office is a resource for all chapters, officers, and members regarding chapter operations.

The International Foundation: The Phi Alpha Delta International Foundation is P.A.D.'s charitable entity. The Foundation provides scholarships and grants that directly supports P.A.D. leadership and educational initiatives. Chapters and members are encouraged to contribute to the Foundation in the spirit of fraternal giving. There are options for individual and recurring gifts, as well as planned giving.

The P.A.D. International Foundation is a 501(c)(3) organization, and its EIN (Employer Identification Number) is 51-0135704. If you have questions about the Foundation or wish to make a donation, contact the Executive Office.



CHAPTER I- CHAPTER LEADERSHIP

Leadership and Phi Alpha Delta

Congratulations on becoming a Phi Alpha Delta Law Chapter Officer! You have taken on a position of responsibility and service within the Fraternity that only a fraction of members have taken. We look forward to helping you develop and grow your chapter and your own organizational and professional skills.

You may have just zoomed past page three. Turn back for a moment and read Phi Alpha Delta's Mission, Vision, Core Values, and Declaration of Purpose. Okay, now do it just one more time. These words are P.A.D.'s life-blood and should be the driving force behind everything your chapter does. That one page will pave the way for your leadership role in Phi Alpha Delta, and in life.



You have joined the preeminent law fraternity in the world. Phi Alpha Delta is a family whose core values create leaders. You are that leader and you will make a difference. This guide is filled with information about P.A.D. chapter operations. It is up to you as a leader to take this useful information and make it extraordinary.

One of your first tasks as a leader is to take 10 minutes of your first meeting and read the P.A.D. Mission, Vision, Core Values, and Declaration of Purpose to your brothers and sisters. This will be your launching ground. These words are for every member of our P.A.D. family and will be the key in establishing the next slate of officers. Express with intensity and sincerity the depth of your feelings for your goals. You cannot expect others to make your ideas work – you must work together.

Leaders Encourage the Heart

Attaining any shared vision is difficult. We must recognize that everyone becomes exhausted, frustrated, or even disenchanted at times. Let's face it; everyone is busy trying to get through college and life. You and your fellow officers are the ones to encourage others to keep motivated. Do this by honoring the accomplishments of your members and taking a few minutes to THANK everyone for their efforts.

Recognize your fellow chapter leaders and encourage them to take on greater roles. Once you begin asking members to get involved, future P.A.D. leaders will emerge. These future leaders should start in positions such as committee chairs to sample effective chapter leadership. Throughout this guide, you will find examples of how P.A.D. and leadership go hand in hand. Now is the time to communicate your passion about P.A.D. to others.

Be inspirational!

CHAPTER II- CHAPTER ORGANIZATION

A. EXECUTIVE BOARD

Each P.A.D. Pre-Law Chapter has an Executive Board consisting of the President, Vice President, Secretary, and Treasurer. These four positions are the key leaders and officers who convey the ideals that P.A.D. holds dear. The officers of this chapter shall have the following duties:

1. The President is the chief executive and administrative officer of the chapter. The President works with fellow officers to ensure all chapter officers and committees are performing the duties of their respective offices. The President is responsible for the welfare and dignity of the chapter during their term of office and is responsible for ensuring that the chapter follows fraternity policy.

2. The Vice President works with the President in the performance of chapter duties as may be requested by the President. In the event of the absence or removal from office of the President, the Vice President automatically assumes the duties of the President. The Vice President is 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; submit written articles of chapter and Fraternity interest to the EO for publication; and perform other duties relating to publicity as the chapter President or the EO may request.

3. The Secretary is the chief recorder and correspondent of this chapter. The Secretary keeps a true and 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, administrative records, and reports and maintains a record of all chapter members, together with their current contact information, and dispatches notices of meetings to members as appropriate. The Secretary works closely with the chapter's advisor(s) and with the clerk of the local P.A.D. law school chapter (if applicable). They are responsible for submitting 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 requested.

4. The Treasurer is the chief financial officer of this chapter and is responsible, along with fellow officers, of ensuring that the chapter follows the Fraternity's Financial Policy. The Treasurer has charge of all chapter funds and of the collection and disbursement thereof.

5. Additional Positions - The four positions listed above are required by the Fraternity Policy Manual but do not have to be all inclusive. The chapter may expand chapter leadership to include additional positions necessary to properly run the chapter. Positions should only be created if there are specific duties to assign to that role. A chapter leadership position should never be created with a specific individual in mind. Positions such as committee chairs should be utilized.



B. KEY TRAITS OF EFFECTIVE LEADERSP

1. Excellent Communication

Whether in your education, legal career, or your personal life, good communication will help get things done and ensure they are done properly. Leaders are only as powerful as the ideas they communicate. Keep constant and clear communication with the rest of your Executive Board, members, advisors, and the Executive Office.

Communication is not only giving out information but receiving it. Be open to ideas and feedback from chapter members and advisors. Fully read communications that are sent from your school and the EO – it will save time and help you avoid missing important deadlines or information.



Officers must maintain accurate email addresses and phone numbers with the EO, since we regularly send important information to officers throughout the year.

2. Time Management and Organizational Skills

Great leaders are well organized and possess excellent time management skills. This is especially true for P.A.D. officers as you work with other students, faculty, and attorneys, all of whom have demands on their busy schedules.

To effectively manage your time, be aware of your personal and chapter goals and develop a schedule around them. While sticking to this schedule is important, keep in mind that there may be emergencies and circumstances that will require your flexibility. Great time managers can create schedules that work for themselves and with everyone around them.

3. Sharing Responsibility

Even though the Executive Board directs the efforts of the chapter, realize that this monumental task does not rest on anyone's individual shoulders. The Executive Board may be able to get the job done on its own but imagine how your chapter can grow when you have a strong support system.

Establishing a committee system is one way to share responsibility. If you are having a difficult time getting members involved, use the "Rule of One." It's a simple concept where you ask a member to help you with just one thing. You will get results.

4. Leadership in Life

Being elected a P.A.D. Officer is not just about leading a chapter; it's about gaining leadership skills necessary for your future. Here are some examples of P.A.D. duties that will enhance your career.

- **Recruitment** – Many practices require attorneys to find their own clients. This is especially true if you are a solo practitioner. During P.A.D. recruitment, you learn how to speak with individuals

in a professional yet persuasive manner. This is a necessary skill to possess when you look for clients or sell your case to a jury.

- **Chapter Finances** – Developing and maintaining a budget is a practical skill not often taught in a classroom. This skill will enhance your ability to properly manage funds for future clients, within your own practice, and in your personal life.
- **Communication** – Clear communication with your chapter and fellow officers is key to running a successful chapter. This is an important skill to develop now, since attorneys are legally obligated to keep their clients informed regarding cases.
- **Delegation of Duties** – Delegate, don't abdicate. It's important to learn how to pass along duties to assistants, other attorneys, and paralegals - just like delegating duties to other officers, committees, and members.



C. ELECTIONS & TRANSITIONS

1. Elections

The election of new officers is necessary for continuity within your chapter and the Fraternity. The Fraternity expects all chapters to hold elections no later than **the first Monday in April** each year. Election procedures should be established at least two months in advance, and outgoing officers should encourage qualified members to run for office by the end of February. All chapter members in good standing are eligible to run for officer positions. All candidates should be fully aware of the requirements and expectations of each office. The Executive Office does not recommend electing officers that will graduate mid-term or study abroad during their tenure. It is also not advisable to elect more than one individual to an officer role. Elections should be monitored by a neutral party - someone who is not running for a current position, preferably a chapter advisor - and should be well publicized so that all members have an equal opportunity to vote (at least 10 days in advance). Election procedures can be found in the P.A.D. Pre-Law Chapter Model By-Laws.

Elections are best in an open forum where discussion and voting take place in front of the membership. Transparency is important for the chapter. All chapter members should be made aware of the election procedures, time, and location of nominations/elections, and when to expect the results. Officers should make sure that they are familiar with the Chapter By-Laws and Rituals before organizing an election.

Online elections can be difficult to monitor. Be aware that additional policies should be implemented to avoid potential issues. Before electronic voting takes place, each candidate should have the opportunity to present their platform in front of the chapter. A neutral party should administer the online voting procedure. Members should have ample time to cast their votes; usually at least 48 hours. Whatever way a chapter decides to vote, whether in person or electronically, the procedure must be approved by the membership and codified in the rules.

If you have questions about establishing election procedures, contact the Executive Office by mid-January for assistance. Most elections run smoothly, but if procedures are not understood or followed, elections can become contentious. As leaders and members of P.A.D., remember that we are a fraternity based on professionalism, compassion, courage, service, diversity, and innovation.

2. Transition

All new officers take their positions upon administration of the Oath of Office, which should occur by **April 15**. Outgoing and incoming officers should have a transitional meeting shortly after election of officers. This transitional meeting is the best way to pass on the duties of each office. Each element of the following checklist should be thoroughly discussed and properly handled:

- ☐ All chapter materials (Banner, gavel, etc.)
- ☐ Keys and passwords (social media accounts)
- ☐ All files and manuals
- ☐ Bank account information
- ☐ Change signatories on all accounts
- ☐ Send all applications & payments to the E.O.
- ☐ University Deadlines
- ☐ Discuss duties of each officer position
- ☐ Discuss the fall calendar
- ☐ Review chapter activities, success, and challenges of the past year
- ☐ Discuss future chapter goals
- ☐ Electronically report new officers to the E.O.

See the New Officer Resource Guide for a more detailed transition checklist.

The transition may not answer all questions that will arise concerning chapter operations. Its main purpose is to provide guidance for the chapter to move forward. If no transition meeting was held, or you have questions, contact the E.O. to set up a New Officer Orientation conference call.

D. CHAPTER COMMITTEES

Every chapter member should be asked to sign up for at least one committee. Have new members join a committee as part of the initiation ceremony and give them a task right away. The highest point of excitement for most members is the day they join P.A.D., so tap into that enthusiasm to enhance both your chapter and their membership experience!

The chapter should effectively use the following **standing committees**:

- **Professional Development Programming Committee:** Responsible for developing, planning, and implementing programs for the advancement of professional development among its members and the student body.

- **Academic Development Committee:** Develops and implements programs and projects to aid in the scholastic achievement of chapter members and the student body. The Faculty Advisor is a great resource for this committee.
- **Membership/Recruitment Committee:** Responsible for the continuity of the chapter by actively recruiting year-round while also working to retain the existing membership. While all chapter members are responsible for recruiting, the committee should conduct a concentrated recruitment program throughout each semester.
- **Finance Committee:** Develops sources of revenue for the chapter through fundraising projects in addition to the chapter dues and school funding. It also reviews and analyzes the financial condition of the chapter on a continuing basis and reports to the chapter its recommendations.
- **Community Service Committee:** This committee develops programs and projects in efforts to reach out to the community through varied service projects.
- **Alumni Networking Committee:** Establishes relationships with local P.A.D. alumni members and integrates them into chapter programming, initiations, and networking. Alumni Advisors are great resources for this committee.



- **Public Relations Committee:** Positively publicizes various activities of the chapter at the school, in the local community, and within the Fraternity. This committee helps the chapter become a prominent name on campus. They should be tasked with submitting chapter news to *The Reporter*, P.A.D.'s official publication.

- **Diversity, Equity, and Inclusion Committee:** Responsible for initiating and sustaining chapter equity goals and activities/programming that help to reflect the diverse needs of chapter membership and P.A.D.'s mission. This committee should work closely

with other committees within the chapter as it pertains to programming, recruitment and retention, and other operational goals.

• **Ad-hoc Committees:**

The chapter may develop other committees that are more specific to your school's activities or chapter's composition.

E. MEETINGS

1. Executive Board Meetings

The Executive Board and Committee Chairs are encouraged to meet at least twice a month between regular chapter meetings. These meetings will lend guidance and direction for chapter activities.

2. Chapter Meetings

a. Importance

Chapter meetings provide the forum in which the chapter operates and are an important aspect of chapter organization and communication. Meetings should be scheduled with consideration to the entire membership. While you cannot guarantee 100% attendance at all meetings, all members should be encouraged to attend. Combining the meeting with a program or speaker is a good way to encourage attendance and keep meetings interesting. Chapters cannot mandate attendance at chapter meetings; however, you can encourage participation via a point system (*see appendix*).

b. Regularity

Chapter meetings should be held at least once per month, on regularly scheduled days, and at a consistent time so the membership can schedule accordingly. Officers must determine and announce, within 10 days of the beginning of the semester, the regular day and time of general chapter meetings. A change in meeting time must be voted on and approved by the majority of all members in attendance.

The officers should make certain that all necessary arrangements for the meeting are made and that the chapter room is prepared properly.

c. Parliamentary Procedure

The business of each chapter meeting should be conducted by the rules of parliamentary procedure as outlined in the latest version of Robert's Rules of Order. The objective of these procedures is to enable the assembly to take group action accurately and fairly by the adoption or rejection of "motions." Be careful not to let the technical aspects of Robert's Rules slow down chapter operations. A good conversation and a productive meeting should be the ultimate goal. Your chapter can vote to temporarily suspend Robert's Rules of Order to enable smooth communication. If you have questions about this procedure, please contact the E.O.

d. Agenda (*see appendix for an example*)

Prior to each meeting, the President should call an Executive Board meeting to establish the agenda. While all members should be encouraged to submit suggested agenda items, the final decision on the arrangement of the agenda should rest with the Executive Board. If necessary, the President may determine which committee reports are ready to be submitted to the chapter for action. During a general chapter meeting each month, the Treasurer presents a full report on the financial condition of the chapter. At the conclusion of the agenda, the President should allow chapter members to submit additional items and new business for chapter consideration.

e. Minutes (*see appendix for an example*)

The Secretary is to take minutes of every meeting. The minutes are to be proofread and distributed to the membership before chapter meetings. The meeting minutes should also be available for review by the membership. It's important to keep all minutes in chapter files for historical purposes. Minutes must also be sent to the EO for review and filing. Minutes are NOT transcripts of meetings; they are the summary of chapter action.



F. CHAPTER BY-LAWS

Each chapter is required to have a set of by-laws which governs chapter operation. The Pre-Law Model Chapter By-Laws can be found on PAD.org. The Fraternity Policy Manual states that any chapter that does not have an adopted set of by-laws is to be governed by the Pre-Law Model Chapter By-Laws.

Before a vote is held on proposed changes, **the chapter must submit the proposed by-laws to the Executive Office** for input regarding potential conflict with fraternity policy and international operations. **The only sections of the Model Chapter By-Laws that may be amended are:**

- Article I – Chapter: Section 1, Section 2
- Article V - Executive Board; Section 1
- Article VI - Chapter Committees; Section 1, Section 3
- Article VIII - Fiscal Matters; Section 2

Once the chapter has adopted by-laws, submit the document via email to the Executive Office. Until the modified by-laws are received by the E.O. they will not be considered in effect.

G. P.A.D. WEBSITE

P.A.D. offers numerous online resources to make membership and leadership easier.

1. **The Pre-Law Membership Page:** The Pre-Law Chapter Membership Page offers multiple resources for chapters, including an official list of all pre-law chapters, links to this document and other important downloads, information about events, and much more.
2. **Chapter Roster:** Chapters can request student and alumni lists by emailing membership@pad.org. Once reviewed, please notify us of any discrepancies in the list. Encourage your members to regularly log into the P.A.D. website and update their contact information and graduation date. This is the best way to make sure they are getting important information from you and the E.O.
3. **Social Media:** You can find P.A.D. information, network with members, and post information on the P.A.D. Facebook Page, Instagram, YouTube, LinkedIn, and www.PAD.org.
4. **Member Benefits:** P.A.D.'s member benefit information is kept on the website where you can find the types of discounts offered and any discount codes/procedures. Members must be logged in to access this section. Because this section can change frequently, please visit www.PAD.org often for updates.
5. **Chapter Advisors:** Faculty and Alumni Chapter Advisors are appointed by the Executive Office with the advice and consent of the chapter officers to aid and advise chapter operations.

H. CHAPTER ADVISORS

1. Alumni Advisors

Alumni Advisors encourage and sponsor activities of the Fraternity, advise chapter officers, assist and report to the Executive Office, and encourage chapter participation in official P.A.D. events such as Pre-Law Conference.

2. Faculty Advisors

The Faculty Advisor is the liaison between the chapter and the school administration. They promote academic achievement by the chapter members and are encouraged to oversee chapter elections. Faculty membership is complimentary, but a faculty member application must be submitted to the E.O.

I. THE REPORTER

Phi Alpha Delta's official publication is called *The Reporter*.

Officers are encouraged to submit articles, blurbs, and pictures of their chapter events for publication in *The Reporter*. This is a fantastic way to tell your fellow brothers and sisters around the globe what your chapter is doing. To submit an article, story or picture for publication, please visit the P.A.D. website or email info@pad.org



J. VIRTUAL CHAPTER VISITS

The Executive Office staff is available for virtual chapter visits with chapter officers. If you have questions about chapter operations or are new to P.A.D., feel free to contact the EO to set up a call. Or zoom.

CHAPTER III- RECRUITMENT

A. WHY JOIN P.A.D.?

Think back to when you became a member of P.A.D. What were the main reasons you joined the Fraternity? While the underlying reason was most likely an interest in the law, most people join P.A.D. because someone asked them. This is the simplest, and yet most forgotten, element of effective recruitment. At some point during the recruitment process, the recruiters/officers need to specifically ask someone to JOIN!

Additional important reasons to join:

- Networking and professional contacts
- Professional programs
- Academic assistance programs
- Leadership skills development
- Member benefits and discounts on LSAT prep, admissions counseling school supplies, and more
- New friends and social activities
- Association with prominent leaders in the legal profession
- National Pre-Law Conference & Mock Trial Competition attendance
- Waived law school application fees
- A pre-law to law Senior Transition Program
- Society of Scholars



B. CHAPTER RECRUITMENT PLAN

When should a chapter be recruiting? The simple answer to that is ALWAYS! However, special efforts should be made that the start of each semester and other key points in the year. To help with this, complimentary recruitment materials are available virtually; chapters can also request a box of mailed materials. Visit www.PAD.org/Recruitment for the latest resources. Here are some tips for effective recruitment:

1. Start Before School Begins

Invite people to your events over the summer and tell them about the benefits of joining P.A.D. The tangible (LSAT prep course discounts, insurance discounts, local chapter programming, etc.) and intangible benefits (networking, fraternalism, etc.) will help inform anyone interested in pursuing a career in the law to join.

2. Use the Student Activities Fair/ Freshman Orientation

Most schools/universities often have organization fairs each semester that allow recruitment tables from each organization to showcase what they have to offer. Make sure P.A.D. has reserved a space at this event. If your school does not have a fair, ask to table during freshman orientation. Use this opportunity to tell students about your events and about the benefits of P.A.D. (See the "Recruitment Tips" in the appendix for a detailed guide to setting up a table).

**TIP: Contact a local P.A.D. attorney or P.A.D. law chapter member to help recruit at your table.*

3. Utilize Campus Resources

Classroom announcements, in all classes not just pre-law related, are a great way to tell a large group of students about an upcoming P.A.D. event and/or how to join. You will find that most professors are willing to offer a minute or two to make an announcement before a class begins. You can also post information on department bulletin boards.

Advertise your chapter through campus publications and newsletters, and utilize your school's list serves to directly contact students via email.

4. Campus Leaders

Encourage your chapter members to share their involvement in P.A.D. with their friends and all other student organizations to which they belong. Identify chapter members who are leaders in other organizations such as SGA and other campus clubs, and encourage them to mention P.A.D. and how much they have benefited from their membership. All members should help with recruitment.

5. Calendar

A well-rounded, diverse calendar is a great recruitment tool. By holding several "Member Only" events, the chapter will be able to use its programming to entice students to join.

6. Facebook, Instagram, and Other Methods of Social Communication

By maintaining a presence on these and other social networking sites, you will be able to broaden the scope of your potential new members. You'll also be able to communicate information regarding upcoming events quickly and easily. Make sure your chapter is familiar with the Fraternity's Social Networking Policy, which can be found in the Fraternity Policy Manual on www.PAD.org.

6. The Competition

Some schools may have pre-law societies on campus in addition to P.A.D. Interested students will approach you and ask, "What's the difference between P.A.D. and them?" You and your chapter members should show what sets your chapter apart on both a local and national level. We are the only pre-law student organization that will carry on after graduation, regardless of whether our members go on to law school or pursue a different career. Here is a suggested response to address potential members curious about P.A.D.'s benefit compared to a pre-law society:

"As one of the world's largest legal organizations (second only to the American Bar Association), we have more chartered and active pre-law, law school, and alumni chapters than any other legal organization. Our history is as a Fraternity of Firsts; we were the first to welcome members of all religions, races, genders and pre-law members.

Membership in P.A.D. can last a lifetime with benefits being derived by our members regardless of whether they are a college freshman trying to figure if the law is for them, a second-year law student, or a longtime attorney who needs local counsel far from his locale."

7. Follow-Up

Interested student sign-up sheets should be used at all P.A.D. events. Following-up with contacts will mean the difference between 5 and 50 new members. It's best to reach out to individuals via phone or in person. Having a committee focus on this task will be most effective. You can have the most outstanding recruitment event, but without follow-up, the chapter will miss out on potential new members.

Remember, the chapter should always recruit enough members to replace those that will be graduating during that school year.

CHAPTER IV- MEMBERSHIP & THE INITIATION CEREMONY

A. TYPES OF P.A.D. MEMBERS

1. Your Chapter's Membership

Per P.A.D. Policy, the following pre-law chapter membership is available to any student in good standing or any member of the administration/faculty any institution of higher learning where a Pre-Law Chapter of this Fraternity is chartered.

2. Faculty

Faculty membership is complimentary. Even though these members do not pay a fee, they still count towards your chapter's membership numbers and should be properly initiated. Contact the Executive Office to report a new faculty member.

3. Transfer Students

If a student decides to transfer from one college/university school to another, their P.A.D. membership transfers with them. These students do not need to pay any international fees or be re-initiated, but they should be reported to the EO to ensure records are properly updated. This does not apply to when students join law school, only to when undergraduate students transfer to another undergraduate institution.

4. Auxiliary Members:

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.

Visit PAD.org for more information on membership categories and eligibility requirements.

B. APPLICATIONS

All students should submit their P.A.D. membership application online. This saves paper and is the fastest, most secure way to submit information. The P.A.D. website will automatically send a confirmation email and receipt of payment to a member when their application is received online. Online applications will be processed and approved on the next business day.

Members may submit paper applications in extenuating circumstances only. If a new member gives the chapter officers a paper application and payment, it must be submitted to the E.O. **ASAP**. Chapter officers should never hold onto paper applications or payments for more than a few days. Local dues must be collected separately.

THE E.O. DOES NOT ACCEPT CASH OR MONEY ORDERS AND YOUR CHAPTER SHOULD NOT EITHER.

If you must collect cash, please document the transaction using a receipt book (available at any office supply store), deposit it into the bank, and then send a check to the E.O.

Requiring students to complete extra steps to join (such as interviews, applications other than the official P.A.D. application, required participation or attendance in events, etc.) are violations of the [Open Membership Policy](#).

When applications are processed, a member can be sorted into one of three categories:

- **Student (PST):** The member has submitted a membership application, paid their pre-law initiation fee, provided an initiation date, and their member materials have been created by the Executive Office and mailed to the chapter.
- **Pending (PN):** The member has paid, but their member materials have not been created or mailed to the chapter by the EO. Most members remain Pending until the initiation ceremony.
- **Pending Payment (PP):** The student has not paid the pre-law initiation fee. If a student is listed as PP, they will receive a notification email from the E.O. regarding their status. If we do not receive payment from the student within an appropriate time, the student will be deleted from the database and will have to reapply. PP Members may NOT be initiated by the chapter.

C. THE INITIATION CEREMONY

Each chapter is required to have **at least two initiations per semester***. There are no limits on the number of initiations that a chapter can hold. It is important to have an initiation as early as possible in the fall and spring semesters because members will be eager to become involved. Often, the chapter will have applicants later in the semester after the first ceremony. Initiate these additional applicants in a smaller ceremony or during a chapter meeting. **If your university does not operate on a traditional semester system, contact the Executive Office for modified requirements.*

Since P.A.D. has no acceptable pledge process (see *Open Membership Policy in the appendix*) there is no reason to make people wait to join. You will find students discovering the desire to learn about the law and legal process throughout the year, so chapters should offer multiple opportunities to join. The Initiation Ceremony is designed to be a part of a regular chapter meeting with the business session continuing immediately after the ceremony.



As a reminder, applicants must pay their initiation fee before becoming initiated. If a chapter initiates an individual that has not submitted payment, the chapter will be responsible for the initiation fee.

The initiation ceremony is an inspiring event that triggers excitement and enthusiasm to pursue interest in the law. Take advantage of that enthusiasm and get new members involved immediately.

P.A.D. Initiation ceremonies are not secret and are open to everyone. Chapters are encouraged to invite friends, family, alumni, prominent law professionals, and faculty to the ceremony.

D. INITIATION MATERIALS

Chapter officers must request to receive initiation materials for new paid members of their chapter each semester. Initiation materials include a membership lapel pin and certificate. Officers will be contacted with the procedures for requesting materials each semester. If you have questions on this process, contact the Executive Office.

Individual members may also contact the Executive Office to request their materials be mailed directly to them for a small service fee. If a member loses their initiation materials, they can purchase replacement materials from the P.A.D. online store.

It is not required that you have member certificates and pins to hold your initiation ceremony. If officers do not have initiation materials in advance of the ceremony, we suggest that you hand out a red carnation, which is P.A.D.'s official flower, in place of the materials.

Your chapter should never create and distribute their own materials (including certificates). This is confusing to new members that may not have completed their membership with the EO. Furthermore, the EO has no way to track who has already received a pin and certificate from the chapter. We only send certificates and pins for the new member applications that are received at the EO.

E. THE RITUAL

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.

In some matters, practices and 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.

Each chapter officer should read the Ritual in its entirety before any initiation ceremony and set the room in order. The Rituals are designed to be read, so it is important that those participating be sufficiently familiar with their parts to deliver them accurately. Each officer has a role to play, and during the Ritual you speak not for yourself but for your chapter and the entire Fraternity. **The Ritual of the Fraternity can be downloaded on www.PAD.org.**

CHAPTER V- PROGRAMMING

The purpose of the P.A.D. Pre-Law Program is to help members make an informed decision about law school and a legal career. Each chapter program should be planned with that purpose in mind.

For those who decide a career in the law is what they want, our materials and programming should help prepare them towards getting into law school and to succeed while there. For those who decide not to go to law school, they should also be made aware of the continuing benefits of membership in school and after their graduation.

A. CHAPTER PROGRAMMING GUIDELINES

Use this guide to create your calendar and create programs to provide services to the student, the school, the profession, and the community.

REQUIRED EVENTS:

General Body Chapter Meetings	One (1) per month (minimum)
Executive Board Meetings	Two (2) per month (minimum)
Initiation Ceremonies	Two (2) per semester (minimum)

The focus of your programming should be professional and academic development, not just socializing. Your list of programs should be within the following percentages:



Here's an EXAMPLE of what your programming calendar should look like for one semester:

- Tabling once per month for recruitment
- Two community service programs per semester
- Two academic events per semester
- Four professional development programs per semester
- LSAT Prep
- Chapter meetings at least once a month
- Officer meetings at least twice a month
- Two initiations per semester
- Fundraising Events

If your university does not operate on a traditional semester system, contact the Executive Office for modified requirements.

B. PROGRAMMING CATEGORIES

Please see appendix for specific examples of events.

1. Professional Development

Designed to help members and students learn about the practice of law and prepare for the challenges of law school. They cover issues that help students make decisions about their professional career/life. Examples include: law school admissions officers, speakers who are public or private attorneys, law student panels about life in law school, a judge's roundtable, attorney shadowing, and etiquette dinners.

2. Academic Assistance

Designed to help members prepare for the LSAT, future law school studies, and ultimately pass the bar exam. Examples include: LSAT review, How to Take Notes in Law School, and How to Study in Law School.

3. Alumni Networking

Brings P.A.D. alumni into your chapter activities and can be combined with professional and social activities. The key is to keep all levels of P.A.D. membership involved in your chapter. Building a solid base of alumni takes time, so start small, with smaller alumni events. As the number of involved alumni increases, you can start to plan larger events. Examples include: golf tournaments, initiations, banquets honoring local P.A.D. members and judges, and alumni luncheons.

Use the online directory or contact the EO for lists of alumni in your area. Keep in mind that alumni need advance notification of events. While they are more than happy to support their fellow members, they have busy schedules. Invitations to events should go out to alumni at least a month in advance. If you are inviting alumni to speak at or otherwise participate in an event, notify them at least 2-3 months ahead of time.

4. Social

Social programming should not be the focus of the chapter, but it is a great opportunity for members to fraternally socialize and get to know each other. Examples include: 'Motion to Strike' bowling nights, family cookouts, etc. Refer to the P.A.D. Alcohol Policy when planning social events.

5. Community Service

Community service programs are a hallmark of Phi Alpha Delta operations. This is your chapter's chance to support charities and other worthwhile causes. Try to brainstorm ideas that help the community but are still law related.

If you need more information regarding how contributions affect taxes, contact the EO. The P.A.D. International Foundation is P.A.D.'s charitable entity, which provides scholarships and other worthy giving that directly supports P.A.D. programming and members.



6. Fundraising

Fundraising is a great way to supplement any funds provided by the school. You don't need to have events that immediately bring in tons of money for your chapter – start small and work up to bigger events. Every little bit counts.

Set goals for your fundraising (i.e. a specific program you want to hold with the funds, or how many members you want to send to the annual P.A.D. Pre-Law Conference). Evaluate the success of your fundraisers using P.A.D. Fundraising worksheets (*found in the appendix*) so you know whether a program is worth continuing in the future.

If your school has special rules about fundraising, please let the EO know so we can help you work within those parameters.

One event can cover multiple programming categories. For example, your chapter may host a fundraising dinner, (*fundraising*) with tickets available for purchase by local alumni and attorneys (*alumni networking*), and 50% of the profits donated to a local charity (*community service*).

C. ORGANIZING AN EVENT/PROGRAM

1. Brainstorming

The Executive Board and/or committee should brainstorm for ideas that fill a school's needs while also fulfilling Fraternity guidelines. Think of ideas that really benefit your members. If you are having trouble thinking of ideas, talk to a school advisor, the EO, or ask the Dean.

2. Time and Place

Set a time and date. Make sure that there is adequate time plan the event and publicize. When planning any event, have several dates available to see which one works best for the majority of your members.

3. Remember that not everyone will want, or be able, to attend each event. That's OK.

Your job is to provide yourself and your members with the opportunities necessary to help succeed in law school and make informed decisions about your legal career. However, always analyze why a program didn't meet your attendance expectations before holding your next event. If the issue was scheduling conflicts or not enough publicity, you can easily improve the attendance and success of the next event by learning from your past mistakes.

4. Make Your Contacts

Give your guests adequate time to get the event in their calendar. Use any contacts your members may have. For example, if you are having a speaker on patent law and have an individual in the chapter working for a patent firm, have the member make that contact. Use the P.A.D. network!



Consider the following resources as you make your contacts:

- Use the [online directory](#) to search by: member type, location, chapter, and/or practice area
- Send an email request to the Executive Office to connect with law school or alumni chapters.
- Contact the EO if you plan to visit law schools so we can connect you with P.A.D. members already there (check out our [List of P.A.D. Law School Chapters](#) on PAD.org)
- Contact admissions officers at the law schools your members might be interested in attending.
- Reach out to the [LSAT prep companies](#) that partner with P.A.D.

5. Publicizing

There are two primary groups that should be the target of publicity: members and the student body. Depending on the program's focus, publicize to that group. Regardless of whether the program is intended for members or nonmembers, make sure the entire school is aware of the event. The publicity will draw in new members.

Utilize as many methods as possible when publicizing an event. Emails, listservs, flyers/department bulletin boards, and social networking sites are all proven methods of publicity. If the event is not a "members only" event, be sure program announcements state that all students are welcome to attend.

6. Execution

Preparation is key. Make changes to accommodate where necessary but the best plan is one that is followed. If a chapter continually changes or cancels events/programs, it will lose its credibility. Be prepared and the event will go smoothly.

When holding events, the chapter should take a few minutes to speak about P.A.D. so attendees know who is hosting the occasion. Assign a member to lead the introductions and announce how to join P.A.D. Have a laptop available for people to join, and have a sign-up sheet and membership applications available.



7. Show Appreciation

When holding a program or event, it is important to let everyone involved know that they are appreciated. The single greatest thing a chapter can do to keep members involved is to publicly thank them for the work they do. After the event, thank speakers, members helping with the event, and the audience for attending. ALWAYS send thank you notes to your speakers and special guests.

8. Risk Management

It is important that every chapter do what it can to not only reduce liability for the Fraternity but also for the chapter and its officers. Consult the Phi Alpha Delta Insurance Manual for exact procedures and best practices, while keeping the following general guidelines in mind:

- Ensure all programs/activities comply with federal, state, local, school, and P.A.D. policies and procedures.
- Do not use personal vehicles for group transportation to/from chapter events. Use a licensed third-party transportation vendor or school vehicles.

- Check to see if the business/location of any events being held by the chapter requires a certificate of insurance. If they do, please contact the EO for one.
- Should a problem or lawsuit occur (or you think it may occur), IMMEDIATELY contact the Executive Office.

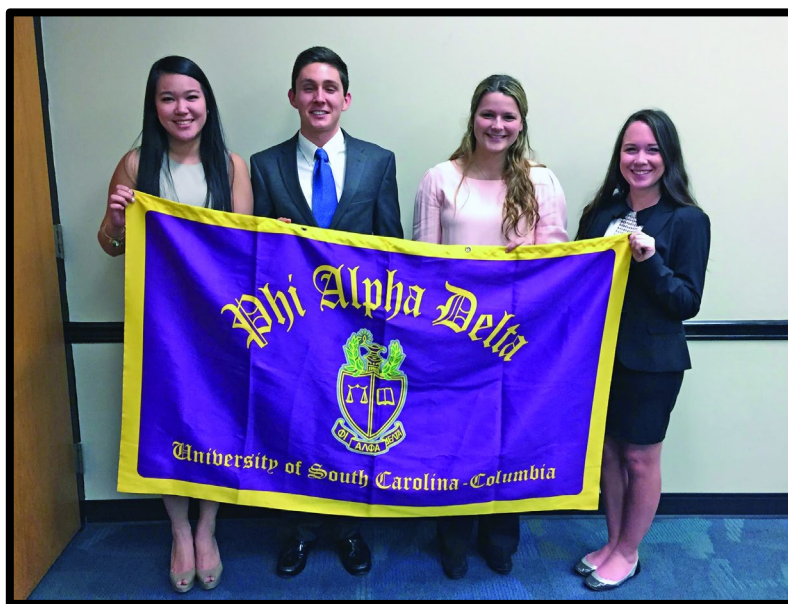
Be on the lookout for general liability claims. If bodily, property or personal injury occurs at a chapter function, get the contact information of everyone involved. Contact the EO as soon as possible.

D. IMPORTANT DATES & DEADLINES (2021)

First Monday in April	Deadline to hold officer elections
April 15	Deadline for officer transitions. Fall Programming calendar due to E.O.
First Monday in June	Deadline to submit award applications.
Late September	National Hazing Prevention Week
Late October/Early November	Annual P.A.D. Pre-Law Conference, Mock Trial Competition, and Law School Expo (<i>all</i> chapters expected to be represented)
November 8	Phi Alpha Delta Founder's Day. Spring Programming Calendar due to the E.O.

The Phi Alpha Delta International Calendar is available on www.PAD.org and details all national events. Chapters are encouraged to post their local events to the International Calendar to invite local pre-law and law students and alumni, and to provide updates on chapter programming to the Fraternity.

Remember to meet your school/university's deadline to receive funding to attend the P.A.D. Pre-Law Conference each fall.



E. VIRTUAL PROGRAMMING

Virtual operations and events are a great way to keep a chapter engaged in non-traditional learning settings or when it's impossible for members to be physically together. Continuing the fraternalism virtually may be a great option for the following situations:

- During school breaks over the summer or winter
- In periods of remote learning (either for non-traditional/online students or in required situations like the COVID-19 pandemic)
- When you want to collaborate with chapters or members that are geographically distant

During virtual operations, it's important to keep up regular communication between officers and members and stay as organized as possible. Consider using a messaging app for a chapter chat and for regular check ins to members (be sure to adhere to P.A.D. social media policies when using such platforms). Check out the information below for tips and tricks for virtual operations; if you need more ideas or assistance, visit the Virtual Resources page on pad.org or contact the Executive Office.

Virtual Events

- Work with other P.A.D. chapters to cross-promote each other's virtual events. You may be able to utilize another chapter's resources to enhance your programs. (If you need contact information for your chapter or any other chapter you would like to work with, contact the Executive Office.)
- Utilize the video library on the P.A.D. YouTube Channel for easy, share-able events.
- Focus a single/series of webinars for all campus students to attend. Schedule these in advance and post links from your webinars across your chapter's social media platforms.
- Consider hosting chapter or Executive Board meetings using the following services: Zoom; Google Hangouts; Skype; WebEx; FreeConferenceCall.com; Slack; TWEN; or any school-sponsored student portal.
- Work with P.A.D. benefit partners for free virtual events and presentations (for the latest list of benefit partners, visit www.PAD.org/MemberBenefits).
- Check out the list of programming examples in the Appendix and on PAD.org for specific event ideas.

Virtual Recruitment

- P.A.D. chapters should be recruiting year-round, but when you can't recruit in person, continue the recruitment process online. Don't make members wait to join until school is back in session. For the latest recruitment tools and resources, visit PAD.org.
- Download virtual versions of P.A.D.'s recruitment materials to be shared online with potential new members.
- Connect with campus career centers and list your events on their student-facing job platform or newsletter
- Host a virtual career or student organization fair
- Bolster your chapter's online presence with social media pages, a website, a newsletter, and more.
- Transition your initiation ceremony to a virtual format to allow friends and family members to view the event.
- Make sure new or potential members visit www.pad.org/JoinPAD for the latest joining procedures and membership opportunities

CHAPTER VI- FINANCES

Dealing with chapter finances can be a rewarding experience for the chapter treasurer as well as other members of various committees. In the appendix of this guide, you will find the Pre-Law Financial Policy, which outlines chapter expectations when dealing with finances.

A. Initiation Fees

It is the responsibility of the President and Treasurer to make sure that all initiation fees and applications in the chapter's possession are submitted to the Executive Office at the end of each month. In addition, the Treasurer is responsible for ensuring that all initiation fees and membership applications are collected for all initiates prior to initiation.

The chapter should check the membership status of each applicant via the online directory or with the EO to make sure that they are not "pending payment" when initiated. If you have questions regarding members in pending status, please contact the Executive Office.

B. Local Dues

The chapter may collect local dues at an amount decided upon by the chapter, and duly adopted as part of the local chapter by-laws. Please note that if the chapter's by-laws have not been submitted to the Executive Office, the chapter is automatically operating under the Pre-Law Model Chapter By-Laws and no local chapter dues may be collected.

Nonpayment of local dues may affect an individual's status with the local chapter and the Fraternity. Please consult your chapter by-laws or the Pre-Law Model Chapter By-Laws for procedures on dealing with local dues.

C. Student Government Procedures

Most universities have a student government body that oversees funding to student organizations. At some schools, this is done directly through the administration. The Treasurer and President need to know what procedures are in place and how the chapter requests funding from the school. This is an important part in making sure the chapter has financial stability. Requests for organization funding typically must be made by a certain deadline. If that deadline is not met, then there is no funding available to the organization for the year.

It is important that these procedures are known and covered during officer transition!

D. Budget

A chapter's budget is its financial plan for the fiscal period and should control all other planning aspects of the chapter. Each month the Treasurer should compare the budgeted income and expenses with the actual spending and provide a detailed financial status report to the Executive Board. The Treasurer is also expected to provide a financial summary of expenses each month to the general membership.

Chapter officers should prepare and adopt a budget prior to the beginning of each school year. Each Chairperson should submit a budget outlining their committee's plans and the projected costs. In agreement on the budget, the chapter must be mindful of its sources of revenue, i.e. dues, fundraisers, etc. Chapter officers should review, update, and revise the chapter's budget in an ongoing basis.

E. P.A.D. Tax Status

Phi Alpha Delta Law Fraternity, International and its individual chapters are 501(c)(7) organizations. **501(c)(7) organizations like P.A.D. are not exempt from sales tax.** The tax exemption status deals only with exemption from income taxes for the organization. This is important to remember when dealing with sales, purchases, and contributions.

Each chapter has an assigned Tax ID also known as the Federal Tax Identification number or EIN. The E.O.

will provide this ID number to the chapter. This number is to be used for opening bank accounts and other matters in which the number is required for doing business. Never use the Fraternity's designated Tax ID number; only use the chapter's number. The E.O. handles the tax returns for each chapter by filing a 990 postcard form annually.

There is an entity of P.A.D. called the International Foundation that is classified as a 501(c)(3) organization. The Foundation is P.A.D.'s charitable branch, and donations are tax deductible.

F. Fundraising

Fundraising is an important part of any chapter, especially when adequate funds are not provided by the school. Fundraisers that are fun and competitive can bring about impressive results. Be creative and think outside the box. For more details, please see the Fundraising Guide in the appendix.

G. Bank Account

If your chapter does not have a banking account, you will need the following documents from P.A.D. to establish one: Tax Identification letter, Articles of Incorporation, and Chapter-By-Laws.

A bank may require more information (or less) depending on their policies. Check with your school's policies regarding student organization bank accounts and if your chapter is eligible. For help establishing a bank account, please contact the Executive Office.

CHAPTER VII- THE INTERNATIONAL FOUNDATION

The Phi Alpha Delta International Foundation is P.A.D.'s charitable entity. The Foundation provides scholarships and grants that directly supports P.A.D. leadership and educational initiatives. Many of the Foundation's current grants and scholarships fund the attendance of law and alumni chapter brothers and sisters to P.A.D.'s Biennial Convention.

Chapters and members are encouraged to contribute to the Foundation in the spirit of fraternal giving. There are options for individual and recurring gifts, as well as planned giving.



CHAPTER VIII- NATIONAL EVENTS

The Annual Pre-Law Conference, Mock Trial Competition, and Law School Expo

Each fall, the conference features nationally recognized speakers who provide attendees with valuable insight into the law school application process, legal careers, life as a P.A.D. alumnus, and much more.

Attendees also receive high level leadership training and access to P.A.D. alumni in the Washington, D.C. area. The conference features a Law Expo which provides attendees the opportunity to meet law school representatives from around the country. **All chapters are expected to be represented at the Pre-Law Conference.**

Pre-law members have to opportunity to participate in a mock trial competition at the conference. This is a national event where students will compete in front of practicing attorneys and judges, most of which are P.A.D. alumni and law students. The competition alternates between civil and criminal cases and is open to P.A.D. members only.

The experience of attending Pre-Law Conference is invaluable. Although the knowledge gained at the conference can be taken back to the chapter, there are enormous amounts of personal information that will also benefit each individual who attends.

Information about Pre-Law Conference is sent out to all chapter officers and members via email and publicized on www.PAD.org and P.A.D.'s social media accounts.

Chapter Events

If you are holding a chapter event you want us to know about, contact the Executive Office. We will publish your event on PAD.org. After the event, if you have pictures, send them to info@pad.org and tag Phi Alpha Delta on your social media.



CHAPTER IX- INTERNATIONAL P.A.D. AWARDS

Phi Alpha Delta has a number of International Awards that are presented annually. This is a fantastic way to build credibility and recognize your efforts within your chapter, school and in the Fraternity as a whole.

All award applications are available on the P.A.D. website at www.PAD.org/Awards. All chapters are encouraged to apply for these awards.

Applications are accepted on a rolling basis, but are due into the Executive Office no later than the first Monday in June each year.

CHAPTER AWARDS:

1. Don Hutson Outstanding Pre-Law Chapter

Presented to the most Outstanding Pre-Law Chapter of the Fraternity. Determined by the International Executive Board. The top three chapters will receive a certificate for their accomplishments.

2. Frank McCown Outstanding President

Awarded to the Pre-Law Chapter President who has performed the most outstanding service as a Pre-Law President during the year. The International Executive Board votes on this award.

3. Fredrick J. Weitkamp Outstanding Secretary

Awarded to the Chapter Secretary who has performed the most outstanding service as a Pre-Law Chapter Secretary during the year.

4. Best Professional Program

This award is determined annually by the International Executive Board for the Best Professional Program of all Pre-Law Chapters.

6. Top Recruiting

The chapter that recruits the most members in one year will receive a certificate for recruitment efforts.

7. Outstanding Pre-Law Faculty Advisor

Presented to the most Outstanding Pre-Law



Faculty Advisor of the year. The International Executive Board votes on this award.

8. John F. Weitkamp Outstanding New Pre-Law Chapter

Awarded to the most Outstanding New Pre-Law Chapter that was chartered within the academic year. The International Executive Board votes on this award.

9. Programming Awards

- Outstanding Community Service Program
- Outstanding Professional Program
- Outstanding Recruiting Program

Other: Additional awards may be awarded at the discretion of the International Executive Board and Executive Office.

CHAPTER X- THE SOCIETY OF SCHOLARS



The Society of Scholars is part of P.A.D.'s commitment to service to the student and the school. The Society recognizes P.A.D. members for exceptional academic achievements. Pre-law members with a 3.5 GPA and law student members ranked in the top third of their class are eligible to join.

The Society of Scholars is a part of P.A.D. but is separate from general membership (meaning you must be a P.A.D. member to join, but your Society of Scholars membership will never affect your status as a P.A.D. member). There is a one-time application process to join, and members receive a special certificate and pin. There are options for special Society of Scholars merchandise and scholarship opportunities.

For more information about the Society of Scholars, visit the P.A.D. website or contact scholars@pad.org.

CHAPTER XI- THE SENIOR TRANSITION PROGRAM

The Phi Alpha Delta Senior Transition Program helps P.A.D. graduates continue membership into the next stage of their education and career.

It can be challenging to start law school or enter the workforce alone. P.A.D. aids to ease that transition by connecting graduates with their new P.A.D. Law Chapter or Alumni Chapter, wherever this next step takes them.

If you are moving onto law school, we can connect you with your P.A.D. law school chapter through the P.A.D. Senior Transition Program. To enroll, please visit www.pad.org Once we receive your updated information and the name of your law school, we will process your membership change, connect you with your new local officers, and send more information.

You will receive a new Law Chapter membership pin and certificate, and work with your new officers to schedule your new initiation date.

Not going to law school just yet (or ever)? Graduates of the P.A.D. Pre-Law Program can transition into the P.A.D. Membership Auxiliary with annual dues of \$50. To transfer your membership into the auxiliary please visit www.pad.org If you transition to a law chapter after having joined the Membership Auxiliary, your \$50 payment will be deducted from your law chapter transition fee.

CHAPTER XII- BEST PRACTICES & POLICIES

Phi Alpha Delta has a comprehensive Fraternity Policy Manual (FPM) that is available on the P.A.D. website. The FPM includes many policies other than the ones listed in this guide, including: Alcohol, Anti-Hazing, Open Membership, Whistle Blower, Social Media, Exclusivity, and more. There is an online incident reporting form that can be found on <https://www.pad.org/> under the policy section. Incidents and/or complaints can be made anonymously.

While coordinating chapter activities, it is important to keep liability and safety in mind. Consult the P.A.D. Insurance Manual for a full checklist of best practices to keep all chapter members safe and avoid lawsuits.

If at any time you have questions regarding policy and best practices, contact the Executive Office.

There are a variety of documents referenced in this guide that include more information about specific topics. All these documents are available on the P.A.D. website.

CHAPTER XIII- ADDITIONAL RESOURCES

There are a variety of documents referenced in this guide that include more information about specific topics. All these documents are available on the P.A.D. website. Here are the most commonly used quick links for pre-law chapters:

- Fraternity Resources Policies: www.PAD.org/ResourcesandPolicies
 - This page includes the latest recruitment resources and P.A.D. guides like the Model Chapter By-Laws, Ritual Handbook, Insurance Manual, Recruitment Guide, and more.
- About P.A.D., including Executive Office Staff Contact Information: www.PAD.org/AboutPAD
- Member Benefits: www.PAD.org/MemberBenefits
- P.A.D. Directory, to search for P.A.D. connections:
<https://www.pad.org/search/custom.asp?id=5501>

Support for you and your chapter does not end with this guide. Do not hesitate to contact the Executive Office and with questions and comments. We look forward to helping you succeed and are happy to schedule a virtual chapter visit.

APPENDIX

A. FRATERNITY POLICIES

Reference the Fraternity Policy Manual for a comprehensive listing of P.A.D. policies. The manual is available for download on www.PAD.org in the Downloads libraries, or by visiting www.PAD.org/ResourcesAndPolicies

The below policies are of particular importance to Pre-Law Chapter operations.

Sec. 9.6 – 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. 9.1 – 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. 9.2 – 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.

<http://hazingprevention.org/>

Sec. 9.7 – SOCIAL NETWORK POLICY

The full policy can be found in the Fraternity Policy Manual on www.PAD.org, however please note that 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.

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.

All links to official chapter pages, groups, and profiles must be sent to the P.A.D. Executive Office for listing on the P.A.D. website and monitoring of content and use.

B. PROGRAMMING EXAMPLES

ACADEMIC

Q&A about the LSAT
Q&A about Personal Statements
Q&A about law schools
Q&A with Admissions Officers
Recovering from a bad semester/year
Balancing school and home/work life
“How To” Seminars <ul style="list-style-type: none"> • Exam taking seminar • Note taking seminar • Outlining Seminar • IRAC Seminar
Coming back after a disappointing GPA
Explain tracts the school may have
“What classes to take to prepare”

COMMUNITY SERVICE

Easter Egg hunt
Blood drive
Raking leaves
Adopt-a-highway
Feed homeless
Pick a local charity or cause
Law Related Education
Coaching a high school trial team

ALUMNI

Annual poker tournament
Special annual award
General event
Socials

SOCIAL

Ice cream social
Cookout or Tailgating
Bowling or other Sporting Events
Sporting Competitions

PROFESSIONAL

Panel of attorneys – various areas of the law
Panel of attorneys – different size firms
Attorney speaker to discuss in-house counsel work
Prosecutor v. Public Defender
Dress for Success (Partnership with Brooks Brothers)
Etiquette dinner (can combine with fundraising)
Honor a judge
Nontraditional careers with a J.D.
Judge’s Roundtable
Team up with a judge to go see trial/hearing, and meet with him/her afterwards
* Can’t find an attorney or judge? Try conducting these panels with your school/local law school professors (many have practiced and/or were in firms)
* Utilize career services and other departments that do professional development
Shadowing an attorney (auction)
Interview techniques seminar
Resume seminar
Dinners with professors/attorneys
Set up a mentoring program with area attorneys (or set up via email for national mentorship)
Alternative careers with a J.D.
War Stories – have professors speak about their career before teaching
How to get published
Choosing a Specialty: a roundtable on practice areas with attorneys

FUNDRAISING

T-shirts/clothing sales (contact EO for logo usage)
Local Chapter Dues
Coupon Books/Restaurant Fundraisers
Sports team fundraisers
Bake sales
Auction
Coin Jar Contests (Kiss the Pig)
Car Wash

Contact the Executive Office for additional, chapter-specific programming ideas.

C. SAMPLE CHAPTER MEETING AGENDA

I. Welcome and Introductions

II. Approve Minutes

III. Old Business

- a. Program update
- b. Discuss resolution of issues

IV. New Business

- a. Committee reports
- b. Financial report
- c. Delegate responsibilities, develop committees

d. Chapter award applications

e. Speaker

V. Q&A

VI. Announcements

- a. Upcoming scholarship deadlines
- b. Campus events and deadlines

VII. Closing

- a. Next meeting time and place
- b. Thank you for coming!

D. SAMPLE CHAPTER MEETING MINUTES

November 8, 2024

Colonial Meeting Room

Call to Order: 1:00 p.m.

Members Present: [list names]

Members Absent: [list names]

Treasurer's Report:

[Name] motioned to accept the report as written. Seconded by [Name]. All were in favor, motion passed.

Total Assets as of [Date] \$XXXXXX

Secretary's Report:

[Name] motioned to accept the report as submitted. Seconded by [Name].

All were in favor, motion passed.

Committee Report:

A. Recruitment: Follow up with all interested students who signed the information sheet at the last couple of meetings.

B. Social: Social for all members to be held at Ginsburg's Fun World on November 15th.

C. Professional Development: presentation at next meeting regarding alternative careers with a J.D.

Old Business:

[Name] motioned to have [Name], nominated as a SGA Representative.

New Business:

Need an academic assistance program for finals. Any volunteers to sit on panel?

Submit all applications in our possession to the IEO

Submit spring calendar to the IEO and DJ by November 15

Meeting adjourned at 2:15 p.m.

Respectfully submitted, [Name & Title]

E. FUNDRAISER PLANNING WORKSHEET

Name of Fundraiser: _____

Point of Contact: _____

Email: _____ Phone: _____

Event Date: _____ Time: _____ Location: _____

What is the fundraiser for?: _____ Goal: \$ _____

Materials Checklist:

Item Needed:	Cost:	Source:	Date Needed:

Materials could include invitations, flyers, tickets, cash box, thank you notes, decorations, etc.

To-Do List:

Task to Complete	Who's Doing It?	To Be Done By:

Publicity Plan:

F. PROGRAMMING EVALUATION FORM

Name of Fundraiser: _____

Point of Contact: _____

Email: _____ Phone: _____

Event Date: _____ Time: _____ Location: _____

What did the fundraiser achieve?: _____

How many volunteers did you need to run the event? _____

Expenses Incurred: _____ Event Income: _____ Profit: _____

On a scale of 1-5 (1 being very poor, five being excellent), how would you rate the event overall?

1 2 3 4 5

What needs to be done differently in the PLANNING of this event?

What needs to be done differently in the EXECUTION of this event?

What recommendations do you have for the person who runs this event in the future?

Should this event be held again? Yes ☐ No (explain:) ☐

Other Comments:



Recruitment Tips

Follow Up: Any time you are tabling or hosting an event where non-members can attend, have a way for everyone to write down their name and email addresses. Send a follow-up message to all of them within the week and invite them to join or attend an upcoming event/meeting/initiation, etc.

Reach Out to Freshmen: In addition to holding events specifically for first year students, see if you can get in touch with them before the semester begins. Write up a message that welcomes them to the campus, introduces yourself, explains what P.A.D. is (and how it can help them as a freshman) and include copies of (or links to) the application and your calendar. Your school's admissions office can help you deliver the message to incoming students.

Host a Recruit-A-Friend Challenge: Offer a prize to the chapter member that brings in the most new members. It could be something small (like a P.A.D. sweatshirt) or you could work with a sponsor to give away an LSAT prep course, your campus bookstore for a discount or gift card, a professor for immunity, etc.

Be Visible: Advertise your events (even if they're members only) with flyers, wear your P.A.D. gear, co-host events with other popular groups on campus, set up regular tabling or "office hours" where students can chat with officers or members about P.A.D. — anything to increase your presence on campus.

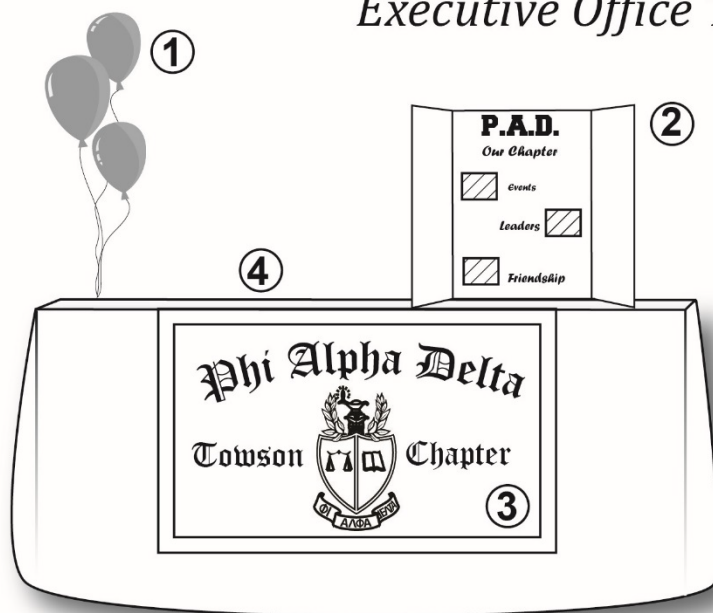
Utilize Your Recruitment Chair: If you don't have a Recruitment Chair, appoint one! Allow the chair to form a Recruitment Committee to oversee regular tabling, put together materials, brainstorm recruitment ideas, etc. Not only does this help the chapter membership grow, it's also a great exercise in delegation and volunteer management (two skills that are in high demand in the current job market).

Follow-Up On Pending Payments: If you haven't already done so, check in with the Executive Office to get a copy of your chapter roster. Pending payment members should be monitored regularly to 1) make sure anyone who's being initiated has completed their application materials, including payment (typically the responsibility of the Treasurer or Clerk) and 2) see if anyone joined independently online, rather than at the direction of the chapter. Reach out to these new members and welcome them to the chapter, invite them to events, and remind them that they'll need to pay before they can become full members.

Never Make Anyone Wait To Be Initiated: The formal initiation we require you to hold each semester doesn't have to (and shouldn't) be the only opportunity for people to join. Try offering rolling initiations at each chapter meeting and then inviting all those new members to attend the formal ceremony that semester or next.

Make the Most of Your Recruitment Tabling

Executive Office Tips & Tricks

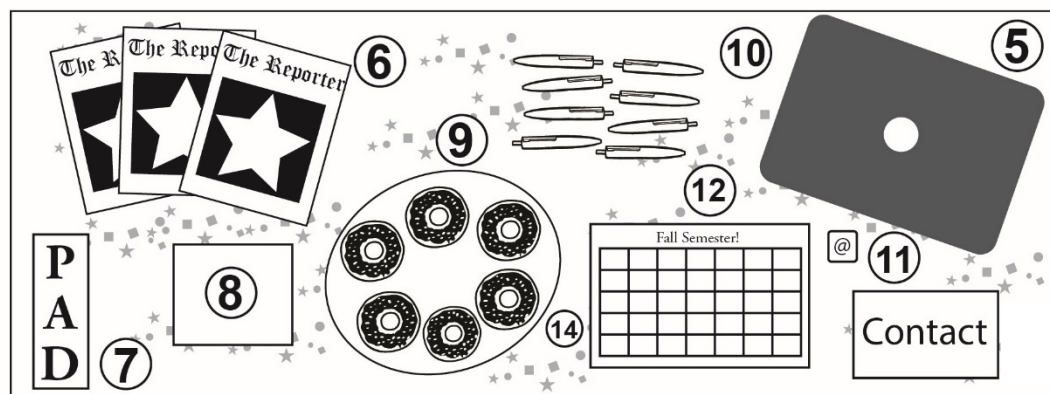


① Balloons: A great way to make your table stand out! Pick up some plain ones in purple and gold from the dollar store or your local craft store. No access to helium? Tape the balloons in bunches to the corners of your table.

② Chapter Display: Create a poster, custom made sign, tri-fold, etc. that shows off your chapter's activities. Include pictures, highlights from past events, facts about your chapter's history and anything else that you think potential members should know! Display this at eye-level to increase your table's visibility.

③ Chapter Banner: Hang your chapter's banner on the front of your table. Don't have an official banner? Visit PAD.org to order one.

④ Tablecloth: Adds a great decorative quality to your table and allows you to use the space beneath for storage. Keep extra materials, ones that don't fit on the table (or that you don't want people to easily grab) and personal items tucked away.



⑤ Laptop: Pull up the web application and allow potential members to join immediately. If they don't want to fill out an application, have spreadsheet set up where they can put down their name and contact information. When it's not in use by someone, use the laptop to display the history video or a presentation about your chapter. If you don't want to use your own computer, see if you can

⑥ Reporters: Display the magazine for people to browse and take with them. If you run out, refer people to the website or pull up a digital copy on the laptop.

⑦ Brochures: Our brochure offers a comprehensive snapshot look at the entire Phi Alpha Delta program. You can always let us know if you need more than what's in this recruitment box!

⑧ Member Benefit Flyers: Display P.A.D. benefit flyers so potential new members can see the discounts they'll receive by joining P.A.D.

⑨ Food: Candy, baked goods, snacks, pizza—you name it! For the ultimate P.A.D.-themed treats, buy or make them in P.A.D. colors!

⑩ Giveaways: There are a wide variety of giveaway items available in the P.A.D. Online Store.

⑪ Programming Calendar: One of the most important recruitment tools! List out all of your events, provide dates, locations, name of speaker(s), and note which events are members only.

⑫ Contact: While you'll follow up with everyone that expresses interest, provide another way for potential members to reach out to you. This could be anything from a list of officers and email address to personalized chapter business cards.

H. ATTENDANCE AND POINT SYSTEMS

One of the most common questions we hear from officers is “how do I get my members to attend chapter meetings?” You are not allowed to mandate attendance, but you can have a rewarding points system to encourage it. The point system has been successful in many of our pre-law chapters by encouraging participation and fostering fraternalism.

Here are a few things to consider when meeting attendance is a problem:

- **Are your meetings held at a time and place that is convenient for the majority of your members?** It may be a good idea to send a survey at the beginning of each semester to gauge interests and availability of your members.
- **Do your members know when the meetings are taking place?** Are they advertised on campus, in emails, at classroom announcements, on social media? It's best when meetings are predictable.
- **Are your meetings relevant and interesting to your members?** Are you spending too much time on minor details (e.g. what color should shirts be, who's makes the room reservations, does anyone have this email address? etc.) that should be resolved during Executive Board meetings.
- **Consider combining your chapter meeting with an event.** You could bring in a speaker (like an LSAT prep company, a lawyer or judge, a law professor, law student, etc.) for the first half of the meeting and then use the second half to review chapter business.
- **Does your chapter use committees?** Members are more likely to attend meetings and events if they are invested in what is going on. The best way to make members feel invested in the success of the chapter is to ask them to join or create a committee.

A point system is a great way to reward your most active members and motivate others to participate more. Fairly maintaining a point system requires a lot of organization. This responsibility should be delegated to a specific officer (like the Marshal or Secretary/Clerk).

Point systems are based on positive encouragement. **It is not permissible to have a point system that deducts points from members or requires them to have a certain number of points to be in good standing.** Below are some suggestions for what activities could earn members points.

- Wear a P.A.D. t-shirt/hoodie - 1 Point
- Attend a chapter meeting - 2 Points
- Attend a chapter event - 5 Points
- Join the Society of Scholars - 4 Points
- Help plan an event - 8 Points
- Help clean up after an event - 5 Points
- Join a committee - 10 Points
- Recruitment Tabling - 10 Points
- Find an event sponsor - 30 Points
- Attend Pre-Law Conference - 40 Points
- Recruit a new member - 40 Points
- Perfect Attendance - 40 Points

How do we reward our members with points?

- Announce point leaders at every chapter meeting. This is a great way to encourage those who are earning points and motivate those who are not.
- Select a "member of the week" (or month) based on who's accumulated the most points for that time period. Be sure to not only announce this at meetings, but also post it to your chapter's social media accounts!
- At the end of the semester, award special prizes to those with the most points. Also give out general prizes for those who've earned different "tiers" of points (ex. Everyone who's earned 10-20 points gets a certain prize, with prizes increasing in value)
- Collect prizes and hold an auction with points as currency. Those with the most points have more "money" to bid with.
- Prizes could be P.A.D. branded gear, discounts on local dues or event fees, gift cards, etc.
- Try to secure a few big ticket prizes (like LSAT prep courses) to incentivize point system participation. Companies are usually willing to donate these things in exchange for some face time with your members.
- Host a "point party" for members that have earned a certain number of points. This should be something fun and social, like a pizza part, bowling, go-karting, laser tag, etc. The required number of points should be what a reasonably active member would earn in a year/semester.

NOTES

Use this space for notes, planning, to-do lists, brainstorming, questions to ask the Executive Office, etc.

NOTES

