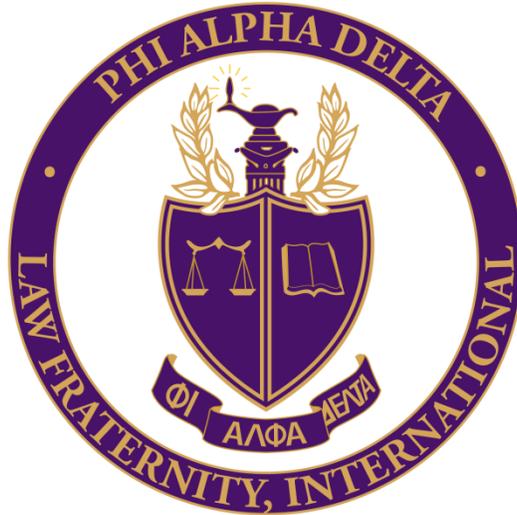


SERVICE TO THE STUDENT, THE SCHOOL,
THE PROFESSION, AND THE COMMUNITY.



P.A.D. LAW SCHOOL CHAPTER OPERATIONS GUIDE

A LEADERSHIP GUIDE FOR SUCCESS

PHI ALPHA DELTA
LAW FRATERNITY, INTERNATIONAL

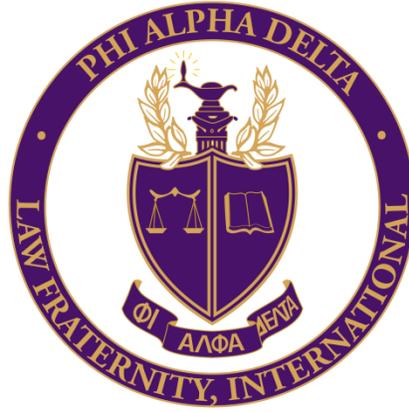
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TABLE OF CONTENTS

FOREWORD AND COMMON ABBREVIATIONS.....	4
I - LEADERSHIP.....	5
II – P.A.D. ORGANIZATION & STRUCTURE.....	6-7
III- CHAPTER ORGANIZATION.....	8-15
A. – Executive Board.....	8-9
B. – Key Traits of Effective Leadership.....	9-10
C. – Elections & Transitions.....	10-11
D. – Chapter Committees.....	11-12
E. – Meetings.....	13
F. – Chapter By-Laws.....	14
G. – Chapter Advisors.....	14
H. – P.A.D. Website.....	14-15
I. – Conference Calls.....	15
J. – <i>The Reporter</i>	15
IV – CHAPTER RECRUITMENT.....	16-19
A. – Why Join P.A.D.?......	16
B. – Chapter Recruitment Plan.....	16-17
C. – Successful Recruiting Techniques.....	17-19
V – CHAPTER MEMBERSHIP & THE INITIATION CEREMONY.....	19-22
A. – Types of New Members.....	19-20
B. – Applications.....	20
C. – The Initiation Fee.....	21
D. – Initiation Materials.....	21
E. – The Initiation Ceremony.....	21
F. – The Ritual.....	22
G. – Other Membership Categories.....	22
VI – PROGRAMMING.....	23-27
A. – Deadlines & Guidelines.....	23-24
B. – Programming Categories.....	25
C. – Organizing Event Programming.....	26-27
VII – FINANCES.....	27-28
VIII – P.A.D. ALUMNI.....	29
IX – NATIONAL & DISTRICT EVENTS.....	30
X – INTERNATIONAL P.A.D. AWARDS.....	31
XI – THE SOCIETY OF SCHOLARS.....	32
XII – BEST PRACTICES & POLICIES.....	32
XIII – ADDITIONAL RESOURCES.....	32
APPENDIX.....	33-40
A. – Programming Examples.....	33-34
B. – Sample Meeting Agenda.....	35
C. – Sample Chapter Meeting Minutes.....	35
D. – Sample Letter to Dean for Convention Delegate Funding.....	36
E. – Fundraiser Planning Worksheet.....	37
F. – Programming Evaluation Form.....	38
G. – Parliamentary Motions Guide.....	39-40



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 are an elected officer of your chapter or a member who wants to be more involved, the Law Chapter Operations Guide is a great resource to learn how to effectively lead a P.A.D. Law Chapter. In this guide you will find 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 generation of officers and members in your chapter.

Support for you and your chapter does not end with this guide. The International Executive Office is available to answer questions that you may have, so just give us a call or send an email any time. As employees of P.A.D., we are dedicated to helping your chapter achieve its best, year after year, and the Executive Office is 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 Phi Alpha Delta Executive Office

COMMON ABBREVIATIONS

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

EO or IEO	International Executive Office
IEB	International Executive Board
TRIB	International Tribune
ED	Executive Director
DJ	District Justice
ADJ	Assistant District Justice
FPM	Fraternity Policy Manual

CHAPTER I- 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 our 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 law school and life in general. 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- P.A.D. ORGANIZATION & STRUCTURE

A. International Executive Board

The International Executive Board (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 members of the IEB are elected by majority vote of the seated delegates present and voting at each P.A.D. Biennial Convention. International officers hold office for two years or until a successor officer is elected and installed in office. The IEB is composed of five named board members – International Justice, Vice-Justice, Clerk, Treasurer, and Marshal – and four Board Members-at-Large.

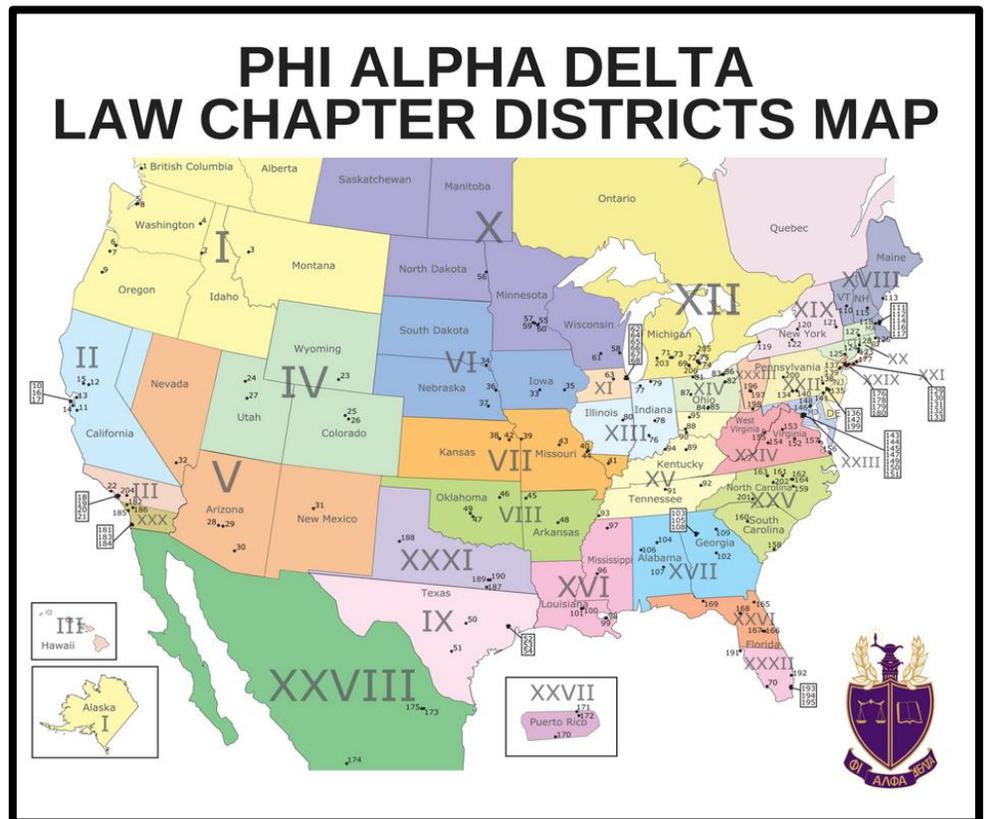
B. International Tribunal

The International Tribunal is composed of the Chief Tribune and two Associate Tribunes who deal with cases and controversies involving or arising out of the provisions of the International By-Laws or fraternity policy. As with the IEB, the International Tribunal members are volunteers and elected during the Biennial Convention. The International Tribunal hold office for two years or until a successor officer is elected and installed in office.

C. Districts

The Fraternity is divided geographically into districts. Each of these districts is coordinated by a volunteer with the title of District Justice (DJ). The DJ's duties include serving as a representative of the International Executive Board, administrative liaison to the district, and an advisor to individual chapters within the district.

District Justices are usually practicing attorneys, judges, or professors who volunteer much of their spare time for the Fraternity. They bring a wealth of experience and knowledge from their service as chapter officers and/or P.A.D. alumni members. District Justices are appointed by the International Justice with the advice and consent of the IEB. DJs are appointed/re-appointed annually.



View the full Districts Map on www.PAD.org

D. 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.

E. 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 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. You can also support the Foundation by shopping with AmazonSmile. When you shop [smile.amazon.com](https://www.amazon.com/smile), select the "P.A.D. Endowment Fund" as your charitable organization and Amazon will donate .05% of the price of your eligible AmazonSmile purchases to support our programs.

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 III- CHAPTER ORGANIZATION

A. EXECUTIVE BOARD

Each P.A.D. Law School Chapter has an Executive Board consisting of the Justice, Vice Justice, Clerk, Treasurer, and Marshal. These five positions are the key leaders and officers who convey P.A.D.'s core values.

1. **The Justice** is the chief executive and administrative officer of the chapter and presides over all chapter meetings. As the principal officer, the Justice ensures that the ritual of the Fraternity is properly exemplified on all appropriate occasions. The Justice oversees all aspects of chapter operations and makes sure that the other officers perform the duties of their respective offices.



2. **The Vice Justice** assists the Justice with all chapter operations. In the event the Justice is absent for any reason, the Vice Justice steps in to ease operations. Many Vice Justices act as the public relations and historical officer of the chapter. The position is important, as this person must be able to take on the responsibility of running the chapter at a moment's notice.
3. **The Clerk** is the chief recorder and correspondent of the chapter. The Clerk should keep a complete record of all matters pertaining to the chapter including chapter by-laws, minutes, and administrative records. The Clerk maintains a record of all chapter members with their complete contact information and sends out notices of meetings to members. Clerks should also maintain a close relationship with the local alumni chapter, the Alumni Advisor, and the Faculty Advisor (if applicable). The Clerk is responsible for submitting minutes, and any applications/fees received by the chapter to the Executive Office. (*Note: We do not advise that chapters collect applications and fees from members; see Section V, subsection B for more details*).
4. **The Treasurer** is the chief financial officer of the chapter and oversees the chapter's budget along with the Justice. The Treasurer ensures that the proper initiation fees are submitted to the EO and keeps chapter operating funds separate. The treasurer ensures all financial obligations of initiates have been paid to the EO and that prompt requests are made for funding to the Dean's office, SBA, or designated school contact.

5. **The Marshal's** main responsibility is to maintain proper order in meetings. The Marshal is the custodian of the ritual paraphernalia and physical property of the chapter. The Marshal is responsible for the proper instruction and preparation of the initiation ceremony. The Marshal sees that the other chapter members, appointed by the Justice or by the Marshal, are properly prepared and rehearsed in their assigned roles in ritual ceremonies.
6. **Additional Positions:** The five positions listed above are required by the Fraternity Policy Manual but do not have to be all-inclusive. The chapter may expand the Executive Board to include additional positions that are necessary to properly run the chapter.

B. KEY TRAITS OF EFFECTIVE LEADERSHIP

1. Excellent Communication

Whether in your 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, District Justice, 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 law students, school faculty, and attorneys, all of whom have demands on their time. 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 will always be emergencies that require your flexibility. Great time managers are able to create schedules that work for themselves and with everyone around them.

3. Sharing Responsibility

Even though the Executive Board leads and 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 establish a strong support system. Setting up 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 in person to help you with *just one thing*. You will get results.



4. Leadership in Life

Being elected as a P.A.D. officer is not just about leading a chapter. It's about gaining skills in life, and for your future as a lawyer. Here are some examples of duties that will be taken on as an officer and how they will relate to your career:

Recruitment: Many practices require attorneys to find their own clients. This is especially true if you are a sole 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 have to look for clients or sell your case to a jury.

Chapter Finances: Learning how to develop and maintain a budget is a practical skill not often taught in a classroom. Learning how to manage funds will enhance your ability to properly manage funds for future clients, your own practice, and 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 their 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. The key to successful delegation is to build in time to follow-up and ensure everything is on track to succeed.

C. ELECTIONS & TRANSITIONS

1. Elections

The election of new officers is necessary to ensure continuity within your chapter and the Fraternity. The Fraternity expects all law chapters to hold elections no later than **February 15th** 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 January. All candidates should be fully aware of the requirements and expectations of each office. 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.

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

Online elections can be difficult to monitor but can be done successfully. 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.

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. Transitions

All new officers take their positions upon administration of the Oath of Office, which should occur by **April 15th**. The transition period is nearly two months, allowing officers-elect will to have the opportunity to shadow the outgoing officers for the duration of the semester so that they are thoroughly prepared to run the chapter the following fall semester.

District Justices will schedule a district-wide Leadership and Transition Conference for the spring to allow for a smooth and organized officer transition. 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
- All files and manuals
- Bank account information
- Change signatories on all accounts
- Discuss duties of each officer position
- Discuss the fall calendar
- Review chapter activities and challenges of the past year
- Discuss chapter successes and goals for the future
- Electronically report the new officers to the EO and your DJ

The transition may not answer all of the questions that will arise concerning chapter operations. Its main purpose is to provide direction and guidance for the chapter to continue to move forward. If no transition meeting is held, or you still have questions, contact the EO to schedule a New Officer Conference Call.

D. CHAPTER COMMITTEES

To increase cooperation among chapter members and to prevent apathy, each member should be invited to serve on a committee. Committee systems can be designed in different ways, but the key is to have something for everyone to participate in. Invite members to each of your committees immediately following the initiation ceremony and give them something to do right away. The highest point of excitement for most members is the day that they join P.A.D. Tap into that

enthusiasm, and you will enhance both your chapter and their membership experience. Your goal is to have every member sign up for at least one committee.

Standing Committees: The chapter should effectively use the following standing committees:

- **Recruitment/Membership Committee:** Responsible for the continuity of the chapter by actively recruiting year-round. While all chapter members are responsible for recruiting, the committee should conduct a concentrated recruitment program at the beginning of each semester. The committee should make efforts to retain the involvement of its members while enrolled in school *and* after graduation.
- **Professional Development Committee:** Responsible for developing, planning, and implementing programs for advancement of professional development among 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.
- **Community Service Committee:** Develops programs and projects in efforts to reach out to the community.
- **Alumni Networking Committee:** Maintain contact with local P.A.D. alumni members to integrate them into the chapter's programs, initiations, and network. Alumni Advisors and your DJ are great resources for committee work.
- **Fundraising Committee:** Develops sources of revenue for the chapter through fundraising projects that supplement any chapter dues and school funding. It also reviews and analyzes the financial condition of the chapter on a continuing basis and shall report to the chapter its recommendations.
- **Social Committee:** Plans, develops, and executes social programs for members of the chapter, encouraging the development of a close bond of friendship among chapter members while in law school, and the continuation of such associations after law school. It also develops appropriate functions to aid in the development of a fraternal bond between its law school members, members of other chapters, and P.A.D. alumni.
- **Additional Committees:** The chapter may develop other committees that are specific to your school's activities or chapter's composition. Examples of these committees include: public relations committee; mock trial committee; committees for specific events; and more.



E. MEETINGS

1. Executive Board Meetings

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

2. Chapter Meetings

- a. **Importance:** Chapter meetings provide the forum in which the chapter operates. They are an important aspect of chapter organization and communication. Meetings should be scheduled with consideration to the schedules of the entire membership. While you cannot guarantee 100% attendance at all meetings, they should still be made attractive and interesting to the members to ensure participation. One way to encourage members to attend is to combine the meeting with a program or speaker.
- b. **Regularity:** Chapter meetings should be held on a monthly basis on regularly scheduled days and at a consistent time so that the membership can plan their schedules accordingly. 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** (see appendix for a basic guide): Chapter voting should be conducted following 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." If the chapter deems it necessary, Robert's Rules can also be used to structure general meetings. However, 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.
- d. **Agenda** (see appendix for an example): All chapter meetings should be conducted with an agenda. Prior to each meeting, the Justice should call an Executive Board meeting to establish the agenda. While all members should be encouraged to submit items to be included on the agenda, the final decision on the arrangement of the agenda should rest with the Executive Board. If necessary, the Justice should determine that committee reports are ready to be submitted to the chapter for action. The Clerk should distribute the minutes of the preceding chapter meeting ahead of time to keep the business of the chapter moving. At the conclusion of the agenda, the Justice should allow individual chapter members to submit additional items for chapter consideration.
- e. **Minutes** (see appendix for an example): The Clerk is to take minutes of every meeting. The minutes are to be proofread and distributed to the membership before chapter meetings, either in paper form or electronically. The minutes of the meetings should also be available for review by the chapter membership, so it's important to keep all minutes in chapter files. Minutes should also be sent to the Executive Office for review and filing. Minutes are NOT transcripts of meetings; they are the summary of chapter action.

F. CHAPTER BY-LAWS

Every chapter needs to adopt a set of By-Laws that govern the operation of the chapter. It is expected that chapters will base their By-Laws on the P.A.D. Model Law Chapter By-Laws (which can be found on the P.A.D. website). The Fraternity Policy Manual states that any chapter that does not have an adopted set of By-Laws is to be governed by the Model Law Chapter By-Laws. Before a vote is held on proposed changes to the Model By-Laws, the chapter must submit the proposed By-Laws to the Executive office for their input regarding any conflict with the Fraternity Policy Manual. Once the chapter has adopted By-Laws, it must submit them to the Executive Office for the official chapter files. Until the By-Laws are received by the EO they will not be considered valid.

G. CHAPTER ADVISORS

Chapter Advisors appointments are made by the District Justice or Executive Office with the advice and consent of the chapter to aid and advise the chapter.

1. Alumni Advisors

Alumni Advisors are in place to encourage and sponsor activities of the Fraternity, be available to advise chapter officers, assist and report to the District Justice/Executive Office, encourage chapter participation in district and national events, and be a liaison to local alumni.

2. Faculty Advisors

The Faculty Advisor is the liaison between the chapter and the law school administration. They encourage and promote scholastic achievement by the chapter members. Faculty members can be initiated into P.A.D. at no cost.



H. P.A.D. WEBSITE

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

- 1. The Law Membership Page:** The Law Chapter Membership Page offers multiple resources to chapters, including the official list of law chapters, links to this document and other important downloads, information about events, and much more.
- 2. Chapter Organization:** Official chapter records are kept and maintained solely at the Executive Office. Contact the EO to receive an up-to-date list of members in your chapter. If you

ever notice discrepancies with your lists, please contact the EO. Encourage your members to regularly log into the P.A.D. website and update their contact information. This is the best way to ensure they are getting important information from you and the EO.

- 3. Social Media:** You can find P.A.D. information, network with members, and post information on the P.A.D. Facebook Group, Twitter, Instagram, Pinterest, YouTube, LinkedIn, and P.A.D. Communities at www.pad.org.
- 4. Member Benefits:** All of P.A.D.'s member benefit information is kept on the website. You can find the types of discounts we offer and any special 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.

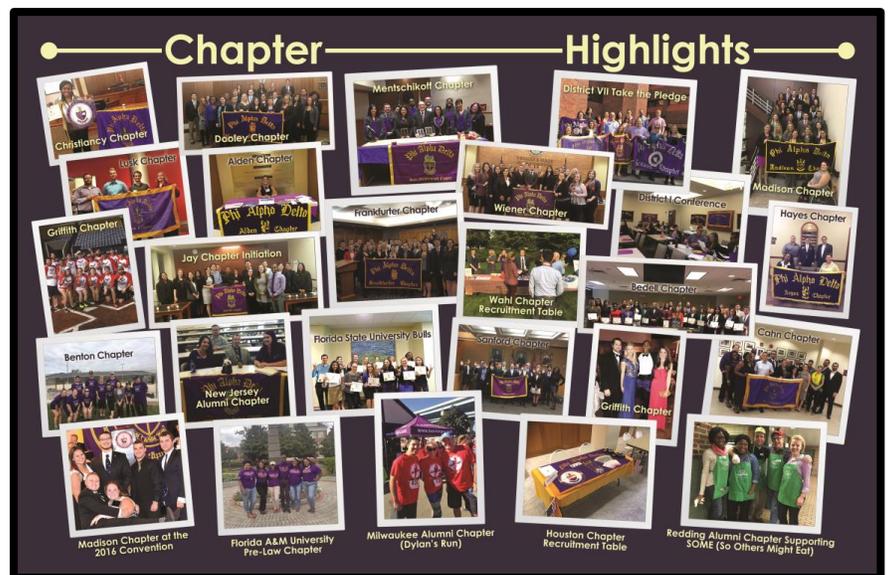
I. CONFERENCE CALLS

The Executive Office is available for conference calls and video chats with chapter officers. Topics on these calls can range from event planning, a virtual officer transition, general P.A.D. information, and much more. Contact the EO to set up a conference call.

J. THE REPORTER

Phi Alpha Delta's official publication is called *The Reporter*. Every current dues paying alumni member receives a complimentary copy mailed to them and electronic copies are available online. Bulk copies are distributed to chapters via the recruitment boxes and upon request.

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 the EO.



CHAPTER IV- 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 to. This is the simplest, and yet most forgotten, element of effective recruitment. At some point during the recruitment process, the recruiter/officers need to specifically ask someone to fill out an application, pay the initiation fee, and JOIN!

Other important reasons to join P.A.D. include:

- Networking and professional contacts
- Professional development programs
- Academic assistance programs
- Building leadership skills
- Member benefits, including discounts
- New friends and social activities
- Association with prominent leaders in the legal profession

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 will be sent to the chapter at the beginning of each semester, including a Recruitment Guide. Here are some tips for effective recruitment:

1. Start Before School Begins

When a chapter begins its recruiting efforts prior to the start of the semester, it has the opportunity to be the first organization that an incoming student hears from. A popular technique is including a welcome letter to all incoming 1Ls in the Dean's orientation packets. Include information about how to join or where to get more information about P.A.D.

If possible, be active while 1Ls are on campus for orientation. Make sure the chapter members are present whenever it pertains to the incoming 1L class.

2. Use the Student Activities Fair

Law schools 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. Use this opportunity to tell students about your events and about the tangible (bar prep course discounts, other business discounts, local chapter programming, etc.) and intangible

(networking, fraternalism, etc.) benefits of P.A.D. See the Recruitment Guide in the law downloads library on www.PAD.org for a detailed guide to setting up your chapter's table and additional useful recruitment tips.

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

3. Fall Semester vs. Spring Semester

Fall is the easiest time of the year for recruitment for all student organizations. A new law school class has just arrived and is eager to learn about various organizations. It is important that the chapter use all possible avenues of recruitment throughout the fall semester.

Spring is also an important time of the year to recruit; it's also an often-forgotten time. During fall semester, new students may be nervous about law school and do not feel comfortable getting involved in any organization. Once that feeling of apprehension has subsided, more students will be ready to join. For students who did not receive good grades first semester, offer them the opportunity to join and attend members-only academic assistance programs.

If you've already focused on recruiting amongst the 1L class in the fall, make the spring recruitment focused on 2Ls, 3Ls, and non-traditional/night students. The opportunity to join P.A.D. does not end after 1L year and limiting yourself to just that class cuts down on your potential membership.

C. SUCCESSFUL RECRUITING TECHNIQUES

1. Tabling: Setting up a recruitment table in a high traffic hallway or common area is one of the best ways to recruit. This allows the chapter to display its banner, speak with students passing by, hand out recruitment materials, and display the chapter's calendar. Invite a local P.A.D. alum to table with you. Here are a few tips when hosting a recruitment table:



A. Preparation: Preparation for recruitment is important. The chapter calendar should be on display. Each person staffing the table should have knowledge of the history and the selling points of P.A.D. To be a good recruiter, members need an "elevator speech," a quick, 30 second pitch that will talk about the benefits of P.A.D. Remember to end a conversation with a prospective member by asking them to fill out an application. If they do not have the time to fill out an application, have them sign an interested student sheet.

B. Working the Table: The best way to attract potential members is to have a crowd of people

at the recruitment table. A fun yet professional atmosphere will gain several new members. Have as many members sign up for time-slots especially for the lunchtime crowd. A common mistake when holding a recruitment table is to have just one or two people at a table.

C. Active Recruiting: The best way to interact with students is to be out in front of the table greeting them as they pass by. If recruiters sit behind a table and read a book or focus on a laptop they become unapproachable. Have recruiters prepare an opening line such as “Hi, have you heard of P.A.D.?” This will draw people to the table. Once they come over and are interested, sell them on the benefits of P.A.D. The key is to be professional and social in order to draw positive attention toward the table and ultimately, P.A.D.

2. Classroom Announcements

Classroom announcements are a great way to tell a large group of students about an upcoming P.A.D. event or joining P.A.D. You will find that most professors are willing to give a few minutes to a student to make an announcement before a class begins. Make sure that an announcement is made before each major class.

3. Campus Leaders

Having chapter members involved in different ways throughout the law school can be an effective recruiting tool. When members are actively involved in the school, P.A.D. seems like an organized group of leaders. It also helps spread the word of P.A.D. to different facets of the university. Orientation leaders, SBA Representatives, Law Review members, Moot Court competitors, etc. are tremendous outlets for P.A.D. members. Utilize the skills and presence of these individuals in the recruiting process.

4. Calendar

A well-rounded, diverse calendar is the single greatest recruitment tool a chapter can have. By holding programs that truly benefit the school and the student body, P.A.D. will become a household name at the law school. By throwing in “Member Only” events, the chapter can use its programming success to entice students to join. Many chapters utilize a signature event that no other student organizations hold as a way to set themselves apart from the competition.

5. Social Media and Other Methods of Digital Communication

By maintaining a presence on 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. Before using any type of digital communication, make sure your chapter is familiar with the Fraternity’s Social Networking Policy, which can be found in the Fraternity Policy Manual.

6. The Competition

Some schools may have another law fraternity on campus. Prospective members may approach you and ask “What’s the difference between all the law fraternities?” Remember that all competition is healthy and encourages excellence. The position you and your chapter members should take is to show what sets your chapter apart on both a local and national level. It may be professional, academic or social in nature. Use your chapter’s strengths to seal the deal! Here are some quick talking points to address with potential members:

“As one of the world’s largest legal organizations, we have more chartered and active law school chapters, pre-law chapters 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 and genders. Membership in P.A.D. lasts a lifetime with benefits being derived by our members regardless of whether they are a 1L trying to figure out the best law tract for them, a recent grad, or a longtime attorney who needs local counsel far from his locale.”

7. Follow-Up

Interested student sign-up sheets should be used at a recruitment table. Following-up with those contacts will mean the difference between 5 and 50 new members. It’s always best to reach out to individuals via phone or in person. Having a committee on this task will be most beneficial. You can have the best recruitment in the world, but if there is no follow-up, the chapter will miss out on prospective members.

Remember, the chapter should always recruit enough members to replace those that will be graduating during that school year. Chapters should aim to recruit as many, or more, members than the previous year.

CHAPTER V- MEMBERSHIP & THE INITIATION CEREMONY

A. TYPES OF NEW MEMBERS FOR A P.A.D. LAW CHAPTER

About 90% of the new members you will recruit will be regular law student members. However, there are other member categories that you should keep in mind while recruiting.

1. Students from a Pre-Law Chapter

Students who were members of a pre-law chapter of P.A.D. can join a P.A.D. law chapter at a discounted rate. These types of students are called Senior Transition members because instead of submitting a new application, they need to submit a form online to transition their membership from pre-law to law. Visit the P.A.D. website for more information about the Senior Transition Program. Senior Transition students are some of the easiest members to recruit because they already know what P.A.D. is and the benefits that are offered.



2. Faculty

Faculty membership is complimentary. There is a special application available to download online for faculty. Even though these members do not pay a fee, they still count towards your chapter's membership numbers and should be properly initiated.



3. Alumni

You do not need to be a student to join P.A.D. Alumni – individuals who have graduated, passed the bar exam, and are practicing – may also join. While there are alumni chapters, alumni are also welcome to be initiated into law chapters.

4. Transfer Students

If a student decides to transfer from one law 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.

B. APPLICATIONS

All students are encouraged to submit their P.A.D. membership application online. This is the fastest and most secure way to submit information (not to mention environmentally friendly). The P.A.D. website automatically sends a confirmation email to a member when their application is received online (as well as receipts for payments made). Online applications take about 24 hours to be approved.

THE EO DOES NOT ACCEPT CASH PAYMENTS AND YOUR CHAPTER SHOULD NOT EITHER. Cash is hard to track. If you have to 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 EO. If a new member gives the chapter officers a paper application and payment, it must be submitted to the EO **AS SOON AS POSSIBLE**. Chapter officers should never hold onto paper applications or payments for more than a few days.

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

- **Student (ST):** The member has submitted an application, paid, provided an initiation date, and their member materials have been sent by the Executive Office (more on that below).
- **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 new member has not paid the initiation fee. If a student is listed as PP, they will receive a notification email from the EO regarding their status. Chapters should also reach out to these students to find out if they're interested in completing their membership. PP Members may NOT be initiated by the chapter.

C. THE INITIATION FEE

Unlike many other professional and social organizations, P.A.D.'s initiation fee for law chapter members is a one-time fee – that means when members pay, they are lifetime members in the Fraternity and their membership automatically transfers to alumni membership upon graduation. Be sure potential new members know the fee is a single payment when you are recruiting.

The initiation fee includes initiation materials for each new member, insurance for members and chapters, and provides critical operating funds for P.A.D.

The Executive Office offers payment plans for the initiation fee for any new member. They are flexible and easy to set up. Any new member can request an initiation fee payment plan by contacting the Membership Department (this information is not shared with chapter officers).

D. INITIATION MATERIALS

Chapter officers can 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. If a member loses their initiation materials, they can purchase replacement materials online.

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.

E. THE INITIATION CEREMONY

Each chapter is required to have at least one initiation per semester. However, 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.

As a reminder, applicants must be paid in-full before being initiated. If a chapter initiates an individual that has not submitted payment, the chapter will be responsible for the initiation fee.

Initiation ceremonies are open to all, and chapters are encouraged to invite friends, family, and faculty to the ceremony.



F. 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. 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 from the P.A.D. Website.



G. OTHER MEMBERSHIP CATEGORIES

Your chapter's membership is composed of law student members, faculty, or alumni members as defined above in Section A. The other categories of membership in P.A.D. are defined as follows:

1. **Pre-Law Members:** Any student, faculty, or administration member at any school where a Pre-Law Chapter of this Fraternity is chartered.
2. **Alumni Members:** Alumni members may be any person who has been licensed to practice law or any duly initiated law school member upon their departure/graduation from law school. See more about alumni in Chapter VIII.
3. **Honorary Member:** Any person who has attained unusual distinction in the legal profession or in the field of law. Honorary membership is granted via majority vote by the P.A.D. International Executive Board. Please contact the Executive Office if you would like to nominate someone for honorary membership.
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.

CHAPTER VI- PROGRAMMING

A. DEADLINES & GUIDELINES

The purpose of the P.A.D. law program is to help members through law school and make informed decisions about their future legal career. Each chapter program should be planned with that purpose in mind.

Please use this guide to set up your calendar and create programs to provide services to the student, the school, the profession and the community. Examples of these programs can be found in the appendix.



First week of school (each semester - suggested minimum):

1. Executive Board meeting (with minutes sent to your DJ and the EO)
2. Recruiting/information table at the new student orientation.
3. Academic assistance program

First month of school (each semester – suggested minimum):

1. General chapter meeting (send minutes of the meeting to the DJ and EO)
2. Establish and finalize any committee assignments
3. Social program
4. Academic assistance program or community service program
5. Submit request for funding for sending a delegate to the International Convention (in convention years and off convention years if you want to plan ahead).

First Semester (required minimum events):

First Fall Initiation Ceremony	Held during the first half of the semester
Executive Board Meetings	Held every two weeks (<i>send minutes to the DJ & EO</i>)
General Chapter Meetings	Held monthly (<i>send minutes to the DJ and EO</i>)
District Conference (if held)	Mandatory attendance for all officers
Professional Events/Programs	Two (2) Minimum
Social Events/Programs	Two (2) Minimum
Recruitment Events/Programs	Two (2) Minimum
Academic Events/Programs	Two (2) Minimum
Fundraising Event/Program	One (1) Minimum
Community Service Event/Program	One (1) Minimum
Alumni Networking Event/Program	One (1) Minimum
SUBMIT SPRING CALENDARS	Email to the Executive Office by November 8
Any Applications in Your Chapter's Possession	Submit no later than November 15

Second Semester (required minimum events):

First Spring Initiation Ceremony	Held during the first half of the semester
Executive Board Meetings	Held every two weeks (<i>send minutes to the DJ & EO</i>)
General Chapter Meetings	Held monthly (<i>send minutes to the DJ and EO</i>)
Professional Events/Programs	Two (2) Minimum
Social Events/Programs	Two (2) Minimum
Recruitment Events/Programs	Two (2) Minimum
Academic Events/Programs	Two (2) Minimum
Fundraising Event/Program	One (1) Minimum
Community Service Event/Program	One (1) Minimum
Alumni Networking Event/Program	One (1) Minimum
Hold Officer Elections	Must be held by February 15
New Officers Take Office	Must take office by April 15
Submit Fall Calendars	Email to the Executive Office by April 15
Any Applications in Your Chapter's Possession	Submit no later than May 1
Submit Award Applications	Email to the Executive Office by first Monday in June

B. PROGRAMMING CATEGORIES

Specific programming examples can be found in the appendix.

1. Professional Development Events/Programs

These programs are designed to help members and students learn about the practice of law. They cover issues that help students make decisions about their professional career/life.

2. Academic Assistance Events/Programs

Academic assistance programs are designed to help members with law school studies and ultimately pass the bar exam.

3. Alumni Networking Events/Programs

Alumni networking events bring P.A.D. alumni into your chapter activities. These events can be combined with professional and social activities. The key is to keep the alumni involved in the chapter. Building a solid base of alumni takes time.



Use the online directory or contact the Executive Office for lists of alumni in your area. Keep in mind that alumni need advance notification of events. While they are always 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 Events/Programs

Social programming should never be the main focus of the chapter, but it is a great opportunity for members to fraternally socialize and get to know each other.

5. Community Service Events/Programs

Community service programs have always been a hallmark of Phi Alpha Delta operations. This is your chapter's chance to support charities and other worthwhile causes. Remember that this may not be donating money; it may be donating your time! Try to brainstorm ideas that help the community but are still law related. If a chapter holds a community service fundraiser for a charitable organization, any contributions made through the event should be made out directly to the charitable organization and not to the chapter.

6. Fundraising Events/Programs

Fundraising is a great way to bring in money to the chapter or 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 (like a specific program you want to hold with the funds, or how many delegates you want to send to Convention). 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 future years. Include alumni in your fundraising – you may be surprised how generous they can be. If your school has special rules about fundraising, please let the EO know so we can help you work within those parameters.

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 could really benefit your members. If you are having trouble thinking of ideas, talk to a school advisor, the EO, or the Dean.

2. Time and Place

Set a time and date. Make sure that there is adequate time to 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.

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.

3. 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!

4. Publicizing

There should be two groups that are the target of publicity: members and the student body. Depending on what the focus of the program is on, publicize to that group. Regardless of whether the program is intended for members or nonmembers, make sure the entire law 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 one of your "members only" events, be sure program announcements state that all students are welcome to attend.

5. 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. Include a sign-up sheet and membership applications.

6. 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.



7. 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. laws/regulations.
- Do not use personal vehicles for group transportation to/from P.A.D. 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.

CHAPTER VII- FINANCES

Dealing with chapter finances can be a rewarding experience for the chapter treasurer and members of various committees. In the Fraternity Policy Manual, you will find the full Law Chapter Financial Policy. This policy outlines the various expectations of each chapter when dealing with finances.

A. Initiation Fees

It is the responsibility of the chapter officers, specifically the Treasurer, to make sure that all international initiation fees are paid prior to initiation. Additionally, the treasurer should ensure that any applications or payments in the chapter's possession are sent to the EO promptly. The chapter should check the membership status of each applicant with the EO to make sure that they are not "pending payment" when initiated. If you have questions regarding members in pending payment status, please contact the Executive Office

B. Local Dues

The chapter may collect local dues at an amount decided upon by the chapter and adopted into the Chapter By-Laws. 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 Model Chapter By-Laws for procedures on dealing with local dues.

C. SBA/SGA/Law School Policies

Most universities have a student government body that oversees funding to student organizations. At a few schools, this is done directly through the administration. The Treasurer and Justice 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. More often than not, the requests for organization funding have to be done by a certain deadline, and if that is not met there will be no funding available to the organization for the year. It is vitally important that these procedures are known. This should be covered during officer transitions.

D. Budget

A chapter's budget is its financial plan. Each month, the treasurer should compare the budgeted income and expenses with the actual situation and report in detail the financial status to the Executive Board. Chapter financial reports should also be made available to the chapter membership and EO upon request. Proper use of a chapter budget by the treasurer and the other officers will strengthen the chapter financially.

Chapter officers should prepare and adopt a budget prior to the beginning of each school year. In agreeing upon a budget, the chapter must be mindful of its sources of revenue, i.e. dues, fundraisers, etc. A budget is not carved in stone, but it should represent a workable plan and provide a good starting point for your chapter. As the school year progresses, 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. Donations made to 501(c)(7) organizations like P.A.D. are not tax deductible and 501(c)(7) organizations are not exempt from sales tax. The tax exemption status deals only with exemption from income taxes for the organization. Remember this 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 EO 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 EO handles the tax returns for each chapter by filing a 990 postcard form annually.

The P.A.D. International Foundation is classified as a 501(c)(3) organization. The Foundation is P.A.D.'s charitable branch, and donations are tax deductible.

F. Bank Account

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

A bank may require additional 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 VIII- P.A.D. ALUMNI



A. Alumni Networking

Alumni networking is one of the facets of P.A.D. that is going to separate it from every other student organization on your campus. Memberships to other organizations on campus may cease altogether upon graduation. As a member of a P.A.D. law chapter, membership stays with you through your entire life. P.A.D.'s size, structure and network allow its members to stay connected in ways that other organizations cannot.

Keeping alumni involved and in the loop about chapter activities is a great benefit

for your members. Invite alumni to all chapter events to maintain a relationship with your local alumni. They are a great resource.

B. Recent Graduates

One way to jump start a fraternal connection with alumni is for the chapter to maintain a contact list of recent graduates. Each year, there may be dozens of involved law student members that lose connection to P.A.D. when they graduate. By keeping a contact list, you can keep these individuals involved with the chapter and the Fraternity as a whole. You can do this as a standalone chapter initiative, or in conjunction with the local alumni chapter.

C. You as an Alumnus

Remember to stay involved as an alumnus when you graduate. Officers and active members at the chapter level will become the driving force of the organization as a whole in years to come. When you leave school, update your profile on the P.A.D. website with new contact information (especially an email address besides your school address) and stay in touch with your chapter. Join an alumni chapter in your area, or work with the EO to reactivate/charter an alumni chapter (if there is not an active one in your area). Your involvement as an alumnus will help strengthen our Fraternity.



CHAPTER IX- NATIONAL & DISTRICT EVENTS

The P.A.D. website includes a section with information about national P.A.D. events.

A. District Leadership and Transition Conferences

Every spring, a District Leadership and Transition Conference is held in each District and led by the District Justice/Assistant District Justices. All incoming and outgoing chapter officers must attend, and all of your chapter members are invited (this is a great starting point for members looking to run for officer positions in the future). The District Conference is generally a one-day program that provides information, suggestions and advice for the officer transition process. It will also cover methods of organization, programming, financing, and effective operation of a law school chapter for the coming year. It is also a time to develop effective leadership skills.

B. Annual Law Mock Trial Competition

P.A.D. hosts an annual Mock Trial Competition for law chapters. The competition is held in late February/early March in the Washington, D.C. area. The competition is judged by volunteer lawyers & judges and Mock Trial veterans who offer helpful, real-world feedback.

C. Biennial Convention and Leadership Conference

Convention is held every two years and brings together P.A.D. law student and alumni members from around the world. Delegates elect International Officers and benefit from workshops, panels, and guest speakers. Convention presents invaluable fraternal networking and professional growth opportunities for both student and alumni members. Chapters are required to send at least one delegate to Convention but may send more if desired.



During Convention you will learn how reach your chapter's full potential and fulfill the Fraternity's motto of "Service to the Student, the School, the Profession, and the Community." What students most often take away from Convention is a sense of fraternalism, networking, and pride in P.A.D. Whether a person has been to one or ten Conventions, they will most surely tell you that P.A.D. Conventions are an experience of a lifetime.

To offset Convention costs, grants are made available to students and young alumni via P.A.D.'s International Foundation.

A. Leadership Summit

During non-convention years, P.A.D. hosts a one-day Leadership Summit for law, pre-law, and alumni members. The Summit focuses on developing leadership skills and is ideal for chapter officers or those interested in becoming officers. It also offers unique networking opportunities, since it is the only P.A.D. event where all three programs (pre-law, law, and alumni) are represented.

CHAPTER X- 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 of the award applications are available for download on the P.A.D. website. 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.

A. Stanley H. Kohn Outstanding Chapter

The Kohn Award is presented to the Most Outstanding Law School Chapter of the Fraternity for the school year. Winners are determined by the IEB.

B. Chapter Merit Award

The Merit Award is presented to those chapters which qualify by objective criteria based on P.A.D. requirements. The application for this award is integrated into the Stanley H. Kohn Outstanding Chapter Award.

C. Most Improved Chapter

The Executive Office selects the three Most Improved Chapters annually. The EO submits this information to the IEB for final vote on the Most Improved Chapter.

D. Top Recruiting Award

The chapter that recruits the most members in one year will receive this award for their recruitment efforts. The award is based on official EO membership records.

E. Meet or Beat Award

Each law school chapter that meets or beats its all time record for initiating new members in a single academic year shall receive this



award. The award is based on official EO membership records.

F. 100 New Initiates

Each chapter that initiates 100 or more initiates will receive this award. The award is based on official EO membership records.

G. P.A.D./Student Body Ratio

This award is given to the chapter with the greatest ratio of P.A.D. members to the law school student body. The award is based on official EO membership records and enrollment numbers as reported by the law school.

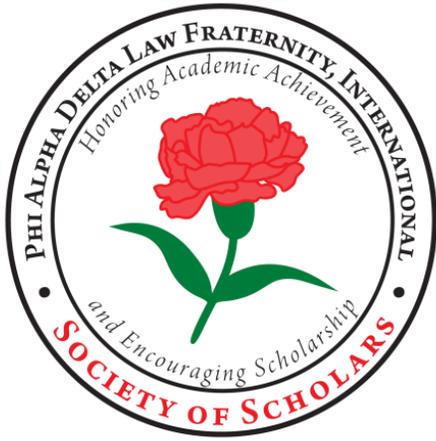
H. Officer Awards

- Alex A. Hotchkiss Outstanding Justice Award
- Paul Meier Outstanding Vice Justice Award
- Frank E. Grey Outstanding Clerk
- Dalphine MacMillan Outstanding Treasurer Award
- Jack Miller Outstanding Marshal Award

I. Programming Awards

- Outstanding Professional Program
- Outstanding Academic Program
- Outstanding Social Program
- Outstanding Community Service Program
- Outstanding Alumni Networking Program

CHAPTER XI- 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 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.

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 potential lawsuits. If a member or non-member becomes aware of a potential policy violation, they may report it to the Executive Director by filling out the online incident report on the P.A.D. website (complaints may be reported anonymously). In cases of emergency, the Executive Director can be reached via phone at 410-347-3118.

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

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.

- Fraternity Policy Manual
- Insurance Manual
- Model Law Chapter By-Laws
- Law Chapter Rituals
- Recruitment Guide

Support for you and your chapter does not end with this guide. Do not hesitate to contact the Executive Office and your District Justice with questions and comments. We look forward to helping you succeed.

APPENDIX

A. PROGRAMMING EXAMPLES

A. ACADEMIC

- Q&A Discussions
 - About Exams
 - About Professors
 - About classes for 2L or 3L year
- “So you got into law school — now what?”
- Balancing school and home/work life.”
- What to do this summer?
- Outline banks
- Outline review
- Study breaks: social, food, massages, yoga breaks
- Brief Binding (combine with fundraising)
- “How To” Seminar
 - 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 2nd Year”
- What classes do I need for the bar exam?
- 3L simulated

B. COMMUNITY SERVICE

- Easter egg hunt
- Blood drive
- Rake leaves
- Adopt-a-highway
- Volunteer at a homeless shelter
- Pick a local charity or cause
- Law related education
- Coach a high school mock trial team

C. ALUMNI

- Annual poker tournament
- Special annual award
- General networking event
- Socials

D. FUNDRAISING

- Bake sale
- Auction
- Coin Jar Contests (Kiss the Pig)
- Apartment Hunting Service
- Sell t-shirts
- Brief binding (combine with academic assistance)

2020 AWARD WINNING LAW PROGRAMS

ACADEMIC: Professor Panel, *Bradwell Chapter*

ALUMNI NETWORKING: Inaugural Alumni Social, *Rasco Chapter*

COMMUNITY SERVICE: NESL'd By the Fire, *MacLean Chapter*

PROFESSIONAL: Celebration 2020, *Watson, Jr. Chapter*

SOCIAL: Secrets of Downtown, *Bradwell Chapter*

See PAD.org for a full list of award winners.

E. PROFESSIONAL

- Panel of attorneys- various areas of the law/ different size firms
- Attorney to discuss in-house counsel work
- Prosecutor v. Public Defender
- Dress for Success (Partner with Brooks Brothers)
- Etiquette dinner (combine with fundraising)
- Honor a judge
- Judge's Roundtable
- Team up with Judge to see trial/hearing and meet with them afterwards
- Professors speak about law practice (some have practiced and were in law firms)
- Utilize career services and other departments to present on professional development
- Shadowing an attorney (auction)
- CLEs
- Interview techniques seminar
- Resume seminar
- Dinners with professors/attorneys
- Mentoring program with local attorneys (can be done via email across the country)
- Alternative careers with a J.D.
- War Stories – professors discuss careers
- How to get published
- Choosing a Specialty: a roundtable on practice areas with attorneys

B. 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. Solicit ideas from members

- d. Delegate responsibilities, develop committees
- e. Chapter award applications

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!

C. SAMPLE CHAPTER MEETING MINUTES

P.A.D. Law Chapter Sample Minutes

November 8, 2020

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

Clerk's Report:

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

All were in favor, motion passed.

Committee Report:

A. Recruitment: Hold recruitment table in the main hall from 10-2 the entire week.

B. Social: Social for all members to be held at Colonial Tavern 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 1L Representative.

New Business:

Need an academic assistance program for finals. Any volunteers among 2 and 3Ls to sit on panel?

Submit all applications in our possession to the EO

Submit spring calendar to the EO and DJ by November 15

Meeting adjourned at 2:15 p.m.

Respectfully submitted, [Name & Title]

D. SAMPLE LETTER TO DEAN FOR CONVENTION DELEGATE FUNDING

This is a sample letter you may wish to modify and use to solicit funding from your school for the P.A.D. Convention. In addition to this letter, if you would like follow-up information sent specifically to your Dean, contact the Executive Office.

Dear Dean [NAME]

I am writing to you with regard to our upcoming Biennial Convention which will be held [DATE] at the [HOTEL] in [CITY, STATE]. Phi Alpha Delta convenes an International Convention every two years in order to: (1) educate our members as to how best fulfill our motto of "Service to the Student, the Law School, the Profession, and the Community"; (2) train our members in the ways of parliamentary procedure; (3) provide student members with the opportunity to meet top members of the bench and bar from across the country; (4) elect our international board of directors; and (5) network with students from law schools in the United States, Canada, Mexico, and Puerto Rico.

The Convention is comprised of delegates from each of our over 200 law school and over 100 alumni chapters as well as our 33 regional coordinators (District Justices), International Tribunal, International Executive Board, and Executive Office Staff. The International Convention provides many opportunities for delegates to develop leadership skills, networking abilities, and a greater understanding of our organization. This information is brought back to our respective law schools to better our chapters and thus the law school.

Our Fraternity covers a portion of the costs of one delegate from each law school chapter to attend Conventions. As a non-profit, the Fraternity is not able to cover all of the attendance costs for all law students who wish to attend. The shortfall tends to run between \$250 and \$500 for the first delegate depending on the location of the law school from the Convention site.

P.A.D. respectfully requests the [SCHOOL'S] earnest consideration of supplementing the stipend provided by our Fraternity to send one or more of our law student members to the Biennial Convention. Similar allowances are made for student attendance at ABA/LSD meetings. Convention attendance for one or more law student delegates will help our chapter exponentially.

Phi Alpha Delta Law Fraternity, International is the world's second largest international legal organization (second only to the ABA). Currently there are over a quarter of a million members located around the world, with over 300 pre-law chapters, over 200 law school chapters and over 100 alumni chapters. Convention will be held [DATE] in [CITY, STATE]. Any assistance your office can lend to [NAME] Chapter will be greatly appreciated, and well worth your investment.

If you have any questions with regard to our request, please feel free to contact me at [INFO] or our Executive Office at (410) 347-3118. Thank you for your consideration of our request.

Sincerely,

**INSERT JUSTICE NAME
AND SIGNATURE**

Phi Alpha Delta Chapter Justice

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:

G. PARLIMENTARY MOTIONS GUIDE

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT ?	2ND?	DEBATE?	AMEND?	VOTE?
§21: Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20: Take break	I move to recess for	No	Yes	No	Yes	Majority
§19: Register Complaint	I rise to a question of privilege	Yes	No	No	No	None
§18: Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17: Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16: Close debate	I move the previous question	No	Yes	No	No	2/3
§15: Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
§14: Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
§13: Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
§12: Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
§11: Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10: Bring business before assembly (a main motion)	I move that [or "to"]...	No	Yes	Yes	Yes	Majority

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Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23: Enforce rules	Point of order	Yes	No	No	No	None
§24: Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25: Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26: Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27: Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29: Demand rising vote	I call for a division	Yes	No	No	No	None
§33: Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33: Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34: Take matter from table	I move to take from the table...	No	Yes	No	No	Majority
§35: Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37: Reconsider motion	I move to reconsider	No	Yes	Varies	No	Majority

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