

PHI ALPHA DELTA LAW FRATERNITY, INTERNATIONAL

FRATERNITY POLICY MANUAL

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TABLE OF CONTENTS

Mission, Vision, Core Values 6
Glossary 6

Article 1–Membership 7
Section 1.1 Categories of Membership 7
Section 1.2 Pre-Law Membership 7
Section 1.3 Law School Membership 7
Section 1.4 Alumni Membership 7
Section 1.5 Honorary Membership 7
Section 1.6 Lifetime Membership 8
Section 1.7 Dual Membership 8
Section 1.8 Good Standing 8
Section 1.9 Termination of Membership by Member 8
Section 1.10 Proceedings to Suspend, Expel or Terminate a Member 9
Section 1.11 Disciplinary Proceedings for Violations of Unworthy Conduct 9

Article 2–International Initiation Fees & Dues 10
Section 2.1 Official Reports 10
Section 2.2 International Initiation Fees 10
Section 2.3 Changes to International Initiation Fees 10
Section 2.4 Alumni Dues 11

Article 3–Membership Auxiliary 11
Section 3.1 Eligibility 11
Section 3.2 Membership in the Auxiliary 11
Section 3.3 Benefits 11
Section 3.4 Exceptions 12

Article 4–Pre-Law Chapters 12
Section 4.1 Formation & Charter 12
Section 4.2 Initiations 12
Section 4.3 Officers 12
Section 4.4 Advisors 13
Section 4.5 Reactivation 14

Article 5– Law School Chapters 14
Section 5.1 Formation & Charter 14
Section 5.2 Initiations 15
Section 5.3 Officers 15
Section 5.4 Advisors 17
Section 5.5 Law School Chapter Name Change 17
Section 5.6 Loss of Accreditation 18
Section 5.7 Reactivation 18

Article 6–International Expansion of Law School Chapters 19
Section 6.1 International Affiliations with Other Law School Related Organizations 19
Section 6.2 International Associate Chapter 19

Article 7–Alumni Chapters 21
Section 7.1 Formation & Charter 21
Section 7.2 Initiations 21
Section 7.3 Multiple Alumni Chapter Membership 21
Section 7.4 Officers 21
Section 7.5 Alumni Chapter Annual Tax 23
Section 7.6 Placement Committee 23
Section 7.7 Alumni Chapter Name Change 23
Section 7.8 Reactivation 23
Section 7.9 Alumni Chapter Boundary Change 23

Article 8–Recall of Officers 24
Section 8.1 Applicability 24
Section 8.2 How Instituted 24
Section 8.3 Procedures 25

Article 9 – Chapter Charter Suspension & Revocation 26
Section 9.1 Non-Delegable Duty 26
Section 9.2 Grounds 26
Section 9.3 Process 26
Section 9.4 Effects of Suspension or Revocation 27

Article 10–Policies Applicable to All Chapters 27
Section 10.1 Chapter By-Laws 27
Section 10.2 Open Membership Policy 27
Section 10.3 Alcohol Policy 28
Section 10.4 Anti-Hazing Policy 28
Section 10.5 Chapter Financial Policies 28
Section 10.6 Exclusivity Policy 31

Article 11–Universal Policies 32
Section 11.1 Social Media Policy 32
Section 11.2 Sexual Harassment, Abuse or Discrimination 33
Section 11.3 Risk Management & Insurance 33
Section 11.4 Anti-Racism Policy (*Incomplete Placeholder Section*) 33
Section 11.5 Privacy Policy 33
Section 11.6 Conflict of Interest Policy 37
Section 11.7 Event Code of Conduct 39
Section 11.8 Gift Acceptance Policy 39

Article 12–Districts & District Justices 41
Section 12.1 Districts & District Justices 41
Section 12.2 Geographic Boundaries of Districts 41

Section 12.3 District Justice....41
Section 12.4 District Budgets....42
Section 12.5 District Leadership & Transition Conferences....42
Section 12.6 Assistant District Justices....43

Article 13–Advisors, Advisory Councils, & Boards....44
Section 13.1 Chief Legal Advisor....44
Section 13.2 Chief Diversity Advisor....44
Section 13.3 Chief History Advisor....44
Section 13.4 Pre-Law Advisory Council....45
Section 13.5 Law Student Advisory Council....45
Section 13.6 Alumni Advisory Council....45
Section 13.7 International Relations Advisory Council....46
Section 13.8 Diversity, Equity & Inclusion Advisory Council....46
Section 13.9 District Justice Advisory Council....46
Section 13.10 Council of International Chiefs....47
Section 13.11 International Advisory Board....47

Article 14–Dispute Resolution....47
Section 14.1 Ombuds....47
Section 14.2 Whistleblower Protection Policy....47
Section 14.3 Dispute, Conflict, and Complaint Process....48

Article 15–International Tribunal....52
Section 15.1 Composition....52
Section 15.2 Meetings....53
Section 15.3 Original Jurisdiction....53
Section 15.4 Appellate Jurisdiction....53
Section 15.5 Procedures....54
Section 15.6 Permissible Activity....54
Section 15.7 Changes to Article 15....54

Article 16–P.A.D. International Foundation....54
Section 16.1 Establishment....54
Section 16.2 Administration....54
Section 16.3 Use of the Foundation....54

Article 17–Nominations Process for Elected International Positions....54
Section 17.X Rules of the Nominating Committee (*Incomplete Placeholder Section*)....54

Article 18–International Chapter & International Conventions....55
Section 18.1 Convention....55
Section 18.2 Delegates....55
Section 18.3 Delegate Selection....55
Section 18.4 Seating of Delegates....55
Section 18.5 Delegate Expenses....56
Section 18.6 Rules of Convention (*Incomplete Placeholder Section*)....56

Section 18.7 Standing Committees 56
Section 18.8 Report of the Executive Director.....56

Article 19–Other International Events.....57
Section 19.1 Pre-Law Conference 57
Section 19.2 Law School Mock Trial Competition.....57
Section 19.3 P.A.D. Day at the U.S. Supreme Court 57

Article 20–Executive Office & Financial Operations.....57
Section 20.1 Executive Office 57
Section 20.2 Financial Operations 57

Article 21–Expense Reimbursement Policy 58
Section 21.1 Purpose.....58
Section 21.2 Clerical Reimbursement.....58
Section 21.3 Photograph Expense Reimbursement.....58
Section 21.4 Travel Expenses 58
Section 21.5 Expense Reports.....59

Article 22–Publications.....59
Section 22.1 The Reporter 59
Section 22.2 The History 59
Section 22.3 The Book of Ritual.....60

Article 23–Professional Fraternity Association 60
Section 23.1 Membership.....60

Article 24–Fraternity Insignia 60
Section 24.1 Design 60
Section 24.2 Coat-of-Arms 60
Section 24.3 Great Seal.....60
Section 24.4 Logo 61
Section 24.5 Colors.....61
Section 24.6 Jewelry 61
Section 24.7 Other Symbols.....62

Article 25–Amendments 62
Section 25.1 Member Proposals.....62

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.

Phi Alpha Delta Fraternity Policy Manual

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

GLOSSARY

C.A.C. – Chapter Awards Committee

D.L.T.C. – District Leadership and Transition Conference

E.D. – Executive Director

E.O. – Executive Office

The Fraternity - Phi Alpha Delta Law Fraternity, International

I.E.B. – International Executive Board

I.E.B. Members – International Officers and International Board Members At-Large collectively

International Chapter – Delegates assembled at the International Convention

International Officers – International Justice, International Vice Justice, International Secretary, International Treasurer & International Marshal collectively (see By-Laws Chapter V, Section 1)

Article 1–Membership

Section 1.1 Categories of Membership
Pursuant to International By-Laws Chapter II Section 1 the following categories of membership are established: Pre-Law, Law, and Alumni.

Section 1.2 Pre-Law Membership

A. Any member of the administration, faculty or any student in good standing at any institution of higher learning where a Pre-Law Chapter of the Fraternity is chartered is eligible for Pre- Law membership.
B. Any pre-law member of the Fraternity no longer in attendance at an institution of higher learning and who has not graduated shall be automatically suspended from membership unless and until the individual returns to an institution of higher learning. A pre-law member graduating from an institution of higher learning shall be transferred to Pre-Law Graduate status until the graduate voluntarily terminates the membership or is initiated as a law school, alumni, or honorary member.
C. A student member who transfers from one school to another and becomes a regularly enrolled student in the latter school may transfer membership upon application showing eligibility.
D. No member of any other pre-law fraternity may become a member of the Fraternity Pre-Law Program unless the person first terminates the other membership. Any member of the Fraternity who accepts membership in any category in any other pre-law fraternity shall, after the notice the I.E.B. may prescribe, automatically forfeit membership in the Fraternity Pre-Law Program provided that membership in the other pre-law fraternity has not been terminated within sixty (60) days after notice. At no time shall a member of the Fraternity Pre-Law Program serve in any officer capacity of any other pre-law fraternity.

Section 1.3 Law School Membership

A. Any person who is in attendance and in good standing at any law school where a chapter of the Fraternity is chartered is eligible for Law School membership. Law school membership for students outside North America shall be granted at the discretion of the I.E.B.
B. A student member who transfers from one school to another and becomes a regularly enrolled student in the latter school may transfer membership upon application showing eligibility.

Section 1.4 Alumni Membership
Any person who has been licensed to practice law in, and is in good standing with, any jurisdiction recognized by the International Chapter or by the I.E.B.; any graduate of any law school where a chapter of the Fraternity may be chartered, or any duly initiated law school member upon their departure from law school who is not the subject of any disciplinary proceedings resulting in temporary or permanent cessation or denial of their license to practice law; and any judge who qualified in any of the preceding categories prior to becoming a judge is eligible for Alumni membership.

Section 1.5 Honorary Membership

A. Any person who has attained unusual distinction in the legal profession or in the field of law on at least a statewide basis shall be eligible for honorary membership. The term “field of law” shall embrace any person elected or appointed to a legislature or engaged in the execution, administration, or enforcement of the law, whether or not the person is a member of the legal profession.
B. Persons eligible for honorary membership shall be initiated if the initiation is ratified by the I.E.B.

Ratification shall be based on a petition for honorary membership submitted by a chapter through the District Justice, who shall recommend approval or disapproval. For the purpose of this subsection, the term "chapter" shall be deemed to include a group of qualified petitioners for a chapter charter.

C. In the situation where the prospective honorary member is a citizen and resident of a country other than the United States of America, Canada or Mexico, the individual may be initiated by the I.E.B. or its authorized representative.
D. I.E.B. ratification of an Honorary Membership Petition shall be valid for twelve (12) months from the date of approval ("Approval Period"). A chapter that requests ratification of a petition for Honorary Membership from the I.E.B. shall make all good faith efforts to initiate these members within the Approval Period. If the petitioning chapter cannot complete the initiation within this time frame despite good faith efforts to do so, the I.E.B. may consider a request from the petitioning chapter to extend the approval for up to six (6) months. The request by the chapter must describe the efforts made to initiate the member and the reasons that the initiation has not occurred. If no request for an extension is made by the petitioning chapter prior to the expiration of the Approval Period, then the I.E.B.'s ratification will be considered void.

Section 1.6 Lifetime Membership

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

Section 1.7 Dual Membership

No member of any other law fraternity may become a member of the Fraternity, unless the person first terminates their other membership. Any member of the Fraternity who accepts membership in any category in any other law fraternity shall, after notice as the I.E.B. may prescribe, automatically forfeit membership in the Fraternity provided that membership in the other law fraternity has not been terminated with sixty (60) days after notice.

Section 1.8 Good Standing

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

Section 1.9 Termination of Membership by Member

A. Resignation – Any member may resign from the Fraternity by submitting a written resignation via hard copy or email to the E.O., and the resignation shall become effective sixty (60) days after notification.
B. Automatic Forfeiture
    1. Any member whose license to practice law has been finally revoked by any legally constituted body having the power of revocation over the member, or who has ceased to be licensed to practice law by reason of misconduct, shall automatically forfeit membership in the Fraternity. The forfeiture of membership shall remain in effect for as long as the disciplinary action shall remain in effect.
    2. Any member of the Fraternity who accepts membership in any other law fraternity shall automatically forfeit membership in the Fraternity unless the member terminates their membership in the other law fraternity within sixty (60) days after receiving notice from the E.O.

Section 1.10 Proceedings to Suspend, Expel or Terminate a Member

A. By A Chapter
    1. Any chapter may expel a member from membership in the chapter for:
        a. failure to pay dues or any financial obligation to the chapter;
        b. willful and material violation of the Membership Oath, the Fraternity By-Laws, Fraternity Policy Manual, or the By-Laws of that chapter; or
        c. otherwise engaging in conduct tending to bring disrepute upon the Fraternity or chapter.
    2. A chapter may exercise this authority only through duly adopted provisions of its chapter by-laws which affords an appropriate process for lodging complaints against the member, an appropriate investigation of the complaint, an opportunity for the member and/or their representative to be heard and respond to the allegations, and a vote by the chapter at a meeting called on reasonable notice for that purpose which passes by no less than a three-quarters majority of those present and voting.
    3. Expulsion of a member from a chapter shall not automatically result in termination of membership in the Fraternity, but only their affiliation with the chapter. Absent separate action, that member shall remain a member of any other chapter in which they have become a member, or shall be an unaffiliated member of the Fraternity. Nothing herein shall be construed as abridging the right of any chapter member from initiating a complaint under the Dispute Resolution Article below.
    4. Appeals - Within thirty (30) days of the receipt of the notice of a disciplinary action taken pursuant to Section A above, any person aggrieved by the action, may appeal the imposition of the discipline to the International Tribunal pursuant to the rules and procedures adopted by the International Tribunal.

B. By I.E.B. Action
    1. The I.E.B., by two-thirds vote, may suspend or terminate the membership of any member for cause.
    2. The I.E.B. may, by majority vote, terminate the membership of any member who becomes ineligible for membership; or suspend or terminate the membership of any member who shall be in default in the payment of dues.
    3. Disciplinary actions taken or approved by the I.E.B. shall not be subject to appeal

Section 1.11 Disciplinary Proceedings for Violations of Unworthy Conduct

A. The IEB shall establish procedures for handling complaints against members (1) willful and material violation of the Membership Oath, the Fraternity Bylaws, the Fraternity Policy Manual or the By-Laws of his or her chapter or for (2) otherwise engaging in unworthy conduct tending to bring disrepute upon the Fraternity.
B. Such procedures shall include a method of lodging such complaints, assignment and authorization for an individual or individuals to conduct an investigation of such complaints and to take appropriate disciplinary action (in any) up to and including suspension or termination, and a requirement for reporting results of such investigations to the IEB.
C. The procedures adopted by the IEB shall be published on the Fraternity website and electronic copies shall be made available to members upon request to the Executive Office.

Article 2–International Initiation Fees & Dues

Section 2.1 Official Reports

Each chapter shall submit all information as may be requested by the E.O., including but not limited to:

A. All applications for membership and corresponding initiation fees for each prospective member shall be submitted to the E.O. within ten (10) days after the initiation for which the fees were collected.
B. All applications for membership in the chapter's possession shall be submitted to the E.O. by November 15th and May 1st regardless of whether the applicants have been initiated.

Section 2.2 International Initiation Fees

All prospective members shall pay the following International Initiation Fees (last adjusted April 15, 2024) in U.S. currency before being initiated:

A. Pre-law members: $150.00
B. Law school members: $100.00. The law school initiation fee for persons who were pre- law members shall be reduced by an amount determined by the I.E.B.
C. Alumni members: $130.00
D. No initiation fee shall be required by initiates into honorary membership or by initiates into alumni membership who are law school faculty members.
E. Local chapters may require an additional initiation fee in an amount to be retained for use by the chapter.

Section 2.3 Changes to International Initiation Fees

A. The International Initiation Fees for all law school students and potential alumni members shall be determined during extraordinary circumstances by a two-thirds vote of the I.E.B.; provided, however, that the initiation fee change shall be considered provisional and shall not increase more than twenty percent (20%) in any twelve (12) month period. Until a change in the initiation fees has been ratified by the next Biennial Convention, it shall be considered provisional and will expire at the conclusion of the Biennial Convention. If the initiation fee is not ratified, the provisional change would still be considered valid through the provisional period.
B. The I.E.B. shall notify the membership of any change in the International Initiation Fee at least one hundred eighty (180) days prior to that change taking effect. The notice shall be published on the Fraternity's website and in "*The Reporter*".
C. The International initiation fee shall be adjusted annually in June of each year by a percentage equal to the percentage by which the U.S. Department of Labor's Consumer Price Index for All Urban Consumers, U.S. City Average All Items ("CPI") shall exceed the CPI for 2009. This new figure shall be referred to as the Adjusted International Initiation Fee ("AIIF"). If the AIIF is less than five U.S. dollars ($5.00) more than the International Initiation Fee then in effect, no change to the International Initiation Fee shall be made (except as provided in Section A above). If the AIIF exceeds the International Initiation Fee then in effect by five U.S. dollars ($5.00) or more, the I.E.B. may increase the International Initiation Fee by five U.S. dollars ($5.00) if two-thirds of the I.E.B. approve the adjustment. Notwithstanding the foregoing in the event the I.E.B. approves an increase in the International Initiation Fee in any given year, then the AIIF figure for the following year will be determined using the approved initiation fee as the base from which the CPI adjustment shall be made in future years.
D. The alumni initiation fee shall be increased in the same amount as any increases to the International Initiation fee for law school members.

Section 2.4 Alumni Dues

A. All Alumni Dues are voluntary. Payment of Alumni Dues shall entitle the member to the benefits described herein.
B. Alumni dues are payable on each January 1st, following the school term in which the member graduated or left school as follows:
    1. For the first three (3) years thereafter, the amount of thirty U.S. dollars ($30.00) per year;
    2. Thereafter, the amount of fifty U.S. dollars ($50.00) per year.
    3. All alumni members who have been members of the Fraternity for more than 50 years and upon approval of the I.E.B. can be known as Senior Members and annual alumni dues of the members are waived. Senior Members shall receive a Senior Member certificate and shall receive all benefits prescribed in subsection d of this section.
    4. Every alumni member who pays a life membership fee in the amount of ten times the amount of dues shall not be required to pay the annual alumni dues provided, however, that the provisions of this subsection shall not apply to present law school members until January 1st following graduation and that the amount of two hundred U.S. dollars ($200.00) be payable prior to the first January 1st following graduation; or six months following graduation, whichever comes later.
C. Retroactive payment of alumni dues shall be permitted, and upon payment, shall have the same effect as if timely paid.
D. The payment of International alumni dues provided in this section shall entitle the member to a subscription to the official publication of the Fraternity, to a membership card, and to other services as the Fraternity may render.
E. Alumni Dues Billing – Alumni dues billings shall be made on a calendar year basis. The original billing shall be mailed in the month of November of the year preceding the billing period. The second billing shall be made in the month of February of the year of the billing period. No dues billings shall be made to life members or honorary members.

Article 3–Membership Auxiliary

Section 3.1 Eligibility

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

Section 3.2 Membership in the Auxiliary

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

Section 3.3 Benefits

Benefits of membership in the Auxiliary shall include subscription to the Reporter, limited access to Fraternity social media, the ability to participate in Fraternity events where appropriate and upon payment of costs associated with participation, the ability to advertise that they are supporters of the Fraternity, inclusion of their information in the online directory, and other benefits approved by the I.E.B. or E.O.

Membership benefits enumerated outside of this Article do not apply to Members of the Auxiliary.

Section 3.4 Exceptions
Persons previously expelled from membership in the Fraternity or disbarred in any jurisdiction shall not be eligible for participation in the Membership Auxiliary.

Article 4–Pre-Law Chapters

Section 4.1 Formation & Charter

A. The I.E.B. shall promulgate rules, requirements, and procedures as may be necessary to effect the provisions of the FPM and the By-Laws of the Fraternity governing Pre-Law Chapters, including, but not limited to, chapter formation, charter petition, membership applications and fees, dues, chapter officers and chapter insignia.
B. A Pre-Law Chapter of the Fraternity may be formed in any institution of higher learning upon petition of students of that institution in accordance with the Fraternity Policy Manual and in accordance with the rules, requirements and procedures promulgated by the I.E.B.
C. Charters for Pre-Law Chapters may be granted by the I.E.B. or the International Chapter, subject to requirements as may be provided by the Fraternity Policy Manual.
D. Pre-Law Chapter Charters may be granted at appropriate undergraduate institutions of community colleges. Petitions for a Pre-Law Chapter Charter located at a community college must provide information regarding that college's accreditation by the US Department of Education or equivalent. Petitions that cannot or do not provide this information shall not be granted.
E. A Pre-Law Chapter Charter may be granted upon submission of the following:
    1. Background information on the undergraduate institution
    2. Signed Petition of twenty (20) undergraduate students
    3. Petition must be signed by at least one faculty member with biography attached who shall serve as the Pre-Law Advisor
    4. Current Pre-Law Membership Applications
    5. Appropriate Pre-Law Initiation Fees
    6. Proposed Pre-Law Chapter By-Laws
    7. Completed Roster of Officers
    8. $350 Pre-Law Chapter Charter Fee
F. Pre-Law Chapter**s** shall be named after the undergraduate institution at which they are located. An example is: The University of Southern California Pre-Law Chapter. No Pre-Law Chapter shall bear a different name unless it is bestowed upon the chapter by the I.E.B. or the International Chapter. Once the chapter name has been duly approved by the I.E.B., it may be changed only pursuant to the rules and regulations promulgated by the I.E.B.

Section 4.2 Initiations
Pre-Law members shall be inducted only by Pre-Law Chapters according to the P.A.D. Pre- Law Chapter Book of Ritual.

Section 4.3 Officers

A. Each Pre-Law Chapter shall annually elect a President, Vice-President, Secretary, and Treasurer, and other officers as may be required by the I.E.B. A chapter may elect other officers as are deemed necessary by the chapter, provided that the officers and their duties are not inconsistent

with the above chapter officers and their duties as provided by the FPM and chapter By-Laws, and shall subscribe to the Declaration of Purpose of the Fraternity and shall conduct its affairs in furtherance of those purposes.

B. Duties of Pre-Law Chapter Officers
    1. President: The President is the chief executive and administrative officer of the chapter. The President is responsible for the welfare and dignity of the chapter. The President is responsible, along with the other chapter officers, for ensuring that the chapter follows all Fraternity policies including the Pre-Law financial, open membership, drug and alcohol and anti-hazing policies.
    2. Vice-President: The Vice-President shall work with the President in the performance of chapter duties as may be requested by the President. In the event of the absence, death, resignation, disqualification, or removal from office of the President, the Vice- President shall assume the duties of the President. The Vice-President is the public relations and historical officer of the chapter. The Vice-President shall submit written articles of chapter interest to the Director of Pre-Law Operations for publication; and shall perform other duties relating to publicity as the Chapter President or the Director of Pre-Law Operations may request.
    3. Secretary: The Secretary is the chief recorder and correspondent of the chapter. The Secretary shall keep complete record of all matters pertaining to this chapter and shall certify thereto when necessary. The Secretary is the custodian of the chapter By-Laws, minutes, and administrative records and reports of the chapter. The Secretary maintains a record of all chapter members, together with their current addresses, and dispatches notices of meetings to members as appropriate. The Secretary maintains a close liaison with the chapter's advisor or advisors and with the clerk of the local law school chapter if applicable. The Secretary is responsible for submitting the official reports required of the chapter by the procedures promulgated by the I.E.B. and shall furnish the I.E.B., E.O. and Chapter President with information as each may request.
    4. Treasurer: The Treasurer is the chief financial officer of this chapter and is responsible, along with the other chapter officers, to ensure the chapter follows the Fraternity's pre-law financial policy. The Treasurer is in charge of all chapter funds and collection and disbursement thereof.

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

Section 4.4 Advisors

A. The E.D. or their designee shall appoint a Pre-Law Chapter Advisor with the advice and consent of the Pre-Law Chapter to aid and advise the chapter in its operation, for a one (1) year term.
B. The Chapter Advisor or Advisors shall assist the student officers in the administration of the chapter, shall be available to counsel the student members of the chapter and shall act as liaison between the chapter and the undergraduate school's administration.

Section 4.5 Reactivation

A. Pre-Law Chapter may be reactivated upon submission of the following:
    1. A signed reactivation petition of at least twenty (20) Pre-Law students
    2. Petition must also be signed by and at least one faculty member who shall serve as the Pre-Law Chapter Advisor
    3. Completed Pre-Law Membership Applications
    4. Appropriate Pre-Law Initiation Fees
    5. Proposed Pre-Law Chapter By-Laws
    6. Completed Roster of Officers
    7. $150 Pre-Law Chapter Reactivation Fee
B. After fulfilling any requirements imposed by the administration of the undergraduate school, the Pre-Law Chapter shall be deemed to be reactivated upon a majority vote of the I.E.B. and the completion of the reactivation ceremony and initiation of new members.

Article 5– Law School Chapters

Section 5.1 Formation & Charter

A. Charters for Law School Chapters may be granted by the International Chapter or the I.E.B. subject to the requirements as may be provided by the Fraternity Policy Manual. Law School Chapters in the Fraternity may be formed upon petition of qualified law students in accordance with the Fraternity Policy Manual. A charter petition for a Law School Chapter shall be submitted to the E.D. of the Fraternity upon forms prescribed by the I.E.B. The E.D. shall forward copies to each member of I.E.B. for action thereon. The E.D. may cast an affirmative vote for any member of the I.E.B. failing to vote on a petition within fifteen (15) days after the petition was forwarded from the E.O.
B. Upon Petition of fifteen (15) law students and instructors, Law School Chapters may be formed at:
    1. Any United States college of law on the approved list of the American Bar Association or the Association of American Law Schools; or
    2. Subject to prior approval of the I.E.B., Law School Chapters may be formed upon petition of qualified law students at any United States college of law that in the opinion of the I.E.B. is likely in the foreseeable future to be placed on the approved list of the American Bar Association or the Association of American Law Schools (i.e. Provisionally Approved ABA Accredited Law Schools). The E.D. is authorized to develop appropriate explanatory materials to provide to any potential chapter.
    3. At any college of law which is approved by the I.E.B. as a suitable location for a Law School Chapter of the Fraternity. The factors to be considered by the I.E.B. in determining whether a college of law should be approved may include the following:
        a. Whether the school is accredited by another accrediting body
        b. Whether the jurisdiction in which the school is located has statutes and regulations which would permit or deter the successful establishment of a chapter
        c. Whether the school administration is supportive of the establishment of a chapter
        d. Whether the school has sufficient enrollment to sustain a chapter
        e. Whether the administrative costs of establishing and maintaining a chapter are unduly burdensome on the Fraternity.
C. Law School Chapter Name Selection
    1. A name for a petitioning chapter must be submitted along with the petition. The proposed

name shall be selected from among eminent deceased persons in the field of law who are widely known for achievement in the legal profession or in the field of law. The petitioning chapter may submit more than one name, indicating its preference. All names must be approved by the I.E.B. A personal investigation shall be made and written report submitted to the I.E.B.

2. The Law School Chapter name is a high honor that should be bestowed upon individuals who have demonstrated excellence in the field of law. Surnames are appropriately used to identify Law School Chapters. The suggested chapter namesakes may not be the same as the surname of any chartered Fraternity Law School Chapter. Namesakes shall not have been members of any competitive law fraternity. The E.D. shall advise the members of the I.E.B. of any law fraternity affiliation of those names submitted as a proposed chapter namesake.
3. Once the chapter name has been approved by the I.E.B., it may be changed only pursuant to rules and regulations promulgated by the I.E.B.

D. Installation
   1. All Law School Chapters shall be installed in accordance with the Law School Chapter Installation Ceremony contained in the P.A.D. Law Chapter Book of Ritual.
   2. The membership certificate of each chapter charter member shall include a special charter member seal.

Section 5.2 Initiations

Law School Chapters may initiate law school members, alumni members and honorary members according to the P.A.D. Law Chapter Book of Ritual. Initiation of Honorary members is subject to Section 1.5 above.

Section 5.3 Officers

A. Each Law School Chapter shall annually elect from among its duly initiated members the following officers: Justice, Vice-Justice, Clerk, Treasurer, and Marshal. A chapter may elect other officers as are deemed necessary by the chapter, provided that the officers and their duties are not inconsistent the above chapter officers and their duties as provided by the Fraternity Policy Manual and chapter by-laws. Each law school shall subscribe to the Declaration of Purpose of the Fraternity and shall conduct its affairs in furtherance of those purposes.

B. Duties of Law School Chapter Officers: Each chapter officer shall perform duties as are prescribed by the Fraternity Policy Manual and the chapter By-Laws. The officers of law school chapters shall have the following duties:
   1. Justice – The Justice shall:
      a. Be the chief executive and administrative officer of the chapter
      b. Preside at all meetings of the chapter and decide all questions of law and order in the chapter
      c. Be the principal ritualistic officer and shall cause the Ritual of the Fraternity to be properly exemplified on all appropriate occasions
      d. Ensure that all other chapter officers perform the duties of their respective officers
      e. Be responsible for the welfare and dignity of the chapter during the term of office.
   2. Vice Justice – The Vice-Justice shall:
      a. Assist the Justice in the performance of chapter duties as may be requested by the Justice. In the event of the absence, death, resignation, disqualification, or removal from office of the Justice, the Vice Justice shall perform the duties of the Justice,

b. Be the public relations and historical officer of the chapter, provided, however, that chapter By-Laws may assign public relations and historical duties to another officer
c. Submit written articles of chapter and Fraternity interest to the E.D. for publication
d. Perform other duties relating to publicity as the Chapter Justice or the E.D. may request

3. Clerk – The Clerk shall:
    a. Be the chief recorder and correspondent of the chapter
    b. Keep a true and complete record of all matters pertaining to the chapter and shall certify thereto when necessary
    c. Be the custodian of the chapter By-Laws, minutes, administrative records, reports and shall certify thereto when necessary
    d. Maintain a record of all law school chapter, and honorary members, together with their current addresses and shall dispatch notices of meetings to members as appropriate
    e. Maintain a close liaison with the Clerk of the local alumni chapter, the Alumni Advisor, and the Faculty Advisor
    f. Be responsible for submitting the official reports required of the chapter
    g. Furnish the International Secretary, E.D. and Chapter Justice with information as each may request.
4. Treasurer – The Treasurer shall:
    a. Be the chief financial officer of this chapter
    b. Have charge of all chapter funds and of the collection and disbursement thereof
    c. Keep International Initiation Fees in a trust account separate from other chapter accounts, if the International Initiation Fees are deposited into a chapter account, unless otherwise prohibited by school policy
    d. Certify prior to initiation that all financial obligations of the initiates have been paid
    e. Pay out all money on itemized vouchers countersigned by the Justice, or Vice Justice when acting for the Justice
    f. Keep a complete chronological record of moneys as the Fraternity Policy Manual prescribes and reports as the Fraternity Policy Manual prescribes and reports and other information as the International Treasurer or the E.D. shall request.
5. Marshal – The Marshal shall:
    a. Have the custody of the Ritual paraphernalia and other physical property of the chapter and shall preserve the same in good order
    b. Guard the chapter meeting rooms, admitting only those known to be members
    c. Be responsible for the proper instruction and preparation of prospective members and shall be in charge of them before and during their initiation
    d. See that the other chapter members, appointed by the Justice or by the Marshal, are properly prepared and rehearsed in discharging their assigned roles in Ritual ceremonies
    e. Perform other duties as may be requested by the E.D. or the Chapter Justice.

C. Officer Transitions: Chapters shall commence officer transitions within ten (10) days of any officer election. Every officer of every chapter shall, at the expiration of their terms, turn over to their successors all books, papers, documents, passwords, administrative rights, and paraphernalia belonging to the chapter which may be in the custody or under the control of the officers and shall

render a true, just, and faithful account of their official trust. The Treasurer shall, in addition, forthwith pay the successor the balances of chapter moneys as shall be chargeable to the Treasurer. Signatories on all accounts must be changed to the appropriate newly elected officers.

Section 5.4 Advisors

A. The International Justice, or the District Justice within the District, following consultation with chapter officers, may appoint Alumni and Faculty Advisors to aid and advise the chapter in its operation. Notification of appointment(s) shall be made to all parties of interest.
B. Duties
    1. Alumni Advisor – The Alumni Advisor shall:
        a. Encourage and sponsor activities of the Fraternity
        b. Be available to advise chapter officers
        c. Assist and report to the District Justice
        d. Encourage chapter participation in District Conferences D.L.T.C.s and Biennial Conventions
        e. Provide liaison with local Alumni
        f. Perform additional duties as the International Justice, I.E.B. or District Justice shall direct.
    2. Faculty Advisor – The Faculty Advisor shall:
        a. Provide liaison between the chapter and the law school administration
        b. Encourage and promote scholastic attainment by chapter members
        c. Cooperate with the Alumni Advisor in the performance of the Alumni Advisor's duties
        d. Be available to advise the chapter officers
        e. Perform other duties as the International Justice, I.E.B. or District Justice shall direct.

Section 5.5 Law School Chapter Name Change

A. Petition Process
    1. An active Law School Chapter may petition the I.E.B. for a change in its chapter name by submitting the following to the E.O.:
        a. A petition to the I.E.B. requesting the change of the active Law School Chapter's name. The petition shall set forth all reasons for the requested name change**,** propose a new name, and provide a biography of the new proposed namesake. The qualifications for the new proposed namesake are the same as when a chapter is chartered (see Section C above).
        b. The petition must state that a majority of the members of the chapter have voted in the affirmative to submit the petition for the proposed name change. The vote must have occurred at a regularly noticed meeting of the chapter. The petition shall be accompanied by a listing of the roll call vote of the members of the chapter showing their individual votes on the question, and a copy of the notice of the meeting describing the nature of the vote to take place at the meeting.
        c. The petition must be signed by all of the law school chapter's officers. If any of the officers for any reason have not signed the Petition, a written explanation for the absence of any of the required signatures shall accompany the Petition.
    2. Alumni from an inactive Law School Chapter may petition the I.E.B. for a change in its chapter name by submitted the following to the E.O.:

a. A petition to the I.E.B. requesting the change of the Law School Chapter's name. The petition shall set forth all reasons for the requested name change, propose a new name, and provide a biography of the proposed namesake. The qualifications for the new proposed namesake are the same as when a chapter is chartered (see Section C above).
b. The petition must designate, and have full contact information for, the coordinating alumni member or members. There shall be at least one coordinating member and no more than five (5). These members will be the main point of contact for the E.O. during the process.
c. The petition must be signed by a minimum of twenty-five (25) alumni from the chapter and must state that these members agree with the Petition and request that the name be changed. The Petition shall be accompanied by a list of the printed names and a valid email address and/or phone number of the signing member.

B. Upon receipt of the Petition, the E.D. shall determine that all of the requirements have been met. If any of the requirements have not been met, the E.D. shall return the petition to the chapter officers or coordinating alumni with a list of deficiencies. If the Petition meets all the requirements, the E.D. shall forward a copy of the Petition and accompanying documents to each I.E.B. member for review and action.
C. The International Justice shall submit a ballot to the I.E.B. requesting their approval of the petition. The I.E.B. shall have ten (10) business days to act upon this ballot. If two-thirds of the I.E.B. approve the Petition, the request shall be granted. If less than two-thirds of the I.E.B. vote in favor of the Petition, the request shall be denied.
D. If the name change request is approved, the name change shall be conveyed to the current officers of the chapter (for active chapters) or the Petitioning Members (for inactive chapters); the District Justice of the District where the chapter is located, and the I.E.B. If the request is not approved, the E.O. will notify the current officers (for active chapters), the designated contacts (for inactive chapters) and the District Justice.

Section 5.6 Loss of Accreditation

A. If a school at which a Law School Chapter is chartered loses its American Bar Association, Association of American Law Schools and/or individual state accreditation, then within thirty (30) days of learning of the loss of accreditation, the I.E.B. shall review the circumstances of the loss and determine what actions, if any, would be appropriate to take for the continued well-being or existence of the chapter.
B. In the period of time between the review and a final determination, the affected chapter shall be entitled to conduct its business as if no loss of accreditation had occurred, unless the I.E.B. shall have prescribed certain directions to the contrary. The I.E.B. will at least semi-annually review the status of the accreditation to monitor the progress of the school to regain accreditation and remain open. If the school at which the chapter was chartered ceases to operate, then the charter of the chapter at the school shall be suspended pending final action to revoke the charter.

Section 5.7 Reactivation

A. A Law School Chapter us deemed inactive when there are no longer any law student members in attendance at the law school at which the chapter is chartered.
B. A Law School Chapter may be reactivated after a petition for reactivation bearing the signatures of at least ten (10) law students attending the law school at which the chapter is chartered has been submitted to the E.O. along with the International Membership Fees for the signatories and the

petition has been approved by a majority vote of the I.E.B. Any requirements imposed by administration of the law school shall also be met for reactivation. The Law School Chapter shall be deemed to be reactivated upon the completion of the reactivation ceremony, initiation of members into the chapter and the installation of officers.

Article 6–International Expansion of Law School Chapters

Section 6.1 International Affiliations with Other Law School Related Organizations
The Fraternity shall endeavor to develop affiliations with other law school-related organizations with goals similar to Phi Alpha Delta. Each ~~such~~ proposed affiliation shall be considered by the I.E.B. on a case-by-case basis.

Section 6.2 International Associate Chapter

A. The purpose of the International Associate Chapter program is to foster international expansion of the Fraternity and increase the Fraternity's global network. An International Associate Chapter may be formed upon request of either an international law school or an existing Law School Chapter of the Fraternity.
B. Process
    1. Petition by a Law School Chapter: An active Law School Chapter may petition the I.E.B. in writing for permission to form an International Associate Chapter. If approved the Law School Chapter shall become known as the Sponsor Law School Chapter and any Associate Chapter will be listed as part of the Sponsor Law School Chapter. However, each International Associate Chapter will act as its own chapter as set forth below.
    2. A petition by a Law School Chapter to form an International Associate Chapter must:
        a. Be in writing and submitted to the E.O.
        b. Detail the location of the international law school
        c. Provide demographic information on the international law school's student body
        d. Provide background information on the school's history
        e. Be accompanied by 15 completed membership applications from the international law school which must also include payment of the International Initiation Fee in U.S. currency at the current rate then in effect for law school students
        f. Contain a concise statement of why and how an affiliation would benefit the petitioner
        g. Contain a letter from the Deans of the Sponsor and Associate Chapters' schools approving the relationship
        h. Contain a letter from a faculty member of each of the Sponsor and Associate Chapters' schools approving the relationship.
    3. If an international law school wishes to become affiliated with an active Law School Chapter, it may do so by petitioning the I.E.B. for permission. A petition by an international law school to form an affiliation must:
        a. Be in writing and submitted to the E.O.
        b. Detail the location of the international law school
        c. Provide demographic information on the petitioner's student body
        d. Provide background information on the school's history
        e. Be accompanied by 15 completed membership applications from the international law school which must also include payment of the International Initiation Fee in

U.S. currency at the current rate then in effect for law school students

f. Contain a concise statement of why and how an affiliation would benefit both the petitioning school and Law School Chapter
g. Contain a letter from the Deans of the Sponsor and Associate Chapters' schools approving the relationship
h. Contain a letter from a faculty member of each of the Sponsor and Associate Chapters' schools approving the relationship.

4. If any petition is not approved, the fees shall be refunded.
5. When the petition is received, notice will be sent by the E.O. to all active Law School Chapters asking if any chapter has an interest in serving as a Sponsor Chapter to the petitioner. Responses to requests shall include a statement of interest outlining the chapter's plan for sustaining an affiliation, and listing how the affiliation will foster the Fraternity's mission and motto. The E.O. will then present no more than three recommendations to the I.E.B. for consideration.

C. Associate Chapter Operations

1. An Associate Chapter should:
    a. Hold elections at least once a year
    b. Hold at least one initiation per year
    c. Participate in programming that fulfills the Fraternity Mission
    d. Send a written report to the Sponsor Chapter and the E.O. every six months which will include:
        i. A brief summary of activities
        ii. Initiation date(s)
        iii. Number of initiates
        iv. Number of members
        v. Current list of all officers' names and addresses
        vi. Any faculty or alumni advisors.
2. The Associate Chapter shall adopt its own local By-laws separate from the Sponsor Chapter.
3. The Associate Chapter shall have its own executive board that will conduct the operations of the Associate Chapter.
4. Members of the International Associate Chapter shall be listed under the Sponsor Chapter (e.g. Staples Chapter, Trinity College, Ireland).
5. The Associate Chapter shall hold its own events separate and apart from the Sponsor Chapter.
6. For purposes of the International Convention, the Associate Chapter will be represented by the Sponsor Chapter.
7. Members of the Associate Chapter may attend the International Convention as a delegate of the Sponsor Chapter provided that the delegates are approved by the Sponsor Chapter. However, all members are welcome to attend any Convention.
8. If either the Sponsor Chapter or Associate Chapter wishes to disassociate with the other chapter, it must petition the I.E.B. to end the relationship. If either chapter then desires a new affiliate, it must identify a new chapter with which to affiliate and go through the petitioning process outlined above.

Article 7–Alumni Chapters

Section 7.1 Formation & Charter

A. An Alumni Chapter may be formed in any region, province, territory, state, community, city, or county, upon petition of alumni members.
B. Charters for Alumni Chapters may be granted by the I.E.B. or the International Chapter, which shall determine the geographical boundaries of the chapter.
C. Minimum Signatories
    1. Community, City or County – An Alumni Chapter may be formed in any community, city, or county, upon petition of not less than ten (10) alumni members, residing or doing business in or near the community, city, or county for which a charter is sought.
    2. Statewide or Provincial – An Alumni Chapter may be formed for a single state, province, or territory upon petition of at least twenty-five (25) alumni members provided that not more than one (1) statewide, provincial, or territorial Alumni Chapter shall be established in that state, province, or territory.
    3. Regional – An Alumni Chapter may be formed in any region comprised of two or more states, provinces, or territories upon petition of at least twenty-five (25) alumni members, including at least two (2) members from each state, province, or territory within the region.
D. Chapter Name: Each chartered Alumni Chapter should be designated by a name as assigned by the I.E.B. This name should be selected from a list submitted by chapter organizers. Alumni Chapters shall not be named after living persons. As with all other chapter names, the namesake must be that of an eminent deceased person in the field of law who is widely known for achievement in the legal profession or in the field of law. If a person's name is assigned, it shall be combined with the pertinent geographical area. Once the Alumni Chapter name has been assigned, it may only be changed pursuant to the procedures in Section 7.8 below.
E. Charter Fee: The charter fee for Alumni Chapters shall be thirty-five U.S. dollars ($35.00) which shall be paid at the time the petition is submitted.

Section 7.2 Initiations

Alumni Chapters may initiate alumni members and honorary members according to the P.A.D. Alumni Chapter Book of Ritual. Initiation of Honorary members is subject to Section 1.5 above.

Section 7.3 Multiple Alumni Chapter Membership

An Alumni Member may maintain membership in more than one Alumni Chapter where the opportunity exists.

Section 7.4 Officers

A. Each Alumni Chapter shall annually elect the following officers: Justice, Vice-Justice, Clerk, Treasurer, and Marshal from among its duly initiated members. No member shall be an officer of more than one Alumni Chapter at any time. An Alumni Chapter may elect other officers as are deemed necessary by the chapter, provided that the officers and their duties are not inconsistent with the above chapter officers and their duties as provided below. Each Alumni Chapter shall subscribe to the Declaration of Purpose of the Fraternity and shall conduct its affairs in furtherance of those purposes.
B. Duties of Alumni Chapter Officers: Each Alumni Chapter officer shall perform duties as are prescribed by the chapter By-Laws. The officer of Alumni Chapters shall have the following duties:

1. Justice – The Justice shall:
    a. be the chief executive and administrative officer of the chapter;
    b. preside at all meetings of the chapter and decide all questions of law and order in the chapter;
    c. be the principal ritualistic officer and shall cause the Ritual of the Fraternity to be properly exemplified on all appropriate occasions;
    d. ensure that all other chapter officers perform the duties of their respective officers;
    e. be responsible for the welfare and dignity of the chapter during the term of office.
2. Vice Justice – The Vice-Justice shall:
    a. Assist the Justice in the performance of chapter duties as may be requested by the Justice. In the event of the absence, death, resignation, disqualification, or removal from office of the Justice, the Vice Justice shall perform the duties of the Justice;
    b. Be the public relations and historical officer of the chapter, provided, however, that chapter By-Laws may assign public relations and historical duties to another officer;
    c. Submit written articles of chapter and Fraternity interest to the E.D. for publication;
    d. Perform other duties relating to publicity as the Chapter Justice or the E.D. may request.
3. Clerk – The Clerk shall:
    a. Be the chief recorder and correspondent of the chapter;
    b. Keep a true and complete record of all matters pertaining to the chapter and shall certify thereto when necessary;
    c. Be the custodian of the chapter By-Laws, minutes, administrative records, reports and shall certify thereto when necessary;
    d. Maintain a record of all alumni, and honorary members, together with their current addresses and shall dispatch notices of meetings to members as appropriate;
    e. Maintain a close liaison with the Clerks of the local law school chapters;
    f. Be responsible for submitting the official reports required of the chapter;
    g. Furnish the International Secretary, E.D. and Chapter Justice with information as each may request.
4. Treasurer – The Treasurer shall:
    a. Be the chief financial officer of this chapter;
    b. Have charge of all chapter funds and of the collection and disbursement thereof;
    c. Keep International Initiation Fees in a trust account separate from other chapter accounts, if the International Initiation Fees are deposited into a chapter account;
    d. Certify prior to initiation that all financial obligations of the initiates have been paid;
    e. Pay out all money on itemized vouchers countersigned by the Justice, or Vice Justice when acting for the Justice;
    f. Keep a complete chronological record of moneys as the Fraternity Policy Manual prescribes and reports as the Fraternity Policy Manual prescribes and reports and other information as the International Treasurer or the E.D. shall request.
5. Marshal – The Marshal shall:
    a. Have the custody of the Ritual paraphernalia and other physical property of the chapter and shall preserve the same in good order;

b. Guard the chapter meeting rooms, admitting only those known to be members;
c. Be responsible for the proper instruction and preparation of prospective members and shall be in charge of them before and during their initiation;
d. See that the other chapter members, appointed by the Justice or by the Marshal, are properly prepared and rehearsed in discharging their assigned roles in Ritual ceremonies;
e. Perform other duties as may be requested by the E.D. or the Chapter Justice.

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

Section 7.5 Alumni Chapter Annual Tax

Each Alumni Chapter of the Fraternity shall pay an annual Chapter Tax in an amount equal to the alumni initiation fee then in effect. Each Alumni Chapter of the Fraternity shall pay its annual Chapter Tax for that fiscal year no later than the last day of the fiscal year. The Alumni Chapter Tax may be paid by initiating one (1) Alumni Member into the chapter. The E.O. shall send reminder notices to the Justice and Treasurer of each active Alumni Chapter no later than January 15th of each year. The notice shall advise whether the Alumni Chapter Tax is currently due and owing or has been satisfied.

Section 7.6 Placement Committee

Every Alumni Chapter shall endeavor to assist in the placement of members by counseling them or creating a Placement Committee to ascertain available positions which can be filled by members.

Section 7.7 Alumni Chapter Name Change

A. The name of an Alumni Chapter may be changed by the I.E.B. upon petition of the chapter. Alumni Chapter names may only be changed for good cause shown as determined by the I.E.B. In its determination, the I.E.B. shall give due regard to the history and tradition of the existing name in light of contemporaneous circumstances.
B. An Alumni Chapter which meets the criteria for official representation at the biennial conventions of the Fraternity may petition the I.E.B. for a change in its name upon a two thirds vote of all members in good standing, present and voting at a chapter meeting held with at least ten days notice to all Alumni members residing in the area.
C. The petition shall set forth the reasons for the proposed name change and shall be certified by the Justice and Clerk of the chapter. Any proposed new name, if it is included in the petition, shall conform to the same conditions as when a chapter is chartered.
D. Unless the petition is withdrawn, the I.E.B. shall act on the petition with due expedition. The petition may be granted upon a majority vote of the I.E.B.

Section 7.8 Reactivation

A. Inactive Status: An Alumni Chapter which has sponsored no activities for a period of two years and which has not held officer elections and reported same to the E.O. shall be deemed to be an inactive Alumni Chapter.
B. Process for Reactivation of an Alumni Chapter

1. The International Justice shall have the authority to appoint, from among the alumni members in the area, temporary chapter officers to reactivate an Alumni Chapters.
2. Alumni Chapter formed in a Community, City or County: An Alumni Chapter of the Fraternity formed in a community, city or county may be reactivated after a petition for reactivation bearing the signatures of at least 10 duly initiated Alumni Members of the Fraternity residing in or doing business in or near the community, city or county for which the Alumni Chapter Charter was issued has been submitted to the E.O. and the petition has been approved by majority vote of the I.E.B.
3. Alumni Chapter formed in a State: A Statewide Alumni Chapter of the Fraternity may be reactivated after a petition for reactivation bearing the signatures of at least 20 duly initiated Alumni Members of the Fraternity residing in or doing business in or near the State for which the Alumni Chapter Charter was issued has been submitted to the E.O. and the petition has been approved by majority vote of the I.E.B.

Section 7.9 Alumni Chapter Boundary Change

A. Statewide, Provincial or Territorial Alumni Chapter may be converted to a Regional Alumni Chapter and a Community, City or County Alumni Chapter may be converted to a Statewide, Provincial or Territorial Alumni Chapter.
B. The boundary of a Alumni Chapter may be changed by the I.E.B. upon petition of the chapter. The boundary may only be changed for good cause shown as determined by the I.E.B.
C. An Alumni Chapter which meets the criteria for official representation at the biennial conventions of the Fraternity may petition the I.E.B. for a change in its boundary upon a two-thirds vote of all members in good standing, present and voting at a chapter meeting held with at least ten days notice to all Alumni members on the chapter roster. A Chapter may include letters of support from Alumni Members who would benefit from the change of the chapter boundary.
D. The petition shall set forth the reasons for the proposed boundary change and shall be certified by the Justice and Clerk of the chapter.
E. Unless the petition is withdrawn, the I.E.B. shall act on the petition with due expedition. The petition may be granted upon a majority vote of the I.E.B.
F. Upon approval of the petition, the existing Alumni Chapter shall be deemed inactive. All chapter assets shall be transferred to the new chapter.

Article 8–Recall of Officers

Section 8.1 Applicability

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

Section 8.2 How Instituted

A recall of officers shall be instituted through the filing of a verified recall petition.

A. As to I.E.B. Members or International Tribunes, by any five (5) chapters, law school or alumni, or by any four (4) members of the I.E.B.;
B. As to Pre-Law, Law School and Alumni chapter officers, by one-third (1/3) vote of the chapter members in good standing or by a majority of the elected officers of the chapter.

Section 8.3 Procedures

A. Administration: The administering officer of removal procedures shall be:
    1. The Chapter President with respect to the removal of a Pre-Law Chapter Officer, or the Chapter Vice President if the Chapter President is the subject of removal.
    2. The Chapter Justice with respect to the removal of a law school or alumni chapter officer, or the Chapter Vice Justice if the Chapter Justice is the subject of removal.
    3. The International Justice with respect to the removal of an International Executive Board Member or International Tribune, or the International Vice Justice if the International Justice is the subject of removal.

B. Petition of Removal: As to each officer whose removal is sought, the verified recall petition specified in Section 8.3.A. shall be transmitted to the appropriate Administering Officer. The recall petition shall contain a clear and concise factual statement of the acts or practices alleged to constitute "good and sufficient cause" for removal from office. The Administering Officer shall immediately furnish to the cited officer a copy of the petition by delivery with proof of service.

C. Answer: Within fifteen (15) days after the receipt of the petition for removal, the cited officer shall transmit a verified answer to the Administering Officer. The answer shall contain (1) a concise statement of the facts constituting each ground of a defense; and (2) specific admission, denial, or explanation of each fact alleged in the petition, or if the cited officer is without knowledge thereof, a statement to that effect. Failure of any cited officer to file an answer in the time specified shall authorize the Administering Officer, without further procedures, to declare the office vacant and to require the cited officer to surrender all Fraternity property.

D. Submission for Vote: Upon receipt of the answer of the cited officer, the Administering Officer shall cause copies of the petition and answer to be submitted to the chapter, or chapters, for a vote in accordance with the provisions of Section 8.3.E. As to I.E.B. Members and International Tribunes no recall petition shall be submitted to the chapter for vote during the period from April 1 to October 1. The same restriction shall be applicable to recall petitions involving chapter officers, unless chapter by-laws otherwise prescribe.

E. Voting: Upon receipt of the recall petition and answer, each chapter shall vote pursuant to the procedures herein prescribed:
    1. Voting shall take place only at a chapter meeting as to which members have been given advance notice of not less than one week and the notice shall specify the time, place, and purpose.
    2. The petition and answer shall be provided to the membership via electronic means no less than one week prior to a vote being called on the matter. The notice shall include the method for electronic voting and the deadline for votes to be cast.
    3. At the meeting, the petition and answer shall be read aloud to the membership before the vote is taken, except that this procedure may be waived if copies have been furnished to all members.
    4. Members must cast their votes as described in Section 8.3.E.1.
    5. No proxy voting shall be permitted.
    6. Should an abstention be cast, a brief reason must be presented to differentiate from a recusal, and the vote shall be marked down as an abstention. Abstentions will not count for or against the vote, but shall be used to establish quorum.
    7. In the case of I.E.B. Members and International Tribunes failure of a chapter to return a ballot within thirty (30) days after receipt of the petition and answer shall be deemed a vote against removal.

8. For the removal I.E.B. Members and International Tribunes a two-thirds (2/3) vote of all active law school and alumni chapters shall be required. In voting, each chapter shall have one vote, determined by a two-thirds (2/3) vote of all members in good standing present and voting at the chapter meeting.
9. For the removal of chapter officers, a two-thirds (2/3) vote of all chapter members in good standing.

F. Certification of Vote
    1. In the case of I.E.B. Members and International Tribunes, the Administering Officer shall, within fifteen (15) days issuance of all ballots, certify the results to: the cited officer, all chapters eligible to vote, the E.D., and all District Justices via electronic mail to the address the Executive Office has on file.
    2. Within five (5) days after a chapter ballot as to a chapter officer, the Administering Officer shall certify the results to: all chapter members in good standing, the District Justice, and the E.D. via electronic mail to the address the Chapter has on file.
G. Disposition of Property & Records: If removal is voted and is affirmed upon appeal, or if no appeal is taken by the cited officer, the Administering Officer shall require the cited officer to surrender all Fraternity property and records. The Administering Officer shall also cause a permanent file of the proceedings to be transmitted to the E.D.
H. Appeal: Within thirty (30) days of the receipt of the notice of the decision, any officer removed hereunder may appeal the decision in writing to the International Tribunal. The appeal is to be limited to (1) the question whether "good and sufficient cause" has been shown and (2) the question of compliance with the procedures prescribed herein.

Article 9 – Chapter Charter Suspension & Revocation

Section 9.1 Non-Delegable Duty
The I.E.B. or International Chapter may, for good cause, suspend or revoke any Pre-Law, Law School, or Alumni Chapter charter of the Fraternity. The power of suspension or revocation shall not be delegated.

Section 9.2 Grounds
Grounds for suspension or revocation of a chapter charter shall include failure to render requested reports or to meet financial obligations due the Fraternity; willful disregard or violation of the governing documents of the Fraternity; failure or inability of a chapter to operate in accordance with essential principles of democracy and respect for human rights; any action of a chapter or its members tending to discredit the Fraternity.

Section 9.3 Process
A. The E.O. shall investigate matters brought to its attention concerning any alleged violation(s) of the Fraternity governing documents. The E.O. shall submit a report and recommendation to the I.E.B. for review. Within a reasonable period of time after receiving the report, the I.E.B. shall consider the facts and circumstances of the alleged violation(s), as well as the recommendation of the I.E.B., and shall determine what action, if any, shall be taken.
B. A chapter charter may be revoked by:
    1. Two-thirds (2/3) majority vote of the I.E.B.; or
    2. Majority of the ballots cast by delegates present and voting at Convention.
C. A chapter charter may be suspended by:

1. A majority vote of the I.E.B.; or
2. Majority of the ballots cast by delegates present and voting at Convention

Section 9.4 Effects of Suspension or Revocation

A. Suspension or revocation of a chapter charter shall preclude a chapter from conducting programs, electing officers, recruiting new members, using or displaying the Fraternity name and trademarks, holding itself out as an active part of the Fraternity, conducting business of any kind, and other activities as determined by the I.E.B.
B. Upon suspension or revocation of a Pre-Law or Law School Chapter charter, a notice shall be forwarded to the chapter's affiliated education institution advising it that the chapter's charter has been suspended or revoked.
C. No later than five (5) business days following receipt of notice from the E.O. or I.E.B. that a chapter's charter has been suspended or revoked, the chapter shall remit all chapter materials, regalia, funds and other items maintained by the chapter, to the E.O. In the case of suspension, the property shall be held in trust until the suspension is lifted.
D. Upon a finding of good cause relating to any alleged violation in the following categories, the following suspensions may be imposed at the sole discretion of the I.E.B.:

Offenses within two calendar years:

Offense	1st Offense Suspension	2nd Offense Suspension	3rd Offense Suspension
Alcohol, Drugs & Anti-Hazing Policy Violations	One Semester – Effective immediately after IEB Ruling	One Year – Effective immediately after IEB Ruling	Three Years – Effective immediately after IEB Ruling
Financial Misconduct/Breaches of Fiduciary Duties	One Semester – Effective immediately after IEB Ruling	One Year – Effective immediately after IEB Ruling	Three Years – Effective immediately after IEB Ruling

Article 10–Policies Applicable to All Chapters

Section 10.1 Chapter By-Laws

Each Pre-Law Chapter, Law School Chapter and Alumni Chapter shall adopt and operate under its respective By-Laws. In the event a chapter has not adopted By-Laws, or its adopted By- Laws cannot be ascertained or are inconsistent with the Fraternity Policy Manual, the Ritual, or the actions of the International Chapter, the I.E.B., or the International Tribunal, the chapter shall operate under the appropriate current Model By-Laws approved by the I.E.B.

Section 10.2 Open Membership Policy

A. To become a member of the Fraternity an individual shall:
    1. Comply with the eligibility requirements of the Fraternity
    2. Submit a completed membership application
    3. Pay the International Initiation Fee
    4. Be duly initiated into a chapter

5. Pay any chapter dues pursuant to the chapter's local by-laws

B. 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 the Fraternity and shall subject the offending chapter to disciplinary action.

Section 10.3 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/or sale in effect in (1) the jurisdiction where the chapter is located, or (2) the jurisdiction where the chapter is hosting a Phi Alpha Delta related event, whichever is more restrictive. In addition, all members agree to abide by their respective school policies related to alcohol and drugs. The possession, sale, or use of any illegal drug or controlled substance at any Fraternity event is prohibited.

Section 10.4 Anti-Hazing Policy

A. Hazing Defined: 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 associate 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.
    3. 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.

B. Hazing Prohibited: The Fraternity does not condone any form of hazing. No chapter, member, or prospective member shall engage in any activities which may be construed as hazing. Each member and chapter 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 regarding hazing.

C. Duty to Report: It is the duty and responsibility of every member to report to local authorities, and the E.O. any and all conduct which that member in good faith believes violates laws, ordinances, or school policies related to hazing. Failure to report such activities when required shall constitute grounds for the I.E.B. 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.

D. Reservation of Rights: The Fraternity reserves the right to revoke the rights and privileges of membership of any member who has at any time brought disrepute to the Fraternity through unworthy conduct, including, but not limited to, engaging in hazing activities.

Section 10.5 Chapter Financial Policies

A. Chapter Funds: Officers of each chapter shall keep accurate records and make reports as required by the I.E.B. or the E.D. regarding membership fees, chapter funds, and other financial matters.

B. Pre-Law Chapters
    1. Transparency of all financial actions by the officers
        a. At any time, a chapter member, the I.E.B. Member or any member of the I.E.B. may request a review of a chapter's financial records. Within 72 hours, the Chapter Treasurer must provide a full accounting of all income and expenses, bank statements and receipts accounting for all income and expenses for the prior

twelve months.

b. Chapter officers shall not use the chapter accounts for personal expenses.
c. Expenditures should be for as much benefit to the chapter as possible.
d. The Treasurer shall maintain a copy of the overall chapter budget that includes a comparison of actual versus budgeted expenditures and incomes. Any expenditure that exceeds 5% of the budgeted amount must be discussed at the next general chapter meeting and approved by a simple majority votes of the members in attendance.
e. During one general chapter meeting each month the Chapter Treasurer shall present to the chapter membership a full report on the financial condition of the chapter. The Chapter Treasurer shall also provide an identical report in writing and submit it to all chapter members via email, the chapter's website, social media sites and any other electronic medium the chapter uses to communicate within 48 hours of each chapter meeting at which the report is required to be presented. The Secretary shall ensure that meeting minutes reflect the Treasurer's report.
f. Prior to holding an event, the chapter officers and committees shall create a budget to project income and expenses for that event and ensure that it is in line with the overall chapter budget.

2. Chapter contributions/donations: Chapters that raise funds or collect goods for the benefit of a third party shall:
    a. Seek and receive written approval to use that party's logo, name and any other identifying insignia before soliciting for the benefit of that third party;
    b. State the specific amount of all monies/goods raised that will go directly to that third party (i.e. 100%/80%) in all solicitation letters and in chapter meeting minutes. Vague or estimated amounts do not meet the requirements of this subsection.
    c. Submit to the benefitted third party all monies raised or goods collected in the specified percentage within 5 business days of the conclusion of the event.
    d. Chapters should immediately send a letter of thanks and recognition to all contributors.
3. Cash/Receipts/Checks:
    a. Acceptance of cash for payment of local dues or International Initiation Fees must be strenuously avoided. However, in the case where the chapter has no other choice, it must:
        i. Provide a receipt to the individual giving the cash;
        ii. Keep a copy of the receipt with chapter records
        iii. Immediately deposit the cash into the chapter's checking account designated for the International Initiation Fees if the cash is provided for that purpose;
        iv. Note on the individual's membership application that cash was paid, who it was received by and that those fees are included in the chapter check to the Fraternity;
        v. In all situations where the chapter receives money or goods from any source whatsoever, the chapter should provide a receipt and retain a copy of that receipt in the chapter records;
        vi. The chapter should maintain a record book of all financial transactions for a period of no less than five (5) years.
    b. A chapter shall make copies of all checks received and written and retain the

copies for two years for their records.

4. IRS issued Employer Identification Number: When a chapter charter is approved, the E.O. will apply for and receive a Federal Employer Identification Number for the chapter. That number will be provided to the chapter to enable it to open bank accounts and solicit donations as 501(c)(7) non-profit organization. Chapters shall not apply for their own EIN.
5. Signatories: Chapters should complete the change for signatories on all bank accounts to the new President and Treasurer no later than three days after officer elections.
6. Multiple Bank Accounts: The Chapter Treasurer shall keep International Initiation Fees in a trust account separate from an operating account for other chapter funds and local fees.
7. Benefits given to Officers by LSAT Companies: Any benefits, such as free courses or discounts received by any officers or the chapter, must be reported to all of the other officers, and general chapter membership and the E.O.

C. Law School & Alumni Chapters

1. General Conduct
    a. Chapter officers and all other members shall not use money or other assets belonging to the chapter, including funds in chapter accounts, for personal use.
    b. Expenditures shall only be made for the advancement and benefit of the chapter.
    c. Chapter officers and committees shall create a budget of projected income and expenses before each event to ensure its compatibility with the overall budget. The Treasurer's Report shall include an accurate accounting of income and expenditures for each chapter event.
2. Transparency
    a. A chapter member, the I.E.B. Member, the District Justice of the District where the chapter is located or any member of the I.E.B. may request the chapter's financial records for review at any time. The Chapter Treasurer must provide a full accounting of all income and expenses, bank statements and receipts for the prior twelve (12) months within three (3) business days of the request.
    b. The Chapter Treasurer shall present to the chapter membership a full report on the financial condition of the chapter at least once a month during a regularly scheduled chapter meeting. The report shall be made available in writing or electronically. The Clerk shall ensure that meeting minutes reflect the Treasurer's report.
3. Chapter Contributions/Donations: Chapters that raise funds or collect goods for the benefit of a third party shall:
    a. Receive written approval to use that party's logo, name and any other identifying insignia before soliciting for the benefit of the third party;
    b. State the specific amount or percentage of all monies/goods raised that will go directly to the third party in all solicitation letters and chapter meeting minutes; and
    c. Submit all funds or goods due to the benefitted third party within five (5) business days of the conclusion of the event.
4. Record Keeping/Cash Transactions
    a. The chapter shall maintain a record book of all financial transactions;
    b. In all situations where the chapter receives money or goods from any source whatsoever, the chapter should provide a receipt and retain a copy of that receipt in the chapter records. The chapter shall retain copies of all checks received and written.

c. Acceptance of cash payment of local dues or International Initiation Fees must be strenuously avoided. However, in the case where the chapter has no other choice, it must:
    i. Provide a receipt to the individual giving the cash;
    ii. Keep a copy of the receipt given with the chapter records;
    iii. Immediately deposit the cash into the chapter's checking account designated for the International Initiation Fees if the cash is provided for that purpose; and
    iv. Note on the individual's membership application that cash was paid, who it was received by and that those fees are included in the chapter check to the Fraternity.

5. IRS Issued Employer Identification Number: Every chartered chapter of the Fraternity has a Federal Employer Identification Number for the chapter supplied to it by the E.O. That number will be provided to the chapter to enable it to open bank accounts.
6. Signatories: Chapters should complete the change for signatories on all bank accounts to the new Justice and Treasurer no later than ten (10) days after officer elections.
7. International Initiation Fees: The chapter shall consult the most recent version of the Fraternity Policy Manual or contact the E.O. to obtain the current International Initiation Fee for Law and Alumni Memberships.
8. Co-Mingling of International and Local Chapter Funds: If the chapter deposits International Initiation Fees into a chapter account, it is required that the fee shall be deposited in a trust account that is separate from the operating account used for chapter funds and local dues. Chapters shall follow the school's guidelines when dealing with chapter accounts.
9. Benefits given to Officers by Vendors or Companies: Benefits, discounts or gifts bestowed upon the officers or chapter shall be reported to the chapter executive board, chapter membership, the District Justice of the District where the chapter is located and E.O. within ten (10) days of receipt of the benefit, discount or gifts.

Section 10.6 Exclusivity Policy

A. No member or chapter of the Fraternity, acting on behalf of the Fraternity, shall enter into any contractual agreement which provides that any entity is given sole and exclusive rights to provide certain benefits or services to Fraternity members or whereby only a limited number or certain group of members receive benefits or services to the exclusion of or detriment to other members.
B. Prior to execution, the I.E.B. shall review and ratify, approve or reject, any and all contracts between any member or chapter of the Fraternity, acting on behalf of the Fraternity, and any entity to ensure the entity is not being given sole and exclusive rights to provide certain benefits or services to Fraternity members or whereby only a limited number or certain group of members receive benefits or services to the exclusion of or detriment to other members.
C. This policy shall apply to all District Justices as well as any individual acting on behalf of any Pre-Law, Law or Alumni Chapter of the Fraternity, including the chapter's duly elected officers or representatives.
D. Any agreement between any member or chapter of the Fraternity aware of any proposed exclusive contractual agreement to bring the proposal to the notice of the I.E.B. for approval prior to entering into the agreement. Notice shall be sufficient if a draft of the proposal is submitted to the E.O. to disseminate to the I.E.B. members. It shall be the responsibility of the I.E.B. to approve or reject, by majority vote, any the proposal within sixty (60) days of receiving notice. The failure by any individual to provide sufficient notice to the I.E.B. shall automatically be construed as a rejection of

the proposal.

Article 11–Universal Policies

Section 11.1 Social Media Policy

A. Engagement
    1. Our social media platforms are great places for members to connect and build relationships with each other. We want to ensure that our social media spaces are safe, fun and inclusive places for everyone.
    2. Be respectful – Everyone has different ideas and thoughts. Please respect people and their ideas and engage in thoughtful and polite discussions.
    3. Be professional – Phi Alpha Delta is a Professional Law Fraternity. Posts and comments should have a professional demeanor and reflect our core values. Remember other members are potential employers and/or could refer business to you and your firm.
    4. Be relevant – topics and posts should be relevant to Phi Alpha Delta's values and the legal profession. Create value in your conversations by posting or sharing items that reflect fraternalism, our core values, industry trends, chapter operations ideas or provide professional development.
    5. The E.O. reserves the right to remove posts or comments that don't meet these guidelines. Questions or concerns should be directed to the E.O.
    6. The E.O. will remove posts that contain profanity or are in direct violation of our code of conduct.

B. Use Consistent with Mission: Members and chapters shall refrain from using "Phi Alpha Delta", "P.A.D.", insignia, or any name meant to refer to the Fraternity, its chapters or membership in any content, pictures, graphics, or music used in any electronic media that are inconsistent with the Mission, Core Values, or Purpose of the Fraternity.

C. Pages/Group/Accounts
    1. Title: The title must contain both the chapter name and reference to the Fraternity.
    2. Limit: A chapter should only have one account per platform. When possible, chapters should link the content of various platforms to ensure all pages have up-to-date information.
    3. Logo Usage: Social media pages are subject to the insignia Usage Guidelines available at www.pad.org.
    4. Administrators/Moderators: A member of the E.O. staff shall be made an administrator on each account.
    5. Content: Social media is strictly for the use of posting official chapter news, events and other relevant content. Any member may request that their picture or information not be published.
    6. The following must be posted on a chapter social media account:
        a. A link to the Fraternity website (www.pad.org)
        b. Current and accurate information regarding the Fraternity
        c. Identification as a professional organization page
        d. Current list of officers and advisors
        e. Contact information for the E.O.
        f. Acknowledgement that the Fraternity is not responsible for third party conduct; and
        g. A link to the Fraternity's website disclaimer.
    7. The following may not be posted on a chapter social media account:

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

8. School Policies: Chapters and members at all times shall adhere to school policies regarding social networking media sites, policies and procedures of the networking site and all local, state and federal laws. Usage of any trademark or service mark of the Fraternity inures to the benefit of the Fraternity.
9. Any chapter violating these guidelines shall be referred to the I.E.B. for further action.

Section 11.2 Sexual Harassment, Abuse or Discrimination

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

Section 11.3 Risk Management & Insurance

The Risk Management Policies of the Fraternity are intended to provide education and guidance to chapter officers in performing their responsibilities. Individual chapter members and officers are responsible for being familiar with these policies. For a comprehensive list of best practices, members should reference the online resources available on the Fraternity website.

Section 11.4 Anti-Racism Policy

This is a placeholder section and will be updated in the future.

Section 11.5 Privacy Policy

A. Privacy Policy Overview

1. Phi Alpha Delta Law Fraternity, International, an Illinois nonprofit corporation ("P.A.D," "us," "our," or "we") is committed to protecting your privacy when you visit this website, located at https://www.pad.org (collectively referred to as the "P.A.D. website"). P.A.D. does not collect personal information about individuals, such as names and mailing or e-mail addresses, unless the individual visiting the P.A.D. website knowingly provides it. By accessing or using the P.A.D. website, you agree to be bound by the terms and conditions of this Privacy Policy and P.A.D.'s Terms of Use, which are available on the P.A.D. website (as amended from time to time, collectively, the "Policies"). If you do not agree to these terms and conditions, you are not permitted to use, view, or otherwise access the P.A.D. website or related feature, functionality, and services. Your use of the P.A.D. website will

be considered acceptance of these terms and conditions regardless of whether you have read them.

2. P.A.D. reserves the right to update and amend this Privacy Policy at any time, in its sole and absolute discretion. All such amendments and updates will be effective immediately upon posting to the P.A.D. website.

B. Privacy Policy on Collecting Information on the P.A.D. Website
    1. P.A.D. Marketing and Information Updates: As a service, P.A.D. may offer visitors to the P.A.D. website an opportunity to receive our newsletters, subscription mailings, and other promotional emails. You may subscribe or unsubscribe at any time by following the instructions on the applicable mailing, or by emailing P.A.D. directly at info@pad.org. We encourage you to subscribe to receive the most up-to-date reminders and changes to our programs.
    2. Emailing P.A.D.: If you email P.A.D., your message and email address may be saved, and we may send you emails in order to respond to your message. Any material, business information, ideas, concepts, or other information sent to P.A.D. by email will be treated as public, non-confidential, and non-proprietary. We will only use the information provided in your email and your email address to improve the P.A.D. website, services, and products and to fulfill or respond to your requests for products, services, or information.
    3. Share Feature: P.A.D. may use third-party service providers to give you easy ways to share our content with others. The information you provide when using these tools is subject to the third parties' privacy policies. Your use of any third-party service provider, application, website, or product is strictly at your own risk, and P.A.D. makes no representations or warranties about, and will have no liability for, any such third-party or their respective products, services, applications, or content.
    4. Cookies: Cookies are small files of information that are stored on your computer's hard drive by your web browser. The cookies we use do not contain any personal information. Most web browsers automatically accept cookies, but you can change the preferences of your browser so that it does not accept them. Some features of the P.A.D. website will not work if you turn off or limit your web browsers, cookies, or tracking system. In order to use all the features of the P.A.D. website, you must accept cookies.

C. P.A.D.'s Policy on the Use and Disclosure of the Information it Collects on the P.A.D. Website.
    1. P.A.D. uses the personal information you provide to us for internal purposes, such as completing and tracking your transaction, analyzing trends, and collecting statistics. P.A.D. may also compile and provide aggregate statistics about our visitors, customers, sales, donations, traffic patterns, and related site information to third parties, but these statistics will not include any personally identifying information. We may also share such information with third-party vendors who help us analyze and understand our client and interest base and P.A.D. Website user demographics and usage information.
    2. Notwithstanding anything herein or on the P.A.D. website to the contrary, P.A.D. may, without notice to or consent from you, release and disclose your personal information, your account information, and any information that you disclose to P.A.D., when such release or disclosure is reasonably necessary to comply with applicable law, rule, or regulation, or to respond to any court of law or governmental agency; to enforce the terms of the policies or any of our user agreements or other terms and conditions, as the same may be amended from time to time by P.A.D.; or protect the rights, property, and safety of P.A.D., the users of its site, or others. Any such determination may be made by P.A.D. in its sole and absolute discretion.

3. If you have provided P.A.D. with your e-mail address, we may send you emails to alert you to information, events, activities, or programs at or related to P.A.D. that we believe may be of interest to you, or to alert you about sales or other promotional events at P.A.D.
4. Types of Personally Identifiable Information Collected on the P.A.D. Website.
    a. We collect various types of personally identifiable information from the visitors to the P.A.D. website. For instance, P.A.D. members in good standing (dues are paid or life members) will be asked to provide their name and chapter name. Personally identifiable information may also be requested in connection with a survey or other activities on the P.A.D. website.
    b. All visitors who wish to purchase products (P.A.D. items) or make donations to the Foundation on the P.A.D. website will also be asked to provide their address, telephone number, credit card information, and if receiving merchandise, their shipping and/or delivery (if different from the postal address) addresses.
5. Review or Change Information Previously Provided to P.A.D.: If you want to review, correct, or change personal information that you have previously provided to us, please go to the 'My Profile' section of the P.A.D. website, and follow the appropriate instructions.
6. Use of Information Collected on the P.A.D. Website.
    a. We will use personally identifiable information provided by members to fulfill the purpose for which such information was provided, as described in this policy, and as disclosed at the time the visitor information is requested. For example, personal information will be used to fulfill online store orders. We may also use postal address information provided by P.A.D. members to send them, among other things, newsletters, and other such mailings.
    b. We use aggregate information collected on the P.A.D. website to evaluate how the site is being used. This information does not contain any information that may be personally identified with a specific individual. For example, we may collect and analyze information about how many visitors arrived at certain pages of the site, how long they stayed on those pages, and where they went afterwards. This information allows us to determine which pages might be the most interesting to and popular with visitors and enables us to provide visitors with a better and richer experience on the site.
7. Use of Outside Vendors
    a. P.A.D. may, from time to time, retain qualified third-party vendors to help us manage the P.A.D. website and allow us to better serve our visitors and customers. Without limitation, these may include third-party vendors who analyze the information we collect on the P.A.D. website for marketing or similar purposes. P.A.D. requires its vendors to maintain the security of the information to which they are provided access and restricts the vendors from using the information in any way not expressly authorized by P.A.D.; however, to the maximum extent permitted by applicable law, P.A.D. shall not be liable to you for any action or inaction of such third parties.
    b. We may contract with third parties who use cookies to collect information on our behalf. These parties are required to maintain the confidentiality of this information. If you would like to opt-out of this use of your information, you can change the preferences of your browser so that it does not accept cookies. We may contract with companies or others to provide certain services, including credit card processing, data management, promotional services, etc. We provide these service

providers with the information they need to perform these services, but we restrict the vendors from using the information in any way not expressly authorized by P.A.D.

8. Linking: The P.A.D. website may include links to websites operated by third parties over which we have no control. Once you leave the P.A.D. website, the P.A.D. Privacy Policy will not apply, and you access such sites at your own risk.
9. Security: It is important for you to protect yourself against unauthorized access to your password (if applicable) and to your computer.
    a. You must use common sense when accessing the Internet and disclosing any of your information. You must use a known and trusted secure connection and log off when finished using a shared computer. Notwithstanding our efforts to protect your information (including Personally Identifiable Information) from loss, misuse, or alteration by third parties, you agree that there is always some risk involved in transmitting information over the Internet. There is also some risk that others could find a way to thwart our security systems. As a result, while we strive to protect your information, we cannot and do not ensure or warrant the security and privacy of any information you transmit to us, and you do so at your own risk.
    b. You agree to abide by all applicable laws, rules, and regulations when accessing and using the P.A.D. Website.
10. Protecting the Information Provided to the P.A.D Website: We take reasonable precautions to safeguard information transmitted between visitors and the P.A.D. website and information stored on our servers. We use Secured Socket Layers encryption for the transmission of data to our servers during member sign in and order check out. Despite these efforts, however, we may be unable to prevent and shall not be responsible for unauthorized access to such information by third parties.
11. Storing and Maintaining Information: We maintain the P.A.D. website in the United States. By providing personal and other information to this site, visitors understand and consent to the collection and the processing of such information in, and the transfer of such information to, the United States and other countries or territories, in accordance with the terms of this Policy.
12. Limitation of Liability: If any provision of this Privacy Policy is found to be unenforceable, you agree that the remainder of the terms and conditions herein shall remain in full force and effect. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW: (I) P.A.D. SHALL NOT BE LIABLE TO YOU FOR ANY ACTION, INACTION, PRODUCT, SERVICE, WEBSITE, APPLICATION, MATERIALS, CONTENT, OR GUARANTEES OR REPRESENTATIONS OF ANY THIRD PARTY, REGARDLESS OF WHETHER THE P.A.D. WEBSITE LINKS THERETO; AND (II) IN NO EVENT WILL P.A.D. BE LIABLE TO YOU FOR ANY INDIRECT, CONSEQUENTIAL, OR PUNITIVE DAMAGES, EVEN IF P.A.D. HAS BEEN ADVISED OF THE POSSIBILITY THEREOF; AND (III) WITHOUT LIMITING THE FOREGOING, IN NO EVENT SHALL P.A.D.'S TOTAL LIABILITY TO YOU FOR ANY VIOLATION OF THIS PRIVACY POLICY BY P.A.D. OR ANY OF ITS EMPLOYEES OR CONTRACTORS EXCEED $100 DOLLARS.
13. Revisions to our Privacy Policy: Please note that P.A.D. may revise its privacy policy at any time, without notice, such changes to be effective immediately upon posting on the

P.A.D. website. Such revisions may arise in response to changes in the law, policy, or other factors. We encourage you to periodically visit this page to review our most current policy.

Section 11.6 Conflict of Interest Policy

A. The purpose of this policy is to protect the interests of the Fraternity when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an I.E.B. member, staff member, International Tribune or volunteer, or when a transaction or arrangement might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit organizations.

B. Definitions
   1. Conflict of Interest: The term "conflict of interest" refers to situations where a person's financial, professional, or political considerations may affect or have the appearance of adversely affecting judgment in exercising one's duty or responsibility to the Fraternity. A conflict of interest is a situation that has the potential to undermine the impartiality of a person because of the possibility of an incompatibility between the person's self-interest and the best interests of the Fraternity. A conflict of interest can exist even if no unethical or improper acts result from it.
   2. Interested Person: Any I.E.B. member, staff member, International Tribune, member of a committee with board delegated powers, or volunteer who has direct or indirect financial interest, as defined below, or has an interest or relationship that may conflict or appear to conflict with the best interests of the Fraternity is an interested person.
   3. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
      a. An ownership or investment interest in any entity with which the Fraternity has a transaction or arrangement;
      b. A compensation arrangement with another member of the Fraternity or with any entity or individual with which the Fraternity is negotiating a transaction or arrangement. Compensation includes direct or indirect remuneration as well as gifts, entertainment, favors, or other benefits that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section C.2 below, a person who has a financial interest may have a conflict of interest only if the I.E.B. decides that a conflict of interest exists.

C. Procedures
   1. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of any interest or relationship that may conflict or appear to conflict with the best interests of the Fraternity. The interested person must be given the opportunity to disclose all material facts to the I.E.B. The mere appearance of a conflict may be as serious and potentially damaging as an actual conflict of interest. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.
   2. Determining Whether a Conflict of Interest Exists: After disclosure of any interest or relationship that may conflict, or appear to conflict, with the best interests of the Fraternity and all material facts therein, and after any discussion with the interested person, the interested person shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. A quorum of the remaining disinterested I.E.B. members shall decide if a conflict of interest exists by a majority vote.

3. Procedures for Addressing the Conflict of Interest
    a. An interested person may make a presentation at the I.E.B. meeting, but after the presentation, shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
    b. The International Justice shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
    c. The I.E.B. shall determine by majority vote of disinterested members what financial arrangement is in the best interests of the Fraternity.
4. Violations of the Conflict of Interest Policy
    a. If the I.E.B. has reasonable cause to believe an I.E.B. member, staff member, International Tribune, member of a committee with I.E.B. delegated powers, or volunteer has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for the belief and afford an opportunity to explain the alleged failure to disclose.
    b. After hearing the response and after making further investigation as warranted by the circumstances, if the I.E.B. determines there has been a failure to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and/or corrective action.

D. Records of Proceedings: Applicable meeting minutes of the I.E.B. and all committees with I.E.B. delegated powers shall contain:
    1. The names of the persons who disclosed, or otherwise were found to have, any interest or relationship that may conflict or appear to conflict with the best interests of the Fraternity in connection with an actual or possible conflict of interest; the general nature of the interest or relationship; any action taken to determine whether a conflict of interest was present and the I.E.B.'s or committee's decision as to whether a conflict of interest in fact existed; and
    2. The meeting minutes shall also contact the names of persons who were present for discussion and votes relating to the transaction or arrangement; the content of the discussion, including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

E. Compensation
    1. A voting member of the I.E.B. who receives compensation, directly or indirectly, from the Fraternity for services is precluded from voting on matters pertaining to that member's compensation.
    2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Fraternity for services is precluded from voting on matters pertaining to that member's compensation.
    3. A voting member of the I.E.B. or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Fraternity, either individually or collectively, may provide information to any committee regarding compensation.

F. Annual Statements: Each I.E.B. member, staff member, International Tribune, member of a committee with I.E.B. delegated powers, or volunteer shall annually sign a statement that affirms the person:
    1. Has received a copy of the conflict of interest policy
    2. Has read and understands the policy
    3. Has agreed to comply with the policy
    4. Understands that the Fraternity is a nonprofit organization and in order to maintain its

federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes. The statement shall be maintained by the E.D. pursuant to the Records Retention Policy contained in Article 5 of the I.E.B. Policy Manual.

G. Periodic Reviews for Conflicts: To ensure that the Fraternity operates in a manner consistent with purposes of nonprofit organizations and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. At a minimum, the periodic reviews shall include the following subjects:
    1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining; and
    2. Whether partnerships, joint ventures and other arrangements with management organizations conform to the Fraternity's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further its nonprofit purposes, and do not result in inurement, impermissible private benefit or an excess benefit transaction.
H. Use of Outside Expert: When conducting the periodic reviews as provided in Section G above, the Fraternity may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the I.E.B. of its responsibility for ensuring periodic reviews are conducted. *See attachment XX for the "Annual Statements Concerning Possible Conflict of Interest".*

Section 11.7 International Event Code of Conduct

A. Phi Alpha Delta Law Fraternity International, Inc. (P.A.D.) is dedicated to providing a harassment-free event experience for everyone. This includes, but is not limited to, harassment based on gender, gender identity and expression, age, sexual orientation, disability, political beliefs, physical appearance, body size, race, ethnicity, religious affiliation. P.A.D. does not tolerate harassment in any form.
B. In the reasonable discretion of the Executive Director, or senior P.A.D. official present (i.e. Executive Board Member or District Justice), event participants engaging in harassing behavior may be sanctioned or expelled from the event without a refund. Further, the Executive Director, or senior P.A.D. official present, may initiate a complaint against a person who violates these rules in accordance with the appropriate Phi Alpha Delta processes and procedures.
C. If you or someone else is the subject of harassment or other inappropriate behavior, please notify an Executive Office staff member, or P.A.D. official as soon as possible. Reporters may request that their report remain confidential. Executive Office staff or P.A.D. officials may, in addition to exercising the discretion set forth above, provide additional assistance in addressing the matter. Reporters may also email Executive Director Andrew Sagan at andrew@pad.org. The most recent version of the P.A.D. complaints process and the anonymous reporting form may be found at www.pad.org/ResourcesAndPolicies.

Section 11.8 Gift Acceptance Policy

A. Purpose: The Fraternity actively solicits gifts and grants to further its mission. This article sets forth the criteria that the Fraternity uses to determine that a proposed gift is acceptable, and to inform prospective donors and their advisors of the types of gifts that are accepted. This article addresses proposed gifts to the Fraternity—the Foundation has a separate gift acceptance policy.
B. Policy: In the course of regular business, the Fraternity may accept unrestricted gifts of money, real property, personal property, stock, and in-kind services. The Fraternity does not provide personal, legal, financial, or other professional advice to donors or prospective donors. Donors and prospective donors will be strongly encouraged to seek assistance from their own professional

advisors in matters relating to their gifts, including tax and estate planning consequences. Decisions to accept or decline a gift will be made by the ED; however, the IEB may review any accepted gift. The ED may also, with the agreement of the prospective donor, redirect to the Foundation any proposed gift to the Fraternity, for consideration under the Foundation's gift acceptance policy.

C. Prohibited Gifts: The Fraternity will not accept gifts that would
    1. Result in violating its corporate charter
    2. Result in losing its status as a 501(c)(7) not-for-profit organization
    3. Violate federal, state, or local law, statute, or ordinance
    4. Contain conditions stating that proceeds will be spent for the personal benefit of a named individual
    5. Willfully expose the Fraternity to liability.
D. Criteria for Gift Acceptance: While the Fraternity may consider additional criteria, when considering whether to solicit or accept gifts the Fraternity shall consider the following factors:
    1. Values: Whether the acceptance of the gift compromises any of the core values of the Fraternity
    2. Compatibility: Whether there is compatibility between the intent of the donor and the Fraternity's use of the gift
    3. Public Relationships: Whether acceptance of the gift will damage the reputation of the Fraternity
    4. Primary Benefit: Whether the primary benefit is the Fraternity or the donor
    5. Consistency: Whether the acceptance of the gift is consistent with prior practice
    6. Form of Gift: Whether the gift offered is in a form that the Fraternity may use without incurring substantial expense or difficulty
    7. Effect on Future Giving: Whether the gift encourages or discourages future gifts
    8. Conflict of Interest: Whether there is any perceived or actual conflict of interest between the intent of the donor and the use of the gift by the Fraternity
E. Acceptance Authority: All preliminary decisions to accept gifts will be made by the ED. The ED may seek the consultation of the IEB on a final determination for any potential or actual gift that may appear- in intent or impact- to violate one of the above-named factors. The primary consideration will be the impact of the gift on the organization.
    1. Gifts generally accepted without additional IEB review include but are not limited to: cash, check, credit card, e-payments, marketable securities, in-kind donations from an existing partnership.
    2. Due to special liabilities that may be present at the time of donation, all of the following types of gifts must be reviewed by the IEB prior to acceptance: real property, personal property, life insurance, bequests or beneficiary designations made under a trust, in-kind donations from a new partnership, any gift over $10,000.
F. Confidentiality: The Fraternity holds all communications with donors, and information concerning donors and prospective donors, in strict confidence. All requests for or releases of information concerning a donor or a prospective donor will be granted only if permission is first obtained from the donor.
G. Reallocation: If a fund or grant is established and not used to support its original purpose within 3 fiscal years, the IEB may reallocate those funds.

Article 12–Districts & District Justices

Section 12.1 Districts & District Justices
Each Fraternity District shall operate under the supervision of a District Justice and is subject to rules, regulations, and procedures as may be promulgated by the I.E.B.

Section 12.2 Geographic Boundaries of Districts
District I: Alberta, Alaska, British Columbia, Idaho, Montana, Oregon, and Washington
District II: California north of the Tehachapi Mountains
District III: Los Angeles County
District IV: Colorado, Utah, and Wyoming
District V: Arizona, Nevada, and New Mexico
District VI: South Dakota, Iowa, and Nebraska
District VII: Southern Illinois, Kansas, and Missouri
District VIII: Arkansas and Oklahoma
District IX: Southern Texas
District X: North Dakota, Minnesota, Wisconsin, Manitoba, and Saskatchewan
District XI: Northern Illinois
District XII: Michigan and Ontario, Canada west of London
District XIII: Central Illinois and Indiana
District XIV: Northern and Central Ohio
District XV: Kentucky, Southern Ohio, and Tennessee
District XVI: Louisiana and Mississippi
District XVII: Alabama and Georgia
District XVIII: Maine, East Massachusetts, New Hampshire, Vermont, and Quebec, Canada
District XIX: New York State (except New York City, Lower Hudson Valley, and Long Island)
District XX: Connecticut, Rhode Island, and Western Massachusetts.
District XXI: Manhattan, Staten Island, Bronx, Lower Hudson Valley, and Northern New Jersey
District XXII: Southern New Jersey, Delaware, and Eastern Pennsylvania
District XXIII: Maryland, Washington, D.C., and Northern Virginia
District XXIV: Virginia and Southern West Virginia
District XXV: North and South Carolina
District XXVI: Northern Florida
District XXVII: Puerto Rico
District XXVIII: Mexico
District XXIX: Long Island, Islip, Brooklyn, Queens
District XXX: California south of Tehachapi Mountains, excluding Los Angeles County
District XXXI: Northern Texas
District XXXII: Southern Florida
District XXXIII: Western and Central Pennsylvania and Northern West Virginia

Section 12.3 District Justice
A. Appointment: The International Justice, with the advice and consent of the I.E.B., shall appoint a member as District Justice for each Fraternity District. The District Justice term is December 1st to November 30th biennially with the start of each two (2) year term to coincide with the year of the International Convention.
B. Tenure: The District Justice holds office at the pleasure of the I.E.B.

C. Duties
    1. The District Justice shall encourage and sponsor Fraternity activities in their District and shall be the personal representative of the I.E.B. in all matters relating to the Fraternity in their District.
    2. The District Justice shall be available to assist Pre-Law, Law School and Alumni Chapter officers, and they shall encourage interaction between these three types of chapters in their District. However, the primary responsibility of a District Justice shall be to their Law School Chapters.
    3. The District Justice shall appoint faculty and alumni advisors for each of their Law School Chapters (with the advice and consent of that chapter) for a one-year term.
    4. Each District Justice shall make a minimum of one official chapter visitation and inspection to each Law School Chapter during each fiscal year within the budget limitations.
    5. The District Justice shall perform other additional duties as assigned by the International Justice or the I.E.B.

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

Section 12.4 District Budgets

A. The I.E.B. shall adopt an annual budget for each District Justice. The budget shall be based the complexities and unique characteristics of each District.
B. Communications to District Justices regarding Budgets: Upon adoption of the individual District Justice budgets, the E.D. shall inform each of the District Justices the amount of their budgets. This correspondence shall also include the following directives:
    1. That each District Justice shall be expected to operate within the budget assigned; and
    2. That each District Justice shall obtain prior approval of the E.D. before expending any monies in excess of that authorized by the budget.
C. Budget Notifications to District Justice: During each fiscal year, the E.D. shall notify the District Justices of the monies expended from their budget and the balance remaining.

Section 12.5 District Leadership & Transition Conferences

A. Timing: District Leadership and Transition Conferences shall be held annually in the spring semester by each District, except when excused by the I.E.B. The District Justice plan the program, secure speakers, and report the date to the E.O.
B. Format: Each District Leadership and Transition Conference shall use the format in the District Justice Manual.
C. Joint District Leadership and Transition Conferences
    1. Two districts may hold a joint District Leadership and Transition Conference upon the approval of the District Justices of both Districts. No additional travel money may be allocated by the I.E.B. for a joint District Leadership and Transition Conference than the maximum sum of money that would be allocated for the individual District Leadership and Transition Conference.
    2. In the event of a joint District Leadership and Transition Conference, the District Leadership and Transition Conference funds of both Districts shall be administered as one fund, under the supervision of both District Justices.

D. Special District Leadership and Transition Conference Fund
    1. Five percent (5%) of each initiation fee for each law school and alumni initiate shall be placed in a special fund for financing District Leadership and Transition Conferences. All the funds shall be allocated to the District in which the person was initiated. If a Law School Chapter shall, at any time, be re-assigned to a different District all funds attributable to its initiates for the preceding two years and not previously spent for District Leadership and Transition Conference purposes under this section shall be transferred to the new District to which the Law School Chapter has been assigned.
    2. At the end of each fiscal year, one dollar ($1.00) of each collected law school and alumni initiation fee for that year shall be placed into a discretionary fund to be used for the following fiscal year as necessary for Districts that need additional funding for District Leadership and Transition Conferences, either upon request of a District Justice or at the discretion of the E.D. Any funds not used by the end of the fiscal year during which they were available may be transferred into the Fraternity's general fund; provided however, that as a result of the transfer, the balance of the discretionary fund shall not be less than $5,000.00. This fund shall be administered by the E.D. with the advice and consent of the I.E.B.
    3. Any District Leadership and Transition Conference funds distributed shall be paid only to the District Justice, who shall be accountable for the proper expenditure of the funds.
    4. No District Leadership and Transition Conference funds shall be distributed to any District Justice until the date and site have been transmitted to the E.O.

E. Official Representative of each D.L.T.C.: The International Justice shall assign an I.E.B. Member, International Tribune, or member of the International Advisory Board of the Fraternity to attend each D.L.T.C. as the official representative of the Fraternity. The official representative shall submit a complete report of the D.L.T.C. to the I.E.B.

Section 12.6 Assistance District Justices

A. Appointment: An Assistant District Justice may be appointed by either of the following:
    1. A District Justice may request the appointment by the International Justice of one or more members to serve as Assistance District Justices for their respective District; or
    2. The International Justice may appoint Assistance District Justices with the advice and consent of the I.E.B.

B. Tenure: The tenure of an Assistant District Justice shall terminate upon:
    1. Decision of the International Justice, with the advice and consent of the I.E.B.; or
    2. Request for termination by the District Justice; or
    3. Removal or resignation of the District Justice.

C. Duties: Assistant District Justices shall perform duties as are assigned to them by their District Justice. Assistant District Justices shall not act unilaterally within their assigned Districts but rather shall work in concert with their District Justices.

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

Article 13–Advisors, Advisory Councils, & Boards

Section 13.1 Chief Legal Advisor

A. The International Justice shall appoint, within sixty (60) days of the adjournment of each Convention, with the advice and consent of the International Executive Board, a Chief Legal Advisor ("CLA"). The CLA shall (1) be the legal officer of the Fraternity; (2) oversee legal matters in which the Fraternity or IEB may become involved as directed by the IEB; and (3) provide guidance to the IEB as to when it should retain outside counsel.

B. The CLA shall attend all IEB meetings and other Council or Committee meetings as directed by the International Justice. The CLA shall serve at the pleasure and during the term of the International Justice.

C. At a minimum, the CLA must be licensed to practice law in at least one state or U.S. territory. In addition, the CLA should also have prior experience practicing in the area of non-profit law, at least three (3) years experience serving on the boards of other non-profit organizations, experience negotiating contracts and/or general civil litigation experience, and/or prior experience working for a non-profit.

Section 13.2 Chief Diversity Advisor

A. The International Justice shall appoint, within sixty (60) days of the adjournment of each Convention, with the advice and consent of the International Executive Board, a Chief Diversity Advisor ("CDA"). The CDA shall (1) lead diversity, equity, and inclusion ("DEI") efforts across the Fraternity; (2) work with the Executive Office ("EO") to research, implement, and evaluate DEI efforts; (3) serve as the Chair of the Diversity, Equity & Inclusion Advisory Council ("DEI Advisory Council"); (4) inform the IEB and EO about DEI efforts being undertaken by the DEI Advisory Council; and (5) advise the IEB regarding DEI issues.

B. The CDA shall attend all IEB meetings, all DEI Advisory Council Meetings, and other Council or Committee meetings as directed by the International Justice. The CDA shall serve at the pleasure and during the term of the International Justice.

C. At a minimum, the CDA must be licensed to practice law in at least one state or U.S. territory or should have a certification in the field of DEI. In addition, the CDA should have prior experience serving as a diversity officer for another firm, company, or organization, experience in the area of employment law, and/or prior experience conducting trainings focused on preventing discrimination and harassment, unconscious and implicit bias, cultural competency, and situational awareness.

Sec 13.3 Chief History Advisor

A. The International Justice shall appoint, within sixty (60) days of the adjournment of each Convention, with the advice and consent of the International Executive Board, a Chief History Advisor ("International Historian"). The International Historian shall (1) advise the IEB and Executive Office on matters related to the history and traditions of the Fraternity; (2) oversee historical research and publication of items related to Fraternity history in cooperation with the Executive Director; and (3) perform such other tasks related to the history and traditions of the Fraternity as may from time to time be requested by the IEB.

B. The International Historian shall attend IEB meetings and other Council or Committee meetings as directed by the International Justice. The International Historian shall serve at the pleasure of the International Justice during the biennium in which they are appointed.

C. At a minimum, the International Historian must be a member of the Fraternity, have served in at least one Fraternity leadership roles at the chapter, district, or international level, and have evidenced a long term interest in the history and traditions of the Fraternity. Experience in historical research and writing and either a bachelor's degree (or higher degree) in history or a related field or completion of courses that included at least 18 semester hours in history or a related field is preferred.

Section 13.4 Pre-Law Advisory Council

A. Appointment: The International Justice may appoint, with the advice and consent of the I.E.B., a Pre-Law Advisory Council.
B. Composition and Term: This Council shall consist of members of the Fraternity so appointed and shall serve at the pleasure of the International Justice during the biennium in which they are appointed.
C. Purpose: If appointed, this Council shall meet as directed by the International Justice, the I.E.B., or as otherwise needed in the judgment of its chair, to consider the pre-law member experience related to the traditions, ideals, policies, and practices of the Fraternity.
D. Responsibilities: If appointed, this Council shall make specific recommendations with clearly determined purposes and goals to ensure continued development of and increased participation by our pre-law student members.

Section 13.5 Law Student Advisory Council

A. Appointment: The International Justice may appoint, with the advice and consent of the I.E.B., a Law Student Advisory Council.
B. Composition and Term: This Council shall consist of members of the Fraternity so appointed and shall serve at the pleasure of the International Justice during the biennium in which they are appointed.
C. Purpose: If appointed, this Council shall meet as directed by the International Justice, the I.E.B., or as otherwise needed in the judgment of its chair, to consider the law student experience related to the traditions, ideals, policies, and practices of the Fraternity.
D. Responsibilities: If appointed, this Council shall make specific recommendations with clearly determined programs and goals to ensure continued development of and increased participation by our law student members.

Section 13.6 Alumni Advisory Council

A. Appointment: The International Justice may appoint, with the advice and consent of the I.E.B., an Alumni Advisory Council.
B. Composition and Term: This Council shall consist of members of the Fraternity so appointed, and shall serve at the pleasure of the International Justice during the biennium in which they are appointed.
C. Purpose: If appointed, this Council shall meet as directed by the International Justice, the I.E.B., or as otherwise needed in the judgment of its chair, to consider the alumni experience related to the traditions, ideals, policies, and practices of the Fraternity.
D. Responsibilities: If appointed, this Council shall make specific recommendations with clearly determined programs and goals to ensure continued development of and increased participation by our alumni members.

Section 13.7 International Relations Advisory Council

A. Appointment: The International Justice may appoint with the advice and consent of the I.E.B. an International Relations Advisory Council.
B. Composition: This Council shall consist of members of the Fraternity so appointed and shall serve at the pleasure of the International Justice during the biennium in which they are appointed.
C. Purpose: If appointed, this Council shall meet as directed by the International Justice, the I.E.B., or as otherwise needed in the judgment of its chair, to consider international membership, international chapters, international programming, etc. as related to the traditions, ideals, policies, and practices of the Fraternity.
D. Responsibilities: If appointed, this Council shall make specific recommendations with clearly determined programs and goals to ensure continued development of and increased participation by our international members.

Section 13.8 Diversity, Equity & Inclusion Advisory Council

A. Appointment: The International Justice shall appoint with the advice and consent of the I.E.B., a Diversity, Equity, and Inclusion Advisory Council ("DEI Advisory Council").
B. Composition: This Council shall consist of members of this Fraternity so appointed and shall serve at the pleasure of the International Justice during the biennium in which they are appointed. Members of the I.E.B. may only serve as resource persons for this Council.
C. Purpose: This Council shall meet as directed by the International Justice, the I.E.B., or as otherwise needed in the judgment of its chair, to consider issues surrounding diversity, equity, and inclusion within the Fraternity.
D. Responsibilities: This Council shall make specific recommendations with clearly determined programs and goals.

Section 13.9 District Justice Advisory Council

A. Appointment: The International Justice shall empanel a District Justice Advisory Council ("DJAC") and shall appoint a chair for the DJAC.
B. Composition: The DJAC shall consist of the duly appointed District Justices from each of the Fraternity's districts. Members of the DJAC shall serve at the pleasure of the I.E.B. during the biennium in which they are appointed.
C. Purpose: The DJAC shall meet as directed by the International Justice, the I.E.B., or as otherwise needed in the judgment of its chair, or as determined by a majority of the sitting DJAC members in attendance. to consider issues that affect District Justices and Assistant District Justices.
D. Responsibilities: The DJAC shall provide specific recommendations related to issues that affect District Justices and Assistant District Justices including, but not limited to their goals as District Justices, and the traditions, ideals, policies, and practices of the Fraternity that affect District Justices and Assistant District Justices.

Section 13.10 Council of International Chiefs

A. Composition: Every International Chief Tribune of the Fraternity shall, upon honorable retirement from office, become a member of the Council of International Chiefs (COIC).
B. Duties: The duties of the Council of International Chiefs shall be to advise the International Tribunal, when called upon, in relation to the traditions, ideals, policies, and practices of the Fraternity.
C. Chairperson: The immediate past International Chief Tribune shall be the chairperson of the COIC. Any vacancy shall be filled by the next immediate past International Chief Tribune.

Section 13.11 International Advisory Board

A. Composition: Every International Justice of the Fraternity and every International President of Phi Delta Delta Law Fraternity shall, upon honorable retirement from office, become a member of the International Advisory Board.
B. Duties: The duties of the International Advisory Board shall be to advise the I.E.B. in relation to the traditions, ideals, policies, and practices of the Fraternity.
C. Chairperson: The immediate past International Justice shall be the chairperson of the International Advisory Board. Any vacancy shall be filled by the next immediate past International Justice.

Article 14–Dispute Resolution

Section 14.1 Ombuds

A. Appointment: The International Justice may, with the consent of the I.E.B., appoint an Ombuds~~man~~ for the Fraternity.
B. Duties: The Ombuds shall conduct informal investigations on behalf of the Fraternity. The Ombuds's investigations shall not be part of any formal proceedings within the Fraternity. The Ombuds shall have no other roles with the Fraternity that may conflict with the Ombuds's duties.
C. Principles: The Ombuds will carry out their duties in accordance with the principles of Independence, Neutrality and Impartiality, Confidentiality, and Informality, as articulated by the International Ombudsman Association's Standards of Practice.
D. Resources: The Ombuds will request from the I.E.B. the resources, including training and certification, reasonably necessary to carry out the duties of Ombuds.

Section 14.2 Whistleblower Protection Policy

The Fraternity requires directors, officers, members, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As agents, employees, and representatives of the Fraternity, we shall practice honesty and integrity in conducting our duties and responsibilities, including, but not limited to, complying with all applicable laws and regulations.

A. Reporting Responsibility: This Whistleblower Policy is intended to encourage and enable directors, officers, members, employees, and others to raise or report serious concerns internally so that the Fraternity can investigate, address, and correct any potential or actual inappropriate conduct and/or actions. It is the responsibility of all directors, officers, members, and employees to report concerns about suspected violations of Fraternity policies, laws, or regulations that govern the Fraternity's operations. Notwithstanding the foregoing, the responsibility to report shall not negate the Fraternity's obligation to investigate, address, and correct known or suspected potential or actual inappropriate conduct or actions.
B. No Retaliation: It is contrary to the values and policies of the Fraternity for any director, officer, member, or employee to retaliate against any person who reports a suspected violation of Fraternity policies or applicable laws or regulations, such as, but not limited to, a complaint of discrimination, suspected fraud, or suspected violation of any policy, law, or regulation governing the operations of the Fraternity. Any person who retaliates against another person who reported a purported violation is subject to discipline up to and including termination of employment.
C. Reporting Procedure: Individuals should report complaints or concerns about suspected violations in writing to the E.D., or other E.O. staff, who shall report the same to the Fraternity's designated Compliance Investigator, as defined below. The Compliance Investigator shall investigate all

reported complaints and recommend appropriate action or dismissal of the complaint to the I.E.B. by and through the E.D. Employees with concerns or complaints may also submit their concerns directly to the E.D. or other designated person. The E.D. may adopt appropriate complaint forms, report forms, and other forms to compile information and facilitate the complaint process. In the event a complaint regards the E.D., a person may report their complaint to another E.O. staff person or I.E.B. member.

D. Compliance Investigator and Procedure of Compliance Investigator: The International Justice, with the advice and consent of the I.E.B., will appoint the Compliance Investigator(s) for the biennium. The Compliance Investigator shall not concurrently serve on the Disciplinary Committee. The Compliance Investigator is responsible for ensuring that all complaints are investigated and resolved. The Compliance Investigator shall have the authority to view any Fraternity records in relation to a complaint, and to communicate with any individual persons that are the subject of a complaint or otherwise have knowledge relating to a complaint. The Compliance Investigator will advise the I.E.B. by and through the E.D. of all complaints and recommend a resolution, including discipline or dismissal of a complaint. The Compliance Investigator shall also report to the International Treasurer on compliance activity relating to accounting or alleged financial improprieties. The I.E.B. shall review each recommendation of the Compliance Investigator and act upon the same by enforcing the recommendation of the Compliance Investigator, enforcing discipline other than recommended by the Compliance Investigator, or dismissing the complaint. The I.E.B.'s decision is final.
E. Accounting & Auditing Matters: The Compliance Investigator shall immediately notify the International Treasurer of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.
F. Acting in Good Faith: Anyone filing a written complaint concerning a violation or suspected violation of Fraternity policies or other applicable laws or regulations must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Allegations shall not be made for malicious purposes and shall not be made when known to be false. The reporting of false or malicious allegations may constitute grounds for disciplinary action against the reporting party.
G. Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant. Report**s** of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The identity of the complainant shall be made known to the Compliance Investigator for the purpose of investigation. The identity of a complainant shall only be disclosed to third parties if required to do so by subpoena or court of competent jurisdiction.

Section 14.3 Dispute, Conflict, and Complaint Process

A. The Fraternity takes the dispute, conflict, and complaint process very seriously and will handle all disputes, conflicts, and complaints according to the following procedure.
B. Reporting Procedures: If someone becomes aware of a potential violation, they may report by completing an online incident report. In cases of emergency, the E.D. can be reached via phone at (410) 347-3118.
    1. At a minimum, the following information should be provided in the incident report:
        a. The name and contact information of the person making the complaint;
        b. Where and when the incident occurred;
        c. The names and titles (if applicable) of the subject of the complaint and any witnesses; and

d. The nature of the misconduct.

2. Complaints may be made confidentially; however, P.A.D. encourages those making complaints to provide their name and contact information to allow for appropriate follow-up questions during the course of the investigation. Further, depending on the extent of information available about the incident or the individuals involved, the Disciplinary Committee's ability to investigate an anonymous report may be limited.
    a. P.A.D. shall disclose the identity of a complainant if required to do so by subpoena or court order issued by an officer of the court of a competent jurisdiction.
    b. The identity of a complainant may also be disclosed to the extent necessary for the Disciplinary Committee to conduct a complete investigation of the incident.

C. Investigation:
1. Acknowledgement: The E.D. or their designee will acknowledge receipt of a complaint to the individual who submitted the incident report and gather any additional information necessary for the Disciplinary Committee to begin its investigation within two (2) business days of receipt.
2. Notice to Subject of Complaint: The E.D. or their designee shall provide notice to the subject of the complaint within five (5) business days of receipt of the incident report.
3. Assignment to Disciplinary Committee: The E.D. or their designee shall provide a copy of the incident report and all pertinent information to the Disciplinary Committee within five (5) business days of receipt.
4. Assignment to Investigator: The Disciplinary Committee will select one of its members to conduct the investigation within five (5) business days of receipt of the incident report and pertinent information.
5. Response to Complaint: The subject of a complaint shall respond to the complaint within fourteen (14) days of being provided notice of the incident report unless an extension is granted by the Investigator. In the event the Investigator determines an extension is warranted, the subject of a complaint shall have no more than an additional fourteen (14) days to respond.
    a. The subject of a complaint is not required to respond to a complaint.
    b. The subject of a complaint is not required to communicate with the investigator.
    c. In the event the subject of a complaint does not respond or fails to communicate with the investigator, the investigator may make any inference they deem appropriate from the subject's refusal to respond or communicate.
6. Duties of the Investigator: The Investigator shall conduct a full and complete investigation of the complaint within forty-five (45) days of the assignment of a complaint to an Investigator.
    a. The Investigator shall have access to all P.A.D. records, files, and other documents relating to the complaint, as well as to the individuals involved in the complaint, including, but not limited to, any prior history of disciplinary action involving the subject of the complaint.
    b. The Investigator shall have the right to speak with any parties involved in, or were witnesses to, the facts surrounding the complaint.
7. Final Report: The Investigator shall prepare a final report with their findings using a template as provided by the E.D. or their designee within five (5) business days of completing the investigation and shall provide a copy of the final report to all members of the Disciplinary Committee.

a. If the Investigator determines that no misconduct has occurred, the final report shall include the rationale for said determination.
b. If the Investigator determines that misconduct has occurred, the final report shall include a recommended course of disciplinary action and the rationale for said recommendation.
c. The Disciplinary Committee shall approve the final report by a majority vote within five (5) business days of submission of the report by the Investigator.

8. Notice After Issuance of Final Report: Once a final report has been issued, the E.D. or their designee shall provide the following notice.
    a. If the final report includes a finding that no misconduct occurred, the E.D. or their designee will notify the individual who submitted the complaint and the subject of the complaint that the Disciplinary Committee has completed its investigation and did not find any misconduct within two (2) business days of receipt of the final report.
    b. If the final report includes a recommendation for discipline other than for suspension or removal from membership, the E.D. or their designee shall inform the subject of the complaint within two (2) business days of receipt of the final report. This notice shall include information regarding the subject of the complaint's right to appeal the final report's findings to the International Tribunal.
    c. If the final report includes a recommendation that the subject of a complaint be suspended or removed from membership, the E.D. or their designee will submit the final report along with all pertinent materials to the I.E.B. for further action as provided for in Section 14.3.H.
    d. The E.D. or their designee shall provide a copy of the final report to the individual who submitted the complaint and the subject of the complaint upon request.

D. Recusal
    1. To ensure fairness in the resolution of all complaints, Disciplinary Committee members must recuse themselves from conducting an investigation or voting to approve a final report if they
        a. have a conflict of interest due to their personal or business relationship with the complainant, subject of the complaint, or any potential witness to the allegations that form the basis of the complaint;
        b. are a potential witness to the allegations that form the basis of the complaint; or c. are otherwise unable to perform the duties required of them pursuant to Section 14.3 for any other reason.
    2. In the event a member of the Disciplinary Committee must recuse themselves from an investigation, they must inform the E.D. or their designee within five (5) days of receipt of the incident report or final report.
        a. When notifying the E.D. or their designee, the member seeking to recuse themself must provide a brief description of the reason for their recusal.
    3. In the event all members of the Disciplinary Committee recuse themselves from an investigation, the Compliance Investigator will appoint a member of the Council of International Chiefs to conduct the investigation in the manner set forth in Section 14.3.C. above.

E. Confidentiality:
    1. All aspects of the investigation will be considered confidential, except as follows:

a. The identity of the complainant shall be made known to the Investigator for the purpose of investigation.
b. To the extent necessary for the Disciplinary Committee to conduct a full and fair investigation.
c. For review, when necessary, of P.A.D. operations by the E.O., the I.E.B., independent audit committee, independent public accountants, and/or outside legal counsel.

F. Temporary Suspension Pending Investigation: If the seriousness of the allegation(s) warrants, the subject of the complaint may be suspended by the E.D. pending investigation.

G. Appeal:
1. The subject of a complaint may contest any discipline recommended by the Disciplinary Committee within fifteen (15) business days of the receipt of the final report by filing a written notice with the E.D.
2. The E.D. or their designee shall provide a copy of the final report and all pertinent information to the International Tribunal within five (5) business days of receipt of a notice of appeal.
3. The International Tribunal shall review all information regarding the complaint and issue findings within ninety (90) days of receipt pursuant to its policies and procedures.

H. I.E.B. Action:
1. If the Disciplinary Committee issues a final report that recommends suspension or termination of membership, the I.E.B. may accept, modify, or reject the Disciplinary Committee's recommended disciplinary action by majority vote.
    a. If the I.E.B. takes no action within forty-five (45) days of receipt of the final report, the Disciplinary Committee's recommended disciplinary action will be deemed adopted by the I.E.B.
2. Following an appeal to the International Tribunal, the I.E.B. may accept, modify, or reject the Tribunal's findings by majority vote.
    a. If the I.E.B. takes no action within thirty (30) days, the Tribunal's findings will be deemed adopted by the I.E.B.
3. The I.E.B., by two-thirds vote, may terminate the membership of any member for cause regardless of whether a complaint has been filed or the Disciplinary Committee has completed its investigation.
4. The I.E.B., by majority vote, may terminate the membership of any member who becomes ineligible for membership.
5. The I.E.B., by majority vote, may suspend or terminate the membership of any member who shall be in default in the payment of dues.
6. Disciplinary actions taken, approved, or modified by the I.E.B. shall not be subject to appeal and are final.

I. Duties of Compliance Investigator: The Compliance Investigator is responsible for ensuring that all complaints are investigated and resolved in a timely fashion.
1. The E.D. or their designee shall inform the Compliance Investigator of each complaint made within two (2) business days of receipt of an incident report.
2. The E.D. or their designee shall advise the Compliance Investigator of the status of all investigations being conducted by the Disciplinary Committee on at least a bi-weekly basis.
3. If the Compliance Director becomes aware of the Disciplinary Committee's failure to meet a deadline set forth in Section 14.3.C. with respect to any pending complaints, the

Compliance Director shall notify the I.J. of the Disciplinary Committee's failure to meet the timelines.

4. If the Investigator or the Disciplinary Committee fails to complete their duties within the prescribed time periods, the E.D. or their designee shall inform the Compliance Investigator.
    a. If the investigation has not been completed, the Compliance Investigator shall appoint another member of the Disciplinary Committee to conduct the investigation within two (2) business days of being notified of the failure to act.
        i. The new Investigator shall conduct a full and complete investigation of the complaint within thirty (30) days of the re-assignment of the complaint by the Compliance Investigator.
    b. If the investigation has been completed, but the final report is not timely submitted for approval as required under Section 14.3.C.7., the Compliance Investigator shall direct the Investigator to submit the final report to the Disciplinary Committee for approval within two (2) business days.
        i. If the Investigator fails to submit the final report within this additional time period, the Compliance Investigator shall appoint another member of the Disciplinary Committee to prepare the final report within five (5) business days.
    c. If the Disciplinary Committee does not timely vote to approve a final report, the Compliance Investigator shall review and approve the final report within five (5) business days of being notified of the Disciplinary Committee's failure to act.

Article 15–International Tribunal

Section 15.1 Composition

A. The International Tribunal shall be composed of the International Chief Tribune and two (2) International Associate Tribunes.
B. The position of International Chief Tribune and the two (2) International Associate Tribunes shall be elected from among the members of the Fraternity, by majority vote of the seated delegates present and voting, at a duly constituted meeting of the International Chapter of the Fraternity, to hold office for two (2) years or until a successor is elected and installed in office.
C. International Chief Tribune: The International Chief Tribune shall:
    1. Preside at all meetings of the International Tribunal;
    2. Be the custodian of all its files, documents, and decisions,
    3. Participate with the two (2) Associate Tribunes in the writing of decisions on cases and controversies; and
    4. Shall transmit a copy of each decision and related pleadings of the International Tribunal to the E.O. for retention in the files of the Fraternity.
D. International Associate Tribunes: The International Associate Tribunes shall participate with the International Chief Tribune in the work of the International Tribunal by the writing of decisions on all cases and controversies.
E. Vacancies: In the event of a vacancy on the Tribunal as the result of resignation, death, or some other reason, the following procedures shall be implemented to fill said vacancy for the remainder of that term of office:

1. Should a vacancy occur within the position of International Chief Tribune, the Associate Tribune designated as Place A shall assume the role of Chief Tribune in order to continue the business of the International Tribunal. The person so designated shall serve as Chief Tribune until the next meeting of the International Chapter when an election shall determine the next Chief Tribune.
2. Should a vacancy occur in the position of International Associate Tribune, the remaining Tribunes shall appoint a member of the Council of International Chiefs (CIC), upon whom the said Tribunes can agree, to complete the term of the Associate Tribune. If the vacancy occurs in Place A, the Tribunal currently holding Place B shall move up to that position and the newly appointed individual shall occupy Place B for the duration of that term in office.
3. Should a vacancy occur in all of the positions on the International Tribunal at the same time, the members of the Council of International Chiefs shall, in reverse order of their membership on that body, assume the roles and duties of the Tribunal until their successors can be elected by the International Chapter. In so replacing, the most recent Council member shall fill the position of Place B, the next shall fill Place A, and the most senior Council member of that grouping of three shall become Chief.
4. A member of the International Tribunal may resign their office at any time, for any reason, without being required to identify said reason. The vacancy shall be filled by the procedure listed herein.

Section 15.2 Meetings

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

Section 15.3 Original Jurisdiction

A. The International Tribunal shall have original jurisdiction in cases and controversies involving, or arising out of, the interpretation of the By-Laws of the Fraternity. “Cases and controversies” is defined as an actual dispute between individuals who seek resolution of their grievance(s) that have arisen from a conflict of their alleged fraternal rights.
B. Any party to a case or controversy may petition the International Tribunal for a final determination thereof. A petition shall be presented to the Chief Tribune electronically.

Section 15.4 Appellate Jurisdiction

A. Expulsion of Members/Removal of Officers
    1. The International Tribunal shall have appellate jurisdiction in cases arising from expulsion of members or removal of officers.
    2. The subject of expulsion or recall proceedings may file a petition for review within thirty (30) days after notice of the decision on their case. The petition shall be presented to the Chief Tribune electronically.
    3. Disciplinary actions taken or approved by the I.E.B. shall not be subject to appellate review by the International Tribunal.
    4. The subject of expulsion or recall proceedings may file a final petition for review to the I.E.B within thirty (30) days after notice of the decision on their case by the International Tribunal. The petition shall be presented to the International Justice electronically.
B. Additional Information on Appellate Jurisdiction - This is a placeholder section and will be updated in the future.

Section 15.5 Procedures
In the exercise of either original jurisdiction or appellate jurisdiction, the International Tribunal and the parties before it shall be governed by procedural rules set by the International Tribunal.

Section 15.6 Permissible Activity
Members of the International Tribunal may be members and/or officers of an Alumni Chapter, participate as members of a convention committee, and speak before convention committees. They may also participate in supporting candidates for election at convention provided that they are not seeking re-election to the Tribunal.

Section 15.7 Changes to Article 15
Due to the elected nature of service on the International Tribunal, any proposed change to Article 15 of the Fraternity Policy Manual, is subject to a comment period of 45 days. This will allow members to review and comment on a proposed change affecting the International Tribunal prior to I.E.B. action.

Article 16–P.A.D. International Foundation

Section 16.1 Establishment
P.A.D. International Foundation ("the Foundation") shall be maintained as a 501(c)(3) non- profit entity separate and apart from the Fraternity.

Section 16.2 Administration
The Foundation shall be administered by a Board of Trustees, separate and apart from the I.E.B. of the Fraternity. While members of the I.E.B. may serve concurrently as Trustees of the Foundation, dual serving members shall never constitute a majority of the Board of Trustees of the Foundation.

Section 16.3 Use of the Foundation
Funds of the Foundation shall only be used to benefit the Fraternity.
Funds of the Foundation may only be used for the purposes as its Board of Trustees may so determine.
All funds shall be used only for purposes that are consistent with and in keeping with the provisions of its non-profit, tax-exempt status.

Article 17–Nominations Process for Elected International Positions

This section is reserved as the appropriate place for the process ultimately adopted. The final section of this Article should be:

Section 17.X Rules of the Nominating Committee
The Convention Nominating Committee shall operate under the Rules of the Nominating Committee. The most recent set of these Rules is attached hereto and made part hereof. (*Refer to Attachment XX)*

Article 18–International Chapter & International Conventions

Section 18.1 Convention

The Convention shall be held at least every two (2) years at a time and place determined by the I.E.B. Should the I.E.B. refuse or fail, without good cause, schedule the Convention within eighteen (18) months after the adjournment of the last Convention, then the International Tribunal shall fix the time and place.

Section 18.2 Delegates

A. Law Chapter Delegates: Each Law School Chapter in good standing is entitled to two (2) delegates and two (2) alternate delegates at Convention. Each Law School Chapter represented at Convention shall have two votes on every question arising in Convention, to be cast only by its delegate(s).
B. Alumni Delegates: Each Alumni Chapter in good standing is entitled to two (2) delegates and two (2) alternate delegates at Convention. Each Alumni Chapter represented at Convention shall have two votes on every question arising in Convention, to be cast only by its delegate(s).
C. District Delegates:
    1. District Justices: Each District Justice shall be a delegate and have one (1) vote.
    2. At-Large Alumni Delegates: Each District of the Fraternity shall be entitled to two (2) Alumni members, appointed as At-Large Delegates by the District Justice of that District. Each At-Large delegate shall have one (1) vote. In the absence of any At- Large Delegate, an Alternate At-Large Delegate shall have one (1) vote.
D. International Executive Board & International Tribunal: Each member of the I.E.B. and International Tribune shall be a delegate and have one (1) vote.
E. International Advisory Board & Council of International Chiefs: Each member of the International Advisory Board and Council of International Chiefs shall be a qualified delegate and have one (1) vote.

Section 18.3 Delegate Selection

A. Law & Alumni Chapters: Each delegate must be a member of the chapter the delegate represents. Each delegate and alternate delegate shall be elected at an official chapter meeting, or selected as otherwise provided in the chapter By-Laws at least ninety (90) days prior to the date of the Convention. All Law School Chapter delegates and alternate delegates shall have at least one (1) semester, or its equivalent, of additional law school enrollment after a Convention adjourns. The above provisions may be waived by the I.E.B. for additional Conventions.
B. At-Large Alumni Delegates: At least thirty (30) days before the commencement of Convention, the District Justice of each District shall appoint At-Large Alumni delegates and alternate delegates to Convention, selected from among the District's members who have paid dues for the two years before Convention. Appointments shall be made in writing to the E.O. and are effective only for the Convention following appointment. In a District without a District Justice, the International Justice shall appoint At-Large Alumni delegates and alternates for the District using the same procedure.

Section 18.4 Seating of Delegates

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

B. Alumni Chapters must be in good standing to have their delegates seated. For the purposes of this section, an Alumni Chapter shall be considered in good standing if all of the following conditions have been met before the Convention:
    1. The chapter has been chartered or reactivated at least six (6) months before the Convention;
    2. Hold at least two (2) official meetings in each year of the biennium, except that if an Alumni Chapter is chartered or reactivated during a non-Convention year, the number of official meetings may be prorated for that non-Convention. An "official meeting" is a chapter meeting attended by at least three (3) of the chapter's alumni members, with at least thirty (30) days notice to the chapter's members, the E.O., and the appropriate District Justice;
    3. Hold yearly elections; and
    4. Submit the Alumni Chapter Tax due for each year of the biennium.
C. No delegate to Convention shall cast votes in more than one capacity.

Section 18.5 Delegate Expenses
The I.E.B., in consultation with the E.D., shall review the Fraternity finances and costs of Convention, and determine what subsidy shall be given to the chapters or their delegates to assist them in paying the costs of Convention registration and travel.

Section 18.6 Rules of Convention
This is a placeholder section and will be updated in the future.

Section 18.7 Standing Committees
A. At every Convention there shall be the following Standing Committees with ~~such~~ functions as may be prescribed by the International Chapter or by the I.E.B.: (1) Audit & Finance; (2) By-Laws; (3) Nominations; and (4) Rules and Resolutions.
B. At each Convention, prior to the consideration of any matters by a Committee, the committee shall be furnished with a written report of matters considered by the Committee at the previous Convention. The report shall include, but not limited to:
    1. A summary of every matter reported by the Committee to the previous Convention, and the action taken by the Convention.
    2. Any consideration by the I.E.B. of any matter included in "A" above, including any action taken and the meeting at which the matter was considered.
C. Rules of Convention Committee**s:** All Convention Committees, with the exception of the Nominating Committee and the By- Laws Committee, operate under the Rules of Convention Committees. The most recent set of these Rules are attached hereto and made part hereof. (*Refer to Attachment XX*)
D. Rules of the By-Laws Committee: The Convention By-Laws Committee shall operate under the By-Laws Committee Rules. The most recent set of these Rules is attached hereto and made part hereof. (*Refer to Attachment XX*)

Section 18.8 Report of the Executive Director
The E.D. shall report:
A. The number of Law School and Alumni Chapters then registered as in attendance at the Convention; and
B. The total of valid outstanding voting cards or devices.

Article 19–Other International Events

Section 19.1 Pre-Law Conference
A Pre-Law Conference may be held annually at a location and time to be determined by the E.D. with the advice and consent from the I.E.B. and the Director of Pre-Law Operations. The Conference may include: Fraternity training, mock trial competition (if feasible), and awards presentation.

Section 19.2 Law School Mock Trial Competition
A Law School Mock Trial Competition may be held annually at a location and time to be determined by the E.D. with the advice and consent of the IEB, along with input from the Competitions Committee, Competition Director, and Case Coordinator. The E.D. shall notify all law school chapters of the date of this annual program and shall coordinate with law school chapters and alumni members to facilitate team registration and volunteer judges.

Section 19.3 P.A.D. Day at the U.S. Supreme Court
The International Justice shall annually appoint a committee to make all arrangements to provide an opportunity for alumni members to admitted to practice before the U.S. Supreme Court. The E.D. shall notify all alumni members of the date of this annual program and shall make available the necessary application forms for admission to the U.S. Supreme Court.

Article 20–Executive Office & Financial Operations

Section 20.1 Executive Office
A. Executive Director & Employees: The I.E.B. shall employ an E.D. and authorize the employment of staff. The E.D. shall determine the duties and compensation of employees.
B. Employee Handbook: The I.E.B. shall adopt an employee handbook with policies to which employees of the E.O. shall subscribe.
C. Communications: The E.O. shall timely disseminate all necessary operational materials and correspondence to the I.E.B., International Tribunal, District Justices, Pre-Law Chapters, Law School Chapters, and Alumni Chapters. Additional reports and materials are also available upon request.

Section 20.2 Financial Operations
A. Budget: The I.E.B. shall authorize the payment of administrative expenses as it shall deem proper and adopt an annual budget.
B. Payment of Funds: All funds to be paid under the provisions of this article shall be paid in U.S. currency or its equivalent.
C. Accounting System: The Fraternity shall operate under a "modified cash basis" accounting system.
D. Fiscal Year: The fiscal year of the Fraternity shall be an annual period determined by the I.E.B. The E.D. shall make available to the delegates in Convention assembled a certified audit of the books of the Fraternity covering the fiscal periods since the previous Convention. The fiscal year of the Fraternity is June 1 through May 31.
E. Audit Committee: The International Justice shall appoint an audit committee annually. The committee shall be comprised of the E.D. (chair), International Treasurer, and one Alumni Member.

Article 21–Expense Reimbursement Policy

Section 21.1 Purpose

A. Fraternity Expenses Only: No member of the I.E.B., International Tribunal, or any of the District Justices, shall incur any expenses for which reimbursement shall be expected, unless the expenses are incurred in furtherance of the business of the Fraternity, and as provided herein.

B. Reimbursement
    1. No member shall incur any expenses for which reimbursements are expected in regard to visitation or attendance at any function unless that member has been previously directed to attend that visitation or function by the International Justice.
    2. The I.E.B. or the International Justice may authorize the International Treasurer or E.D. to reimburse I.E.B. Members, District Justices, or other designated persons, for expenses in attending meetings, D.L.T.C.s, or Conventions, in performing special acts or services, and in making chapter visitations, inspections, or investigations of petitioning groups.

Section 21.2 Clerical Reimbursement

No member shall incur any expenses in regard to administration, secretarial assistance, copying, or office supplies without prior consent of the E.D. However, the International Justice may incur expenses in the maintenance of Fraternity business.

Section 21.3 Photograph Expense Reimbursement

The Fraternity reimburses for only the most basic photography expenses (film and prints). Any extraordinary photographic expenses shall only be reimbursed where the expenses are approved in writing in advance by the E.D.

Section 21.4 Travel Expenses

A. Transportation
    1. Air Travel
        a. Coach or economy air fare should be used where available.
        b. If more than two or three days of airport parking will be involved, more economical arrangements should be considered.
    2. Automobile Travel: Mileage is reimbursed at the rate of $.35 per mile actually travelled.

B. Accommodations
    1. Lodging
        a. Where a member is authorized to attend a Fraternity function, only reasonable actual accommodation expenses will be reimbursed. If the event is scheduled in a particular hotel or motel, then event room rental is permissible. A member shall not register in an exclusive or resort type hotel or motel where less expensive facilities are available in a city.
        b. Where room charges are placed on a master account, all incidentals charged to the room are to be paid by the member and any reimbursement charges claimed on an expense report.
        c. If the function or trip involves the use of a hotel room, the difference in cost between a single room and a double room is to be borne by the I.E.B. member.
    2. Extended Stay: Charges for early arrival or late stays beyond the conclusion of a meeting or function are not to be charged to the Fraternity unless travel connections make it necessary. In no event should charges be made for more than one day preceding or one day following

a function.

C. Meals
    1. The general rule is that reasonable and necessary expenses for meals taken are reimbursable up to a maximum of $35.00 per day. Meal charges for others should not be charged to the Fraternity unless circumstances make it difficult to do otherwise (the I.E.B. member should use their best discretion). An appropriate explanation for the additional meal costs shall be provided in the request for expense reimbursement.
    2. Liquor is considered a personal expense and is not to be charged to the Fraternity.

D. Entertainment Expenses: Entertainment of other officers and students is to be discouraged. There are, of course, situations where such is unavoidable and the rule to be followed is "use your good discretion."

E. No Reimbursement for Expenses related to Attendance by Spouse: The Fraternity does not pay any expense of spouses at functions or on trips unless authorized in advance by the I.E.B. or the International Justice. If a spouse attends a Fraternity function, the expenses for the spouse are personal and are not to be billed to the Fraternity.

Section 21.5 Expense Reports

A. Documentation: All requests for reimbursement of appropriate Fraternity expenses shall be made on Expense Report forms provided by the E.O. Receipts, invoices, and other forms of documentation shall be submitted with the Expense Report to support the requested reimbursement. All requests for reimbursement shall be submitted to the E.O. within sixty (60) days after an expense has been incurred. Delinquent requests will not be honored unless a special waiver is obtained from the I.E.B. Only reasonable and necessary expenses incurred in furtherance of Fraternity business shall be reimbursed.

B. Expense Report Review: All expense reimbursement requests shall be preliminarily reviewed by the E.D. and thereafter by the International Treasurer prior to payment. The E.D. and/or the International Treasurer shall have the authority to request clarification or supporting evidence or vouchers for any claimed expense.

C. Expense Reimbursement/Waiver: The I.E.B. or the International Justice may authorize the International Treasurer to reimburse I.E.B. Members, District Justices, and other designated persons, for expenses in attending meetings, District Leadership & Transition Conferences, or Conventions, in performing special acts or services, and in making chapter visitations, inspections or investigations or petitioning groups. In lieu of reimbursement, the I.E.B. or the International Justice may authorize the E.O. to waive the reimbursed portion of Convention registration fees for I.E.B. members, District Justices, and other designated persons.

Article 22–Publications

Section 22.1 The Reporter

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

Section 22.2 The History

The official history shall be updated every ten (10) years.

Section 22.3 The Book of Ritual

A. There shall be three Books of Ritual:
    1. P.A.D. Pre-Law Chapter Book of Ritual;
    2. P.A.D. Law Chapter Book of Ritual; and
    3. P.A.D. Alumni Chapter Book of Ritual.
B. Initiation of all members, installation of all chapters and officers, and other ritualistic ceremonies of the Fraternity shall be conducted under the rules and solemnities of the appropriate Book of Ritual.
C. All amendments to any of the Books of Ritual shall be approved by the I.E.B.
D. The E.D. is directed to publish the Books of Ritual as in-house publications and distribute to all chapters, District Justice, I.E.B. Members, and other members as directed by the International Justice.

Article 23–Professional Fraternity Association

Section 23.1 Membership

The Fraternity shall maintain membership in the Professional Fraternity Association, shall pay the usual and ordinary dues to maintain its membership, and shall provide a regular succession of leadership to the Professional Fraternity Association.

Article 24–Fraternity Insignia

Section 24.1 Design

The I.E.B. shall determine the design, material, and color of all Fraternity insignia with due regard for the history and traditions of the Fraternity.

Section 24.2 Coat-of-Arms

The Coat-of Arms shall consist of a crest, a shield, and a motto arranged as described below:

A. Crest: A lighted Lamp of Learning, gold in color, resting upon a Greek Ionic Column, gold in color, which rises from the center peak of the Shield, both surrounded by a Wreath of Victory, gold in color.
B. Shield: A Shield, gold in color, divided into two equal parts by a double perpendicular line running from the center of the peak of the Shield to the center of the base; on the right side of the Shield which is purple in color, appears the Scales of Justice; on the left side, also purple in color, appears an open Book of Knowledge. Both the scales and the book are gold in color. (Reference is to "stage right" and "stage left".)
C. Motto: The Greek letters Phi, Alpha, Delta, gold in color, in upper case Greek letters, appear upon a purple ribbon located just below the Shield and centered thereon.

Section 24.3 Great Seal

The Official Seal shall consist of the Coat-of-Arms, as described above; surrounding the Coat- of-Arms shall be the words "Phi Alpha Delta Law Fraternity International", forming a perfect circle with the words "Phi Alpha Delta" appearing in upper case letters at the top of the inner circle, and the words "Law

Fraternity, International", appearing in upper and lower case letters at the bottom of the circle. The circle shall be enclosed both top and bottom by two circular lines. Within the top of the circle and centered upon the words "Phi Alpha Delta" shall appear the Greek words "Philos", "Adelphos", and "Dikaios". Within the bottom of the circle and centered thereon shall appear the words "November 8, 1902". On the left of the inner circle shall appear "Law Student League – 1897"; "Lambda Epsilon Fraternity – 1898", and on the right side of the inner circle shall appear "Phi Delta Delta Law Fraternity, International 1911- 1912"; the words "Great Seal" shall appear in the center of the inner circle.

Section 24.4 Logo
The Fraternity shall use a logo to identify the Fraternity. The design of the logo shall be the Coat-of-Arms surrounded by a circle enclosed by two lines both top and bottom. Within the circle shall appear the words "Phi Alpha Delta Law Fraternity, International", in the same style as that used for the Great Seal as described above.

Section 24.5 Colors
The Official Colors of the Fraternity shall be purple and gold.

Section 24.6 Jewelry
The Official Jewelry of the Fraternity shall consist of:

A. Membership Pin
B. Monogram Recognition Pin
C. Coat-of-Arms Recognition Button
D. Official Key
E. Alumnus Key
F. Honorary Key
G. Past Justice Key
H. Past International Justice Key
I. Distinguished Service Insignia
J. Pre-Law Member Pin
K. District Justice Key
L. P.A.D. Officer Pin
M. P.A.D. Medallion: A P.A.D. Medallion shall be prepared using the Great Seal specified in the section above on one face and providing room on the other side for insertion of the award title and date of receipt.
    1. Recipients – The P.A.D. Medallion shall be presented to:
        a. each outgoing International Justice
        b. each outgoing International Chief Tribune
        c. each recipient of the Tom C. Clark Award
        d. each recipient of the Barbara Jordan Award
        e. each recipient of the John J. McAulay Award
        f. each Distinguished Service Chapter Member
        g. each Honorary Member.
    2. Display: Each P.A.D. Medallion recipient shall display their medallions at all high P.A.D. occasions such as: chapter installations and reactivations; Pre-Law Conference opening sessions and awards banquets; Convention opening sessions and awards banquets; and appropriate photo opportunities.

Section 24.7 Other Symbols

A. Flower: The Official Flower shall be the red carnation.
B. Song: The Official Song shall be the “Phi Alpha Delta Song”.
C. Flag: The Official Flag shall have the Coat-of-Arms in gold superimposed on a purple field which is bordered with gold fringe.

Article 25–Amendments

Section 25.1 Member Proposals

Any member may propose an amendment to this Policy Manual. The proposal shall be submitted in writing and accompanied by a statement specifying the purpose intended to be accomplished by the proposed amendment. The proposed amendment shall be electronically submitted to the E.D. The E.D. shall send the proposal to the I.E.B. for review and consideration.