

CONSTITUTION OF  
PHI ALPHA DELTA  
AT IOWA STATE UNIVERSITY



Submitted to the  
Iowa State University Office of Student Engagement  
March 5th of 2025

## **Article I: Name**

### *Section I: Name*

The name of this organization shall be “Phi Alpha Delta Pre-Law Fraternity” at Iowa State University.

## **Article II: Purpose**

### *Section I: Purpose*

The purpose of Phi Alpha Delta Pre-Law Fraternity is to provide an effective, cohesive forum to promote the principles, ideals, and precepts of Phi Alpha Delta Pre-Law Fraternity. It shall promote the principles for the professional advancement of its members; stress the principles of liberty and equal justice under law for all citizens; stimulate excellence in scholarship; provide a forum for the interchange between members of this chapter and other members of Phi Alpha Delta Pre-Law Fraternity, International; and develop an understanding of professional fraternalism among its members. It shall promote learning of pre-law concepts and knowledge to its members through education; form bonds uniting students, teachers, and industry professionals; and encourage the moral, intellectual, and cultural advancement of its members.

## **Article III: Statement of Compliance**

### *Section I: Statement of Compliance*

Phi Alpha Delta Pre-Law Fraternity abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Phi Alpha Delta agrees to annually complete President’s and Treasurer’s Training.

## **Article IV: Non-Discrimination Statement**

### *Section I: Non-Discrimination Statement*

Iowa State University and Phi Alpha Delta Pre-Law Fraternity do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

## **Article V: Membership**

### *Section I: Membership*

Phi Alpha Delta Pre-Law Fraternity members must be in good standing at Iowa State University. Only student, administration, faculty, and staff members who have been inducted into Pre-Law membership in this Fraternity and have no outstanding financial obligations to Phi Alpha Delta Law Fraternity, International shall be a member of this chapter.

### *Section II: Eligibility for Membership*

Phi Alpha Delta has an open membership policy which precludes all chapters from having selective membership, a pledge process, or special requirements for membership. The following persons are eligible for membership:

- a. Student Membership – Any student who is not a member of any other law fraternity and who is in attendance and in good standing at Iowa State University shall be eligible for membership in this

Fraternity and may be inducted as a pre-law school member of this chapter. Student members must submit a completed membership application and pay their International Initiation Fee. Student members must also submit any local dues as adopted by the chapter in its By-Laws. Finally, students must take the oath of membership as prescribed by the Ritual of the Fraternity.

- b. Administration and Faculty Membership – Any full or part-time administrator or faculty shall be accepted into P.A.D. Pre-Law membership. Administration or faculty members must submit a membership application and take the oath of membership as prescribed by the Ritual of the Fraternity.

#### *Section III: Dual Membership*

No members of any other law fraternity may become a member of Phi Alpha Delta unless such membership is first terminated, nor may a member of this Fraternity become a member of any other law Fraternity without first resigning membership in this fraternity.

#### *Section IV: Termination of Membership*

Pre-Law membership in this Fraternity may be terminated by: (a) expulsion by a legally constituted Pre-Law Chapter of this Fraternity for violating the purposes of Phi Alpha Delta Law Fraternity, International, the provisions of the International By-Laws, the By-Laws of this chapter or for failure to pay lawful financial obligations to the Fraternity or this Chapter; (b) voluntary resignation from membership; or (c) graduation.

#### *Section V: Member in Good Standing*

A member in good standing of this chapter shall be a person who is duly inducted into the Fraternity and who is no delinquent in the payment of any financial obligations to this chapter or the Fraternity.

#### *Section VI: Transfer of Membership*

A member in good standing of the Fraternity who transfers from another pre-law chapter and becomes a regularly enrolled student in this school may transfer such membership to this chapter.

#### *Section VII: Formal Induction*

All new members who have paid the require fees to the Fraternity and the Chapter shall be formally inducted by the induction ceremony as provided in the Ritual of the Fraternity.

### **Article VI: Officers**

#### *Section I: Officers*

This chapter shall elect a President, Vice President, Secretary and Treasurer annually. The chapter may elect such other officers as are deemed appropriate by the membership, provided that such officers and their duties are not inconsistent with the other chapter officers and their duties. Officers are responsible for ensuring that the chapter follows Fraternity policy, including, but not limited to, the Pre-Law Financial, Open Membership, Drug and Alcohol, and Anti-Hazing Policies. Officers of Phi Alpha Delta Pre-Law Fraternity must also meet the following requirements:

- a. Officers must be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if

- a graduate-level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- b. Officers must have a minimum cumulative grade point average (GPA) as stated below and meet the minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
  - c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in a. and b.

### *Section II: Election of Officers*

Elections for Chapter Officers shall be held no later than the first Monday in April of each year. The Chapter President shall set the date, time, and place for such election. The Chapter Secretary shall notify all student members and the P.A.D. Executive Office of the details of such election at least ten (10) days prior to such date. Election shall be by a majority vote (50% + 1) of the members in good standing, present, and voting.

### *Section III: Terms of Office*

The terms of office of the chapter officials shall be for a one-year period. The elected officers shall assume the duties of their individual offices immediately upon being formally installed therein. No officer shall be granted a term of office longer than one year unless subsequently re-elected.

### *Section IV: Duties of Officers*

The officers of this chapter shall have the following duties:

- a. President – The President is the chief executive and administrative officer of the chapter. The President is responsible for the welfare and dignity of the chapter. The President is responsible, along with the other chapter officers, for ensuring that the chapter follows all Fraternity policies including the Pre-Law Financial, Open Membership, Drug and Alcohol and Anti-Hazing Policies. The President presides over meetings, facilitates executive board meetings, and oversees activities of other officers and general members. The President shall also prepare and file and required reports. The President will maintain and be main point of contact for the chapter advisor, the university department, and the international organization.
- b. Vice President – The Vice President shall work with the President in the performance of such chapter duties as may be requested by the President. In the event of the absence of the President, the Vice President shall assume the duties of the President. The Vice President is the historical officer of the chapter and shall submit written articles of chapter interest to the P.A.D. Executive Office for publication; and shall perform such other duties relating to publicity as the chapter President or the P.A.D. Executive Office may request. The Vice President will direct constitutional updates and revisions, as well as oversee impeachment and removal process of members, officers, and advisors. The Vice President also serves as the Risk Management of the Officer to...
  - i. Help minimize potential risks for club activities
  - ii. Recommend risk management policies or procedures
  - iii. To submit documentation to ISU's Risk Management Office, and

- iv. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- c. Secretary – The Secretary is the chief recorder and correspondent of the chapter. The Secretary shall keep a complete record of all matters pertaining to the 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 address, and dispatches notices of meetings to members as appropriate. The Secretary maintains close liaison with the chapter advisor and with other local P.A.D. chapters. The Secretary is responsible for submitting the official reports required of the chapter by the procedures promulgated by the International Executive Board and shall furnish the Executive Board, P.A.D. Executive Office and Chapter President with such information as each may request.
- d. Treasurer – The Treasurer is the chief financial officer of the chapter and is responsible, along with the other chapter officers, to ensure the chapter follows the Fraternity’s Pre-Law Fraternity Policy. The Treasurer is in charge of all chapter funds and collection and disbursement. The Treasurer shall keep all financial records of the chapter as well as prepare the annual budget, and hold the purchasing card (P-Card). The Treasurer shall prepare all funding requests, maintain inventory of supplies, and prepare purchase orders and supply requests.
- e. Director of Public Relations – The Director of Public Relations shall oversee all marketing of the organization. The Director of Public Relations shall design physical and virtual graphics to market P.A.D. to students. The Director of Public Relations shall create and distribute all advertisements and designs on social media and around campus. The Director of Public Relations will take photos and videos at chapter events in order to complete duties.
- f. Director of Membership – The Director of Membership shall create and oversee events to recruit new chapter members. The Director of Membership shall assist the Director of Public Relations in creating and distributing relevant promotional materials. The Director of Membership is in charge of instructing current members how to recruit new members, and what events are required to attend.
- g. Director of Fundraising and Philanthropy – The Director of Fundraising and Philanthropy shall work alongside the chapter Treasurer to coordinate fundraising efforts. The Director of Fundraising and Philanthropy shall plan and direct community service and other philanthropic events.
- h. Director of Academics and Professional Development – The Director of Academics and Professional Development shall provide information, resources, and events to members of the chapter that will enhance members’ academic achievement and professional development. The Director of Academics and Professional Development shall promote and inform members of academic benefits from P.A.D. and inform members of any recommended courses or discounts regarding law school admissions.
- i. Faculty Advisor – 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 a liaison between the chapter and the undergraduate schools administration.

### *Section V: Reporting*

The names of all newly elected officers shall be electronically submitted to the Executive Office within forty-eight (48) hours of an election with full contact information provided for each officer. Any changes to the chapter's officers outside of an election should also be reported within forty-eight (48) hours.

### *Section VII: Transitions*

A transition meeting between outgoing and incoming officers shall occur within ten days of the election. The purpose of said meeting is to ensure all materials, accounts, and information are properly and timely transferred to the incoming officers.

### *Section VIII: Vacancies*

- a. Should a vacancy occur in the office of President, the Vice President shall immediately succeed to the office of President
- b. Should a vacancy occur in any other office, the remaining Executive Board members shall convene a special chapter meeting to hold an election for said vacant position. If the vacancy occurs while school is not in session, the remaining Executive Board members shall convene a special Executive Board Meeting for the appointment of said vacancy. Whether by chapter membership or the Executive Board, all vacancies shall be filled within two weeks of notice of said vacancy. In the event these procedures are not feasible due to insufficient membership or other extenuating circumstances, any chapter member may contact the Executive Office and request appointment of chapter officers. Upon receipt of such request, in its discretion, and with input from the chapter, the Executive Office may appoint within 30 days such officers as are necessary to maintain and promote continuity of chapter leadership and operations.
- c. Should there be simultaneous vacancies in all offices constituting the Executive Board, such offices shall be filled by appointment by the Executive Office.
- d. In determining whether to fill a vacancy or in electing persons to fill vacancies, the action taken shall be by majority vote of those present and voting at a duly convened meeting of the Executive Board.

### *Section IX: Election Board*

- a. Composition - The Executive Board of this Pre-Law Chapter is composed of the nine duly elected chapter officers. At the discretion of the Executive Board, Chairpersons of chapter committees may be considered a part of the Executive Board; however, the chapter may also choose to consider the Executive Board and Committee chairs as the "Executive Committee".
- b. Duties - The Executive Board is responsible for the proper operation of the chapter. The Executive Board shall schedule, plan, and implement programs, projects, functions and meetings with the major objective of providing for the professional advancement of the members. The Executive Board shall ensure the continuity of this chapter by acquiring new members and providing professional service to the members of this chapter, Fraternity, and school. It shall carefully study and review all policies and procedures as promulgated by the International Executive Board to ensure compliance therewith.
- c. Meetings - The Executive Board shall meet at least once a month to plan and implement the operations of the Chapter. It shall coordinate the work of various committees of the Chapter and shall develop a projected schedule of Chapter operations and events.

### *Section X: Recall an Election*

Procedures for recall of an entire election shall be instituted through written request and a chapter vote.

- a. A recall of an election may be made within forty-eight (48) hours of said election for good and sufficient cause. The request for recall and the supporting rationale therefore must be submitted in writing to the Executive Board that held the elections as well as the resulting Executive Board.
- b. The Executive Board must hold an emergency chapter meeting within five (5) days of the receipt of the request for recall. During the meeting, a motion must be made by the pursuing party to set aside the current election and call for a new election. The motion must have a second and the floor must then be opened for discussion.
- c. A two-thirds (2/3) vote of the chapter members in good standing is needed in order to recall the election. If the two-thirds (2/3) vote is not achieved, the current election results stand. If the vote returned is in favor of a recall, the former Executive Board must make a new announcement regarding the time, place and procedure for election giving at least five (5) days and no more than ten (10) days notice.

### *Section XI: Removal of an Officer*

- a. Procedures for removal from elective office shall be instituted through the filing of a written removal petition. The removal petition requires signatures from one-third of the chapter members in good standing or by a majority of the elected officers of such chapter. A motion then must be made by the Executive Board with a second from a chapter member in an official meeting. The officer under prospective removal is able to make a statement to general membership before a final vote. The final vote must be won by two-thirds ( $\frac{2}{3}$ ) of membership in attendance to be removed from office. The transition procedure following the removal of an officer follow the same procedure as a general election (Article VI, Section VII). Reporting the removal of an officer follows the same procedure as a general election (Article VI, Section V).
- b. Removal of an officer is considered a valid course of action under the following offenses, in addition to other offenses deemed actionable by the Advisor:
  - An officer who deviates from Articles II, III, and/or IV of this constitution.
  - An officer who fails to fulfill one or more of their duties as prescribed in Article VI, Section IV.

### *Section XII: Removal of a Member*

Procedures for removal of a member for violating the purposes of Phi Alpha Delta Law Fraternity, International, the provisions of the International By-Laws, or the By-Laws of this chapter shall be instituted through the filing of a written removal petition. The removal petition requires signatures from one-third ( $\frac{1}{3}$ ) of the chapter members in good standing or by a majority of the elected officers of such chapter.

## **Article VII: Advisor**

### *Section I: Advisor Duties*

It shall be the responsibility of the chapter President to develop a close working relationship with the chapter advisors, to seek their aid and advice on chapter operations, and to develop lines of communication for the chapter with the administration of the school. The chapter President shall keep the

advisors fully informed of all chapter meetings, programs, projects and other activities and shall seek their advice thereon when appropriate.

*Section II: Method of Selection of Advisor(s)*

The Advisor of the chapter shall be selected by the Executive Board.

*Section III: Advisor(s) Term of Service*

The Advisor of the chapter shall serve an indefinite term length at their leisure.

*Section IV: Impeachment of Advisor(s)*

Removal proceedings for the Advisor(s) shall follow the same procedure format as removal of an officer.

*Section V: Replacement of Advisor(s)*

If a vacancy of an Advisor(s) occurs, the Executive Board shall appoint a new Advisor(s) with the approval of the general membership. General membership may suggest replacement Advisor(s).

**Article VIII: Finances**

*Section I: Campus Organization Accounting*

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

*Section II: Pre-Law Initiation Fee*

Each new member shall pay the one-time International Initiation Fee directly to the International Executive Office prior to such initiation (see [www.PAD.org](http://www.PAD.org) for current fees) (\$150 fee as of March 5th, 2025). The Treasurer shall ensure that payment of the initiation fee has occurred prior to initiating any applicant. The chapter shall be responsible for the initiation fee of any applicant initiated without payment. If a new member submits the International Initiation Fee to the chapter, the chapter must submit the funds to the Executive Office of the Fraternity within ten (10) days of receiving the funds.

*Section III: Local Chapter Dues*

The dues of this chapter are hereby set at twenty dollars (\$20) per semester as of Spring 2025. Each member of the chapter shall pay the established chapter dues to the chapter Treasurer at the time such is due. Any members who refuse to pay the lawful chapter dues shall be reported to the chapter by the Treasere, and if such members persist in the refusal to pay such lawful obligation, the member may be held to be a member in bad standing. Failure to complete a dues payment within two (2) months of the required due date shall result in membership removal.

*Section IV: Administration and Faculty Members*

The Pre-Law International Initiation Fee is waived for administration, faculty, and staff members of the school where this chapter is located.



*Section VI: Indebtness*

The chapter may, from time to time, by a majority vote, levy special assessments upon members of the chapter, provided that such be levied at a regular or special meeting called for such purposes and the members of the chapter are notified of such proposed action prior to such meeting. No such assessment shall exceed an amount equal to the annual dues of the chapter. Upon approval of the chapter, such assessment shall be a financial obligation of each member of the chapter and shall be paid to the Chapter Treasurer.

*Section VII: Financial Policy*

The affairs of the Chapter shall be conducted in accordance with the financial policies found in the P.A.D. Fraternity Policy Manual.

**Article IX: Amendments and Ratification**

*Section I: Amendments and Ratifications Procedure*

The sections of this Constitution may be amended by a two-thirds ( $\frac{2}{3}$ ) vote of members of this chapter at a meeting called for that purpose and shall be effective immediately; provided however, that notice of the proposed amendments to this Constitution shall be given to all chapter members at least seven (7) days prior to the meeting and provided further that no meeting for the amendment of this Constitution shall be called during a vacation period of the law school at which this chapter is located. Amendments and ratifications of the constitution must be submitted to Iowa State Student Engagement within 10 days of ratification.