CHAPTER BY-LAWS

PHI ALPHA DELTA
LAW FRATERNITY INTERNATIONAL
GEORGE MASON UNIVERSITY PRE-LAW CHAPTER

Drafted January 28, 2003

ARTICLE I: Name

As chartered by the International Executive Board of Phi Alpha Delta Law Fraternity, International; the name of this chapter is 'George Mason University Pre-Law Chapter of Phi Alpha Delta Law Fraternity International'.

ARTICLE II: Purpose

Section 1: Purpose of the Chapter

The purpose of this chapter shall be to provide an effective forum for the promotion of the principles, ideas, and precepts of Phi Alpha Delta; to promote the professional advancement of its members; to promote the principles of liberty, justice, and equality beneath the law for all citizens; to stimulate excellence in studies and scholarship; to provide a forum for communication and exchange between the members of the Chapter and the Fraternity; and to develop lasting friendships and networks amongst its members.

Section 2: Duties of the Chapter

This chapter shall promote the principles, ideals, and precepts of Phi Alpha Delta; shall abide by the presently empowered Constitution and By-Laws of the Fraternity as determined by the International Executive Board; and shall submit reports and transfer fees as required by the empowered authorities of the Fraternity.

ARTICLE III: Membership

Section 1: Statement of Non-Discrimination

Membership in this Chapter will not be restricted, hindered, or otherwise influenced on the basis of: race, color, religion, national origin, disability, sexual orientation, veteran status, sex, or age.

Section 2: Membership Qualifications

Members of the Chapter shall be composed solely of persons who are in actual undergraduate attendance and in good academic standing at George Mason University, possess a desire to attend an accredited law school upon graduation, and will contribute to the advancement and longevity of the Chapter. Members must also have a minimum cumulative GPA of 2.500, to be maintained throughout their association with the Chapter.

Section 3: Membership Recognition

In order to be recognized as an active member of the Chapter, persons must be confirmed by the membership committee following the payment of rush dues; submission of an application, resume, and cover letter; a panel interview conducted by the Membership Committee; and the successful completion of a knowledge exam.

Section 4: Membership Termination

Pre-Law membership in this Chapter may be terminated by any of the following means:

A) Three-fourths vote of the current Chapter membership in response to a violation of the principles, ideals, or precepts of the Fraternity or Chapter.
B) Decree of the majority of the Executive Committee for failure to pay outstanding dues to the Chapter in a timely manner.
C) Voluntary, written resignation addressed to the Chapter membership, duly submitted to the Executive Committee.
D) Graduation from any undergraduate school at George Mason University.
E) Transfer to another college or university.
F) Termination of post-secondary education for two full consecutive semesters.

Section 5: Active Membership Duties & Obligations

Active members of the Chapter are required to pay all dues to both the Chapter and the Fraternity in a timely manner; participate in ten verifiable hours of community service per semester; participate in one Chapter fundraiser per semester; adhere to the Constitution and By-Laws of the Chapter and Fraternity; and attend at least seventy-five percent of all professional functions and meetings. The Parliamentarian may excuse absences to such functions for legitimate reasons. Although such decisions are at the discretion of the Parliamentarian, they may be overruled by the unanimous decree of the remaining Executive Committee members. Members retain the exclusive right to participate in Committees.

ARTICLE IV: Officers

Section 1: Officers

The Chapter shall annually elect a Chapter President, Vice President, Treasurer, Secretary, and Parliamentarian. Officers shall be elected from amongst the Active Members, in good standing with the Chapter, University, and Fraternity; must have at least one full year remaining in undergraduate attendance at the University; must be confirmed as a legitimate candidate for the office to which she/he wishes to execute by the Non-Officer Committee prior to elections.

Section 2: Terms of Office

The terms of office for the Officers shall be for a period of one academic year as established by the University. Elected Officers will begin the execution of their elected office at the termination of the school year in which the elections were held.

Section 3: Duties of the Officers

A) President – The President shall be the chief executive and administrative officer of the Chapter. She/he shall ensure that all other Officers are executing the office to which they have been elected; shall be responsible for the welfare and dignity of the Chapter during her/his term of office; and shall act as the primary and official liaison between the Chapter and the Fraternity.

B) Vice President – The Vice President shall assist the President in her/his duties as requested and shall be prepared to assume such duties in the event of death or the termination of membership of the President. The Vice President shall be responsible for the planning and implementation of social events of the Chapter, including rush.

C) Treasurer – The Treasurer shall be the chief financial officer of the Chapter. She/he shall be responsible for the maintenance of all Chapter funds, including collection and disbursement. She/he shall keep accurate account of all incoming and outgoing monies; shall be prepared to give reports on the current status of funds at the request of the President, Pre-Law Director, or International Executive Board in a timely manner; shall keep an accurate account of all membership fees collected and report in a timely manner to the Executive Committee any member that has failed to pay their dues in a timely manner; shall pay out monies with the concurrence of the Chapter President in a timely manner; shall remit monies to the Pre-Law Director as directed by the International Executive Board; and shall keep a chronological log of all incoming and outgoing monies for the Chapter.

D) Secretary – The Secretary shall be the chief recorder, correspondent, and public relations officer of the Chapter. She/he shall keep a complete and true record of matters pertaining to the Chapter; shall be the custodian administrative records of the Chapter; shall maintain an accurate record of members and their status; shall dispatch notices to all members as appropriate; shall be responsible for public relations of the Chapter; and shall be responsible for the submission of reports in a timely manner at the request of the President, Pre-Law Director, or International Executive Board.

E) The Parliamentarian shall be responsible for ruling on matters of Parliamentary Procedure in accordance with the International Fraternity Constitution, International By-Laws, Chapter By-Laws, the welfare and good of the Chapter, or Robert's Rules of Order; shall be responsible for enforcing rush and other Chapter policies; and shall be responsible for the maintenance of peaceful order at all Chapter events.

Section 4: Removal from Office

Officers are subject to removal from office for the failure to execute the prescribed duties of their office, or the assigned duties of the Executive Committee. Three-fourths of the remaining officers, as well as three-fourths of the active, non-officer membership of the Chapter must vote to remove an Officer. Any Officer removed shall maintain full active membership in the Chapter, although she/he is still subject to Membership Termination by the active membership of the Chapter.

ARTICLE V: Elections

Section 1: Election Date

Elections of Chapter officers for the following year will be held between Spring Break and the end of April, at a date to be determined by the Membership Committee, provided that said date is a minimum of two weeks after the induction of new members to the Chapter.

Section 2: Nominations

Officers will be nominated via e-mail to the Membership Committee in the week following the induction of new members. The nominee must accept her/his nomination, and no person shall be permitted to run for more than one office in a given election. No person may accept nomination knowing that she/he will not be an active student and Chapter member for the entire academic year to follow.

Section 3: Qualification Presentation

Qualifications shall be presented to a committee consisting of current active members that have not been nominated or have not accepted nomination for any office in the upcoming election, as appointed by the Membership Committee. This Non-Candidate Committee shall consist of five persons. If the Non-Candidate Committee decrees that a candidate is worthy of holding the office to which they have been nominated, it shall be the responsibility of the said committee to report to the voting membership the qualifications of all candidates in a timely manner, prior to the election date.

Section 4: Election Procedures

An Officer-elect shall secure an office for the following year by having more votes cast for her/him by the voting members than any other person running for the same office.

Section 5: Tiebreakers

In the even of a tie, the voting membership will vote to break the tie in a second election on the same date. No votes shall be cast in a tie-breaking election for any person that did not tie for the highest number of votes for their respective office in the previous election. The voting shall continue for as long as necessary, until one candidate has received more votes than all others in a final election for a given office.

Section 6: Officer-elects

All Officer-elects must be declared on the day of the elections.

Section 7: Advisor

The primary advisor to the Chapter shall be a member of the faculty or staff at George Mason University. The advisor may offer guidance and support to the Chapter, but may in no way engage in voting or decision-making on behalf of the active members.

Section 8: Advisor Selection

Advisors shall be selected as necessary by the active membership. Advisors must first be properly nominated in an open meeting, followed by a second, followed by a three-fourths confirmation by the active membership.

Section 9: Advisor Terms & Termination

The Advisor will retain her/his position indefinitely provided that she/he does not:

A) Voluntarily resign her/his position in writing.
B) Is removed from office by a three-fourths vote of the active membership for violating the principles, ideals, or precepts of the Fraternity; failing to execute the duties of her/his office; or knowingly circumventing the will of the active membership while making a decision of importance to the Chapter.

ARTICLE VI: Meetings

Section 1: Regular Meetings

The President shall preside over a meeting of the active membership of the Chapter monthly, providing that a quorum of more than one-half of the active membership including at least three officers is present. The date of the meetings shall be set by the President, with the approval of the majority of the active members. In the absence of the President, she/he shall appoint the Vice President or Parliamentarian to preside over the meeting. No person shall be barred from the attendance of a meeting, though only active members may cast votes and participate unsolicited.

Section 2: Parliamentary Procedure

The Parliamentarian shall establish the rules of conduct for members during a meeting, provided that such rules are fair to all members. Robert's Rules of Order may be used to assist in matters of Parliamentary Procedure.

Section 3: Emergency Meetings

All Chapter business must be settled at a regularly scheduled meeting open to all members, unless an emergency situation dictates otherwise. In the even of an emergency the President reserves the right to call for an emergency session of the active members and should make every attempt to call a meeting at a time convenient to the greatest number of members possible. Quorum for emergency meetings may not deviate from the quorum for a regularly scheduled meeting.

Section 4: Attendance Requirements

Attendance requirements shall be established by the duties and obligations set forth for the retention of active membership.

ARTICLE VII: Finance

Section 1: Membership Fees

Each candidate for membership shall pay the International Membership Fee in a timely manner as prescribed by the Membership Committee. The Treasurer shall remit the International Membership Fee within one week of receipt. International Membership Fees must be kept separate by all means necessary from the general funds of the Chapter.

Section 2: Chapter Dues

The Finance Committee shall set amount of the Chapter Dues prior to each semester. All members must pay their Chapter Dues in full within one month of the beginning of the applicable semester.

Section 3: Special Assessments

The Chapter may by majority vote to levy equally upon all members a Special Assessment that shall not exceed in amount the Chapter Dues for the current semester.

Section 4: Delinquency

Any active member failing to pay any fee to the Chapter or Fraternity in a timely manner shall be charged a Late Fee of ten dollars per week per fee thereafter. Any member with an outstanding debt after one month, or a total of fifty dollars in combined Late Fees, is subject to membership revocation by a decree of the majority of the Executive Committee.

Section 5: Indebtedness

The financial affairs of the Chapter shall be conducted in a sound manner and no outstanding Chapter debt may be incurred without the approval a three-fourths vote of the active membership.

ARTICLE VIII: Amendments

These By-Laws may be Amended provided that the requirements of the following Sections are fulfilled in chronological order:

Section 1: Proposal

An active member, receiving a second of one-fourth of the active membership, must propose the Amendment in a regularly scheduled meeting.

Section 2: Confirmation

The Amendment must be voted upon at the following regularly scheduled meeting, receive a confirmation vote of three-fourths of the active membership.

Section 3: Final Approval

The Office of Student Activities at George Mason University must review all Amendments in the same manner as a completely new By-Laws.

ARTICLE IX: Ratification

These By-Laws shall become effective upon approval by a three-fourths vote of the active membership; followed by approval by the Council of Student Organizations Umbrella Leaders, and the Associate Dean of University Life, and the Director of Student Activities. These By-Laws are also subject to the approval of the International Executive Board and may not supercede the rules of International Constitution or By-Laws.

ARTICLE X: Committees

Section 1: Executive Committee

The President shall preside over the Executive Committee, whose membership shall be comprised of the remaining Officers of the Chapter. The Executive Committee is responsible for the operation of the Chapter, oversight of all other Committees, and the conduct of all active members and Officers.

Section 2: Social Committee

The Vice President shall preside over the Social Committee, whose membership shall be comprised of the active members of the Chapter. The Social Committee is responsible for the all aspects of the Chapter's social and professional functions.

Section 3: Finance Committee

The Treasurer shall preside over the Finance Committee, whose membership shall be comprised of active members of the Chapter. The Finance Committee is responsible for all aspects of Chapter's funds.

Section 4: Publicity Committee

The Secretary shall preside over the Publicity Committee, whose membership shall be comprised of active members of the Chapter. The Publicity Committee is responsible for all aspects of the Chapter's public affairs.

Section 5: Membership Committee

The Parliamentarian shall preside over the Membership Committee, whose membership shall be comprised of active members of the Chapter, with a maximum of two other officers. The Membership Committee is responsible for all aspects of Chapter rush and initiation. Following initiation, the Membership committee is responsible for processing Officer nominations; setting a date for elections; and appointing the Non-Candidate Committee.

Section 6: Non-Candidate Committee

The four members and Chairperson of the Non-Candidate Committee will be appointed by the Membership Committee. The Non-Officer Committee will be responsible for ensuring through a panel interview and the review of a submitted essay that all candidates are worthy of the nomination they have received prior to the election date set by the Membership Committee. The Non-Officer Committee Chairperson is responsible for reporting the qualifications of all candidates to the voting membership in a fair and consistent manner, and running the elections. The other members of the Non-Officer Committee may assist the Chairperson in said tasks. The Non-Officer Committee shall be disbanded following the election date for the remainder of the academic year.

Section 7: Ad-Hoc Committees

The President may create Ad-Hoc Committees and appoint members and Chairpersons to such Committees as she/he deems necessary. The membership of Ad-Hoc Committees must consist solely of active members of the Chapter.

Section 8: Committee Meetings

The Chairperson of each Committee shall call meetings as she/he deems necessary in order to fulfill the duties prescribed to her/his said committee. Committee Chairpersons shall only votes within their Committee for the purpose of breaking a tie. Each Chairperson is responsible for reporting the activities of their Committee to the Active Membership, President, or Executive Committee as requested.