

Constitution of Phi Alpha Delta Law Fraternity, International

Article I—Organization Name

The name of this organization shall be Phi Alpha Delta Law Fraternity, International. The organization may also refer to itself as PAD.

Article II—Mission and Goals

Section 1: Mission

Phi Alpha Delta Law Fraternity, International is a professional law fraternity advancing integrity, compassion and courage through service to the student, the school, the profession and the community.

Section 2: Goals

The purpose of this Fraternity shall be to form a strong bond uniting students and teachers of the law with members of the Bench and Bar in a fraternal fellowship designed to advance the ideals of liberty and equal justice under law; to stimulate excellence in scholarship; to inspire the virtues of compassion and courage; to foster integrity and professional competence; to promote the welfare of its members; and to encourage their moral, intellectual, and cultural advancement; so that each member may enjoy a lifetime of honorable professional and public service.

Section 3: Governing Authority

All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of the Golden Rule will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert's Rules of Order shall be the authority over those questions which have not been specified by university regulations or this constitution. Within this constitution, a majority shall be defined as "more than 50%."

Article III—Membership

Section 1: Membership Statement

Membership in this organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the University of Central Florida. No discrimination shall be made on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, or veteran status. Hazing will not be allowed as a condition of membership in this organization.

Section 2: Additional Membership Requirements

As per Article III Sections 1 and 2 of the Phi Alpha Delta Law Fraternity Pre-Law Chapter By-laws membership is defined as:

1. The membership of this Chapter shall be composed of those persons initiated into the Pre-Law Program of Phi Alpha Delta Law Fraternity, International. Members must be in good standing at this school as defined by the school's student handbook.

2. Only student, administration, faculty and staff members who have been initiated into Pre-Law membership in this Fraternity and have no outstanding financial obligations to Phi Alpha Delta Law Fraternity, International shall be a non-voting member of this Chapter.
3. Phi Alpha Delta has an open membership policy which precludes all Chapters from having a pledge process or requiring a GPA for membership (unless required by the school). The following persons are eligible for membership:
 - a. Student Membership - Any student who is in attendance and in good standing shall be accepted into Pre-Law membership of this Fraternity. Student members must submit a completed membership application with the initiation fee of One-Hundred Dollars (\$100). 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 who are UCF employees shall be accepted into P.A.D. Pre-Law membership as non-voting members. Administration or faculty members must submit a membership application and take the oath of membership as prescribed by the Ritual of the Fraternity.

Together with Article III, Section 1, these additional requirements define what it means to be an "active student member."

Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

Section 4: Voting Rights

Only active student members are eligible to vote.

Section 5: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

Furthermore Section 3 of Article III of the Phi Alpha Delta Pre-Law chapter By-laws stipulates:

1. 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 6: Reinstatement of Membership

Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of the active student members.

Article III Section 4 of the Phi Alpha Delta Pre-Law chapter By-laws further stipulate that in order for reinstatement a member must be defined as in Good Standing. Good Standing is defined as:

1. A member in good standing of this Chapter is a person who is duly initiated into Pre-Law membership in Phi Alpha Delta Law Fraternity, International, and who is not delinquent in the payment of any financial obligation or performance of any other duty to this Chapter or the Fraternity.

Article IV—Officers

Section 1: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of the Golden Rule of the University of Central Florida. Officers who do not meet these requirements during their term shall be resigned or removed.

Section 2: Officer Requirements

- Executive Board Members must attend at least 60% of Fraternity Sponsored Events
- Executive Board Members must attend at least 70% of Chapter Meetings
- Committee Chairs should must at least 50% of Fraternity Sponsored Events
- Absences can be excused after clearance from the Secretary or President in a timely fashion
- Excuses such as class, work, and previous engagement will stand as excused, unexcused absences will reciprocate a “strike”. The executive board reserves the right to determine the quantity of strikes to qualify the removal of an officer from any position. The aforementioned limit must be set within 20 days of taking office so that general compliance is understood.

Section 3: Titles and Duties

The officers of this organization shall include a President, Vice President, Treasurer, and Secretary, and Marshal. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position as per Article VI, Section 3.

The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Be familiar with the Golden Rule regulations as they relate to student organizations and communicate them to the organization as needed.
- Provide all documents and records pertaining to their responsibilities to the newly-elected President.
- Assign special projects to officers.
- 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 Vice President shall:

- Assist the President in their duties.
- Assume the President's responsibilities in their absence.
- Coordinate all conferences.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the 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, 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 such other duties relating to publicity as the Chapter President or the Director of Pre-Law Operations may request.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.

- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Office of Student Involvement.
- Be one of three signers on financial documents.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the President.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.
- 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.

The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain accurate list of members and their contact information.
- Prepare the organization's Update Form to submit to OSI at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
- The Secretary will be responsible for keeping track of Executive and Chair attendance. If not available at an event to do so the Marshall will assume the role.
- Prepare ballots for elections.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.
- The Secretary is the chief recorder and correspondent of this 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 this Chapter.
- Maintain 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 P.A.D. law school Chapter if applicable.
- 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, Director of Pre-Law Operations and Chapter President with such information as each may request.

- Be responsible for updating any relevant chapter social media and websites with the most current information.

The Marshal shall:

- Maintain order at all chapter events making sure that Chapter Officers and Members abide by the Phi Alpha Delta Law Fraternity, International Constitution and By-Laws and by the Constitution/By-Laws established by this chapter.
- Make sure during elections that all the members present are in good standing and permitted to vote.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Marshal.
- Assist in special projects as assigned by the President.

Section 4: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 5: Term of Office

The length of term of office shall be no longer than one year.

Article V—Selection of Officers

Section 1: Announcement of Elections

The President shall, at least one meeting prior, announce the date of the upcoming nominations and elections. They shall also state the eligibility criteria (as defined in Article IV, Section 1) and that all active student members interested in running for an office should bring written proof of eligibility to the nominations/elections meeting.

Section 2: Nomination Process

The nomination of officers shall occur each academic year at the membership meeting held in March. One of the officers not running for office (preference determined by the order listed in Article IV, starting with the President) shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or themselves for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Section 1 as verified by the Secretary). Absentee/proxy ballots are not permitted in the nomination process.

Section 3: Election Process

The election of officers shall occur at the membership meeting held in March. The order of elections shall be: President, Vice President, Treasurer, and Secretary and Marshal. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee/proxy ballots are not permitted in the election process.

The nominations/elections facilitator will tabulate all votes immediately, in the presence of the organization. A majority of all votes cast by active student members shall elect a candidate. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election. In the event of a tie, the nominations/elections facilitator shall cast a vote to break the tie.

The nominations/elections facilitator will announce the new officer and ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 4. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The nominations/elections facilitator will immediately recount all votes in the presence of the selected representatives. Once an officer is confirmed, the organization will proceed to elections for the next officer.

Section 4: Installation of Officers

Newly elected officers shall take office immediately following the membership meeting in April and their term will end immediately following the membership meeting the next April. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Office of Student Involvement, via Update Form, within 10 school days of installation.

Section 5: Re-election

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

Article VI—Officer Vacancies

Section 1: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members. The removed officer shall provide all documents relating to the organization and brief their replacement of current projects in their care.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance. Prior to the officer's final day, they shall provide all documents relating to the organization and brief their replacement of current projects in their care.

Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V will take place at the next membership meeting. The officers may appoint an interim officer to serve in the vacant position until the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in April. A change in officer information should be reported to the Office of Student Involvement, via Update Form, within 10 school days of the election.

Article VII—Meetings

Section 1: Membership Meetings

The membership should meet at least once week during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members (unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers and organization's active student members. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 2: Officer Meetings

The officers should meet at least twice per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone. A majority vote of the officers or active student members may also call a meeting.

Section 4: Meeting Procedure

The President shall use their discretion as to the manner and process in which they preside over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.

Article VIII—Advisor

Section 1: Selection

The advisor shall be selected by the officers. To be eligible to serve as the advisor, the person must be a contracted UCF employee (faculty or A&P), as defined by Human Resources.

Section 2: Role and Authority

The advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and activities, as well as UCF policy and procedure. Additionally, the advisor will monitor expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

Section 3: Length of Term

The advisor has no term limit as long as they remain a contracted UCF employee.

Section 4: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from their duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Office of Student Involvement, via Update Form.

Article IX—Finances

Section 1: Membership Dues

Membership dues shall be \$100 one time international fee and a \$50 per semester chapter dues. Membership dues will be collected by the Treasurer during the fall and spring semesters only. All active student members, including officers, are required to pay membership dues. Full or partial refunds can only be granted upon a 2/3 affirmative vote of the officers.

Article VIII Sections 1, 2, and 3 of the Phi Alpha Delta Pre-Law By-laws further stipulates the following policies regarding Fiscal Matters:

- a. Each applicant shall pay the International Pre-Law Initiation Fee of One-Hundred Dollars (\$100.00) to the Treasurer of the Chapter prior to initiation into membership.
- b. The dues of this Chapter are hereby set at \$100 dollars (\$ 50) per Semester. Each member of the Chapter shall pay the established Chapter dues to the Chapter Treasurer at the time such is due. Members delinquent in the payment of their Chapter dues shall pay a penalty of \$10 for such delinquency. Any members who refuse to pay the lawful Chapter dues shall be reported to the Chapter by the Treasurer 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. This requires a majority vote of the members of the Chapter.

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

Section 2: Budget Approval

The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semesters. The officers and active student members must approve the budget within the first month of each semester. New expenditures, above \$30, not approved in the semester budget must be approved by a vote of the active student members.

Section 3: Financial Authority

For the protection of the organization and its officers, it is required that two authorized persons approve all monetary transactions. Only the President, Treasurer, and Advisor can be signers with the organization's financial institution. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

Section 4: Officer Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution after each election. In addition, it is the outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

Section 5: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to:

United Negro College Fund
1805 7th Street, NW
Washington, DC 20001
800 331 2244

Article X – External Affiliations

The Phi Alpha Delta Legal Fraternity at the University of Central Florida is an affiliated student chapter of the Phi Alpha Delta Legal Fraternity, International Inc.

Section 1: Executive Office

This Chapter shall submit reports as required by the Executive Office or the Director of Pre-Law Operations, including the following:

- a. Membership Applications with the expected initiation date and International Pre-Law Initiation Fees shall be remitted to the Executive Office by the Chapter Secretary no later than the first business day of each month.
- b. An updated Roster of Officers shall be submitted to the Executive Office by the Chapter Secretary immediately upon the election of officers or immediately upon any

change in information included therein. Such report may be done online but should also include an email to the Director of Pre-Law Operations about the change.

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and University of Central Florida.

Article XI – Committees

Section 1: Establishment

Committees may be formed by a vote of officers or active student members. At the time of formation, the process for committee member selection, chair selection, and committee and chair responsibilities must also be approved. Committees may be dissolved by a vote of officers or active student members.

Section 2: Standing Committees

The newly elected Officers shall appoint the chairperson of the following standing committees within 45 days of taking office:

- a. Professional Development
- b. Membership
- c. Finance
- d. Social
- e. Public Relations
- f. Philanthropy
- g. Mock Trial
- h. Alumni Relations
- i. Academic Development
- j. Intramural Sports

Section 3: Ad Hoc Committees

The Chapter may establish other committees for special purposes as determined by the Chapter. The Chapter shall elect the committee chairs.

Section 3: Duties and Responsibilities of the Committee

The standing committees shall have the following duties:

- a. **Professional Development Committee** - Unless otherwise directed by the Chapter, an individual appointed by majority vote of the executive board shall chair this committee. It shall have the responsibility of developing programs which shall aid in the professional development of the Chapter. The committee responsibilities shall further include:
 - i. Assist the Alumni Committee in the coordination and execution of the Professional Mentorship Program
 - ii. Be responsible for scheduling, communicating, coordinating the chapter speaker series on a regular and consistent fashion.
 - iii. Be responsible for scheduling, communicating, and coordinating professional workshops including but not limited to professional social networking, interviewing skills, resume building, etc.

- iv. Be responsible for communicating all upcoming internship and networking opportunities
 - v. Assist in special projects assigned by any member of the Officers
- b. **Membership Committee** - Unless otherwise directed by the Chapter, an individual appointed by majority vote of the executive board shall chair this committee. This committee shall ensure the continuity of this Chapter by conducting a concentrated new member recruitment program in compliance with the Fraternity's policies on open membership and anti-hazing. The committee's further responsibilities include:
- i. Be responsible for attending, scheduling, and informing the chapter of all campus outreach, orientation socials, venue tabling.
 - ii. Be responsible for appointing a Vice Chair who shall be responsible for all UCF oriented recruitment.
 - iii. Be responsible for the planning new member inductions within a logistical capacity.
 - iv. Be responsible for the possession of any tangible marketing/recruitment materials deemed within the possession of the chapter.
 - v. Assist in special projects assigned by any member of the Officers
- c. **Finance Committee** - Unless otherwise directed by the Chapter, an individual appointed by majority vote of the Officers shall chair this committee. The main responsibility of this committee is to develop sources of revenue for the Chapter in addition to Chapter dues. It shall review and analyze the financial condition of the Chapter on a continuing basis and shall report to the Treasurer its recommendations. The committee's further responsibilities include:
- i. Be responsible for stimulating revenue for Phi Alpha Delta and will research effective fundraising methods and ideas and create innovative fundraising events.
 - ii. Assist in special projects assigned by any member of the Executive Board
- d. **Social Committee** - Unless otherwise directed by the Chapter, an individual appointed by majority vote of the Officers shall chair this committee. This committee shall plan, develop and execute social programs for the members of the Chapter to encourage the development of a close bond of professional fraternalism among the members. The committee's further responsibilities include:
- i. Assist in special projects assigned by any member of the Officers
- e. **Public Relations Committee** - Unless otherwise directed by the Chapter, an individual appointed by majority vote of the executive board shall chair this committee. This committee shall develop methods of publicizing the various activities of the Chapter at the school, in the local community and the Fraternity generally. The committee's further responsibilities include:
- i. Assist the Membership committee with attending a majority of campus outreach, orientation socials, venue tabling and UCF-oriented recruitment.
 - ii. Be charged with writing articles for the International newsletter, The Reporter, and our Chapter Newsletter and any campus publications.

- iii. Be responsible for recording the events of PAD in the form of pictures and/or any other media outlets.
 - iv. Assist in special projects assigned by any member of the Officers

- f. **Philanthropy Committee** - Unless otherwise directed by the Chapter, an individual appointed by majority vote of the Officers shall chair this committee. This committee shall develop programs to serve the community. The committee's further responsibilities include:
 - i. Be responsible for organizing all Adopt-a-Roads and seeking out new philanthropy opportunities.
 - ii. Be responsible to organize the group's efforts in participating in campus wide events such as, Adopt-a-Game, Relay for Life, Knight-Thon.
 - iii. Be responsible for informing the chapter of any known philanthropy opportunities.
 - iv. Assist in special projects assigned by any member of the Officers

- g. **Mock Trial Committee**- Unless otherwise directed by the Chapter, an individual appointed by majority vote of the Officers shall chair this committee. This committee shall be responsible for organizing and directing the mock trial program in preparation for any upcoming competitions, including but not limited to the State and National conferences competitions. . The committees further responsibilities include:
 - i. Assist in special projects assigned by any member of the Officers

- h. **Alumni Relations Committee**- Unless otherwise directed by the Chapter, an individual appointed by majority vote of the Officers shall chair this committee. This committee shall be responsible for organizing and directing relations with Alumni of the Chapter and/or University that pertain to the legal profession. This committee shall develop programs to maintain consistent relations with the legal profession and the chapter. The committee's further responsibilities include:
 - i. Plan, Coordinate and Execute the Professional Mentorship Program
 - ii. Be responsible for coordinating and creating the alumni database for Phi Alpha Delta. The responsibilities will include contacting prior members who currently attend law school and those working in the legal profession. This database will serve as a guide and networking tool for current and future members.
 - iii. Assist in special projects assigned by any member of the Officers

- i. **Academic Development Committee**- Unless otherwise directed by the Chapter, an individual appointed by majority vote of the Officers shall chair this committee. This Committee shall plan, develop, and execute programs for the members of the Chapter to encourage the academic success while still at UCF. The committees further responsibilities include:
 - i. Be responsible for the planning, development, execution of the LSAT prep program during the academic year.
 - ii. Act as a resource for the law school admissions process to members of the chapter

- iii. Assist in special projects assigned by any member of the Officers

- j. **Intramural Sports Committee-** Unless otherwise directed by the Chapter, an individual appointed by majority vote of the Officers shall chair this committee. This committee shall be responsible for coordinating and organizing intramural sports teams derived by majority of interested members of Phi Alpha Delta. The committee's further responsibilities include:
 - i. Be responsible for communicating the success or failure of each intramural team during their weekly committee report, if applicable.
 - ii. Assist in special projects assigned by any member of the Officers

Article XII—Publications and Advertising

Section 1: Compliance

All graphics and publicity of the organization must comply with the Golden Rule, Event Policies, Student Union and other building guidelines, and the UCF University Marketing Graphic Standards.

Section 2: Approval

The Secretary and President must unanimously approve all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to duplication and distribution.

Article XIII—Ratification and Empowerment

Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers of the organization.

Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Office of Student Involvement.

Article XIV—Risk Management

Section 1: General

The organization will follow all risk management guidelines and procedures as provided by Office of Student Involvement or other university entities, in regards to organizational activities, event planning, and group travel. Additionally, officers of the organization will continually review organizational procedures in attempt to minimize any potential risks.

Article XV—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Office of Student Involvement within two school weeks. The amendment shall not take effect until approved by the Office of Student Involvement.

Phi Alpha Delta University of Central Florida Pre- Law Chapter Founded: October 1, 1992

History of Constitution

Created: April 1, 2013

Revised: August 22, 2013

April 11, 2014

April 25, 2016