

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



# PRE-LAW CHAPTER OFFICERS' MANUAL

PHI ALPHA DELTA  
LAW FRATERNITY, INTERNATIONAL

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Dear Chapter Officer:

Congratulations on being elected an officer of your Chapter!

The purpose of this manual is to provide you with information that will assist you in fulfilling your duties as a Chapter Officer.

If, after reading this manual, you have any further questions about your duties or other matters concerning the Fraternity activities, do not hesitate to write to the Executive Office at 345 N. Charles Street, 3rd Floor, Baltimore, Maryland 21201. Telephone: 410-347-3118, and our e-mail address: [dco@pad.org](mailto:dco@pad.org). You will find that the Director of Chapter Operations and the staff are always glad to be of assistance to you and your Chapter.

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# FORWARD

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This manual was prepared to aid you, the Chapter Officers, in the fulfillment of your duties and the proper operation of the Chapter.

1. **Must Reading:**
  - a) The Constitution and International By-Laws of Phi Alpha Delta Law Fraternity, International, pertaining to Pre-Law Chapters
  - b) The Chapter By-Laws
  - c) Robert's Rules of Order (Revised)
  
2. **Good Reading:**
  - a) Pre-Law Program Description
  - b) All available materials about Phi Alpha Delta Law Fraternity, International and its Pre-Law Program.
  
3. **Who should make the decisions?**
  - a) The Executive Committee should make the policy decisions for the Chapter. The purpose of their election is to run the Chapter. They outline the programming for the semester and approve the budget.
  - b) The President is responsible for putting this policy into effect. This is done by establishing committees and appointing chairpersons and members (delegating responsibility and authority) and following up the efforts of the committees.
  - c) The committee will decide the details and actually put the program into effect. At all times they must keep the President informed.
  - d) Potentially complicated decisions can be put to the Chapter. If this is done, the members must be given the adequate background necessary for making the decision. This method can be advantageous in making tough issues, like a dues raise, acceptable. But, it can be disadvantageous when there is danger of wide dissension over an issue which could have been better decided by the Executive Committee.
  
4. **Delegate responsibility and authority** to the fullest extent possible in order to:
  - a) Avoid having to do all the work yourself (which is impossible and leads to burnout)
  - b) Promote interest among the members. With the responsibility to the Chapter, each member will be more concerned about its success. A good leader is one who can effectively delegate responsibility. New members should be assigned to a committee at their initiation, or the first regularly scheduled membership meeting following their induction.
  
5. **When delegating responsibility, explain precisely what the duties include,** and what is not included, to avoid:
  - a) Two persons (or committees) doing the same job.
  - b) Everyone thinking a specific job is being done by someone else.
  - c) Tension between members.  
This will make follow-up easier.
  
6. **Follow-up all responsibility assigned** to assure that:
  - a) The work is done as assigned.
  - b) Problem areas are determined and plans changed if necessary.
  - c) The various responsibilities are coordinated.

This follow-up must be done without doing the person's job for them. When responsibility is assigned make it clear that it includes keeping you informed.

7. **The Vice President can be a big help** — especially with follow up. However, in order to be effective the President and Vice President must communicate together freely and often.

8. **Publicity** should not be neglected. The members will not attend a function if they do not know about it well enough in advance to avoid making conflicting plans.
9. A working relationship between the Chapter Officers, your Chapter Advisor, and the Pre-Law Director must be cultivated. Your Advisor and the Pre-Law Director are busier than you; therefore, you often must take the initiative.
10. **Inform the Pre-Law Director and the local Phi Alpha Delta Chapters of all activities** in advance in order to:
  - a) Aid them in scheduling their time and making preparations.
  - b) Give International and the local officers a chance to participate in Chapter events whenever possible.
  - c) Insure that the Executive Office is aware of your Chapter's activity. International notification can be accomplished if the Chapter Officers will write a monthly e-mail to the Executive Office, describing past activities and explaining plans for future weeks. This task is often the responsibility of the Vice President (or the Secretary).
11. **Plan** your programming for the entire semester at the end of the previous semester (or over the summer or holiday breaks). Get as much work done then as possible, because everyone has more time. The probable success of a project diminishes as exams approach. People do not have extra time to devote to these projects, and members are looking toward future plans.
12. Keep all meetings under control. Violent arguments cause bad feelings and long discussions cause boredom. Wherever possible use Robert's Rules of Order (revised). Always use an agenda to keep meetings in control and running smoothly.
13. The forms required by the Executive Office are:
  - a) Membership Applications\* (due within 10 days of receipt by the Chapter)
  - b) Membership Enrollment Record\* (to accompany membership applications)
  - c) Roster of Officers\* (due immediately upon any change)
  - d) Annual Spring and/or Fall Report\* (due 10 days after receipt from Executive Office)
 \*see sample at back
14. The officers must attempt to leave the Chapter stronger at the end of their term of office than when they began. This can be done by improving the programs offered, by conducting successful rushing campaigns and by leaving capable successors. Capability includes the characteristics of:
  - a) An administrative ability.
  - b) A diplomatic personality.
  - c) Self starter attitude, willing to take the initiative.

One of the most important duties any officer has is to thoroughly and successfully transition with the new officers upon their election. Remember the things you were told which made your job easier, and then add the things you wish you had known when you assumed office. You never want to reinvent the wheel, doing so will only weaken the Chapter, thus overshadowing what you accomplished during your term of office.

15. From time to time the Executive Office will send to you, as Officers of your Chapter, various communications. The information contained in these communications should be passed on to the individual members of your Chapter. This is one of your responsibilities which must not be neglected. Whenever such communiqués are mailed to you, it is assumed and expected that you will fulfill this duty of your office. Otherwise, the individual members of your Chapter will not obtain vital Pre-Law information.



# CHAPTER ORGANIZATION

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## 1. Introduction

Executive direction of the Chapter's activities is of the utmost importance, and can be the greatest strength of a Chapter if properly conducted. Unless the Officers lend general direction and control to the Chapter it will merely drift along without any rhyme or reason, conducting only those activities which are absolutely necessary to meet emergencies as they arise. It is, therefore, imperative that strong leadership be exerted by the Chapter Officers. The development of this proper executive organization of the Chapter is a responsibility of the Chapter President by virtue of the inherent powers of the position. It is also the responsibility of the President to see that the other Chapter Officers properly perform all of the duties of their respective offices, and that the various committee chairs activate their committees.

## 2. Executive Organization

It is absolutely imperative that the newly elected President call an organizational meeting of the new officers as soon as possible following the election. Here the general guidelines of Chapter activities for the ensuing term of office can be thoroughly discussed and established. The Chapter membership can then be carefully combed for prospective and effective committee chairs. The President should appoint these committee chairs immediately following this meeting, and call a second organizational meeting to be attended by the officers and committee chairs. At this second meeting lines of authority and responsibility should be established.

## 3. Executive Committee

For maximum benefit, frequent meetings of the Executive Committee composed of the Chapter Officers and Committee Chairs should be held throughout the term of office to lend guidance and direction to the Chapter activities.

General recommendations for the Chapter may be discussed and finalized for presentation to the Chapter members. Various types of professional programs and fund raising projects, as well as social activities, can be considered at some length during such executive sessions. These sessions tend to create a cohesiveness and a continuity to your Chapter activities which would not otherwise be possible.

The most effective time for such meetings is immediately proceeding each Chapter meeting, or prior to a large event requiring extra planning.

## 4. Chapter Activity

There are four major areas of Chapter activity which are of utmost importance. These are:

- a) Acquisition of new members, including rushing, proper orientation and integration of new members;
- b) Chapter programming, including professional, community service and social activities;
- c) Finances, including dues collection and fundraising activities for the Chapter, and
- d) Developing a spirit of cohesiveness and fraternalism among the Chapter members.

## 5. Chapter Finance

Chapter Finance is a very important responsibility of the Chapter Officers. Chapter funds must be expended wisely and for the benefit of the entire Chapter. All expenditures should be explained in detail to the entire Chapter and no expenditure should ever be made other than by check, signed by the Chapter Treasurer and countersigned by the Chapter President. Unusually large (and/or risky) expenditures should be approved by the Chapter membership prior to being expended. For the Chapter to be financially sound, it is necessary that funds over and above those obtained from membership dues be acquired. Since students have little time to devote to fund raising projects it becomes necessary for the individual Chapter to evaluate its own local condition and to devise methods of raising funds which do not require a large expenditure of time. The President should appoint a Finance Committee to operate under the direction of the Chapter Treasurer to develop such fund raising projects as may be advisable. Ideally, programs to raise money for the Chapter treasury should also serve a professional or service function.

## 6. Chapter Committees

The success of the Chapter program requires the interest and labors of every member of the Chapter. In order to gain cooperation among the Chapter members, each member should be given an opportunity to serve on a committee. Each member should be required to indicate the committees on which they would like to serve, in order of preference. After a careful perusal of this list, appointments can be made to ensure that the committees will contain persons who are keenly interested in the specialized work of that particular committee. The various committees should be carefully instructed as to their particular activity, while being given control and responsibility for that field of endeavor.

Suggested committees (which should not be considered complete) include: Professional Development, Publicity, Social, Finance, Membership and Community Service. Additional special committees may be appointed by the President as needed.

- a) The **Professional Development Committee** should develop programs to aid Chapter members in their preparation for law school and the legal profession. The Executive Committee liaison is the Vice President.
- b) The **Publicity Committee** should obtain the maximum amount of publicity for the Chapter on the bulletin board, the school newspaper, the local press, state and national publications, e-mail and The Reporter. The Executive Committee liaison is the Secretary.
- c) The **Social Committee** should develop a program of social activities for the Chapter to ensure that the proper cohesiveness is built. The Executive Committee liaison is the Vice President.
- d) The **Finance Committee**, working with the Chapter Treasurer, should devise methods of raising funds for the various Chapter activities. The Executive Committee liaison is the Treasurer.
- e) The **Membership Committee** should aid in rushing, orientation, and assimilation of new members into the Chapter, including working with all officers in different capacities, all answering to the President.
- f) The **Community Service Committee**, in order to improve the local community and maintain the proud tradition of P.A.D., should work to provide at least one service project each semester in which Chapter members may participate. The Executive Committee liaison is the Vice



President.

# CHAPTER MEETINGS

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## 1. Importance

Chapter meetings are the hub around which the Chapter operates. As such, they are among the most critical aspects of Chapter organization. They should, therefore, be faithfully planned and conducted. It is essential that the meetings be made attractive and interesting to hold the attention of the members at all Chapter meetings and insure a quorum. Only by good attendance at each Chapter meeting can the will of the Chapter be made known.

## 2. Scheduling

If at all possible, Chapter meetings should be on a fixed schedule so that the members may set aside time to attend. The schedule of Chapter meetings should be very carefully considered to ensure that the meetings are held at times and places convenient to the majority of the members to achieve the greatest possible attendance. Occasionally there will be the necessity of a specially called meeting—but these should be kept to a minimum.

## 3. Preceding Social

A short social time, such as having soda and snacks preceding each meeting, will enable the members to meet in an informal social atmosphere while also allowing time for all to arrive. However, care should be taken to prevent this informal social atmosphere from invading the formal atmosphere necessary for the actual Chapter meetings.

## 4. Combined Program and Meeting

Many Chapters have successfully combined a social and/or professional program with a formal Chapter business meeting. Often, a breakfast, lunch, or dinner is scheduled with a professional speaker. Immediately prior to the meal, a short time is allowed for everyone to arrive (as indicated above) — following the meal, the President of the Chapter acting as host or master of ceremonies, introduces the speaker or guest. At the conclusion of the discussion, and a short question and answer period (if applicable), the President should thank the participants, the rushees, and other guests for attending and conclude the program. A short recess is then declared so that the Chapter members have an opportunity to circulate among the departing guests. After the departure of the guests, the members of the Chapter then reconvene for the formal Chapter meeting. This type of program encourages a greater attendance by the members to both the professional program and to the Chapter meetings than would otherwise occur. Where these programs are combined, however, great care should be exercised by the Chapter President to preserve the integrity of the Chapter meeting itself; thus, the business meeting should never be started until all guests have departed, and the Chapter Members have reassembled.

## 5. Parliamentary Procedure

The business of each Chapter meeting should be conducted by the rules of parliamentary procedure — which are the rules and customs developed over the years to govern deliberative assemblies. Thus, Robert's Rules of Order (revised) should govern all Chapter meetings. The objectives of these procedures are to enable the assembly (in our case, the Chapter) to take group action accurately and fairly by the adoption or rejection of “motions” presented to the Chapter for its consideration. It is vital for students to have some knowledge of these rules, and the Chapter meeting is an excellent place to develop this knowledge. Your members will be called upon to give the proper rulings in any civic organization they may join, especially after they have been admitted to the Bar.



## 6. Agenda

The Chapter meeting is not the place to brainstorm for ideas (although suggestions are always welcome). Each committee should do their work in advance of the meeting, and present an organized and well thought out report. The Chapter Meeting should be reserved for only the most important policy decisions.

All Chapter meetings should be conducted according to an agenda. The Chapter officers were elected to serve as leaders of the Chapter, not as figureheads. Prior to each Chapter meeting, the President should call an Executive Committee meeting to establish the agenda for the Chapter meeting. While all members should be encouraged to submit items to be included in the agenda, the final decision as to the arrangement of the agenda should rest with the Executive Committee. The President should determine that the various necessary committee reports are in final form and ready to be submitted to the Chapter for action thereon.

Two indispensable parts of each meeting should be the reading of the minutes and the presentation of the financial status of the Chapter. The Secretary should be required to read the minutes of the preceding Chapter meeting. This reading will refresh everyone's memory and assist those who may have been absent. The Secretary should also read any communications received from the Executive Office, or any other source, during the interim since the last meeting.

The Treasurer should present a financial statement to the membership at each Chapter meeting. The Treasurer's Report should state the total balance since the last meeting, and the individual expenditures during the same time. The general membership of your Chapter is entitled to know exactly how much money is received into the Chapter Treasury and where this money is spent.

When all agenda items have been discussed, the President should allow members to raise additional items for the consideration of the Chapter, as time permits.

# CHAPTER PROGRAMMING

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## 1. Programming Hints

- a) Send out questionnaires to members inquiring as to the kinds of programs which would interest them.
- b) Keep programs varied so as to sustain interest.
- c) Plan programs as far in advance as possible, contact and line up participants for all events as soon as the program is scheduled.
- d) Use P.A.D. law school and alumni participants whenever possible.
- e) Suitable biographical materials should be secured in advance and given to persons who will introduce participant(s).
- f) Encourage all participants to allow a question and answer period following formal presentation.
- g) Let participants know time limits within which to operate.
- h) Give the participants red carpet treatment so they will want to come again if invited.
- i) Send thank you letters to all participants. Include any stories or newspaper articles about the event and copies of pictures taken.
- j) Compile lists of available potential speakers, participants, etc., and keep special lists of persons who will pinch hit on short notice in case of cancellation.
- k) When using films, make a trial run to test film and projection equipment.
- l) Maintain a record of programs and give each participant a rating so your successors won't repeat a program too soon or repeat a poor participant.

## 2. Professional Programming

This should be the main sustaining factor of the Chapter, and therefore should be carefully selected to obtain the maximum results. Where properly selected and implemented, Chapter professional programs prove very effective in “bridging the gap” between undergraduate school and law school. The primary emphasis of this Fraternity is on professional programming.

Upon assuming office, the first appointment the new President should make is that of Chairperson of the Professional Development Committee. In many Chapters it has become traditional that the Vice-President serve in this capacity, or serve as liaison to this committee. A principal duty of this position is to develop and encourage activities of a professional and/or service nature which will be of benefit to the Chapter, the individual members, the school, and the community. The Chair usually directs and coordinates the work of the Professional Development Committee. Careful attention should be given to the scheduling of the various Professional Development Programs. Careful attention should be given to the scheduling of the various speakers so that there is a wide range of topics covered by such speeches, rather than a mere repetition of a single theme. The Professional Development Committee should develop programs which are of benefit to the Chapter members; at least one major and several minor professional projects should be organized each semester.



### **3. Community Service Programming**

The Community Service Committee should work closely with the Professional Development Committee, for in many cases their projects may overlap. It is best to offer a variety of options when planning service projects, so that you may include your members with varying interests. Remember, one project per semester is only a minimum suggestion, many Pre-Law Chapters do much more!

Be sure that all events planned and held in the areas of Professional Development and Community Service are well publicized by the Chapter. These events encourage new members, and improve the Chapter image within the community and the University.

### **4. Social Programming**

Social Activities are likewise important to the Chapter. While a professionally oriented fraternity such as ours does not emphasize social aspects as social fraternities do, proper social activities are essential to develop the cohesiveness and spirit necessary to the success of any Chapter of this Fraternity.

## PROFESSIONAL PROGRAM SUGGESTIONS \_\_\_\_\_

Phi Alpha Delta Law Fraternity, International, stresses the professional aspects of its organization. The Fraternity is far more oriented to provide professional service programs than social functions. This section is designed to stimulate the thoughts of the Chapter officers toward professional and service activities.

Your Pre-Law Chapter functions primarily for the professional development of its members and brings to the school a seriousness of purpose in Chapter activity which is not found in social fraternity programs. While social aspects play an important role in the development of the whole person, much of this development will have occurred prior to the time that a student enters college. Therefore, this area of Chapter activity should not be considered on the same level as that of professional programs. When developing Chapter programs, you should concentrate primarily on the professional development of the members, while still allowing for occasional social activities.

The following is a brief listing of some of the programs you may wish to organize:

- 1. A Letter Of Welcome** prepared by the Chapter and sent to new students either prior to the start of classes or immediately thereafter. This letter explains what a new student can expect to encounter, i.e., how a college differs from high school, the methods of instruction used, information regarding school facilities and local fun spots, information on your Pre-Law Chapter, etc. Be sure to include a membership application and information on where it may be returned.
- 2. Information Booklet** The above information may be incorporated in a booklet containing additional information for the new student. Such a booklet may include a listing of good local restaurants, pointers for surviving at your college, important phone numbers etc.
- 3. Lending Library** A Chapter can request that each member donate one or more of their books, which they are no longer using, to the Chapter to establish a "library" for its members use, thus keeping book purchasing costs down. Each student who checks out books is required to sign a certificate agreeing to care for the book or books received, to stand responsible for its loss or damage, and to return the book at the completion of or withdrawal from the course for which the book is loaned.
- 4. Book Exchange Program** This provides students who desire to sell text books and other class materials, and those who desire to purchase these items, with a "market place". Usually the administration will furnish a space for this type of project. Student customers should be encouraged to set their own prices on any book they may wish to sell through this exchange. A small service charge, equally shared by the seller and the purchaser, should be charged to cover the costs of operation and even to make a small profit, if the Chapter so desires.
- 5. Law Student Speakers** Arrange for Phi Alpha Delta law school members from the local area to speak to your Chapter members on a variety of topics, such as: common misconceptions about law school; what they actually found it to be like; what your members can expect from law school; how the curriculum, teaching methods, and your life differs from college; specific information on their particular law school; job hunting; etc.
- 6. Attorney Speakers** Arrange for practicing Phi Alpha Delta attorneys to speak to Chapter members on a variety of topics, such as specialization in the law; practice in different sized law firms; general practice; a particular legal topic of interest; various careers in the field of law; etc.



- 7. Tours Of Local Law Schools** Arrange with the Phi Alpha Delta members at a nearby law school for a tour of the law school facility, followed by a question and answer session with the Phi Alpha Delta law students.
- 8. Court Tours** Arrange for your members to spend a morning or afternoon in court watching the proceedings. Further arrangements may be possible so that Chapter members may speak with the judge in chambers after the session and ask questions about what they observed.
- 9. Government Jobs With A Legal Background** Arrange for government representatives to speak to your members on careers available in government for those with a legal education.
- 10. Law Related Jobs** Locate individuals in the community to speak on the value of a legal education, and about the variety of jobs available to those who do not wish to become practicing attorneys.
- 11. Joint Pre-Law And Law School Events** This type of function affords an opportunity for the undergraduate student to meet Phi Alpha Delta law school members. Usually these meetings are of an informal nature allowing for intermingling of students. **Alcohol should never be served at these events!** Remember, you must follow the Alcohol Policy found on page 20 of this manual.
- 12. Faculty And Administration Receptions** Some Chapters sponsor a reception honoring members of their faculty and/or administration. Such a reception affords an excellent opportunity for the Chapter members to meet members of the faculty and administration. This reception may prove to be an effective rushing aid, as well as a wonderful professional activity which will improve your Chapter's image on campus.

This is only a partial listing of the various professional activities which may be conducted by your chapters. Use your imagination and take advantage of the interests of your membership. Remember to always tell the Executive Office of new ideas so that we can pass those along as a model to other chapters!

## PROFESSIONAL MEETINGS

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In planning a professional meeting, a location with sufficient space, chairs, tables and facilities for serving your own refreshments (if applicable) must be chosen. Such a site may be found: in a Chapter member's home; an undergraduate social fraternity house; a private room at a hotel, motel, or private club; a private room at a restaurant; or a school room on campus.

Keep in mind that the location should be centrally located for the convenience of your members and guests. Using out of the way spots for meetings may be more economical or more exciting, but such locations may be inconvenient for members to reach, thus leading to lower attendance.

### **Details of special importance are:**

1. Make sure you follow the International Policy on Alcohol as set out on page 20 of this Manual. When alcoholic beverages are served, soft drinks should also be available, as well as designated drivers.
2. When using a caterer, be sure to obtain exact price quotes, including taxes and gratuities, in writing. Always ask if there will be any additional charges of any kind.
3. When possible, make arrangements with the Management such that there will be no minimum charge or minimum number of persons in attendance. If this is not possible, always slightly under-estimate the number of people who will be attending. There are three reasons for this:
  - a) There are always a few people who will commit to attend but will cancel at the last minute, for one reason or another.
  - b) Establishments always seem to be able to set a few extra places at the last minute for extra people but they are very unwilling to take places away.
  - c) The Chapter will save money. Many establishments which require a "guarantee" of a minimum number will allow you a "plus or minus" figure of a certain percentage (usually 5 to 10% of your guarantee). Always try to have some flexibility in your arrangements with the establishment.

By way of illustration, if you guarantee that 50 people will attend and the establishment allows you a plus or minus figure of 10%, you will be able to pay for as few as 45 if your guarantee is too high and the establishment will set places for at least 55 (although as previously indicated, they can often be coaxed to set for a few more at the last minute).



# COMMUNITY SERVICE PROGRAMMING

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Sponsoring Community Service projects is an essential element of having a well-rounded chapter and fulfilling the motto of Phi Alpha Delta:

“Service to the Student, the School, the Profession, and the Community.”

This type of programming, in addition to giving chapter members a sense of accomplishment, is a great source of positive publicity for your chapter, your school, and Phi Alpha Delta.

There are several types of Community Service Programming in which your chapter may participate. These do not have to consume a lot of time, and they rarely cost your chapter or your members any money. The benefits you will reap by helping someone less fortunate and giving back to your local community are well worth the effort!

## **Community Service Program Suggestions:**

1. **Blood Drives:** This is one of the easiest projects to plan and implement, and it is a much-needed service no matter where your chapter is located. Usually the Red Cross or other such programs will supply everything needed for the drive, including the posters to be placed throughout campus. Some chapters have implemented a fun “theme” with their Blood Drives by sponsoring them around Halloween (with chapter members dressed as vampires volunteering at the Drive and promoting it around campus) and also Valentine’s Day (is there a Cupid among your Chapter?). Be creative and have fun!
2. **Voter Registration Drives:** These are important, even when there is not a presidential race at stake. Many college students relocate for school and need help changing addresses or gaining information on how to vote absentee. Your chapter can provide this valuable service, while increasing your fellow students’ interest in the government which affects their lives.
3. **P.A.D. Canned Food Drive:** Phi Alpha Delta, through our Public Service Center, sponsors an annual canned food drive across North America to gather food and money for food banks and shelters. All donations (food and money) are given to the local organization chosen by your chapter. These food drives are very popular around the holidays, but remember that these organizations feed the hungry all year and can always use your support! Be creative and see how successful your Food Drive can be! Be sure you report your success to the Executive Office ... chapters raising the most donations (taking into account school and chapter size) are recognized annually by Phi Alpha Delta!
4. **Other Drives:** There are other similar activities which are equally popular among P.A.D. Chapters. Your chapter may wish to hold drives for clothing, toys, school supplies, or to help out during an emergency that happens nearby (such as a hurricane, flood or fire). Choose what most benefits the need in your local community and the desires of your chapter members.
5. **Other Organizations:** Groups such as Habitat for Humanity, Muscular Dystrophy Association, American Heart Association, American Cancer Society, Big Brothers / Big Sisters, and many, many more worthy groups are always eager for volunteers to assist in their projects.

The **main thing to remember** when planning community service is to find a project that appeals to your chapter, and have fun!!

# SOCIAL PROGRAM SUGGESTIONS

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While the nature of Phi Alpha Delta is to emphasize professional programs, the opportunity to meet socially provides a basis from which to develop friendships and associations.

Extreme care must be exercised in the planning of all social functions to prevent the placement of an overwhelming financial burden upon the Chapter. The President and Vice-President should make certain that the chairperson of the function does not place the Chapter in an impossible financial position merely to promote an elaborate social activity. In the end, it is the duty of each Chapter Officer to protect the Chapter's interests and assure you remain in good fiscal shape.

## 1. Types of Social Events

A. Chapter Meetings - Since these are the most common gatherings, they offer the best opportunity to promote fraternal bonds. The following suggestions help to provide a proper balance of social and business activities:

- 1) It is advisable to have a period of one-half hour before each meeting when members and guests may informally discuss common interests. (It is preferable to serve refreshments at this time which allows a period for late comers to arrive and provides a relaxed atmosphere.) Members who have reports or a part in the meeting may also be informed of their place in the agenda at this time.
- 2) Another such period should be held following the meeting to allow discussion of the business presented. (Refreshments, if served at this point, should be ready immediately upon adjournment.)

B. Undergraduate - Law School Events - In areas where a Phi Alpha Delta law school Chapter is strong, this type of meeting affords members with an opportunity to obtain information and opinions on law school and the practice of law.

The following suggestions are made to help make the law school student feel more a part of the gathering:

- 1) Make sure the law students are informed ahead of time as to any financial obligations they may owe for the functions. Unless there is a common understanding on this matter, they may feel imposed upon.
- 2) Care should be taken to assure that proper law school officers are given due recognition.
- 3) Follow-up - Send letters or call those law school students who attend your Chapter's events and thank them for their participation.

C. Banquets

- 1) Extreme care should be used by the President to make proper introductions in the proper order. Members of the Judiciary, regardless of their place on the program, should be introduced first, in order of their rank on the bench. Special guests should follow in similar order, and alumni members next. Chapter Officers, in order of their rank, should conclude the introductions. If a banquet is held on the same day as an initiation, the new members should be introduced.



- 2) The location of a banquet should be carefully considered. Transportation problems can be avoided through arranged car pools. The location should also be chosen with consideration given to accommodations, gratuity payments, price of meals, and privacy. It is sometimes advisable to sell tickets to the members to ensure an accurate count of the number in attendance. Free meals for special guests should be held to a minimum, and their cost included in the price of the tickets purchased by members.
  - 3) The speaker should be informed as to the length of speech desired so as not to leave gaps in the program or run over into other portions of the program.
- D. Summer Events - If your school runs a summer session, you may find that the summer schedule tends not to be as demanding as regular sessions. On a campus where there is no summer school, the Chapter must decide whether enough students will be remaining on campus long enough to warrant any summer activities at all.
- 1) Along with meetings similar to those held during the regular term, it may be possible to hold an annual picnic or similar type of family activity. These events make it possible for the members to include their families without great expense.
  - 2) The Chapter may supply both food and beverages at such events or just the beverages, (requesting the members to bring food for their families). The site of the activity should have sufficient space for sports activities for children, as well as adults.
  - 3) In appropriate areas, a river cruise can be arranged by chartering a boat or a number of boats. The expense of such an outing should be covered by the ticket sales. Once again, the Chapter may furnish food and the drinks, or request the members to bring their own.

## **2. Suggested Checklist for Chapter Banquets and Dinners**

- A. Realizing that there are often many matters overlooked, the following checklist should assist the Chapter in putting on a banquet:
- 1) Set the date well in advance.
  - 2) Pick a location as soon as possible.
    - a) Get an exact quote on the prices of food, beverages and decorations, etc. — watch out for hidden extras or taxes and gratuities. (Beware of attempts to charge a tax on the rental price).
  - 3) If a speaker is to be used, contact the person as soon as the date is decided. (It is best to make telephone contact first to avoid delay, and confirm by letter later).
  - 4) Make arrangements for purchase of refreshments.
  - 5) One to two weeks before the event, send invitations. (If dignitaries are invited, give more advance notice).
  - 6) Make final confirmation before the event for use of facilities where a meeting is to be held.

- 7) Have committees appointed to serve refreshments, greet guests, extend guest farewells, and keep members circulating (especially if potential members are present).
- 8) Following the event, send letters of appreciation to speakers and guests.
- 9) Always keep at a minimum the non-paying guests. (While it may be to your advantage to have some guests, keep in mind they can be a financial drain on your Chapter.)
- 10) Plan everything **well in advance**.
- 11) Have an alternate plan if the speaker, place for the meeting or any other plans fall through.

### 3. P.A.D. Alcohol Policy

- A. "Phi Alpha Delta does not endorse, encourage, or promote the use of alcohol or other controlled substances at Fraternity functions where any of our Pre-Law members may be in attendance".
- B. Practical application:
  - 1) **Do not ever** serve or provide alcohol to persons under 21 years of age.
  - 2) Do not expend Chapter funds to purchase or provide alcohol.
  - 3) Strongly consider not having alcohol at Chapter functions, and if it is present, monitor attendees to assure that it is not provided to underage persons. Be aware of anyone who may be overindulging so that appropriate measures can be taken to assure their safety.
  - 4) If alcohol is present at a Chapter function, the Chapter should sponsor a Designated Driver Program.
  - 5) Chapters' must know their college or university's Alcohol Policy and conform Chapter behavior in all respects to the school's Alcohol Policy including implementation of the school policy at Chapter functions.
- C. Regardless of your personal feelings, the law is the law, and must be obeyed in terms of underage drinking. Your Chapter should be aware and sensitive to your ethical obligations to abide by the law in form and substance, especially in view of the fact that you someday plan to become attorneys with all the attendant ethical and professional responsibilities. As future attorneys, Chapter members have an obligation to set a high standard of ethical and moral conduct on the campus, and the responsible handling of drugs and alcohol are areas in which P.A.D. members must set a good campus example. Behaving irresponsibly with drugs and alcohol, even in college, can have devastating effects on your future career. Irresponsible use or abuse of drugs and alcohol, apart from the obvious concerns of personal safety, can haunt students from a career perspective for years to come. There are cases of law school graduates being summoned before State Bar Character and Fitness Committees to discuss alcohol-related offenses they committed while in undergraduate school. In addition, some were denied acceptance into law schools, and others were denied the opportunity to even take a State Bar Exam, as a result of incidents involving the irresponsible or illegal use of alcohol and legal implications arising therefrom. We cannot stress enough that Chapters and individual members should be diligent in the implementation of sound, responsible alcohol policies.



# RECRUITING NEW MEMBERS

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The other major responsibility of the Chapter Officers is the acquisition of new members for the Chapter.

Rushing, and the resulting acquisition of new members, is the most important function of a Pre-Law Chapter. If the chapter allows the students of any one school year to slip by without effectively rushing them, the chapter will be seriously weakened and its effectiveness materially reduced. Therefore, effective rushing is a duty owed by all the Chapter Officers to their predecessors who established and perpetuated the Chapter, as well as to future members hoping to reap the benefits of Chapter membership.

## **Rushing Is A Year-Round Proposition.**

A Pre-Law Chapter will remain strong, active and an asset to the school and its members only so long as its membership continually replenishes itself with new members who are willing to actively participate in the chapter's activities and programs. The rushing of new members must be carried on all year long, even though the Chapter conducts a concerted period of rushing during the early part of the Fall and Spring semesters. During the continuing rush program, particular attention should be paid to those students who are overlooked or were undecided as to joining your Chapter during the concentrated Rush program.

Inasmuch as each school has an identity peculiar unto itself, the techniques of rushing will, of necessity, vary from school to school. There is one factor, however, which is constant and should be remembered. You are members of a Pre-Law Chapter of Phi Alpha Delta Law Fraternity, International, and the manner in which you conduct your chapter affairs will play a substantial role in the determination of the type of students who will be attracted to the organization. Experience has shown that the most successful rush functions are those in which the pre-law topic is paramount.

At all rush functions, a member of the Chapter should make a brief statement about the Pre-Law Chapter and the advantages of pre-law membership in Phi Alpha Delta. To enhance this aspect, it is often a good idea to have the Chapter Advisor present to give a brief talk on a pre-law topic.

## **Membership Committee**

It is generally advisable for each Chapter to appoint a membership committee to assist the Chapter Officers in the acquisition of new members. This committee should see to it that a program of rushing activities is planned well in advance of its actual implementation so that all such activities are properly organized. This committee, and its Chairperson, will answer directly to the President. However, they should work closely with all Officers.

## **Rush Functions**

To be successful, the rushing programs put on by your Chapter must be planned well in advance — they cannot be “last minute jobs.” The entire rushing program should be mapped out in detail during the previous semester or the Summer months prior to the beginning of school, so that your Chapter can get an early start on the Fall semester, while other organizations on campus are still struggling to get organized.

The Chapter Officers and Membership Committee members should meet prior to the Fall rush period and decide upon the specific rushing strategy. The entire calendar should be planned so that it may be utilized in rushing. The rush program should be planned so that it may be integrated into the chapters professional, community service, and social programming. It is important that you review your school's regulations on rushing so that any restrictions imposed may be observed. Your Chapter must also abide by the P.A.D. Anti-Hazing Policy, which can be found at the end of this section. There is no discretion in this regard, and this policy will be strictly enforced.

Rushing activities may be considered in three categories:

1. Those which take place before a student begins the school year (pre-rushing).
2. Those which take place immediately following the start of the school year (concentrated rush period).
3. Those which take place late in the Fall semester or in the Spring semester.

Listed below are a number of rushing tips which have proven useful to our Phi Alpha Delta Chapters. While not all of these tips will be applicable to your school, the list should assist you in planning an effective rush program.

1. Prior to the beginning of classes, obtain the names of the new students from the registrar of your school, if possible. Some schools will not release the names and addresses of their students, but may be willing to do a mailing for your Chapter at cost. Alternatively, other schools will include any letters of information you wish to send to the new students in their registration packets. The Chapter should mail to each new student a "Welcome to School letter" explaining what they may expect to encounter at the school, and letting them know which Officers or members they may contact for additional information.
2. Some Chapters hold free get acquainted refreshment hours for new and interested students to enable them to meet one another and to meet the Chapter Officers and members. At this function selected members of your Chapter can give short talks on the various aspects of your particular school (classes, professors, extracurricular activities, etc.).
3. Be certain that all incoming students receive copies of the rushing materials available from the Executive Office or any rushing materials which your Chapter may devise. It would be advisable to keep a supply of these rushing materials available in a central location at all times.
4. Prepare a directory of all Pre-Law Chapter members. This directory can serve as a rushing booklet with information on your Chapter, the names of faculty members who are also members of the Chapter and such other information as you may deem appropriate. Additionally, if your school does not put out a student directory, you may wish to implement this project.
5. Your Chapter may wish to put on informational seminars for incoming students. Such programs will be invaluable to the freshman students and will also demonstrate to them that you are interested in their welfare and they, in turn, will be more willing to join and support your Chapter.
6. Utilize your newly inducted members in your Chapter's continuing rush program. They can do more to tell their classmates about the organization, and the reasons for joining it, than the older members in your Chapter.
7. Prepare a calendar of Pre-Law Chapter events which your Chapter intends to hold, and distribute to all interested students. This is an excellent rushing aid. You may wish to include the school calendar in such a flyer as well.
8. Schedule a meeting of your members before your first rush function. Give each Pre-Law Chapter member a fact sheet and other information so they may be aware of those aspects of the Pre-Law Program which you are stressing during rush. Be sure they are also familiar with the Calendar of Events.
9. Stress the professional aspects of P.A.D.'s Pre-Law Program.



10. Whenever possible include P.A.D. law students and alumni in your rushing activities. They can add an aura of prestige to your events, and demonstrate the “big picture” as to what membership in Phi Alpha Delta really means. It is important for prospective members to understand that they will be joining a leading legal organization.

The following is the general procedure which should be utilized for a general information rushing program which utilizes a speaker. This material is set forth as an example of proper rushing techniques.

1. Have a speaker’s table set up with seats for all persons participating.
2. Set up a display/handout table near the entrance to the room in which the meeting is being held.
3. Have all of your members appear for the event prior to the time it is to begin. Officers should greet all potential rushees and introduce them to your Chapter members.
4. Assign one of your members to prepare nametags for all of those persons who will be attending the event.
5. You should obtain the names, addresses, phone numbers and e-mail addresses of all potential rushees who will be attending the event. This is easily done by having a sign-in sheet at the entrance to the event, which they sign while getting their nametag and other information.
6. Make sure that you allow sufficient time for all students to arrive prior to the commencement of the meeting (usually 20-30 minutes will be sufficient).
7. A suggested program outline is as follows:
  - a) General welcome by the Chapter President.
  - b) Introduction by the Chapter President of any administration and faculty members in attendance.
  - c) Thereafter, the President should request each of the Chapter Officers to stand and introduce themselves.
  - d) Chapter members should next introduce themselves to the meeting.
  - e) The President should then request that each potential rushee stand and introduce themselves. (The above “self-introductions” are designed to allow each person attending to take part in the program — also the new rushees will feel more closely associated with a group which allows them to stand and talk at the very first meeting...this technique has proven to be overwhelmingly successful by the Chapters using it.)
  - f) The Chapter Officers should outline the Chapter’s programs and its goals.
  - g) Allow time for questions and answers.
  - h) Announce the next rushing affair and invite everyone in attendance to the event, and adjourn the formal program.
8. Follow-up:
  - a) Utilize the list you made of those rushees who attended the rush

function. A list of potential members should be prepared and furnished to all Chapter Officers, and all members of the Membership Committee.

- b) A Chapter meeting should be called as soon as possible following the conclusion of each rush function to discuss the effectiveness of the function and determine who among the rushees are key persons who may be contacted in the future.
- c) Each Chapter Member should be assigned to contact at least one rushee to pursue that person for membership in the Chapter.
- d) An article should be written about each of your rush functions for inclusion in the school newspaper and any appropriate photographs should be included as well.
- e) When practical, letters should be sent to all those who attended each of your rush functions expressing pleasure in their attendance. If your finances prohibit the use of such letter writing, a phone call or e-mail can be most effective.

**New members** obtained through a proper and effective rushing program are the very life blood of any Chapter. The length of time that anyone spends in an undergraduate Chapter is all too short and, therefore, it is imperative that a continuing effort be made to obtain qualified new members. Just as you have been given an opportunity to become a pre-law member of this Fraternity, you must extend this opportunity to every qualified student of your school having due regard for the proper qualifications of membership and without lessening the quality of membership in your Chapter. The proper procedures of the International By-Laws must be adhered to in all facets of rushing.

The selection and assimilation of new members is an indispensable part of Chapter activity. This must be carried on **each semester** since time spent in undergraduate school is so very short; a poor rushing result in any one semester can prove to be disastrous to even the best Chapter. Therefore, the recruiting activities and functions of a Chapter are of prime importance.

If all rush functions are conducted as social events, the Chapter soon will have a reputation of being a mere extension of a social fraternity. While it is not intended here to condemn a proper social type rush function, the Chapter should strive to put on a **balanced rushing program** which includes professional programs as well. Of course, the best type of rushing possible is a “carryover” reputation from being an active, professional organization. A good, well-balanced Chapter Calendar, including successful professional, social, scholastic, and service programs will pay handsome dividends the following year during rush. The reputation gained in any one year will inevitably have a definite effect on the rushing success the following year. If your Chapter is unable to fall back upon a successful year of chapter operation in the immediately preceding year, then the next best thing is to have a strong program of activities planned for the current or upcoming year. Attendance of local P.A.D. Law Students at rush functions can be very effective.

A major error in rushing, and the most common mistake made by many Chapters, is the lack of an effective *follow-up* program. Even though the Chapter may plan and execute some outstanding rush functions, without an effective and coordinated *follow-up* program, many of the potential members will be lost. Do not let this happen to you! Usually, the rushing activities of a Chapter are under the direction of a Membership Committee.



## 10. Fraternalism

A sense of fraternalism among the members is essential for the cohesiveness of the Chapter. The spirit of fraternalism does not spring full grown without effort or work; rather it must be carefully and diligently cultivated by the Officers of the Chapter. Without a conscious effort upon the part of all Officers, the organization will develop into one built strictly on personalities, which do not provide continuity. **It is imperative, therefore, that the Chapter Officers strive to cultivate a strong fraternal identity with each group of new members.** This affiliation should be with Phi Alpha Delta Law Fraternity, International and not John Jones, Class of '71, who just happens to be the President of the Chapter for that particular year or the strongest personality among the Chapter's members. The important thing to remember here is that it takes a conscientious effort on the part of the Chapter Officers to develop this spirit of camaraderie and cohesiveness. While this responsibility most often must rest directly upon the shoulders of the Chapter President, he/she must have the full cooperation of all Chapter Officers to be successful in this area.

# ANTI-HAZING POLICY

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“Phi Alpha Delta Law Fraternity, International is an international professional organization comprised of judges, lawyers, law students and pre-law members, having chapters situated in almost all of the 50 states and beyond.

WHEREAS Phi Alpha Delta recognizes the fact that there exist state and local laws prohibiting the practice of “hazing”\*, AND WHEREAS Phi Alpha Delta also recognizes the fact that to attempt to codify one uniform rule prohibiting hazing might conflict with such laws from state to state.

Therefore, the universal policy of Phi Alpha Delta relative to this practice is as follows:

Each and every member and chapter of Phi Alpha Delta Law Fraternity, International, including Pre-Law Chapters, shall fully comply with all the applicable state and local ordinances which prohibit the practice of “hazing”. It shall be the duty and responsibility of each and every member of Phi Alpha Delta to report to local authorities any and all conduct which they in their good faith believe constitutes any violation of such ordinance. Failure to report such activities to the local authorities as required by law, when other members of the chapter, with or without the approval of the chapter, are engaging in such conduct, shall constitute grounds for the International Executive Board of Phi Alpha Delta to suspend the charter of the offending chapter until such time as there is a satisfactory showing that such activity has ceased in its entirety.

Furthermore should any member or pre-law member of Phi Alpha Delta be convicted of a violation of any state or local ordinance prohibiting “hazing”, such person’s right and privileges of membership in Phi Alpha Delta Law Fraternity, International shall be revoked by the International Executive Board.

In addition, the International Executive Board may revoke the rights and privileges of membership of a member or pre-law member of Phi Alpha Delta Law Fraternity, International who, although not convicted as stated above, has been accused of any activity in violation of the forgoing policy”

\* For the purpose of this policy, the term “hazing” shall be defined to include, but not necessarily 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 committed by individuals calculated to, as a continuing prerequisite for association 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. Furthermore, the International Executive Board of Phi Alpha Delta Law Fraternity, International has determined that 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 into the fraternity’s policy.



# CHAPTER FINANCES

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## A. Chapter Dues

Many chapters finance their activities — at least in part — through chapter dues. Dues collected are above the International Initiation Fee required of all members. Chapters are free to collect dues however they see fit: one-time, annually, or by semester. While one would think high dues dissuade membership, this is not the case. The key is to give your members something for their dollar. Chapters with higher dues have correspondingly high quality programming and keep their members involved.

Prior to charging dues, the chapter should consider uses for the funds, and conduct a vote among the general membership. Dues imposed by a vote of the officers can cause ill feelings within the chapter.

Another problem with dues is collection from upper class members. This is especially so in large chapters, where collecting from many members is a difficult task. Some chapters avoid this problem by offering a discount to new members who pay their chapter dues up front. For example, a chapter with \$10.00 annual dues can allow new members to pay their dues for three years for \$20.00 or \$25.00. Of course, you should give the members the option of “paying as they go”, whether annually, by semester, or by quarter.

Even though dues are a good way to raise money for the Chapter, it is not the easiest. Collection is the Treasurer’s most important job. Proper dues collection requires time, effort, and persistence.

### 1. Billing

Prompt and regular billing is essential. Bills will have more effect if sent to a member’s home, rather than dropped in a student mailbox. Think of the money spent on postage as an investment that will pay off when dues start rolling in. Bills should go out on September 1 for the Fall Semester, or February 1 if you bill in the Spring. Important items to include on the bill include the due date, amount of dues, the address or location to send dues, and to whom the check should be payable. It is also a good idea to include a copy of your chapter’s calendar of events for the upcoming semester when you are asking for payment. This will allow your members to immediately see what you intend to spend their dues money doing. You will find that members are much more willing to pay money to your chapter if they can see where the money is being spent, and see upcoming events which they may be interested in attending.

The easier it is for members to pay their dues, the more likely they are to pay. You may want to set up certain office hours during the time dues should be paid, so that members will know when someone will be available to accept their payment. Another option is to have a chapter Post Office Box where dues may be mailed to one location for pick-up. Do not make members

track you down to pay dues — it won't work!

On October 1, it is time to follow-up with those members who have not paid their dues. Drop a note in their student mailbox on campus, or send them an e-mail message, reminding them that they still have not paid their chapter dues. You may want to consider revoking their privilege to vote at chapter meetings or attend chapter events (where other dues-payer's money is being expended) until they have met their financial responsibilities to the chapter.

Many chapters set up "Early Bird" payment options which allow members to receive a discount for paying their dues early, or for paying the entire year in advance. This makes the job of collecting dues much simpler because you do not have to bill these members in the Spring semester. It is also a great solution for your seniors who will find themselves applying to law school and preparing for graduation. This will give them one less thing to worry about during their last semester of school.

## **2. Chapter Supplies**

There are many supplies available from the Executive Office to help make the job of the Treasurer easier. These items are available free of charge in reasonable quantities and include:

- a) Accounts Payable Journal Sheets
- b) Cash Journal Pages
- c) Chapter Assets Record Sheets
- d) Membership Journal Pages

A sample of each of these items may be found at the back of this manual.

A budget is a financial plan for a fiscal period, setting a definite plan of operation for the Treasurer to follow in the coming fiscal period. Each month the Treasurer should compare the budgeted income and expense with the actual situation. If the income is below expectations or if the expenses are too great, steps should be taken to either reduce the expenses or increase the revenue. Proper use of the budget by the Treasurer and the Officers will strengthen the Chapter financially.

Either annually or prior to the beginning of each semester your Chapter's Executive Board should prepare and adopt a Budget. Assess the costs of each of your Chapter's professional, social, publicity and rush programs. Obtain input in the budget process from each Committee Chairperson. It is a good idea to have each Committee Chairperson submit a budget outlining their Committee's plans and the projected costs to implement their plans. In agreeing upon a budget, you must of course be mindful of your sources of revenues, i.e. dues, fund-raisers, etc. A budget is not carved in stone, but it should represent a workable plan and provide a good starting point for your Chapter. As plans and programs get underway, the Executive Board should review, update, and revise the Chapter's budget on an on-going basis.

In preparing a budget the Treasurer should take into consideration the figures from the previous year's statement and the conditions of the coming fiscal year. The Treasurer should be able to forecast the income and expenses for the coming year. The income should always equal or exceed the expenses. If the income exceeds expenses, the excess each year will provide a fund which can be used for various worthwhile projects. If the Chapter has previously operated at a deficit and the liabilities now exceed the assets an expenditure entitled "Debt Reduction" should be budgeted to provide funds to wipe out such deficits. A sample budget is shown on the next page.

### **PHI ALPHA DELTA LAW FRATERNITY Sample Pre-Law Chapter Budget July 1, 2000 to June 30, 2001**



**PROJECTED INCOME:**

Chapter Initiation Fees .....	\$1000.00
Dues-active members .....	\$ 500.00
Fund-raisers .....	\$ 400.00
Student Gov't Funding .....	\$ 200.00

**TOTAL PROJECTED INCOME .....** \$2100.00

**PROJECTED EXPENSES:**

Initiation Fees to Int'l Office .....	\$1000.00
Stationery and Supplies .....	\$ 50.00
Publicity & Copying .....	\$ 150.00
Rush Events .....	\$ 250.00
Postage .....	\$ 50.00
Social Events .....	\$ 300.00
Telephone .....	\$ 25.00
Professional Programming .....	\$ 200.00
Transportation for Law School Tours .....	\$ 50.00
Miscellaneous .....	\$ 25.00

**TOTAL PROJECTED EXPENSES .....** \$2100.00

**B. School Budgetary Procedures**

Most Pre-Law Chapters obtain financial support through the college or university Student Government. ***Be aware that this option may be available to your Chapter.*** Take steps to determine your school's guidelines, deadlines, criteria, etc. for applying to obtain Student Government funding. Very often you would be required to present a budget outlining your Chapter's projected financial needs which would be predicated upon the specific programs your Chapter is planning.

Familiarize yourself with your school's policy on student organization funding, and review your school's budgetary process so that you may maximize your Chapter's potential to obtain funding requests.

Student organization budget requests for the Fall semester are usually reviewed and determined by the school administration or Student Government Association in the preceding Spring. Therefore, it is imperative that the Treasurer plan the Chapter's budget well in advance, and most importantly adhere to any school established deadlines for organization budget requests.

Even if your Chapter was not initially allocated money during the usual budgetary process, there may be a means of applying to an Allocation Committee for event by event funding.

## INTERNAL REVENUE REQUIREMENTS

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The 1954 Internal Revenue Code, Section 501, required that a non-profit organization file an information return (Form 990) at the end of each fiscal year. Accordingly, the active Chapter Treasurer should obtain a Form 990 from the District Director of the Internal Revenue office in the district where the Chapter is located. The Form must be completed and filed before the 15th day of the fifth month after the close of the fiscal year. (If the fiscal year ends on June 30, the Form should be filed before November 15.) **However, if the income of the Chapter is less than \$10,000, the form need not be completed in financial detail but across the top of the form should be written "INCOME LESS THAN \$10,000".**

The following information will be needed by the active Chapter Treasurer in addition to the Chapter's financial information:

1. Date of exemption letter: April 27, 1945
2. Subsection of Section 501C under which you are qualified for exemption:  
Subsection 7
3. Admission Taxes: Section 4231 of the Internal Revenue Code provides for admission taxes on various social functions. Active Chapter Treasurers are advised to relate their Chapter activities to this Section of the Internal Revenue Code so that they will not be found delinquent in their obligations to the Internal Revenue Service.
4. **Chapter Employee Identification Numbers** (EIN) - Phi Alpha Delta is a non-profit organization and each of our subsidiaries (Chapters) must have an Employee Identification Number. As each Chapter is chartered P.A.D. applies to the Internal Revenue Service for an EIN solely for use by that particular Chapter. When opening bank accounts, the Chapter is frequently required to provide its Employee Identification Number. If your Chapter has not received its EIN, please contact the Executive Office so that we may provide it for you.



## PUBLIC RELATIONS

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Publicity is a most important item of Chapter Officer responsibility, and generally one of the most overlooked. An excellent rush function, an outstanding banquet, a good professional program and a successful community service project should be given the maximum amount of publicity; both at the school (for rushing purposes) and among the general public. Some suggestions for better public relations:

- a) Announcements posted on bulletin boards, around the campus, in campus housing, and in school and local newspapers (where possible), and on e-mail.
- b) Announcements made by faculty members at the beginning of their classes.
- c) Chapter members should be encouraged to spread announcements by word of mouth.
- d) The Chapter Secretary, as public relations officer, and the Chapter Advisor should maintain a good rapport among the Chapter, the student body, the faculty, and the administration.
- e) Appoint an official photographer. This is usually a member with a good camera, some skill, and the enthusiasm to attend all Chapter events. Get event pictures developed immediately and posted on your bulletin board (with appropriate captions), also include these photos with articles submitted to school and local news media.
- f) The Chapter Secretary should submit newsworthy articles to the Executive Office for inclusion in *The Reporter*.
- g) Whenever the chapter is sponsoring a large and prominent event (such as a formal banquet where an International Officer is to attend, or where a prominent judge or lawyer is to speak to the Chapter), prepare the news release prior to the actual event. Obtain a photograph of the prominent person, a statement of his/her remarks, and submit this information to the local news media in advance. In many cases, the newspaper will use a news release if submitted to them in time.

Time is the most precious commodity of your members, and it does take time to properly operate a Chapter. Therefore, for a Chapter of any organization to justify its existence among undergraduate students, it must offer them compensation for the use of their time. Where a Chapter aids in the professional development of a student toward one's chosen profession, any time spent in the chapter's activities is worthwhile. One of the biggest problems is keeping up the interest of all Chapter members and encouraging attendance at Chapter functions and meetings. Proper planning of all functions and activities, as well as aggressive publicity campaigns, are absolutely vital in these areas. The use of the school bulletin board, mailing of postcards, personal phone calls and e-mail updates, have all proven effective in revitalizing interest in Chapter activities. This is the function which is properly under the jurisdiction of the Chapter Secretary, who must fulfill this responsibility if the Chapter functions are to be successful. Regardless of how much planning has gone into a program, if the Chapter members are not made aware of it, and are not encouraged to attend, the work of those members who have planned the activity will be for nothing.

The Chapter should have a separate bulletin board, where available. Determine whether the school administration will assign the Chapter a certain section of a bulletin board, and use that section for all notices of Chapter events. Where the chapter is unable to obtain a separate board of its own, the blank flyers furnished by the Executive Office to all chapters should be used for all Chapter notices. This paper is easily recognizable. Anyone looking at the board would be attracted to such a notice. Be sure that all Fraternity notices posted are neat and attractive. If a separate board is maintained,

make certain that it is kept neat and up-to-date at all times — remember that to the new student, this bulletin board will be a major factor in creating an image (good or bad) of the Chapter and our Fraternity.



## DUTIES OF THE PRESIDENT

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The primary duty of the President of a Pre-Law Chapter is effective leadership and guidance of the Chapter and of its functions during one's tenure of office. This includes the development and maintenance of a spirit of fraternalism and cohesiveness among the members of the Chapter, the acquisition and assimilation of new members into the Chapter, the development and implementation of appropriate professional programs and social activities, and the appointment of effective committees.

The office of Chapter President is the highest honor a Pre-Law Chapter of Phi Alpha Delta Law Fraternity, International has to confer. In accepting this honor, the President assumes a great responsibility which should be discharged with dignity and diligence. The faithful performance of these duties will afford great personal satisfaction and will provide valuable experience.

The President must be a person of force and executive ability; of even disposition and sound judgment. It is the responsibility and duty of the President to see that all of the other Chapter Officers faithfully perform their duties; that committees are activated; that the requirements of the Constitution and International By-Laws and of the local By-Laws are adhered to; and that Chapter meetings are conducted in conformity with the established rules of parliamentary procedure. The President must appoint proper committees to carry on Chapter activities and require their prompt performance; watch the scholastic standing of the members of the Chapter; maintain close contact with the Dean of the School, and with the Chapter Advisor(s); and finally, whenever necessary, must apply, justly and firmly, such disciplinary measures as may be appropriate for the good of the Chapter, remembering always that one's responsibility as President of the Chapter takes precedence over one's personal feelings.

The President should carefully study and become familiar with:

- a) The Constitution and International By-Laws
- b) The Chapter By-Laws
- c) Robert's Rules of Order (Revised)

The Constitution and International By-Laws are adopted by the International Chapter of Phi Alpha Delta Law Fraternity, International. Its authority extends not only to Phi Alpha Delta Law Fraternity, International but to the Pre-Law Program as well. It is, therefore, imperative that you study all of the provisions contained therein.

Your local by-laws, of course, serve the same purpose on a local level. You should carefully review them to ascertain whether they conform to the provisions of the Constitution and International By-Laws. Any discrepancy between them should be resolved immediately by having your Chapter By-Laws amended. Remember, where the local Chapter By-Laws conflict with the Constitution and International By-Laws, the latter always rules.

From time to time the Executive Office will send to you and/or the Secretary or other Officers of your Chapter various communications. The information contained in these communications should be passed on to the individual members of your Chapter. This is one of your responsibilities which must not be neglected. Whenever these are mailed to you as President, it is assumed and expected that you will fulfill this duty of your office. Otherwise, the individual members of your Chapter will not obtain vital Pre-Law information.

Proper Chapter Organization is the first responsibility of the new Chapter President. Without organization and executive direction, the Chapter activities will falter. An organizational meeting should be held as soon as possible following the election of Chapter Officers. At this meeting, general guidelines of Chapter activities should be thoroughly discussed and established. A projected chapter activity schedule, containing

major social, professional, and community service projects to be undertaken by the Chapter, should be devised and communicated to the general membership for comments and suggestions. Committees should be immediately appointed and activated.

Executive Meetings attended by all Chapter Officers and key Committee Chairpersons prior to general Chapter meetings would greatly aid you in lending leadership and direction to your Chapter. Here, general recommendations for the Chapter may be discussed and finalized for presentation to the Chapter. Various professional programs and fund raising projects, as well as social activities, can be considered at some length during such executive sessions. These sessions will lend a cohesiveness and a continuity to your Chapter activities which would not otherwise be possible.

One of the most important of your many duties will be to ensure that the various Chapter Officers properly perform the duties of their office and that the Committee Chairpersons activate their respective committees. This responsibility is yours by virtue of your office as President, and cannot be ignored by you for any reason whatever. Should any Chapter Officer fail to properly execute the duties of their office, you should consult with them and determine whether or not you can be of assistance. Excessive absences at chapter meetings by Chapter Officers should not be tolerated. An officer cannot properly perform the duties of their office if chapter meetings are not attended. If a Committee Chairperson does not activate the committee, you should determine whether or not they plan to do so. If such is not planned, you should immediately relieve the Committee Chairperson from their duties and appoint another.

\*\* Remember, the most successful Chapter Presidents lead by example. Thus, your attendance at all chapter events is imperative.



## DUTIES OF THE VICE-PRESIDENT

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The Vice-President of the chapter should work very closely with the President if the term of office is to be a successful one. The Vice-President must be prepared to replace the President, if absent, but more importantly, must become the “right hand”, aiding the President in every way possible, especially with administrative duties concerning the internal function of the Chapter.

Upon assuming office, the Vice-President should carefully study the Phi Alpha Delta Constitution and By-Laws, the local Chapter By-Laws, Robert’s Rules of Order, and any procedures promulgated by the International Executive Board. This is essential if one is to be properly prepared to preside over Chapter meetings in the absence of the President.

The Vice-President must be prepared at all times to aid the President in the coordination of the work of the various committees and also to aid any of the other Chapter Officers (especially the Secretary) in the performance of their duties. The Vice-President is in an especially good position to lend guidance, at the direction of the President, to the various committees of the Chapter. Indeed, in many Chapters, the Vice-President serves as liaison to the Professional Development and Community Service Committees, and in that capacity, coordinates all of the various programming activities.

You, as Vice-President, may be requested to maintain close relations with the school administration. This area definitely must not be overlooked. The maintenance of proper and cordial relations with the school administration is, of course, of paramount importance to the Chapter and its individual members.

The development of strong ties between your Chapter members and law school members of Phi Alpha Delta is also of great importance. Here, tangible results will accrue to the individual members, as well as to the Chapter as a whole, if the proper relationship is fostered and developed. It is incumbent upon the Pre-Law Chapter to develop and maintain this relationship, rather than upon the law school chapters. Remember, they possess valuable information that your members are seeking.

Although the Chapter Secretary has been given the primary responsibility for chapter public relations, this is a big job which sometimes tends to be overlooked. The Vice-President should work with the Secretary in this area to ensure the Chapter receives appropriate publicity of events. Occasionally, Chapters divide this responsibility between the two offices, with the Vice-President responsible for news releases and outside publicity, and the Secretary handling publicity to chapter members and on the campus itself.

With regard to public relations, don’t forget the administration of your school. As soon as possible after your election, make an appointment with the Dean of your school. Explain to the Dean that you have recently been elected an Officer of your Chapter and that you want to discuss the position of the Pre-Law Chapter in general. Offer the Dean the aid of your Chapter in his program of administrating the school. Determine if the Dean has any ideas to improve your Chapter programming. Every time the Chapter prepares a news release, puts on a very successful professional program, conducts a good freshmen orientation program or study group, let the Dean know about it. The school is benefiting by these Chapter activities and your Chapter may enlist active cooperation and aid if the Dean knows where the Chapter’s interests lie in the school.

The Vice-President can also be of great assistance to the Secretary of the Chapter in the acquisition of new members. There is no more important function of the Chapter and its officers than to continually seek new members - they are the future of your Chapter and of the Fraternity.

## DUTIES OF THE SECRETARY

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The duties of the Chapter Secretary are crucial to maintaining a well run Chapter. The Secretary of the Chapter is the key to its success or failure. If the Secretary improperly performs the duties of the office, the Chapter cannot be successful no matter how effective the other Officers may be.

The Secretary is the key liaison between the Chapter and the Executive Office. From time to time, communications from the Executive Office will be addressed to the Secretary of the Chapter. This correspondence is sent to you as an officer of the Chapter, and not in your capacity as an individual member. Therefore, whenever you receive such a communication, it is your responsibility to convey the information to all of the members of the Chapter. **This responsibility is absolute.** There is no discretion whatsoever as to whether a particular communication should be made known to the Chapter members. Only if the Secretary properly performs this important task will the members of the Chapter obtain all of the benefits of the Pre-Law Program.

**All Forms must be submitted in a timely fashion to the Executive Office.** To assist you in this regard, the Pre-Law Director has prepared the following information. Consult these materials and follow the instructions contained therein. Attention is directed particularly to the following forms which must be prepared and submitted to the Executive Office within the time allotted.

**Membership Application** – Due with the Enrollment Form

**Membership Enrollment Record** – Due within ten days of the chapter's receipt of membership application and fee from applicant (or two weeks prior to initiation ceremony if Chapter wants supplies sent in advance).

**Roster of Officers** -Due immediately after elections or any change of information contained herein (address, phone #, etc.)

**Transfer of Membership** – Due within ten days of a member transferring from or to another Pre-Law Chapter.

The presence of the Secretary at all Chapter meetings, regular or special, is absolutely essential. It is your responsibility to take and read minutes of what has transpired at such meetings, and to be aware, at all times, of the time, place, date, and purposes of all Chapter activities. This information should be conveyed to the general membership on a regular basis.

The Secretary must maintain a correct listing of all administration, faculty and student members. They should be notified of all meetings, activities and programs. To fail in this duty is to undo the work of other Chapter members who have arranged these events.

It is your responsibility to see that the Membership Application forms for each prospective member are submitted to the Executive Office along with the membership fees and a Membership Enrollment Record.

Any requests from the Executive Office and all International Forms should be promptly taken care of in your capacity as liaison officer between your Chapter and the Pre-Law Office. This duty must not be overlooked for any reason.

**Chapter Supplies Order Form** - This form lists all Pre-Law Chapter materials available from the Executive Office. The form indicates the cost, if any, for each item. The majority of items may be ordered, in reasonable quantities, at no cost to the Chapter.

**Bulletin Board Announcement Sheets** - This should be used for Chapter announcements - not as stationery.



## **Other Duties of the Secretary**

1. Record Chapter minute
2. Keep Chapter Membership Records current
3. Keep Chapter By-Laws accurate and current
4. Keep copies of all correspondence
5. Retain copy of Phi Alpha Delta Constitution and International By-Laws in Chapter files and any procedures promulgated by the International Executive Board.
6. Maintain close liaison with local law school and alumni chapters of Phi Alpha Delta, your Chapter Advisor(s), and the Pre-Law Director.
7. Dispatch notices of meetings to members
8. Act as liaison to the Chapter Membership Committee - responsible for acquiring new members.
9. Ensure that all Chapter events and meetings are properly publicized, as set out in the Public Relations section of this Manual. If the Chapter has a Publicity Committee, the Secretary's duties become to supervise and serve as liaison to this committee. Occasionally, publicity duties are shared with the Vice-President. Do not be afraid to ask for assistance in this most important of Chapter functions!

## DUTIES OF THE TREASURER

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The Treasurer of the Pre-Law Chapter is the trustee of the chapter funds. Moreover, you are the *chief financial officer and fiscal advisor* to the chapter. You are responsible for the proper receipt and disbursement of all Chapter funds. The duties are much more than to merely receive dues from the various members and to sign checks drawn upon chapter funds.

The Treasurer should develop methods of raising funds to supplement the chapter dues. The Executive Office provides several suggested methods of fundraising which have proven successful at other chapters. You would be performing a great service to your chapter if you review these methods and determine if any would be successful at your chapter. Students have little time for extracurricular activities, and therefore it is suggested that any fundraising methods which are adopted by the chapter should be such that they do not cut too severely into the time of its members. Many chapters have established a finance committee which operates under the Chapter Treasurer, whose duty it is to develop such fundraising methods.

The Treasurer must keep proper records concerning financial matters on the proper forms which have been furnished to each chapter by the Executive Office. The Treasurer must receive the International Membership Fee of \$70.00 for each and every prospective member **prior** to their initiation, and transmit the same immediately to the International Office — **this is your responsibility and cannot be delegated to anyone else, be they officer or member.** Attention is directed to the fact that until this is done, they are not full-fledged members of the chapter and do not have the privileges of membership therein; before they may be inducted, they must pay the International Membership Fee in its entirety. **No one, for any reason, is allowed to be inducted until this entire amount is paid.**

The Treasurer is to disburse chapter funds by check only and such check must be countersigned by the President — **this is a provision of the Constitution and International By-Laws and cannot be waived by the Treasurer, the President, or**





**PRE-LAW**

# Application for Membership

## PHI ALPHA DELTA LAW FRATERNITY, INTERNATIONAL

The Chapter Secretary shall require each applicant for membership to complete this application. The Chapter Secretary must forward this original application to the International Executive Office of the Fraternity within ten days of the initiation. The Secretary should make a copy of the application for the chapter records.

**Please print legibly or type.**

- Name \_\_\_\_\_  Male  Female  
Maiden Name \_\_\_\_\_ Birthdate (mm/dd/yyyy) \_\_\_\_\_
- Current Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Current Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Permanent Phone Number \_\_\_\_\_
- School Currently Attending \_\_\_\_\_ Class of (mm/yy) \_\_\_\_\_
- Give names and addresses of two persons most likely to know your future address changes:  
\_\_\_\_\_  
\_\_\_\_\_
- Law schools you are interested in attending: \_\_\_\_\_
- Have you been explicitly informed of your financial obligations as a member of this Fraternity?  
(Make sure before answering)  Yes  No
- Do you agree to pay the International Initiation fee of \$70.00 before you are initiated?  Yes  No
- Payment Method:  Check  Money Order  
Credit Card:  MasterCard  Visa  Discover  
Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Cardholder's Name \_\_\_\_\_  
Billing Address \_\_\_\_\_  
Signature \_\_\_\_\_

**\* No amount exceeding the International Initiation Fee will be charged to a credit card.**

**\* No person may be initiated until the International Initiation Fee has been paid in full.**

All returned checks will be charged a \$20.00 service fee.

Make a copy of this application for the chapter records before submitting the original to the Executive Office.

All returned checks will be charged a \$20.00 service fee.

Make a copy of this application for the chapter records before submitting the original to the Executive Office.

ATTENTION: College, Graduate School, Law School or LSDAS, I hereby authorize you to release to P.A.D. Law Fraternity, International through the bearer of this release, any and all Directory Information including any temporary or permanent addresses, business address, and phone numbers. I understand that such information is to be used solely for the purpose of P.A.D. in maintaining contact with me. I also agree that the photocopy of this release will be valid as an original signed copy. I understand that upon admission to law school, if I choose to join a P.A.D. Law School Chapter, I will be required to submit a Law School membership application and initiation fee, minus the applicable Pre-Law Member discount.

I hereby certify that I have read this application in its entirety, and I understand and agree with all information contained therein.

Signature of Applicant: \_\_\_\_\_

TO BE COMPLETED BY CHAPTER SECRETARY

Initiation Date\*\*: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_

EXECUTIVE OFFICE USE ONLY

Date Received: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Credit Card Author: \_\_\_\_\_

**\*\* Note: Failure to include the initiation date WILL delay processing of the applications and shipping of membership materials.**

## PHI ALPHA DELTA LAW FRATERNITY, INTERNATIONAL

345 N. CHARLES STREET, BALTIMORE, MARYLAND 21201

(410) 347-3118 • (410) 347-3119 FAX • DCO@PAD.ORG • WWW.PAD.ORG







# PHI ALPHA DELTA LAW FRATERNITY, INTERNATIONAL

## PRE-LAW ROSTER OF OFFICERS

**SCHOOL NAME:** \_\_\_\_\_  
Period Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

**PRESIDENT:** \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Perm Phone: \_\_\_\_\_

**VICE-PRESIDENT:** \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Perm Phone: \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Perm Phone: \_\_\_\_\_

**TREASURER:** \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Perm Phone: \_\_\_\_\_

**FACULTY ADVISOR:** \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Perm Phone: \_\_\_\_\_

**ALUMNI ADVISOR:** \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Perm Phone: \_\_\_\_\_

NOTE: Immediately upon election of officers, this form is to be completed and filed with the Executive Office at the address listed on the back of this roster.

# Pre-Law Roster of Officers

**TITLE/NAME:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Perm Phone: \_\_\_\_\_

**TITLE/NAME:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Perm Phone: \_\_\_\_\_

**TITLE/NAME:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Perm Phone: \_\_\_\_\_

**TITLE/NAME:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Perm Phone: \_\_\_\_\_

**TITLE/NAME:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Perm Phone: \_\_\_\_\_



Please return this application to:

**PHI ALPHA DELTA LAW FRATERNITY**

345 N. Charles St. • Baltimore, MD 21201  
410-347-3118 Voice • 410-347-3119 Fax • [www.pad.org](http://www.pad.org)







# CASH JOURNAL

Date	Explanation	Cash in Bank - Checking		Received		Expenses		National Initiation Fee	
		Dep + Debits	Disburse.-Credit	Explanation	-Credit	Explanation	+Debit	Recvd. - Credit	Paid+ Debt
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
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16									
17									
18									
19									
20									
21									

# CHAPTER ASSETS RECORD

Explanation of Asset	Date of Acquisition	Location	Price
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			





# MEMBERSHIP JOURNAL

Name	First Semester			Second Semester			Third Semester			Fourth Semester			Explanation	
	Billed +	Paid -		Billed +	Paid -		Billed +	Paid -		Billed +	Paid -			
	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT		
<b>1</b> _____ Name _____ Permanent Address _____ School _____ Date of Initiation _____ Date of Graduation _____														
<b>2</b> _____ Name _____ Permanent Address _____ School _____ Date of Initiation _____ Date of Graduation _____														
<b>3</b> _____ Name _____ Permanent Address _____ School _____ Date of Initiation _____ Date of Graduation _____														

**CHAPTER:** \_\_\_\_\_



# PRE-LAW ORDER FORM

Item:	Qty.	Item:	Qty.	Item:	Qty.
<b>Manuals &amp; Handbooks*</b>		<b>Forms</b>		<b>Misc. Supplies, cont.</b>	
Pre-Law Chapter Officers Manual		Application for Membership (student)		The Reporter – Quarterly	
PAD Constitution and By-Laws Manual		Application for Membership (faculty)		Name Tags	
Book of the Ritual		Enrollment Form		GIECO Car Insurance Discount Brochures	
Pre-Law Mock Trial Handbook		Roster of Officers		Supreme Court Internship Information	
Pre-Law Programs Handbook		Chapter Minutes Form		P.A.D. Acrylic Seal (\$25.00 each – incl. shipping and handling)	
Goldilocks on Trial Handbook		Roll Call Form		Logo Stationary (\$10 per 500 or \$18 per 1,000)	
Writing a Personal Statement		Roll of the Chapter		P.A.D. Highlighters (\$.99/ea.)	
All Manuals/Forms on CD-ROM		Officer Transition & Continuity		Static Decals (5 for \$5.00)	
<b>Publicity/Rush Materials</b>		Fundraising Ideas		P.A.D. Balloons (20 for \$10.00)	
<b>Posters:</b>		Rushing Tips		P.A.D. Plastic Cups (4 for \$5.00)	
• Through the Decades – full color (17x22) \$9.99 each		Transfer of Membership		P.A.D. Can Koozies (\$4.00 ea.)	
• Full Color Recruitment Poster (11 x 17) \$1.00/each		Supply Order Form		P.A.D. Leather Coasters (4 for \$10.00)	
P.A.D. History DVD - \$10.00/ea.		<b>Misc. Supplies</b>		Greek Letter Decal (\$2.50 ea.)	
History Book on CD-ROM - \$9.99/ea.		Replacement White Banner (\$40 ea.)		P.A.D. Travel Mug (\$12.50 ea.)	
PAD Pre-Law Brochure		Replacement Gavel (\$50)		P.A.D. Thermal Flask (\$15.00 ea.)	
Sign-Up Sheet		Replacement Pre-Law Pins (\$5.00 Each)			
Rush Book – Includes listing of law school and pre-law chapters & benefits		Graduation Cords (\$15 each)			
		Grad Cords – bulk orders (20 or more sets) - \$14.00 ea.			

**All supplies are furnished without charge except as noted above.  
\*A maximum of 5 copies per manual/handbook may be ordered.**

### SHIPPING INFORMATION:

**School/Chapter Name:** \_\_\_\_\_

**Officer Name and Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Payment Options:**     Check     Money Order

**Credit Card Type:**     Visa     MasterCard     Discover

**Card Number:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Cardholder's Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Amount Enclosed:** \_\_\_\_\_

**(No post office boxes, except at schools for UPS deliveries)**

PHI ALPHA DELTA LAW FRATERNITY, INTERNATIONAL  
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