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THE PROFESSION, AND THE COMMUNITY.



P.A.D. ALUMNI CHAPTER CHARTER AND REACTIVATION GUIDE

**PHI ALPHA DELTA
LAW FRATERNITY, INTERNATIONAL**

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CHARTERING AND REACTIVATION – AN OVERVIEW

This is your guideline to use throughout the chartering/reactivation process for a Phi Alpha Delta Alumni Chapter. We welcome new initiatives that align with P.A.D.'s mission, vision and core values, so be creative with your chapter.

Alumni chapter members receive several benefits including:

- Frequent professional, community service, and social events
- Networking with fellow P.A.D. members for referrals and career opportunities
- Being a chapter delegate to P.A.D.'s Biennial Convention, with partial reimbursement
- Receiving exclusive membership benefits from P.A.D.

We wish you good luck and look forward to working with you!

RECRUITMENT

To charter or reactivate an alumni chapter, you will need to:

1. Recruit 10 members (25 members are required for statewide chapter chartering/reactivating)
2. Connect with active P.A.D. alumni chapters www.pad.org for their recruitment ideas

The Executive Office can offer a list of local alumni to contact or we can contact local alumni on your behalf.

It is helpful to begin the charter or reactivation process by recruiting 2 or 3 members who will serve as leaders of the process.

CHARTER/REACTIVATION PETITION

You'll need to print the Alumni Chapter Charter Petition or Alumni Chapter Reactivation Petition to use in person (contact the Executive Office for a paper copy of the petition). However, consider setting up a petition electronically with ipetitions.com. In addition to saving paper, an electronic petition also makes it easier to share the petition via email or social media.

Once you have the required signatures, email or mail completed petitions to the Executive Office for review and signature verification.

FOR CHARTERS ONLY:

- Charters require an initial onetime chartering fee of \$35.00. This fee can be submitted via check or online with the Charter Petition (checks are payable to “Phi Alpha Delta Law Fraternity”).
- Charters also require you to choose your chapter name based on the name of your community, city, or county. See the List of Alumni Chapters on www.pad.org for examples

Charters and Reactivations require the vote of the International Executive Board to be approved.

STRUCTURE

Like P.A.D. law chapters, alumni chapters have 5 main officer positions: Justice, Vice-Justice, Clerk, Treasurer, and Marshal. Alumni chapters may also have committees and committee chairs as needed.

In the initial stages of chartering or reactivating we recommend the following:

1. Appoint 2-3 interim officers once the charter/reactivation is approved (these will likely be the 2-3 members who you recruited earlier to assist with the process, but they can be any interested member).
2. Set an initial meeting with interim officers to recruit additional members/officers and plan formal elections.
3. Hold official officer elections no later than 2 months after receiving approval to reactivate/charter.

INITIAL CHARTER/REACTIVATION MEETING

When planning the first meeting of a newly chartered or reactivated chapter, it is important to:

- Set a date and notify the petition signers – who will automatically become the chapter members – at least 4 weeks in advance
- Send a general interest email to all local alumni members (you can obtain this list from the Executive Office). Include:
 - Names of interim officers
 - Time and location of the meeting
 - A summary of potential goals and ideas for the chapter
 - An invitation to join the chapter
 - As a reminder, joining an alumni chapter is free for P.A.D. law chapter graduates. Members only need to contact the Executive Office to

update their chapter affiliation. New P.A.D. alumni members can join online and pay the onetime \$120.00 Alumni Initiation Fee.

- FOLLOW UP with an email reminder 10 days prior to the meeting

At this first meeting, the chapter should:

- Complete formal elections to fill out the Executive Board
- Schedule a balance of professional development, social, fraternal, and community service programming
- Create an agenda for the next meeting
- Send the meeting minutes to the members of the chapter and the Executive Office after the meeting

Maintain communication with your membership by sending frequent updates, advertising events (feel free to use the International Calendar on pad.org) and creating social media accounts to update members & generate interest.

ALUMNI CHAPTER REQUIREMENTS

To remain active and in good standing, a chapter MUST meet the following requirements:

1. Hold two chapter meetings per calendar year and email the meeting minutes to the Executive Office)
2. Hold one new member initiation OR pay the Chapter Tax of \$120.00 if no new members are initiated by the end of the fiscal year, May 31st.
3. Hold officer elections once per calendar year

Please remember to keep in touch with the Executive Office with questions, updates, and more.

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