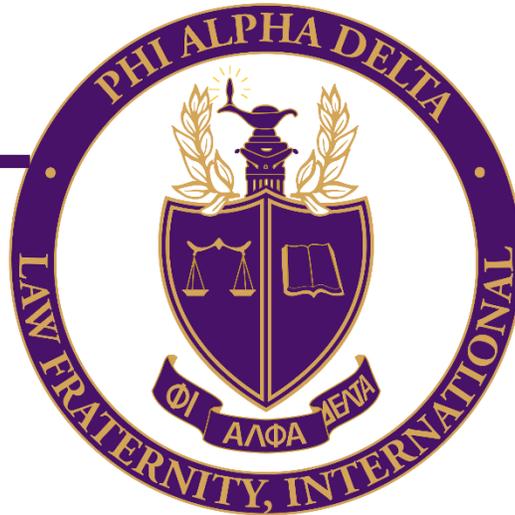


SERVICE TO THE STUDENT, THE SCHOOL,  
THE PROFESSION, AND THE COMMUNITY.



# P.A.D. LAW CHAPTER CHARTER AND REACTIVATION GUIDE

**PHI ALPHA DELTA  
LAW FRATERNITY, INTERNATIONAL**

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**Mission:**

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

**Vision:**

We are the preeminent law fraternity promoting the bonds of fraternalism and we are the leader in the development and advancement of professional ideals.

**Core Values:**

Bound together by tradition and our common interest in the law, we share these core values: Integrity, Compassion, Courage, Professionalism, Service, Diversity, and Innovation.

## TABLE OF CONTENTS

- Overview and Structure of P.A.D. Law Chapters ..... Page 3
- Benefits of a P.A.D. Law Chapter ..... Page 3-4
- Process to Charter/Reactivate a Chapter ..... Page 5-6
- Charter and Reactivation Checklist ..... Page 7
- Charter and Reactivation Ceremonies..... Page 8
- Maintaining the Chapter ..... Page 9
- Resources.....Page 9-10
- Template for Charter/Reactivation Petitions.....Page 11-13
- Template for Approval Letters .....Page 14

# OVERVIEW AND STRUCTURE OF P.A.D. LAW CHAPTERS

Phi Alpha Delta is a fraternal and professional legal organization that was founded in 1902 by law students for law students. The purpose of Phi Alpha Delta law chapters is to prepare members for the bar exam and their legal career, provide relevant programming to members, and positively contribute to the local law school community. Every chapter is different in how it approaches these goals, but overall, the main structure of each chapter is the same.

Phi Alpha Delta is not a social/Greek organization; we are a professional fraternity and expect all chapters, officers, and members operate under P.A.D.'s core values, mission and vision. That mission is to advance "integrity, compassion and courage through service to the student, the school, the profession and the community."

A P.A.D. law chapter is governed by an Executive Board that includes five main positions: Justice (President), Vice Justice (Vice President), Clerk (Secretary), Treasurer and Marshal. Each role has unique duties to help a chapter run smoothly. Chapters may also include various committees.

Chapters serve members throughout the year by holding programs that fulfill the fraternity motto: "Service to the Student, the School, the Profession and the Community". Chapters are expected to offer programming events that focus primarily on professional and academic development that encourage valuable leadership training, with some social and community service events.

## BENEFITS OF A P.A.D. LAW CHAPTER

P.A.D. offers unique benefits to its members. By chartering or reactivating a P.A.D. law chapter, you can bring P.A.D.'s member benefits to your campus.

- **P.A.D. ASSOCIATION AND NETWORKING OPPORTUNITIES-** Members become affiliated with the largest legal fraternity in the world. Phi Alpha Delta currently has over 335,000 members, located in the U.S and abroad, and over 200 law school Chapters. Members include six former presidents, five current Supreme Court Justices, members of Congress, and countless established legal professionals. With that many members, law students who belong to P.A.D. have incredible networking opportunities that no other law fraternity or student organization can offer.
- **CHAPTER PROGRAMS-** Members will have the opportunity to attend and participate in P.A.D. sponsored programs that advance professional development, academic support, networking, community service, and more. Example programs include:
  - Bar Exam & Legal Career Prep
  - Study groups (some supply outline banks)

- Lawline CLE discounts
  - Attorney Panels/Speakers
  - Workshops and professional webinars on legal topics
  - Alumni Networking opportunities
  - Community Service
  - Social events and retreats
- **DISCOUNTS AND SERVICES-** Members receive discounts in a variety of ways, including:
    - Themis Bar Review
    - Brooks Brothers
    - Car Rental discounts from Avis, Enterprise and Hertz
    - Professional services
    - Gym membership from 24 Hour Fitness
    - And much more! For a full list of discounts and benefits, check out the Membership Benefits page of PAD.org
- **SOCIETY OF SCHOLARS-** Phi Alpha Delta recognizes our members with exceptional academic achievements through the Society of Scholars. Law members ranked in the top third of their class (or greater) are eligible to join.
- **LEADERSHIP DEVELOPMENT-** Members are able to become officers or serve on committees to develop leadership skills. Several different national leadership training events are held annually. P.A.D. members are given many opportunities to develop leadership skills that can benefit them throughout school and in their legal careers.
- **MOCK TRIAL COMPETITION** – An annual national competition is held for law students to develop trial and oral advocacy skills. Practicing attorneys provide valuable feedback and real-world advice.
- **NATIONAL AND REGIONAL P.A.D. EVENTS** – In addition to the Mock Trial Competition, P.A.D. offers additional events like the Biennial Convention, Biennial Leadership Summit and District Leadership and Transition Conferences to facilitate networking, support members’ leadership development, and provide skills for members’ future legal careers.

By taking on this initiative, you have the opportunity to develop yourself as a leader in the Fraternity and become an officer. Skills that you learn as a leader, such as task delegation, event planning, recruiting new members, marketing, and budget management, will help to strengthen your education and make you a more marketable candidate in the job market. Your role in the process allows you to make your P.A.D. experience truly work for you.

# PROCESS TO CHARTER/REACTIVATE A CHAPTER

**Your first step should always be to notify the Executive Office (EO) of your intent to proceed with the chartering or reactivation of a law chapter.**

The steps to charter or reactivate a chapter are very similar, but there are some key differences between the two processes:

- **Charter:** The charter procedure will need to be completed if P.A.D. has not yet been chartered at your law school. A new chapter may be formed “at any United States college of law on the approved list of the American Bar Association or the Association of American Law Schools; or at any college of law which is approved by the International Executive Board as a suitable location for a law school chapter of this Fraternity.” A charter requires a petition signed by 15 law students and/or faculty, a letter of support from a faculty member, a letter of support from the law school Dean, and information on three potential namesakes of the chapter.
- **Reactivation:** If a P.A.D. law chapter has already been chartered at the school but is inactive, the reactivation procedure must take place. A reactivation requires a petition signed by 10 law students and/or faculty, a letter of support from a faculty member, a letter of support from the law school Dean. Keep in mind that a chapter is only considered to be technically inactive if there are no officially registered members of that Chapter on file with the EO. If a chapter has registered members but does not hold Chapter meetings or activities, the EO still considers that Chapter to be active even if they are not currently recognized by the school administration. A formal petition and letters of support are not required if a chapter is not fully inactive, so be sure to check with the Executive Office about the official status of the Chapter before beginning the reactivation process.

The charter and reactivation petitions are included at the end of this guide. **Submit the required documents to the Executive Office as they are completed.** The EO will provide you with updated petition checklist each time you submit part of the petition. You can also contact the office at any time for a list of your paid and unpaid members.

After the completed petition is submitted to the Fraternity’s Executive Office for review, the Executive Office will send the petition to the International Executive Board (IEB). The IEB has 10 days to review the petition and vote on its approval. The IEB’s decisions will be communicated to your chapter as soon as possible.

Beyond completing the petition, chartering/reactivating is a relatively simple process. Most of the steps listed can be done concurrently.

- **Meet with your School/SBA:** Fill out any paperwork required by the school administration or SBA to be considered an active organization on campus. It is important to consult the administration and/or SBA soon after beginning the P.A.D. charter/reactivation process so you don't violate any school rules by starting the chapter before they permit it.
  
- **Recruit:** Any students interested in joining the chapter should complete the online application to join at PAD.org. As you are recruiting, delegate roles to interested and enthusiastic students. You can put interested members in charge of tasks such as recruitment, communication with the Executive Office, working to meet the requirements of your undergraduate institution, etc. This is a great way to identify future officers. Expand your recruitment to faculty and your law school Deans – these members may join for free and are great assets to your chapter. Consider these tips for recruiting members:
  - Follow up with all interested students through text, phone call, or email.
  - Post recruitment announcements on bulletin boards, newsletters, Facebook, Twitter, Instagram and other social media.
  - Make announcements in as many classes as you are able.
  - Ask interested students to invite their friends and classmates.
  - Emphasize the opportunity for leadership experience and growth!
  
- **Establish an Executive Board:** Once you have a few key contacts/leaders, appoint or elect members to serve in the 5 main officer roles: Justice (President), Vice Justice (Vice President), Clerk (Secretary), Treasurer, and Marshal. You may also appoint committee chairs as you see fit. These individuals will serve as interim officers until the petition is officially approved and the charter/reactivation ceremony takes place.
  
- **Set Up Chapter Bylaws:** Set up the document that will govern your chapter. Many school administrations require bylaws to allow a chapter to operate on campus. Use the Model Chapter Bylaws, available on PAD.org, to structure your individual chapter bylaws.
  
- **Brainstorm/Plan Events:** P.A.D. has certain programming categories all chapters must host, including professional development, academic support, community service, and initiation. Once you have chapter leaders, you can begin planning these events. Communicate with your fellow students and administration to see what programs P.A.D. can offer that are not being offered by another organization or office. Find your chapter's place on campus by filling those needs.

# CHARTER AND REACTIVATION CHECKLIST

The following items must be included for the petition to be submitted:

- Petition to Charter/Reactivate: The petition must be signed by the required number of students – 15 for a chapter charter, 10 for a chapter reactivation.
- Paid membership applications for the required number of students.
  - Members should submit their membership application online.
  - If students graduate before the petition is approved these students will **NOT** be considered P.A.D. members and will not count towards the 20-member minimum.
- A letter of approval from the law school's Dean (see template at the end of this document)
- A letter of approval from a school faculty member (see template at the end of this document)
- FOR CHARTERS ONLY** – Three (3) potential namesakes for the chapter and biographies for each suggestion. The suggested Chapter namesakes must be that of an eminent deceased person in the field of law who is widely known for achievement in the legal profession or in the field of law.

The following items may be submitted after the petition is approved, or shortly after the chartering ceremony:

- Full list of the new officers of the chapter and their contact information
- Proposed calendar of events for the remainder of the semester
- Chapter Bylaws – use the P.A.D. Model Bylaws as your base document
- Date of the charter/reactivation ceremony and/or the first chapter initiation ceremony

# CHARTER AND REACTIVATION CEREMONIES

You cannot hold your charter or reactivation ceremony until the petition is approved by the International Executive Board (IEB). While you can (and should) start making arrangements for the ceremony as you get close to completing your petition, those plans should account for the 10-day period the IEB has to review your petition.

We suggest scheduling your ceremony about two weeks after your petition is submitted. This ceremony will also serve to install the new chapter officers and initiate the new chapter members. Please be sure to send this information to the Executive Office so that we may publicize the event.

Next, notify your members and faculty advisor of the details for the ceremony. Invitations can be extended to family and friends of all new chapter members. The Executive Office will assist in contacting your District Justice and/or local P.A.D. alumni to identify an officiating officer for the ceremony. If no local P.A.D. members are available, the chapter may install themselves with a faculty member as the officiant.

Additional Tips for Planning the Ceremony:

- Contact local newspapers and campus publications to cover the ceremony. Send any pictures or articles to the Executive Office for publication.
- Make arrangements with someone skilled in photography to attend the event and take photos to commemorate the occasion. This is also a good opportunity to take LinkedIn/professional headshots.
- [Download the Law Chapter Ritual Handbook](#). The chapter charter installation, initiation of new members, and installation of new officers will need to be completed. The new chapter officers should read through the scripts ahead of time to familiarize themselves with their roles.
- The installation ceremony should be as formal as possible. Business dress is preferred.
- Arrange to have a room that conforms to the setup as described in the Book of the Ritual.
- The Executive Office will send the new member certificates, pins, and charter certificate for new charters. Reactivation chapters will receive member certificates and pins. The chapter is responsible for providing the other items references in the Ritual.

If you have any questions about the ceremony or the ritual, please contact the Executive Office.

# MAINTAINING THE CHAPTER

Upon completion of the charter/reactivation ceremony, the chapter is considered active. The next step is to begin holding chapter meetings and events.

At this first meeting, the chapter should:

- 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
- Discuss plans for continued recruitment of new members
- Discuss creating social media accounts and/or an email account to maintain communication with your members

Once initial recruiting and programming have been completed, you, the rest of the Executive Board, and the Chapter can begin to plan for the future of the Chapter. You'll want to continue programming and recruiting.

To remain active and in good standing, a chapter must meet the requirements outlined in the Chapter Operations Guide. Be sure each chapter officer has a copy of the Guide and the contact information for the P.A.D. Executive Office.

## RESOURCES

The Executive Office exists to support P.A.D. members and chapters, guiding members through the charter/reactivation process. In this capacity, the EO and P.A.D. offer a variety of resources for new or reactivating chapters.

- **Recruitment Materials:** We offer free boxes of recruitment materials to chapters when they charter/reactivate, and each semester thereafter.
- **Templates and Drafts:** The Executive Office is available to help draft outreach emails and recruitment bulletins for new chapters.
- **Chapter Manuals and Guides:** There are multiple guides available to help officers run their chapter, including the Chapter Operations Guide, Model Bylaws, Recruitment Guide, and more. All documents are available on PAD.org.
- **District Justice Support:** A District Justice (DJ) is a volunteer P.A.D. member who oversees a district of P.A.D. and the Chapters in that district. DJs live in the districts

they oversee and, unlike EO staff, can travel to Chapters to aid them in Chapter business. DJs can offer advice on Chapter business based on their P.A.D. experiences and serve as mentors for Chapter leadership.

- **Membership Lists and Information:** Official chapter records are kept and maintained solely at the Executive Office. Contact the EO to receive an up to date list of members in your chapter. The EO can also provide information for other local chapters and alumni.
- **Social Media:** You can find P.A.D. information, network with members, and post information on the P.A.D. Facebook Group, Twitter, Instagram, Pinterest, YouTube, and LinkedIn.
- **The Law Membership Page:** The Law Chapter Membership Page offers multiple resources to chapters, including the official list of law chapters, links to this document and other important downloads, information about events, and much more.

Support for you and your chapter does not end with this guide. Do not hesitate to contact the Executive with questions and comments. We look forward to helping you succeed.

# TEMPLATE FOR CHARTER/REACTIVATION PETITIONS

## CHARTER PETITION:

TO: THE INTERNATIONAL EXECUTIVE BOARD OF PHI ALPHA DELTA LAW FRATERNITY,  
INTERNATIONAL

We, the undersigned, law students in actual attendance and in good standing at,     [LAW SCHOOL]     hereby petition and respectfully request the International Executive Board of Phi Alpha Delta Law Fraternity, International grant a Law School Chapter Charter in Phi Alpha Delta Law Fraternity, International (hereinafter Phi Alpha Delta) to     [LAW SCHOOL]     through the undersigned, your petitioners.

Should the International Executive Board of Phi Alpha Delta grant our petition and request herein, we further respectfully request that said Law School Chapter be issued in the name of \_\_\_\_\_ of Phi Alpha Delta Law Fraternity, International. If, for any reason, such choice of name is not satisfactory to the International Executive Board of Phi Alpha Delta, then, and in that event, we respectfully request that such Charter be issued in the name of \_\_\_\_\_ Chapter of Phi Alpha Delta Law Fraternity, International, or \_\_\_\_\_ Chapter of Phi Alpha Delta Law Fraternity, International. Attached hereto and made a part hereof are biographical sketches of three choices for Chapter names above submitted.

The undersigned, your Petitioners, hereby covenant and agree to be bound by the Fraternity Policy Manual and International By-Laws, as amended in accordance therewith, and further to be bound by such rules and regulations as may from time to time be promulgated by the International Executive Board of Phi Alpha Delta.

The undersigned, your Petitioners, constitute a presently operating and functioning organization, established with officers, for the purpose of applying for a Charter with Phi

Alpha Delta. The purposes of the petitioners' organization are similar to those of Phi Alpha Delta, with particular emphasis on the promotion of social and intellectual activities among its members in order to aid in the development of fraternal sentiments. The undersigned, your petitioners, hereby covenant and agree that upon favorable action upon this Petition, they will add and include as an integral part of our aims and purposes as a Law School Chapter, the "Declaration of Purpose" as set forth in the International Bylaws of Phi Alpha Delta.

Attached hereto are the "Membership Applications" and corresponding International Initiation Fees for each of the undersigned. In addition, thereto are attached letters from the Dean and a faculty member of  [LAW SCHOOL]  recommending the Petitioners.

WHEREFORE, Petitioners respectfully pray that the International Executive Board of Phi Alpha Delta, International approve this Petition and issue a Law School Chapter Charter for the \_\_\_\_\_ Chapter.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, [YEAR] at \_\_\_\_\_.

*Include the list of petitioners, any applicable membership applications (if not submitted online), the biographies of the potential chapter namesakes, and the letters of approval from a faculty member and law school Dean.*

**REACTIVATION PETITION:**

TO: THE INTERNATIONAL EXECUTIVE BOARD OF PHI ALPHA DELTA LAW FRATERNITY, INTERNATIONAL

We, the undersigned, law students in actual attendance and in good standing at the  [LAW SCHOOL]  hereby petition and respectfully request the International Executive Board of Phi Alpha Delta Law Fraternity, International (hereinafter Phi Alpha

Delta) to reactivate the  [CHAPTER NAME]  Chapter at  [LAW SCHOOL] .

The undersigned petitioners constitute a group of law students who are devoted to higher academic achievement for the purpose of uniting these persons of common professional, social and cultural traditions into a group whose strength will be directed into the purpose of serving Phi Alpha Delta,  [LAW SCHOOL] , the legal profession, and surrounding community, to the best of their abilities.

The undersigned, your Petitioners, hereby covenant and agree to be bound by the Fraternity Policy Manual and International By-Laws, as amended in accordance therewith, and further to be bound by such rules and regulations as may from time to time be promulgated by the International Executive Board of Phi Alpha Delta.

The undersigned, your Petitioners, constitute a presently operating and functioning organization, established with officers, for the purpose of reactivating the  [CHAPTER NAME]  Chapter of Phi Alpha Delta.

Attached hereto are the "Membership Applications" and corresponding International Initiation Fees for each of the undersigned. In addition thereto are attached letters from the Dean and from a faculty member of the  [LAW SCHOOL]  approving the reactivation of the  [CHAPTER NAME]  Chapter of Phi Alpha Delta.

WHEREFORE, your Petitioners respectfully pray that the International Executive Board of Phi Alpha Delta, International approve this Petition and grant the reactivation of the  [CHAPTER NAME]  Chapter at  [LAW SCHOOL] .

Signed this \_\_\_\_\_ day of \_\_\_\_\_, [YEAR] at \_\_\_\_\_.

*Include the list of petitioners, any applicable membership applications (if not submitted online), and the letters of approval from a faculty member and law school Dean.*

# TEMPLATE FOR APPROVAL LETTERS

*This Letter of Approval for Phi Alpha Delta Law Fraternity, International Law Chapter and Recommendation of Petitioners for Membership will need to be submitted by a faculty member of your law school and the Dean of your law school (or another qualified individual that grants approvals for organizations on your campus). Submit these letters with your petition.*

Date

Phi Alpha Delta Law Fraternity, International  
Attn: International Executive Board  
606 Baltimore Avenue, Suite 303  
Towson, MD 21204

Re: Approval of [INSERT NAME] Law Chapter

Dear Members of the International Executive Board

It is my pleasure to grant approval for the establishing of a Phi Alpha Delta Law Fraternity, International Law Chapter at [LAW SCHOOL].

Phi Alpha Delta Law Fraternity, International is authorized to install a Phi Alpha Delta Law Chapter at the school and will be supported as such.

I know the petitioners and unequivocally recommend them for law membership in Phi Alpha Delta.

Respectfully,

[INSERT SIGNATURE INFORMATION]