

TCNJ PRE LAW HALL

PHI DELTA PHI PRE-LAW SOCIETY OF THE COLLEGE OF NEW JERSEY

I. PURPOSE

The purpose of this organization is to promote the advancement of the highest intellectual, professional, and ethical standards within the TCNJ community. It will be the responsibility of this Hall and the charge of each of its members to seek excellence in scholastic and ethical standards towards the achievement of this goal.

II. MEMBERSHIP

A. Active:

1. To be eligible to become an active member of the Hall, a full-time student must be in good academic standing and/or be a leader of a Pre-Law affiliated student organization at The College of New Jersey.
 - a. Factors to be considered by the membership committee include:
 - i. Student has declared the Pre-Law Minor or Concentration.
 - ii. Student has completed 2 courses in the Pre-Law Minor or Concentration with a cumulative GPA of 3.0 for the minor and 3.5 overall.
 - iii. Student has a leadership position in a Pre-Law affiliated student organization at The College of New Jersey, such as the Pre-Law Society or Mock Trial.
 - iv. Student has made a significant contribution to the Pre-Law Program at The College of New Jersey.
 - v. Student is faculty recommended.
2. A student is an active member when after meeting the prerequisites of sections one and two said student is duly initiated as a member of Phi Delta Phi and has paid any fees or dues the Hall assesses to its active members. Subject to the provisions of Article XI, failure to pay any assessed fees or dues, attend meetings of the Hall, participate in activities of the Hall, or to maintain good academic standing may result in the removal of active membership status. Withdrawal from the Pre-Law Minor or Concentration may also result in the removal of active membership status.
3. Incoming transfer students at TCNJ may be invited to apply to become members of Phi Delta Phi in their first semester if they can make the case that their previous classes meet the above criteria for membership. Such candidates shall be voted in by a majority of the membership committee, composed of the executive board and Pre-Law advisors at The College of New Jersey, in order to be eligible for initiation. These candidates shall not hold office or be initiated until they have been enrolled for at least eight weeks. Active members have full voting rights, access to all records and property of the Hall, the right to be present and participate in all Hall activities, and may be designated to represent the Hall in Phi Delta Phi International business.

B. Honorary:

1. To be eligible to become an honorary member of the Hall, a person must be a member of the legal profession chosen for his/her prominence in the law.
2. Honorary members must be of good moral character, be in good standing in the community and their chosen profession.
3. To become an honorary member the candidate must be nominated by an active member of the Hall and receive a majority vote from the general body of the Hall.
4. Honorary candidates must be initiated. The honorary member must remit the initiation fee and complete the initiation form prior to becoming an honorary member of the TCNJ Pre-Law Hall.
5. Honorary members may serve as advisors to the Hall. They shall have access to the records of the Hall, the right to be present at all Hall activities, and may be designated to represent the Hall in Phi Delta Phi business. Honorary members do not have the right to vote.

C. Discipline, Limitations and Suspension of Membership:

1. Membership in this Hall is a privilege and not a right. Those who choose to become members pledge to uphold the standards, goals and objectives of Phi Delta Phi and the TCNJ Pre-Law Hall. Upon the determination that a member has willfully or negligently failed to uphold the standards, goals, or objectives of Phi Delta Phi and Hall, that person may be subject to discipline.
2. The TCNJ Pre-Law Hall may, by a four-fifths vote of the general body who are in good standing, exclusive of members on trial, take disciplinary action against a Student or Honorary member for; failure to discharge his obligations, responsibilities or duties to Phi Delta Phi or Hall, or for behavior which is in violation with the standards of ethical conduct or the TCNJ Office of Student Conduct. Prior to any interruption of a member's privileges, the party that shall be subjected to the interruption shall have notice and opportunity to be heard. During suspension such member shall not be entitled to participate in the affairs of the Hall.
3. A member may resign from the Hall provided all financial obligations with the Phi Delta Phi are current. Such member shall be relieved of further financial obligations when the resignation is approved by a majority vote of student members.
4. Executive Board members who consistently fail to attend Board meetings may, by two-thirds vote of the general body, be suspended or removed from the Board.
5. Student or honorary members may be subject to discipline for failure to support the programs and activities of the Hall.
6. Fines may be assessed against any member whose action(s) or failure to act costs the Hall a monetary loss of funds or property.
7. Disciplinary action may take the form of; private or public reprimand, restriction or suspension of rights and privileges, monetary fines, suspension, and/or expulsion.

D. Advisors:

1. Advisors shall be chosen by the Magister and approved by majority vote of the Executive Board.
2. Advisors shall serve a term of twelve (12) months.

3. Advisors have only an advisory capacity and have no authority to vote.
4. Advisors are to assist the Hall in the carrying out of the term goals and objectives.

III. OFFICERS

A. Only active student members may be officers.

1. Magister (President):
 - a. The Magister shall serve in the following capacities:
 - i. Chief Executive officer of the Hall;
 - ii. Official Representative of the Hall;
 - iii. Chief Liaison Officer with International Headquarters;
 - iv. Executive Officer of the Executive Board.
 - v. Delegate seat on the Pre-Law Society Executive Board
 - b. The Magister shall be responsible for and have the power and authority to:
 - i. Call general and special meetings of the general body and Executive Board;
 - ii. Interpret the Bylaws, subject to the presentation to and approval of the Body;
 - iii. Render a special report of proposed plans at the beginning of the term and accomplishments for the year at the end of the term;
 - iv. Prepare an agenda for each meeting;
 - v. Delegate duties to members of the Hall;
 - vi. The Magister will be the de facto Chairperson of all Executive Board meetings;
 - vii. Represent the Hall at any Pre-Law Society Executive Board or General Body Meetings.
2. Vice-Magister (Vice President):
 - a. The Vice-Magister shall serve as the Magister of the Hall and shall preside over general and executive meetings in the event the Magister is absent, is disabled, resigns, is impeached or dies during the term of office.
 - b. The Vice-Magister shall be an officer of the Executive Board, the chairman of the Finance committee, the Executive Board representative and member of all other committees, and serve as the membership coordinator.
3. Exchequer (Treasurer):
 - a. The Exchequer shall serve as the treasurer for the Hall. In this capacity the Exchequer shall be in charge of the finances of the Hall. Should the Magister and Vice-Magister be absent from a meeting or be disabled, resign, impeached or die during their term of office the Exchequer shall assume the duties of Magister until new officers are elected under the rules of these bylaws. The Exchequer shall serve as the Vice-Chairperson of the Finance Committee.
 - b. The Exchequer shall:

- i. Take an accounting of all funds, transactions finished or in progress and property owned by the Hall at beginning of the term and present a written report of this accounting to the Executive Board and the general body;
 - ii. The Exchequer shall work with the Magister in the development of the terms proposed plans and submit a tentative budget for the Hall to the board for approval and will be submitted and adopted by the body at the first meeting of each semester;
 - iii. Take an accounting of all funds, transactions finished or in progress and property owned by the Hall at the end of the term and present a written report to the Executive Board and the general body;
 - iv. Make the accounting records of the Hall available at each meeting of the general body and Executive Board;
 - v. Collect, deposit and disburse all funds of the Hall in accordance with these Bylaws of the Hall;
 - vi. Maintain all financial records accurately;
 - vii. Forward all fees collected from new initiates for the purpose of initiation to the national office within five days after the initiation of said initiates;
 - viii. Collect fees for initiation ten days prior to initiation, payment of fees shall be by Hall check only;
 - ix. All funds collected from any source shall be deposited into the Hall Account within five days of receipt by the Exchequer; and,
- c. Disbursement of any and all funds shall require the signatures of three officers: the Exchequer, and two others. The Executive board may authorize the disbursement of up to \$50.00 dollars without the prior approval of the general body, although such disbursements must be reported to the general body at the next meeting. Any disbursement over \$50.00 dollars must be pre-approved by the majority vote of the general body.

4. Clerk (Secretary):

- a. The Clerk shall serve as the recording and correspondence secretary for the Hall. Should the Magister, Vice-Magister and Exchequer be absent from a meeting without notice or be disabled, resign, be impeached or die during their term of office, the Clerk shall assume the duties of Magister until new officers are elected under the rules of these Bylaws. The Clerk shall:
 - i. Keep a true, accurate and impartial account of the minutes of each meeting;
 - ii. Be responsible for the collecting of the necessary information and forms and the subsequent filing of all forms with the Correspondence Clerk for transmission;
 - iii. At each subsequent meeting, have available for the Executive Board and the general body a typed copy of the minutes of the previous meeting and shall read same unless waived;
 - iv. Act as Secretary to the Executive board and in that capacity shall keep timely, accurate and impartial records of all proceedings; and,
 - v. Develop and maintain a roster of all area Phi Delta Phi member's student, honorary, and alumni.

- vi. Collect all mail and correspondence of any kind regarding the Hall or Phi Delta Phi International;
 - vii. Read, distribute, post and report on the subject matter of all correspondence to the Magister, Executive Board and general body;
 - viii. Make a record of the contents of all correspondence;
 - ix. Maintain a file of all incoming and outgoing correspondence by source and purpose;
 - x. All forms filed with the international headquarters will be processed by the corresponding secretary; and,
 - xi. It shall be the duty of the Clerk to type correspondence from officers of the Hall to other parties regarding Phi Delta Phi business. Such typing shall be limited to five letters per officer and may be assigned to a professional typist by the Magister with the approval of the general body.
5. Historian:
- a. The Historian shall serve as the recorder and preserver of the activities and history of the Hall.
 - b. It shall be the duty of the Historian to:
 - i. Maintain by written and or photographic account of all Hall activities, including but not limited to news clippings of the events and activities;
 - ii. Develop and maintain a personal history of all members of the Hall and Barrister association;
 - iii. Maintain a copy of the International Constitution, the Hall Bylaws, and maintain a copy of the ritual;
 - iv. Preside over, organize, plan, and structure the initiation of new members;
 - v. Prepare for publication, articles of the events and activities of the Hall to both the national-office and local media; and,
 - vi. Respond to requests for news of recent activities.

IV. EXECUTIVE BOARD

- A. Shall consist of the Magister, Vice-Magister, Exchequer, Clerk, and Historian.
- B. The Board shall act as the planning committee for the body and shall present plans of programs, activities, and events to the general body for approval.
- C. The Executive Board shall have the power to:
 - 1. Formulate policies, designate and terminate special committees, manage the affairs of the Hall, and promulgate for approval by the general body necessary bylaws;
 - 2. Execute all approved plans, events, policies, and programs;
 - 3. Conduct the general business of Phi Delta Phi International regarding all approved policies, events, and programs;
 - 4. In the event of an emergency take necessary action to prevent waste, loss, or destruction of Hall property, approved plans, proposals, and events; and,

5. After due notice and publication of the scheduled date and agenda for a meeting, should the members present not represent a quorum, the board shall conduct the planned and announced agenda for the meeting.
- D. The Executive Board shall meet during the first week of each semester to review and evaluate the progress of goals and objectives.

COMMITTEES

- E. There shall be two types of committees, standing and special.
- F. The standing committees shall be: Program, Development, and Finance.
 - 1. It shall be the duty of the Program Committee to:
 - a. Work with the Magister in the development, presentation, and execution of the programs, events, and activities of the Hall; and,
 - b. Submit alternative lists of programs, events and activities to the Magister, Executive Board, and general body upon request.
 - 2. It shall be the duty of the Development Committee to:
 - a. Work on the expansion of the membership of the Hall; and,
 - b. Work with the Vice-Magister and Historian in the coordination, development, and execution of all rush, pledge, and initiation activities.
 - 3. It shall be the duty of the Finance Committee to:
 - a. Work with the Magister, Vice-Magister, and Exchequer in the planning and presentation of the budget of the Hall; and,
 - b. Develop, propose and upon approval execute plans, programs and activities to raise funds for the Hall.
- G. Special committees shall be convened as needed by the Executive Board. They shall be under the direction of a member of the Executive board and shall be responsible to the Executive Board.
- H. Every committee shall appoint one member as administrative clerk of that committee whose duties shall duplicate those of the Administrative Clerk of the Hall.

V. MEETINGS

- A. There will be three types of meetings: general, executive and special.
 - 1. General meetings shall:
 - a. Be held once a month or as designated by the Magister;
 - b. The Executive Board shall have the power and authority to call and convene general meetings when necessary;
 - c. Two-thirds of the active members are a quorum;
 - d. The Magister will preside over all meetings unless incapacitated in which case the Vice-Magister will preside; and,
 - e. Have an Administrative Clerk present or have one appointed for that meeting to record the meeting.
 - 2. Executive Board meetings shall:
 - a. Be held at least twice a semester to plan and review goals and objectives with accomplishments;
 - b. Make necessary adjustments in goals and objectives to facilitate the successful completion of the year's plans;
 - c. Meet as often as is necessary to carry out the business of Phi Delta Phi and Hall;

- d. May be called at any time by the Magister;
- e. Have an Administrative Clerk present or have one appointed for that meeting to record the meeting; and,
- f. Consist of at least five members including the Magister shall constitute a quorum.

VI. NOTICE

Due Notice shall in all cases consist of one (1) weeks written notice to the members by posting of public notice in common areas or in the individual student mail boxes. If notice is required over school break or during periods when student members are not in school the section shall authorize the funds necessary for mailing notice United States postage prepaid to members or dissemination via electronic mail.

VII. FINANCES

1. The Hall will operate under the generally accepted accounting principals. The budget will allocate the in-flow and out-flow of all funds available to the Hall and will include but not be limited to: In-flow; dues, allocation from Student Bar Association, fund raising, other (gifts, etc.), out-flow; speakers, presentations, other activities.
2. The Executive Board shall propose the assessment dues and fines as necessary:
 - a. The amount dues or fines must be determined by the Executive Board and presented to the body for approval, but in no event will exceed twenty US Dollars per annum.
 - b. All initial dues must be approved by the general body, by two-thirds vote after due notice of the meeting and purpose.
 - c. Any change in the amount of dues must be approved by the general body, by two-thirds vote after due notice of the meeting and purpose.
 - d. Fines may be assessed for late payment of dues.

VIII. AFFILIATION

1. Member:
 - a. It is discretionary with the TCNJ Pre-Law Hall to affiliate with any member of Phi Delta Phi regularly initiated by another duly chartered student Hall and attending the school in which the former is located.
 - b. As a condition precedent to affiliation, pursuant to section one, the TCNJ Pre-Law Hall proposing to affiliate must initiate the request for, and be furnished with, a letter from the Student Hall with which such member was previously affiliated stating that said proposed affiliate was a member of good moral character, had discharged the requisite financial obligations in full to that Hall, and, was in good scholastic standing; provided, that if such Hall be inactive, certification shall be furnished by the Clerk-Exchequer that such a proposed affiliate was a regularly initiated member in good standing with Phi Delta Phi.

2. Intra-campus organizational affiliations:
 - a. At its discretion, and with the approval of the other sanctioned University organizations involved, this Hall may informally affiliate with, and mutually cooperate with, other University organizations in the promotion of campus activities, so long as such activities are consistent with the purpose of the TCNJ Pre-Law Hall and Phi Delta Phi International.
3. Inter-campus Phi Delta Phi Student Hall Affiliations:
 - a. At its discretion, and with the approval of the foreign student Hall the TCNJ Pre-Law Hall may informally affiliate and mutually cooperate with any Hall in the promotion of Phi Delta Phi activities.

X. PARLIAMENTARY PROCEDURE

This organization shall strictly adhere to the revised form of Robert's Rules of Order during formal meetings. Formal meetings will be announced with due notice to the general body. Unless otherwise specified, meetings will be deemed "informal" and will be run by the Magister.

XI. AMENDMENTS TO BYLAWS

Amendments to the Bylaws may be made after due notice and upon a vote of two-thirds of the active membership of the Hall.