



CONSTITUTION
of
Kappa Alpha Pi PRE-LAW FRATERNITY
Chapter of the University of Michigan, Ann Arbor



Kappa Alpha Pi Constitution

Declaration of Purpose.....	3
Preamble.....	3
Article I: Name, Symbols, Colors, Motto.....	4
Article II: Meetings.....	4
Article III: Rush.....	4
Article IV: Pledges.....	6
Article V: Initiation.....	7
Article VI: Transfers.....	8
Article VII: Requirements.....	8
Article VIII: Executive Board.....	10
Article IX: Elections.....	12
Article X: Life of the Constitution.....	14
Article XI: Amendments.....	14
Addendum 1: Office Descriptions.....	14



Declaration of Purpose

The purpose of this Fraternity shall be to form a strong bond uniting students and teachers of the law with members of the Bench and Bar in the fraternal fellowship designed to advance ideals of liberty and equal justice under law; to inspire the virtues of compassion and courage; to foster integrity and professional competence; to promote the welfare of its members; and to encourage their moral, intellectual, and cultural advancement; so that each member may enjoy a lifetime of honorable professional and public service. Kappa Alpha Pi is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations. Upon joining the organization, all members agree not to undermine the purpose or mission of Kappa Alpha Pi .

Preamble

The purpose of the Pre-Law chapter of Kappa Alpha Pi Fraternity at the University of Michigan, Ann Arbor shall be to provide interested students with the opportunity to learn about the Law School application process, Law School, and the profession of law. This goal will be achieved by providing the membership with the opportunity to participate in events



focused on law and service designed to help the community of law. This fraternity will also provide its members access to people in the area of law. Above all, this fraternity and its membership will strive to create a fellowship in the form of a fraternal bond between members of the organization, thereby providing the members with personal experiences to aid their search for information about law and law-related areas.

Article I

The name, symbols, colors, and motto shall not be changed.

- A. Name: **Kappa Alpha Pi Pre-Law Fraternity**
Kappa: **Hardship**
Alpha: **Brotherhood**
Pi: **Progress**



- B. **Symbols: The Crest**
- C. **Colors: Navy Blue and Silver**
Navy Blue: Signifies the steadfastness and harmony of the membership.
Silver: Represents the security, reliability, intelligence, modesty, and maturity of the membership.
- D. **Motto: “Honoring those who paved the path before us, steadfastly serving those around us, and making progress for those to come”**

Article II **MEETINGS**

This chapter shall hold meetings once a week in the Fall and Winter semesters, with exceptions made for vacations, holidays, and other circumstances

- A. The meeting time and place shall be announced in a timely manner by the Executive Coordinator.
- B. The meeting will take place in a location easily accessible to the majority of the members.
- C. Announcements of meeting changes must be posted online and emailed to all the members.
- D. If a member has a class at the time of the weekly meeting, they will submit a copy of their official schedule to the secretary by the second week of the school year, and will be excused from attending the meetings. Alternate point arrangements shall be made with the Secretary.
- E. Each member must attend at least one meeting per calendar month (with the exception of April and December) of the school year unless Article II, Section D is satisfied.
- F. Attendance at each semester’s Mass Meeting is mandatory for all members.
- G. Attendance at each semester’s State of the Fraternity Meeting is mandatory for all members.

Article III **RUSH**

- A. **The ability to rush this chapter is open to all undergraduate students of the University of Michigan, with the exception of those who will graduate at the end of what would be their pledge term. The goal of Rush is to provide this fraternity with a pledge class of interested students who desire information about law and who are committed to participating in the events and friendships created through this fraternity.**



- B. This chapter shall provide the student body with two opportunities to rush each school year: one at the beginning of Fall term, and the other at the beginning of Winter term.
1. The Vice President shall be in charge of publicity and recruitment. He/she may create a committee for this purpose and may choose to appoint a committee chair. Anyone participating in this committee may receive points; the allocation of points is at the discretion of the Vice President.
 2. Publicity for the Rush events must begin a reasonable amount of time before the first event, and aim to communicate Rush information to a large and diverse number of students at the University of Michigan.
 3. The prospective pledges shall be provided with the opportunity to observe a weekly meeting if they so request.
 4. Criteria for the distribution of bids will be determined by the current Pledge Trainer(s), and must be communicated first to the Rush Committee and then to all the prospective pledges by the first event.
- C. Rush Committee
1. A Rush Committee shall be assembled with volunteers from the current membership. The size of the committee shall be determined by the Pledge Trainer(s).
 2. In the event that more people want to participate in Rush Committee than are needed, the Pledge Trainer(s) shall determine the criteria for selection.
 3. Effective Fall 2015, those Rush Committee members who volunteer to grade applications will receive 2 additional points added to their general point total for serving on Rush Committee while Rush Captains, who are required to grade applications, will automatically receive 6 points.
 4. Pledge Trainer(s) shall communicate the guidelines and privacy/confidentiality rules of the Committee before anyone volunteers to be a part of it.
 5. The Pledge Trainer(s) shall have the right to remove from the Rush Committee any member who has been found to have violated the guidelines set forth by the Pledge Trainer(s). Other punishments may include the loss of big-sib privileges and the loss of the right to be on Rush Committees in the future.
 6. Pledge Trainer(s) shall have the right to deny a member voting rights on Decision Day in the event said member did not attend each Rush event.
 7. Decision Day shall be run in accordance to the Pledge Trainer(s)' wishes so long as they are reasonable.
 8. Decision Day shall be scheduled by the Pledge Trainer(s) and is mandatory should any Rush Committee member wish to exercise their right to vote. On this day the Committee shall decide which Rushees they wish to offer a bid.
 9. The method that will be used for voting shall be decided on by the Executive Board prior to the Decision Day meeting.



10. The criteria with which Rush Committee members shall evaluate each Rushee are decided upon and must be communicated by the Pledge Trainer(s).
11. During Decision Day, each Rushee will be discussed by the Rush Committee for a period of time to be determined by the Pledge Trainer(s).
12. **Those Rushees who are not offered a bid must be notified within 24 hours of the end of the Decision Day meeting. This shall be done by the Pledge Trainer(s) with their thanks and an invitation for the Rushee to re-rush the following semester.**
13. **Pledge Trainer(s) shall decide before the Decision Day meeting the size of the Pledge Class. They may set an absolute maximum or give a range they may be willing to accept.**
14. After voting is complete, Pledge Trainer(s) shall determine if and how any further discussion or proceeding shall be handled.
15. Insofar as these provisions do not address all problems that may arise, the Pledge Trainer(s) is/are given reasonable authority to make decisions in good faith for the benefit of the Fraternity.

Article IV PLEDGES

- A. **The goal of the pledge term is twofold.**
 1. **The pledge term must determine whether a pledge has shown enough dedication, loyalty, interest and participation to be considered a promising member of Kappa Alpha Pi.**
 2. **The pledge term should integrate the pledges with current members, establishing a fraternal bond which will be in place once the pledges are initiated and become members.**
- B. **Each pledge term will last for one school semester, during which requirements in the following areas must be met: 2 social, 2 service, 2 fundraising, one of which shall be a member event, the other shall be a pledge event, interviews with members, mandatory member and pledge meeting attendance, and the completion of both a midterm examination and a final written examination, as well as any other requirements set forth by the Executive Board at the beginning of the Pledge Term. These requirements shall be communicated to the Pledges no later than the second Pledge meeting of the semester.**
- C. **An Executive Board of Pledge members (Pledge Board) shall be elected by their fellow Pledges by the second Pledge meeting of the semester.**
 1. This Pledge Board shall consist of a President, Social Chair, Fundraising Chair, and Service Chair.
 2. The President shall be required to attend the weekly Executive Board meetings.
 3. The Pledge Board shall meet with each other at least once per week.



4. Members shall be invited to all pledge events, insofar as they do not detract from a specific event's purpose (Pledge class bonding, study sessions for the written exam, for example).
5. The Pledge Board's events shall generally not require KAPi funds. The Pledge Board but shall ask the Treasurer for Fraternity funds if they so wish. The funds raised by the Pledges shall be under the control of the Treasurer.
6. The chapter, along with the Pledge Board must provide at least three times as many events as are required for completion of the pledge term and communicate the date, place and time of these events in a timely manner.
7. Any event planned by a Pledge Chair is subject to review by the Executive Board.

D. A midterm evaluation shall occur near the middle of each Pledge Term. This evaluation will examine the progress of each Pledge on an individual basis.

1. The Executive Board will preside over the midterm evaluation.
2. If the Executive Board determines that the pledge has not performed to the level expected of a member of Kappa Alpha Pi Pre-Law Fraternity, then the pledge can be dismissed from the current pledge term. All dues collected shall be returned
3. Pledges may not attend any member event requiring Fraternity funds after midterms unless they have either paid their dues or have established a payment plan with the Treasurer.

E. If a Pledge has not met all the requirements established for the Pledge Term before taking the final exam, the consequences shall follow the rules below.

1. If a Pledge is short by only one requirement, and has shown exceptional participation in other areas, he or she may receive special consideration. The Executive Board may decide to offer the Pledge the option of completing that requirement and all the member requirements during the following term, but are not bound to do so.
2. If a Pledge is short by more than one requirement, they will be depledged. If that individual wishes to join the fraternity, they must repeat the rush and pledge processes, fulfilling all requirements necessary to complete their term. Any requirements met during their original pledge term shall not be counted towards completion of future pledge terms, nor must the individual be given special consideration during the rush process.
3. If any Pledge is dismissed after Pledge Midterms, the chapter dues will not be returned.
4. If other extenuating circumstances arise which are not covered by previous clauses within this section, the Executive Board, upon the recommendation of the Pledge Trainer(s), may use discretion on any decisions made regarding the Initiation of any Pledge.



- A. Initiation is mandatory for all members and pledges.
- B. The date and time of Initiation shall be determined at the beginning of each term by the current Executive Board, and communicated to all members at the first chapter meeting, and all pledges at the first pledge meeting.
- C. Members with a schedule conflict with Initiation must inform the Secretary in writing within a reasonable amount of time. Acceptable reasons for missing Initiation will be decided on an individual basis by the Secretary. Members may appeal to the Executive Board if they desire further consideration of their reason.
The consequence of missing Initiation without a valid reason is automatic probation. If the member is already on probation, the member will be in bad standing.
- D. If a pledge has met all the requirements for Initiation but cannot attend the ceremony due to extenuating circumstances, they must inform the Secretary as soon as possible. Acceptable reasons will be determined by the Executive Board.
 - 1. Arrangements will be made for another Initiation ceremony.
 - 2. The consequence for missing initiation without notice or acceptable reason is repetition of the Pledge Term.
 - 3. The Executive Board has the discretion to determine which components of the Pledge Term shall be repeated.

Article VI TRANSFERS

Any brother or sister transferring to this chapter from another chapter of Kappa Alpha Pi Pre-Law Fraternity, who was a member in good standing at the time of transfer, will be provided with two options and may select only one:

(1) He or she may choose to enter the chapter as a full-fledged member in good standing. He or she shall receive all the benefits received by other members, and will be held accountable to the same degree as other members.

(2) He or she may choose to enter the upcoming pledge class. He or she will be considered a pledge and must fulfill all requirements as set forth for the current pledge class. If he or she was not in good standing at the time of transfer, the Executive Board will review each case individually to determine the status of the transfer.

Article VII REQUIREMENTS

- A. The Executive Board will publicize to all members at the first chapter meeting of the term the requirements for remaining in good standing at this chapter.
 - 1. Reminders of requirements shall be issued three times a term.
 - 2. Members shall have access to their fulfilled requirements by requesting such information from the Secretary.



- B. The requirements for remaining in good standing are based on a point system.
1. Attendance at a weekly meeting is worth one point.
 2. The number of points required each semester is six more than the number of scheduled weekly meetings, unless Article II, Section D is satisfied.
 3. Initiation shall count as two points.
 4. A minimum of two points must be earned from service events.
 5. A minimum of one point must be earned from fundraising events.
 6. Each member shall attend a minimum of one Pledge event.
 7. A minimum of two points must be earned from professional development events.
 8. The chairperson sponsoring the event will decide the number of points awarded to an event, but the decision is subject to Executive Board approval.
 9. No single event will be assigned more than four points.
 10. A minimum of one point must be earned from social events.
 11. When a member signs up for an official event and cancels without being excused by whichever eboard member is in charge of the event, said member will incur the loss of points equivalent to the point value of the event they signed up for.
- C. In a member's first semester, if the number of required points is not reached, or if the member misses Initiation and has not submitted an approved reason by the deadline, or if the member has not paid dues and has not submitted an acceptable reason, or if a member is in debt to the Fraternity in any other way, then they will be immediately placed on bad standing.
1. If the member feels there has been a discrepancy in the record, or that they are undeserving of being placed on bad standing, they may appeal to the Executive Board, and the decision will be put to a 2/3 vote. Upon reinstatement, all debts must be paid to the Fraternity.
- D. **The amount of dues required each semester shall be decided by the current Executive Board. This must be communicated to the members at the first chapter meeting of the term. Members must have ample time to submit their dues.**
1. **Members will be excluded from all Fraternity events requiring Fraternity funds if they do not pay their dues by the established deadline or satisfy this requirement though VII(C)(2), VII(C)(3), or VII(C)(4).**
 2. **If a member is unable to pay dues, because of financial difficulties, they must inform the Treasurer by the deadline to submit dues, and the current Treasurer will use his or her discretion to determine the course of action.**
 3. **If the member feels uncomfortable speaking to the Treasurer for any reason, they may approach another member of the Executive Board, and that officer will then relay the situation confidentially to the Treasurer, who will make a decision without knowing the identity of the member.**



4. If the member in question is not satisfied with the decision of the Treasurer, he or she may then approach the remainder of the Executive Board, and the decision will be put to a 2/3 present vote.

- E. In the event that a member of good standing knows they will be unable to complete their requirements for the upcoming semester, they will be given the opportunity to freeze their membership at the discretion of the executive board. The member must meet with the executive board and explain their reasoning, after which the executive board will vote on this request, needing a simple majority to permit frozen membership.
1. A brother who chooses to freeze their membership shall be exempt from all point requirements for the upcoming semester.
 2. The frozen member will have the option to either pay dues and attend Kappa Alpha Pi events or will be pardoned from paying dues and not be allowed at any Kappa Alpha Pi events.
 3. Frozen members will return to the membership on good standing.
 4. No brother may freeze their membership more than once.
 5. If a member does not complete their point requirements the semester following their membership freeze, they will be immediately placed on bad standing.
- F. If the number of required points is not reached in a semester, or if the member misses Initiation and has not submitted an approved reason by the deadline, or if the member has not paid dues and has not submitted an acceptable reason, or if a member is in debt to the Fraternity in any other way, then they will be placed on probation for the following semester.
1. A member on probation must have access to announcements made by the fraternity, and must be welcomed at all events and meetings, unless they have not paid their dues for the semester.
 2. If a member is on probation for monetary reasons, they can be promoted back to good standing upon satisfaction of their debt.
 3. If a member has completed all requirements in his or her probation semester and has paid all debts, he or she will be promoted back to good standing at the conclusion of the probation semester.
- G. If a member on probation fails to reach the number of required points during the probation semester, or if the member misses Initiation during the probation semester and does not submit written reason to the Secretary by the deadline, or if the member fails to pay dues for the probation semester and does not submit acceptable reason, then that member will be placed in bad standing.
1. If a member currently on good standing does not achieve at least 40% of the required points for the semester, the member will automatically go onto bad standing.
 2. A person not fulfilling all required points but having more than 40% of the required points, who does not pay their dues, will be placed on bad standing.
 3. A member in bad standing will lose all voting privileges.



4. If the member feels there has been a discrepancy in the record, or that they are undeserving of being placed in bad standing, they may appeal to the Executive Board, and the decision will be put to a 2/3 vote. Upon reinstatement, all debts must be paid to the Fraternity.
5. If a member appeals and is reinstated, said member is reinstated on probation for that semester. If said member does not reach the point requirements for good standing at the completion of said probationary period, their affiliation with Kappa Alpha Pi is terminated.
6. After one semester of bad standing, a member will lose all affiliation with, and privileges of, Kappa Alpha Pi membership.
7. Once a former member loses affiliation with Kappa Alpha Pi due to incompleteness of membership requirements, their name shall be removed from the Kappa Alpha Pi website.

H. A member may be deactivated from the chapter if he or she violates official University of Michigan student policies, as defined by The Statement of Student Rights and Responsibilities. A hearing shall be held by the current Executive Board and shall be presided over by the President or next highest officer if the President is involved in the hearing. The purpose of this hearing shall be to assess whether the accused member violated the aforementioned policies. The hearing shall be open to all members and pledges of the chapter. A 2/3 majority vote of the current Executive Board members must be obtained for the member to be deactivated.

Article VIII EXECUTIVE BOARD

- A. The Executive Board of this chapter shall consist of twelve positions. The positions and office descriptions are listed as an addendum to this Constitution.
 1. The first four offices: the President, Vice President, Secretary and Treasurer will constitute a special executive body which shall be known as the Executive Committee. These four offices must be held by individual chairs.
 2. The next eight offices: the Pledge Trainer(s), Executive Coordinator, Professional Development Chair, Service Chair, Social Chair, Fundraiser, Big/Little Sib Chair, and Historian will constitute an executive body known as the Chair Committee.
 3. All the offices combined will be known as the Executive Board.
- B. Meetings of the Executive Board will be held on a weekly basis. The time and place of these meetings will be decided at the beginning of each term based on when all the officers can meet, however, the time may be changed in the event of conflict. Attendance at these meetings, as well as Chapter Meetings, is mandatory. If an officer must miss a meeting, they must inform the President as soon as possible and the Executive Committee will decide if the reason is valid.



1. The Executive Committee may meet separately from the Executive Board to address extremely sensitive or pertinent issues. Any member of the Executive Committee may call an Executive Committee meeting.
 2. Any decisions that greatly affect the operations of the chapter or that Executive Committee members are unsure about should be brought before the Executive Board as a whole for discussion and vote. In the event of a tie, the Executive Committee will vote and in the event of a tie with the Executive Committee, the President will be the tie breaking vote.
 3. If the Executive Committee decides a particular decision is invalid, they may override the decision with a unanimous vote.
 4. The Executive Board should inform the membership of decisions which directly affect the general operations of the chapter insofar as this is possible.
- C. The duties and responsibilities of each office are described in Addendum 1 to this Constitution. If any member of the Executive Board feels that an officer is not fulfilling their duties as outlined in the Addendum, then that member may approach the President, or next highest officer, to request a hearing. The President must first approach the officer in question privately, and try to ascertain the problems which are resulting in inappropriate behavior. The officer in question has the right to resign their position at any time. In addition, the Executive Board shall give the officer in question two weeks to amend the unacceptable behavior. If, after speaking with the President and being given two weeks, the officer in question does not improve, the President can call the Executive Board for a hearing.
- D. In the event that the merit of an officer is called into question, the Executive Board shall conduct a hearing. All members of the Executive Board must be present for this hearing.
1. Hearings are open to attendance by members and pledges, but only Executive Board members may contribute to the hearing unless others are called as direct witnesses
 2. The Alumni Advisor who will preside over the hearing, will not vote in the decision, and will not present any views one way or the other.
 3. The decision of the Executive Board will be determined by a vote of confidence as to whether or not the officer should be removed from his or her position. A 2/3 majority vote of the Executive Board must be obtained to remove a person from office. The Vice-President will fill in for any removed officer until a special election is held or general elections are held, or until the President makes an interim appointment. Any interim appointment made by the President must be approved by two-thirds of the remaining Executive Board. The new officer must be a member in good standing and is bound to the same duties and responsibilities as the previous officer



- E. In the event that an officer decides to resign his or her position, the Vice-President (or President as appropriate) will fill in that position in the interim. The current Executive Board may decide how it wishes to fill the vacancy.
1. Appropriate methods include an election, an application process, or a 2/3 vote of approval for an appointment.
 2. The new officer must be a member in good standing.
 3. The new officer is bound to the same duties and responsibilities as the previous officer.
- F. If, during the course of an officer's term, he or she is placed on bad standing, he or she will automatically be removed from office. The methods for filling a vacant position in Section E of Article VIII will apply.
- G. Kappa Alpha Pi is currently a part of the Professional Fraternity Council of the University of Michigan. Kappa Alpha Pi will remain a part of the Professional Fraternity Council of the University of Michigan as long as the actions of the Council support the goals of the Fraternity.

Each year the Executive Board will select two individuals to represent Kappa Alpha Pi on the Professional Fraternity Council. One individual must be an elected Executive Board Member, and one must be from the Membership at large.

These two delegates have a duty to attend all Council meetings or send a replacement in their absence. In the event that they do not fulfill their duties, the Executive Board has full power to remove and replace them.

In the event that the delegates believe that the actions of the Council no longer align with the goals of the Fraternity, their concerns can be presented to the Executive Board. With a 2/3 vote the Executive Board can vote to remove Kappa Alpha Pi from the Professional Fraternity Council. Under no other circumstance should Kappa Alpha Pi remove or be removed from the Council.

- G. An Alumni Advisor is appointed by the newly elected President at the end of every Winter term. This appointment must be approved by two-thirds of the newly elected Executive Board.**
1. The Alumni Advisor must be an alumnus of the University of Michigan Pre-Law Chapter of Kappa Alpha Pi and ideally should be a former Executive Board member.
 2. The Alumni Advisor should reside in the Ann Arbor area, or within reasonable distance, insofar as this is possible.



- A. Elections will be held at least two weeks before the end of the Fall term. The time between elections and the end of the term will be used to train new officers and ease the transition between Executive Boards.
Addendum: The 2015-2016 Executive Board will serve their term until the end of the Winter 2016 Semester. Executive Board members elected at the conclusion of the Winter 2016 Semester will serve until the end of the Fall 2016 Semester. At the end of the Fall 2016 Semester, a full Executive Board will be elected for the 2017 calendar year, and each subsequent Executive Board will be elected for one calendar year (January-December). Attendance at elections is mandatory for all members with the exception of second semester graduating seniors.
- B. The Installation of new officers shall take place after Initiation but before the end of the Winter semester.
- C. Only members in good standing are eligible to run for office.
- D. Nominations for office will be accepted two weeks before elections begin. The current Executive Board may decide the manner in which nominations will be accepted. The nominees must be informed of their nomination, and give their decision to accept or decline at least one day before elections. The Executive Board must publicize these results to all members at least one day before elections. Members may run for no more than three positions per election. No more than two of these may be among the Executive Committee.
- E. The first six positions will be elected the first Tuesday after nominations have been publicized, starting with the President, then the Vice-President, then the Secretary, then the Treasurer, then the Pledge Trainer, and finally the Executive Coordinator. The remaining elections shall be the week following. The order of elections for the remaining positions shall be: Professional Development Chair, Service Chair, Social Chair, Fundraising Chair, Big/Little Sib Chair, and finally the Historian.
- F. All the candidates will give a speech before the membership while the other candidates for that position are out of the room. Following all the speeches, the candidates will remain outside the room, and the membership will discuss the pros and cons of all the candidates. Details regarding time limits and order will be determined by the current Executive Board.
1. No personality accusations, unrelated information or vicious statements will be permitted.
 2. The President will preside over the discussion, and reserves the right to stop talk or silence a member as needed. If the President is not a graduating senior, the next highest officer who is a graduating senior will preside over the discussion.
- G. At the conclusion of the discussion, the candidates will be allowed back into the room and voting will take place. All members not in bad standing are eligible to vote. Once voting is complete and the ballots are collected, the graduating senior



officers will count the ballots outside the room while the next candidates prepare for their speeches. The winner of the election will be announced before the continuation of the elections.

1. A candidate must attain a simple majority of those present to win the election.
2. In the event that no party receives at least half of the votes, a run-off will be held between the two parties who received the highest number. In the event of a tie, the procedures will vary based on the size of the parties running. No position may be filled by more than two individual chairs.
 - a. In the event of a tie between two individual chairs, the option of co-officing the position will be offered privately to the candidates. If they do not both agree to be co-officers, the senior officers will then be allowed to re-vote and decide the winner. The President, if a graduating senior, is the final tie-breaker.
 - b. In the event of a tie between one individual chair and a set of co-chairs or a tie between two sets of co-chairs, the senior officers will then be allowed to re-vote and decide the winner. The President, if a graduating senior, is the final tie-breaker.

Article X THE LIFE OF THE CONSTITUTION

- A. Ratification of this Constitution requires a 2/3 vote of the voting membership. It will go into effect the term directly after the one in which it was ratified.**
- B. Any chapter member of good standing or Executive Board member may draft an amendment to be added to the Constitution. This amendment must be presented to the Executive Board who will review it for logistical issues and feasibility. With the support of an Executive Board member, this amendment may be presented to the membership to be voted on.**
- C. This amendment must be ratified by a 2/3 vote of the membership present at the weekly meeting. The amendment will go into effect the following term unless it is presented and voted on at the first meeting of a new term, wherein it will go into effect immediately.**
- D. If, over the course of time, the Constitution as a whole is found to be no longer in the best interests of the fraternity, the Vice-President may draft a new Constitution for this chapter of Kappa Alpha Pi Pre-Law Fraternity with the input of its membership. This new Constitution must be ratified by a 2/3 vote of the current membership, and go into effect the term directly after the one in which it was ratified. The provisions of the new Constitution will then take precedence over the provisions of this Constitution. Such a measure**



should only be considered in the event that the structure of this Constitution is un-amendable, or that the political nature of this country or this fraternity changes so that Constitutions are no longer protectors of rights and privileges.

Article XI AMENDMENTS

Addendum 1 OFFICE DESCRIPTIONS

The following is a list of the Executive Board members and some guidelines for their roles in this fraternity. This is by no means an exhausted list of duties or responsibilities, and all officers are expected to

1. Attend more than the required number of events;
2. Maintain a positive attitude about the fraternity; and
3. Express all complaints and problems to the rest of the Executive Board or the President before bringing it up to the general membership.

President

Final responsibility for the actions and status of the fraternity and decision making lie with this office. They must have extensive knowledge of the workings of the fraternity, the ability to work with anyone, and superior motivation and concern for the fraternity. In order to fulfill their duties, the President must be informed of and involved in every event, decision, problem and idea insofar as this is possible. The President reserves the right to stop an event from taking place, discipline an errant officer, or take action to preserve the good name and status of this fraternity.

Duties include:

1. Presence at all events insofar as possible;
2. Leading meetings (Member, Executive Board, and Executive Committee);
3. Long-term planning/goals;
4. Facilitating interaction between the fraternity and the university/world; and
5. Taking care of complaints and problems.

Vice President

As the liaison between the President and the rest of the Executive Board, this person must have the ability to communicate decisions effectively. Supporting the President is essential, as is giving constructive criticism and informing them of problems brought up by the membership.

Duties include:

1. Everything the President is responsible for and assisting with anything the President needs;
2. Maintaining the Constitution;
3. Organizing the theoretical and procedural framework of fraternity (policy statements, instructions for next year etc.);
4. Presiding over meetings or other events should the President be unable to do so;
5. Recruitment and publicity for mass meetings and Rush events;



6. Planning and carrying out the annual Formal Dance (with the help of a committee as he/she sees fit);
7. Collecting designs for, ordering and distributing the chapter apparel insofar as the membership wants to have it available; and
8. Assisting all other Executive Board members insofar as possible and necessary.

Secretary

This person is responsible for keeping the fraternity organized and running smoothly. Almost all the communication between the Executive Board and members will be through the Secretary, so they need to be informed about all events, policies and decisions as soon as possible. The most important trait of this office is the ability to arrange many things into a cohesive and understandable format, and to keep close track of all members.

Duties include:

1. Maintaining ties with the other National Chapters if created;
2. Taking attendance at all meetings and events;
3. Sending out, via email and/or posting on the web, requirements for members;
4. Recording members' requirements;
5. Creating and maintaining e-mail lists (KAPi, pledge, and other miscellaneous lists);
6. Informing members and pledges of the requirements they have completed halfway through each semester;
7. Informing members of their membership status and handling bad standing proceedings;
8. Compiling a roster for members and pledges;
9. Assisting Pledge Trainer(s) during Rush and compiling an attendance sheet to be distributed to the Rush Committee during Bid Day; and
10. Creating and distributing a pledge contract along with overseeing the pledges Induction into the membership

Treasurer

Most of the fraternity activities will require funds, so keeping close track of books and finances is essential to the continuation of events. This person needs to apportion money appropriately, based on need as well as the importance of the event, and leave sufficient funds to start next year. This person needs the ability to plan for the long-term and have sufficient knowledge of bookkeeping.

Duties include:

1. Collecting and recording payment of dues;
2. Keeping track of finances;
3. Working with the Fundraising Chair;
4. Dealing with the Fraternity's account(s), Student Organization Account Services, School of Literature, Science and the Arts Student Government, and the Michigan Students Assembly.

Pledge Trainer



The future of the fraternity is the Pledge Class, so this office is one of the most important assets to a successful membership. This person needs to be creative and flexible in order to keep the pledges interested, but also responsible and particular about making sure they complete all requirements and understand what is expected of them.

Duties include:

1. Planning and running Rush;
2. Organizing and conducting weekly Pledge meetings, which follow the weekly member meetings;
3. Creating and proctoring the pledge final exam;
4. Communicating information regarding the pledges and the pledge process to the Executive Board;
5. Facilitating bonding among pledges;
6. Providing pledge manuals to all of the pledges that include information about the fraternity and all pledge requirements for that term; and
7. Heading rush committee.

Executive Coordinator

One of the main aims of this fraternity is to provide information to members about law school and law as a profession, so arranging speakers is fundamental to the satisfaction of our members. This person must have contacts with potential speakers and possess an air of professionalism when dealing with such people. It is essential that this officer represent the best ideals of the fraternity, as they are the first contact point with speakers and professional organizations.

Duties include:

1. Scheduling rooms as needed (meetings, Initiation, Rush);
2. Keeping members and Pledges informed as to where each meeting will be and providing notice in a timely manner;
3. Providing a speaker for every weekly meeting;
4. Keeping members and Pledges informed as to who will be speaking at weekly meetings;
5. Finding out what kind of speakers the members want; and
6. Following up with the speakers (thank-you notes, etc.)

Professional Development Chair

As a pre-professional fraternity, the professional development of Kappa Alpha Pi's members is crucial. This officer is responsible for planning, organizing, and supervising activities which promote the professional development of the members of Kappa Alpha Pi, as well as their understanding of the various aspects of the law school process and the legal profession.

Duties include:

1. Informing the membership about applying to law school, about attending law school, and about the legal profession and relevant internships or job opportunities;
2. Supervising educational activities;
3. Preparing members for law school and professional life through the organization of personal statement workshops, practice LSAT administrations, interview workshops, etc.; and



4. Coordinating relations and events with the University of Michigan Law School, Literature, Science and the Arts College Academic Advising Office, University of Michigan Career Center, and the various test preparation companies in the Ann Arbor area.

Service Chair

Since the fraternity's motto emphasizes service, this officer needs to embody such ideals. Besides being resourceful and organized, this person must have a positive attitude and the ability to motivate members. It is the responsibility of the Service Chair to plan and execute service events for the fraternity. Specifically, the Service Chair must direct Festifall, Winterfest (if possible) and Goodness Day in order to promote the name of the Fraternity and help to attract potential new members.

Further duties include:

1. Holding at least 6 point-fulfilling opportunities per semester;
2. Finding out what activities members are interested in;
3. Taking attendance at service events;
4. Providing a reasonable number of service opportunities; and
5. Helping the Pledge Service Chair.

Social Chair

A large part of the focus in this fraternity is bonding between members, and this office is responsible for providing events in which members can relax and get to know each other. The social aspect of this fraternity is essential to the well-being and happiness of its members, and is therefore not to be taken lightly. The events planned should center on bonding (i.e.: talking or working together) and be in a comfortable atmosphere. This person needs to be fun-loving and creative, but also possess the responsibility and attention to detail that allows the events to be safe, laid-back and well-planned.

Duties include:

1. Signing up for and managing Intramural Sports teams (depending upon membership interest);
2. Finding out what activities members are interested in;
3. Taking attendance at social events;
4. Helping the Pledge Social Chair; and
5. Providing a reasonable number of social opportunities which should be planned by the Social Chair in accordance to the membership's needs and wants.

Fundraising Chair

The Vice President, Treasurer, Service Chair, Social Chair and Big/Little Chair usually cannot fully complete their duties without money, so this officer is central to helping the fraternity provide events for the members. This officer needs to be resourceful and creative to motivate members to participate in fundraising events, and should be one of the more responsible members of the Executive Board, since they deal with money.

Duties include:

1. Holding at least 3 point-fulfilling opportunities per semester;
2. Flyering



3. Providing a reasonable number of fundraising opportunities, only 1/3 of which may have the majority of funds originating from the members themselves;
4. Planning and executing a Date Auction in the second semester of their term;
5. Taking attendance at all fundraising events; and
6. Helping the Pledge Fundraising Chair execute their duties.

Big/Little Sib Chair

The pledges are an integral part of our fraternity, and constitute the main focus of each semester. Thus it is imperative that they are united with the members by the time they are initiated and become part of the fraternity. This officer is responsible for maintaining good relations between the pledges and their Big members. In addition to an outgoing and friendly personality, this officer needs to be flexible and organized to keep track of the pairs. However, this officer cannot do their job without the cooperation of the Big members and as such it is essential that the Big/Little Sib communicate often with both the Bigs and the Littles to try and eliminate conflicts and neglect by either party.

Duties include:

1. Working with other Executive Board members to integrate pledges into the general membership;
2. Arranging Big/Little groupings;
3. Planning Big/Little events using feedback from members; and
4. Keeping track of the fulfillment of each pairs' requirements.

Historian

The turnover in this fraternity is relatively high, as we initiate new members every semester, while many of our officers and most active members graduate each year. This office is needed to provide continuity between years and furnish a way for members to look back on previous years, and remember the shared moments. Such memories are essential to creating a bond, and allow new members to see the previous events/ideas of the fraternity. This person must be creative and artistic in order to arrange the memorabilia effectively.

Duties include:

1. Documenting all fraternity functions;
2. Taking pictures of all functions (or arranging for someone to take pictures);
3. Recording officers and new developments made each year;
4. Assembling the photo album, scrapbook and video or other relevant documentation of the Fraternity's events;
5. Maintaining Alumni relations; and
6. Have competent knowledge of web design to regularly update and maintain the chapter website, including a schedule of Fraternity events.