



KAPPA ALPHA PI

PRE-LAW CO-ED FRATERNITY

University of California, Berkeley

Student Organization Name: Kappa Alpha Pi

Date Prepared: 8/15/14

Date Amended: 8/15/14

Date Approved (LEAD Center staff): 8/15/14

Approved by (LEAD Center staff): Deepak Sharma

NOTE:

Text highlighted in red indicates standardized items—these cannot be modified. All chapters of KAPi follow these standardized items, and they must be included in any new Constitution. Text left in black reflects KAPi at Michigan. It is a guideline but is left malleable/can be completely modified if seen fit.

**CONSTITUTION
OF
Kappa Alpha Pi PRE-LAW FRATERNITY
*Chapter of University of California, Berkeley***

Declaration of Values

PREAMBLE - Statement of Origin

The Berkeley Chapter of Kappa Alpha Pi was created out of the desire to uphold values that are at the core of its existence and function. We vow to uphold the values of integrity, compassion and professional competence in all our decision-making processes to advance the ideals of social justice and liberty under the law. Our fraternity will exercise these values internally, as our members pursue moral, intellectual and professional advancement, and externally as we forge bonds in the local and campus communities.

Kappa Alpha Pi was started at University of Michigan in October 2007 by a high-achieving group of students formerly associated with Phi Alpha Delta Pre-Law Fraternity International who disaffiliated in favor of the safety of its members and their close-knit community. Kappa Alpha Pi now comprises over 7 dynamic and respected chapters at institutions of higher learning across the nation.

Article 1.

- (1) KAPi sisters and brothers shall carry themselves and the fraternity with the utmost sense of integrity with a sense of responsibility to the members and the organization.
- (2) We will foster integrity among our members, through holding ourselves and our fellow sisters and brothers to highest standards of transparency and responsibility in all our fraternal pursuits
- (3) Members will be expected to complete all obligations with the highest personal and professional integrity, holding themselves responsible to the utmost standards of accountability and development.

Article 2.

- Kappa Alpha Pi Pre-Law Fraternity at Berkeley will promote professional leadership and social development beginning in the Leadership Development semester and continuing throughout every semester of active participation.

Article 3.

- Beyond the membership, we will create a strong bond that unites our members with teachers and professionals of the law. This relationship shall be furthered and preserved every year in a way that works to advance the ideals of liberty and equal justice under law

Article 4.

- In all our endeavors, we will understand the power and privilege we hold as a pre-law organization, and we will strive to better our community by promoting service and social justice. We shall choose to work together and to work with the community in order to tangibly contribute to a greater good that carries the positive intent of the creation of Kappa Alpha Pi.

Article 5.

- Upon pinning, each and every member vows to honor these values and remain responsible for cultivating continued success beyond the professional realm for themselves and the KAPi membership.

[Alternate Preamble] Statement of Origin to be used publicly and on Website

Throughout the spring semester of 2014, members of Berkeley Phi Alpha Delta Pre-Law Fraternity faced concerns with the structure and governance of their fraternity. To preserve the values and best interests of its membership, a majority of our chapter membership elected to disaffiliate from Phi Alpha Delta Law Fraternity, International and reconstitute as the UC Berkeley Chapter of Kappa Alpha Pi Pre-Law, Co-Ed Fraternity.

By-Laws

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.

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 NAME, SYMBOLS, COLORS AND MOTTO

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 Spring semesters, with exceptions made for vacations, holidays, and other circumstances.

- A. The meeting time and place shall be announced in a timely manner and uploaded to the Secretary's calendar by the Secretary.
- B. The meeting will take place in a location easily accessible to the all of the members.
- C. Announcements of meeting changes must be 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 May and December) of the school year unless Article II, Section D is satisfied.
- F. Attendance at the first and last meetings of each semester's is mandatory for all members. Members must let the Secretary know at least a week in advance if they have an exceptional circumstance under which they will not be able to attend the meeting.
- G. Attendance at each semester's State of the Fraternity Meeting is mandatory for all old and new Directors. New Director and Associate Director positions are contingent upon attending the State of the Fraternity Meeting.

Article III RECRUITMENT

- A. The ability to become a member of this chapter is open to all undergraduate students of the University of California, Berkeley, with the exception of those who will graduate at the end of what would be their pledge term. The goal of Recruitment 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 hold recruitment each school year: one at the beginning of Fall term, and the other at the beginning of Spring term.
 - 1. Publicity for the Recruitment events must begin a reasonable amount of time before the first event, and aim to communicate Recruitment information to a large and diverse number of students at the University of California, Berkeley.

2. The logistics of Bid Night will be determined by the current two Leadership Development Chairs and Professional Development Chair.

C. Recruitment Committee

1. A Recruitment Committee shall be assembled with volunteers from the current membership. The size of the committee shall be determined through director elections by membership and associate director appointments by the elected directors.
2. Recruitment Committee must give a Recruitment Cohort presentation that details the events and expectations of recruitment to promote a cohesive and professional presentation of our fraternity.
 - a. Recruitment Cohort will take place at the first meeting of the school semester.
 - b. All members who participate in Selection Day must attend Recruitment Cohort unless they are excused by emailing the Secretary in advance with their exceptional circumstance.
 - c. All new members who crossed the semester prior, or who are participating in Recruitment for the first time, must attend Recruitment Cohort.
3. The Recruitment Committee shall have the right to deny a member voting rights on Selection Day in the event said member did not fulfill Selection Day requirements.
 - a. The Treasurer shall have the right to deny a member voting rights on Selection Day in the event said member did not turn in their chapter dues or have some remaining balance.
4. Selection shall be run in accordance to Selection Day Procedures and Processes.
5. Only those members in attendance at Selection Day shall be privy to the information discussed during Selection.
 - a. After the conclusion of Selection all Selection materials must be collected and nothing from Selection shall ever be mentioned.
 - b. If a member leaves the Selection room they are not privy to the information that is discussed after they leave.
 - c. Those members who give this information from Selection Day to anyone who did not attend Selection Day when that information was being discussed is subject to major Code of Conduct fines and probation.
6. Those applicants who are not offered a bid must be notified within 24 hours of the end of the Deliberations. This shall be done by the Leadership Development Chairs and Professional Development Chair with their thanks and an invitation for the applicant to re-rush the following semester.
7. Leadership Development Chairs and Professional Development Chair shall decide before the Deliberations meeting the size of the committee. They may set an absolute maximum or give a range they may be willing to accept.
8. Insofar as these provisions do not address all problems that may arise, the Leadership Development Chairs and Professional Development Chair is/are

given reasonable authority to make decisions in good faith for the benefit of the Fraternity.

Article IV LEADERSHIP DEVELOPMENT COMMITTEE PROGRAM & MEMBERS

- A. The goal of the Leadership Development semester is twofold.
 1. The Leadership Development (hereafter known as LD) semester 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 LD semester 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: attendance at weekly Leadership Development meetings, fulfilling a fundraising quota, attending all mandatory Leadership Development events, and successfully following the guidelines outlined in the Leadership Development committee contract. These requirements shall be communicated to the Leadership Development Committee members no later than the first committee meeting of the semester.
- C. An Executive Board of Leadership Development members (Leadership Development Board) shall be elected by their fellow members by the second Leadership Development meeting of the semester.
 1. This Executive Leadership Development Board shall consist of an LD President, Secretary, Treasurer and Fellowship Chair.
 2. The LD President shall be required to meet with the Leadership Development Chairs and the Professional Development Chair before each weekly committee meeting.
 3. The Leadership Development Committee Executive Board shall meet with each other at least once per week.
 4. LD members shall be invited to certain committee member events, and required to fulfill certain membership points, which shall be up to the discretion of the Leadership Development Chairs and the Professional Development Chair.
 5. The Leadership Development Committee's events shall generally not require KAPi funds. The committee shall ask the Treasurer for fraternity funds if they so wish. The funds raised by the committee shall be under the control of the Leadership Development Committee Treasurer. The Leadership Development Chairs and Professional Development Chair may use KAPi funds for the development of the Leadership Development Committee.
 6. Any event planned by a Leadership Development Chair is subject to review by the Executive Board.
- D. A midterm evaluation shall occur near the middle of each Leadership Development Term. This evaluation will examine the progress of each Leadership Development Committee member on an individual basis.

1. The Leadership Development chairs and the Professional Development Chair will preside over the midterm evaluation.
 2. If the Leadership Development chairs and the Professional Development Chair determines that the Leadership Development Committee member has not performed to the level expected of a member of Kappa Alpha Pi Pre-Law Fraternity, then the committee member can be placed under review.
- E. If a Leadership Development Committee member has not met all the requirements established for the Leadership Development semester before taking the final evaluation, the consequences shall follow the rules below.
1. If a Leadership Development Committee member is short by more than one requirement, without a reasonable excuse approved by the Leadership Development Chairs and Professional Development Chair, they will be dismissed from the committee.
 2. If other extenuating circumstances arise which are not covered by previous clauses within this section, the Executive Board, upon the recommendation of the Leadership Development Chairs and Professional Development Chair, may use discretion on any decisions made regarding the Initiation of any Leadership Development Committee Member.

Article V INITIATION

- 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 Leadership Development Committee member 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.

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.

A. Status and Attendance:

Members in good standing may choose one of the following membership statuses:

1. Active - These members must commit to a 70% attendance requirement, fulfilling all committee points and paying full chapter dues.
2. Active-Limited - These members must commit to a 30% attendance requirement, 30% committee point requirement (to be specified by the Executive Board) and pay full chapter dues. These members can choose to attend only one of the following events: member retreat or banquet. Members can only choose Active-Limited status for one semester and not in a member's first leadership corps semester.
3. Inactive - These members have no attendance requirements, no point requirement and are not required to pay chapter dues. To remain a membership corps and hold officer positions in subsequent semesters, inactive status may only be established once and not in a member's first leadership corps semester.
4. Abroad - Members who are studying abroad have no attendance requirements, no point requirement and are not required to pay chapter dues.
5. Alumni - Members who have held officer positions in three or more semesters may opt to take alumni status for their last semester in KAPi. These members have no attendance requirements and are not required to pay chapter dues.
 - a. Senior Board - Members with Alumni status are encouraged to take on the additional status and responsibility of being a Senior Board member. Senior Board members must be responsive to member's requests for professional advice. Senior Board members do not need to fulfill the Selection Day requirement to attend Selection. However, they must fulfill the Recruitment point or make other arrangements with the Recruitment committee directors and committee oversight.

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. Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.

1. Following the initial announcement of requirements, the Secretary must issue a reminder of such requirements a minimum of two additional times. These required reminders must be issued once midway through the semester and once toward the end of the semester.
 2. Members shall have access to their fulfilled requirements at all times via a public, up-to-date Google Doc. This document is managed by the Secretary.
- B. The requirements for remaining in good standing are based on a point system.
1. All committees are awarded one point.
 2. All members must complete all points required by their membership status.
 3. Committees chairs must submit their point requirements to be discussed and voted on by Executive Board, to ensure that point requirements are realistic for all members and the future of the fraternity.
- C. Professional Mediation meetings, organized by the Secretary and facilitated by the IVP, are to be used in place of fines.
1. Secretary must conduct a Midterm Point Review for all members approximately the tenth week of the term.
 2. Secretary will send out and collect a Midterm Point Review Profile for every member, which includes their current point/attendance status and their plan to complete all points.
 3. Members who do not turn in a complete Midterm Point Review Profile, or who are behind in their points to the extent that there is no way for them to complete the point requirement are immediately placed on probation (see Section D) and must complete a professional mediation with the IVP and a supporting member(s) (i.e., a friend of the member in good standing) in order to figure out why they have not met the point requirement, what can be done to ensure they are able to complete the requirement in future semesters, and a plan to make up their missing points to the fraternity. Members who successfully complete a mediation and fulfill the plan to make up their missing points will no longer be on probation.
 4. In exceptional circumstances members can petition to decrease their point requirement. A members in this situation must meet all the below criteria and submit a petition to the Secretary before the last day of the academic semester. For the purpose of confidentiality, this petition is voted on by the Executive Board and passed by majority vote only. Every exceptional circumstance petition is evaluated on a case-by-case basis by the Executive Board, who must incorporate all relevant factors and the KAPi Declaration of Values into its decision.
 - a. Events or circumstances beyond your control that had a significant impact on you that 1) prevented you from acting by the relevant deadline or 2) arose unexpectedly after the relevant deadline.
 - b. Extenuating circumstances do not include:
 - i. not needing or wanting to participate in an event
 - ii. not knowing you were behind on your points
 - iii. not knowing the deadline or procedure for the point system

- iv. forgetting to show up for an event
 - v. not knowing how well you were doing by the deadline
- 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. If the number of required points is not reached in a semester, if the member is behind in their points to the extent that there is no way for them to complete the point requirement, 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. Members on probation must complete a professional mediation with the IVP and a supporting member(s) (i.e., a friend of the member in good standing) in order to figure out why they have not met the point requirement, what can be done to ensure they are able to complete the requirement in future semesters, and a plan to make up their missing points to the fraternity. Members who successfully complete a mediation and fulfill the plan to make up their missing points will no longer be on probation.
 - 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.
 - 4. A member on probation will lose all voting privileges and cannot attend the following events: retreat or banquet .
 - 5. After being on probation for two consecutive semesters, a member will lose all affiliation with, and privileges of, Kappa Alpha Pi membership.
 - 6. 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.

- F. 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 CODE OF CONDUCT

- A. Conduct violations will be divided into two categories, minor violations and major violations, each with its own repercussions.
1. **Minor Violations:** Members are on probation until the completion of a Professional Mediation Meeting. At the conclusion of the meeting the IVP may set remediation at a fine of \$25 for a first or second offense of the academic year, or settle on an alternate remediation with the IVP. For a member's third (and onward) violation the IVP may set the remediation at a \$50 fine and/or additional service to the fraternity.
 2. **Major Violations:** Members are on probation until the completion of a mediation meeting. At the conclusion of the meeting the IVP may set the remediation at a \$100 fine for the first offense of the academic year or an alternate settlement. For a member's second major violation, the IVP may set the remediation at a \$150 fine or an alternate settlement.
- B. **Please note:** The amount of remediation is up to the discretion of the IVP with final decision power lying with a majority vote of the fraternity. The member may bring their case up to the fraternity during member meeting if they believe the mediation was not completed in a just manner. The member must notify the Secretary that they would like their case brought to meeting at least 1 week before the upcoming meeting but not later than 4 weeks after the date of the mediation. The Secretary must post this to the meeting agenda so that the meeting is accessible for all interested parties.
- C. **Minor Violations:**
1. Leaders should exhibit self-restraint when presenting KAPi's image to the public in any capacity (including but not limited to: social media, actions at public events, when wearing letters, or acting as a representative).
 2. If a Leader RSVP's to an event, they must attend, or notify the chair with sufficient prior notice (to be set by the committee chair). The committee chair must notify membership of a deadline for the prior notice at least a

week before the proposed deadline. This does not apply to exceptional circumstances (at the discretion of the committee chair and oversight).

3. Leaders will interact with Leadership Development Committee members only in an appropriate manner during official KAPi activities, including all organized KAPi events and Leadership Development Committee member interviews. Inappropriate behavior includes, but is not limited to, blatantly offending Leadership Development Committee member and unduly complaining to an excessive extent about KAPi.
4. Leaders will not be at a party or similarly compromising setting with Leadership Development Committee members while intoxicated in any capacity until after the first social retreat.
5. Members who accidentally destroy or maiming KAPi property (rented or owned) are required to replace that property and pay any resulting fines.

D. Major Violations:

1. We will not haze according to California State Law. We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.)
2. No sexual or romantic relations between a member and a Leadership Development Committee member unless said relations existed prior to the beginning of the first the first day of PR.
3. No use of the KAPi letters or crest at social retreats, in photos (public or private), or any social media in combination with any hint of alcohol or other inebriating substances.
4. No inappropriate physical contact between Leaders and Leadership Development Committee member in public settings.
5. Members will not officially congregate for the sake of objectifying or disrespecting other Leaders or Leadership Development Committee members.
6. Members will not discuss confidential or privileged KAPi information with anyone outside of KAPi, with Leadership Development Committee members, or with Leaders not present at the confidential event.
7. Members must not intentionally destroy or maim KAPi property (rented or owned), or destroy or maim KAPi property (rented or owned) out of

negligence. Negligence includes inebriation, very rare exceptional circumstances apply.

8. Members who RSVP to a Professional Mediation Meeting must attend unless an emergency or other exceptional circumstance arises.

Article VIII EXECUTIVE BOARD

- A. The Executive Board of this chapter shall consist of five positions. The positions and office descriptions are listed as an addendum to this Constitution.
 1. The offices: the President, Internal Vice President, External Vice President Secretary and Treasurer shall **collectively be known as the Executive Board. These five offices must be held by individuals.**
- B. Meetings of the Executive Board will be held at minimum 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 executive board member must miss a meeting, they must inform the President as soon as possible and the Executive Board will decide if the reason is valid.
 1. Any decisions that greatly affect the operations of the chapter or that Executive Board members are unsure about should be brought before the membership as a whole for discussion and vote.
 2. The Executive Board should inform the membership of decisions which directly affect the general operations of the chapter insofar as this is possible.
 3. New and old Executive Board members must meet before the start of each semester to train and transition the new Executive Board members.
- C. 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.
- D. **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 membership.**
 1. The Alumni Advisor must be an alumnus of the University of California Berkeley Pre-Law Chapter of Kappa Alpha Pi and ideally should be a former Executive Board member.
 2. The Alumni Advisor should reside in the Berkeley area, or within reasonable distance, insofar as this is possible.

Article IX ELECTIONS

- A. Elections will be held the week before before RRR week. The time between elections and the end of the term will be used for old Directors to pass information to new Directors.
 - 1. Attendance at elections is mandatory for all members with the exception of second semester graduating seniors.
- B. The Swearing In of new officers shall take place during the State of the Fraternity Meeting. Elections shall be by majority vote of the Active/Active-Limited/Abroad/Alumni status members in good standing who have met the UC Berkeley chapter attendance requirements.
- C. Only members in good standing are eligible to run for office.
- D. The Secretary shall notify all student members of the date, time, and place of an election at least two weeks prior to such date. 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 week before elections. Nominees must submit a concise campaign blurb, to be sent out to all voting members by the Secretary at least one week before elections, explaining their qualifications objectives for running. The Executive Board must publicize the names of the nominees along with their campaign blurbs to all members at least one week before elections. Members may run for no more than three positions per election. No more than two of these may be among the Executive Board.
- E. The Executive Board will be elected in the following order: President, Internal Vice-President, External Vice-President, Secretary, Treasurer. The order of elections for the remaining positions shall be up to the discretion of the previous Executive Board.
- 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 previous Executive Board.
 - 1. No personality accusations, unrelated information or vicious statements will be permitted.
 - 2. The previous President and Internal Vice President will preside over the discussion, and reserve the right to stop talk or silence a member as needed.
 - 3. In the event that a candidate is unable to attend elections, he or she may submit a video or recording of their speech or choose not to deliver a speech.
- G. At the conclusion of the discussion, the candidates will be allowed back into the room and voting will take place. All members in good standing are eligible to vote. The Executive Board will determine how voting will be conducted. 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 individuals.

- a. In the event of a tie between two individuals, the option of directors the position will be offered privately to the candidates. If they do not both agree to be co-directors, the membership will then be allowed to re-vote and decide the winner.

Article X VOTING AND DISCUSSION

- A. All votes of the chapter require quorum be met. Quorum shall be set at a simple majority of all voting members. All votes, unless otherwise specified, require a simple majority vote of members present and in good standing who are in active, active-limited, abroad, or alumni status, barring those exempt from voting.
- B. (As per Roberts' Rules of Order) In cases where there seems to be no opposition and in the presence of a quorum; you can save time by obtaining Unanimous Consent (General Consent) from the assembly. The President shall ask if there are any objections; in the event that no objection is heard, the motion is adopted.

Article XI 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 XII AMENDMENTS

All amendments, additions or deletions to this document must be filed with the LEAD Center in 102 Hearst Gym.

A. 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 exhaustive 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. In the event of an emergency, the President reserves the right to stop an event from taking place, form an investigative committee, or take action to preserve the good name and status of this fraternity. Above all, the President is concerned with the continuous development of each and every member of the fraternity both professionally and personally, and their contribution to the fraternity as a whole. "Development" meaning a professional skillset, strong bonds of fraternalism, and the mindset of compassion, integrity and loyalty to increasing equity in the justice system; all of which consistently grow in depth and breadth despite their position in the fraternity. "Development" also meaning a dedication to preserve the memory, knowledge and work of the previous generations of KAPi in order to build a stronger fraternity, and an ever-growing presence for the fraternity, on the UC Berkeley Campus and throughout the nation. Finally, the President is responsible for theirs and their Executive Officers' continued growth and success during their time in office, and must aim to make their roles as far-reaching and efficient as possible in the name of our fraternity's goals and values.

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, other KAPi Chapters, and the university/world; and
5. Taking care of complaints and problems with integrity and transparency as much as possible.

Internal Vice President

The IVP encourages the facilitation of Chapter Bylaw processes and oversees the execution of the goals of the fraternity, with particular attention to integrity and fraternal bonding. To ensure that the fraternity upholds the values of integrity, compassion, and social awareness, the IVP shall ensure that no hazing occurs within KAPi and that all decisions are made for the advancement of its members and

community. To promote fraternal bonding and social and professional development, the IVP shall hold fair and representational conflict-management sessions in situations of professional or social conflict among fraternity members. The IVP shall act as a liaison between all members of KAPi to ensure that fraternal endeavors are pursued with respect and transparency.

The IVP shall assist the President in the performance of such chapter duties as may be requested by the President. In the event of the absence, resignation, disqualification or removal from office of the President, the IVP shall assume the duties of the president. The IVP shall preside over meetings or other events should the President be unable to do so and shall assist all other Executive Board members insofar as possible and necessary. IVP shall assist in administering all voting procedures and so shall be exempt from voting.

Successful applicants must be able to act as fair and unbiased mediators in conflict-management sessions between fraternity members. The IVP must have the ability to communicate with clarity, respect and fairness in all fraternal engagements. The IVP must interact positively and work effectively with all fraternity members to promote compassion, integrity, and fraternal bonding.

External Vice President

The External Vice President shall be the primary public relations officer of the chapter. The EVP may collaborate with other committees, entities, organizations, and persons to promulgate a succinct and unified voice for the chapter. The EVP shall oversee or have primary jurisdiction over duties relating to publicity or external affairs, including but not limited to: relations with test prep companies, ties with other Pre Law chapters, alumni relations, and other such networking duties.

The EVP shall utilize and direct development of external institutional memory so relations between the chapter and outside groups can be maintained with integrity and mutual benefit in order to expand the presence of KAPi's values within the community.

Successful applications will have excellent written and verbal communication skills, detailed organization and management, and extensive knowledge of professional etiquette.

Secretary

The Secretary of Kappa Alpha Pi 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. Secretary shall take minutes at all meetings and send them out in a timely manner, fulfilling a responsibility to the members of Kappa Alpha Pi. Secretary manages all listserves (alumni and member) and maintains signatory status by completing signatory apps with ASUC for cage/storage maintenance. Secretary manages a relationship with Berkeley Law for room reservations, fostering our ties with Berkeley Law as an institution and as a resource. Secretary is the custodian of, and maintains an active inventory of, all paraphernalia. Secretary maintains a list of all current members, their past and present membership statuses, and current attendance records. The Secretary is also responsible for cultivating an environment of academic support by efforts such as hosting study hours and creating a document for recommended classes.

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 should also be willing to work closely with the finance committee to organize and execute fundraising events. Additionally, the treasurer should be willing and able to enforce any fines and penalties that are imposed on any members. 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)
5. Collecting fines

Recruitment Committee

The Recruitment Committee of Kappa Alpha Pi serves two critical purposes. The first is to garner respect and recognition for our organization by hosting events that expose us to the campus community and that display our unparalleled professionalism and fraternalism. The second is to secure the next generation of our fraternity. With regards to this second purpose, the committee is responsible for finding a group of individuals who share a passion for law, a potential for their professional skills to be

honed by the Leadership Development semester, and a willingness to commit themselves to this fraternity and engage in fraternal bonds with its members.

Our first event of the semester, Meet the Chapter Night, serves the first purpose of the Recruitment committee. The event strives to present KAPi to the wider campus community in the most positive light possible.

The second, third, and fourth events serve the second purpose of the Recruitment Committee. Professional night, with its presentation and workshops on resumes and cover letters, is a preface to the professional development of the LD semester. Legal night, by holding a panel discussion comprised of law school admissions officers and organization alumni, is perhaps the best example of our fraternity's commitment to forging bonds with teachers and professionals of the law. Finally, social night is our first chance to interact with prospective LD's in a casual atmosphere, and thus represents the beginning of the fraternalism and social development that occurs during the LD semester.

Skills that will be learned in the course of participating in the Recruitment Committee include: time management, event planning, public speaking, and networking.

Leadership Development

The Leadership Development Program aims to prepare each pledge for Kappa Alpha Pi's Membership. Whereas, the recruitment process aims to secure the most talented pool of candidates among the UC Berkeley pre-law students, the Leadership Development Program aims to fashion each pledge into an ideal member of Kappa Alpha Pi's Membership. As committee members will come to see, the Membership is a strongly united group of individuals that adheres to three basic ideas: "Leadership, Professionalism and Fraternalism." The committee's vision for this semester is to develop ambitious leaders who are passionately devoted to the future of Kappa Alpha Pi and who will take initiative to shape that future. The cultivation of leaders who are both driven and responsible is extremely important to this fraternity, as the people who make up Kappa Alpha Pi are the ones who shape its course and future. With an increased rigor of the Leadership Development Program, the majority of the semester's events are tailored to develop committee member's professional knowledge. It is the committee's hope to create a class of leaders prepared to represent Kappa Alpha Pi and prepared for future challenges, inside and outside of Kappa Alpha Pi. While leadership and professionalism are key aspects of this semester, fraternalism is important in ensuring the successful completion of the Leadership Development Program, in addition to the successful integration of each committee

member into Kappa Alpha Pi's Membership. It is the committee's goal to ensure that each member feels confidently connected with the rest of the class and that the class cannot only produce and execute lofty individual aspirations, but can also produce and execute an overall group goal. The special bond fostered during the Leadership Development Program is what will transform some of the least enjoyable aspects of the program into the most enjoyable.

Philanthropy Committee Description

The Philanthropy Committee is responsible for promoting the values of service, social justice, and commitment to the integrity of the legal system that Kappa Alpha Pi Pre-Law Fraternity is built upon. We hope to instill these values in each of our members as they develop into leaders and professionals.

This committee will integrate both tried-and-true traditions and innovative ideas to create sustainable events that will best serve the diverse East Bay community.

One of our key principles is to recognize and address the needs of our community. We plan to actualize this ideal through our flagship event, the biannual Free Legal Clinic (FLC). The FLC will provide an opportunity for the brothers and sisters of KAPi to make a tangible impact in our community by connecting low income individuals with legal professionals who are willing to provide free legal options.

This semester, the Philanthropy Committee is creating a grant program that will provide community members with financial assistance for their legal affairs. This initiative will advance the principle of equal justice under the law and fulfill KAPi's commitment to making a difference in the lives of others. In the process, we expect to gain insight into the opportunities and challenges that the US Legal System poses to impoverished and disadvantaged individuals, thereby increasing our awareness of critical legal issues within our community

Webmaster

The webmaster(s) shall keep the KAPi website regularly updated in order to increase on-campus publicity.

LEAP

The Legal Events and Planning Committee is dedicated to providing professional resources for the brothers and sisters of our fraternity to further their legal careers.

Events such as law school visitations and student-professor dinners will allow fraternity members a unique opportunity to further develop their professionalism and understanding of the legal field.

LEAP is committed to motivating its members in pursuing law through innovative events. The committee hopes to inspire members by stimulating their interests through exposure to differing fields and practices of law. Furthermore, events such as the Battle of the LSAT Test Prep Companies are dedicated to providing our members with the resources they need to pursue law as a potential future career.

Overall, LEAP aims to strengthen fraternalism by utilizing unique events as a platform for members to share their passion for law.

Networking

The Kappa Alpha Pi Networking Committee shall work to foster and maintain UC Berkeley's KAPi public relations. The Networking Committee will collaborate with on-campus organizations, professionals, alumni, test prep companies and other Kappa Alpha Pi chapters by hosting events such as law panels, alumni mixers, faculty dinners, and joint-activities with professional fraternities and organizations. The Networking Committee aims to expand the presence of Berkeley Kappa Alpha Pi and the values this fraternity holds, while providing KAPi members with the opportunity to develop their professional network. Committee members must have strong written and verbal communication skills, excellent organization and management skills, and qualities of resourcefulness and creativity.

Kappa Alpha Pi offers our members various advantages for legal careers and professional life.