

**The Delta Theta Phi
Law Fraternity, International**



Last revisions, Summer 2009

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Delta Theta Phi International Office

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OFFICERS

Who Should Be An Officer?

When recruiting members to run for office, look for members who have been consistently involved in various aspects of the Senate, such as meetings or events other than social programs, or involved in leadership positions with their undergraduate social or professional fraternity. This will ensure that as an officer, he/she will continue to be involved and committed to the Senate. If all or most of the officers are 3L students, the Senate will be left without experienced leadership after graduation. This can be *devastating* to the Senate. As such, it is ideal to elect officers that are representative of the 3L class but focusing on the 2L class and when possible, the 1L class. In order to ensure an effective transition, at least one officer (generally the Dean or Vice-Dean) should have prior experience as an officer of the Senate.

Explain the Senate to Would-be Officers

When the time approaches for members to begin thinking about running for an office, it is well advised for this issue to be addressed as an agenda item during a member meeting, beginning as early as February. At this time, it should be explained which offices will be open for elections, provide a brief description of each position/office and the corresponding responsibilities, and the time frame for elections.

As members show an interest in running for office, they should be encouraged to speak with the officer who currently holds the position(s) in which he or she is interested. This will give the candidate a better understanding as to what the responsibilities of the position are, as well as provide the member with an opportunity to ask questions on an individual basis. Outgoing officers and/or the faculty advisor should be candid about the expectations and time commitment involved with any particular position, while encouraging qualified candidates to run.

OFFICERS NEED TO GET TO KNOW THEIR SENATE

IN ORDER TO BE EFFECTIVE, OFFICERS MUST INITIALLY HAVE A THOROUGH UNDERSTANDING OF THE STRENGTHS, WEAKNESSES, AND PAST PROBLEMS AND PERFORMANCES OF THEIR SENATE.

- The Dean should contact all the outgoing and incoming officers, the faculty advisor, and the District or State Chancellor, and discuss the problems and performances of the Senate
- The Tribune should get the telephone numbers and addresses of all outgoing and incoming officers, the faculty advisor, the Alumni Senate officers, and International officers. It is imperative that the International Office is sent a copy of your student officer list. Forms are available from the Executive Director.
- The Tribune should request a complete list of your membership from the International Office. If you have members who are missing from the list sent from the office, your first duty will be to remedy that situation by providing the Office with updated information.

ADDITIONAL OFFICER INFORMATION

- **Transition Meetings:** At the end of the year, each outgoing officer shall meet individually with each incoming officer to go over duties and ongoing projects. In addition, a full meeting of all outgoing and incoming officers should be held in its “regular” format. This is very important, as it will help maintain continuity among the officers and allow for a smooth transition of leadership.
- **Officer Notebooks:** Officers should always keep a notebook outlining their job responsibilities, containing a copy of the Constitution and By-Laws, and setting forth the manner in which they planned events. This notebook is almost like a journal of what worked, what didn’t, who was called when setting up an event, budget information and the like. The key is to be able to provide the next officer with enough information such that re-invention of the wheel is not required. This will allow a senate to fine-tune activities year-to-year and spend time planning new events, rather than struggling to try to figure out how to plan and organize the same type of event year after year.
- **Any officer who does not perform his/her duties fully should be replaced**, so each senate is encouraged to have the parameters of duty to perform and appointment of replacement in their local bylaws. If an officer finds it impossible to continue to devote the necessary time to do an effective job, he/she should resign as an officer for the benefit of the Senate. An officer’s responsibilities in these respects are no different than that of an attorney who has an obligation to properly and timely represent his/her client's interests.

OFFICER DUTIES & DESCRIPTIONS

DEAN

The job of Dean is a challenging one. This person is at once a publicity agent, diplomat, manager, advisor, and trouble-shooter. . . all qualities every Delt member will be required to fulfill simultaneously as a lawyer.

IN GENERAL:

- The Dean is responsible for the overall function and performance of the Senate.
 - The Dean is responsible for ensuring that the officers are performing their responsibilities, that the Senate actively recruits new members and remains vital, and that Senate members receive the benefits of membership.
- The Dean is considered to be a member of the International Senate, and is the automatic delegate to the biennial convention.
- The Dean is the executive officer of the Senate who should authorize and countersign all disbursements of the Clerk of the Exchequer.
- The Dean is required to conduct senate meetings (at least) once a month, prepare agendas for each meeting ahead of time, and hold regular officer meetings in addition to the senate meetings.

COMMUNICATION:

The Dean is required to initiate and maintain regular contact with the Supreme Senate member assigned to his/her region, who in turn assist as he or she is able and reports your activities to the Executive Director.

The Dean needs to participate in and support senate activities through planning and attendance. Importantly, the member who becomes Dean must be someone who is approachable, accessible, and responsive to individual members at all law school levels, as well as the Senate as a whole.

The Supreme Senate member assigned to your region / school for the 20__ - 20__ term is _____. His or her contact information is:

The Dean should require that all officers and committee chairpersons, when appropriate, present regular reports at all Senate meetings. Senates that provide their members with frequent and timely communications tend to have increased membership and overall participation.

CONVENTION AND REGIONAL MEETINGS:

The Dean is expected to attend the Biennial Convention, which is held during the summer in odd numbered years. If the Dean is unable to attend the convention, he/she must appoint, as an alternate, a Brother or Sister in good standing who will return in the fall as a student member of the Senate. It is preferred that the substitute delegate be a fellow officer, or at the very least\will be acting as the co-chair of the membership committee upon returning for the fall term. During even numbered years, a Regional Leadership Meeting (RLM) may be held. If so, the Dean is required to attend and/or follow the substitution guidelines set forth for Convention attendance. All officers are encouraged to attend an RLM, which is generally scheduled on a Saturday for 4-6 hours.

The Dean is responsible for the overall function and performance of the Senate.

This office requires an individual who is an organized strong leader, who works well with others. It is up to him/her to coordinate the efforts of all the officers and other Senate members into effective means of progress for the benefit of the entire Senate. Naturally, he/she can only accomplish the goals of the Senate if he/she has officers who are reliable and prompt in performance of their duties. It is up to the Dean to replace those officers who do not or cannot perform their duties in accordance with the Constitution or local by-laws. If the

Dean does not or cannot fulfill his or her duty, the Supreme Senate may step forward, typically at the request of the rest of the Student Senate Board and require that the Dean be replaced by another Senate member.

THE DEAN SHOULD ENSURE THAT THE LOCAL BY-LAWS PROVIDE PROCEDURES FOR THE RESIGNATION OF EXISTING OFFICERS AND FOR THE APPOINTMENT OR ELECTION OF REPLACEMENT OFFICERS SHOULD THE NEED ARISE.

Should an officer resign, the senate leadership should have as much discretion as possible to appoint the right person for the vacant position within the senate. If there are several qualified candidates for a recently vacated position, an election should be held to fill the position. Should removal of an existing officer become necessary, there **shall** be procedures in place for undertaking this extreme measure. Generally, senates should require a majority vote by 2/3 of the entire membership and approval of the fraternity faculty advisor.

THE DEAN'S LAST DUTY

The Dean's final obligation and responsibility before ending his/her term is to transfer the leadership of the Senate into capable hands, making sure a list of the new officers is sent to the International Office by the Tribune immediately after elections.

Throughout the Dean's term, he/she should prepare for a smooth officer transition by encouraging first or second year members to assume leadership responsibilities (large and small), by delegating tasks to them, and always by giving appropriate recognition to their successful efforts in the presence of Senate members, such as during member meetings. By grooming and recognizing those who are active and who follow through with the projects they have taken on, Senate membership will be more inclined to elect a proven and visible leader as your successor.

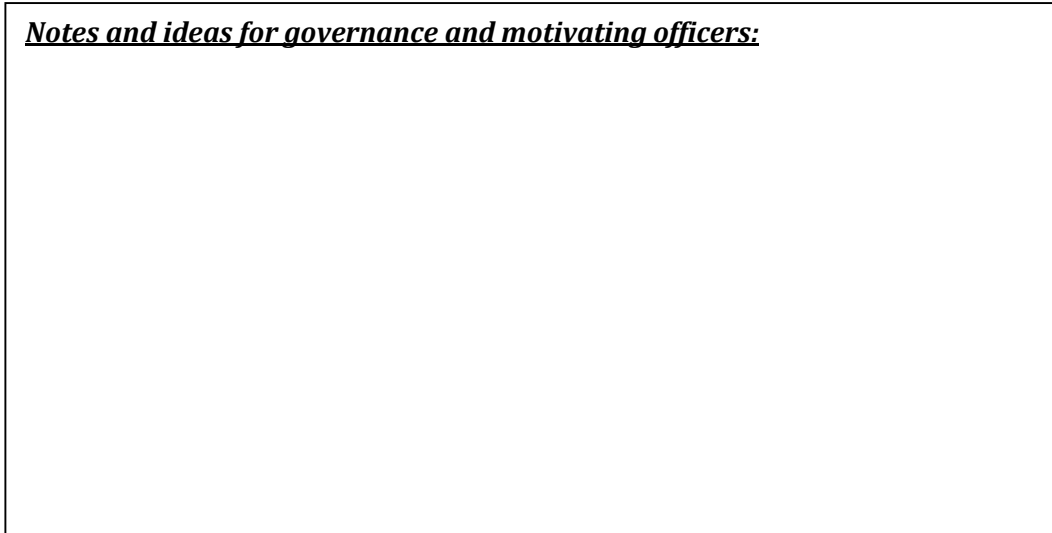
ASK FOR ASSISTANCE

As Dean, you will come into contact with problems from time to time that seem beyond you. When you do, don't hesitate to ask for help or advice. Your problem has typically been faced and solved by others elsewhere in the Fraternity. Consult your faculty advisor, local Alumni Senate officers, or the Supreme Senate member in your region.

If you are uncertain as to whom you should contact, simply contact the Executive Director, who will get you in contact with the appropriate person. The toll free number at the office 1-800-783-2600. Your calls and communications are not only welcomed, but are encouraged.

**Please consult the DTP Constitution for additional responsibilities.

Notes and ideas for governance and motivating officers:



VICE DEAN

IN GENERAL:

The Vice-Dean is the "Rush" or Membership Committee chairperson. This responsibility includes (but is not limited to) organizing, setting up and participating in all rush activities, and recruiting and overseeing his or her committee members. The goal of rush is to ensure that the Senate reaches and exceeds the membership goals as set by the Supreme Senate. Failure to properly execute this responsibility will result in decreased membership. The importance of this position cannot be overstated.

OTHER DUTIES:

The Vice-Dean is required to assist the Clerk of the Exchequer in the collection of dues and ensuring that the applications and fees are properly submitted to the International Office within ten (10) days of each initiation. In addition, he/she is responsible for performing the duties of the Dean if he/she cannot perform them.

**Please consult the DTP Constitution for additional responsibilities.

Notes and ideas on recruiting new members:

CLERK OF THE ROLLS

IN GENERAL:

The Clerk of the Rolls is the recording officer of the Senate and custodian of the records. Responsibilities include updating and maintaining a senate directory, providing sign-in sheets at each member meeting as well as collecting the sheets at the close of meeting. The sign-in sheets should be kept in a notebook for purposes of organization as well as easy reference as needed. In the alternative, electronic files created to fulfill these duties shall be created and passed on as appropriate to the next Clerk of the Rolls.

ADDITIONAL DUTIES:

Upon request by the Dean, Vice-Dean or Tribune, The Clerk of Rolls shall render reports or assist with submissions to the International Office.

**Please consult the DTP Constitution for additional responsibilities.

Notes on how to best track membership:

CLERK OF THE EXCHEQUER

IN GENERAL:

The Clerk of the Exchequer ("Exchequer") is the treasurer of the Senate, responsible for carefully setting up bank accounts, collecting member dues, maintaining all financial records, and following all financial reporting requirements of the universities or colleges as required for student organizations. This officer is responsible for submitting a budget for any available funding from the school or SBA, following the appropriate guidelines.

ADDITIONAL DUTIES:

The Exchequer must make disbursements (generally only with the counter-signature of the Dean) as right and proper to maintain the Senate. The Exchequer should assist with fund raising projects and must also report to officers as well as members regarding the financial status of the Senate. The Tribune can require him/her to render reports to the Senate or to the International Office.

**Please consult the DTP Constitution for additional responsibilities.

Notes on fund raising and accounts:

MASTER OF THE RITUAL

IN GENERAL:

The Master of the Ritual is primarily responsible for organizing, setting up, and supervising all initiations and acting under the advice and direction of the Dean. Initiation preparation of course includes reserving the moot court room or other location in advance, arriving early to initiation with the required regalia or ceremonial items to ensure that the room is properly set up, providing "Initiation Ritual" sheets for officers to use, assisting the Bailiff before initiation to ensure that all new initiates are signed in, and assisting in greeting new initiates. He/she signs all minutes as an attestation that the session has been opened and closed as provided by the ritual.

**Please consult the DTP Constitution for additional responsibilities.

Notes on where initiations are held, and contact information:

TRIBUNE

This section is applicable not only to the Tribune, but also to the Dean and Vice-Dean, as it contains information regarding responsibilities to the International Senate. If the Tribune does not perform any of the following, the Dean and Vice Dean must ensure the completion thereof.

IN GENERAL:

The Tribune is the reporter, or public relations manager, of the Senate. He/she is responsible for assisting the Membership Committee in publicizing and promoting recruitment events. The Tribune is also responsible for timely completing and submitting updated forms to the International Office and regularly submitting articles and photographs to *The Paper Book*.

APPOINTMENT OF SUBSTITUTE TRIBUNE

Under the Fraternity Constitution, the Dean is specifically authorized to appoint a Tribune to serve temporarily when the elected Tribune is incapacitated, or to appoint a Tribune to complete the remainder of an unexpired term should said position become vacant. Local Senate bylaws should govern the appointment of other student members to officer positions and/or the removal of officers when necessary.

DUTIES OF TRIBUNE AS SECRETARY OF THE LOCAL SENATE

The Tribune acts as the liaison between the International Senate and the local Senate, and is charged with the responsibility for all required communications with the International Office including the following:

❑ Reporting Election of Officers

The Tribune should complete, with the assistance of other officers, the Senate Officer Report Form at the end of each year, or within ten days of any election. Said form shall be sent to the Executive Director

❑ Scholarship

On an annual basis, the Tribune should encourage members to apply for the Delta Theta Phi Scholarship Certificate. The form is available on the website, through the headquarters, or from the Master Scholar or Executive Director.

A member of the Fraternity who is in good standing may earn a Scholarship Certificate and the right to wear the Delta Theta Phi Scholarship Key if he/she:

- Has received an LL.B. or J.D. degree and has attained an average scholarship standing during his/her entire law course among the highest 15 percent of all the members of his/her graduating class, or
- Has completed his/her 2L year and has attained an average scholarship standing up to and including his/her junior year among the highest 7 1/2 percent of all the members of his/her class, or
- Is a 3L with a G.P.A. of 3.00 or better, or letter grade of "B" or better, or other numerical equivalent as determined by his/her law school.

A certificate is ordered for all who meet or exceed the above-referenced requirements and is suitable for framing. The scholarship key is available "at cost" to the member, currently a cost of approximately \$65.

□ **The Paper Book - Submission of Articles**

The Tribune is charged with the responsibility of submitting an article for "Senate News" at least once per semester for the magazine of the law fraternity, *The Paper Book*.

The publication of *The Paper Book* is an excellent form of publicity for all Senates, in that it is read by thousands and is published at no cost to the Senates submitting articles. This free publicity serves a very important function. Please note that when making submissions containing photographs, digital pictures are preferred. In such cases, please make sure that the picture is submitted in a format that is at least of medium-high resolution. ***As your Senate holds functions that are social, academic, or community service oriented, be sure to have a camera at your disposal. This will provide material not only for submission to The Paper Book, but will serve you well as you put together rush posters or your annual submission to the Supreme Senate for outstanding Senate recognition.***

ENCOURAGING INTER-SENATE COOPERATION

Perhaps one of the most rewarding activities of a Student Senate is cooperation with their local Alumni Senate. The sponsorship of a new or reactivated Alumni Senate would be an appropriate project that would provide rewards to both the Student Senate and to the practicing attorneys in the area.

Activities held jointly between the Student and Alumni Senates provide a unique opportunity for both law students and practicing attorneys to meet in a social environment as

peers in the legal profession. Job placement as a result of personal contacts developed at such meetings is not an uncommon or unlikely goal of members of Student Senates, and is often achieved through such contacts.

INITIATION OF MEMBERS-STUDENTS

The Tribune or Dean must certify all applications for membership. Such certification is made at the bottom of the membership application forms, which are available on the website or from the headquarters and are to be filled out in their entirety and sent to the Executive Director (with registration check). The Student Senate should keep a second copy on file.

It is generally desirable to allow six weeks time between submission of applications to the International Office and receipt of the membership certificates and pins for the new members. Initiation ceremonies should normally be scheduled accordingly.

The required fee must accompany each membership application submitted to the International Office. It is preferred that one local Senate check be written to cover the initiation fees for all proposed new members, rather than enclosing the individual applicants' checks. If applications are submitted with individual checks, it may take several weeks to complete the reimbursement process if the individual checks are for an amount in excess of the international fee.

**Please consult the DTP Constitution for additional responsibilities.

Notes on how to best promote DTP within our school:

BAILIFF

IN GENERAL:

The Bailiff's primary responsibility entails being present at every initiation and Senate meeting, arriving early to stand guard outside the Senate Chamber, and allowing entrance only to qualified members during sessions of the Senate. The Bailiff is responsible for greeting and checking in new initiates prior to the initiation, and in general, helping the Tribune and other officers with their duties when called upon to do so.

**Please consult the DTP Constitution for additional responsibilities.

Notes on additional tasks to help the senate:

ADDITIONAL OFFICER POSITIONS

Depending on the needs and goals of your senate, your local senate's bylaws may provide for officer positions in addition to those that are mandated by the Constitution. Consider the following as voting or non-voting board positions:

ALUMNI LIAISON

This officer assists in reaching out to local alumni members, using lists provided by the international office, to invite them to events, assist in requesting them as guest speakers or mentors, and gathering their updated information for the international office.

1L REPRESENTATIVE

This person is distinctly recruited for the purpose of easing the responsibility of the Vice-Dean. He or she should be a student whose personality stands out among the 1L class. Consider talking to the 1L professors for names of students that seem like class leaders, or specifically target those students that stand out to you during orientation. If you have a large incoming class that is divided into sections, consider a 1L representative for each section.

COMMUNICATION IS THE SENATE'S KEY TO SUCCESS

Constant communication between the Dean, his/her officers, the committee chairpersons and the Senate is essential in order to permit effective leadership by the Dean.

Officers are encouraged to check on members by email or telephone in between regular meetings, especially those who may not have been participating. Officers should make themselves available to all members of the Senate for advice or help, and be open to suggestions.

The officers are to be visible and approachable leaders for the Senate. Learning members' names is a great way to be connected to them and make them feel important and comfortable to approach you.

COMMITTEES

Pursuant to the *Constitution*, each Senate is required to have the following committees: finance, membership, and social (which includes networking). The Dean should ensure that these committees are set up and established by or at the first member meeting of the school year. Senates are encouraged to appoint 2L students to chair committees and 1Ls to serve on committees, when appropriate, as this provides leadership opportunities and increases member participation.

Other special committees may be established as needed, such as community service alumni outreach, and fundraising. Because we are a professional fraternity, a committee for professional programs (and/or scholarship) should be established and considered as a permanent standing committee.



Programming suggestions for the aforementioned committees, along with other event ideas and information, can be found in the Senate Programming Manual.

DUTIES OF THE FINANCE COMMITTEE

The Exchequer, as Senate treasurer, is the chairperson of the finance committee. The finance committee is responsible for recommending the amount of dues that are assessed to Senate members and the amount of any local special initiation fee that may be assessed in addition to the International registration fee. This committee should also prepare a proposed yearly budget at the beginning of each school year and audit all bills during the year.

DUTIES OF THE MEMBERSHIP COMMITTEE

The Membership Committee is also known as the "rush" and recruitment committee chaired by the Vice Dean, who is responsible for planning and carrying out all "rush" activities. It is the duty of the membership committee to canvas the various classes of the law school in which the Senate is located in order to secure the names of candidates to propose for membership in the Fraternity.

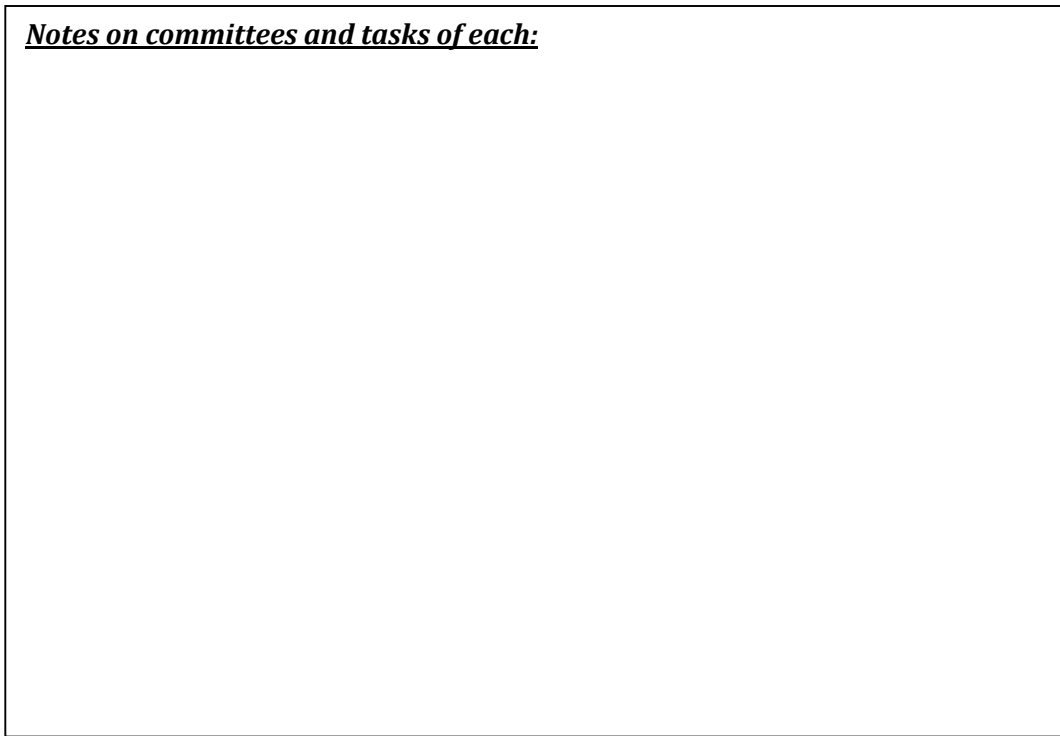
DUTIES OF THE SOCIAL COMMITTEE

The social committee has the duty of preparing social programming for the year, and, after Senate approval, executing the program. This committee should also remember to invite local alumni whenever appropriate, especially new graduates. The Social Committee should work closely with the Membership Committee. The Executive Board may appoint, or the membership may elect, a chairperson of the social committee.

DUTIES OF THE PROFESSIONAL PROGRAMS/ACADEMIC COMMITTEE

The professional programs committee (also known as academic programming committee) has the duty of preparing and recommending professional programming, including such events as guest speakers, debates, panel discussions and first year review sessions. Do not hesitate to co-sponsor these events with other organizations, as it will not only be good PR, but can cut the costs of programming if you split the difference with the other organization.

Notes on committees and tasks of each:



MEETINGS

OFFICER MEETING BEFORE THE SENATE MEETING

- Prior to the beginning of each semester, the Dean should hold a special officer meeting to set definite goals for the officers and the Senate and to establish the means to achieve them within a certain time frame. Regular Executive Board meetings should be held at least monthly throughout the school year. The officers' meeting should immediately precede each regular Senate meeting in order to allow the officers to agree upon their ideas and actions, and to avoid confusion during regular Senate meetings.
- It is very important to create a calendar of events for the year. Even a tentative schedule will give structure to the goals that have been set and will put "deadline" pressure on the Senate to achieve these goals. ***Remember: each Senate is required to plan a minimum of at least one professional, one service/charitable, and one fund raising event each semester.***
- The semester/yearly calendar should be posted on the Senate's website and/or bulletin board prior to the commencement of each semester. Such advance notice will allow members to reference Senate activities as they plan their schedules. The calendar also serves as an excellent promotional tool in that non-members are more likely to join an organization that is active!

REGULAR SENATE MEETINGS

- The Dean, or his/her designee, should give due and proper notice of all regular Senate meetings to all members. Notice may be given by e-mail or by any means appropriate, but keep the manner of notification consistent so members know what to look for. If you must choose between holding a meeting with some key members absent and postponing it altogether, the better decision is to hold the meeting as scheduled.
- Member meetings should be held at the same time each month (i.e. the first Tuesday of the month). This allows for consistency, which also results in better attendance, as members know that meetings are taking place at a regularly set time. If your school has both day and evening classes, be sure to schedule your meetings in between the two sections, or hold two meetings during the day.

- The regular Senate meetings should follow constitutional and parliamentary procedures. However, sometimes more can be accomplished with your Senate meeting if it is conducted in an informal manner. Do not allow too much procedure to interfere with the progress of your Senate. Use common sense in giving notice of meetings and in running them. When in doubt, follow *Robert's Rules of Order (RRO)*.
- Consider combining a meeting with a service event. Have everyone bring a can of food for the local pantry or stuffed animal for the local police or fire department.
- Award points to members who attend meeting or events and participate in activities. At the end of the year, award certificates or prizes as appropriate.

Notes on where and how often meetings are held, or re: the point system :

MEMBERSHIP

STUDENT MEMBERSHIPS

Any post-graduate student in law school is eligible for membership in Delta Theta Phi provided they meet the standards of Part I, Article 2, Section 2(a) of the Constitution. The most important of these requirements is that they not be a member of any other law fraternity. If a member of another law fraternity wishes to become a member of Delta Theta Phi, he or she must submit a letter of resignation to their fraternity and a copy of same must be attached to his/her application to Delta Theta Phi. DO NOT create a form letter for persons to resign.

The current international one-time student membership fee is _____. Many senates will add a one-time local fee, charged with the initiation fee, to retain for their own treasury. This is often easier than collecting local dues each semester or each year. Most senates charge an additional \$10-\$25.

A student is not considered to be an official member of the Fraternity until the application is submitted, the fee is paid and received at the International Office, and the student is initiated. In the rare event that a student changes his or her mind or later unresolved senate conflicts causes a member to resign, the membership/application fee, once submitted to the International Office, is not refundable. Student senates should address the matter of reimbursement of local fees within their senate by-laws.

Once any person becomes a member of Delta Theta Phi, they are a member for life and a student membership automatically converts to an alumni membership upon graduation. There is, however, a distinction for “life members” just as there is a distinction for “alumni members” and “alumni members in good standing” (annual alumni dues paid).

Your senate may want to consider a lunch or other reception in the spring to honor your graduating members and welcome them as alumni members, wishing them luck on the upcoming Bar Exam. When doing so, please get updated address/forwarding information to submit immediately to the Office.

HONORARY MEMBERSHIPS

Honorary memberships are addressed in detail in the Constitution. Such memberships may be granted to distinguished alumni, members of the judiciary or the like. Honorary memberships should be used for the benefit of your Senate and the Fraternity as a whole. Such memberships should not be granted lightly as the quality and characteristics of these members have a lasting effect upon the Senate and the Fraternity.

Each student senate is allowed up to 2 honorary members per academic year. Before conferring Honorary Membership upon any person, you should first ascertain the following:

I. PROMINENCE

To be entitled to Honorary Membership, the nominee must have sufficient prominence to justify his/her election. People that you should consider for such memberships include the faculty members of your school or prominent jurists in your area. Having faculty members as members of your Senate can only heighten the prestige of your Senate, provided that they are worthy ones. Such persons will usually remain at the school long after you are gone and, if active, can be invaluable in perpetuating the Senate.

II. MEMBERSHIP IN OTHER LAW FRATERNITIES

It is very important to check in advance whether the nominee is a member of another professional law fraternity. While such membership in another law fraternity will not conclusively bar the conferral of such honor, it may affect your Senate's desire to recommend the nominee. It also may affect the vote of the individual Supreme Senate members, depending upon all other factors involved.

III. YOUR SUBMISSION TO THE INTERNATIONAL OFFICE

After your Senate has decided upon a nominee, and you have checked to be sure he or she is not a member of any other law fraternity, the Honorary Member should complete a candidate application and be initiated. There is no application fee for an Honorary Member, but he or she will be solicited once per year for a voluntary contribution.

Carefully choose the manner and circumstances for extending the invitation to become an Honorary Member. However, be prepared for rejection. Some nominees

may not chose a law fraternity membership or some may be concerned about the ethical considerations of them becoming a member of yet another organization.

Try to make the initiation a very special occasion. Have all your Student Members present. Hold it in a courtroom or an equally prestigious location. Invite any District or State Chancellors, other nearby International Officers, and all local alumni, and ask some to participate in the initiation ceremony. Many senates initiate honorary members during a student member initiation in order to ensure good attendance at the ceremony. Please note there is a separate ceremony in the initiation rituals for honorary members if you choose to leave it.

ALUMNI MEMBERSHIPS

Members of the Bar not of sufficient prominence to qualify for an Honorary Membership may be initiated into Delta Theta Phi as alumni members. Please note the following requirements for this category of membership:

The applicant for alumni membership must be a member of the Bar or qualify under Section 3(a), Article II, Part I of the Constitution, must complete the regular application for membership forms, and must pay for his/her membership/initiation fee.

There is a ceremony in your rituals specifically designated for alumni initiates, though many senates, with permission of the alumni candidate, choose to initiate all their new members at the same time, using just one ritual.

ALUMNI SENATE RELATIONS

Find out what you can do to help the local Alumni Senate and try to tell them how they may be able to assist your Student Senate. If there is no active or organized alumni senate in your area, check with the International Office to see how you can work to reactivate it, or at least reach out to local members to get involved with your Senate.

- **Maintain constant communication** with local alumni, not just at dinners or social functions. Remember that alumni-student contacts and fellowship are the one of the unique resources that we have as an organization. It cannot be duplicated or matched by any other campus program or organization.

- **Resources of the Alumni Senate:** Our Alumni are successful, practicing attorneys and can help your Senate members enter the profession of law. Seek their advice, especially when planning professional programs. Encourage the mingling of the alumni and student Senates for the benefit of all. Remember, when asked, alumni will typically help you in whatever way they can. So, ask for their assistance, physically and financially. Be sure to follow-up with notes of thanks or other recognition!!

OTHER CONSIDERATIONS

YOUR SENATE'S PRESENCE SHOULD BE KNOWN

In order to function effectively, the Senate must be seen and heard frequently in your law school and within the International framework of the Fraternity. Make sure that passwords are on file with the school administrator so that future officers can update the site. Make students want to come and see what's new, and be able to reach officers for information and assistance.

The person or officer in our senate for the 20____ - 20____ academic year who has the website or related information is: (name and contact information)
_____, **and our faculty advisor is:**
_____.

BE A VISIBLE SENATE THROUGH YOUR OFFICERS

Not only are the officers, especially the Dean, looked to for advice and guidance; the officers are looked to as the true example of the fraternity. As such, it is extremely important that student officers present the best qualities of the Fraternity at all times to non-members, as well as members. Further, officers must be highly visible at all Fraternity and non-Fraternity law school functions.

Two-Fold Reason for Officer Exposure: First, such exposure encourages other Fraternity members to actively participate in Fraternity affairs. Second, the presence of the Dean, Vice-Dean, or other officers at non-Fraternity affairs is a form of subtle rushing because the law student will eventually equate the officer with the Fraternity each time he/she

sees that officer at a non-fraternity event. In sum, the officers then become a "walking rush function" who can explain the Fraternity to non-members on a one-to-one basis.

CIRCULATE AND PUBLICIZE

Take the time to introduce yourself and your key officers to all the law school organizations and the administration. Find out what news media is available to you at school and beyond. Ask your school administration for ideas on events that would fulfill the needs of the school.

KEEP YOUR SENATE MEMBERS INFORMED

Members must be constantly informed about the Senate's activities to maintain their interest in attending functions and working for the Senate. This can be accomplished in a variety of ways. Your own membership must be kept informed, even if at times they seem apathetic. Prior and frequent notifications of events will help to increase participation.

INFORM THE ENTIRE FRATERNITY

Your Senate can only receive due recognition if the rest of the Fraternity knows of your activities and achievements. By your Senate's example, other Senates may learn valuable ideas and the means to implement them.

Ways to inform the fraternity and receive recognition for your Senate's hard work include:

- Make short submissions or present detailed articles of your Senate's activities, complete with photographs, to the International Office (a DUTY of the Tribune). This information may be placed in *The Paper Book*.
- Maintain direct communication with your Alumni Senate, District or State Chancellor, other Student Senates, your assigned Supreme Senate member, and the International officers. Let them know of your accomplishments.
- Attend the International convention and any regional conferences and share your Senate's ideas and achievements. Don't forget that there is a yearly report on your Senate's activities that **must** be sent to the International Office. Check with your Tribune to make sure the report is submitted.

- Extend personal invitations to your Senate functions to as many members outside of your Senate as is feasible. Rush is an ongoing event, even after formal rush closes.

INFORM NON-MEMBERS

The Senate's image that is projected to non-members is of great importance. In order for law students to consider joining the Fraternity, your Senate must create a favorable impression on them. This can be accomplished by publicizing events not only to your members, but also, through all available media that non-members will see or receive. The worth of the Fraternity, and particularly your Senate, must be promoted constantly.

ALWAYS SAY THANK YOU!



Always send a thank-you note or show formal recognition to those who assist your Senate. This includes to the person who schedules your room reservations and other administrative employees of the school.

By showing such professionalism and courtesy, if something ever goes awry, these individuals will be much more willing to help you to straighten things out.

Notes on this section:

A WELL-PRESENTED RITUAL

The significance of a well-presented ritual cannot be over-emphasized, for it is through ritual that many of the fine ideals and lofty purposes of fraternity are expressed. Equally important is the significant part our ritual plays in the maintenance of the fraternal spirit among our brothers and sisters. The ritual of initiation should be performed in a classical and impressive manner.

FORMS OF RITUAL

Both the original Ritual (a full-length version 1961) and the revised Ritual (1983, further revised in 2003) have been approved by the Supreme Senate. The selection of which form to use is left to the discretion of the Student and Alumni Senates.

MOCK TRIAL

When properly rehearsed and prepared, the "Mock Trial" portion of the second degree of the original Ritual can have a memorable impact. Senates may edit portions of this Ritual, as it has several sections with religious reference that may make some members uncomfortable. Please review it carefully prior to the ceremony. This is a long but impressive ceremony, one that can only be successfully completed with prior practice.

OPTIONAL FEATURES OF REVISED RITUAL

The pledging ceremony may be used at the option of the Senate. Historically, pledges were blindfolded so that the focus was not on the surroundings, but on the meaning of the Ritual. ***The use of blindfolds is considered to be a form of hazing, and is therefore not permitted.*** Wearing of robes is not always possible, but proper dress is encouraged due to the formal tone it helps to set.

Notes on regalia and equipment available for initiation ritual:

ELECTION OF NEW OFFICERS

PART 5, ARTICLE 2, SECTION 1 OF THE DELTA THETA PHI CONSTITUTION STATES:

“The officers of each student senate shall be a Dean, a Vice-Dean, a Clerk of the Rolls, a Clerk of the Exchequer, a Master of the Ritual, a Bailiff, and a Tribune. Unless otherwise provided by the senate by-laws, the senate officers shall be elected annually during the second semester or the third quarter of the school year of the law school at which the student senate is located, fixing the date therefore by a duly adopted by-law, and they shall be installed at the same or next session.”



The Supreme Senate requests that the election for officers, at schools with a regular semester schedule, take place before the end of March, to allow for the proper installation of the new officers and the time for the much needed officer transition meetings.

The International Constitution is silent as to the method of electing officers of the student senates. The procedure for receiving nominations and holding officer elections should be addressed in your local senate by-laws.

The election should be handled by graduating officers with the assistance of the faculty advisor or other school administrator. Here is some general information from RRO, 2nd edition, with added senate notes:

1. Nominations may be made in several ways: by a nominating committee, from the floor, by ballot, by mail, or by petition. Most senates use the ballot method (nominations must be submitted in writing to a certain person by a certain date and time, then nominations will be closed) for the most flexibility. The nominating ballot is not to be the election ballot; they are two different documents.
2. When nominations are made, those persons being nominated should be contact by the election committee, to acknowledge acceptance of the nomination. It should then be announced who will be on the ballot and when the actual election will take place.
3. Unless your local by-laws state otherwise, graduating 3L members should be permitted to vote.
4. Members can take the vote for election by: voice, ballot, roll call, or cumulative voting. Cumulative voting cannot take place unless it's in your bylaws, so that won't be addressed further here. Voice and roll call voting require the physical presence of the

members at a meeting (or two meetings if roll call, to satisfy members enrolled in an evening program). Most senates, again, use the ballot method. Please be sure to have a way to ensure that each member casts only one ballot. Have a member list handy so that when a member drops their ballot in the box, they initial the list. You may want to have the ballot box staffed during the voting period, especially if elections are contested. Also, be sure that when the ballots are distributed, it is announced exactly where the box will be located, during what hours, and what time the poll will close.

5. The faculty advisor or other school administrator should be present when the votes are counted. Ballots and related paperwork should be kept for a period of time after the election in case of a challenge after the new officers are announced.

6. Be sure the election results are sent to the International Office immediately along with the contact information for the new officers. There is a form available on the website.

OFFICER TRANSITION



As stated earlier, one of the most important things the outgoing officers can do is to make sure that the Senate is left in good hands, with all the tools and information necessary for the next year to be as successful, or even more successful, than yours.

Outgoing officers should meet with incoming officers to discuss items in the senate's binder: what went well, what didn't go well, and brainstorm on how to improve things for the next year. Your meeting should be structured to give ideas and helpful hints on programming, recruiting, and navigating the "red tape" and paperwork of your school. Be careful not to come across as dictating what should happen next year.

Additionally, each individual officer should take a bit of time with his/her new counterpart to discuss more particular tasks related to that particular position. It is also good to discuss the dynamics of how the different positions interact and how to maximize the relationship and deal with potential conflicts.

WHEN PROBLEMS ARISE

Although each officer position has a definitive description, problems may arise when one or more officers fail to fulfill their duties, or one or more officers overstep their duties.

Many conflicts can be avoided by having the officer transition meeting so that all officers know their duties, and regular officer meetings are held with minutes being taken and distributed.

In addition, it is important to adopt a set of local by-laws that address additional duties for officers and committee chairs, as well as those things that tend to cause the most problems. Things to consider addressing in your by-laws includes attendance at meetings and events, which officer takes over when someone fails to perform within the time frame adopted, discipline for failure to fulfill duties, the procedure for the removal of officers and under what conditions is removal allowable. Items impacting your regular members should also be address, like discipline for failure to pay local dues, violating the ideals as expressed in the ritual of initiation or any attendance or participation guidelines.

Notes re: elections and what is in, or should be, in our bylaws:

CONCLUSION

While not all aspects of student senate leadership are presented here, the primary tools are here to provide you with a solid foundation in which to succeed. If questions arise that are not covered herein, or if further clarification is needed, do not hesitate to contact a member of the Supreme Senate of the International Office.