



Lambda Epsilon Chi **(LEX)**

HANDBOOK

*Lambda Epsilon Chi (LEX), was established in 1996
and is a program of AAfPE*

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I. Charter

CHARTER OF LAMBDA EPSILON CHI

*A National Honor Society
in Paralegal and Legal Studies*

I. NAME Lambda Epsilon Chi (LEX)

Lambda Epsilon Chi (hereinafter LEX) is a national honor society in paralegal and legal studies.

II. PURPOSE

The purpose of LEX is to recognize persons who have demonstrated superior academic performance in an established program of paralegal or legal studies offered at an Institutional, Associate or Affiliate Member of AAFPE.

III. ELIGIBILITY OF INSTITUTION FOR CHAPTER OF LEX

In order to confer membership in LEX upon its students, an institution must comply with the provisions of the Charter and be an Institutional, Affiliate, or Associate Member of AAFPE at the time it wishes to confer LEX membership upon any of its students.

IV. INDIVIDUAL CHAPTER OF LEX AT AN INSTITUTION

1) Each institution that qualifies under Article III of this Charter is entitled to maintain a Chapter of LEX. Such qualification is determined by the AAFPE Board of Directors. The Chapter at such institution must be officially known as: "The (name of institution) Chapter of LEX, a National Honor Society in Paralegal and Legal Studies."

2) Every institution that maintains a Chapter of LEX must submit the sum of \$250.00 at the time such institution files the application to establish its Chapter. Thereafter, the institution must remit the sum of \$50.00 for each student the institution wishes to induct into its Chapter of LEX, which must be paid at the time the institution submits the names of the students to the National Coordinator. All fees are to be remitted payable to “AAfPE.”

A portion of the fees collected hereunder will be used to fund the annual AAfPE scholarship awards.

An institution may induct students into LEX at any time or times during the year as it chooses.

V. ELIGIBILITY OF STUDENTS FOR MEMBERSHIP IN LEX

In recognition of the broad diversity of paralegal and legal studies programs at AAfPE member institutions, each institution at which a chapter of LEX is established may determine the specific criteria and qualifications for membership in its chapter on condition that such criteria and qualifications be within the National Standards for Membership in LEX (hereinafter the “National Standards”). The National Standards are as follows:

1) Membership in LEX is limited to students in good standing at the institution who are enrolled in a program of Paralegal or Legal Studies. An institution may induct alumni members at any time, provided they meet the current requirements for induction.

2) To be eligible for induction into LEX, the student, at the time of induction, must have completed at least two-thirds of the program requirements to complete such program as determined by the institution.

3) The student to be inducted must demonstrate “superior academic performance” which is evidenced by an *overall* grade point average of at least 3.25, plus a grade point average *in their paralegal/legal studies classes* of at least 3.50, to make membership in LEX a true and meaningful academic honor within the institution and a recognizable indication of superior academic achievement to members of the legal profession in the geographical area served by the institution.

4) Each institution must submit the following to the National Coordinator at the time it submits the names of students to be inducted into LEX:

A written description of the method by which the institution calculates “two-thirds of the program requirements” to complete its program as required in paragraph (2) above for determination of the total number of students who are eligible for induction.

VI. OPERATION, STRUCTURE AND ORGANIZATION OF LEX

The national office of LEX is located at the business office of AAFPE. The Board of Directors will designate (from time to time as it sees fit) a person or persons to be the National Coordinator of LEX. A designee of the Board of Directors of AAFPE is the National Coordinator.

The duties of the National Coordinator include, but are not limited to the following:

1) Reviewing the request of each institution desiring to have a Chapter of LEX, and if all of the requirements of the Charter are satisfied to grant the request.

2) Transmitting to each institution the decision made on the request to establish a Chapter of LEX. If the decision is to deny the request, the Coordinator must inform the institution of its right to appeal the denial to the Board of Directors. Upon written request from an institution, the Board of Directors will review the Coordinator’s decision to deny an application.

3) Maintaining the official national register of all persons inducted into LEX by each chapter and ensuring that certificates of membership for all such persons inducted are forwarded to each chapter in a timely manner.

4) Reporting on the status of LEX to the Board of Directors and the membership of AAFPE at the Annual Conference of AAFPE.

5) Confirming the status of membership in AAFPE of any institution that maintains a chapter, on an annual basis.

VII. NATIONAL SYMBOL

The National Symbol of LEX is the symbol annexed to the Charter.

VIII. CHARTER REVISIONS

The Charter may be revised by a majority vote of the Board of Directors of AAFPE at

any duly constituted meeting of the Board at which a quorum is present.

II. Advisory Committee

In 2004 the AAFPE Board of Directors established the LEX National Honor Society Advisory Committee to oversee and establish policy for the Honor Society. The Advisory Committee includes a Chair and four Regional Representatives.

The Committee will meet en banc at the Annual Conference and the Chair will report back to the Board at the meeting following the convention. Otherwise, the committee members will communicate via email or telephone. At the Annual Conference, the committee members will select the representative who will draft the annual scholarship essay question which will be completed and forwarded to management for publication one month after the Annual Conference.

III. Frequently Asked Questions about LEX

1. Who is eligible to form a Chapter of LEX?

An Institutional, Associate or Affiliate Member of AAFPE can submit an application to form a Chapter of LEX along with a check for \$250.00.

2. Who is eligible to be inducted into LEX?

A student is eligible for induction into LEX, if:

- The student has completed at least two-thirds of the program requirements to complete such program as determined by the institution.
- The student has demonstrated superior academic performance by achieving an overall grade point average of 3.25 or higher and a grade point average of 3.50 within the paralegal/legal studies courses of the program.
- The student satisfies any other additional specific criteria necessary to qualify for their Chapter as determined by the Institution, e.g., community service, an essay, achieving a grade point average of 3.50 or above in paralegal or legal studies specialty courses.

3. When are students inducted into LEX?

An institution may induct students into LEX at any time or times during the year.

4. May past graduates be inducted into LEX?

An institution may induct alumni members at any time, provided they meet the current

requirements for induction.

5. *How does a school proceed to invite past graduates to participate?*

The most direct manner is to seek from the institution's Registrar the names and addresses of the previous graduates, who earned the grade point average established by the institution on its LEX application. With this information, graduates can be solicited for membership.

6. *When are these past graduates inducted?*

That is the prerogative of each institution. Some schools may choose to do it at the same time they induct their first undergraduate group while others may choose to have a separate ceremony. There does not have to be a ceremony at all. This is policy the institution should set. If the institution has an active alumni group, a ceremony as a part of a meeting might be appropriate.

7. *What is the cost for the student to be inducted into LEX?*

The institution must remit the sum of \$50.00 for each student the Institution wishes to induct into its Chapter of LEX, which can be paid by the school via check, money order or credit card with the fee payable to "AAfPE." **School issued credit cards (p-cards) and checks are acceptable forms of payment. Please note: student credit cards and checks will not be accepted for payment. Only money orders and cashier's checks will be accepted as payment from the student. Cash is not accepted and will be returned to sender.**

8. *Can a Chapter have an Honorary Inductee to LEX?*

An institution may choose to induct one honorary inductee each year. An honorary inductee is someone who has been of service to the paralegal program at their institution, e.g., advisory board member, judge, faculty.

9. *Who is responsible for the operation of LEX?*

The AAfPE Board of Directors will designate (from time to time as it sees fit) a person or persons to be the National Coordinator of LEX. The National Coordinator chairs an elected Advisory Committee which is composed of one regional representative from each of the four regions. The Advisory Committee makes recommendations to the AAfPE Board of Directors regarding policy.

10. *Are there any requirements to form a club or have club meetings and/or activities?*

There is no requirement to form a club or have officers and/or conduct meetings and activities; this is left to the discretion of the individual institution and Chapter.

11. If a Program Director has any questions regarding LEX who may s/he contact?

All inquires may be directed to the National Coordinator or any of the regional representatives of LEX. The contact information for the National Coordinator and the regional representatives can be found on the LEX overview page on the AAFPE website (www.aafpe.org).

IV. Formation of Chapter

An Institutional, Associate or Affiliate member of AAFPE may form a LEX Chapter by completing the application, which can be found on the AAFPE website (www.aafpe.org).

V. Indicia of Membership

(Pins, Certificates, Graduation Sashes)

Upon receipt of the list of applicants for membership the Chair of the LEX Advisory Committee will review the application for compliance with qualifications as outlined in Section V. If the applicants qualify, management will prepare and send to the Program Director for distribution to students:

- A certificate for each student
- A LEX pin for each student
- A LEX Graduation Sash may be ordered for an additional \$35.00 per student

It will take approximately four weeks after submission of the application for qualifying students to receive certificates, pins and graduation sashes.

Many schools choose to purchase purple cords for LEX students to wear at graduation. This is optional and cords cannot be purchased through AAFPE. Each school in its own discretion can make other awards. For example, Middlesex County College presents each inductee with a rose.

VI. SAMPLE Induction Ceremony (Instructions and Procedures)

The following is modeled after Middlesex County College (New Jersey) practice and procedures. This is only one example of the type of ceremony you may want to establish at your school. Please keep in mind that this ceremony anticipates only paralegal student honorees, and not legal studies applicants.

Preparing for the induction ceremony:

1. Send invitations to:

- President
- Vice President for Academic Affairs
- Division Dean
- Department Chair
- Paralegal faculty, full and part time
- Paralegal program Advisory Committee
- Past inductees
- College photographer

Additionally, each inductee may bring two guests

2. Program is printed for each attendee.

3. Room is reserved and food ordered.

4. Certificates are framed (framing optional); pin, honor purple cord (optional), rose (optional) prepared for each inductee.

PROGRAM

I. Introduction of guests by Department

- Chair Paralegal faculty
- Assistant Chair
- Dean
- Vice President for Academic and Student Affairs
- College President
- Advisory Board

II. Welcome by
College President
Vice President for Academic Affairs

III. Opening remarks by the Divisional Dean

IV. Induction by Assistant Chair *

V. Dinner

VI. Concluding remarks by Dean and/or Department Chair

*Induction Ceremony Script

TO ALL:

Welcome to the induction of candidates into the _____ College Chapter of Lambda Epsilon Chi. In 1995, the President-elect of the American Association for Paralegal Education, known as AAFPE, proposed that undergraduate paralegal students be recognized for their academic excellence. The AAFPE Board of Directors created the Honor Society and there are now schools all over the country recognizing the academic achievements of outstanding paralegal scholars.

To qualify to apply for membership, each candidate for the degree program will have completed _____ credits of general education courses and _____ credits of paralegal courses and the candidates for the certificate of achievement will have completed _____ paralegal courses and their English requirement. All applicants for LEX membership will have attained a grade point average of at 3.50 in paralegal studies. (Add any other specific college requirements.)

TO THE INDUCTEES:

Your induction signifies your academic excellence and you are now charged with the pursuit of that same excellence in your professional endeavors. Remember to seek knowledge and truth in all you pursue.

You are being presented today with your LEX certificate in recognition of high scholastic attainment.

You are being presented today with your LEX pin. The pin displays the name of the honor society as well as the Scales of Justice. The Scales of Justice represent balance, equality, justice, harmony and economy. They are a symbol of justice as law, order and truth. The origin of the symbol is the weighing of conduct, of good and evil, of right and wrong, of virtue and vice.

You are being presented today with your purple honor cord. The honor cord is to be worn at graduation over your academic robe. Purple is the color chosen for law and you will see the paralegal faculty wearing academic hoods rimmed in purple. In America in 1895 an intercollegiate commission adopted a code of academic dress prescribing the colors which were to represent different fields of learning. The royal purple of the English King's Court signifies the law.

Each candidate's name is announced.

Each inductee receives:

1. Certificate
2. Pin
3. Purple Honor Cord (optional)
4. Rose (optional)

Presenters:

1. Assistant Chair reads script and inductees' names
2. College President hands out certificates
3. Dean hands out pins
4. Academic Vice President hands out honor cords
5. Chairman presents rose

VII. Scholarships

Each year AAFPE awards national scholarships in numbers and amounts to be determined by the AAFPE Board of Directors. Students from Lambda Epsilon Chi (LEX) honor society chartered academic institutions are eligible to apply for scholarships.

The deadline for submitting applications is to be determined by the National Coordinator from year to year.

The four representatives of the LEX Advisory Committee will judge the essay entries and the scholarship recipients will be forwarded by the Chair of the committee to management.

The scholarships are specifically awarded for the pursuit of the recipients' law-related education.

TEN FREQUENTLY ASKED QUESTIONS ABOUT LEX SCHOLARSHIPS

1. *Who may submit an application for a LEX scholarship?*

Any student who is registered as a full or part-time student in a school which has a LEX Chapter.

2. *How many scholarships are awarded each year?*

Scholarships are awarded each year, in numbers and amounts determined by the AAFPE Board of Directors.

3. *How can the scholarship money be used?*

The scholarships are to be used to continue the pursuit of the student's law-related education.

4. *May the scholarship be transferred and used at another school?*

Yes.

5. *What is the deadline for submitting an application?*

To be determined by the National Coordinator from year to year

6. *What documents must be submitted?*

- a. LEX Application with a 500-word essay.
- b. A letter of recommendation from a faculty member in the paralegal/legal studies department of the qualifying institution.
- c. Certification and Permission to Print form

7. *When will the scholarship be awarded?*

The scholarship will be awarded prior to the end of the academic year.

8. *Where can I find the application?*

Each AAFPE Program Director who has a LEX Chapter will receive the scholarship application and will make it available to their students. The scholarship application is also posted on the AAFPE website.

9. *If a student has applied in the past, can they submit a new application for the current year?*

Yes, even a past recipient may apply.



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c/o AAFPE

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