



**LAMBDA EPSILON
CHI
[LEX]
HANDBOOK**

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I. Charter

CHARTER OF LAMBDA EPSILON CHI

*A National Honor Society
In Paralegal/Legal Assistant Studies*

I. NAME Lambda Epsilon Chi (LEX)

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

II. PURPOSE

The purpose of LEX is to recognize persons who have demonstrated superior academic performance in an established program of paralegal/legal assistant studies offered at an institution that is an Institutional Member in good standing of the American Association for Paralegal Education (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 must be an Institutional Member in good standing of the American Association for Paralegal Education at the time it wishes to confer LEX membership upon any of its students. A “member in good standing” means that the institution is in substantial compliance with the ABA Guidelines for approval of legal assistant programs, is institutionally accredited by an accrediting agency recognized by the Commission on Higher Education of the United States Department of Education or the comparable agency in the country where the program is located and is eligible to vote at the annual or any special meeting of AAfPE pursuant to Sections 2.1 and 2.4 of the AAfPE bylaws.

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/Legal Assistant Studies.”

2) Every institution that maintains a Chapter of LEX must submit the sum of \$100.00 at the time such institution files the application to establish its Chapter. Thereafter, the institution must remit the sum of \$30.00 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 of which there will be three scholarships awarded each year.

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 institutional members of AAFPE, each institution at which a chapter of LEX is established is free to 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 Assistant Studies. An institution may apply for a one-time exemption to this limitation for the sole purpose of inducting alumni who would have qualified for induction if the institution had established a chapter of LEX at the time the alumni graduated.

2) A student may not be eligible for induction into LEX unless the student, at the time of induction, has completed not less than 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 a cumulative grade point average 3.5 or higher 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.

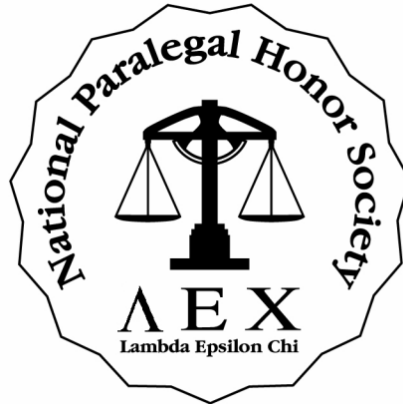
5) Confirming the status of membership in AAFPE of any institution that maintains a chapter, on an annual basis.

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.



Lambda Epsilon Chi (LEX)
c/o American Association for Paralegal Education
19 Mantua Road
Mt. Royal, NJ 08061
(856) 423-2829 Fax: (856) 423-3420
E-mail: info@aafpe.org

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 North East Regional Director, Lillian Harris, was selected to Chair the Committee. Each region would elect a representative to the Committee at the Annual Conference and the first Committee was elected at the Albuquerque, New Mexico Annual Convention. Each representative will serve a three year term; however, the terms will be staggered as follows:

Southeast next election at Annual Conference 2012

Pacific next election at Annual Conference 2010

North Central next election at Annual Conference 2010

Northeast next election at Annual Conference 2010

South Central next election at Annual Conference 2012

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 Member of AAFPE in good standing can submit an application to form a Chapter of LEX along with a check for \$100.00.

2. *Who is eligible to be inducted into LEX?*

A student is eligible for induction into LEX, if:

- The student has completed not less than 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 3.5 or higher.
- 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 3.5 or above in paralegal/legal assistant 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 apply for a one-time exemption for the sole purpose of inducting alumni who would have qualified for induction if the institution had established a Chapter of LEX at the time the alumni graduated.

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

The institution must remit the sum of \$30.00 for each student the Institution wishes to induct into its Chapter of LEX, which can be paid by the student, with the fee payable to "AAFPE." It is not necessary to submit one check for all inductees. Students may pay by money order, certified check or credit card (see credit card form attached to application).

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

An institution may chose 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.

7. *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 five regions. The Advisory Committee makes recommendations to the AAFPE Board of Directors regarding policy.

8. *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.

9. *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 members-only side of the AAFPE website (www.aafpe.org).

IV. Formation of Chapter

An AAFPE Institutional member in good standing may form a LEX Chapter by completing the following application, which can be found on the AAFPE website: www.aafpe.org.

V. Qualifications of Students

Students enrolled in a program who have demonstrated superior academic performance in a paralegal/legal assistant studies program offered at an institution that is an Institutional Member in good standing of AAFPE and has formed a Chapter of LEX will qualify upon meeting the following criteria:

1. Completion of not less than two-thirds of the program requirements to complete such program as determined by the institution.
2. The student must demonstrate superior academic performance by achieving an overall grade point average of 3.5 or higher.
3. The institution may establish any other additional specific criteria necessary to qualify for their Chapter so long as the above criteria are met. This may include, but is not limited to:
 - 3.5 or higher grade point average in paralegal/legal assistant program specialty courses
 - evidence of community service
 - essay

May past graduates be invited to participate?

In addition, any institution may elect to invite past graduates from the previous five years from the date of issue of its LEX Charter. The institution has up to one year from the date of issue of its LEX charter to induct graduates from the previous five years.

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 five years' graduates, who earned the grade point average established by the institution on its LEX application. With this information, graduates can be solicited for membership.

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.

Honorary membership

An institution may induct one honorary member per year: e.g., advisory board member, faculty member, or any other outstanding contributor to the program.

VII. 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 VI. 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 order for an additional \$30.00 per student

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

VIII. 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.

1. Preparing for the induction ceremony:

A. 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 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 3.5 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

IX. Scholarships

Each year the American Association for Paralegal Education awards three (3) national scholarships, each in the amount of \$500.00. Students from Lambda Epsilon Chi (LEX) honor society chartered academic institutions are eligible to apply for scholarships.

The completed application must include:

- Essay
- Completed application form
- The standard for academic qualification is achievement of a B average or above. An official transcript of grades from a qualifying institution must be submitted.
- Each candidate must obtain a letter of recommendation from a faculty member in the paralegal/legal assistant studies department of the qualifying institution.

The student does not have to be a LEX inductee.

The deadline for submitting applications is February 15th.

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

The three \$500 scholarships are specifically awarded for the pursuit of the recipients' paralegal education. The award checks will be made payable jointly to the scholarship recipient and the recipient's school.

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 that has a LEX Chapter.

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

There are three (3) scholarships awarded each year.

3. *How much is the scholarship award?*

Each scholarship is \$500.

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

The scholarship award is made payable to the awardee and the awardee's school and is to be used to continue the pursuit of the student's paralegal education.

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

Yes.

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

February 15th of each year.

7. *What documents must be submitted?*

A. LEX Application with a 500-word essay.

B. A transcript evidencing at least a B average.

C. A letter of recommendation from a faculty member in the paralegal/legal assistant studies department of the qualifying institution.

8. *When will the scholarship be awarded?*

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

9. *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.

10. *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.