

**The Constitution and Bylaws of the
ALPFA
Student Chapter at
The University of Georgia**

**ARTICLE I
Name**

This organization shall be known as ALPFA Student Chapter at the University of Georgia. This organization should be referred as ALPFA Student Chapter within the UGA community and as ALPFA Student Chapter at the University of Georgia within other ALPFA chapters.

**ARTICLE II
Affiliation with other groups**

ALPFA at the University of Georgia is a student chapter of the National ALPFA. The National Headquarters are located in 801 South Grand Avenue, Suite 650. Los Angeles, CA 90017. At the same time, we work closely to the ALPFA Atlanta Chapter located in Atlanta, Georgia.

**ARTICLE III
Purpose of the organization**

Section 1: Our mission is to create opportunities, add value, build relationships for our members, students and the community while expanding Latino leadership in the student life and global workforce.

Section 2: Our vision is to be the first Latino professional organization in finance, accounting, and other business-related majors. We have active members, committed business professionals, and quality programs that will help us achieve our goals.

Section 3: Our guiding principles are as follows:

- We share a passionate commitment to increase opportunities for the student body.
- We commit ourselves to honesty, integrity, and the highest professional and ethical standards.
- We believe in the power of networking- to create value for all our members.
- We cultivate individual initiative and leadership, within a spirit of teamwork.
- We value the promotion and preservation of our bicultural heritage and bilingual skills.
- We welcome the involvement of all who share the mission of our professional organization.

ARTICLE IV: Membership Requirements

Section 1: Eligibility for Membership:

- a) Membership to this organization is available to all Undergraduate and Graduate Accounting, Finance and business-related majors approved by the University. Members must have at least a 2.5 overall GPA on a 4.0 scale
- b) Members must be willing to abide by the rules and regulations of this organization, as set forth in this constitution

1. Section 2: Membership Status:

- a) Active Members: Active status is determined by the attendance of our two Principal social activities for the semester, and one community service.
Must pay an annual membership fee as set forth by ALPFA National
 - Must meet the minimum attendance requirements set forth by the Executive Board each semester.
- b) Inactive Members: Members that do not meet the active member requirements are in unsatisfactory standing and will not be allowed to run for an officer position.

2. If any member in unsatisfactory standing appeals to the Executive Board and the appeal is approved, then the member will automatically become an active member again. No membership renewal fee must be paid and therefore will be allowed to run for an officer position.

3. If the member in unsatisfactory standing appeals to the Executive Board and the appeal is not approved, individual will remain as an inactive member; therefore will not be allowed to run for office.

Section 3: Nondiscrimination:

- a. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.

ARTICLE V The Executive Board

Section 1: The Executive Board Committee

- a. The Executive Board Committee shall consist of the President, Vice-President, Treasurer, Secretary, and the Chairmen of every committee.
- b. The Executive Board shall meet regularly to plan the organization's meeting agenda and for the purpose of assisting the President in the planning and fulfillment of a well-rounded, active organization program.
- c. The Executive Board shall be open to all members. However, the President has the right to call special closed meetings as deemed appropriate.

Section 2: Duties of the Executive Board:

The Executive Board shall:

- a. Plan the organization's activities and establish in general its overall policies and goals.
- b. Be the communication bridge between students and the National Headquarters.
- c. Oversee the operation of the chapter and guide it in the accomplishment of its goals.

d. Interpret and enforce by-laws.

Section 3: The Officers

a. The President: The President is the Chief Executive Officer and administrative hand of the organization and shall be held responsible for the efficient and inefficient operations.

- The President will preside over the chapter meetings and such other organization affairs and activities, as appropriate.
- The President must delegate responsibility and involve others and members of the organization.
- The President instruct and periodically review with the other officers their duties and responsibilities
- The President should be constantly at the forefront of the organization's progress, development, standards, purpose, and responsibilities.
- The President has the authority to create a new ad-hoc committee to serve to a specific purpose.
- The President shall serve as liaison between National ALPFA and the student chapter.
- The President shall sit on the Business Council as the student representative.

b. The Vice president:

- The Vice President shall assume all the duties of the President in his/her absence.
- In addition, he/she shall organize club activities, plan and recommend contest for operating benefits, and advance club interest and activity as approved by the club.
- He/she shall maintain close liaison with the Treasurer to further club participation in the ALPFA Chapter.
- Coordinates and maintains direct communication with each of the different Committee Chairman.

c. The Treasurer

- The Treasurer shall collect and preserve all the money due, and disburse money as the organization needs and directs. Such collections and disbursements shall be consistent with the requirements of good business and fiscal procedure, organizations policy and resources.
- The Treasurer shall prepare a budget at the start of the semester and present it to the Executive Board for approval and see its provisions are followed; consistently reviewing operations to ensure that the student chapter operates within its means.
- The President and Treasurer are authorized to sign checks. Events to be funded by the organization shall be subject to a majority vote of the officers.
- The Treasurer shall communicate and assure awareness of the organization's financial position to the members and prepare accurate financial statements for the student chapter.

d. The Secretary

- Should the President be absent or unable to fulfill the duties, the Secretary must be prepared to effectively assume the duties and responsibilities of the President.
- The Secretary shall keep records, reports, and minutes of the organization meetings and other operations that the organization may require.
- The Secretary shall be responsible for keeping the bylaws and shall amend them as required by the student chapter.
- The Secretary shall be responsible for the outgoing and upcoming correspondence.
- The Secretary shall be responsible for events set up.

e. Events Committee Chairman: The Events committee Chairman is responsible for:

- Updating the calendar of events for the year
- Preparing budgets for proposed events and presenting to the Treasurer
- Soliciting speakers as needed for general meetings and other functions
- Coordinating all event details with fellow board and committee members
- Contacting vendors and obtaining contracts for approved vendors
- Keeping President and Executive Board informed on a timely basis of all items/issues surrounding “events.”

f. Member Relations Chairman: The Member Relations committee chairman is responsible for:

- Increasing the student chapter’s membership by organizing membership drives
- Updating and maintaining the student chapter membership database current
- Maintaining RSVP list for events
- Serving as greeters at each ALPFA event
- Working closely with the other committees during events and items/issues surrounding membership and with the Executive Board on setting goals for membership
- Reaching out to expired or soon-to-expire members via email or phone call to ensure they renew their membership
- Keeping President and Executive Board informed on a timely basis of all items/issues surrounding “membership”

g. Communications Chairman: The Communications committee Chairman is responsible for:

- Sending out all correspondence to the membership pool
- Coordinating technology efforts to have a strong web presence and provide solutions for

IT related needs

- Preparing articles for the chapter website for all major events
- Ensuring that membership receives adequate communication
- Identifying reporters for each local ALPFA event
- Creating marketing and sponsorship materials for chapter events
- Keeping President and Executive Board informed on a timely basis of all items/issues surrounding “communications and public relations”

ARTICLE VI

Elections

Section 1- In the last week of April of each academic year, elections shall be held to choose a new President, Vice president, Treasurer and Secretary. Candidates for these positions shall be current members of ALPFA Student Chapter as to provide a knowledgeable leadership for the next school year.

Section 2- The vote shall be carried out by ALPFA Student Chapter by a committee to be formed at election time. Each ALPFA Student Chapter member shall be entitled to only one vote. Candidates shall have a chance to run a campaign with advertisements. A simple majority of the votes shall be required. In any case where there might be more than two people running for a single position and no one gets the majority vote, the top

two candidates will have a run-off and majority vote rules.

Section 3- Any officer or elected member of ALPFA Student Chapter may be removed from office (impeached) for unsatisfactory or unlawful performance during his/her term in office. A motion must be made to put such an impeachment to a vote and a majority vote rules. If an officer is impeached an election may be held to elect a new officer, or the duties of the impeached officers may be undertaken by one or more of the remaining officers.

Section 4- If an office is vacated by resignation, the above prescribed course of actions shall determine who will assume responsibility for his/her duties.

Section 5- There are set term limits of two terms, at one year per term, for any office of the Executive Board. ALPFA members may serve on the board for as long as they desire, but may only hold a given office for a period of two terms.

Section 6- This article may be amended and/or reformulated at any future meeting as seen fit by the Executive Board with motion and a simple majority vote by the members present at said meeting.

ARTICLE VII Faculty Advisor

Section 1: The Faculty Advisor:

- Shall be responsible for assisting the student leaders in maintaining and creating contacts within the business industry.
- Shall sign any University documents that may require the use of University facilities or equipment.
- Cannot implement his/her own agenda.

Section 2: The ALPFA Student Chapter President should nominate the Faculty Advisor to the Executive Board. The vote shall be unanimous.

Section 3: The Faculty Advisor will serve as long as he/she commits to the student chapter.

Section 4: The Association has the right to revoke the advisor's privileges and petition for a new advisor.

ARTICLE VIII Meetings and Procedures

Section 1- Meetings shall be held at regular intervals, every two weeks, as decided upon by a majority of sitting members of ALPFA at the onset of each academic school year. Meetings shall be called by the President or the Vice-President. Previously unscheduled but necessary meetings may be called by any member of the Executive Board at anytime,

but shall be subject to rescheduling if a quorum cannot be formed.

Quorum consists of half plus one of the Executive Board.

Section 2- The agenda for each meeting shall be as follows:

- Call to order by the President
- Updates from previous meetings
- Upcoming events and activities
- Presentation from a professional member about business issues
- Open discussion

Section 3- All policy additions and changes shall be addressed at meetings and shall be implemented with a majority vote of all present members. Changes/additions shall be introduced by motion from a member and a seconding of the motion by another member. Voting shall commence after sufficient debate has been allowed for the issue at hand. Voting shall take place after a motion has been made and seconded.

Section 4- Formal votes shall be made either by a simple show of hand, a roll call with each member present responding “Yes” or “No”, or by a paper ballot vote, whichever shall be deemed by the Board at the beginning of each academic year.

Section 5- Amendments and addenda may be made to this article in part or in whole by a motion in a meeting and by a majority vote of present members.

ARTICLE IX Amendments

Section 1- This Constitution may be amended whenever change is necessary to keep this organization functioning fully and efficiently. Such amendments must be introduced with a motion, and the motion must be seconded. The proposed amendment shall then be introduced and a discussion period shall be allowed.

Section 2- A vote shall be taken by present members of the organization at the meeting at which the amendment is introduced or at a subsequent meeting to be determined. A vote of two-thirds (2/3) of the entire ALPFA Student Chapter, including at least three officers, shall be required to amend the Constitution.

ARTICLE X Anti-Hazard Policy

Section 1- ALPFA Student Chapter shall abide by the University of Georgia University policy on hazing and prohibits its members, both individually and collectively from committing any acts of hazing.

Section 2- Hazing means any intentional, negligent or reckless action, activity or situation that causes another pain, embarrassment, ridicule or harassment, regardless of the individual’s willingness to participate. Such actions and situations include, but are not limited to, the following:

- forcing or requiring the drinking of alcohol or any other substance
- forcing or requiring the consumption of food or any other substance
- calisthenics (push-ups, sit-ups, jogging, runs, etc)
- treeing, paddle swats, line-ups theft of any property, road trips, scavenger hunts.
- causing fewer than six (6) continuous hours of sleep per night
- conducting activities that do not allow adequate time for study
- forcing or requiring nudity at any time
- performing acts of personal servitude for members (driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry, etc)
- forcing or requiring the violation of University policies, federal, state or local law.

ARTICLE XI

Organization Agreement

ALPFA Student Chapter agrees to abide by the University of Georgia Student Code of Conduct. Furthermore, agrees to abide by all Student Life and Leadership policies as outlined in the student handbook:

- To attend an annual student organization orientation session
- To keep all content accurate on the Club Manager website
- To check the organization's mailbox regularly
- To communicate via email upon request

ARTICLE XII

Ratification

Section 1- This Constitution shall be presented to all members and officers of this organization. They shall then be given until the next meeting to examine the document and make suggestions or comments about it. These comments, suggestions, and any questions regarding this document shall be discussed at a subsequent meeting.

Section 2- At anytime the Executive Board sees fit and when the document has been approved by all present officers and members of this organization, a motion shall be made by the President to ratify this Constitution. When a unanimous vote is reached, the document shall be signed and therefore enacted by this, the ALPFA Student Chapter.

Section 3- The members of the ALPFA Student Chapter, present at this meeting at which this document is presented for ratification and is subsequently ratified, do put forth their hands below on this document as an act of approval and, as such, do hereby immediately and effectively enact this Constitution and these Bylaws.