

Constitution of ALPFA

Article I—Organization Name

The name of this organization shall be ALPFA – Indiana University-Bloomington Student (IUB) Chapter.

Article II—Mission and Goals

SECTION 1: MISSION

Mission Statement

The purpose of this organization shall be to help IUB Students enhance their knowledge about opportunities and trends in all fields of business, to provide opportunities to network with professionals and potential employers, and understand the changing trends in both the job markets and businesses.

SECTION 2: GOALS

ALPFA Chapter goals

To be the leading Latino professional association committed to creating and providing the IUB community in business and related fields with networking opportunities with distinguished professionals from various industries. We strive to establish an atmosphere where members can actively participate in programs aimed to increase personal growth and development. A place where our members can learn to identify changing trends in the workplace and understand business related issues by which they can readily apply once entering the workforce.

- To create career, networking and business expansion opportunities for students.
- To promote personal and professional development.

SECTION 3: UNIVERSITY COMPLIANCE, STATEMENT OF NON-DISCRIMINATION, AND PERSONAL GAIN CLAUSE

University Compliance:

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Statement of Non-Discrimination:

ALPFA allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Personal Gain Clause:

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Article III—Membership

SECTION 1: MEMBERSHIP STATEMENT

Student membership is limited to any student who is currently paying Activity and Service Fees and is enrolled at Indiana University-Bloomington. Affiliate membership is limited to IUB faculty, staff, and alumni. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, marital or parental status, or veteran's status. Hazing will not be used as a condition of membership in this organization.

SECTION 2: NON-HAZING CLAUSE

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

SECTION 3: ADDITIONAL MEMBERSHIP REQUIREMENTS

Members must attend 50% of the hours in meetings and activities per year. Members will be required to register through the ALPFA National website and pay a membership fee of \$20/year (subject to change according to National guidelines). All members must keep a minimum GPA of 2.50. Together with Article III, Section 1, these additional requirements define what it means to be an “active student member”.

SECTION 4: RECRUITMENT

Recruitment shall take place throughout the year and membership is open at all times. Membership is granted on a subjective basis. The membership decision will be based on a candidates’ motivation or drive, personal character, ability to commit, potential for success, and mindset – as well as other intangible personal assets.

At no point will the membership decision be based solely on grade point average (GPA). A higher GPA does not mean a better member.

Both the president and internal vice president must interview and approve of a member in order for membership to be granted.

SECTION 5: VOTING RIGHTS

Voting rights are afforded to only student members who are active and in good standing. Affiliate members may not vote.

All non-position related decisions must receive a majority vote to be passed.

Executive position voting will utilize a weighted voting system. The votes of the president and internal and external vice presidents will receive the weight of three times that of a general member (i.e. general member votes = 1, presidential and vice presidential votes = 3). The candidate with the most votes will be elected into the position, unless the entire executive board (president, internal vice president, external vice president, treasurer, and secretary) are in consensus that a given member should not be granted such position.

SECTION 6: REVOCATION OF MEMBERSHIP

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. If the ALPFA executive board believes the issue should be made public, the member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership will be revoked upon a 2/3 affirmative vote of active student members.

If the member in question or the executive board wishes that the issue stay private, the president, internal vice president, and external vice president must be in agreement about the issue to revoke a membership.

SECTION 7: REINSTATEMENT OF MEMBERSHIP

A Student may reinstate his/her membership after six months of the previous membership revocation. The former member may submit a request for reinstatement to the president. It would be up to the officers to approve the reinstatement. The membership will be reinstated if 2/3 of the active student members agreed to.

Article IV—Officers

SECTION 1: ELIGIBILITY

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements

regarding enrollment hours, GPA, academic and disciplinary standing to serve in a leadership position. Officers who do not meet these requirements during their term shall resign or be removed. Additionally, only active student members are eligible for selection to an officer position. Affiliate members may not hold office.

SECTION 2: ADDITIONAL OFFICER REQUIREMENTS

Officers must attend a minimum of four IUB meetings or activities per semester and be an active member of the ALPFA National chapter. To be an officer, a student must have a minimum GPA of 2.75.

SECTION 3: TITLES AND DUTIES

The officers of this organization shall include (in order of succession) a d, Internal Vice President, External Vice President, Treasurer, Communications Chair, Philanthropy Chair, and Secretary. Two board members will share no position.

The President shall:

- Ultimately responsible for all actions/events/goals of the organization and its members.
- Coordinates and maintains ALPFA's general image and direction.
- Approves partnerships/corporate events.
- Update, maintain, and provide necessary information and correspondence with ALPFA nationals (or any professional chapters)
- Preside over all meetings and call all meetings to order.
- Maintain communication with the Student Activities Office and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected President.
- Help facilitate company relations.
- Assign special projects to officers.
- Suggest new events, ideas, and improvements.
- Keep morale and motivation high.
- Arrange any necessary academic help for members.
- Track and monitor academic performance and standing.
- Keep and update all ALPFA records, documents, and forms.
- Amend ALPFA Constitution as necessary.

The Internal Vice President shall:

- Assist the President in his/her duties.
- Assumes the President's responsibilities in his/her absence.
- Coordinate all conferences.
- Assemble ALPFA resume book and keep it up to date.
- Monitor ALPFA email and send emails to student roster
- Keep accurate records of all meetings in the Secretary's absence.
- Assume responsibility for coordinating all activities within the Kelley School of Business, such as reserving rooms, working with the UCSO, and coordinating activities with partner clubs or Kelley faculty.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the President.
- Coordinate the study session every semester.
- Plan social member events as well as community service events.
- Oversee Philanthropy Chair.

The External Vice President shall:

- Facilitate all collaborations with IU student organizations outside of the Kelley School of Business such as companies, sponsors, caterers, fraternities, etc.
- Coordinate all advertisements, flyers, and event marketing.
- Assume the President's responsibilities in his/her absence.
- Assist the President in his/her duties.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the President.
- Responsible for finding and maintaining adequate corporate sponsorship
- Responsible for any projects/collaborations that come from corporate partnerships or sponsorships (t-shirts, field-trips, etc)
- Oversee ALPFA's event planning committee.

Marketing Chair shall:

- Lead recruitment efforts by organizing recruitment events.
- Monitor ALPFA Database System.
- Oversee ALPFA Marketing Committee.
- Control and update ALPFA social media accounts and Facebook page.
- Take pictures at events, post them on ALPFA's Facebook page, and save them

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Maintain/keep the organizations books and finances

- Present a budget report of deposits and expenditures as requested by the President, Vice President, advisor, or Student Activities Office.
- Be one of three signers on financial documents.
- Notify members who are delinquent in their payments.
- Create a budget at the beginning of each fall and spring semester, in conjunction with the President.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.
- Create a semester budget and a year-long budget
- Track and audit expenses and the semester and yearly budget
- Provide the President and VP's with accurate and timely account balances and updates (on a regular basis!)
- Monitor and dispense ALPFA funds for approved uses
- Provide members/exec members with pricing estimates for events and projects
- Complete expense reimbursements and invoice forms.

Philanthropy Chair shall:

- Plan and brainstorm ALPFA philanthropy events.
- Coordinate philanthropy partnerships with other campus organizations.
- Report to Internal Vice President.
- Oversees ALPFA's philanthropy committee.

The Secretary shall:

- Keep ALPFA current and up to date on all university paperwork and any other related paperwork
- Aid the Internal and External VP's with the reservation of rooms for events
- Keep accurate minutes and records of general and board meetings, including a list of pending elements, what needs to be done and who is in charge of doing it.
- Type notes/minutes at all exec board meetings, send out to all board members
- Type notes/minutes at all general board meetings, send out to all general members
- Take attendance at all ALPFA meetings and events.
- Send thank you notes and holiday cards to companies and sponsors
- Maintain accurate and updated list of members and their contact information including GPA, schedule of classes (tentatively), majors, etc...
- Perform a verbal/visual roll call of all members and maintain an attendance record.
- Prepare ballots for elections.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Secretary.

- Assist in special projects as assigned by the President.
- Create fliers, signage, etc. and make copies when necessary

CLAUSE: Officers should share duties as necessary if certain officers are overloaded with work in any given semester.

SECTION 4: TERM OF OFFICE

The first executive board shall stay in term for two years, with the normal cycle commencing thereafter. The length of term of office shall be no longer than one calendar year after the first two year term.

Article V—Selection of Officers

SECTION 1: NOMINATION PROCESS

The nomination of officers shall occur each academic year at the membership meeting held in March. The highest-ranking officer not running for office shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or him/herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1 *and* 2). Absentee/proxy ballots are not permitted in the nomination process.

SECTION 2: ELECTION PROCESS

The election of officers shall occur at the membership meeting held in December. The order of elections shall begin with the President and proceed in order of succession. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that particular office has had the opportunity to speak, all active student members present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee ballots and proxy ballots are not permitted in the election process.

The advisor and nominations/elections facilitator will tabulate all votes. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The advisor and nominations/elections facilitator will recount all votes in the presence of the selected representatives.

SECTION 3: INSTALLATION OF OFFICERS

Newly elected officials will be elected in December. Current officers will assist in the transition and training of the officers-elect, from elections until installation in April. A change in officer information should be reported to the Student Activities Office within 10 school days of installation.

SECTION 4: RE-ELECTION

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

Article VI—Officer Vacancies

SECTION 1: REMOVAL OF OFFICERS

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members.

SECTION 2: RESIGNATION

Officers no longer wishing to serve on the board must submit their resignation to the highest ranking officer and advisor at least two (2) weeks in advance. Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

SECTION 3: FILLING VACANT OFFICER POSITIONS

In the event an officer (besides President) is removed or resigns, the remaining officers, by majority vote, will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V will take place at the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in April. A change in officer information should be reported immediately to the Student Activities Office.

Article VII—Meetings

SECTION 1: MEMBERSHIP MEETINGS

The membership should meet at least twice per semester during the fall (September and November) and spring (January and March) semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers and organization's active student members.

SECTION 2: OFFICER MEETINGS

The officers should meet at least once per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President) are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers.

SECTION 3: CALLING MEETINGS

The President will be in charge of calling meetings and the Secretary will be responsible to notify all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

SECTION 4: MEETING PROCEDURE

The President shall use his/her discretion as to the manner and process in which he/she presides over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.

Article VIII—Advisor

SECTION 1: CURRENT ADVISOR AND FUTURE SELECTION

The current advisor for ALPFA is Lillian Casillas-Origel, Latino Cultural Center Director.

In the event a new advisor need be selected, a majority vote of the officers will be conducted and approved by a majority vote of active student members. To be eligible to serve as the advisor, the person must be a contracted IUB employee (faculty or staff), as defined by Human Resources.

SECTION 2: ROLE AND AUTHORITY

The advisor shall serve as a mentor to the organization-- providing guidance to the officers and members in the development and implementation of programs and activities, as well as IUB policy and procedure. Additionally, the advisor will monitor all expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

SECTION 3: LENGTH OF TERM

The advisor has no term limit as long as he/she remains a contracted IUB employee.

SECTION 4: REMOVAL AND/OR REPLACEMENT OF ADVISOR

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be reported to the Student Activities Office.

Article IX—Finances

SECTION 1: MEMBERSHIP DUES

Membership dues shall be \$20 dollars per year for National Membership per year. No membership dues will be collected during summer terms. All members, including officers and affiliate members, are required to pay membership dues. Only the advisor shall be exempt from paying membership dues.

SECTION 1: BUDGET APPROVAL

The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semesters. The officers and active student members, by majority vote, must approve the budget within the first month of each semester.

SECTION 3: FINANCIAL AUTHORITY

For the protection of the organization and its officers, it is required that two authorized persons sign all monetary transactions. Only the President, Treasurer, and Advisor can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 48 business hours after collection.

SECTION 4: OFFICER TRANSITION

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution after each election. In addition, it is the outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

Article X – External Affiliations

ALPFA will be associated with the ALPFA National Chapter (ALPFA National). ALPFA National will support our students and officers by providing guidance and advice on leadership and professional development.

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and Indiana University-Bloomington.

Article XI – Committees

The Finance committee will be in charge of fundraising, and assisting the treasurer with his or her duties.

The marketing committee will be in charge of helping to promote the company by creating flyers, chalking around the campus, and distributing posters around campus.

The ALPFA - IUB Chapter will have a National Convention Committee. This committee will be in charge of coordinating activities related to the ALPFA's National convention. The chairperson will be appointed by the officers and selected by active members. The committee chairpersons will be responsible for organizing meetings and fundraisers necessary for the students to attend the national convention. This person will also be in charge of recruiting students for the convention's case study competition. More committees can be created upon board approval.

Article XIII—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and

should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting. The amendment shall not take effect until approved by a 2/3 affirmative vote of active student members of the organization and approval of the Student Activities Office.

History of Constitution

Created: 3/10/09

Revised: 04/26/19