

**Association of Latino Professionals in Finance and Accounting**  
**The University of Delaware Student Chapter**  
**Constitution**  
**February 19, 2010**

**Preamble**

We, the students at the University of Delaware, do hereby form the organization known as the Association of Latino Professionals in Finance and Accounting, also known as ALPFA, for the purpose of representing the ALPFA Delaware professional chapter as a student chapter. We also will promote diversity in leadership in the business world and provide networking opportunities for current students in any business related fields.

**Articles**

- I. The Association of Latino Professionals in Finance and Accounting – Delaware Student Chapter (ALPFA DSC)
  
- II. Through this organization, students will have a direct contact to the members of the Delaware and national ALPFA professional chapters which will enable professional networking relationships among current members and members of the professional chapter. We will be promoting diversity in leadership by encouraging students of all ethnicities and backgrounds (not limited to Latino heritage) to join and to interact in a professional setting. We will also be holding career and social events through which students will have further opportunities to network with business professionals.
  
- III. The ALPFA DSC is affiliated with the ALPFA Delaware professional chapter, the ALPFA national chapter and all other ALPFA chapters nationwide.
  
- IV. Members should be full-time undergraduate matriculated student, should be in any business related majors and/or minors and must also be a member of the ALPFA national chapter.
  
- V. The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
  
- VI. Membership dues for the national chapter include a fee of twenty dollars per year. This fee will be paid to the ALPFA national chapter; any additional fees within the student chapter will be at the discretion of the executive board at the end of the first month of each school year.

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- VII. Voting members must be members of the national chapter and must attend meetings regularly. They must also be full-time members and should have attended at least two meetings previous to the voting.
- VIII. Non-voting members who are part of our organization may take part in our events and may attend meeting, but will not have any say in executive decisions or planning for events. They will be on our mailing list but will not be considered full-time members.
- IX. Penalties for absences will be decided upon at the discretion of the executive board.
- X. Any removal of membership or disciplinary action will be decided upon at the discretion of the executive board.
- XI. All officers must be full time matriculated undergraduate students at the University of Delaware a minimum GPA of 2.0. Potential officers must be full-time voting members of the student chapter.
- XII. **President-** The President shall regulate meetings and handle day-to-day affairs pertaining to the organization. The President shall also be responsible for all registration of the Registered Student Organization and any required paperwork from the Activities and Programs Office. Any potential Presidents must be a member of the executive board holding another position for at least one semester prior to the voting.
- Vice President-** The Vice President shall help in decision-making processes with the President and shall assist the President in all duties. The Vice-President shall take over executive responsibility should the President be temporarily or permanently absent from the organization. The Vice President shall collect and handle all mail and business promotions in respect to the organization.
- Treasurer-** The Treasurer shall be responsible for all revenues and expenditures acquired or incurred by the organization. The Treasurer is also responsible for writing all checks and getting all checks signed by the Activities and Programs Staff. The Treasurer shall also maintain group ledgers and also request funds from the allocation board. The Treasurer shall also be responsible for educating the organization in current funds and give advice on fundraising endeavors.
- Secretary-** The Secretary shall maintain a detailed and concise record of all group meetings and events. The Secretary must keep minutes of the meetings and group attendance. The Secretary will also be responsible for the delivery and receipt of correspondence between the organization and any outside source. The Secretary is responsible for leaving a detailed history of the organization's yearly activities and progress.
- Event Coordinator-** The Event Coordinator shall be responsible printing, distribution, and advertising of group events. The Event Coordinator will be responsible for handling and maintaining the organization's webpage. The Event Coordinator will also be responsible for providing potential activities and events but must clear it with the executive board before executing the events.

- XIII. Elections will be held two weeks before the end of every spring semester to vote for the executive board of the following school year. Elections will be held through anonymous vote and only full-time members will be permitted to vote. Elected officials assume their positions in one week following the vote. In the event of a tie, the current executive board will convene and determine the deciding vote. If the votes in the executive board are also tied, the faculty advisor will make the decision.
- Procedure for Disciplining/Removal of Officers-** Any officers brought before Judicial Affairs for academic or disciplinary reasons shall be suspended for a duration of time at the discretion of the executive board. Members of the executive board have the ability to forcefully resign an officer through a consensual vote.
- Resignations-** Any officer who willingly wishes to resign must inform the members of the executive board at least two weeks prior to their resignation. The officer wishing to resign must also provide a list (of at least three) potential replacements. The potential replacements shall be decided upon at the discretion of the executive board.
- Officer Transition-** Elected officials are required to shadow the current officials in meetings for one week prior to assuming their responsibilities.
- XIV. Meetings for all members will be held once a week on a day at the discretion of the executive board. Officers will meet separately at the end of every group meeting to further discuss executive members. Members of the executive board will meet with the faculty advisor at least once a month to discuss the overall accomplishments of the organization for that month and to inform the advisor of any matters that must be discussed with the President of the university; members shall meet with the faculty advisor more than once a month if necessary.
- XV. The organization shall establish by-laws if need be to carry out the policies set forth in this constitution. A 2/3 vote of the executive board is required to approve by-laws or change existing by-laws.
- XVI. Should the need to establish certain committees arise, the executive board will decide upon the specific duties to be carried out by the committees and will decide upon the members that will run the committees.
- XVII. The advisor must be a full time professional faculty or staff member. The advisor must be a member of a business related field at the university, preferably a professor within the business college and will be chosen by the executive board. The advisor must attend monthly meetings with the executive board and is encouraged but not required to attend the events and activities associated with the organization. The organization has the right to change the advisor at any time.
- XVIII. The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

- XIX. The minimum number of members who have to be present at a meeting in order for business to be conducted/decisions to be made is 50% of the members. Also, at least three of the members of the executive board must be present at every meeting.
- XX. Approval of changes to the constitution will require a majority rule from the executive board and approval by the Activities and Programs Office.
- XXI. Adding articles/sections to the constitution will require a 2/3 vote by the executive board and advanced noticed to all members of the proposed change.