**The Constitution and Bylaws of ALPFA at** The Ohio State University



**Amended**

August 28th, 2023

This document shall serve as a guide for the organization and provide clarity pertaining to the rules that govern it.

**By ALPFA-The Ohio State University**

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**ARTICLE I: GENERAL INFORMATION**

**Section I: Name**

This organization shall be known as the ALPFA Student chapter at The Ohio State University.

**Section II: Mission Statement**

To empower and develop Latino men and women as leaders of character for the nation in every sector of the global economy.

**Section III: Guidance Principals**

1. We share a passionate commitment to increase opportunities for Latinos.
2. We commit ourselves to honesty, integrity, and the highest professional and ethical standards.
3. We are dedicated to the professional and personal growth of our members.
4. We cultivate initiative and leadership within a spirit of teamwork.
5. We believe in the power of networking – to create value for all our members and stakeholders.
6. We nurture an environment that thrives on mentoring relationships.
7. We value promotion and preservation of our bicultural heritage and bilingual skills.
8. We embrace advocacy and community service.
9. We welcome the involvement of all who share our mission, vision, values, and principles.

**ARTICLE II: MEMBERSHIP**

**Section I: Eligibility for ALPFA Membership**

1. General membership to this organization is available to:
	1. All currently enrolled at The Ohio State University undergraduate program, provided they have at least a 2.5 cumulative GPA, on a 4.0 scale.
	2. Members must be willing to abide by the rules and regulations of this organization, as set forth in this constitution.
	3. Membership has no restriction of major; students of all majors are encouraged to join ALPFA to learn more about career opportunities and develop themselves as professionals.

**Section II: Membership Status**

1. All members are expected to conduct themselves in a professional manner during all organizational events. Conduct detrimental to the organization or its brand will not be tolerated and may result in a member’s dismissal from the organization.
2. Active Members
3. Members will be required to register as a (basic or premium) member of ALPFA in the National organization on an annual basis.
4. Exceptions are made at the discretion of the Executive Board and shall be handled on a case-by-case basis.
5. Attendance of the “General Membership” meetings.
6. Inactive Members
7. Members that do not satisfy active status are ineligible for the following benefits.
	* 1. Voting privileges
		2. Executive Board positions
		3. Sponsored ALPFA Annual National Convention scholarships
		4. Members retain the right to appeal their inactive status to the Executive Board
		5. Exceptions are made at the discretion of the Executive Board and shall be handled on a

 case-by-case basis

**Section III: Member Removal**

1. Members may be removed from the organization if the member’s behavior has and will likely continue to disrupt the activities of the organization or violate Ohio State’s policies. Members may also be removed for failure to meet requirements described in the constitution.
2. Members may be removed by the President upon a unanimous vote by the Executive Board.
3. The member may appeal to the organization by submitting a written request to the Executive Board. The member in question and all members must be notified in the writing of the possible removal and meeting time and location at least 48 hours prior the vote. A representative of the Executive Board shall present the reason(s) for the suspension. The member in question will be allowed to address the organization in order to relate to members any relevant defense prior to the voting on the appeal. The participating membership may question both the Executive Board representative and the member.
4. The appeal process and voting shall take place at a meeting attended by at least half of the active members. If two-thirds of the members in attendance vote in favor of the removal, the member shall be immediately removed from membership.
5. The removed member may appeal the organization decision to the ALPFA Inc. National Director of Student Affairs. Grounds for this appeal are limited to whether the member’s rights, as outlined in the organization’s constitution, were violated in the removal process and whether the removal process was followed as prescribed above.

**Section III: Nondiscrimination**

*“This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.”*

**ARTICLE III: EXECUTIVE BOARD**

**Section I: The Executive Board Committee**

1. The Executive Board shall consist of the following officer positions, with the remaining positions optional:
	* 1. President
		2. Vice President
		3. VP of Finance
		4. VP of Corporate Relations
		5. VP of Marketing
		6. VP of Member Relations & Development
2. The Executive Board shall meet on a weekly basis to aid in the fulfillment of their duties as described in general, the organization’s overall policies and goals in Article III, Section II.
3. The Executive Board meetings shall be open to all members; however, the President has the right to call special closed meetings if it is deemed necessary.
4. The Executive Board must have at least two underclassman serving as Officers.
5. The President shall serve as chairperson of the Executive Board and shall report on any action recommended or taken by said Board.
6. The President and Vice-President each have the authority to call a special meeting of the Executive Board.
7. Potential officers must meet the minimum eligibility requirements of active membership and be premium paid members of ALPFA.
8. Non-voting members of the Executive Board shall include any other appointed persons deemed necessary by the Executive Board.

**Section II: Duties of the Executive Board**

1. The Executive Board shall be responsible for planning the organization's activities and establishing, in general, the organization’s overall policies and goals.
2. The Executive Board shall oversee the operation of the organization and shall be responsible for achieving organizational goals.
3. The Executive Board shall set the deadline for the acceptance of membership

 applications.

1. The Executive Board shall be responsible for upholding and enforcing the chapter by-laws.

**Section III: Eligibility for the Executive Board**

1. Officers must be either full-time or part-time students at The Ohio State University.
2. Officers must be members of the organization for at least one semester.
3. Officers must attend a minimum of 5 meetings or activities per semester and be a current paid active member of ALPFA, Inc.
4. Officers must meet the active status requirements as set forth by the Executive Board.
5. Officers must have at least a cumulative 2.5 GPA, on a 4.0 scale.

**Section IV: Responsibilities of the Executive Board Positions**

1. **The President**
2. The President is the Chief Executive Officer and shall be held responsible for the organization’s efficient and inefficient operations.
3. The President will preside over chapter meetings and other related activities, as appropriate.
4. The President must facilitate the involvement of the other officers and members of the organization.
5. The President shall instruct the officers, and periodically review with them, their duties and responsibilities.
6. The President shall be responsible for the organization's progress, development, standards, purpose, and responsibilities.
7. Subject to Board approval, the President shall be one of two signers on financial documents and be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the VP of Finance.
8. The President shall be responsible for the analysis of the organization's position standing, and progress, definite or potential problems, as well as the establishment of new goals and priorities.
9. The President shall have the authority to create new ad-hoc committees to serve a specific purpose.
10. The President shall serve as liaison between the organization, ALPFA, Inc.
11. The President and/or Vice President shall sit on the ALPFA professional local chapter Board as the student representative.
12. The President shall be responsible for establishing a calendar of events for his or her semester and communicating that calendar to all members of the organization.
13. The President shall maintain contact with the ALPFA, Inc. National Director of Student Affairs and provide Executive Board contact updates in a timely manner within one week of new elections.
14. The President shall provide all documents and records pertaining to his/her responsibilities to the newly elected President.
15. The President will serve as the representative of ALPFA in every Council of Presidents (COP) and Council of Diverse Presidents (CODP) meeting and shall be responsible for attending all COP and CODP activities.
16. The President shall serve as a liaison between the organization and the Council of Presidents.
17. The President shall be responsible for organizing and planning the schedule of ALPFA activities to comply with Student Organizations’ guidelines in conjunction with the Board.
18. The President shall be responsible for contacting the firms to organize the functions. He/she shall work with other student organizations to coordinate the function dates.
19. The President shall collaborate with the targeted student organization when organizing joint events. Organizing activities include but are not limited to contacting the participating companies, government agencies, and firms; ensuring proper set up of selected venue; and communicating needs to the rest of the Executive Board.
20. The President and the Vice President shall be responsible for coordinating the organization’s participation in the annual ALPFA National Convention (spring only).
21. To expedite matters, the President may assign tasks to any individual member.
22. The President must be enrolled in the Max. M Fisher College of Business.
23. **Vice President**
24. In the absence of the President, the Vice President shall be responsible for assuming the duties of the President position.
25. When applicable, the Vice President shall be responsible for organizing the Continuing Professional Education (CPE).
26. The Vice President shall file charter renewal forms at the beginning of each academic year prior to the last day of September (and whenever officers change) with the Undergraduate Leadership & Engagement Office and the Ohio Union Student Activities Center.
27. The Vice President shall assist the President in her/her duties.
28. The Vice President shall coordinate all conferences.
29. The Vice President shall keep accurate records of all meetings in the VP of Marketing’s absence.
30. The Vice President shall plan and be responsible for all retreats and training of the organization.
31. The Vice President shall perform an audit of all financial transactions of the organization once per semester.
32. The Vice President shall coordinate the activities of all the committees and ensure that they are functioning properly.
33. The Vice President shall perform other functions as directed by the President and as are deemed necessary and proper by the organization at-large.
34. The Vice President shall be responsible for the food preparation for all events.
35. The Vice President shall oversee the mentoring program, in conjunction with the President and VP of Member Relations & Development.
36. The Vice President shall be responsible for ordering materials for the organization, such as t-shirts, business cards, e-board’s polos, and name tags.
37. **VP of Finance**
38. The VP of Finance shall be responsible for the inflow and outflow of cash from the organization’s banking account.
39. The VP of Finance and President are the only officers authorized to sign checks.
40. Collections and disbursements are to be consistent with the requirements of good business practices, fiscal procedure, organization policy and resources.
41. Disbursements require the authorization of both the President and VP of Finance.
42. The VP of Finance/Student Chapter will not receive direct funding or national membership dues from ALPFA, Inc.
43. The VP of Finance shall prepare a budget at the start of the semester in conjunction with the President and present it to the Executive Board for approval.
44. The VP of Finance shall be responsible for communicating and ensuring awareness of the organization's financial position to the Executive Board and preparing financial statements.
45. The VP of Finance shall be responsible for keeping the organization’s accounting records up to date.
46. The VP of Finance shall be responsible for reporting the financial status of the organization on a weekly basis during the Executive Board meetings or as requested by the President and/or Vice President.
47. The VP of Finance shall review all proposed projects and financial requests.
48. The VP of Finance shall be responsible for coordinating and creating 1-2 fundraising events per semester.
49. The VP of Finance shall provide all documents and records pertaining to his/her responsibilities to the newly-elected VP of Finance.
50. The VP of Finance shall maintain regular contact with ALPFA, Inc. National Director of Student Affairs to obtain guidance.
51. The VP of Finance shall ensure that the chapter abides by the Student Chapter Accounting Manual provided by ALPFA, Inc.
52. **VP of Marketing**
	* + 1. The VP of Marketing and the President must prepare meeting agendas and keep records, reports, and minutes of the Executive Board’s and General Body’s meetings.
			2. The VP of Marketing shall be responsible for keeping the constitution and by-laws and shall amend them as required by the organization upon authorization of the Executive Board, in addition to ensuring all documents are on file with the ALPFA, Inc. National Director of Student Affairs.
			3. The VP of Marketing shall ensure official recognition of student chapter with ALPFA, Inc. National Director of Student Affairs on an annual basis.
			4. The VP of Marketing shall be responsible for all outgoing and incoming correspondence of the organization, including notifying members of meetings via e-mail and/or telephone at least 48 hours in advance.
			5. The VP of Marketing shall maintain an accurate list of all members and their contact information.
			6. The VP of Marketing shall maintain an attendance record of all meetings.
			7. The VP of Marketing shall prepare ballots for elections.
			8. The VP of Marketing shall provide all documents and records pertaining to his/her responsibilities to the newly-elected VP of Marketing.
			9. The VP of Marketing, in conjunction with the Special Events Chair, shall be responsible for organizing 1-2 community service event per semester.
			10. The VP of Marketing shall ensure the proper recording of all documents.
			11. The VP of Marketing shall be responsible for courtesy cards of the organization.
			12. The VP of Marketing shall send reports of the various committees/chair positions to the Executive Board.
			13. The VP of Marketing shall be responding of the binding of the entire year’s information and documents and keep the same on a permanent file within the offices of this chapter.
			14. The VP of Marketing shall maintain a file of all of the past information and documents of the chapter, bound in permanent fashion within the offices of this chapter and send a duplicate of the same to be recorded with the University Archives.
			15. The VP of Marketing shall allocate all office work to be done.
			16. The VP of Marketing shall assume the responsibilities of the Vice President in the Vice President’s absence.
			17. The VP of Marketing shall be responsible for the maintenance of the organization’s social media network and websites.
53. The VP of Marketing shall be responsible for the preparation and publishing of the organization’s newsletters.
	1. Weekly emails to our members
	2. Weekly or bi-weekly meeting alerts submissions to “This Week In Schoenbaum”
54. The VP of Marketing, in conjunction with the Social Media Chair, shall be responsible for taking pictures of every event.
55. The VP of Marketing, in conjunction with the Social Media Chair, shall assist the organization in being at the forefront of technological change.
	* + 1. The VP of Marketing shall perform those other functions as directed by the President and as are deemed necessary and proper by the organization at large.
56. **VP of Corporate Relations**
	1. The VP of Corporate Relations shall be responsible for the development and maintenance of relationships with our guests, such as companies.
	2. The VP of Corporate Relations shall be responsible for the development and updates of the Corporate Sponsorship Form.
	3. The VP of Corporate Relations must respond to company’s emails within 3-5 business days.
	4. The VP of Corporate Relations shall be responsible for emailing company recruiters and/or employers to assist setting up the weekly/bi-weekly meeting.
	5. The VP of Corporate Relations shall be responsible for researching companies in the region for possible speakers and sponsors.
	6. The VP of Corporate Relations shall be responsible for maintaining an updated list of companies and guests with their respective point of contact and event.
	7. The VP of Corporate Relations shall perform those other functions as directed by the President and as are deemed necessary and proper by the organization at large.
57. **VP of Member Relations & Development**
58. The VP of Member Relations & Development shall be responsible for establishing and maintaining a quarterly recruitment and training budget and events in conjunction with the Vice President and VP of Finance.
59. The VP of Member Relations & Development shall be for proposing and implementing recruiting efforts for each academic semester.
60. The VP of Member Relations & Development shall be responsible for keeping record of member attendance to meetings and events.
61. The VP of Member Relations & Development shall be responsible for keeping updated the membership status about each member of the chapter.
62. The VP of Member Relations & Development shall be responsible for designing or developing any literature or materials to be officially distributed by the organization for promotional and recruiting purposes, in conjunction with the VP of Marketing.
63. The VP of Member Relations & Development shall be responsible for implementing and assisting new members through the active membership process.
64. The VP of Member Relations & Development shall oversee the development and establishment of the mentoring program in conjunction with the Vice President.
65. The VP of Member Relations & Development shall propose and schedule all approved business-oriented training sessions for all members.
66. The VP of Member Relations & Development shall be responsible for recording and researching for professional events and opportunities that can be offered to our members.
67. The VP of Member Relations & Development shall promote professional development opportunities on a weekly/bi-weekly basis.
68. The VP of Member Relations & Development shall serve as a liaison between local chapters.
69. The VP of Member Relations & Development shall ensure that all ALPFA missions and purposes are being fulfilled.
70. The VP of Member Relations & Development shall encourage communication between other student chapters and professional chapters.
71. The VP of Member Relations & Development shall perform those other functions as directed by the President and as are deemed necessary and proper by the organization at large.

**7) Faculty Advisor**

1. At least one but not more than two member(s) of the University faculty or administrative/professional staff will be elected annually to advise the group.
2. The election of the Advisor(s) shall be conducted in conjunction with general executive elections.
3. The Advisor(s) are responsible for guiding and adding insight to the goals and objectives set to meet the Association’s purpose.
4. The Advisor(s) is/are encouraged to attend the Executive Board meetings and General Assembly meetings.
5. The Advisor(s) shall have non-voting authority.
6. The Advisor(s) shall have no liability in the financial activity of the Association.
7. Perform those duties as required by the University of a Faculty Advisor.
8. Perform those other functions which shall be deemed necessary and proper by the organization at large.

**ARTICLE IV: COMMITTEES**

**Section I: Members of the Cabinet**

1. The Committee Chairpersons shall meet regularly, as deemed necessary, with their committee members to ensure that all committee responsibilities are carried out.
2. The Executive Board may, with reasonable cause, ask any committee chairperson to resign; that committee chairperson has the right to appeal the decision to the Executive Board.
3. The Chairpersons of the following committees shall be appointed by the Executive Board.

Alumni Outreach

Special Events

Social Media

**Section II: Duties of the Committees**

1. **Alumni Outreach**
2. The Alumni Outreach Committee Chairperson shall work directly with the Vice President concerning alumni relations and shall serve as a liaison between the organization and alumni.
3. The Alumni Outreach Committee Chairperson shall be responsible for maintaining the alumni database.
4. The Alumni Affairs Committee shall assist the Vice President with maintaining the alumni roster and notifying the alumni of any upcoming events as well as any information that is relevant to the association.
5. **Special Events**

The Special Events Committee Chairperson shall work directly with the VP of Marketing, VP of Member Relations & Development, or Vice President to coordinate events with social service programs in need of volunteer assistance as well as ensure membership attendance at the events.

The Special Events Committee Chairperson shall organize one or two community service project per semester and advancing the organization’s presence in the community.

The Special Events Committee Chairperson shall promote and create engaging activities for the chapter and within the university.

1. The Special Events Committee Chairperson shall work directly with the President and Vice President to facilitate organization’s on-campus and off-campus functions involving professionals.

**7) Social Media**

1. The Social Media Committee Chairperson shall work directly with the VP of Marketing or the Vice President to coordinate and keep record of our social media networks.
2. The Social Media Committee Chairperson shall assist the VP of Marketing with newsletters, weekly emails, and meeting alerts submissions within the university.
3. The Social Media Committee Chairperson shall assist the VP of Marketing on the creation of marketing materials (i.e., flyers)

**ARTICLE V: ELECTIONS**

**Section I: Nomination of Officers**

1. The nominations and acceptances for Executive Board positions shall take place in one meeting.
2. The elections for Executive Board positions shall take place during a following meeting.
3. Candidates must be nominated by another member or by themselves. Candidates shall be allowed to speak on their own behalf, with 5-minute time limit, on the day of nominations. There shall be no debate concerning any of the candidates.
4. Nominated individuals must meet the GPA requirement as set forth by the Executive Board. Those individuals not meeting the point requirement shall not be permitted to run for an officer position.
5. The aforementioned rules of Article V Section I and II shall apply to all elections of Executive Board Officers.

**Section II: General Elections**

1. All positions will be open for elections at the end of the Spring semester.
2. The elections will be held on a date at the end of the semester-not to conflict with finals week or holidays-which has been agreed upon by the Executive Board.
3. All positions shall be elected on the date in which elections are held.
4. If any discrepancies cause a failure to elect any position(s), it will disqualify the election process. Elections may, however, be recessed until the following meeting. It shall be the responsibility of the current administration to make the necessary preparations to hold timely elections.
5. All Executive Board members have the right to vote. Elections will be chaired by the President and VP of Marketing whom accepts and comprehends these election guidelines.

**Section III: Presentations**

* 1. The order in which candidates will speak is determined by the alphabetical order of their last names and the position they are running for as decided by the Executive Board.
	2. Each candidate running shall have five minutes to deliver their speech, followed by a two-minute question and answer session to be conducted by the President and active status members of the organization.
	3. Each non-winning candidate is allowed to trickle-down to the next officer position if he or she so desires.

**Section IV: Voting**

* + - 1. Only members meeting the requirements for active status as outlined in Article II Section II and are present the day of elections shall be allowed to vote. At the discretion of the Executive Board, certain exceptions may be made for members that joined the organization later in the semester.
			2. Only those individuals present for the first candidate’s speech for a specific position will be allowed to vote for that position. Any members entering after the first candidate’s speech will have to wait for the election process to begin for next officer position.
			3. Quorum for elections is defined as 51 percent of the members present eligible to vote.
			4. The President and VP of Marketing shall be responsible for counting the votes and determining the winner.
			5. Each voting member will receive one ballot and will vote anonymously. Ballots will be retained as property of ALPFA at The Ohio State University and will be held as record.

**Section V: Run Off**

1. In the event that an election results in a tie, the candidates who are tied will be allowed an additional one-minute speech and elections will take place again. The Executive Board, however, may choose to exclude the additional speeches and move directly to elections for one of the two candidates involved in the run-off.
2. A 51 percent quorum is needed for election.

**ARTICLE VI: IMPEACHMENT AND RESIGNATIONS**

**Section I: Impeachment**

1. Impeachment can be proposed by any Executive Board member or active member. However, the actual impeachment of an officer requires a majority vote of the Executive Board.
2. If impeachment is proposed by a member of the Executive Board, a special closed meeting will take place among the Executive Board only to determine if impeachment is warranted.
3. If impeachment is not deemed appropriate the officer will remain on the Executive Board.
4. If impeachment is deemed to be appropriate, the President shall be responsible for voicing the concerns to the impeached officer.
5. The impeached officer will then have the opportunity to state his or her case to the Executive
6. Impeachment may be overturned so long as there is a majority agreement of the Executive Board. However, if the majority of the Executive Board wishes to proceed with impeachment, the impeached officer may choose one of the following options:
	* 1. Resign and no public knowledge will be made regarding the impeachment, or
		2. Opt to present the issue to the active membership. If this option is selected, see points two through three of Article II Section II.
7. If impeachment is proposed by an active member, the President shall hold a special meeting with the membership, to determine if impeachment is warranted.

If impeachment is not deemed appropriate, the officer will remain on the Executive Board.

If impeachment is deemed to be appropriate by the membership, the President shall be for voicing the concerns to the impeached officer.

The impeached officer shall have the opportunity to state his or her case to the membership, upon which the membership will then have the opportunity to ask any questions that are believed to be pertinent to the situation.

Impeachment may be overturned so long as there is a majority agreement of the all active members and the Executive Board, a majority of both is needed to impeach.

All events shall be documented.

1. The President shall chair any special closed-door meetings. If the President is being impeached, the Vice President will chair the meeting.
2. If a position becomes available because of an impeachment, the following steps shall be taken:
3. If the Office of the President is vacated, the Vice-President will assume the duties of the President.
4. If more than one position should become vacant, the Executive Board may appoint new officers or choose to hold special elections to fill the vacant positions.

**Section II: Resignations**

1. If an officer resigns, he or she is required to turn in a written document to the Board with a 48 hours notice.
2. If a position becomes available because of a resignation, the same steps outlined in Article VI Section I part 5d shall be applied.

**ARTICLE VII: ALPFA ANNUAL CONVENTION**

**Section I: Participation**

1. ALPFA National Convention is held annually.
2. The President and/or Vice President shall be responsible for coordinating the organization’s participation in the ALPFA National Convention.

3) Those members that meet the eligibility requirements in Article II Section II are invited to attend the

 ALPFA National Convention and are encouraged to apply to our application process of obtaining financial assistance, if available, on the following expenses (all other expense shall be paid for by the member. Paid expenses are subject to change):

* + - 1. Transportation
			2. Lodging
			3. Registration fee

4) Participation in the ALPFA Annual Convention is limited in terms of members as agreed upon with the The Ohio State University and the Executive Board.

**Section II: Eligibility**

1. Initial eligibility is determined by the member engagement during the Spring semester prior to the ALPFA National Convention. Those members will then have their eligibility subjected to the following requirements:
2. Members must be an undergraduate of The Ohio State University with a valid University ID.
3. Members must be in good financial standing with the organization.
4. Members must participate in a minimum of one fundraising or special event activity.
5. Additional eligibility considerations may include, but are not limited to:
6. A member’s participation level during the Fall semester prior to the ALPFA National Convention.
7. Participation in the ALPFA National Convention is a privilege. Eligible members selected to participate in the ALPFA National Convention must adhere to the following requirements:
8. Those members selected must attend the pre-convention meeting as scheduled by the President and/or Vice President.
9. Those members selected must sign an ALPFA National Convention Acknowledgment Form and if selected to receive assistance by Fisher Office of Diversity & Inclusion, must abide by their rules and process.
10. Those members selected must provide a monetary deposit in the amount set forth by the Executive Board.
11. Those members selected that do not want to follow any of the three aforementioned requirements will forfeit their eligibility to attend the ALPFA National Convention.
12. Members found to be in breach of the ALPFA National Convention Acknowledgement Form shall be subjected to the following penalties:
	* + 1. Forfeiture of pre-convention deposit.
			2. Repayment of the costs incurred by organization for the member’s participation (travel, lodging, and registration fee).
			3. A hold shall be placed on a member’s graduation until any delinquent costs have been repaid.

1. Eligibility requirements and considerations are subject to change at the discretion of the Executive Board without notification.

**SIGNATURES OF APPROVAL:**

**Organization Officer: Date:**

 August 18, 2020

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Officer Date:

**Organization Advisor: Date:**

 August 18, 2020

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Advisor Date:

**Charter & Rules Committee Chair (President): Date:**

 August 18, 2020

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Chair Date:

**SGA President (Not Applicable) : Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Date:

**Director of the Student Activities Office: Date:**

 August 18, 2020

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Director Date:

**ALPFA The Ohio State University BY-LAWS**

**Article I - MEETINGS**

1. The Executive Committee shall set the meeting schedule at the beginning of each semester.
2. The organization shall hold regularly scheduled meetings twice a month during the regular academic year.
3. Special meetings can be called by the Executive Committee, provided at least 48 hour notification is given to the membership.
4. ALPFA, Inc. holds the ultimate right to remove, replace, substitute, and/or change the leadership of this chapter.
5. To the extent that any provision of these bylaws contradicts with those of ALPFA, Inc., clarification and ultimate decision-making on such matter will reside with the Chief Executive Officer, Chief Operating Officer, or General Counsel of ALPFA National.

**Article II - AD-HOC COMMITTEES**

1. Ad-Hoc Committees may be established to carry out specific short-term tasks for the Organization.
2. Committees shall be appointed by the Executive Committee and approved by the membership. The Chair will be appointed by the Executive Committee.

**Article III - PARLIAMENTARY PROCEDURE**

This Organization shall follow the rules of order as outlined in Roberts Rules of Order - Newly Revised.

**Article IV - BY-LAW CHANGES**

Section A. These by-laws may be amended by a majority vote of the membership at the first meeting of the organization at which time a quorum is present following the approval of this amendment by the Executive Committee.

Section B. By-law amendments must be presented to the Executive Committee before they may be submitted to the organization membership for vote.

Section C. By-law amendments shall become effective following approval of the Student Government Charter Committee and the Office of Student Activities.

**SIGNATURES OF APPROVAL:**

**Organization Officer: Date:**

 August 18, 2020

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Officer Date:

**Organization Advisor: Date:**

 August 18, 2020

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Advisor Date:

**Charter & Rules Committee Chair (President): Date:**

 August 18, 2020

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Chair Date:

**SGA President (Not Applicable) Date:**

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President Date:

**Director of the Student Activities Office: Date:**

 August 18, 2020

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Director Date: