

CONSTITUTION OF
Association of Latino Professionals For America
AT BARUCH COLLEGE OF THE
CITY UNIVERSITY OF NEW YORK

ARTICLE I – NAME (Required)

The official name of this organization shall be **Association of Latino Professionals For America** at Baruch College. **Hereinafter referred to as ALPFA.** No other name will be used in the advertisement or representation of the organization.

- ALPFA Baruch is affiliated with ALPFA National
- ALPFA NY Office: 55 Broad St. 18th Floor. New York, NY 10004 Tel. (646) 695-4200

ARTICLE II – PURPOSE (Required)

ALPFA (“*the organization*”) aims to be the premier professional development organization for students of every personal and professional background and aspiration.

Empowering our members with opportunities for professional development and career growth is our mission. ALPFA Baruch develops high achieving individuals to lead in all industries of professional life. Through our relationship, skill and talent building events, workshops and programs, we focus on helping the ambitious students at Baruch College to achieve their goals. We initiate and facilitate corporate recruiting, develop and maintain employer relationships, and track student placements (e.g., internship, full-time, case study competitions, etc.) to create a community within Baruch College that nurtures the professional and personal growth of Latino professionals and their allies.

ARTICLE III – MEMBERSHIP (Required)

Section 1 – Qualifications

- A. All members must be matriculated students of Baruch College and must subscribe to or be interested in the purpose of the organization. Students can become a member of the organization by visiting www.alpfa.org (“*the website*”). The memberships below offer the following features at a national level, based on the membership the student opts to choose:

<u>Featured Student Member Benefits</u>	<u>Basic</u> <u>Free</u>	<u>Premium</u> <u>\$30</u> <u>Annually</u>
Access to local student chapter networking events, receptions, and programs	✓	✓
Access to professional chapter networking events, receptions, and other programs* <i>*Premium student members are eligible for free or reduced admission to some events; Basic member admission is full price</i>	✓	✓
Member emailed updates and notifications	✓	✓
Digital subscriptions: ALPFA SPOTLIGHT Member Newsletter, and industry magazines such as Latino Leaders Magazine	✓	✓

Access to resume and cover letter assistance and critique, and mock interviews	✓	✓
Eligible to apply to ALPFA's Academic Scholarship Programs	✓	✓
Access to ALPFA Professional Training Webinars		✓
Post your resume and search jobs and internships on ALPFA's online Career Center		✓
Eligible for ALPFA KPMG case study competition at selected schools		✓
Student Pricing on ALPFA's Annual Convention**		✓
**Premium student members are eligible for free or reduced admission to convention		

Regardless of the membership feature, all Baruch students have access to “All” on campus events.

Nominations and Incentives

Star Members

On a monthly basis, ALPFA Baruch will nominate up to **five** “Star Members” who are not part of the board (“an officer”). A Star Member must be registered under the “Premium Membership.” They will have the right to vote during the election period (Spring Semester), as well as, potentially, be considered to join one of our committees and must meet the below criteria, but are not limited to:

- 1) Understand ALPFA’s mission, vision and values.
- 2) Have attended a minimum of four events within the current month
- 3) Demonstrate genuine commitment (via campus involvement or elsewhere) to develop themselves as leaders and demonstrate leadership traits to serve as a role model for future generations of Baruch students.
- 4) Volunteer/help our committees in the execution of events or as requested by each respective committee chair.
- 5) Although, a Star Member candidate is not an officer, their “feedback” regarding areas of development within our chapter is welcomed and appreciated. The “feedback” should satisfy and enhance ALPFA’s purpose and comply with our values (This applies to all active members who add value.)

Golden Members

At the end of the 2016-2017 school year (*May 2017*), ALPFA Baruch will nominate **ten** “Golden members”. A platinum member must be registered under the “Premium Membership” and will have the right to vote during the election (Spring semester) as well as be considered to run for up to two officer positions (only one may be granted depending on a vote count), and have the opportunity to have lunch or dinner (free of cost) in the Summer with a Baruch alumni employed by one of ALPFA’s partners (visit www.alpfa.org for an updated list of partners). A Golden Member must meet the below criteria:

- 1) Understand ALPFA’s mission, vision and values.
- 2) Have attended a minimum of eight events per semester (e.g., on campus and local or national events/workshops (with registration proof).
- 3) If member joined during the Spring Semester, to be considered a Golden Member, must attend a minimum of eleven events
- 4) Demonstrate genuine commitment to develop themselves as leaders and demonstrate leadership traits to serve as a role model for the next Baruch generation.
- 5) Volunteer/help our committees – Although, a Golden Member candidate is not an officer, their “feedback” regarding areas of development within our chapter is welcomed and appreciated. The “feedback” should satisfy and enhance ALPFA’s purpose and comply with our values. (This applies to all active members who add value.)

B. No person shall be denied membership or office because of national or ethnic origin, race, color, sex, sexual orientation, age, political or religious beliefs, disability, veteran or marital status.

ARTICLE IV - OFFICERS/ELECTIONS/REMOVAL OF AN OFFICER (Required)

Section 1 – Officers Commandments

Undergraduate:

All officers of this organization must be matriculated undergraduate students of Baruch College, have a minimum overall grade point average of 2.5, and must be registered for at least one course for the term during which they will serve.

Graduate:

All officers of this organization must be matriculated graduate students of Baruch College, have a minimum overall grade point average of 3.0, and no minimum credits for the term during which they are to serve.

Note: No one can serve as the President of one organization while simultaneously serving as Treasurer of another, nor can anyone serve as President of more than one organization.

A. There shall be a **President** who shall ...

- i) Preside at all meetings of the club
- ii) Call special meetings of the club
- iii) Prepares and files any report required
- iv) Create and distribute agendas for each meeting of the organization
- v) Represent the club at official functions
- vi) Maintain contact with club adviser(s)
- vii) Remain fair and impartial during organization decision making processes
- viii) Must have attended one National or Regional ALPFA Convention, be a rising Junior or rising Senior (with relevant internship experience) and demonstrated leadership abilities - this will establish a good foundation of experience, leadership and mature knowledge to have the necessary skills to serve as a role model and image of the board

B. There shall be a **Vice-President** who shall...

- i) Assume the duties of the President as needed
- ii) Serve as an ex-officio member of standing committees
- iii) Coordinate organizational recruitment efforts
- iv) Represent organization at official functions
- v) Coordinate organization election
- vi) Remain fair and impartial during organizational decision making processes
- vii) Must have attended one National or Regional ALPFA Convention, be a rising Junior or rising Senior (with relevant internship experience) and demonstrated leadership abilities - this will establish a good foundation of experience, leadership and mature knowledge to have the necessary skills to serve as a role model and image of the board

C. There shall be a **Secretary** who shall ...

- i) Keep a record of all members and events of the organization
- ii) Keep and distribute minutes of each meeting of the organization
- iii) Notify all members of meetings
- iv) Prepare organization's calendar of events
- v) Represent organization at official functions
- vi) Remain fair and impartial during organization decision making process

D. There shall be a **Treasurer** who shall ...

- i) Keeps all financial records of the organization
- ii) Prepare the annual budget to be submitted to the appropriate Student Government.
- iii) Prepares all budget requests for funds
- iv) Advises members on financial matters (i.e. vendors, ticket selling procedures)
- v) Represents organization at official functions
- vi) Remains fair and impartial during organization decision making processes

Section 2 – Elections

A. All officers shall serve [one term, one year] and maybe re-elected for [one] additional term.

B. General elections & Election Process:

- i) Shall be held once a year.
- ii) The candidates shall campaign with exception of President and Vice-President(s)
- iii) A President shall be appointed by the current term board members, including its committee (internal vote) who will serve and represent ALPFA Baruch at a campus and National level
- iv) Vice-President(s) – Once a President is appointed then a Vice-President(s) shall be appointed by the current term board members, including its committee and the appointed President (internal vote)
- v) The candidates shall have an opportunity one (1) week prior to voting to present a speech to the general membership and have a question and answer session as outlined by the current executive board.
- vi) Candidates win by majority vote.

C. Special elections:

- i) Shall be called by the President of the club.
- ii) The candidate shall win by a majority vote.

Section 3 – Removal of an Officer

A. Must be exercised if an Officer fails to follow their corresponding Officer Commandments

B. A win two-thirds majority vote of the active voting membership is required for the impeachment proceedings to be activated.

C. The officer in question must be notified of the charges in writing.

D. A special meeting must be set up to discuss the charges; all parties must be allowed to respond.

E. Should a decision be made, a win two-thirds majority vote of the active voting membership will result in the removal of the officer to be impeached.

F. Determine how a replacement will be selected and when the new person takes office.

G. A copy of the typed minutes from both, the meeting when the impeachment proceeding was enacted and the meeting when the voting for removal in order for the officer to be impeached, must be submitted to the Office of Student Life.

ARTICLE V - EXECUTIVE BOARD (Required)

Section 1 -The Executive Board shall consist of the elected officers of the organization.

Section 2 - The Executive Board shall formulate the agenda, take emergency action, and have general management of the student organization in the absence of the full membership.

Section 3 -The Vice-President shall assume the duties of any vacant office until a special election is held. If more than one office is vacant, they shall be filled by a presidential appointee, until a special election is held.

Section 4 – The Executive Board shall choose a faculty advisor for the organization.

Section 5 – The Executive Board shall attend functions as required by the Baruch College Office of Student Life.

Section 6 - The Executive Board shall know the *Fiscal Guidelines for Expenditure of Student Activity Fees* as established by the Board of Trustees of The City University of New York & by the Bernard M. Baruch College Association, Inc.

ARTICLE VI – Faculty Advisor (Optional)

Section 1 – The Executive Board shall choose a Faculty Advisor of Baruch College

ARTICLE VII – MEETINGS (Required)

Section 1 - This organization shall hold weekly, biweekly or monthly meeting every Tuesday during club hours and as needed

Section 2 -A quorum consisting of two officers plus a majority of duly registered members is necessary for the transaction of any business.

Section 3 -The rules contained in Robert’s Rules of Order The Informer- Newly Revised shall govern this organization in all cases in which they are not inconsistent with the constitution and the by-laws of this organization.

ARTICLE VIII – AMENDMENTS (Required)

Section 1 -Amendments to this constitution shall be introduced from the floor and submitted to the Secretary in writing at a regular business meeting. Amendments shall be voted upon at the next meeting of the organization.

Section 2 –The membership shall be notified in writing at least seven (7) days prior to a vote on the proposed amendment.

Section 3 –A win two-thirds majority vote of the voting membership present shall be necessary for the passage of an amendment.

Section 4 –A copy of the typed minutes from the meeting when the amendment was passed to prove that this amendment was adopted must be submitted to the Office of Student Life with the revised constitution of the organization.

ARTICLE IX – DISSOLUTION (Required)

In the event of the dissolution of this group, all accrued funds and assets shall revert to the Bernard M. Baruch College Association, Inc.

BYLAWS (Optional)

- Standing Committees of the organization, structures/purposes of the committees...
- Amendments to the Bylaws shall be introduced from the floor and submitted to the Secretary in writing at a regular business meeting. Amendments shall be voted upon at the next meeting of the organization.
- The Membership shall be notified in writing at least seven (7) days prior to a vote on the proposed amendment.
- A win two-thirds majority vote of the active voting membership is required for the passage of an amendment.

- **No person shall be denied membership or office because of national or ethnic origin, race, color, sex, sexual orientation, age, political or religious beliefs, disability, veteran or marital status.**

ENACTMENT OF CONSTITUTION: (Required)

This constitution is now enacted on this [Date TBD](#)

Signed by:

President Tina Rose Echeverria

Vice-President Steven Pelaez and Isabella Mindiola

Secretary Nathalie Figuereo

Treasurer Mirjana Lana