

**CONSTITUTION
OF
ALPFA AT UTSA**

CREATED AUGUST 15, 2007

REVISED SEPTEMBER 19, 2007

REVISED August 31, 2011

REVISED September 13, 2011

REVISED November 12, 2013

REVISED April 25, 2014

REVISED December 5, 2014

REVISED February 13, 2015

ARTICLE I - NAME

The organization shall be known as ALPFA at UTSA.

ARTICLE II - PURPOSE

The goals of this Chapter shall be to:

- a. Unite accounting and finance students enrolled at The University of Texas at San Antonio.
- b. Provide professional networking and leadership opportunities for students in accounting and finance.
- c. Promote the educational goals of students in accounting and finance.
- b. Promote and maintain high professional standards in the accounting and finance professions.
- c. Encourage persons of Latino origins to enter the accounting and finance professions.
- d. Promote mentoring and professional development relationships and opportunities among accounting and finance students and professionals in the fields of accounting and finance.

ARTICLE III - MEMBERS

Section 1. Undergraduate and Graduate students shall be eligible for election to membership after they have:

- a. Must be enrolled at The University of Texas at San Antonio.
- b. Declared a major or intend to declare a major in the College of Business.
- c. Completed a membership application.
- d. Met the grade point average requirement of 3.00 UTSA GPA.
- e. Provided a non-refundable payment of required dues.

Section 2. Degree-seeking graduate students shall be eligible for membership when they have:

- a. Must be enrolled at The University of Texas at San Antonio.
- b. Been accepted and matriculated into a master's degree level program in the College of Business.
- c. Completed a membership application.
- d. Met the grade point average requirement of 3.00 UTSA GPA.
- e. Provided a non-refundable payment of required dues.

Section 3. Students may petition for probationary membership if the grade point average requirement is not met; however, failure to show academic improvement will be grounds for dismissal from the Chapter. Grade point averages shall be reviewed at the beginning of each fall semester.

Section 4. Membership shall be open to all persons regardless of business major, race, color, sex, age, religion, disability, national origin, or veteran status.

Section 5. Membership shall consist of five categories: Student, Faculty, Alumnus, Honorary, and Probationary. Students who have graduated and faculty who have terminated their employment shall become alumni members.

Section 6. Membership may be terminated by resignation, by expulsion, or for non-payment of dues.

ARTICLE IV – LEGAL AGREEMENT

The ALPFA at UTSA Chapter agrees to abide by all University policies as well as local, state, and federal laws.

ARTICLE V - OFFICERS

A. Officers' Duties

Section 1. The Executive Committee of the Chapter shall be a President, an Immediate Past President, a Vice President, a Treasurer, a Director of Membership, a Director of Communications, a Director of Community Outreach, a Director of Programs & Events, a Director of Fundraising, a Director of Social Activities, a Director of Education, and a Faculty Advisor (s). Each member of the Executive Committee shall have one vote on Executive Committee decisions. All members who meet the membership eligibility requirements are eligible to be elected to any officer position except president. To qualify for the position of Chapter President, the member shall be an active member and show continuous active participation for at least one school year.

Section 2. Officers shall comply with the following expectations throughout their term.

- a. Maintain a UTSA GPA of 3.0 or higher
- b. Be a registered student at The University of Texas at San Antonio and enrolled in at least one semester hour
- c. Be a dues paying member of ALPFA at the Chapter and National level
- d. Perform the duties associated with the role elected
- e. Attend at least 75% of all general chapter meetings and activities
- f. Attend regularly scheduled Executive Committee meetings

Section 3. The President shall be responsible for the general supervision and operation of the Chapter. The President shall preside at chapter meetings and direct the chapter in meeting the members' needs for educational and professional growth. The President shall be responsible for all correspondence with the national office of the Association of Latino Professionals in Finance and Accounting. The Immediate Past President serves in an advisory role to the President. The Vice President serves in a subordinate role to the President. The President shall have the authority to sign checks.

Section 4. The Vice President shall be responsible for assisting the President in general supervision and operation of the Chapter. The Vice President shall preside at executive and/or chapter meetings in the absence of the President. The Vice President shall have the authority to sign checks in the absence of the President.

Section 5. The Executive Committee shall be responsible for assisting the President and Vice President in administering the affairs of the Chapter and overseeing committees in their respective areas. All planned activities of the Directors are subject to the approval of the Executive Committee before dissemination to any party external to the Chapter. All Directors shall interface with the University and with the business community on behalf of the Chapter and shall maintain the appropriate professional deportment and integrity inherent in their position.

- a. The Director of Membership shall direct the planning and implementation of activities to recruit new members and maintain the active status of existing members of the Chapter. The Director of Membership shall, in conjunction with the President, ensure that all National membership dues are promptly forwarded to the National office of the Association of Latino Professionals in Finance and Accounting on behalf of the members.
- b. The Director of Communications shall direct the dissemination of information to the Chapter members. The Director of Communications shall record the minutes of the meetings of the Executive Committee. The

Director of Communications shall direct the planning, development, and placement of media to increase the awareness of the Chapter to the student population of The University of Texas at San Antonio and to the community at large. This is to include the use of social media and maintenance of the Chapter's webpage.

- c. The Director of Community Outreach shall direct the planning and implementation of activities that provide aid and support to philanthropic organizations that assist the needy and/or underprivileged populations of San Antonio. The Chapter shall engage in a minimum of two community outreach activities during each long semester of the academic year.
- d. The Director of Programs & Events shall direct the development of a schedule of high-quality programs on behalf of the Chapter. The Director of Programs & Events shall interface with faculty, professionals, and business leaders to develop programs that will benefit the Chapter by creating networking, leadership, and professional development opportunities. The Chapter shall conduct a minimum of three professional programs and coordinate one professional development program for members during each long semester of the academic year.
- d. The Director of Fundraising shall direct the planning and development of activities to increase the financial support of the activities of the Chapter and assist in any fundraising activity coordinated by another officer. The primary goal of fundraising shall be to allow members of the Chapter to attend The Association of Latino Professionals in Finance and Accounting Annual Convention and raise funds for scholarship funding.
- f. The Director of Social Activities shall direct the planning, development, and execution of events that build fellowship among the members of the Chapter. The Chapter shall have a minimum of two social activities each long semester.
- g. The Treasurer shall be responsible for the Chapter's checking account. The Treasurer shall ensure that all UTSA Chapter dues and funds received are certified and deposited into the Chapter's checking account in a timely manner. A certified receipt shall be given for all funds received. The Treasurer shall be responsible for verifying all checks signed by the President, Vice President, and/or faculty advisor(s). The Treasurer will vouch the Chapter's bank statement each month in a timely manner. At least once each calendar year, to coincide with the annual election of the executive committee, the checking account of the Chapter shall be audited by a person external to the Chapter and a written confirmation of

the accounts shall be provided and read into the minutes of the Chapter. The Treasurer may not sign checks.

- h. The Director of Education shall be responsible for conducting the Intermediate I Boot Camps throughout each long semester. The Director of Education shall develop the review materials to be presented. The Director of Education may call upon other members to assist in the dissemination of these materials. The Director of Education shall assist in the professional development activities coordinated by the Director of Programs and Events.

Section 6. The Faculty Advisor(s) shall be expected to oversee the Chapter and provide direction for the professional and academic growth of the Chapter. The Faculty Advisor(s) is the failsafe and final authority for all actions and activities of the Chapter. The Faculty Advisor(s) may intervene at any time on any issue to halt activities that are deemed as inappropriate, unprofessional, unethical, or potentially harmful to any or all members of the Chapter. The Faculty Advisor(s) is not responsible for the individual or group behaviors of the organization beyond the knowledge of the Faculty Advisor(s).

B. Officer Elections

Section 1. A call for the nomination of candidates to fill the Executive Committee shall take place at least once each academic year. If participation by the student membership is insufficient to mandate a Chapter vote, new officers shall be nominated by the Executive Committee. The proposed roster of nominees shall be presented to the membership for discussion and a call for acceptance by acclamation shall be made. If a 51% majority of the votes is not obtained, another call for nominations shall be made.

Section 2. A call for the nomination of candidates to fill the Executive Committee shall be made by no later than April 1 of each year. Election of new officers shall be completed by April 30 of each year, with the official term of office for all officers of the Executive Committee to begin on May 15 and terminate on May 14 of each year.

Section 3. The Chapter acknowledges that circumstances may arise that require replacement of one or more Executive Committee members during the semester or at the end of the semester. A call for the nomination of candidates to fill vacated positions on the Executive Committee shall be held on an as-needed basis.

Section 4. The Chapter maintains an ongoing succession plan for the office of President. If the President is unable to fulfill their obligation to the Chapter, the Vice President shall ascend to the Presidency.

Section 5. The President of the Chapter shall not serve for a period to exceed one academic year.

Section 6. Retiring Executive Committee officers or the Faculty Advisor shall conduct a seminar in officer responsibilities before the beginning of the new school year, or as needed, for new officers.

Section 7. The Chapter shall have the power by a 51% majority vote of those members present in any general or special meeting to remove any officer for continued absence or failure to administer the duties of his/her office properly, and to elect another member to fill the vacancy thus created.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of all duly elected officers and the Faculty Advisor with six members of the board constituting a quorum.

Section 2. The Executive Committee shall have the power to act in all matters except revision of the Chapter Bylaws, election of officers, or expulsion of members.

Section 3. General or special business meetings of the Executive Committee shall be called by the President, the Faculty Advisor, or upon written request of two members of the Executive Committee.

Section 4. All actions taken by the Executive Committee shall be reported to the members at the next chapter general meeting.

Section 5. All decisions of the Executive Committee shall require a 2/3 majority vote unless otherwise stated in this document.

ARTICLE VII – GENERAL MEETINGS OF THE CHAPTER.

Section 1. General meetings of the Chapter shall be held at least three times during each long semester.

Section 2. Special business meetings of the Chapter can be called by the President, the majority of the Executive Committee, or upon written request of five members of the Chapter. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given to all members.

Section 3. A general meeting of the Chapter shall be defined as a meeting at which Chapter business may be discussed or transacted. Such meetings shall be duly called to order and conducted under proper parliamentary procedure.

Section 4. One-fourth (1/4) of the active membership of the Chapter shall constitute a quorum of the Chapter. The active membership shall be determined by the Director of Membership.

Section 5. All current dues-paid members of the Chapter shall be entitled to one vote at general and special business meetings. Faculty, honorary, alumnus, and probationary members shall be permitted to attend such meetings, participate in discussion, offer suggestions and serve on committees, but shall not have the right to vote, hold office, or chair a committee.

Section 6. The officers of the Executive Committee shall wear business professional attire at all general and professional meetings on-campus or when representing the Chapter at off-campus events. Members shall wear business professional attire at all general and professional meetings on-campus and business professional attire when representing the Chapter at off-campus events. Those persons not in adherence to the policy will be asked to leave immediately.

ARTICLE VIII – COMMITTEES

Section 1. Committees, standing or ad hoc, shall be appointed by the President or the Executive Committee as deemed necessary to carry on the work of the chapter. The President and Faculty Advisor shall be ex-officio members of all committees.

Section 2. Committees may be formed as needed to serve a single function deemed necessary by the Executive Committee. The Director within scope of the committee's function will serve as the head of the committee.

Section 3. Committees are to be populated by members approved by the majority vote of the Executive Committee.

Section 4. Committee members are able to attend Executive Committee meetings, but do not hold voting rights.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the National Constitution and Bylaws of the Association of Latino Professionals in Finance and Accounting.

ARTICLE X – DUES AND REQUIREMENTS

Section 1. Membership fees shall be assessed for the UTSA Chapter and for the National Association. Both fees must be paid before membership in the UTSA Chapter is granted. Membership fees are assessed for the period of one academic year.

Section 2. Chapter membership dues shall be assessed as of the beginning of each long semester of the academic year. The amount of such dues shall be determined by the Executive Board.

Section 3. UTSA Chapter membership dues will not be pro-rated beyond two long semesters. That is, UTSA Chapter membership dues collected at the beginning of the Fall semester shall be for one academic year. Membership dues collected at the beginning of the Spring semester shall be assessed at ½ of the regular dues and shall be effective for ½ of an academic year. National Association membership dues will not be pro-rated.

Section 4. In order to submit an application for a National Convention Scholarship, to be reviewed by the President, Vice President, and the Faculty Advisor(s), the student shall meet the following requirements:

- a. Have an overall and major grade point average of 3.0 and above
- b. Be a registered student at The University of Texas at San Antonio
- c. Be a dues paying member of ALPFA at the Chapter and National Level
- d. Attend at least 75% of all general chapter meetings and activities. This is to include, but is not limited to, professional, service, and social events.

ARTICLE XI - DISSOLUTION

Upon dissolution, any remaining net assets of ALPFA at UTSA shall be distributed solely to the San Antonio, Texas Chapter of the Association of Latino Professionals in Finance and Accounting.

ARTICLE XII - AMENDMENTS

A Constitutional Committee must be convened once per year to review the Constitution and suggest any necessary changes to present to the general membership. The Constitution may only be amended following a Constitutional Committee. The Constitution of ALPFA at UTSA may be amended by two-thirds vote of the full membership at a regular or special meeting. A special meeting may be convened through an appropriate email protocol.