

National Association of Latino Fraternal Organizations

By-laws

Article I. Membership

All fraternities and sororities whose mission is in accordance with the purpose of the National Association of Latino Fraternal Organizations, hereby referred to as NALFO, are eligible for membership.

Section 1.01 New Membership Application Process

Prospective member organization must submit a completed New Member Application Packet to the Vice Chair of the NALFO Board of Directors sixty (60) days prior to the next NALFO Business Meeting. Upon receipt of all the supporting materials, the Vice Chair will send a letter of acknowledgement to the prospective member organization confirming receipt of the application.

The Vice Chair and the Membership Committee shall then review the application to ensure that it is complete and fulfills all new membership requirements. Should the Vice Chair and the Membership Committee deem the application complete and fulfills all new membership requirements, the Vice Chair shall send a follow-up letter to the prospective member organization thirty (30) days prior to the next NALFO Business Meeting, informing them that their application shall be presented and that their presence is required to formally present their request and participate in a Questions and Answers period.

Additionally, the application must be shared with the member organizations thirty (30) days prior to the next Business Meeting. Failure to provide the member organizations sufficient time to review the application shall result in the application not being presented at the Business Meeting. Two-thirds (2/3) majority of member organizations, in good standing and present at the NALFO Business Meeting, must approve all applications for new membership. Within fifteen (15) days after the NALFO Business Meeting, the Vice Chair shall notify the prospective member organization of the decision (approval/rejection). Should the prospective member organization be approved, the Vice Chair shall inform the organization that as of the NALFO Business Meeting, the organization has been afforded Member Status in NALFO and is considered to be in a Provisional Membership Period [Article 1, Sections 1.03].

Section 1.02 Prospective Membership Requirements

In order to qualify for membership in NALFO, prospective member organizations must meet the following criteria, which shall be demonstrated in the submitted New Membership Application Packet:

- (a) Shall be established as a fraternal organization;
- (b) Shall complete the New Member Application Process;
- (c) Shall have a minimum of five collegiate chapters recognized at accredited four-year institutions;
- (d) Second collegiate chapter shall have been in existence for at least 3 years;
- (e) Shall take an oath to support and accomplish the purpose, mission, and policies of NALFO;
- (f) Shall be governed by a national governing body made up of alumni members whose executive officers shall include but not limited to the equivalent of a national president, the next senior ranking officer, and the national finance officer/treasurer. Additionally, the organization shall have alumni responsible for national new member intake and national expansion;
- (g) Shall enforce and maintain an Anti-Hazing Policy;
- (h) Shall maintain General and Liability Insurance with a minimum policy value of \$1,000,000;
- (i) Shall maintain a Risk Management Policy;
- (j) Shall either have a physical headquarters or an established P.O. Box representing a headquarters address (this does not require a physical office space but it establishes a formal business mailing address);
- (k) Shall maintain a bank account with a certified financial institution regulated under the FDIC; (l) Shall, upon final admission to NALFO, submit applicable dues within thirty (30) days of Approval;
- (m) Shall upon final admission to NALFO, have chapters agree to and support open expansion on their respective campuses;
- (n) Shall submit a \$500 non-refundable application fee.

Section 1.03 Provisional Membership Period

Prospective member organizations that have been afforded Member Status in NALFO shall have their status reviewed prior to each NALFO Business Meeting, like all other NALFO member organizations, as well as annually during their one-year Provisional Membership Period. New member organizations must maintain all membership requirements and be in good standing at all times [Article 2] during their Provisional Membership Period, or risk the removal of its membership. Additionally, during the Provisional Membership Period, new member organizations shall have full participation at NALFO meetings.

Section 1.04 Definitions

- (a) Chapter, or colony, is defined as an entity, which is recognized by the governing body of that

organization.

(b) Collegiate chapter, or colony, is defined as an entity established at accredited four-year institutions, usually consisting of collegiate/undergraduate members. If university recognition exists, the entity must be recognized by the university in addition to the organization's recognition.

(c) Alumni chapter, or colony, is defined as an entity established by and consisting of alumni members.

(d) Fraternal is defined as a fraternity, sorority, or co-ed fraternity, and if not classified, it shall be at the discretion of NALFO

(e) Governing body is defined as the authority of the organization, aside from chapters, that is bound by governing document. It is the entity that has the power to make decisions and shall be a separate structure of the organization.

(f) Open Expansion is defined as: Should the campus be open for expansion and the member organization meets university and council requirements, no NALFO member organization is prohibited from selecting undergraduates for the purpose of establishing a chapter on a campus. The local council, NALFO council, and/or local NALFO orgs may not deter expansion by withholding membership of a NALFO group from any council.

Section 1.05 Dues

Dues are to be determined and proposed by the Board of Directors on an annual basis and shall be presented at the first National Business Meeting of the calendar year. Dues fee structure shall be approved with two-thirds majority vote of the voting membership organizations.

Section 1.06 Membership Review Process

To maintain active membership status, member organizations must be in Good Standing, as prescribed in Article II of these By-laws. Each member organization's membership status shall be reviewed once every four years by the Membership Committee to evaluate the member organization's compliance with NALFO policies, standards, and procedures, as described in the Membership Review Policy.

Article II. Good Standing

The status of "good standing" for all NALFO member organizations, shall be the fulfillment of all financial, duties, and privileges as prescribed by the NALFO Constitution, By-Laws, and policies.

Section 2.01 Maintenance

To maintain good standing, member organizations must meet the following criteria:

- (a) Shall maintain its status as an established as a fraternal organization;
- (b) Shall continue to have a minimum of five collegiate chapters recognized at accredited four-year institutions;
- (c) Shall be in compliance with the purpose, mission, and policies of NALFO;
- (d) Shall be in attendance in at least 3 out of 4 meetings (business meeting and/or convention) over the span of 2 years;
- (e) Shall be an active and participating organization;
- (f) Shall be continue to be governed by alumni members by a national governing body whose executive officers shall include but not limited to the equivalent of a national president, the next senior ranking officer, and the national finance officer/treasurer. Additionally, each organization shall have alumni responsible for national new member intake and national expansion;
- (g) Shall maintain and enforce an Anti-Hazing Policy, which shall be kept on file;
- (h) Shall maintain General and Liability Insurance with a minimum policy value of \$1,000,000. Copy of official certificate must be submitted annually for membership review;
- (i) Shall maintain a Risk Management Policy, which shall be kept on file;
- (j) Shall continue to either have a physical headquarters or established P.O. Box representing a headquarters address (this does not require a physical office space but it establishes a formal business mailing address);
- (k) Shall maintain a bank account with a certified financial institution regulated under the FDIC. Official confirmation letter from the certified institution must be submitted; and,
- (l) Shall be current with membership dues.
- (m) Maintain an active link to the NALFO website, that includes the NALFO logo, on their national website.
- (n) Shall maintain and support open expansion on their respective campuses.

In addition, annually, member organizations must submit the required documentation to the Vice Chair and/or the Chair of the Membership Committee, sixty (60) days prior to the NALFO Business Meeting in the spring, as prescribed in the Membership Committee Policy.

Should a member organization fail to fulfill the membership criteria listed above and/or submit the required documentation, the organization's membership status shall be negatively affected, as prescribed in Article II, Sections 2.04 and 2.05, as well as Section 4 of the Membership Committee

Policy.

Section 2.02 Definitions

An active and participating organization is a member organization that has at least one individual from its membership participates in a NALFO committee (standing or ad hoc) or in the NALFO Board (as an Executive Board member or Regional Vice Chair). A member organization will be deemed as active and participating via the following the criteria: regular attendance and participation in NALFO committee and/or board meetings.

Section 2.03 Excused Absences

One absence out of every four meetings will be excused only if notice is given 30-days prior to start of Business Meeting or Convention. Excuse letters must be submitted to the Director of Recording. Excused absences are not counted against organization in review

Section 2.04 Contact with Organizations

If a member organization has missed two or more meetings, the Director of Recording shall notify the respective organization official correspondence (by email and/or mail), informing them within fifteen (15) days after the missed meeting. The Director of Recording also shall notify the Vice Chair and the Membership Committee of the member organization's status for the Membership Review Process.

Section 2.05 Voice and Vote Privileges

Upon regular membership review, as described in Article I, Section 1.06 and in the Membership Review Policy, member organizations not in good standing [Article II] after the additional fifteen (15) days to achieve compliance shall automatically have their voice and voting privileges revoked until they are in good standing.

Section 2.06 Membership Intake

- (a) NALFO member organizations shall not induct or accept any new members that are first term/quarter/semester freshmen.
- (b) NALFO members shall require its undergraduate applicants to have a minimum of a 2.5 cumulative grade point average in order to be eligible to apply for membership in that organization.

Section 2.07. Membership Removal

Failure to regain "good standing" status by an agreed timeline shall result in a continued "bad standing" status as well as an automatic vote to revoke membership. Membership shall be revoked

by a two-thirds majority of member organizations in good standing and present at the NALFO Business Meeting.

Section 2.08 Member Organization Representative

Each member organization shall appoint an official Member Organization Representative. This Member Organization Representative will be the official contact for the organization. They will be responsible for receiving and responding to all official communication from the NALFO Board of Directors. The President/Chair of each organization may assign them self to this position.

The Director of Recording shall maintain the contact information of the Representatives. If the Member Organization Representative position is vacant, the President/Chair shall serve as member organization representative de facto.

Article III. Regionalization

The country shall be divided into six regions with approximately eight to ten states in each region. The Regional Vice Chair shall serve as the head of each region.

Section 3.01 Regional Membership

Regional membership is open to every organization that has an established chapter in a region.

Section 3.02 Regional Voting

Each organization in a given region will get one vote at the regional level, regardless of chapter size.

Section 3.03 Regions

- (a) Western Region shall consist of: Alaska, Washington, California, Nevada, Oregon, Arizona, Hawaii, Utah and Idaho.
- (b) Great Plains Region shall consist of: Montana, Wyoming, Colorado, New Mexico, North Dakota, South Dakota, Nebraska, Kansas, Oklahoma and Texas.
- (c) Southeastern Region shall consist of: Arkansas, Louisiana, Mississippi, Tennessee, Alabama, North Carolina, South Carolina, Georgia, Florida and Puerto Rico.
- (d) Midwest Region shall consist of: Minnesota, Iowa, Missouri, Wisconsin, Illinois, Indiana, Kentucky and Michigan.

- (e) Mid-Atlantic Region shall consist of: Ohio, West Virginia, Virginia, Maryland, Delaware, New Jersey, Pennsylvania, and the District of Columbia.
- (f) Northeast Region shall consist of: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut and New York.

Article IV. Officers

The role of officers shall be defined, but not restricted to, the following:

Section 4.01 Chair

- (a) Shall be the chief executive and operating officer of NALFO
- (b) Shall be responsible for the daily operation of NALFO.
- (c) Shall preside over all meetings of the Board of Directors.
- (d) Shall preside over all National Business Meetings.
- (e) Shall establish policies as they pertain to the Chair's duties and responsibilities and are enforceable by the Board of Director should a violation occur. Policies shall be presented to the Board and passed with a 2/3 majority.

Section 4.02 Vice Chair

- (a) Shall take over the duties of the Chair, in the Chair's absence.
- (b) Shall oversee all applications for membership in NALFO.
- (c) Shall oversee all Regions via the Regional Vice Chairs.
- (d) Shall be responsible for compiling data on NALFO members.
- (e) Shall establish policies as they pertain to the Vice Chair duties and responsibilities and are enforceable by the Board of Director should a violation occur. Policies shall be presented to the Board and passed with a 2/3 majority.

Section 4.03 Director of Finance

- (a) Shall be responsible for the collection of membership dues.
- (b) Shall be responsible for the financial development and management of NALFO funds.
- (c) Shall keep records of all financial transactions.
- (d) Shall oversee budgets for NALFO.

- (e) Shall establish policies as they pertain to the Director of Finance duties and responsibilities and are enforceable by the Board of Director should a violation occur. Policies shall be presented to the Board and passed with a 2/3 majority.

Section 4.04 Director of Recording

- (a) Shall compile and distribute the agenda for all Board of Directors meetings, National Conventions, and National Business Meetings.
- (b) Shall compile minutes for all Board of Directors meetings and National Business Meetings.
- (c) Shall maintain attendance records at all Board of Directors meetings, National Conventions, and National Business Meetings.
- (d) Shall distribute minutes of all Board of Directors meetings, National Conventions, and National Business Meetings to Board of Directors and member organizations.
- (e) Shall maintain all records and files pertaining to NALFO business.
- (f) Shall establish policies as they pertain to the Director of Recording duties and responsibilities and are enforceable by the Board of Director should a violation occur. Policies shall be presented to the Board and passed with a 2/3 majority.

Section 4.05 Director of Public Relations

- (a) Shall serve as the spokesperson for NALFO.
- (b) Shall create and distribute NALFO membership directory
- (c) Shall manage all correspondence from NALFO to its members.
- (d) Shall inform member organizations and the public about NALFO business.
- (e) Shall produce the NALFO Newsletter
- (f) Shall maintain contacts with various forms of the media (press, radio, television, electronic, etc.)
- (g) Shall produce innovative means to disseminate NALFO information
- (h) Shall coordinate Order of Omega induction ceremony for new NALFO board members and newly elected National presidents of the member organizations.
- (i) Shall establish policies as they pertain to the Director of Public Relations duties and responsibilities and are enforceable by the Board of Director should a violation occur. Policies shall be presented to the Board and passed with a 2/3 majority

Section 4.06 Director of Parliamentary Procedure

- (a) Shall ensure that all NALFO business run in accordance with the NALFO Constitution, By-laws, policies and Robert's Rules of Order
- (b) Shall interpret NALFO Constitution, By-laws, and policies.
- (c) Shall establish policies as they pertain to the Director of Parliamentary Procedure duties and responsibilities and are enforceable by the Board of Director should a violation occur. Policies shall be presented to the Board and passed with a 2/3 majority.

Section 4.07 Director of Collegiate Affairs

- (a) Shall develop educational resources for University administrators to support compliance of NALFO governing documents and culturally competent advising
- (b) Shall oversee, support, maintain and advise NALFO local councils to ensure that local councils are in compliance with NALFO governing documents.
- (c) Shall develop educational resources for the NALFO Board of Directors to support undergraduate members, chapters and local councils.

Section 4.08 Regional Vice Chairs

- (a) Shall report to the NALFO Vice Chair
- (b) Shall reside in their respective region
- (c) Shall represent the needs of the region through the Vice Chair on the Board of Directors
- (d) Shall chair and hold regional meetings and/or regional conference
- (e) Shall act as a liaison between member organizations within the region
- (f) Shall disseminate written information
- (g) Shall serve as the team lead to establish local councils within the region
- (h) Shall serve as an active resource/advisor/advocate for the undergraduate chapters within the region.
- (i) Shall establish policies as they pertain to the Regional Vice Chair duties and responsibilities and are enforceable by the Board of Director should a violation occur. Policies shall be presented to the Vice Chair, and through that office to the Board and passed with a 2/3 majority of the Board

Section 4.09 Director & Chair Policy Changes

- (a) Policies may be proposed at any time

(b) Policies may be revoked at any time.

(c) Revocation of a Policy – A policy may be brought up for revocation by a petition of at least one half of the membership organizations. This petition must state the grounds for the revocation and offer an alternative solution for the policy in question. Once the sufficient organizations call for revocation, the policy can then be revoked by a 2/3 majority of the membership organizations.

Article V. Elections

Section 5.01 Eligibility

All representatives to NALFO from voting member organizations in good standing are eligible to hold office on the Board of Directors. In order to be nominated for a position on the NALFO Executive board candidates must have graduated from an accredited four-year institution and have had alumni status for at least two years. NALFO Board members should not hold national governance positions within their respective organizations. Candidates currently holding governance positions are eligible to be nominated but must resign from their positions within 30 days of being elected or appointed. If candidate fails to resign, they may be removed according to Article VI. Removal of Officers.

Section 5.02 Nominations

Nominations for all positions on the Board of Directors are open to voting member organizations in good standing. Nominations shall be forwarded to the Director of Parliamentary procedure no later than thirty (30) days prior to the National Business Meeting at which election proceedings will take place. Nominations may be made by voting member organizations in good standing. The Board of Directors shall send written notice of the nominations no less than twenty-one (21) days before the National Business Meeting at which elections are scheduled occur.

Section 5.03 National Elections

(a) Each voting member organizations in good standing will have one vote per nationally elected position.

(b) Rotation of elections

(i) In odd numbered years, elections shall be held for the following positions: Chair, Director of Finance, Director of Public Relations, Director of Collegiate Affairs, Mid-Atlantic Vice Chair, Midwest Regional Vice Chair, Western Regional Vice Chair;

(ii) In even numbered years, elections shall be held for the following positions: Vice Chair, Director of Recording, Director of Parliamentary Procedure, Great Plains Regional Vice Chair, Northeast Regional Vice Chair, Southeast Regional Vice Chair

(c) Order of elections shall be held as listed in Section 5.03 (b)(i) and (ii).

Section 5.04 Regional Elections

Each voting member organization in good standing with at least one chapter in that region shall have one vote per regionally elected position.

Section 5.05 Nomination Requirements

Nominees for any NALFO Board position and Regional Vice Chair shall submit a professional and fraternal resume, letter of intent, and letter of recommendation from the governing body of their respective organization. The position of Chair will also require at least one year on the National Board of NALFO. These required documents shall be received by the Director of Parliamentary Procedure no later than thirty (30) days prior to the National Business Meeting at which the election is scheduled to take place.

Article VI. Removal of Officers

Failure to perform the duties of office may result in the impeachment of an officer. Any voting member in good standing can submit a written complaint to the Chair of the Board of Directors. The Chair will then call an emergency meeting of the Board to review the matter. After discussion of the complaint, the Board will vote on whether to impeach the officer. Removal of an officer of the Board of Directors requires a three-fourths vote by the Board. In the case that the complaint concerns the Chair, the Vice Chair will call and oversee the emergency meeting. Upon resolution of the complaint, the Recording Secretary will file a written report detailing the reasons for such action.

Article VII. Meetings

Section 7.01 Board of Directors

Meetings of the Board of Directors shall take place monthly at a time and place determined by the Board. All Board meetings, National Conventions, and National Business Meetings are mandatory for Directors. In the case that a Director is unable to attend a meeting, he/she must notify the Director of Recording not less than 48 hours prior to the meeting. Failure to do so will result in an unexcused absence for the officer unless deemed an extenuating circumstance by the board.

Section 7.02 National Conventions

The Board of Directors shall schedule National Conventions annually during the first or second quarter of the calendar year, with a time to coincide with a National Business Meeting, and location as determined by two-thirds majority of member organizations at least one National Business Meeting in advance.

Section 7.03 National Business Meetings

The Board of Directors shall schedule National Business Meetings biannually and shall be approved by the voting membership organization. The first session of the year shall be scheduled during the first or second quarter of the calendar year, with the remaining session to be scheduled concurrent with the Association of Fraternity Advisor's Annual Meeting. Each member organization shall confirm the attendance of their representative with the Director of Recording not less than two week prior to the NALFO National Business Meeting. Members who fail to attend may jeopardize their good standing.

Article VIII. Amendments

These By-laws may be amended at any National Business Meeting by a two-thirds majority. Proposed changes to the By-laws must be submitted in writing to the Board of Directors no less than forty-five (45) days before a National Business Meeting. The Director of Parliamentary Procedure shall distribute the proposals no later than 40 days before the National Business Meeting. Failure to meet this deadline may result in membership not considering the proposals at the Business Meeting.

Membership Committee Policy

The Membership Committee, under the leadership of the Vice Chair, shall review each member organization's organizational compliance with NALFO policies, standards, and procedures prior to each NALFO Business Meeting and ascertain the status of each organization in order to determine voice and voting rights and privileges applicable. In order to maintain voice and voting rights and privileges, each member organization must maintain good standing, meet the criteria described in Article II, Section 2.01 in the NALFO By Laws, as well as submit the required membership documentation described in Section 1 of this Policy.

Section 1: Submission of Required Membership Documents

1. In addition to the criteria described in Article II, Section 2.01 in the NALFO By-Laws, annually, member organizations must submit the following required documentation to the Vice Chair and/or the Chair of the Membership Committee forty-five (45) days prior to the NALFO Business Meeting in the spring:

Contact information for each chapter (mailing address as well as, an email address and/or phone number)

A list of all Executive Board and National Board members (i.e., name, phone number(s), email address, and contact address);

A list of all members who currently participate in a NALFO Committee and/or the NALFO Board of Directors (i.e., name, committee name/board position, and contact information);

A copy of the organization's Anti-Hazing Policy, if any changes have occurred in the past 12 months (copy shall be kept on file);

A copy of the organization's Risk Management Policy, if any changes have occurred in the past 12 months (copy shall be kept on file);

Proof of General and Liability Insurance with a minimum policy value of \$1,000,000 (copy of official certificate must be submitted.);

Headquarters or P.O. Box Address (each NALFO organization that does not have a physical headquarters, must have an established P.O. Box.); and,

Official confirmation letter from the certified financial institution regulated under the FDIC, proving the existence of a Bank Account.

2. Organizations shall be responsible for delivering all requisite documentation upon request by the deadline provided. Organizations that fail to deliver the documents by the requested deadline shall be given a warning and given an additional fifteen (15) days to comply with the request, as described in Section 4 in this Policy.

3. In the case of outstanding documentation, the Vice Chair, or Chair of the Membership Committee, shall inform the organizations' representative(s) of their delinquency, as described in Section 4 of this Protocol.

Section 2: Dues

1. Pursuant to Section 1.05 of the NALFO By-Laws, all NALFO member organizations must conform to the established deadlines and requirements for dues. In the case of outstanding dues, the Director of Finance shall notify the Chair of the Membership Committee and inform the organizations' representative(s) of their obligation.

2. Prior to and after each business meeting, member organizations whose dues remain outstanding shall be determined. The Director of Finance shall assess penalties and send a warning letter (copying the Vice Chair and the Chair of the Membership Committee) along with an updated invoice detailing dues and any assessed penalties owed to organizations whose dues remain outstanding.

3. Member organizations that have not paid their dues by the agreed upon deadline shall have their voice and voting privileges revoked until they are current with their dues as well as any penalties assessed, at the discretion of the Board.

Section 3: Attendance

1. Attendance for each organization over the course of the previous year shall be reviewed prior to and subsequent to every business meeting. Organizations that have missed two consecutive meetings at the time of the review shall be automatically placed in bad standing.

An excused absence shall not count against an organization.

There shall be only one excused absence per organization every four (4) meetings.

Section 4: Membership Status

1. At the end of each review, the Membership Committee shall determine the member organization's standing. Their status shall be determined according to the organization's compliance of Section 2.01 of the NALFO By-Laws and Section 1 of this Protocol.

Organizations (President and/or official NALFO Representative) that do not comply with one or more of the criteria shall be formally notified by the Vice-Chair or the Chair of the Membership Committee, if delegated by the Vice Chair, by email and/or mail. This notification shall serve as a warning that the organization is in risk of being deemed in bad standing, outline each area where the member organization is not in compliance, and provide fifteen (15) days to achieve compliance.

Organizations have fifteen (15) days (unless otherwise specified) from their entrance into “bad standing” status to communicate with the Vice Chair and Membership Committee and establish a working timeframe to meet all compliance guidelines. Failure to respond to the warning notice within the appointed timeframe shall result in the member organization automatically having their voice and voting privileges revoked until they are in good standing, as prescribed in Article II, Section 2.04 of the NALFO By-Laws and Section 4c of this Policy. Once a member organization has been deemed in bad standing in preparation for a NALFO business meeting, the organization’s status will not be reviewed or reconsidered until after the meeting has taken place.

Member organizations that are unable to achieve compliance within the fifteen (15) days shall continue to be in bad standing, automatically have their voice and voting privileges revoked, and given notice regarding their status and loss of privileges. In addition, their status shall be presented in the beginning of the NALFO business meeting. The organization shall then have thirty (30) days (unless otherwise specified) from the issuance of the notice regarding their status to communicate with the Vice Chair and the Membership Committee. The organization shall be allowed to present a timeline for compliance for review and approval. Upon review and approval of the timeline by the Vice Chair, the member organization must achieve compliance based on the timeline. Failure to come into compliance by the agreed upon timeline shall result in a continued “bad standing” status as well as an automatic vote to revoke their membership, by two-third majority of the NALFO member organizations, as prescribed in Article II, Section 2.05 of the NALFO By-Laws, at the following NALFO business meeting.

Any organization that has lost its membership in NALFO by means of membership revocation shall be forced to reapply for membership in NALFO.

Any organization that has lost its membership in NALFO by means of membership revocation shall only be eligible for membership consideration at least one year after their membership was revoked.