



**National Association of Latino Fraternal Organizations  
Constitution and Bylaws  
2014**



## **National Association of Latino Fraternal Organizations Constitution and Bylaws**

### **Article I      Name**

The name of the organization shall be the National Association of Latino Fraternal Organizations, hereby referred to as NALFO.

### **Article II      Purpose**

NALFO exists to unite and empower its Latino organizations and their communities through advocacy, cultural awareness, and organizational development while fostering positive inter fraternal relationships and collaborating on issues of mutual interest.

### **Article III      Governing Documents**

NALFO shall be governed by its Constitution and Bylaws, Policy and Procedure Manual, and Robert's Rules of Order. Board of Directors and National Business Meetings shall run in accordance to Robert's Rules of Order. When conflict arises between the NALFO Constitution and Bylaws and Robert's Rules of Order, the NALFO Constitution and Bylaws supersedes Robert's Rules of Order.

### **Article IV      Membership**

All fraternities and sororities whose mission is in accordance with the purpose of NALFO are eligible for membership, provided they satisfy and maintain the requirements outlined in section 4.02 Membership Requirements.

#### **Section 4.01      Membership Application**

- (a) 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:
- (i) Shall be established as a fraternal organization. Fraternal is defined as a fraternity, sorority, or co-ed fraternity, and if not classified, it shall be at the discretion of the NALFO member organizations when approving the membership application.
  - (ii) Shall have a minimum of ten collegiate chapters recognized at accredited four-year institutions. Collegiate chapter is defined as an entity, which is recognized by the governing body of that organization and 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.
  - (iii) Second collegiate chapter shall have been in existence for at least three (3) years.
  - (iv) Shall agree to support and comply with the purpose, constitution and bylaws, and policies and procedures.
  - (v) 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.
  - (vi) Shall enforce and maintain an Anti-Hazing Policy.
  - (vii) Shall maintain General and Liability Insurance with a minimum policy value of \$1,000,000.
  - (viii) Shall maintain a Risk Management Policy.
  - (ix) 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).
- (b) Prospective member organization must submit a completed New Member Application Packet to the Vice Chair at least seventy-five (75) days prior to the next National Business Meeting. Applications submitted after the deadline will be reviewed at the following National Business Meeting. The New Member Application will serve as documentation that the organization meets the membership requirements and include a \$500 non-refundable application fee.
- (c) 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.
- (d) The Vice Chair shall review the application to ensure that it is complete and fulfills all new membership requirements. If needed, the Vice Chair will request additional information from the prospective member organization to complete the application. Should the Vice Chair deem the application complete and the organization fulfills all new membership

- requirements, the Vice Chair shall notify the prospective member organization at least sixty (60) days prior to the next National Business Meeting that they are required to formally present and participate in a Questions and Answers period.
- (e) The application must be shared with the member organizations forty (40) days prior to the next National Business Meeting. Failure to provide the member organizations sufficient time to review the application shall result in the application not being presented at the National Business Meeting.
  - (f) Two-thirds (2/3) majority of member organizations, in good standing and present at the National Business Meeting, must approve all applications for new membership.
  - (g) The Vice Chair shall notify the prospective member organization of the decision (approval/rejection) immediately following the vote at the National Business Meeting if the organization is present. In addition, a formal email will also be sent to the organization within fifteen (15) days informing them of the decision.
  - (h) Should the prospective member organization be approved, the organization will be required to submit all the necessary membership review documentation to the Vice Chair one year following to ensure it continues to meet all the requirements.

#### **Section 4.02 Membership Requirements**

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 maintain a minimum of five collegiate chapters recognized at accredited four-year institutions.
- (c) Shall be in compliance with the purpose, constitution and bylaws, policies and procedures.
- (d) Shall be in attendance in at least 3 out of 4 National Business Meetings over the span of 2 years.
- (e) Shall be an active and participating organization. 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) and/or in the NALFO Board of Directors.
- (f) Shall 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.
- (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.
- (j) Shall 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 be current with membership dues.
- (l) Maintain a link to the NALFO website that includes the NALFO logo, on their national website.
- (m) Shall maintain and support open expansion on their respective campuses.

#### **Section 4.03 Membership Review**

- (a) Every four years, member organizations must submit the required documentation to the Vice Chair, sixty (60) days prior to the first National Business Meeting of the calendar year.
- (b) The membership review procedure will be outlined in the membership committee policy.
- (c) Should a member organization fail to fulfill the membership criteria and/or submit the required documentation, it shall have fifteen (15) days to achieve compliance or it shall automatically have its voice and voting privileges revoked.

#### **Section 4.04 Membership Revocation**

- (a) Member organizations that fail to meet the membership requirements, pay dues or submit the required documentation by the designated deadline shall be reviewed at the following National Business Meeting.
- (b) The Member Organizations present and in good standing at the National Business Meeting may extend the deadline for the organization to comply or revoke the organization's membership in NALFO by a two-thirds (2/3) majority vote.

#### **Section 4.04 Membership Resignation**

Member organizations may resign their NALFO membership by notifying the NALFO Chair in writing. The NALFO Board of Directors and all member organizations shall be notified of the resignation within five (5) business days.

#### **Section 4.05 Membership Reinstatement**

Any organization that is no longer a member organization of NALFO as a result of membership revocation or resignation, who wishes to reinstate NALFO membership, must wait at least one year before applying. All organizations seeking reinstatement must apply as outlined under Section 4.01 Membership Application.

#### **Section 4.06 Membership Dues**

- (a) All dues shall be payable in January of each year. A charge of five percent (5%) will be imposed on any amount unpaid on the first day of February. An additional charge of one percent (1%) will be added on the first day of each calendar month thereafter in which default continues, to and including the first day of April of that year. These charges will be the maximum amount that may be accumulated.
- (b) Changes to the membership dues are to be proposed by the Board of Directors at the first National Business Meeting of the calendar year. The proposed membership dues structure shall be approved with two-thirds (2/3) majority vote of the membership organizations.

**Section 4.07 Shared Standards**

- (a) NALFO member organizations shall not induct or accept any new members that are first term/quarter/semester freshmen.
- (b) NALFO member organizations 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.
- (c) NALFO member organizations shall support open expansion. Should the campus be open for expansion and a prospective NALFO the member organization requesting recognition meets university and council requirements , all current voting NALFO member organizations (collegiate chapters) must render a vote in favor (not abstain) of the prospective NALFO member organization (collegiate chapter) establishment within that campus.

**Section 4.08 Member Organization Representative**

The 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 and represent the organization at the bi-annual National Business Meeting. The President/Chair of each organization may assign him/herself to this position. If the Member Organization Representative position is vacant, the President/Chair shall serve as member organization representative.

**Article V Regions**

The country shall be divided into six regions with approximately eight to ten states in each region. The Regional Vice Chair shall oversee each region.

**Section 5.01 Membership**

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

**Section 5.02 Voting**

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

**Section 5.03 Structure**

- (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 VI Board of Directors**

**Section 6.01 Board of Directors**

The executive and administrative powers of NALFO shall be vested in the Board of Directors. The Board of Directors shall consist of Chair, Vice Chair, Director of Finance, Director of Recording, Director of Parliamentary Procedure, Director of Public Relations, Director of Collegiate Affairs and Regional Vice Chairs (RVCs). The RVCs shall be considered part of Board of Directors with no voting privileges.

**Section 6.02 Meetings**

Meetings of the Board of Directors shall take place monthly at a time and place determined by the Board of Directors. All meetings are to be announced to the member organizations.

**Section 6.03 Term**

The Board of Directors shall be elected to a two-year term at the first National Business Meeting of the year.

#### **Section 6.04 Eligibility**

- (a) Individuals of NALFO member organizations in good standing are eligible to hold office on the Board of Directors.
- (b) In order to be nominated for a position on the NALFO Board of Directors candidates must be in good standing with their respective organization and have alumni status for at least two years.
- (c) The position of Chair requires at least one year on the NALFO Board of Directors.
- (d) Regional Vice Chair candidates must reside in the region for which they wish to serve.
- (e) NALFO Board of Directors 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 sixty (60) days of being elected or appointed. If candidate fails to resign, they may be removed according to section 5.08 Removal of Office.
- (f) All directors must maintain good standing with their national organization for the duration of term.

#### **Section 6.05 Nominations**

- (a) Nominations may be made by member organizations in good standing.
- (b) Nominations and the required documentation shall be submitted to the Director of Parliamentary Procedure no later than forty-five (45) days prior to the first National Business Meeting of the election year at which election proceedings will take place. The documentation must include a professional and fraternal resume, letter of intent, and letter of recommendation from the governing body of their respective organization.
- (c) The Board of Directors shall send written notice of the nominations no less than forty (40) days before the National Business Meeting at which elections are scheduled occur.

#### **Section 6.06 Elections**

- (a) During elections each member organizations in good standing will carry one vote per each nationally position under election. For each Regional Vice Chair election, each member organization in good standing with at least one chapter in that region shall carry one vote.
- (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 above in (ii.) Rotation of elections.

#### **Section 6.07 Powers and Duties**

- (a) Board of Directors
  - (i) Oversee the administration of all rules, regulations and policies NALFO and the provisions of the Constitution and Bylaws.
  - (ii) Appoint, or approve the appointment of, standing and special committees, chairpersons, and administrative positions to support the operations of NALFO.
  - (iii) Manage all aspects related to preferred vendors that sell and distribute NALFO merchandize and approve all new NALFO merchandise developed.
  - (iv) Shall coordinate Order of Omega induction ceremony for new NALFO board members and newly elected national presidents/chairs and vice presidents/chairs of the member organizations.
  - (v) Planning and execution of NALFO conferences and National Business Meetings.
  - (vi) Must maintain NALFO's incorporation status.
  - (vii) Shall establish policies by a 2/3 majority vote of the Board of Directors related to NALFO operations, including, but not limited to, programming, public relations, financial management, officer duties and board governance.
- (b) **Chair**
  - (i) Shall be the chief executive and operating officer of NALFO.
  - (ii) Shall serve as the spokesperson for NALFO.
  - (iii) Shall be responsible for the daily operation of NALFO.
  - (iv) Shall preside over all meetings of the Board of Directors.
  - (v) Shall preside over all National Business Meetings.
- (c) **Vice Chair**
  - (i) Shall take over the duties of the Chair, in the Chair's absence.
  - (ii) Shall oversee all applications for membership in NALFO.
  - (iii) Shall oversee all Regions and the Regional Vice Chairs.

- (iv) Shall be responsible for compiling data on NALFO member organizations.
- (d) Director of Finance**
- (i) Shall be responsible for the collection of membership dues.
  - (ii) Shall be responsible for the financial development and management of NALFO funds.
  - (iii) Shall keep records of all financial transactions and distribute a quarterly financial summary to the membership at the end of each quarter.
  - (iv) Shall oversee the NALFO budget.
- (e) Director of Recording**
- (i) Shall compile and distribute agendas for all Board of Directors meetings and National Business Meetings.
  - (ii) Shall compile and distribute minutes of all Board of Directors meetings and National Business Meetings to the Board of Directors and member organizations within thirty (30) days after the meeting.
  - (iii) Shall maintain attendance records at all Board of Directors meetings and National Business Meetings.
  - (iv) Shall collect, compile and distribute NALFO member organizations' national board of directors directory by September 1st each year for public use.
  - (v) Shall maintain the contact information for all member organization representatives.
  - (vi) Shall maintain all records and files pertaining to NALFO business.
- (f) Director of Marketing**
- (i) Shall manage all correspondence from NALFO to its member organizations.
  - (ii) Shall inform member organizations and the public about NALFO business.
  - (iii) Shall produce and maintain NALFO marketing and communication materials including newsletters, brochures and press releases.
  - (iv) Shall maintain contacts with various forms of the media (press, radio, television, electronic, etc.).
  - (v) Serve as chair to the Marketing committee.
- (g) Director of Parliamentary Procedure**
- (i) Shall ensure that all NALFO business runs in accordance with the NALFO Constitution and Bylaws, policies and Robert's Rules of Order.
  - (ii) Shall interpret the NALFO Constitution and Bylaws, and policies when applicable.
  - (iii) Shall be responsible for updating and distributing the NALFO Constitution and Bylaws and policies within thirty (30) days of each National Business Meeting.
  - (iv) Shall confirm all candidates elected for the NALFO Board of Directors meet the requirements outlined under Section 5.03 Eligibility.
- (b) Director of Collegiate Affairs**
- (i) Shall facilitate the establishment of NALFO councils; provide support and guidance to NALFO councils; and ensure each is in compliance with NALFO governing documents.
  - (ii) Shall assess and evaluate the state of each NALFO council annually.
  - (iii) Shall develop educational resources for university administrators to support compliance of NALFO governing documents and culturally competent advising.
  - (iv) Shall develop NALFO educational resources to support undergraduate members, chapters and NALFO councils.
  - (v) Shall be the main point of contact with university administrators where NALFO councils are established.
  - (vi) Shall work closely with Regional Vice Chairs in order to facilitate the business of NALFO Councils within their region.
- (c) Regional Vice Chair**
- (i) Shall report to the Vice Chair.
  - (ii) Shall represent the needs of the region to the Vice Chair and the Board of Directors.
  - (iii) Shall act as a liaison between member organizations within the region.
  - (iv) Shall serve as a resource/advisor/advocate for undergraduate chapters within the region.
  - (v) Shall disseminate information and updates to the member organizations in the region.
  - (vi) Shall support the Director of Collegiate Affairs to establish NALFO councils within the region.
  - (vii) Shall chair and hold regional meetings and/or regional conferences.

**Section 6.08 Removal of Office**

- (a) Any officer may be removed for non-performance of duties, no longer meeting the eligibility requirements, and/or performing in violation of NALFO policies.
- (b) Any member organization in good standing or NALFO officer may initiate removal procedures by submitting a written request to remove an officer to the NALFO Chair. If the officer in question is the Chair, the request should be submitted to the Vice Chair.
- (c) The Chair shall notify the officer in question and the Board of Directors within five (5) business days of receiving the notice.
- (d) The vote to remove must take place within thirty (30) days of receiving the request.

- (e) The officer in question does not need to be present during the vote.
- (f) A two-thirds (2/3) majority of the remaining Board of Directors is needed to remove the officer from his/her position.
- (g) Written notice of the results of the vote shall be given to the officer in question within five (5) business days.
- (h) All member organizations shall be informed of the removal within ten (10) business days of the vote.
- (i) Individuals removed must return all NALFO property and files immediately.

#### **Section 6.09 Resignations**

In the case of resignation, a formal written resignation must be submitted through email to the Chair. In the event of resignation of the Chair, the resignation shall be submitted to the Vice Chair. All NALFO member organizations and the Board of Directors will be notified of the resignation within five (5) business days.

#### **Section 6.10 Vacancies**

In the event that a position should become vacant, the Board of Directors shall appoint someone to fill the position by a majority vote. The individual appointed shall serve the remainder of the term.

#### **Article VII Committees**

NALFO Committees shall be comprised of volunteer individuals from NALFO member organizations in good standing. The following committees shall be established:

##### **Section 7.01 Membership Committee**

The Membership Committee, under the leadership of the Vice Chair, shall be responsible for conducting membership reviews to ensure all organizations are in good standing.

##### **Section 7.02 Marketing Committee**

The Marketing Committee, under the leadership of the Director of Marketing, shall execute the NALFO marketing strategy (as created by the NALFO Board of Directors) to clearly communicate and promote NALFO's mission to the Greek community. This committee will focus on all aspects of marketing NALFO, including press releases, newsletter, website maintenance, marketing materials, etc.

##### **Section 7.03 Program Committee**

The Program Committee shall be established by and accountable to the Vice Chair. It is responsible for oversight and approval of the programs and services of the organization and ensures that all initiative reflect the organization's mission. The committee chair, appointed by the Vice Chair, shall work directly with Regional Vice Chairs to help execute programs on behalf of NALFO.

##### **Section 7.04 Other Committees**

The Board of Directors may form such other committees as they deem necessary to perform the work of the organization. The Chair shall appoint the chair and members of the committees with the concurrence of the Board of Directors.

#### **Article VIII National Business Meetings**

##### **Section 8.01 Purpose**

The National Business Meetings will serve as a forum to discuss business matters, amend NALFO's governing documents, revoke policies established by the Board of Directors with a two-thirds (2/3) majority vote and elect the Board of Directors.

##### **Section 8.02 Composition**

The National Business Meeting shall be composed of the NALFO Member Organization Representatives and the NALFO Board of Directors. Each Member Organization Representative is chosen by the respective organization based on the term and qualifications it determines. The NALFO Chair serves as the meeting moderator.

##### **Section 8.03 Attendance**

One absence out of every four meetings will be excused only if notice is given thirty (30) days prior to start of National Business Meeting. Statements explaining the reason for absence must be submitted to the Director of Recording. Excused absences are not counted against organization during the membership review process.

If a member organization has missed two or more meetings, the Director of Recording shall notify the respective organization via email informing them within fifteen (15) days after the missed meeting. The Director of Recording also shall notify the Vice Chair of the member organization's absence for the purpose of the membership review process.

##### **Section 8.04 Voting**

Each member organization that is in good standing shall have one vote. Proxy and absentee voting shall not be allowed.

**Section 8.05 Notice**

National Business Meetings of the NALFO shall take place biannually. The first session of the year shall occur in the 2nd quarter of the calendar year at a location determined by a two-thirds (2/3) majority of member organizations at least one National Business Meeting in advance. The second session with the remaining session to will be scheduled concurrent with the Association of Fraternity Advisor's Annual Meeting. The Board of Directors shall issue notices of National Business Meetings not less than sixty days preceding the meeting.

**Article X Amendments**

These Constitution and Bylaws may be amended at any National Business Meeting by a two-thirds (2/3) majority vote of NALFO member organization representatives present. NALFO member organizations in good standing and the NALFO Board of Directors may submit proposed changes. Proposed changes 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 forty (40) days before the National Business Meeting. Failure to meet this deadline may result in membership not considering the proposals at the National Business Meeting.

**Article XI Incorporation**

This organization shall be incorporated under the corporation laws of the state of New York under the title National Association of Latino Fraternal Organizations, Inc.

**Article XII Dissolution**

In the event that the membership organizations deems it impractical for any reason for the Corporation to pursue its objectives and purposes, the member organizations may, at a National Business Meeting, by a unanimous declare the Corporation dissolved and take such steps as may be necessary under the applicable laws and as set forth.