



National Association of Latino Fraternal Organizations
Constitution and Bylaws
2018



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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 Mission

NALFO exists to unite and empower its member organizations through advocacy, and organizational development while fostering positive fraternal relationships and collaborating on issues impacting the Latino Greek community.

Article III Governing Documents

NALFO shall be governed by its Constitution and Bylaws, Policy and Procedure Manual, and Robert's Rules of Order. NALFO Executive Board 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 mission 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) Tenth collegiate chapter shall have been in existence for at least three (3) years.
 - (iv) Shall agree to support and comply with the mission, 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 Executive Vice President 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 provide 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 Executive Vice President will send a letter of acknowledgement to the prospective member organization confirming receipt of the application.
- (d) The Executive Vice President shall review the application to ensure that it is complete and fulfills all new membership requirements. If needed, the Executive Vice President will request additional information from the prospective member organization to complete the application. Should the Executive Vice President deem the application complete and the organization fulfills all new membership requirements, the Executive Vice President 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-five (45) 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 Executive Vice President 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 Executive Vice President 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 mission, constitution and bylaws, policies and procedures.
- (d) Shall be in attendance at all National Business Meetings.
- (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 participating in a NALFO committee (standing or ad hoc) and/or in the NALFO Executive Board.
- (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 adhere to all Shared Standards as outlined under section 4.07 Shared Standards.

Section 4.03 Membership Review

- (a) Each year member organizations must submit the required documentation by January 31st.
- (b) The membership review procedure will be outlined in the policy and procedure manual.
- (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 full compliance. Any organization that fails to comply, shall have its voting privileges revoked and have its membership status reviewed at the following National Business Meeting.
- (d) The Executive Vice President shall be responsible for ensuring all organizations comply with membership review process.

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 4.05 Membership Resignation

Member organizations may resign their NALFO membership by notifying the NALFO President in writing. The NALFO Executive Board and all member organizations shall be notified of the resignation within ten (10) business days.

Section 4.06 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 4.07 Membership Dues

- (a) All dues shall be payable by January 31st of each year as outlined in the Policy and Procedure Manual.
 - (b) Should a member organization fail to pay dues by the deadline, it shall have fifteen (15) days to achieve full compliance by paying an additional 25% late fee.
- (c) Changes to the membership dues shall be approved with two-thirds (2/3) majority vote of the membership organizations.

Section 4.08 Shared Standards

- (a) 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.
- (b) 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 4.09 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 Executive Board 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.

Section 5.01 Membership

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

Section 5.02 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, Pennsylvania, and the District of Columbia.
- (f) Northeast Region shall consist of: Maine, New Hampshire, New Jersey, Vermont, Massachusetts, Rhode Island, Connecticut and New York.

Section 5.04 NALFO Councils

- (a) In order for a NALFO council to be established, there needs to be a minimum of four (4) recognized NALFO member chapters at a university. For universities without a pre-existing council for NALFO members to join, the minimum of nationally recognized NALFO member chapters would be two (2).
- (b) The Executive Board will review and approve all requests to establish NALFO councils.
- (c) All recognized NALFO councils must be approved by the University/College administration.
- (d) All policies, procedures and the constitution for NALFO Councils will be created and maintained by the Vice President of Member Services with approval of the NALFO Executive Board.
- (e) All NALFO Council bylaws will be reviewed and approved by the Vice President of Member Services.
- (f) All NALFO Councils must adhere to the guidelines set forth in the policy and procedures manual.
- (g) NALFO Councils may allow non-member organizations to affiliate as associate members per the Policy and Procedure Manual.

Article VI Executive Board

Section 6.01 Officers

The executive and administrative powers of NALFO shall be vested in the Executive Board. The Executive Board shall consist of President, Executive Vice President, Vice President of Finance, and Vice President of Member Services.

Section 6.02 Meetings

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



Section 6.03 Term

The Executive Board shall be elected to a two-year term at the last National Business Meeting of the year. The term would begin January 31st of the following year to align with the fiscal year. The transition period begins from the date of election and follows the procedures as outlined in the Policy and Procedure manual.

Section 6.04 Eligibility

- (a) Individuals, of NALFO member organizations in good standing, with a letter of endorsement from their organization's governing body are eligible to hold office on the Executive Board.
- (b) In order to be nominated for a position on the NALFO Executive Board candidates must be in good standing with their respective organization, have alumni status for at least two years and hold a Bachelor's degree.
- (c) The position of President requires at least one year of experience on the NALFO Executive Board or on the National Board of the candidate's respective organization.
- (d) NALFO president shall not hold governance positions within their organization. Candidates currently holding governance positions are eligible to be nominated but must resign from their position prior to taking office. If candidate fails to resign, they forfeit the position.
- (e) Officers shall not hold the role of NALFO member organization representative within their organization.
- (f) The chief governing officer(s), regardless of structure, are ineligible to hold a position on the NALFO governing board. Candidates currently holding chief governance positions are eligible to be nominated but must resign from their position prior to taking office. If candidate fails to resign, they forfeit the position.
- (g) All officers must maintain good standing with their national organization for the duration of term.

Section 6.05 Executive Board Applications

- (a) The required documentation shall be submitted to the Executive Vice President no later than sixty (60) days prior to the last 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 endorsement from the governing body of their respective organization.
- (b) The Executive Board shall send out candidate applications no less than forty-five (45) days before the National Business Meeting at which elections are scheduled occur.

Section 6.06 Elections

- (a) During elections each member organization present and in good standing will carry one vote.
- (b) Rotation of elections
 - (i) In odd numbered years, elections shall be held for the following positions: President, Vice President of Finance.
 - (ii) In even numbered years, elections shall be held for the following positions: Executive Vice President, Vice President of Member Services.
- (c) Order of elections shall be held as listed above in (b) Rotation of elections.
- (d) All elected positions must be voted in by a simple majority vote. If needed, a run off should be conducted with the two candidates who received the plurality of votes.

Section 6.07 Powers and Duties

- (a) Executive Board



- (i) Oversee the administration of all rules, regulations and policies NALFO and the provisions of the Constitution and Bylaws.
- (ii) Interpret the NALFO Constitution and Bylaws, and policies when applicable.
- (iii) Publication of Board Agreements per the Policy and Procedure Manual.
- (iv) Establish policies and procedures related to NALFO operations, including, but not limited to, programming, public relations, financial management, officer duties and board governance.
- (v) Approve annual budget.
- (vi) Plan and execute NALFO conferences and National Business Meetings.
- (vii) Recognize and grant charter of local NALFO councils.
- (viii) Approve content and authorize all NALFO marketing materials.
- (ix) Approve NALFO sponsorships and partnerships.
- (x) Serve as a liaison to professional associations, and partner organizations.

(b) President

- (i) Direct all activities of NALFO.
- (ii) Ensure that all NALFO business runs in accordance with the NALFO Constitution and Bylaws, policies and procedures Manual, and Robert's Rules of Order.
- (iii) Serve as the spokesperson for NALFO.
- (iv) Preside over all meetings of the Executive Board and all National Business Meetings.
- (v) Manage external correspondence.
- (vi) Appoint standing and ad hoc committees, chairpersons, and administrative positions to support the operations of NALFO with approval of the Executive Board (unless otherwise defined in the Constitution and Bylaws).
- (vii) Ensure proper transition of all elected and appointed executive board officers.

(c) Executive Vice President

- (i) Maintain all records and files pertaining to NALFO business.
- (ii) Manage all correspondence to NALFO member organizations.
- (iii) Compile and distribute minutes for Executive Board and National Business Meetings.
- (iv) Update and distribute the NALFO Constitution and Bylaws within thirty (30) days of each National Business Meeting.
- (v) Oversee NALFO communications and marketing committee.
- (vi) Facilitate the NALFO election process.
- (vii) Oversee membership review process.
- (viii) Process new member organization applications.
- (ix) Manage vendors that sell and distribute NALFO merchandise.
- (x) Take over duties of the President, in the President's absence.

(d) Vice President of Finance

- (i) Development and management of NALFO funds
- (ii) Develop and manage the annual budget.
- (iii) Collect membership dues.
- (iv) Maintain correct and complete records of all accounts and transactions
- (v) Distribute quarterly financial statements to the NALFO Executive Board and member organizations.
- (vi) Ensure that local, state and federal tax forms are filed.



- (vii) Shall maintain NALFO's incorporation and federal and state tax-exempt status.
- (viii) Manage NALFO sponsorships.

(e) Vice President of Member Services

- (i) Maintain contact with university administrators where local NALFO councils are established.
- (ii) Oversee all local NALFO councils.
- (iii) Develop educational resources for the member organizations, university partners and NALFO Councils.
- (v) Oversee NALFO programming committee.
- (vi) Compile data on NALFO member organizations.
- (vii) Manage NALFO partnerships.
- (viii) Disseminate information on NALFO expansion opportunities.

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 President. If the officer in question is the President, the request should be submitted to the Executive Vice President.
- (c) The President shall notify the officer in question and the Executive Board 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 Executive Board 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 President. In the event of resignation of the President, the resignation shall be submitted to the Executive Vice President. All NALFO member organizations and the Executive Board will be notified of the resignation within ten (10) business days.

Section 6.10 Vacancies

In the event that a position should become vacant, the Executive Board shall appoint someone to fill the position by a majority vote. The individual appointed shall serve the remainder of the term. The appointment must meet the eligibility requirements as stated in Section 6.04 Eligibility.

Article VII Committees

NALFO Committees shall be comprised of volunteer individuals from NALFO member organizations in good standing. All volunteers shall meet the guidelines outlined in the Policy and Procedure Manual.

The following committees shall be established:

Section 7.01 Standards Committee



The Standards Committee, under the direction of the Executive Vice President, shall review all complaints filed in writing regarding violations of NALFO constitution and bylaws, policies, procedures and the Standards of Ethical Conduct. The committee shall review and issue sanctions against individuals or organizations found in violation.

Section 7.02 Communications and Marketing Committee

The Communications and Marketing Committee shall be established by and accountable to the Executive Vice President. The committee chair, appointed by the Executive Vice President, shall work with the committee to clearly communicate and promote NALFO's mission to the Greek community and manage all aspects of NALFO communications and marketing, including press releases, newsletter, website maintenance, social media, marketing materials, etc.

Section 7.03 Programming Committee

The Programming Committee shall be established by and accountable to the Vice President of Member Services. It is responsible for oversight and approval of the programs and services of the organization and ensures that all initiatives reflect the organization's mission. The committee chair, appointed by the Vice President of Member Services, shall work with the committee to execute programs on behalf of NALFO.

Section 7.04 Additional or Ad hoc Committees

The Executive Board may form such other committees as they deem necessary to perform the work of the organization. The President shall appoint the chair and members of additional or ad hoc committees with the concurrence of the Executive Board.

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 Executive Board with a two-thirds (2/3) majority vote and elect the Executive Board.

Section 8.02 Composition

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

Section 8.03 Attendance

If an organization fails to attend the National Business Meeting, the Executive Board will review the absence and if necessary make a recommendation for a formal membership review as outlined under Section 4.03 Membership Review.

Section 8.04 Voting

Each member organization present that is in good standing shall have one vote. Proxy and absentee voting shall not be allowed. Electronic voting may be utilized in compliance with state law as designated by the Executive Board.

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/Sorority Advisors' Annual Meeting. The Executive Board shall issue notices of National Business Meetings not less than sixty (60) days preceding the meeting.

ARTICLE IX. - Conduct and Disciplinary Action

Section 9.01 Conduct

No NALFO member organizations or individuals of NALFO's Executive Board shall engage in any conduct or activity that goes against NALFO's Constitution and Bylaws, policies and procedures. A violation or attempted violation shall be considered grounds for review by the Standards Committee.

Section 9.02 Hearing

The Standards Committee shall review all complaints submitted in writing and notify the individuals or organizations involved regarding the complaint. All parties involved shall be afforded a reasonable opportunity to appear and be heard before the Standards Committee. The Standards Committee, by a majority vote, may impose disciplinary action which may include, but is not limited to, fines, probation, or a period of suspension of voting rights. The Standards Committee may also recommend a member organization's removal of NALFO membership to be voted on at a National Business Meeting as outlined under Section 4.04 Membership Revocation.

Section 9.03 Appeal

The individuals and/or organizations sanctioned have the right to appeal at the following National Business Meeting. The member organization must be provided all information regarding the complaint at least forty (40) days prior to the National Business Meeting. The member organizations, by a two-thirds (2/3) vote of all member organizations present, may uphold, reverse or lessen the action of the Standards Committee.

Article X Amendments

Constitution and Bylaws may be amended biennially in odd numbered years during the last National Business Meeting of the year by a two-thirds (2/3) majority vote of NALFO member organization representatives present. NALFO member organizations in good standing and the NALFO Executive Board may submit proposed changes. Proposed changes must be submitted in writing to the Executive Board no less than ninety (90) days before a National Business Meeting. The Executive Vice President shall distribute the proposals no later than seventy-five (75) days before 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 deem 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 vote declare the Corporation dissolved and take such steps as may be necessary under the applicable laws and as set forth.