

Brookdale Community
College ALPFA Chapter

Constitution

10/10/2012

Brookdale Community College ALPFA Chapter

Statement of Purpose of Club/Organization

ALPFA is the premier business organization for expanding opportunities for Latino leadership in the global market. ALPFA creates opportunities, adds value, and builds relationships for its members, the community and its business partners while expanding Latino leadership in the global workforce. Some of the things that we value most are professional growth, integrity, culture, relationship building, service, inclusiveness and teamwork.

Official Description of Club/Organization for Student Handbook and PR

As a Brookdale organization our purpose is to promote the Alpha Organization's mission and to create an environment that is conducive to the growth of students who wish to excel in any field of business. Please view ALPFA's mission as well at

<http://alpfa.org/index.cfm?fuseaction=page.viewpage&pageId=2646>

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Brookdale Community College ALPFA Chapter's Constitution

I. Brookdale Community College ALPFA Chapter

II. Mission/Vision/Value

- a. ALPFA is the premier business organization for expanding opportunities for Latino leadership in the global market. ALPFA creates opportunities, adds value, and builds relationships for its members, the community and its business partners while expanding Latino leadership in the global workforce. Some of the things that we value most are professional growth, integrity, culture, relationship building, service, inclusiveness and teamwork. As a Brookdale organization our purpose is to promote the Alpha Organization's mission and to create an environment that is conducive to the growth of students who wish to excel in any field of business.

III. Membership:

- a. Membership in the Brookdale ALPFA Chapter will have to pay 20 dollars unless told otherwise by the president, our New Jersey Chapter, or National. All members must be majoring in business related majors. All business majors are accepted. Members must also meet the minimum 3.2 GPA requirement. ALPFA is a Latino organization however we do not limit ALPFA to only Latinos. ALPFA is opened to all race, color, gender, sexual orientation, or political, ethnic, or religious persons that meet the GPA requirement.

IV. Executive Board:

- a. ALPFA will have six executive board members a Chief Executive Officer (CEO), Chief Financial Officer (CFO), Chief Operating Officer (COO), Chief Information Office (CIO), Chief Marketing Officer (CMO), and a Chief Networking Officer (CNO). Students that serve on the executive committee must be enrolled for at least six (6) college credits at Brookdale Community College.
- b. Elections will be held at the end of every academic school year. All nominations will be made at the meeting prior to the election, with notification of those nominations being sent to all members prior to the election meeting. Nomination may be re-opened by majority vote.
- c. Executive Board Roles and Responsibilities
 - i. Board of Director(s) (BOD):
 1. Our Advisor
 - ii. Chief Executive Officer (CEO):
 1. Also known as our President
 2. Responsible for managing the chapter
 3. Insuring that tasks are being done efficiently and properly

iii. Chief Financial Officer (CFO):

1. Also known as the treasurer
2. Responsible for managing :
 - a. financial budgets
 - b. deposits
 - c. record keeping/bookkeeping
 - d. Depositing money into our chapter account
 - e. Responsible for reporting financial data to the CEO

iv. Chief Information Officer (CIO):

1. Maintain chapter's website/ Facebook page/twitter
2. Giving out contact information (If needed) to officers, advisor(s), or members
3. Responsible for emailing officers, advisor(s), and members on upcoming events that we are attending and holding.

v. Chief Operating Officer (COO):

1. Coordinating events, meetings, and fundraisers

vi. Chief Marketing Officer (CMO):

1. Responsible for advertising our fundraisers and events around Brookdale.

vii. Chief Networking Officer (CNO):

1. Responsible for networking events for the chapter and making sure everyone has RSVP their spot in the event that we are attaining.
2. Responsible for gathering all the information about the networking event

d. Vacancies

- i. In the event that one of our officers leaves in the middle of the academic school year. An interim officer will be appointed by the leaving officer and approved by the executive board and advisors. Also, in the event that one of the officers is impeached or unable to appoint an interim officer then the president will appoint an officer for approval.

V. Frequency of meetings

- a. There will be two meetings held in each week within the fall and spring semester. One meeting will be held for all members in our chapter. The other will be held for officers on the board. Also, if needed more meetings can be added.

VI. Quorum

- a. All members must attained 10 out of the 15 meetings during each fall and spring semester. In order to transact formal business twenty five percent(25%) of members must be in attendance at the member meetings each week.

VII. Parliamentary Procedures

- a. Questions of parliamentary procedures shall be decide by ALPFA Chapter at Brookdale Community College.

VIII.

- a. All monies of organizations shall be kept in special account assigned by the associated students of Brookdale Community College and the Office of Student Life & Actives. Use of allocated funds and earned income are governed by the ASBCC Finance Committee Guidelines. Authorized signatures for check disbursements will be kept on file with the ASBCC Treasure and updated as needed.

IX.

- a. The advisor shall be a regular employee of the college. The duties of the faculty/staff advisor will be as defined in the rule of the Brookdale Club and Organization Advisor. The faculty advisor may participate in all activities of the organization. The Office of Student Life and Activities will appoint and advisor each April. Appointments will begin July 1st, in conclude June 30th, of the following year.

X. This organization shall abide by all applicable rules in regulations of the college and under the privileges as granted by the Associated Students Brookdale Community College. The rules and regulations are found in such documents as the Brookdale Community College Catalog, the Student Handbook, as well as the general regulations of the College as provided by the Board of Trustees, by the State of New Jersey, and the Federal Government.

XI. This constitution may be amended by a two thirds vote of the membership, provide the amendment was summited in writing in a previous meeting, and noticed the proposed amendment was given to all members at least one week before the meeting on the constitutional amendment. Before becoming effective all amendments must be approved by the Student Life Board and the Director of Student Life and Activities following the procedure for recognition.