

The Constitution and Bylaws of ALPFA at **Virginia Tech**



Amended

[July 17th, 2025]

This document shall serve as a guide for the organization and provide clarity pertaining to the rules that govern it.

By ALPFA at Virginia Tech

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ARTICLE I: GENERAL INFORMATION

Section I: Name

This organization shall be known as ALPFA at Virginia Tech. This organization should be referred to as ALPFA at Virginia Tech within the Virginia Tech community and other ALPFA chapters.

Section II: Mission Statement

To empower and develop Latino men and women as leaders of character for the nation, in every sector of the global economy.

Section III: Guiding Principles

- 1) We live our ALPFA values, and lead with purpose and meaning; when you lead with purpose, you will lead with passion. We commit ourselves to honesty, integrity, and the highest professional and ethical standards.
- 2) We deliver our compelling vision to focus intention and attention.
- 3) We gain commitment from the heart, not agreement from the head.
- 4) We set expectations, focus on what matters most, and are accountable for results.
- 5) We foster creativity and innovation.
- 6) We demonstrate integrity, transparency, and build trust.
- 7) We will be vulnerable and authentic leaders.

ARTICLE II: MEMBERSHIP

Section I: Eligibility for Membership

- 1) The organization will maintain at least five active members, reflected on the organization's GobblerConnect roster.
- 2) At least 75% of members will be currently enrolled students at Virginia Tech.
- 3) General membership of ALPFA at Virginia Tech is open to:
 - a) Students of all majors are encouraged to join; there are no restrictions based on academic discipline.
 - b) Members must pay national membership dues, fees, and assessments as determined by the ALPFA national board.
 - c) Members must agree to abide by the rules and regulations outlined in this constitution.
 - d) Hazing is strictly prohibited and shall not be used as a condition of membership.

ARTICLE III: Policy Compliance

Section I: University Compliance, Statement of Non-Discrimination, and Personal Gain Clause

1) University Compliance

"The organization will follow all guidelines and expectations outline in Student Engagement and Campus Life's Good Standing Policy. The organization will follow all policies and procedures outline in both the Hokie Handbook, local, state and federal laws."

2) Statement of Non-Discrimination

"In compliance with Virginia Tech Policy No. 1025 (Non-Discrimination), the organization will not discriminate against personal identities including but not limited to age, race, disability, gender identity, gender expression, ethnicity, religion, and sexual orientation."

3) Personal Gain Clause

"This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the

organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.”

Section II: Non-Hazing Clause

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

ARTICLE III: EXECUTIVE BOARD

Section I: The Executive Board

- 1) The Executive Board shall consist of the following officer positions
 - a) Required:
 - i. President
 - ii. Vice President
 - iii. Vice President of Finance (Treasurer)
 - b) Optional (chapter-dependent):
 - i. Vice President of Communications and Mentorship
 - ii. Vice Presidents of Recruitment & Events
 - iii. Vice Presidents Marketing
 - iv. Vice President of Operations
 - v. Faculty Advisor

Section II: Powers and Duties of the Executive Board

- 1) The Executive Board shall be responsible for planning the organization's activities and establishing, in general, the organization's overall policies and goals.
- 2) The Executive Board shall oversee the operation of the organization and shall be responsible for achieving organizational goals.
- 3) The Executive Board shall be responsible for upholding and enforcing the chapter's Bylaws.

Section III: Executive Board Eligibility

- 1) Officers must be either currently enrolled or alumni students (Consulting Officer only) at Virginia Tech.
- 2) The President must be a member for at least one semester, except for the founding board.
- 3) Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position.
- 4) Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article IV.

Section IV: Core Expectations

- 1) All Executive Board members and active members of ALPFA at Virginia Tech are expected to uphold the organization's values of accountability, professionalism, and communication.
- 2) Members shall act in a manner that reflects positively on the organization at all times, both on and off campus.
- 3) These policies are designed to ensure mutual respect, operational efficiency, and a unified organizational culture.

Section V: Faculty Advisor Role

- 1) The faculty advisor shall serve as a mentor to the organization in the development and implementation of programs and activities, as well as university policy and procedure.
- 2) The faculty advisor shall sign any university documents that may require the use of university facilities or equipment.
- 3) The advisor will monitor all expenditures and be one of three signers on financial documents.
- 4) The faculty advisor shall be appointed by Virginia Tech or by a majority vote of the officers.
- 5) ALPFA at Virginia Tech has the right to revoke the advisor's privileges and petition for a new advisor by 3/4 majority vote.
- 6) While serving as a guide, the Faculty Advisor cannot implement their own agenda.
- 7) The advisor has no term limit as long as he/she remains a contracted Virginia Tech employee.

Section VI: ALPFA Interns

- 1) ALPFA Interns are non-voting positions that report to the Executive Board.
- 2) First Semester (Fall): Interns will rotate through five different Executive Board functional areas, spending approximately 2 weeks shadowing and supporting each VP position.
- 3) Second Semester (Spring): Interns will be organized into one collaborative team to develop and execute a capstone project.
- 4) Project must address a real organizational need or opportunity for ALPFA at Virginia Tech.
- 5) Interns must present their completed project to the Executive Board by the end of the spring semester.
- 6) Attend designated Executive Board meetings as assigned.
- 7) Complete rotational assignments and shadow tasks as directed by VPs.
- 8) Maintain professional communication and meet all deadlines.
- 9) Collaborate effectively during the capstone project phase.
- 10) Uphold all ALPFA values and organizational policies.
- 11) The President and Vice President of Communications & Mentorship shall coordinate intern assignments and monitor program progress.
- 12) Each VP is responsible for mentoring interns during their rotation period within that functional area.

ARTICLE IV: ELECTIONS

Section I: Election Principles

- 1) All Executive Board positions shall be filled through elections held annually at the end of the spring semester.
- 2) All active student members of ALPFA shall be eligible to run for office.
- 3) Elections shall be conducted fairly, transparently, and in good faith by an impartial election coordinator, typically the President.
- 4) No candidate may participate in deliberations or vote on their own candidacy.

Section II: Voting and Selection

- 1) Executive Board members shall be elected using a ranked choice voting system.
- 2) Only current Executive Board members shall cast votes for new board positions.
- 3) The candidate receiving the highest score per ranked choice vote shall be declared the winner.
- 4) In the event of a tie, defined procedures (outlined in the bylaws) shall determine the winner.

Section III: Transition of Leadership

- 1) The newly elected Executive Board shall assume office at the beginning of May.

- 2) Outgoing officers shall be responsible for supporting the transition process and training successors.
- 3) Organizational documentation must remain confidential and be passed on to successors.

ARTICLE V: IMPEACHMENT AND RESIGNATIONS

Section I: Impeachment Procedures

- 1) Any active member or Executive Board member may propose the impeachment of an officer.
- 2) A 2/3 majority vote by the Executive Board is required to enact impeachment.
- 3) The process of impeachment must be handled in a professional, confidential, and fair manner.
- 4) An officer has the right to defend themselves before a final impeachment decision is made.
- 5) Documentation of all proceedings shall be retained internally and remain confidential.
- 6) In the event of impeachment, line-of-succession and interim duties shall be clearly followed.

Section II: Resignation Principles

- 1) Any officer may resign from their position at any time.
- 2) No formal documentation regarding the reason for resignation will be recorded or disclosed publicly.
- 3) Vacancies resulting from resignation shall be filled according to established succession protocols.

ARTICLE VII. AMENDMENTS

Section I: Amendment Authority

- 1) his constitution will be reviewed annually by the executive board.
- 2) The ALPFA Constitution and Bylaws may be amended to reflect the evolving needs and values of the organization.
- 3) Amendments may be proposed by any member of the Executive Board or by a petition signed by at least 25% of active members.
- 4) All amendments must be reviewed and approved by a two-thirds (2/3) majority vote of the Executive Board.
- 5) Amendments shall not violate university policies, ALPFA National bylaws, or local/state/federal laws.

2025 ALPFA BYLAWS

BYLAWS - ARTICLE I: MEMBERSHIP

Section I: Professional Conduct

All members are expected to conduct themselves professionally at all organizational events. Behavior that is detrimental to the organization or its reputation may result in disciplinary action, including dismissal.

Section II: Membership Status

1) Active Membership

- a) Members will be required to register as a (Basic or Premium) member of ALPFA in the national organization on an annual basis
- b) Members are required to pay local chapter dues of [\$0, annually], as determined by the Executive Board.
- c) Must be on the official GobblerConnect Roster
- d) Exceptions are made at the discretion of the Executive Board and should be handled on a case-by-case basis.

2) Inactive Members

- a) Members who do not meet the criteria for active membership will be considered inactive and will forfeit the following privileges:
 - i. Voting rights
 - ii. Eligibility for Executive Board positions
 - iii. Consideration for ALPFA National Convention scholarships
- b) Inactive members may appeal their status to the Executive Board.
- c) Exceptions are made at the discretion of the Executive Board and shall be handled on a case-by-case basis

Section III: Withdrawal or Removal of Members

- 1) Membership may be terminated under the following conditions:
 - a) Voluntary resignation submitted in writing to the Vice President of Operations.
 - b) Expiration of the membership term without timely renewal.
 - d) Failure to meet eligibility requirements for student membership.

BYLAWS – ARTICLE II: EXECUTIVE BOARD OPERATIONS

Section I: Meetings and Operations

- 1) The Executive Board shall meet on a weekly basis during the academic year to aid in the fulfillment of their duties as described in Article III, Section II.
- 2) The Executive Board meetings shall be closed to all members unless authorized by the President.
- 3) The President shall serve as chairperson of the Executive Board and shall report on any action recommended or taken by said board.
- 4) The President and Vice-President each have the authority to call a special meeting of the Executive Board.
- 5) Officers must meet the minimum eligibility requirements of active membership.

Section II: Responsibilities of the Executive Board Positions

1) President

- a) Leads the ALPFA VT Chapter by setting the overall vision, strategy, and goals for the organization.
- b) Represents ALPFA in meetings with university officials, corporate partners, and the national ALPFA organization
- c) Preside over all meetings and call all meetings to order.

- d) Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
- e) Be one of two signers on financial documents.
- f) Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the VP of Finance.
- g) Ensures the executive board operates efficiently and that all board members are fulfilling their duties as defined in this Constitution.
- h) Fosters an inclusive and supportive community focused on leadership and professional development.
- i) Keep the advisor informed of activities and functions of the organization.
- j) Provide all documents and records pertaining to his/her responsibilities to the newly elected President.
- k) Assists in reservations for rooms for events and acquire A/V access by emailing advisor.
- l) Provides all relevant documents and resources to the incoming President
- m) File charter renewal forms at the beginning of each academic year prior to the last day of September (and whenever officers change) with the Student Activities Office

2) Vice President of Outreach and Sponsorships

- a) Develops and maintains relationships with corporate partners, alumni, and local businesses.
- b) Secures sponsorships and funding opportunities to support ALPFA initiatives.
- c) Coordinates networking events, company visits, and professional development programs tied to industry engagement.
- d) Collaborates with the President and VP of Finance for budgeting and financial support.
- e) Seeks long-term partnerships to sustain value for ALPFA members.
- f) Preside at meetings of the organization in the absence of the president.
- g) Assist the President in his/her duties.
- h) Coordinate all conferences and Treks.
- i) Assist the President in planning and being responsible for all retreats and training of the organization.
- j) Provide all documents and records pertaining to his/her responsibilities to the newly elected Vice President.
- k) Assist in special projects as assigned by the President.

3) Vice President of Communications and Mentorship

- a) Oversee mentorship initiatives, including the ASCEND mentorship program and additional local mentorship efforts.
- b) Manage alumni relations and facilitate alumni engagement with students.
- c) Send emails and updates to alumni and members to promote involvement and highlight chapter milestones.
- d) Coordinates communications with members regarding opportunities, events, and updates.
- e) Serves as the Intern Chair
- f) Keep accurate records of all meetings in the Secretary's absence.
- g) Assist the President in planning and being responsible for all retreats and training of the organization.
- h) Assist in special projects as assigned by the President.

4) Vice President of Operations

- a) Notify members of meetings via e-mail, text, and/or telephone at least 48 hours in advance.
- b) Maintain and create organization meeting agenda and take notes at meetings.
- c) Maintain an accurate list of current and past alumni members and their contact information in a database.
- d) Remain in touch with alumni for any career advice, referrals to job postings, etc.
- e) Maintain an attendance record.

- f) Responsible for upkeep of email blasts (e.g., Pamplin Planner, Newsletter), and other digital announcements such as GroupMe.
- g) Keep a copy of the constitution and have it available for members.
- h) Provide all documents and records pertaining to his/her responsibilities to the newly elected Secretary.
- i) Responsible for the maintenance of the organization's main website.
- j) Share job/internship opportunities with members.
- k) Be at the forefront of technological change.
- l) Assist in special projects as assigned by the President.

5) Vice President of Finance

- a) Manages the chapter's overall budget and financial operations, ensuring compliance with university financial policies.
- b) Maintains accurate records of all funds received, expended, and deposited, and submits receipts and reports to the Student Activities Office.
- c) Presents monthly budget reports to the board and upon request by the President, advisor, or university officials.
- d) Responsible for collecting dues, tracking delinquencies, and assisting in audits of financial activity each semester.
- e) Serves as one of the two authorized signers on financial documents.
- f) Collaborates with the President to create semester budgets and with the VP of Outreach & Sponsorships on fundraising and sponsorship efforts.
- g) Develops creative fundraising initiatives (e.g., percentage nights, local partnerships) and identifies new funding opportunities.
- h) Transfers all financial records to the incoming VP of Finance and assists in special projects as needed.

6) Vice President(s) of Recruitment & Events

- a) Plan and execute all ALPFA standard events including GBMs, workshops, company visits, and panels.
- b) Manage event logistics such as venue booking, materials, setup, and clean-up.
- c) Collaborate with other VPs on event promotion, programming, and co-hosted opportunities.
- d) Oversee outreach to attract new members and improve member retention through consistent engagement.
- e) Organize and attend recruitment events across campus (e.g., Gobblerfest, Pamplin Diversity Luncheon, Business Horizons).
- f) Maintain communication with national ALPFA reps and keep members informed of student benefits and symposium opportunities.
- g) Coordinate professional development programming such as resume reviews, elevator pitch sessions, and networking mixers.
- h) Maintain records of who is attending events
- i) Partner with other student orgs and clubs for joint events; build external relationships with companies and executives.

7) Vice President(s) of Marketing

- a) Oversee ALPFA's branding and public presence through social media, flyers, and digital/print promotional content.

- b) Create and manage Instagram events, email blasts (e.g., Pamplin Planner), and other digital announcements.
- c) Attend major tabling and recruitment events (e.g., Gobblerfest, Pamplin Picnic, GBMs) to represent ALPFA and capture content.
- d) Develop creative and consistent marketing strategies and maintain a visually aligned brand identity across platforms.
- e) Track and document marketing efforts to evaluate effectiveness and improve future campaigns.
- f) Photograph and capture ALPFA events for social media and promotional use.
- g) Manage and organize marketing materials and maintain bulletin boards and campus displays.

BYLAWS – ARTICLE III: ELECTIONS

Section I: Application Process

- 1) All officer positions will be open for election each spring semester.
- 2) Candidates must self-nominate by submitting an application to the election coordinator (typically the President).
- 3) Applications may express interest in up to three Executive Board positions.
- 4) The current Executive Board will review all applications and notify selected candidates of their progression to interviews.

Section II: Interview Procedure

- 1) Interviews shall be held in person and must include all eligible Executive Board members, except those running for the position being interviewed.
- 2) At least half ($\frac{1}{2}$) of the board is expected to attend and serve on each interview panel.
- 3) The President will chair interviews unless they are a candidate for the position; in that case, the VP of Communications & Mentorship or VP of Outreach & Sponsorships will serve as chair.
- 4) Interviewers must maintain professionalism, impartiality, and confidentiality during the process.

Section III: Ranked Choice Voting System

- 1) All officer positions will be open for election each spring semester.
- 2) Following interviews, the Executive Board will hold a deliberation day to evaluate and vote.
- 3) Discussion is required to assess each candidate's qualifications.
- 4) Candidates may not be present during deliberations related to their own candidacy.
- 5) Each Executive Board position will be voted on independently using this point system:
 - a. 1st Choice = 3 points
 - b. 2nd Choice = 2 points
 - c. 3rd Choice = 1 point
- 6) Members may rank up to three candidates per position but may not rank themselves or candidates running for the same position they seek.
- 7) Votes will be cast anonymously and counted by the President unless they are a candidate, in which case the VP of Communications or VP of Outreach & Sponsorships will count votes.
- 8) All ballots shall be retained as official ALPFA records.

Section IV: Tie-Breaking Procedure

- 1) In the event of a tie:
 - a. First tiebreaker: number of 1st-choice votes
 - b. Second tiebreaker: number of 2nd-choice votes

- c. Final tiebreaker: either a runoff vote or a random draw, to be decided by majority vote of the Executive Board.

Section V: Transition of Power

- 1) Elections must occur by the last week of April.
- 2) Newly elected officers will receive formal onboarding and documentation from outgoing officers before May.
- 3) Outgoing officers are required to deliver:
 - a. A transition document
 - b. Access to email/social platforms (if applicable)
 - c. Budget or event templates (if applicable)

BYLAWS - ARTICLE IV: IMPEACHMENT AND RESIGNATIONS

Section I: Impeachment Procedures

- 1) Any active member or Executive Board member may propose the impeachment of an officer.
- 2) Upon proposal, a closed special meeting will be held by the Executive Board to determine whether to proceed.
 - a) If impeachment is not warranted, the officer retains their role.
 - b) If impeachment is warranted, the President (or next in line) must communicate the concerns to the officer.
 - c) The accused officer will be granted the opportunity to present their case to the Executive Board.
 - d) A second vote may overturn the impeachment if a majority of the Executive Board agrees.
 - e) If impeachment is upheld, the officer may:
 - i. Voluntarily resign, with no public disclosure of the incident, or
 - ii. Be formally removed by the Executive Board.
- 3) All meetings, discussions, and outcomes must be documented and archived internally.
- 4) The President shall chair impeachment meetings.
 - a) If the President is the subject of impeachment, the Vice President of Outreach & Sponsorships will chair the meeting.
- 5) In the event of a vacated position due to impeachment:
 - a) If the President is removed, the Vice President of Outreach & Sponsorships shall assume presidential duties.
 - b) If another role is vacated, the VP of Outreach & Sponsorships will temporarily assume the role until a replacement is appointed or elected.
 - c) A special election or appointment process may be triggered to fill the position.

Section II: Resignation Procedures

- 1) An officer may resign at any time by informing the President in writing.
- 2) No internal or public documentation shall be created regarding the reasons for the resignation.
- 3) The same succession procedures outlined in Section I.5 shall apply to vacancies resulting from resignation.

BYLAWS - ARTICLE V: AMENDMENTS

Section I: Amendment Procedures

- 1) Proposal Submission
 - a. Proposed amendments must be submitted in writing to the President and include the purpose and exact wording of the proposed change.

- b. Petitions by active members must include printed names and be submitted to any Executive Board member.
- 2) Review and Discussion
 - a. The Executive Board will review the proposed amendment at the next scheduled board meeting.
 - b. A discussion period shall be opened, allowing for revisions or clarification.
- 3) Voting Process
 - a. A vote on the proposed amendment must occur no later than two board meetings after it is introduced.
 - b. Approval requires a two-thirds ($\frac{2}{3}$) majority vote of all Executive Board members present.
 - c. Amendments that are approved take effect immediately unless otherwise stated in the amendment text.
- 4) Member Notification
 - a. All approved amendments must be shared with the general body via email and/or posted to the organization's website.
 - b. A revised version of the Constitution and Bylaws must be maintained and made accessible to all members.

BYLAWS – ARTICLE VI: POLICIES

Section I: Accountability & Communication

- 1) Executive Board members must respond to ALPFA-related communications within:
 - a. 24 hours on weekdays
 - b. 48 hours on weekends and university breaks
- 2) Members must notify the Executive Board in advance of any anticipated absences from meetings, events, or required tasks.
- 3) Group chats, email threads, and shared documents (e.g., Teams) must be kept organized and up-to-date with relevant details and responsibilities.

Section II: Punctuality & Attendance

- 1) Members are expected to arrive on time, or early, at all meetings, events, and professional engagements.
- 2) Consistent attendance is mandatory for Executive Board members. Repeated tardiness or unexcused absences may result in disciplinary action, including warnings or impeachment as outlined in Article VI.

Section III: Professionalism & Conduct

- 1) Members must represent ALPFA at Virginia Tech with integrity and respect at all times, especially during interactions with university officials, corporate partners, and peers.
- 2) Members are expected to follow through on assigned responsibilities by agreed-upon deadlines.
- 3) Communication should remain respectful, inclusive, and appropriate across all platforms—digital or in-person.

BYLAWS – ARTICLE VII: ACCOUNTABILITY VIOLATION PROCEDURE

Section I: Purpose

The Accountability Violation Procedure exists to uphold ALPFA's standards of professionalism, communication, and responsibility. It provides a structured process to address issues such as missed deadlines, unprofessional conduct, or repeated absences.

Section II: Strikes & Consequences

- 1) Strike 1 – Verbal Warning
 - a. A private conversation with the President or Vice President to review expectations and offer support.

- 2) Strike 2 – Written Warning
 - a. Official documentation of the violation, emailed to the officer/member.
 - b. A behavior improvement plan may be created, depending on the situation.
- 3) Strike 3 – Probation/Disciplinary Action
 - a. Temporary suspension of voting rights or disciplinary action
 - b. Required meeting with Faculty Advisor and President.
- 4) Strike 4 – Impeachment Review
 - a. Executive Board will vote on removal following procedures in the Impeachment Article (Article VI).
 - b. The member/officer in question will have the opportunity to present their case.

Section III: Expiration & Redemption

- 1) Strikes may expire after one full semester of compliance with expectations.
- 2) Members may request strike reviews or appeals via email to the President and Faculty Advisor.
- 3) Redemption actions (e.g., leading an event, taking more shifts) may accelerate strike removal at Executive Board discretion.

Section IV: Documentation

- 1) All strikes and relevant communication must be documented in the chapter's official records.
 - 2) Strike records are confidential and may only be accessed by the Executive Board and Faculty Advisor.
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Proposed Amendments for ALPFA Interns Initiative

ARTICLE III: EXECUTIVE BOARD

Add New Section VI: ALPFA Interns Program

Section VI: ALPFA Interns Program

1. Program Structure
 - The ALPFA Interns program shall consist of up to five (5) student interns selected annually to support the Executive Board and gain hands-on leadership experience.
 - ALPFA Interns are non-voting positions that report to the Executive Board.
2. Eligibility
 - Interns must be active members of ALPFA at Virginia Tech.
 - Interns should demonstrate interest in future leadership roles within the organization.
 - Priority may be given to first-year and second-year students, though all undergraduates are eligible.
3. Program Timeline and Rotation
 - First Semester (Fall): Interns will rotate through five different Executive Board functional areas, spending approximately 2-3 weeks shadowing and supporting each VP position.

- Second Semester (Spring): Interns will be organized into one collaborative team to develop and execute a capstone project.

4. Capstone Project Requirements

- The capstone project must address a real organizational need or opportunity for ALPFA at Virginia Tech.
- Projects may include event planning, marketing campaigns, sponsorship proposals, member engagement initiatives, or operational improvements.
- Interns must present their completed project to the Executive Board by the end of the spring semester.

5. Intern Responsibilities

- Attend designated Executive Board meetings as assigned.
- Complete rotational assignments and shadow tasks as directed by VPs.
- Maintain professional communication and meet all deadlines.
- Collaborate effectively during the capstone project phase.
- Uphold all ALPFA values and organizational policies.

6. Executive Board Oversight

- The President and Vice President of Operations shall coordinate intern assignments and monitor program progress.
- Each VP is responsible for mentoring interns during their rotation period within that functional area.
- The Executive Board will evaluate capstone project presentations and provide feedback.

BYLAWS – ARTICLE II: EXECUTIVE BOARD OPERATIONS

Add to Section II: Responsibilities of the Executive Board Positions

Under 4) Vice President of Operations - Add:

- n) Coordinate the ALPFA Interns program, including rotation schedules, intern assignments, and capstone project timelines.
- o) Serve as the primary point of contact for ALPFA Interns and ensure they receive adequate mentorship and support.
- p) Track intern participation and provide progress updates to the Executive Board.

Under all VP positions - Add a new responsibility:

[Insert under each VP's list]

- Mentor and provide learning opportunities to ALPFA Interns during their rotation period within this functional area.

BYLAWS – ARTICLE VIII: ALPFA INTERNS PROGRAM (NEW ARTICLE)

Section I: Selection Process

1. Applications for the ALPFA Interns program shall open at the beginning of each fall semester.
2. Candidates must submit:
 - A written application expressing their interest and goals
 - A resume or list of relevant experiences
 - Availability for the full academic year
3. The Executive Board will review applications and conduct interviews.
4. Selection will be based on:
 - Demonstrated commitment to ALPFA's mission
 - Leadership potential and enthusiasm
 - Availability and ability to commit to the program requirements
5. Up to five (5) interns will be selected by majority vote of the Executive Board.

Section II: First Semester Rotation

1. Interns will rotate through the following five functional areas:
 - Outreach & Sponsorships
 - Communications & Mentorship
 - Operations
 - Finance
 - Recruitment & Events / Marketing (combined or alternating based on chapter structure)
2. Each rotation period shall last approximately 2-3 weeks.
3. During each rotation, interns will:

- Shadow the respective VP during meetings and tasks
 - Complete assigned projects or administrative support tasks
 - Learn about the functional area's responsibilities and challenges
 - Reflect on their experience and preferred areas of interest
4. The Vice President of Operations will create and maintain a rotation schedule shared with all interns and VPs.

Section III: Second Semester Capstone Project

1. By the end of fall semester, interns will form one collaborative team.
2. The Executive Board will provide a list of potential capstone project topics, or interns may propose their own with board approval.
3. Project Timeline:
 - January: Project selection and planning phase
 - February-March: Project development and execution
 - April: Final presentation to the Executive Board
4. The capstone project must include:
 - Clear objectives and success metrics
 - A detailed implementation plan
 - Reflection on lessons learned and impact
5. Interns will present their project to the Executive Board during a designated meeting in late April.

Section IV: Program Evaluation

1. At the end of the spring semester, both interns and the Executive Board will complete program evaluations.
2. Feedback will be used to improve the program for future cohorts.
3. Successful completion of the program may be noted on members' records and considered favorably in future Executive Board elections.

Section V: Accountability

1. ALPFA Interns are subject to the same accountability and conduct policies outlined in Bylaws Article VI.

2. Interns who fail to meet program expectations may be removed from the program by majority vote of the Executive Board.
 3. Removal from the intern program does not affect general membership status.
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ARTICLE II: MEMBERSHIP

Update Section I: Eligibility for Membership - Add:

- f) Members in good standing may apply for developmental programs such as the ALPFA Interns initiative as opportunities arise.
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Implementation Note

These amendments should be reviewed and approved by a two-thirds ($\frac{2}{3}$) majority vote of the Executive Board as outlined in Article VII, Section I of the Constitution.