Constitution of the Financial Management Association at California State University, Sacramento

Article I – Name

The name of this student organization is Financial Management Association; hereafter refer to as, “FMA.”

Article II – Purpose

The purpose of this organization is to educate and prepare FMA chapter members for the professional business world and bridge the gap between professional employers and our chapter. Our organization is committed to providing an exciting and supportive environment in which Finance and Business Students at California State University, Sacramento (“Sacramento State”) can network into meaningful careers. We will act as advocates by addressing informational gaps between academic knowledge and professional standards. Providing clear understanding of the career possibilities will be supplemented with the resources to pursue those career goals. Through the support of our Alumni and network of professional contacts, our goal is for the Sacramento State Finance and Business Student to have a lasting positive impact on the world of Finance and Business Administration.

Article III – Membership

Section 1.

Membership must be comprised of at least eight (8) students currently enrolled at Sacramento State.

Section 2.

Only current Sacramento State student members may vote or hold office.

Section 3.

Membership must be comprised of at least eighty percent (80%) enrolled Sacramento State students.

Section 4.

Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, except in cases of fraternity and sorority organizations which are exempt by federal law from Title IX Regulations concerning discrimination on the basis of sex.
Section 5.

There will be no hazing.

Section 6.

Other Requirements: student members are required to have a major GPA of at least 3.0 and a cumulative GPA of 2.5.

Section 7.

Members will be required to attend 50% of all meetings, events, and socials; if this requirement is not met, then the student will no longer be a member of the club.

Section 8.

At the second meeting of each semester, $5 will be collected from each member to go towards the general FMA account. This will be in addition to the fees paid to FMA International.

Article IV – Officers/Elections

Section 1.

The elected officer will be the FMA President.

Section 2.

The officer will be elected by a majority of votes cast by physical attendance is required at a regular or special meeting called for this purpose. All votes must be collected by 8:00 PM on Election Day and results must be subsequently announced by 9:00 PM through FMA ListProc email.

Section 3.

Elections will be held at the end of each semester.

Section 4.

Term of office will be one (1) semester.

Section 5.

Vacancies will be filled through Appointment by the President or Vice-President.

Section 6.
The duties of the officers are outlined in the Bylaws.

Section 7.

Only the Officers will be listed on the chapter Associated Students Incorporated (“ASI”) bank account, which includes access to ASI Bank funds for chapter business expense reimbursement.

Section 8.

To remove an officer from office a signed written documentation is required by two of the following: (1) President, Vice-President, Treasurer, Webmaster, and the Faculty Advisor; or (2) by two-thirds of the Board of Directors.

Article V – Meetings

Section 1.

Regular meetings will be held Bi Weekly--adjusted as needed.

Section 2.

Special meetings will only be called by the Officers

Section 3.

Quorums for a regular or special meeting will be three (3).

Article VI – Finance

All funds of this organization will be banked with the Associated Students Incorporated.

Article VII – Parliamentary Authority

Robert’s rules of order, Latest Revised Edition will be used for all points not covered in this constitution.

Article VIII – Constitutional Amendments

This constitution may be amended by all Officers or by two-thirds vote of the Board of Directors.

Article IX – Ratification

This constitution may be ratified when approved by all Officers and Faculty Advisors or by two-thirds vote of the Board of Directors.
Article X – Faculty Advisor

A faculty advisor will be selected by all Officers or by two-thirds vote of the Board of Directors.

Article XI – Bylaw Amendments

The Bylaws may be amended by all Officers or by two-thirds vote of the Board of Directors.

BYLAWS

No limitations shall prevent an Officer or Director from providing assistance to another Officer or Director that requires additional support. As long as there is no interference with another Officer’s or Director’s tasks, Officers and Directors can act in a manner that would thereby benefit the FMA and/or its members.

Article I – Officer Duties

Section 1. Officer: President

Duties: The Chapter President is the Chief Executive Officer of the chapter. Specific qualifications and responsibilities include but not limited to:

· Must be a Director/Vice-President in the prior semester
· Serving as a liaison between the chapter and faculty advisor
· Appointing committee chairpersons and calling for the resignation of ineffective chairpersons (with the majority approval of the chapter’s Board of Directors)
· Will be responsible for managing the emails for inbox: President@fma.csus.edu
· Establishing chapter objectives for the year and coordinating specific goals and programs
· Analyzing the extent to which the needs of the chapter members are being served and keeping accurate records of these needs for future Board of Directors
· Working with the chapter Treasurer to prepare the annual budget
· Working with the chapter's marketing committee to ensure a healthy membership
· Delegating responsibilities if there is a vacancy within any of the other offices
· Presiding at all meetings of the chapter
· Representing the chapter in person or by correspondence in relations with the parent organization
· Interviewing new Officers/Directors/Vice-Presidents

· Effectively communicating all past activities, chapter objectives, and chapter needs to the succeeding President

Section 2. Officer: Secretary

Duties: The Secretary is the Chief Executive Administrator of the chapter and is charged with the responsibilities of all chapter affairs. Specific qualifications and responsibilities include but not limited to:

· Must be a Director/Vice-President in the prior semester.

· Maintaining the chapter’s constitution and by-laws

· Preparing and maintaining the minutes of all meetings

· Will be responsible for managing the emails for inbox: Secretary@fma.csus.edu

· Arranging for the distribution of announcements to chapter members, the board of directors, faculty, and business contacts

· Conducting the chapter elections

· Attending all chapter meetings

· Recording attendance at all meetings

· Submitting the paperwork necessary to obtain the Superior Chapter designation

· Assumes the President’s role in representing the chapter in relation with the FMA Headquarters in the event there is a vacancy within the presidency

· Interviewing new Officers/Directors/Vice-Presidents

· Effectively communicating all past activities, chapter objectives, and chapter needs to the succeeding Secretary

Section 3. Officer: Vice-President

Duties: The Vice-President is the Chief Operating Officer of the chapter and should be the primary assistant to the President. Specific qualifications and responsibilities include but not limited to:

· Must be a Director/Vice-President in the prior semester
· Coordinating and directing programs, events, and activities of committees in relations to the chapters operations

· Facilitating communication between Officers and Directors/Vice-Presidents

· Will be responsible for managing the emails for inbox: VicePresident@fma.csus.edu

· Assumes the President’s role and delegate responsibilities to the Secretary and Treasurer, as specified in Section 2 and Section 4 if there is a vacancy in the presidency

· Assumes the Secretary role in the event of a vacancy

· Interviewing new Officers/Directors/Vice-Presidents and overseeing the interview process

· Effectively communicating all past activities, chapter objectives, and chapter needs to the succeeding Vice-President

Section 4. Officer: Treasurer

Duties: The Treasurer is the Chief Financial Officer of the chapter and is responsible for managing the financial affairs of the chapter, such as the receipt and disbursement of funds. Specific qualifications and responsibilities include but not limited to:

· Must be a Director/Vice-President in the prior semester

· Reporting to the chapter’s Board of Directors on all matters regarding the financial status of the chapter

· Maintaining accurate records of chapter dues and submitting the applications and fees to the FMA office in a timely manner

· Will be responsible for managing the emails for inbox: Treasurer@fma.csus.edu

· Apply for grants and funds in support of the chapter

· Securing signature cards and all necessary papers for opening (or maintaining) the chapter’s bank account

· Preparing a tentative budget for presentation to the chapter’s Board of Directors

· Preparing an annual and bi-annual financial statement for presentation to the chapter’s Board of Directors

· Assumes the President’s role of maintaining contact between the chapter and the faculty advisor if there is a vacancy in the presidency
· Interviewing new Officers/Directors/Vice-Presidents

· Effectively communicating all past activities, chapter objectives, and chapter needs to the succeeding Treasurer

Section 5. Officer: Webmaster

Duties The Webmaster is the Chief Information Officer of the chapter responsible for supporting the chapter’s website and scheduling routine website updates at least once a week. Specific responsibilities include but not limited to:

· Updating the website with events, Officer Information, pictures, and relevant information regarding the society.

· Will be responsible for managing the emails for inbox: Webmaster@fma.csus.edu

· Integrating logos and graphics, and control all website activities

· Interviewing new Officers/Directors/Vice-Presidents

· Effectively communicating all past activities, chapter objectives, and chapter needs to the succeeding Webmaster

Article II – Director/Vice-President Duties

Section 1. Director/Vice-President: Alumni Relations

Duties: The Director of Alumni Relations is in charge of all communications with the alumni of the chapter. Specific responsibilities include but not limited to:

· Creating and maintaining FMA alumni ListProc and keeping them informed about upcoming activities

· Keeping alumni active with the FMA chapter through alumni-centered meetings and social events

· Working with the Vice-President to update the legacy leaders web page of the FMA chapter website

· Interviewing new Officers/Directors/Vice-Presidents

· Effectively communicating all past activities, chapter objectives, and chapter needs to the succeeding Director of Alumni Relations

· Transferring the responsibilities to the next Director of Alumni Relations at the beginning of the new term of office
Section 2. Director/Vice-President: Campus Events

Duties: The Director of Campus Events is in charge of coordinating all campus and speaker events held on campus. The Director of Campus Events is the primary assistant to the President and Vice-President in relation to the programs and operations of the chapter. Specific responsibilities include but not limited to:

- Planning and organizing events
- Communicating with speakers and making arrangements to accommodate their needs
- Working with the Director of Marketing and Public Relations to design campus events flyers to notify student members and attract new student members
- Suggesting potential events for the FMA chapter and determining the possibility and justification for those events
- Working with the Vice-President to update the website with any new campus event information
- Interviewing new Officers/Directors/Vice-Presidents
- Effectively communicating all past activities, chapter objectives, and chapter needs to the succeeding Director of Campus Events
- Transferring the responsibilities to the next Director of Campus Events at the beginning of the new term of office

Section 3. Director/Vice-President: Chapter Affairs

Duties: The Director of Chapter Affairs is the primary assistant to the Secretary and the Vice-President in relation to the administration and operations of the chapter. Specific responsibilities include but not limited to:

- Analyzing and interpreting legal documents such as amendments to the chapter’s constitution
- Providing opinions to the Secretary and Vice-President concerning proposed amendments to the chapter’s constitution, and administrative and operational activities of the chapter
- Interviewing new Officers/Directors/Vice-Presidents
- Effectively communicating all past activities, chapter objectives, and chapter needs to the succeeding Director of Chapter Affairs.
- Transferring the responsibilities to the next Director of Chapter Affairs at the beginning of the new term of office
Section 4. Director/Vice-President: Finance

Duties: The Director of Finance is the primary assistant to the Treasurer in relation to the financial affairs of the chapter. Specific responsibilities include but not limited to:

- Working with the Treasurer to apply for grants and funds in support of the FMA Chapter
- Assumes the Treasurer’s role and duties if there is a vacancy or removal
- Interviewing new Officers/Directors/Vice-Presidents
- Effectively communicating all past activities, chapter objectives, and chapter needs to the succeeding Director of Finance
- Transferring the responsibilities to the next Director of Finance at the beginning of the new term of office

Section 5. Director/Vice-President: Marketing and Public Relations

Duties: The Director of Marketing and Public Relations is the Head of Marketing and Public Relations for the chapter. The Director of Marketing and Public Relations is also in charge of promoting all campus and speaker events and acts as the primary liaison for all public relations activities. Specific responsibilities include but not limited to:

- Designing flyers and meeting announcements to be placed in the faculty's mailboxes, the display case, emails, and classrooms
- Working with the Director of Campus Events to design campus events flyers to notify student members and attract new student members
- Working with the Vice-President to update the website with any new marketing information
- Maintaining kiosks and approved bulletin boards with the current FMA campus events
- Interviewing new Officers/Directors/Vice-Presidents
- Effectively communicating all past activities, chapter objectives, and chapter needs to the succeeding Director of Chapter Affairs.
- Transferring the responsibilities to the next Director of Marketing and Public Relations at the beginning of the new term of office

Section 6. Director/Vice-President: Media Productions

Duties: The Director of Media Productions is in charge of media reporting of all campus and speaker events and works with the Director of Campus Events and the Director of Marketing and
Public Relations in support of the operations for the chapter. Specific responsibilities include but not limited to:

- Attending all campus events and photograph all those who attend
- Working with the Webmaster to upload and present photos on the FMA Chapter website
- Interviewing new Officers/Directors/Vice-Presidents
- Effectively communicating all past activities, chapter objectives, and chapter needs to the succeeding Director of Media Productions
- Transferring the responsibilities to the next Director of Media Productions at the beginning of the new term of office

Section 7. Director/Vice-President: Membership

Duties: The Director of Membership is in charge of the membership process for the chapter and is an assistant to the Vice-President in relation to the operations of the chapter. Specific responsibilities include but not limited to:

- Welcome all new members and provide FMA Chapter orientation
- Will be responsible for managing the emails via the FMA Chapter inbox: FMAChapter@csus.edu
- Working with the Vice-President to update the website in relation to the online membership process
- Performing membership reconciliation with the FMA Headquarters
- Working with the Director of Marketing and Public Relations to design flyers to attract new student members
- Maintaining an archive of members' contact information
- Keeping members and Officers updated with event information via ListProc
- Interviewing new Officers/Directors/Vice-Presidents
- Effectively communicating all past activities, chapter objectives, and chapter needs to the succeeding Director of Membership
- Transferring the responsibilities to the next Director of Membership at the beginning of the new term of office
Date of Constitution: March 21, 2007 – Approved in writing and kept on file by Lou Camera, Director of Student Activities

Approval By the following FMA Officers, Directors, Advisors, and participating Student Members:

s/ Justin Coldiron, FMA President
s/ Paul Dickey, FMA Vice-President
s/ Andrew Le, FMA Treasurer
s/ Daniel Hileman, FMA Webmaster
s/ Jay Samsundar, FMA Director of Alumni Relations
s/ Adam Khan, FMA Director of Campus Events
s/ Roscoe Ramirez, FMA Director of Chapter Affairs
s/ Chad Moore, FMA Director of Finance
s/ Tania Hung, FMA Director of Marketing & Public Relations
s/ Alfy Wong, FMA Director of Membership
s/ Dr. Denver Travis, FMA Advisor s/ Dr. Anna Vygodina, FMA Advisor
s/ Dr. Sanjay Varshney, CBA Dean and FMA Faculty Member
s/ Dr. Min Li, FMA Faculty Advisor
s/ Adam Valine, FMA Student Member
s/ Gary Little, FMA Student Member
s/ Brent Underhill, FMA Student Member
s/ Victoria McCory, FMA Student Member
s/ Kan Towongsricharoen, FMA Student Member
s/ Aldo Sutojo, FMA Student Member
s/ Ken Walters, FMA Student Member
s/ Neal Torres, FMA Student Member

s/ Ryan Russell, FMA Student Member

s/ Jorge Plasencia, FMA Student Member

Addendum approved on November 18, 2008 by 2/3rds vote of the Board of Directors. Article III – Membership, Section 6 was changed and Sections 7 and 8 were added.