



**Financial Management Association  
University of Hawai'i Chapter**

# **Constitution**

# **Financial Management Association**

## **Of The □ University Of Hawai'i**

### **Constitution**

#### **Article I**

##### **Definitions**

###### **Section 1.      Name.**

The name of the organization is the Financial Management Association at the University of Hawai'i Mānoa's Shidler College of Business.

###### **Section 2.      *Member.***

A member is anyone who satisfies the qualifications and has submitted a signed copy of the club's general membership application and paid membership dues.

###### **Section 3.      *General Membership.***

The general membership encompasses all of the club's members.

#### **Article II**

##### **Objectives**

###### **Section 1.      *Mission Statement.***

It is the mission of the Financial Management Association (FMA) to further the professional and personal development of Hawaii's next generation of finance professionals and leaders.

###### **Section 2.      *Objectives.***

The objectives of the Financial Management Association are as follows:

- To promote interaction between our membership and the business community.
- To give students an opportunity to meet fellow students who have a common interest in finance.
- To provide a medium in which faculty and students can share ideas outside of the traditional classroom setting.

- To impart financial education to our membership and the community as a whole.

## **Article III**

### **Membership**

#### **Section 1.      *Qualifications.***

Membership in the Financial Management Association is open to all students of the University of Hawai'i Mānoa

#### **Section 2.      *Rights.***

Members of the Finance Management Association have the following rights:

- To receive a copy of the constitution upon request.
- To vote on any issue presented to the general membership.
- To initiate any action to be voted on by the general membership at a general meeting.
- To vote on any issue by absentee ballot. The ballot must be in written form, submitted within a reasonable time period, and must be signed by the absentee, except in cases requiring anonymous voting.

#### **Section 3.      *Active Membership Requirements.***

The active membership requirements of the Financial Management Association are as follows:

##### **Active Status Requirement**

##### **Major Events (3 of 4)**

- Super Club's Day
- PIN Night
- Mock Interview
- Elections

##### **Other Events (8)**

- General Meetings (3)
- Company Tours/Workshops (2)
- Social Events (2)

- Fundraising (\$50)
- Community Service (1)

### **Fundraising**

- Active status members must reach a fundraising quota of \$50.

- If, at the end of the semester, all active membership requirements are met, the member is placed in the active member file and is recognized for his or her achievements.

### **Section 4.      *Active Membership Requirement Waivers.***

The active membership requirement waivers of the Financial Management Association may be granted as follows:

- \$10 fundraised in excess of the \$50 quota may be used to waive one regular event.
- Members that actively participate in Investment Committee will receive an event waiver for one regular event.
- Members that attend two extra regular events in addition to what is required for active status will receive an event waiver for one regular event.
- Active status requirements may be waived at the discretion of the Financial Management Association Executive Board.

## **Article IV □**

### **Officers and Executive Board**

#### **Section 1.      *Officers.***

The officers of the Financial Management Association shall be the President, Vice President, Chief Financial Officer, Chief Information Officer, Director of Fundraising, Director of Professional Relations, Director of Career Development, Director of Student Relations, Director of Human Resources, Director of External Relations and IBC Senator.

**Section 2.      *Term In Office.***

- The term of the office of President and Chief Financial Officer shall be for one year, from May 15<sup>th</sup> through May 14<sup>th</sup>.
- Term of office for the Vice-President and Chief Information Officer shall be for one year, from December 15<sup>th</sup> through December 14<sup>th</sup>.
- Terms for the remaining offices shall be for one semester, from May 15<sup>th</sup> through December 14<sup>th</sup> and from 15<sup>th</sup> through May 14<sup>th</sup>. □

**Section 3.      *Nominations.***

Nominations for each available office shall be made during a period of time as determined by the Chief Information Officer. Nominations are open to all club members. Elections shall be held during the last general meeting of the semester. □

**Section 4.      *Voting.***

The Chief Information Officer under the supervision of the Executive Board will coordinate voting. In a case of conflict of interest the President shall appoint a director to coordinate election procedures. A single ballot system shall be used; no proxy voting of any kind will be allowed. Voting will be allowed for a set period of time, determined by the Executive Board. All members will be given one voting right per member. Each candidate receiving 50% or more of the vote will be elected to the respective position. □

**Section 5.      *Duties Of The President.***

The president shall schedule and conduct all meetings and coordinate the activities of the organization; appoint such committees that are necessary to carry out the activities of the organization; name the duties of each officer elected; and assume all other duties and responsibilities usually associated with and pertaining to the office. □

The President is also responsible for seeking out external sources of funds such as RIO Funding, ASUH Funding, grants, donations, and others.

The President will also make the necessary room reservations for the general meetings and workshops. □

**Section 6.      *Duties Of The Vice-President.***

The Vice President shall assist the President in all phases directly related, but not limited to, the club's operational activities; assume the duties of the President in the event that the President is unable to perform his or her duties; perform all tasks as delegated by the President; and assume all other duties and responsibilities usually associated with and pertaining to the office. □

The Vice-President will also be responsible for coordinating the Professional Interaction Night (PIN). Duties included with PIN include compiling resume booklets, designing promotional items and table favors, securing a location, contacting professionals to attend, etc. □

**Section 7.      *Duties Of The Chief Financial Officer.***

The Chief Financial Officer shall be responsible for all duties associated with, but not limited to, the club's disbursement and accumulation of funds; maintain adequate records of such disbursement and accumulation of funds; including but not limited to, the issuance of checks and receipts; prepare a semester report of all financial transactions; maintain adequate records of internal and external financial obligations incurred; perform all tasks as delegated by the President; and assume all other duties and responsibilities usually associated with and pertaining to the office such as taxes.

The CFO will also be in charge of overseeing the investment committee.

**Section 8.      *Duties Of The Chief Information Officer.***

The Chief Information Officer shall be responsible for recording the minutes of all meetings; notify the general membership of all general meetings; assist the President in voting procedures; manage the organization's listserv; maintain the website; send out weekly newsletters; perform all tasks as delegated by the President; and assume all other duties and responsibilities usually associated with and pertaining to the office.

**Section 9.       *Duties Of The Director Of Professional Relations.***

The Director of Professional Relations shall assist the President in all phases of the club directly related, but not limited to, the professional and operational activities performed by the club, including the coordination and supervision of all committees responsible for such activities as determined by the President and/or the Executive Board; perform all tasks as delegated by the President; and assume all other duties and responsibilities usually associated with and pertaining to the office.

The Professional Relations board member will also be responsible for coordinating tours and workshops.

**Section 10.       *Duties Of The Director Of Career Development.***

The Director of Career Development shall assist the President in all phases of the club directly related, but not limited to, the development of career opportunities for club members, including the coordination and supervision of all committees responsible for such activities as determined by the President and/or the Executive Board; perform all tasks as delegated by the President; and assume all duties and responsibilities usually associated with and pertaining to the office.

The Director of Career Development will organize Mock Interview.

**Section 11.       *Duties Of The Director Of Student Relations.***

The Director of Student Relations shall assist the President in all phases of the club directly related, but not limited to, the membership and personnel-related activities of the club and the development of a social activities for club members, including the coordination and supervision of all committees responsible for such activities as determined by the President and/or the Executive Board; perform all tasks as delegated by the President; and assume all duties and responsibilities usually associated with and pertaining to the office.

The Director of Student Relations is also responsible for coordinating the organization's recruitment efforts.

**Section 12.      *Duties Of The Director Of Human Relations.***

The Director of Human Relations shall assist the President in all phases of the club directly related, but not limited to, the Service activities performed by the club, including the coordination and supervision of all committees responsible for such activities as determined by the President and/or the Executive Board; perform all tasks as delegated by the President; and assume all duties and responsibilities usually associated with and pertaining to the office.

The Director of Human Resources is responsible for active status worksheets.

**Section 13.      *Duties Of The IBC Senator.***

The IBC Senator shall be responsible for acting as the official liaison between the Financial Management Association and the Inter-Business Council; attend all IBC meetings as scheduled and submit records of the proceedings of those meetings to the President; perform all tasks as delegated by the President; and assume all other duties and responsibilities usually associated with and pertaining to the office.

The IBC Senator is responsible for acting as the Financial Management Association's correspondent regarding the Inter-Business Council (IBC). The IBC Senator will relay all information concerning IBC events to the Financial Management Association, and will assist the IBC in designing club t-shirts, organizing Super Clubs' Day, and other IBC delegated tasks.

**Section 14.      *Duties Of Director of Fundraising.***

The Director of Fundraising is responsible for all fundraising activities; if necessary they can delegate committees to help with fundraising tasks. The Director is also expected to meet the semester's fundraising goal as determined by the Chief Financial Officer and the executive board. The Director of Fundraising will also engage in helping students to meet their fundraising goals for active status. Past activities have included car washes, event ticket sales, selling coupon booklets, and other fundraising activities.



**Section 15.      *Duties Of Director of External Relations.***

The Director of External Relations is responsible for the marketing of the Financial Management Association and all events and relations regarding alumni. This includes updating the alumni database, writing the quarterly alumni newsletter and planning event with alumni and members of FMA. The Director of External Relations will be responsible for FMA's social media and event marketing materials.

**Section 16.      *Attendance.***

All officers are required to attend all Executive Board meetings and general meetings unless otherwise excused. All officers are expected to attend all four major events unless otherwise excused.

At least two officers in addition to the officer in charge of the event are required to attend each regular event during the semester, unless having the two officers attend will result in exceeding the event's capacity. In this case, the priority should be given to the general members, and the seats left over should be filled by officers.

Unexcused absences will result in a review by the officers.

**Section 17.      *Resignation.***

Any officer may resign following the submission of a written resignation that is to be submitted first to the officers, and then to the general membership.

**Section 18.      *Termination.***

Any officer grossly failing to perform the duties pertaining to his or her office, or is guilty of any gross misconduct that damages the integrity of the club, may be impeached and removed from office by two-thirds of the Executive Board's votes cast in a special election, following an investigative hearing conducted by the club's presiding, unalleged officers.

**Section 19.       *Vacancies Of The Office Of President.***

In the event that the office of President becomes vacant, the presiding Vice President shall automatically assume the President's position.

**Section 20.       *Vacancies Of The Office of Vice President.***

In the event that the office of Vice President becomes vacant, the Executive Board will appoint a new Vice President from the current Board of Directors to fulfill the position of Vice President.

**Section 21.       *Vacancies Of Other Offices.***

In the event that a vacancy occurs in an office other than that of President, in keeping with their duties and responsibilities, the President shall decide upon one of the following options: (1) appoint a member to fill the vacancy, (2) appoint a committee to conduct a special election for filling the vacancy, or (3) maintain the integrity of the club with the remaining officers.

**Article V**

**Meetings and Quorums**

There will be at least four general membership meetings per semester. A quorum will consist of 3/4 of the Executive Board. Under conditions in which timeliness is a factor in making decisions, a quorum will consist of any and all members present at the executive board meeting.

**Article VI**

**Policies And Procedures**

**Section 1.       *University Of Hawai'i Regulations.***

This organization shall abide by the regulations governing University of Hawai'i Registered Independent Organizations as given in the written statement, Current Administrative Policies Governing Registered Independent Organizations, published by the University of Hawai'i Office of Student Affairs.

**Section 2.       *Inter-Business Council Regulations.***

This organization shall further abide by the rules set forth by the Inter-Business Council.

As of August by President Natsumi Nishimoto

**Section 3.     *Dissolution.***

In the event of dissolution of the Financial Management Association, the Executive Board shall, after paying and making provisions for the payment of all liabilities, distribute all the assets of the Financial Management Association over to an organization dedicated to charitable and/or educational purposes and which has been recognized as a 501(c)(3) organization by the Internal Revenue Service.

**Article VII**

**Advisors**

There shall be at least one advisor, chosen by the Executive Board, who assists the club in attaining its objectives.

**Article VIII**

**Amendments**

This constitution may be amended by two-thirds of the votes cast at a general meeting in which a quorum is present.