FINANCIAL PLANNING ASSOCIATION – George Mason University Student Chapter

By-Laws

Drafted on: April 18, 2020

Article One **NAME OF ORGANIZATION**

* The name of this organization shall be the Financial Planning Association – George Mason University Student Chapter. Our acronym is FPAGMU.

Article Two **PURPOSE OF ORGANIZATION**

* Mission:
  + To help members increase their knowledge of financial planning and the financial planning profession.
* Goals:
  + We strive to embody the importance of financial planning to ensure that students that are interested can cultivate their skills to practice them in their personal life and use them throughout their careers.
* Objectives:
  + Our main objective of our association is to engage with professional financial planners through invited talks, webinars, and social events. This will lead to networking with our current students and open up doors for them to obtain careers in the field of Financial Planning.

Article Three **MEMBERSHIP**

* Membership in this organization will not be restricted on the basis of race, color, religion, ethnicity, national origin, physical or mental disability, sexual orientation, veteran status, gender identity, gender expression, sex, or age.
* Active Member: Currently enrolled GMU student with a minimum academic achievement record defined as a cumulative grade point average of at least a 2.0.
* Associate Member: Faculty/staff of GMU associated with the financial planning program.
* Honorary Member: Alumni of GMU associated with the financial planning profession.
* In order to retain active membership a member must attend at least one meeting per semester or provide at least one article, commentary, or outlook about a financial planning topic per semester.
* Only active members may vote on matters (official or not) including amendments, elections, and other motions brought forth in meetings.

Article Four **OFFICERS**

* President
  + To oversee the organization, including making decisions on what officers will be doing
  + Set goals and expectation for the year with input from other officers
* Vice President
  + To assist the president with all of their decisions
* Treasurer
  + To account for all monetary functions of the association including handling expenses with guest speakers, vendors, and all other functions
* Secretary
  + To record minutes of chapter board meetings as well as anything. Make sure to assist all others with their duties.
* To become an officer a minimum GPA of 3.0 is required and also must be an active Business Major
* Term limits are to be one year
* An officer WILL be removed if they are grossly negligent of their duties or do something that goes against the student handbook.

**ADVISOR**

* **The primary advisor shall be a member of the faculty or staff at George Mason University.**
* The advisor will be selected by the board
* The advisor will be removed if they are no longer employed at the school
* The advisor may offer guidance and support for the organization, but MAY NOT have a vote

Article Five **ELECTIONS**

* Elections will take place in March, and must take place by April 15th to allow time for officer transitions and an accurate, up-to-date roster for re-registration
* Anyone is allowed to nominate someone, but their nominations must be sent to the board before March 15th
* Nominees will state the reason why they will be a good fit for office
  + They will refrain from any attacks on anyone running
  + They will come up with realistic ideas on how they will improve the association
  + They must present a character reference for all members to read
* VOTING: will occur every 2nd Thursday of March. Group members will arrive at the meeting and the officers will state those that are running. The persons who are running do have the ability to make one last comment before everyone casts their ballots, but are not required
* COUNTING: The secretary will count the ballots and the three other officers will count independently to ensure that all ballots are accounted for and the new officers will be announced. Light refreshments will be served
* IN THE EVENT OF A TIE: The persons running will make final remarks to all those in the chamber. They will debate a topic of their choosing (related to the association or financial planning), if neither has a topic the board will come up with one for the persons running to debate. Each person will receive 5 minutes to elaborate on their topic. Afterwards a new vote will be casted and then in the event of another tie, the officers must make a majority decision as to who wins the office

Article Six **IMPEACHMENT** **OR RESIGNATION**

* Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.
* The board will set a meeting and discuss the decision as well as any teacher advisors. If the vote is unanimous then the student will be impeached
* If someone wishes to resign from their position, they must tell other officers. If it is a private matter than there is no reason to go further and special election will be had, if prudent the other officers will step up to fill the role.
* The special election will consist of an interim officer that is appointed by the official board

Article Seven **MEETINGS**

* The Chapter shall meet monthly
* The President shall preside over the meeting
  + If the president is unavailable then in this order VP, Treasurer, and Secretary will preside. (Board members are expected to attend chapter meetings when available.)
  + If they are not available to come to the meeting, then they must submit their commentary regarding financial planning to the organization wide message board.
* The Executive Board should meet physically or virtually at least every two weeks to go over the agenda for the next meeting
* All members should attend, if not able to they should include their commentary for the week in the group’s message board
* The quorum will be two-thirds of the active membership plus one officer
* To call special meetings
  + For example, a speaker is coming, then a chapter wide email will be sent out
* Parliamentary rules of order that will be used are the latest edition of Robert’s Rules of Order

Article Eight **FINANCE**

* No dues will be collected at the outset of this association
* In the future if dues are to be collected
  + *The amount of dues and the method of collection will be decided by a majority vote of the executive officers at the beginning of each semester for semi-annual dues or the beginning of each school year for annual dues.*

Article Nine **AMENDMENTS**

* New amendments to the by-laws must first be sent to the four officers
  + At the business meeting, the amendment will be reviewed, and the person will state their case as to why they want to include their amendment
  + If there is a majority vote for the amendment then there will become part of the constitution
* Student Involvement must review all amendments in the same manner as a completely new constitution.

Article Ten **RATIFICATION**

* This constitution shall become effective upon approval by a ¾ vote of the membership, and a Student Involvement staff member.

By-Laws Ratified on: (dates by-laws are amended and ratified)