

PERSONAL FINANCE CLUB
CONSTITUTION
September 24, 2007

ARTICLE I: NAME AND PURPOSE

Section 1: Name of Organization

This organization shall be known as the Personal Finance Club.

Section 2: Purpose of Organization

The purpose of the Personal Finance Club (hereafter referred to as "the Club") is to promote and stimulate interest in the field of personal finance, to provide professional, academic and social networking opportunities and to provide service to NC State University and the surrounding community.

ARTICLE II: MEMBERSHIP

Section 1: Active Membership

Membership shall be open to all regularly enrolled students of North Carolina State University who are interested in the field of personal finance.

The following criteria must be met in order to be considered an active member of the Club:

- (1) Timely payment of dues each semester/year.
- (2) Attendance at a minimum of two (2) general club meetings per semester.
- (3) Participation in at least one (1) event per semester, other than regularly scheduled club meetings. This event can be either a fundraising or a service event.

ARTICLE III: OFFICERS

Section 1: Officers and General Responsibilities

The elective officers for the Club will be President, Vice President, Secretary and Treasurer, who will be collectively referred to as the Executive Board for the Club. All Executive Board members are responsible for marketing the Club, which includes but is not limited to: creating and maintaining the Club bulletin board in Nelson Hall, advertising for club meetings (creating and distributing flyers, chalking the brickyard, etc.), creating display boards and/or information sheets for display/distribution at organizational fairs or other events and appointing a webmaster to create and maintain a club web site. The Executive Board may enlist the assistance of other club members in order to effectively perform the marketing duties for the Club.

Section 2: Officer Elections

Any active member of the Club may be nominated or self nominate for an officer position provided he/she is:

- (1) An active member of the Club for at least one (1) full academic year.
- (2) In good academic standing at North Carolina State University.
- (3) A full time student at North Carolina State University.

Officers will be elected by active club members to serve a term of one year and will be elected at the April meeting each academic year. Only active members present at the election, with the exception of the President, will be afforded voting privileges. The procedure for voting will be by secret ballot. All voting ballots will be collected and counted by the Secretary. Officers are elected by obtaining a majority of the vote. If a candidate does not receive a majority of the votes, all but the top two candidates will be eliminated and a second vote will take place. In the event of a second tie, the President's vote shall break the tie. The winning candidates assume their officer positions at the last general club meeting of the spring semester.

Section 3: President

The President will perform any customary duties of the office, including arranging for general Club meetings, reserving rooms for meetings, leading meetings and registering the Club. He/she will be responsible for arranging guest speakers for the general Club meetings and overseeing decisions regarding meetings, dates, topics and activities of the Club. He/she will serve as the liaison between the Club and the College of Management and name all committees for which no provision has otherwise been made.

Section 4: Vice President

The Vice President will be responsible for planning and coordinating at least two (2) activities/events per semester. These events/activities must include at least one (1) event/activity associated with two (2) of the following categories: 1) fundraising, 2) community service/involvement and 3) social. He/she must also assist the President with his/her duties and serve as President in the event of the President's absence. He/she is ultimately responsible for the calendar of events for the Club.

Section 5: Secretary

The Secretary will keep roll at all general club meetings as well as any other club activities/events or Executive Board meetings, maintain updated official membership records for the Club and record minutes at all general club meetings and Executive Board meetings. The meeting minutes should be distributed to all Executive Board members and club advisor prior to the next scheduled meeting. He/she is responsible for maintaining the list serve and distributing emails regarding upcoming meetings, activities/events or news to club members. He/she will write and mail thank you notes to all guest speakers on behalf of the club and report any club activities or news to College of Management or University publications if necessary.

Section 6: Treasurer

The Treasurer will collect dues from club members and maintain the financial records for the Club. He/she will be responsible for opening and monitoring a bank account for the Club and handling all receipts and expenditures of the Club. He/she should make budgets for the Club and make fund requests to appropriate bodies, such as the College of Management Student Ambassadors and Student Senate and/or be present at all budget allocation meetings for the College of Management and/or Student Senate. He/she will represent the Club at all meetings to determine budgets allotted to student organization associated with the College of Management.

ARTICLE IV: FINANCES

Section 1: Dues

Dues for the Club will be \$20.00 per year. All members of the Club are required to pay their dues by at least the third scheduled general meeting of the academic year in order to be considered a member of the Club.

Section 2: Fundraising Activities

In addition to the dues required to be paid by all members, the Club may obtain funds through fundraising projects that may be undertaken at any time during the academic year.

Section 3: Uses of Funds

Funds obtained through the collection of dues or through fundraising events may be used for the following purposes:

- (1) Reimbursement of any pre-approved expenditures encountered for club projects as determined by the Executive Board, provided that receipts are available to verify the transactions. Pre-approved expenditures include but are not limited to: marketing materials, thank you notes, gifts or beverages purchased for guest speakers, refreshments for club meetings or fees for participation in certain events.
- (2) Any other expenditure of club funds requires approval by two-thirds (2/3) vote of active members present at the general club meeting.

ARTICLE V: MEETINGS

Section 1: General Meetings

The Club will hold general meetings open to all active members as well as students interested in becoming active members of the Club at least once per month. The Executive Committee will establish the calendar of events for the semester, including the general and Executive Board meeting schedules, prior to the first meeting of the fall and spring semesters. Other events and activities may be scheduled throughout the semester.

Section 2: Executive Board Meetings

The Executive Board will hold officer meetings only open to the Executive Board and faculty advisor as they deem necessary for the proper administration of the Club.

ARTICLE VI: COMMITTEES

Section 1: Appointment of Committees

The President will appoint members of the following Committees as needed for the effective operation of the Club: Fundraising Committee, Marketing/Engagement Committee and Activities/Program Committee. Each committee will have at least one member of the Executive Board as a member of that committee.

ARTICLE VII: AMENDMENTS

Section 1: Amending the Constitution

Amendments to the constitution should be presented by members of the Club in writing and read at a general meeting, but should not be voted on until the next general meeting and then only after informing each member of the proposed amendments. A majority of at least 2/3 of the members present is required for passage of the amendment.