

# **Constitution of the Financial Planning Association**

## **Preamble**

The Financial Planning Association is the largest organization of CFP's in the U.S. The FPA's mission is to help students further their professional development, expand their personal network, and stay current on the latest trends in the industry.

## **Article I: Membership**

Membership is open to any Indiana University student. Members are expected to conduct themselves in a professional, respectful manner at all times. Membership may be revoked if a member is found not upholding the reputation of the Financial Planning Association, the Kelley School of Business, or Indiana University. Membership may also be revoked if a member does not meet the required attendance policy. To revoke a member, the executive committee must discuss the member's offense(s) and an executive officer will then inform the member via email laying out the offense(s) and that the membership has been revoked.

## **Article II: Regulations and Laws**

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

## **Article III: Executive Officer**

All executive officers are year-long positions with elections occurring at the end of the second semester for the following year. An executive officer can resign from their position at any time, but they must give a two weeks notice in order to fill the position. Vacant offices will hold an election with a majority vote to fill the position. If a vacant position cannot be filled within two weeks, the executive officers can fill the vacant positions with a majority vote without permission from the general members.

### **President:**

The President is responsible for keeping contact with the Greater Indiana chapters and the national chapter and also for reaching out to local Certified Financial Planners for guest speakers and networking events. In addition, they will organize the meeting agendas and will lead the meetings. They must also attend or send a delegate the quarterly meetings of the Greater Indiana chapter. The President must constantly be seeking for case competitions and scholarships that members can apply to.

### **Vice President:**

The Vice President is responsible for all presidential duties in instances in which the President is not available at an event or meeting. They will also take on all roles and responsibilities delegated by the President as seen fit to help further the chapter. The Vice President is in charge of updating the networking sheet of professionals the organization comes in contact with. Additionally they will be in charge of leading in smaller group settings and planning topics with the President for meetings.

**Secretary:**

The Secretary will be responsible for keeping meeting minutes and for taking attendance with an attendance sheet or excel file. The Secretary will keep an as accurate as possible member list that includes contact information. They will also keep track of the club's accomplishments and activities throughout the year, and keep copies of pictures and news reports regarding the chapter on file. They will also maintain and keep the website along with calendar up to date.

**Treasurer:**

The Treasurer will be responsible for tracking and maintaining the club's financial standing regularly. The Treasurer is also responsible for approving uses of the Financial Planning Association's budget and handles ordering any food or beverages at club meetings if necessary. The Treasurer will handle any funds received from outside sponsors. The Treasurer will remain in contact with the IU SOA and IU Foundation. They are also responsible for helping with reimbursement forms.

**Public Relations:**

Public Relations will be responsible in instances in which neither the President nor Vice President are in attendance. The Public Relations Officer will maintain and promote social media presence. They will also have the responsibility of reaching out to local newspapers/online news sources when seen fit to promote recent achievements or upcoming events of the chapter. Additionally, they will be the main member in charge of creating promotional materials for the chapter to use for recruitment.

**Designated Kelley Student Government Representative:**

The Designated Student Government Representative will be responsible for attending every Kelley Student Government meeting. If the representative cannot attend, he must find a replacement and update the Kelley Student Government board at least 48 hours before the meeting. The representative is also responsible for the duties of the Secretary when the Secretary is absent. The Representative must prepare proposals for funding when the Financial Planning Association plans an event.

**Article IV: Advisor**

The advisor may be as involved or uninvolved as he/she deem fit. The advisor is not obligated to attend the meetings of the organization, attend outside events, or meet with guest speakers. The advisor is able to step down if he/she can longer be the advisor. The Financial Planning association is not limited to one advisor. If the advisor resigns, it is up to the president to search for a new one. The advisor, however, is obligated to attempt to accommodate reasonable requests.

**Article V: Meetings**

Meetings will be held biweekly, with some exceptions for networking events. Members cannot miss more than 2 of the meetings with guest speakers coming to network. A member may substitute a networking event held on campus by attending one of the quarterly meetings of the Greater Indiana Chapter. The President will lead the meetings while the Secretary takes notes of the meetings. Emergency meetings must be called by a majority of the executive

committee. Members have only 4 absences allowed to continue to be a member. If a member attends a Greater Indiana Chapter meeting, one absence will be removed from the total absences allowed.

#### **Article VI: Elections**

Elections for executive positions will be held at the end of the spring semester each year. To apply for a position, a candidate must submit his/her resume and cover letter to the executive committee and answer questions on why he/she are a good fit in an interview. Each candidate is allowed to apply to two different positions. The Executive board will review resumes and cover letters of candidates. Current executive members are not permitted to participate in the interview, nor review resumes and cover letters if they are running for the same position as the applicant. The Executive board will then decide whom is the best fit for the position and notify the applicant and rejected applicants.

#### **Article VII: Anti-Hazing**

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 VIII: Dues & Budgets**

The Financial Planning Association has no dues for its members. An individual may decide to pay the full-time membership fees to get full access to the national Financial Planning Association's resources. The national Financial Planning Association has discounts for students.

#### **Article IX: Finances**

The Treasurer will be in charge of handling the funds of the organization. The Financial Planning Association will apply to receive funding from the Kelley Student Government every meeting that the Kelley Student Government meets if necessary. The Treasurer may also seek funds from outside sources to help finance the organization. Members must consult the Treasurer before making a purchase on behalf of the organization and must keep a record of their purchases (ie. receipts, other documents, or a document that will allow for reimbursements). The Treasurer will decide what expenditures are allowed by the organization, and will organize forms for travel to chapter meetings at least forty-eight hours before the travel occurs. If the Treasurer is unavailable or the spot is vacant, then the other members of executive board will approve with a majority vote, with six members on the executive board, and a hung vote occurs, the president will make the final decision.

#### **Article X: 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.

#### **Article XI: Amendments**

Amendments to the constitution will be made by the executive board at any time, with a majority vote. These amendments will take effect immediately after the vote and all members will be notified.

**Article XII: Travel**

Members that want to travel on behalf of the organization must go through the travel checklist from Indiana University's Student Organization web page. This must be completed at least 48 hours before the travel date.