The Financial Planning Association
Constitution
Written 11/02

Article I

Section 1: Name
The Financial Planning Association at The Ohio State University

Section 2: Purpose
The purpose of the Financial Planning Association is to provide an environment that allows for the development and enhancement of skills necessary for a career as a financial planner. We are a professional development organization, enhancing the student experience through creating opportunities for contact with financial service professionals and financial planning firms.

Section 3: Non-Discrimination Policy
The Association and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, or Vietnam-era Veteran Status.

Article II: Membership
Membership shall be available to those students who are currently enrolled at The Ohio State University who have an interest in financial planning. To maintain membership status, a member must attend our biweekly meetings and sign the attendance sheet.
Article III: Organizational Leadership

Section 1: Titles

The Association shall be structured with the President as the primary leader; followed by a Vice-President, the Treasurer(s), Secretary, The Human Ecology Student Council Representative, President-Elect, Vice-President-Elect, then any member of the Board of Directors.

Section 2: Terms of Office

The terms of office shall be for one year (Beginning at the start of Autumn Quarter) with no option of being re-elected for another term. An officer may seek election to a different office without restriction.

Section 3: Eligibility

Any member who has been a member in good standing for at least one (1) quarter is eligible to run for office. The officer candidate must major in Family Financial Management. To maintain officer status, the above two (2) criterion must have continued throughout the term(s) held.

Section 4: Type of Selection

Officers will be elected Spring Quarter:

(1) Applications for Officer positions shall be submitted at any point during Spring Quarter.

(2) Each applicant shall be reviewed by the Association's Faculty Advisor for recommendation to an executive position.

(3) The recommendations of the advisor will be presented to the General Assembly for review and a vote by the final week of the Spring Quarter.
(4) In the event that no one applies for a position, the faculty advisor shall appoint an individual to fill the position the following Autumn Quarter.

Section 5: Duties of the Officers

All Officers shall assist in setting goals and objectives to meet the purpose of the Association. The President is responsible for overseeing all activities of the organization and is also responsible for the scheduling of speakers for the bi-weekly meetings. The President will also act as chair for the Executive Committee. The Vice-President is responsible for reviewing the constitution every autumn quarter and suggesting any amendments or changes to the Executive Committee. The Treasurer(s) is (are) responsible for keeping track of the Association’s funds and for requesting funds from The Ohio State University. The Secretary shall be responsible for assisting the Vice-President in reviewing the constitution and for writing a bi-weekly report on the information presented during meetings. The Human Ecology Student Council Representative shall be the Association’s Representative at all Human Ecology Student Council meetings.

Section 6: Officer Dismissal

Any current officer can be brought up on charges by fellow officers and/or by general membership. A ¾ majority vote by the Executive Committee is required for removal with the Advisor’s approval. If the vote is unanimous, the advisor’s approval is unnecessary.

Section 7: Vacancies
If a vacant position becomes available, the Executive Committee will appoint a new officer by simple majority, with the approval of the advisor.

**Article IV: The Executive Committee**

The Executive Committee shall be composed of the Executive Officers of the Association. The Board shall be chaired by the President. Voting powers shall be held by the Vice-President, Treasurer(s), Secretary, and the Human Ecology Student Council Representative. The President shall vote only in the event of a tie. In the event that an officer cannot attend an Executive Committee meeting, a Director has the proxy vote of the Vice-President.

**Article V: Advisor**

The Faculty Advisor must be a full-time University Faculty member.

**Article VI: Meetings of the Association**

**Section 1: General Assembly Meetings**

Meetings for the General Assembly will be held every two weeks.

**Section 2: Executive Board Meetings**

Meetings for the Executive Board will be held at the discretion of the President, but must meet for a minimum of once each quarter.

**Article VII: Method of Amending the Constitution**

**Section 1: Proposals**

Proposals shall be in writing and first presented to the Executive Committee and then must be read aloud to the General Assembly at a regular meeting. After the General Assembly has been briefed, an Ad-Hoc Committee shall be appointed by the Executive Board to analyze the amendment.

**Section 2: Notice**
The appointed Ad-Hoc Committee shall report on its findings within five (5) weeks at a General Assembly meeting. A vote will then be taken by the General Assembly.

Section 3: Voting Requirements

A three-fourths (3/4) majority vote from the General Assembly is required for an Amendment to the Constitution.

**Article VIII: Dissolution of the Association**

If the Financial Planning Association at the Ohio State University suffers financial hardship and resources to recover are deemed unattainable, a proposal to dissolve the Association shall be made. A three-fourths (3/4) majority vote shall be required of the Executive Board for dissolution, with the advisor’s approval.

**Bylaws**

**Article I: Parliamentary Authority**

The rules contained in Robert’s Rules of Order shall govern the organization in all courses to which they are applicable, an in which they are not inconsistent with the bylaws of this organization.

**Article II: Membership**

Section 1: Procedure

An individual wishing to become a member of the Financial Planning Association must attend meetings with regularity.

Section 2: Termination of Membership

Membership shall end when the student either graduates or does not attend five (5) consecutive meetings.
Section 5: Membership Expectations

Members are to attend biweekly meetings as directed by the Attendance Policy in Section 6. Members are also expected to volunteer for any fundraising activities. Members will also be expected to volunteer for any activities or events that the Executive Committee or the Advisor has volunteered the Association to help out at. Any complaints as to reasonable productivity will be handled by the President of the Association.

Section 6: Attendance Policy

Members are expected to attend all meetings and events sponsored by the Association. A member who has perfect attendance for all weekly meetings and has attended at least one social event will automatically be granted “Membership in Good Standing.”

Article III: Election and Appointment of Officers

Section 1: Eligibility

Any member who has been a member in good standing for at least one quarter is eligible to run for office.

Section 2: Election Procedure

Officers will be elected Spring Quarter:

(1) Applications for Officer positions shall be submitted at any point during Spring Quarter.

(2) Each applicant shall be reviewed by the faculty advisor for recommendation to an executive position.

(3) The recommendations of the faculty advisor will be presented to the General Assembly for review and a vote by the final meeting of spring quarter.
(4) In the event that no one applies for a position, the faculty advisor shall appoint an individual to fill the position the following Autumn Quarter.

Section 3: Resignation

Any officer choosing to resign must provide a two (2) week written notice. If the President resigns, order of succession shall be: Vice-President, the Treasurer(s), Secretary, The Human Ecology Student Council Representative, President-Elect, Vice-President-Elect, then any member of the Board of Directors (elected by a simple majority vote). If any other officer resigns, the President has the authority to delegate the responsibilities associated with the vacant position or appoint a member of the Board of Directors to assume the duties of the vacant office, with the approval of the Advisor.

Section 5: Impeachment Procedure

If at any time the Executive Committee deems an officer unproductive in fulfilling the responsibilities set forth, then a two-thirds majority vote from the Executive Committee and approval of the advisor or a unanimous vote from the Executive Committee is sufficient for removal from office. The procedure used for resignation shall be followed when filling the vacant position upon removal of an officer.

Article IV: The Executive Committee

The Executive Committee shall be responsible for defining a mission statement and setting goals and objectives to pursue the defined mission. The Board has authority to act on any proposals, regardless of the financial burdens of said proposals. Any proposals that take place in Board meetings are subject to approval by two-thirds (2/3) majority vote. The chair only votes if there is a tie. Any action by the Board must be reported to the General Assembly at the following meeting.
Article V: Advisor’s Responsibilities

The Advisor is responsible for guiding and adding insight to goals and objectives set to meet the Association’s purpose. The Advisor is encouraged to attend Executive Committee and General Assembly meetings. The Advisor shall have non-voting authority. The Advisor shall have no liability in the financial activity of the Association.

Article VI: Meeting Requirements

Section 1: General Assembly Meetings

General Assembly Meetings will consist of reports from the Executive Committee. Proposals will be heard and noted with a quorum representative of sixty percent (60%) of the current, active membership.

Section 2: Special Meetings

Special Meetings will involve the entire membership to be held on weeks in which General Assembly Meetings are not held, or at the discretion of the Executive Board.

Section 3: Quorum for the Executive Committee

The quorum for the Executive Board, Standing Committees, and Special Committees shall be eighty percent (80%) of the Board, excluding the advisor. No motions shall be passed without a quorum.

Article VIII: Method of Amending the Bylaws

Section 1: Proposals

Bylaws may be amended by submitting a proposal in writing to the Executive Committee. The Board must then read the proposals in a General Assembly meeting and bring it up for a vote if a quorum is present, with a two-thirds (2/3) majority vote required for passage.
Section 2: Bylaw Review

Each spring the Vice-President and the Secretary of the Association will review the bylaws and propose any amendments he or she deems necessary. Any current member may also submit a proposal for amending the bylaws.