

Article I. Name of Organization:

Graduate Finance Management Council

Article II. Statement of Purpose:

The Graduate Finance Management Council (GFMC) is focused on the needs and interests of graduate students. The GFMC members serve as program leaders and mentors, in order to enhance graduate Finance students' learning experiences. As well as program ambassadors who are dedicated to helping build the program's image and give presentations to prospective students.

Article III. Membership:

Section 1. Membership shall be open to UT Dallas Master students regardless of sex, race, color, religion, age, national origin, disability, or veteran status.

Article IV. Organization Officers and Duties

Section 1. Titles of elected officers

President:

The President is the key contact person for the student organization and regularly interacts with other student organizations, University officials, and external parties. The president is also the risk management representative to attend risk management training session each school year and present the information to the general membership of the organization. The responsibilities include but not limited to:

- Supervising all meetings
- Responsible for new member recruiting
- Developing, planning and organizing all finance related event
- Overseeing purchase request
- Maintaining a current list of contact information of the officers, advisors, and members

Vice President:

The Vice President should maintain continuous contact with the President, and also the risk management representative to attend risk management training session each school year and present the information to the general membership of the organization. The responsibilities of the Vice President include but are not limited to

- Supervising student organization meetings in the absence of the President
- Assisting the president with all the activities including fundraising, event planning, etc.

- Working with the student organization's Treasurer to prepare an annual budget
- maintaining a current accounting of the student organization's financial status including income and expenses
- coordinating student organization fundraising efforts with the Treasurer

Secretary:

The Secretary is also the room scheduler. The Responsibilities of the Secretary include but are not limited to:

- scheduling locations for meetings and events
- taking minutes at every student organization meeting, if necessary
- maintaining the student organization history for that academic year
- verifying all student organization purchase requests
- assisting with student organization projects where needed

Treasurer:

The Treasurer is to manage the GFMC's financial matters. The Treasurer should keep the officers and members informed about the student organization's financial activities. The responsibilities of the treasurer include but are not limited to:

- preparing the annual student organization budget
- monitoring the student organization's budget and expense, and pay bills
- completing an annual financial report for the student organization
- collecting funds and depositing to the student organization's account
- keeping a record of all transactions, i.e. deposits, checks and adjusting entries

Committee Chair:

The Committee Chair is in charge of GFMC email account and maintaining all the communications. Once the GFMC group email is set up, this person will be in charge of sending and receiving emails.

Section 2. Titles of appointed officers

Social media

Peer mentor

Student Ambassador

Section 3. Recall of officers (when applicable)

Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/ her status as a matriculating graduate student maintaining a 3.2 GPA., in good academic and disciplinary standing with their respective college, shall be removed from his/her office and a replacement shall be elected.

Article V. Executive Board

Section 1. Voting members (ie. elected and appointed officers)

All members should be present at the meeting which will be held towards the end of the semester. All members shall have voting rights to elect all the officers listed above. Members must be present to vote. In order to vote a member must be in good standing. This may include payment of dues, meeting attendance requirement, academic requirement, etc.

Section 2. Ex-officio members (ie. faculty advisor)

Dr. Carolyn Reichert - Director of the Master of Science in Finance Program

Section 2. Officer election process:

To apply, each candidate must adhere to the following guidelines:

- Minimum GPA of 3.20
- Minimum of 9 completed credit hours in the MS Finance program
- Must be able to actively serve on the GFMC for at least one long semester
- Complete the online application on time

Elections will be held during the last meeting each semester, usually around two weeks before the semester ends. Each member has the right to nominate him or herself to President, Coordinators, and other officers. All current semester members those who attend the last gathering meeting shall have voting rights to elect above positions. After the meeting, Specialist Penny and Dr. Carolyn will do the counting and announce the result.

Article VI. Meetings

Section 1. Regular meetings (frequency and time)

Monday 4pm-6pm biweekly at 14.411

Section 2. Special meetings (indicate who has authority to call)

Specialist Penny has the authority to call meetings regarding all issues.

President has the authority to call meetings regarding routine operating issues.

Officers and representatives have the authority to call meetings regarding specific issues.

All members must be given a minimum of 24 hours' notice prior to the meeting time, except for some emergency occurred.

Section 3. Meetings cannot be conducted unless a quorum (2/3) of the membership is present.

Article VII. Organization Advisor

Penny Jiang - Specialist of the Master of Science in Finance Program

Section 1. We elected organization advisor from Finance program faculty members.

Article VIII. Organization Funds

Means of acquiring fund (examples include: the collection of membership dues, fundraising, receiving donations, requesting money from the Student Organization Center(SOC)).

Article IX. Method to Amend the Constitution:

Section 1 Proposed amendments to this constitution shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon.

Section 2 Constitution amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to this constitution must be submitted to the Student Organization Center (SOC).

Article X. Dissolution Clause:

Section 1. Provide for the succession of elected officers in the event of permanent incapacitation, resignation or removal.

Section 2. Provide for disbursement of funds should organization dissolve.

Article XI. Ending Clause:

This constitution shall go in effect upon approval by SOC. This Constitution shall replace and render null any and all previous constitutions, procedures, practices, and precedents for this organization.

Article XII. Signature Line/Block: The signature below indicates that we, as executive officers, approve this document.

President's Name:

Date:

Vice President's Name:

Date:

Treasurer's Name:

Date:

Secretary's Name:

Date:

Committee Chair's Name:

Date: