

**The Constitution of the Masters of Science in Finance Association
University of Notre Dame**

Being necessary for fostering a community amongst Masters of Science in Finance Candidates coming from across the country and the world, this constitution serves as the foundational document for the creation of a **Master of Science in Finance Association**

I. Purpose

This club is established with the purpose of (1) providing MSF students an awareness of both university and community resources and opportunities, (2) organizing social and professional events to build a stronger network within the program and, (3) coordinating social and professional events with other Masters programs within and outside of Mendoza to create a cohesive, encouraging, and ethical community. Beyond these responsibilities, the association aims to ensure the current and future success of the MSF program and its members.

II. Membership

Membership in this club is automatic upon becoming a Notre Dame MSF student. All members must receive a copy of this constitution within the first week of leadership's installation, or within a week after any updates have been made.

- a) The roster will be updated by the advisors after the conclusion of the admission of the new cohort and the due date of the payment of the membership dues.
- b) The roster will be updated and submitted at any point there is a dismissal or leave of a student within the cohort.
- c) The membership fee of \$150 is charged upon enrollment in the Master of Science in Finance program.

III. Specialized Master's Council (SMC)

This club is a member of the Specialized Master's Council.

- a) All members of the MSFA must receive a copy of the Specialized Master's Council constitution on the first week on the SMC's start date.
 - b) The leadership of this club must vote on a member to represent the club and its interests by the first meeting of the MSFA, to act as a liaison and executor at the Specialized Master's Council meetings. The representative shall be appointed before November 1 and will serve the term of November 1 – May 1.
 - c) The Specialized Master's Council representative will meet on the first Friday of every month at 10 am ET or as needed. Any Specialized Master's Council representative may call an emergency meeting at any time.
 - d) Events sponsored by the Specialized Master's Council that the Master of Science in Finance Association is participating in will come from the association budget and will be determined by the Specialized Master's Council.

IV. Leadership Structure & Responsibility

The Leadership Council shall consist of the President, Vice President, Community Engagement Coordinator, University Resources Coordinator, and Diversity & Inclusion Coordinator.

a) Responsibilities of the President shall include...

- i. Coordinating bi-weekly meetings of the club.
- ii. Chairing all meetings of the club.
- iii. Calling emergency meetings.
- iv. Providing leadership to the club.
- v. Working directly with the Advisor to ensure the club is operating within the expectations of the University.
- vi. Ensuring that the association abides by the articles in the constitution.
- vii. Acting as the chief spokesperson of the club.
- viii. Establishing an effective relationship with the Club Coordination Council, Student Activities Office, and other University administrative departments.
- ix. Establishing an effective relationship with the graduate student association of the University.

b) Responsibilities of the Vice President shall include...

- i. Assisting the President with the fulfillment of his/her duties.
- ii. Ensuring that the association abides by the articles in this constitution, and applicable university

rules.

- iii. Appointed by unanimous consent of the board.
- iv. Keeping detailed minutes of all meetings.
- v. Keeping a record of all financial transactions.
- vi. Maintaining records of all financial documents and all literature created by the association in a physical and digital library.
- vii. Meeting with the Advisor on a regular basis to review account balances and financial transactions.
- viii. Preparing any and all budgets, financial budget requests/appeals, etc.
- ix. Working with the President to establish methods of fundraising to adequately support the association's activities and prepare the association for potential growth in the future.

c) Responsibilities of the University Resources Coordinator shall include...

- i. Connecting MSF candidates to, or communicating the existence of, academic and health resources within the university.
- ii. Compiling a weekly memo outlining social, academic, and otherwise relevant activities taking place at the university.
- iii. Providing and maintain a forum for current MSF students to organize for campus activities (ie. Rec sports, etc.)
- iv. Coordinating the press relations of the club, including, but not limited to: relations with *The Observer*, *Scholastic Magazine*, flyer/poster approval, and maintaining the MSF web page.
- v. Ensuring that all changes of officers are reported to the appropriate University officials.

d) Community Engagement Coordinator shall include...

- i. Connecting MSF candidates to, or communicating the existence of, service and social opportunities in the community.
- ii. Compiling a weekly memo outlining social, professional, and otherwise relevant activities taking place in the community.
- iii. Providing and maintaining a forum for current MSF students to organize for community activities.
- iv. Establishing and maintaining relationships with local businesses and organizations in the community on behalf of the association.

e) Responsibilities of the Diversity and Inclusion Liaison...

- i. Sharing access to a repository of DE&I campus resources with MSF students.
- ii. Assisting the Specialized Masters DE&I advisor to gather student perspectives, suggestions and feedback through surveys/check-ins on leveraging a culturally integrated student experience.
- iii. Encouraging MSF students to participate in DE&I dialogues and events.

V. Elections

- a) All Club Officers shall be elected before July 31st or in the case of an abnormal event, at the earliest convenience and will serve a term lasting the length of the program.
- b) Officer elections will consist of the following three step process: 1. nominations, 2. elections, 3. run-off elections (if needed)
 - i. Nominations - Students will have access to a form where nominations will be accepted, one advisor verifies nominated students and they will communicate their names and desired office to the MSF Candidates. The officers will make their case to the MSF candidates via a speech sometime before the determined election date. The timetable of the elections is up to the discretion of the advisor and the club.
 - ii. Elections - Only active members shall cast a vote, and only these votes shall count toward the computation of the 50%+1 required margin for election to office.
 - iii. Run-Off Elections - In the event that no candidate receives at least 50%+1 of the vote a run-off election shall be held between the two candidates receiving the most votes.
- c) In the event that an officer is judged to be deficient in his/her duties (as decided by a unanimous agreement of the other members of the council), they may recommend to the advisor, via a written and signed statement outlining the reasons for impeachment, the impeachment of the officer. The advisor must then preside over the impeachment, hearing the arguments of both the impeached and the impeachers. At the conclusion of this process, if the other officers vote unanimously to remove or not remove the impeached official then they will write their reasoning for doing so. All documents produced in this process shall be saved in the library. All documents must be communicated to the MSF candidates (in full or in summary) unless the advisor sees a reason for these documents not to be shared.
- d) The filling of an office vacated by impeachment shall be conducted by a special election. Those who wish to

fulfill the post must submit a petition to the advisor containing no less than one third the number of MSF candidates. Once validated by the advisor, the council will choose from amongst these candidates which shall replace the impeached official.

VI. Committee Responsibility

- a) The Club Officers shall decide on an annual basis which committees need to be established in order to advance the club's position on campus.
- b) All committee heads will be appointed by the President. All appointments must be approved by a majority of the Club Officers.
- c) The duties of all Committee Chairs shall include:
 - i. Selecting members to serve on their respective committee.
 - ii. Coordinating and chairing committee meetings, as needed.
 - iii. Keeping the Club Officers and Advisor abreast of the plans and intentions of the committee.
 - iv. Becoming familiar with pertinent University policies and procedures.

VII. Advisors

- a) The Club Officers shall unanimously agree upon and appoint an advisor no later than April 1 to serve the incoming class of MSF candidates.
- b) The Advisor must be a full-time Notre Dame faculty member, administrator, or staff member associated with the MSF Program.
- c) The Advisor's duties shall include:
 - i. Meeting with the club officers on a regular basis.
 - ii. Attending club meetings and club activities.
 - iii. Keeping abreast of club issues and intentions.
 - iv. Meeting with the Vice President on a monthly basis to review account balances and financial transactions.
 - v. Assisting with the implementation of an officer transition program.
 - vi. Running the election and impeachment hearings of officers
- d) The Advisor shall be an ex-officio member of the club, and as such, shall not have voting rights. e) The Advisor shall have veto power over any decision made by the club which is in direct violation of University policy. This authority shall be used only in circumstances where the club officers knowingly intend to violate University policy.

VIII. Meeting Requirements

- a) The club shall meet at least once per month. Meeting dates must be decided upon a minimum of a week in advance and communicated to the entire membership. All meetings except impeachment hearings are open to all members.
- b) Quorum to conduct business shall be the total number of officers minus one.
- c) In the event that an emergency meeting of the club needs to be held, the President of the club shall have the authority to call such meetings. All officers must agree in advance to the emergency meeting and at least 4 hours' notice must be provided to all active members by sending out both a voicemail and email. Communication of emergency meetings will be the responsibility of the Vice President.

IX. Payments

- a) All disbursements of funds must be approved by the Vice President and Advisor.
- b) Reimbursement for expenditures will only be accepted for members who have retained an original, itemized receipt and a description of the expense incurred.
- c) All expenditures must be approved by the simple majority of club officers.
- d) All financial transactions of MSFA will be managed through the University of Notre Dame's accounting system.
- e) Only the Club Officers and the Advisor shall have the ability to charge expenses to the club via the University's account charge system.

X. Constitution Amendments

- a) Amendments may be made to this constitution at any time by a two-thirds vote of the active club membership.
- b) Members interested in proposing amendments to the constitution must submit the proposed amendment to the President no later than ten days before the club's next meeting.

c) The proposed amendment shall be presented via e-mail to the active club membership no later than five days before the meeting where the amendment will be debated.

d) Upon receiving a two-thirds affirmative vote in favor of a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the Student Activities Office for review/approval. e) At the beginning of the term, the council may establish and submit itself to procedural rules (such as parliamentary procedure) to be enforced by the Vice President. As these rules are not part of the constitution, they are considered void at the end of a term (though must be recorded and saved in the library).