

# BY-LAWS

## FMA STUDENT CHAPTER

By-Laws of the University Washington, Bothell, Student Chapter of the Financial Management Association.

### ARTICLE I

#### *Purpose*

The purpose of these by-laws is to state the ways in which the provisions of the Constitution shall be applied to the government of the Chapter, and to establish rules and procedures, within the limits set by the Constitution, and By-Laws of the FMA and the FMA Student Chapter Committee, for the operation of the Chapter.

### ARTICLE II

#### *Relationship of By-Laws to the Constitution*

These By-Laws are not a restatement of the Constitution, but an interpretation and amplification thereof. The provisions of the Constitution shall be applied literally to all matters, which were not covered by these By-Laws.

### ARTICLE III

#### *Chapter Officers*

The primary officers of the Chapter shall be the President, Vice- President, Secretary, and Treasurer. The duties of the officers shall be as follows:

**President** - The President presides at all meetings of the chapter; appoints members of the various committees (nominations, banquet, audit, etc.); represents the chapter in person or by correspondence in relations with the parent organization; and, performs such other duties as may reasonably fall within this office.

**Vice- President** - The Vice President exercises the duties and responsibilities of the President when the latter is for any reason unable to exercise them.

**Secretary** - The Secretary keeps official minutes of the chapter, including copies of all committee reports; keeps the official file of correspondence of the chapter; keeps an up-to-date copy of the chapter constitution and by-laws; serves as an ex-officio member of the nominating committee; sends personal data cards containing the names and permanent addresses of new members: active, honorary, and transfer to the FMA within ten days of receipt; send the FMA all materials

which may be of general interest to active and alumni members and other chapter (this includes material on local chapter activities and the biographies and photographs of honorary members); and performs such other duties as may reasonably fall within the jurisdiction of the office.

**Treasurer** - The Treasurer receives, disburses, and keeps custody of the funds of the Chapter; receives and files the annual audit report of the audit committee; pays to the FMA the national membership fees within ten days after receipt; and performs such other duties as may reasonably fall within the jurisdiction of the office.

## **ARTICLE IV**

### *Terms of Office*

#### **Section 1. Length of Term**

The length of term of office of all officers and committee members will be one year.

#### **Section 2. Consecutive Terms**

No officer or committee member may serve more than two consecutive terms in the same office.

## **ARTICLE V**

### **Election**

#### **Section 1. Timing**

An election of officers shall be conducted at a scheduled meeting at least one month before the scheduled end of Spring Quarter.

Special elections may be called for if necessary to fill vacancies. Notice of all elections must be given to all active members at least two weeks in advance of an election.

#### **Section 2. Nominations**

A nominating committee of three active members shall prepare a slate of nominees for each office and committee chairpersonship. The current President and faculty advisor shall be ex-officio members of this committee. Nominations shall also be accepted from the floor at the meeting prior to the one in which election is to be held.

#### **Section 3. Voting**

Each active member shall be allowed one vote per office.

#### **Section 4. Results of the Election**

The results of the election will be tabulated and announced by the nominating committee.

#### **Section 5. Assumption of Office**

Elected officers shall assume office at the end of the year in which they are elected.

### **ARTICLE VI**

#### **Chapter Committees**

##### **Section 1. Standing Committees**

The President shall, with the approval of the Board, appoint the following standing committees: Membership, Banquet and Audit.

##### **Section 2. Membership Committee**

Annually, there shall be a membership committee, which shall examine the Chapter's membership policy and evaluate the status of the Chapter's membership. This committee shall, if necessary, submit a list of recommended changes in membership policy to the active members of the Chapter one week before a duly called meeting. The membership committee shall be responsible for implementing membership policy and maintaining membership at acceptable levels.

##### **Section 3. Banquet Committee**

Annually, there shall be a banquet committee of three members composed of the President, Vice-President and the Treasurer, or such other active members of the Chapter as the President shall appoint. The life of this committee shall be its year of appointment. The banquet committee shall be responsible for the planning and conduct of the annual banquet.

##### **Section 4. Audit Committee**

Annually, there shall be an audit committee composed of two or more active members of the Chapter appointed by the President with the approval of the Board. One of these members must be a student and one may be a member of the faculty. The life of this committee shall be its year of appointment. This committee shall audit the financial records of this Chapter at the end of the fiscal year and submit its report to the FMA Student Chapter Committee and the Chapter President not later than May 15.

## **Section 5.**

The President shall, with the approval of the Board, appoint such other standing and/or ad hoc committees as are necessary.

## **ARTICLE VII**

### **Amendments**

These By-Laws may be amended by a three-fourths vote of the members present at a duly called meeting of the University of Washington, Bothell Chapter. No amendment to these By-Laws shall be effective if in conflict with the Constitution or By-Laws of the FMA or the FMA Student Chapter Committee and until a copy of amendment has been filed with the national office of the Financial Management Association.

## **ARTICLE VIII**

### **Adoption Clause**

These By-Laws became effective on August 12, 2002 after approval by the Chapter Board of Directors.