

Constitution of Fisher Personal Finance

Article I: Name, Purpose, and Non-Discrimination Policy

Section 1: The organization shall be named *Fisher Personal Finance*.

Section 2: This club's purpose is to spread financial literacy to the Columbus area, on-campus at The Ohio State University, throughout the state of Ohio, and beyond.

Section 3: No one affiliated with this organization shall ever discriminate against another individual or entity. It is the policy of Fisher Personal Finance not to engage in discriminatory behavior or harassment against any person involved in the organization, seeking membership, or otherwise, on the basis of creed, color, race, national origin, sex, gender expression, gender identity, physical/mental disability, religious/political affiliations, age, ancestry, genetic information, HIV/AIDS status, military status, sexual orientation, protected veteran status, or any other basis.

Article II - Membership: Qualifications and Categories of Membership

Section 1: Membership will remain open to all interested parties: Ohio State University Students, as well as non-students.

Section 2: There shall be two classes of membership: Full-Student Membership and Non-Student Membership. Both shall enjoy a certain set of rights:

- **2a)** Full Student Membership shall be granted to any Ohio State University Student (Both Undergraduate and Graduate) who wishes to enjoy the rights and privileges of Full Student Membership as shall be outlined in this document.
- **2b)** Non-Student Membership shall be granted to any Non-Ohio State University Student and or individual who wishes to enjoy the rights and privileges of Non-Student Membership as outlined in this document.

Section 3: To be considered eligible for either class of membership, it is expected that interested parties shall be committed to the following:

- **3a)** Attend at least five (5) meetings or club events per semester.
- **3b)** Adhere to Fisher Personal Finance's Non-Discrimination Policy.
- **3c)** Officially register with at least one (1) Fisher Personal Finance communication platform.

Section 4: If deemed necessary by the Fisher Personal Finance Executive Board, a membership fee may be levied on a year-to-year basis.

- **4a)** In order to levy or abandon a yearly membership fee, the Executive Board must have at least three of the five standing members agree on the motion.
- **4b)** As of the last constitution ratification (10/28/22), there is no membership fee for the AU-22 to SP-23 school year.

Article III – Methods for Removing Members and Executive Officers

Section 1: If any member of either membership class is seen as having behaved in way damaging to Fisher Personal Finance’s reputation or club culture, said person may be removed by a majority vote of the Executive Board.

- **1a)** If at least one registered member brings a complaint to one of the Executive Board members relating to persons mentioned in **Article III, Section 1**, the Executive Board must address the conflict.
- **1b)** Said person’s removal as mentioned in **Article III, Section 1, Subsection b.** may only occur after the executive board has addressed and spoken with both parties mentioned in subsection.
- **1c)** Said person’s removal may only be officiated if at least three of the five executive board members vote for their removal.

Section 2: If any Executive Board Member is seen as having demonstrated behavior mentioned in **Article III, Section 1**, abused their office for personal gain, or has failed to competently perform their assigned duties as defined in **Article IV** of this document, said member may be relieved of their duties by a majority vote of the Executive Board.

- **2a)** If at least two members of the Executive Board believe that a fellow executive has failed to adequately perform their role, they may summon the Executive Board to a special vote to remove said board member.
- **2b)** To remove a member from the Executive Board, a vote of at least three of the five board members is required
- **2c)** The member being considered for removal may vote in the special vote mentioned in **Article III, Section 2, Subsection a.**
- **2d)** If a member of the Executive Board is relieved of their duties, their club membership will not be revoked unless they are also subject to the provisions found in **Article III, Section 1** in a separate vote.

Article IV - Organization Leadership: Structure, Selection, Titles, and Duties

Section 1: Fisher Personal Finance shall have a three-tier leadership system comprised of three levels of authority, each with a defined subset of responsibilities and rights.

Section 2: Tier 1 Positions shall hold the highest authority in the club and will in accordance, be voted into office for one academic-year terms by a plurality of registered club members.

- **2a)** Tier-1 Positions shall include the President or Chief Executive Officer (CEO) and the Executive Vice President (EVP).
- **2b)** From the AU23 semester on, all Tier-1 positions must be both actively enrolled as a student in finance or accounting, and study at the Fisher College of Business.
- **2c)** Candidates for these positions must be active members of Fisher Personal Finance with a minimum attendance requirement of nine meetings per semester
- **2d)** Potential candidates must have served/actively serve in either a Tier-2 or Tier-3 position.
- **2e)** Potential candidates must either be in their Junior/Senior year at Ohio State.

Section 3: Tier-2 Positions shall act as delegators of the agenda set by the CEO and EVP and hold the second highest level of authority in the club. Depending on the specific position, all Tier-2 positions shall be appointed by either the CEO or EVP.

- **3a)** Tier-2 Positions shall include the Treasurer or Chief Financial Officer (CFO), Chief Operations Officer (COO), and Chief Marketing/Information Officer (CMO).
- **3b)** The COO and CMO shall both be chosen by the presiding CEO.
- **3c)** The CFO shall be chosen by the presiding EVP.
- **3d)** Potential Candidates for the CFO must be actively enrolled as a student and finance or accounting major at the Fisher College of Business, as well as a member of Fisher Personal Finance.
- **3e)** Potential Candidates for the COO and CMO must be actively enrolled as a student at the Fisher College of Business, as well as a member of Fisher Personal Finance.

Section 4: Tier-3 Positions shall assist their respective Tier-2 counterpart in activities delegated to them by the CEO/EVP.

- **4a)** Each Tier-2 Executive may appoint up to two Tier-3 positions to assist them in their activities and tasks.
- **4b)** Each Tier-3 individual shall report directly to their Tier-2 counterpart on all issues relating to their given department.

Section 5: The Chief Executive Officer (CEO) of the organization shall be responsible for setting the week-to-week agenda, cultivating plans for expansion, introducing fundraising ideas, and setting the overall club agenda. The CEO will delegate these tasks to their respective Tier-2

counterparts depending on the nature of the task. Furthermore, the CEO shall be the face of the organization, and therefore, shall be heavily involved in the recruiting process as an ambassador to the community.

- **5a)** If the acting CEO is either relieved of or decides to step down from their duties, the acting EVP shall assume the role of the organization's CEO.

Section 6: The Executive Vice President (EVP) of the Organization shall be responsible for assisting the CEO in the various tasks mentioned in **Article IV, Section 5**. Furthermore, the EVP shall act as a point of contact between the Tier-2 officers and the CEO. This job entails making sure that each Tier-2 officer is completing their delegated tasks and assisting where additional help may be needed.

- **6a)** In the case of the EVP's succession to CEO, they may choose any eligible (see **Article IV, Section 2, Subsection b.)** member of the executive board to be their replacement as the new EVP.

Section 7: The Chief Financial Officer (CFO) of the organization shall be responsible for completing tasks relating to the club's financial matters, including but not limited to fundraising, annual budgeting, university reimbursements, collecting donations/membership fees, and managing club bank accounts.

- **7a)** In addition to the eligibility requirements set by **Article IV, Section 3, Subsection d.**, the CFO must complete The Ohio State University's Club Treasurer training.
- **7b)** If the acting CFO is either relieved of or decides to step down from their duties, their eligible replacement shall be chosen by the acting EVP.

Section 8: The Chief Operations Officer (COO) of the organization shall be responsible for completing tasks related to the club's organizational matters and weekly content coordination. These tasks include but are not limited to prepping the club environment for weekly meetings, co-leading the content creation committee, various secretarial tasks, attendance tracking, and proposing solutions to the CEO and EVP for any organization issues the club may face.

- **8a)** If the acting COO is either relieved of or decides to step down from their duties, their eligible replacement shall be chosen by the acting CEO.

Section 9: The Chief Marketing/Information Officer (CMO) of the organization shall be responsible for completing tasks related to the club's outreach and advertising efforts. These tasks include but are not limited to managing club social media/communication accounts, event/fundraising planning, and collecting data on weekly meeting attendance and, in select cases, group demographics.

- **9a)** If the acting CMO is either relieved of or decides to step down from their duties, their eligible replacement shall be chosen by the acting CEO.

Section 10: Elections shall take place on the meeting date for the first week of March, with all candidates having announced their candidacy to the Executive Board no less than two weeks in advance.

Section 11: Whichever candidates receives the first and second most votes will be appointed CEO-elect and EVP-elect respectively and will be tasked with appointing any Tier-2 positions within 2 weeks of their election; if no candidates are found in these two weeks, the acting CEO or EVP will choose the candidate for them based on the position left vacant (see **Article IV, Section 3**)

Section 12: The newly elected administration shall enjoy a transition period between the time of their election and the end of the academic year to train under the current administration. Following the end of the school year, the newly elected administration will take charge.

Section 13: There is no term limit for officers if the student remains enrolled at The Ohio State University.

Article V- Standing Committees: Names, Purposes, and Composition.

Section 1: A standing committee must be requested or approved by the Executive Board and the standing committee must serve a viable purpose. Committees, unlike the Executive Board, will serve only in an advisory capacity to assist Tier-2 leadership members, as well as their Tier-3 counterparts, in forming ideas to present to the CEO and EVP.

- **1a)** A committee's leadership may schedule independent meetings, so long as they do not interfere with weekly group meetings or meetings called by either the CEO or EVP.

Section 2: The Fundraising/Event Planning Committee shall serve to discuss and make plans for organization fundraising and club events. The Fundraising/Event Planning Committee shall be co-headed by the CFO and CMO and is open to any club member who wishes to be involved.

Section 3: The Community Outreach Committee shall serve to discuss and make plans for engaging in community outreach. The committee will more specifically be responsible for finding ways to reach out to individuals outside of the University community. The Community Outreach Committee shall be co-headed by the CEO and EVP and is open to any member who wishes to be involved.

Section 4: The Content Creation Committee shall serve to discuss and create presentable content for the club's weekly meetings. The committee shall be co-headed by the COO and EVP and shall meet on a weekly basis at the discretion of the EVP and COO. The Content Creation committee will be open to any club member interested in creating/presenting financial literacy content.

Section 5: A standing committee may be required to be present at certain Executive Board meetings, when requested by the Executive Board.

Section 6: A Standing Committee can be disbanded by majority vote by the Executive Board. The standing committee members are allowed to be present when this decision is being made.

Article VI – Advisor(s)

Section 1: There shall be at least one faculty or staff advisor for the organization as per university policy. An advisor must be a full-time member of the Ohio State University faculty or Administrative and Professional staff. A Co-Advisor may be appointed if deemed necessary by the Executive Board.

Section 2: Advisor selection shall take place during Spring Semester of each year. The advisors shall be nominated and selected by the Executive Board. A co-advisor can be nominated by the Executive Board but must be approved by the club advisor.

Section 3: The advisor of the organization is required to meet with the Executive Board at least once a year.

Section 4: The advisor is welcome to come to as many club activities and meetings as they wish. They are also welcomed to assist with anything the Executive Board deems necessary, including finding speakers to talk to the club. These are not required.

Section 5: An advisor can be replaced if deemed necessary by a majority vote of the Executive Board.

Article VII: Meetings

Section 1: General meetings include the club leaders and the general population. Meetings will be held at the discretion of the Executive Board at various times and places. The agenda for the meeting will be determined by the CEO, EVP, and COO on the advice and assistance of the Content Creation Committee.

Section 2: The CEO must approve any meeting content created and or proposed by the Content Creation Committee.

Article VIII: Method of Amending Constitution

Section 1: This constitution may be amended by a majority vote of the Executive Board.

Section 2: Provision of advance notice of amendment must be presented to the Executive Board before annual Spring elections.

Section 3: Any changes made to the constitution, starting on 10/20/2022, shall not take effect until the beginning of the next, newly elected Executive Board Administration.