

The Constitution of the Stevens Finance Group

Article I: Name

The name of this organization shall be “Stevens Finance Group”, herein referred to as “SFG”.

Article II: Purpose

The purpose of SFG shall be to help Stevens Undergraduate students build a foundation of finance through financial activities. Such activities shall include projects, guest speakers, trips, and workshops.

Article III: Membership

Section 1: General Membership

All Stevens' undergraduate students are eligible for membership in SFG.

Section 2: Voting Membership

Any member in good standing with SFG, as defined in this constitution's bylaws, shall be considered a voting member.

Article IV: Board of Directors (“Executive Board”)

Section 1. Positions

There shall be a Board of Directors consisting of no fewer than five officers. These officers shall include:

1. CEO
2. COO
3. CFO
4. Executive Administrator
5. Public Relations Executive

Section 2. Elected and appointed officers of SFG shall be held responsible for obligations defined in the Bylaws of this constitution.

Article V: Chaos Clause

Procedures specifically defined in this constitution shall be adapted from the latest publication of Robert's Rules of Order unless otherwise stated in the bylaws for specific proceedings.

Article VI: Bylaws

Section 1. The bylaws of this constitution shall be valid for intents and purposes as a part of this constitution, with the exception that they require a three fourths vote to suspend or negate.

Section 2. No bylaws shall supersede or be inconsistent with this constitution.

Article VII: Implementation

Section 1: Approval

This constitution shall become effective upon the approval of:

- A. Any existing organization bearing the name “Stevens Finance Group”.
- B. Any existing RSO having the same stated purpose as SFG.
- C. The Student Government Association (SGA).

Section 2: Effects

The approval of this, constitution of SFG, shall abolish all previously existing constitutions for the governance of title and purpose.

**The Constitution was modified on September 3, 2007 by SFG board members: Ryan Bennick, Maren Von Platen, Ling Lin, Cory Johnson, and Michelle Cheng*

**Original Constitution completed on September 19, 2006 by SFG Founders: Roger Wang, Chris Celentano, Ryan Bennick, Dan Stepansky, Jung Lee, Ling Lin, and Maren von Platen.*

The Bylaws of the Stevens Finance Group

These Bylaws are enacted in conjunction with the Constitution of the SFG to more fully define the powers, duties, and functions authorized there under.

ARTICLE I. Integration

The bylaws of this constitution shall be valid for intents and purposes as a part of this constitution. Any members in good standing may declare a motion. In order of the motion to move to a vote there must be a majority rule. In order for a motion to pass there must be a two thirds vote by all SFG body members present in good standing.

ARTICLE II. Positions

Section 1: Duties

A. CEO

1. The CEO shall preside over all meetings of SFG, both public and private.
2. The CEO shall be the official representative of SFG, in all student, faculty, and administrative matters.
3. The CEO shall have the power to call regular and special meetings of SFG.
4. The CEO shall have the power to form committees and to appoint their respective chairpersons.
5. The CEO shall perform or delegate all duties not specifically outlined in this constitution as required by SFG.
6. The CEO shall have the power to appoint an SGA Representative.

C. COO

1. The COO shall assume all responsibilities of the CEO in his/her absence.
2. The COO shall perform all duties assigned to him/her by the CEO.
3. The COO shall act as an overseer to ensure that all appointed positions are carrying out their respective responsibilities.
4. The COO shall act in accordance with the CEO in all matters that pertain to the organization.
5. The COO shall complete all duties assigned by the CEO.

D. CFO

1. The CFO shall be responsible for, and maintain the records of, all financial matters of SFG.
2. The CFO shall perform all duties assigned to him/her by the CEO.
3. The CFO shall assume all responsibilities of the COO in his/her absence.

4. The CFO shall prepare all financial documents required by the SFG and SGA.
5. The CFO shall prepare a written financial report to be presented to all members of the SFG at each GBM and at the conclusion of each semester.
6. The CFO shall complete all duties assigned by the CEO.

F. Executive Administrator

1. The Executive Administrator shall be responsible for all correspondence of SFG.
 - A. The Executive Administrator should prepare all materials and documents needed for SFG events and presentations
2. The Executive Administrator shall take the minutes of all meetings and present them to all members of SFG.
 - A. The Executive Administrator shall take notes during the meeting and report meeting minutes to the members of the SFG within twenty-four (24) hours of the conclusion of that meeting.
3. The Executive Administrator will assume the role of SGA Representative unless otherwise appointed to another member of SFG by the voting body of SFG.
4. The Executive Administrator should update all members with details from past meetings and events.
5. The Executive Administrator shall complete all duties assigned by the CEO.

H. Public Relations Executive

1. The Public Relations Executive shall be in charge of all marketing, advertising, promotional activities of the SFG.
2. The Public Relations Executive shall be responsible to coordinate all events associated with SFG
3. The Public Relations Executive shall ensure that clear communications are established between SFG affiliates and SFG.
 - A. Affiliates hereby refer to limited partners, general partners, guest speakers, and professors etc.
4. The Public Relations Executive shall complete all duties assigned by the CEO.

Section 3: General Partners and Limited Partners

A. General Partners

1. All who are interested in Finance could join SFG and become a General Partner
2. General Partners are welcomed to all SFG meetings and events
3. A General Partner could become a voting partner as long as he/she attends a majority of SFG meetings and events.
 - A. Majority is defined as 51% or more
4. A General Partner is not eligible to be nominated for any board positions

B. Limited Partners

1. All who have a strong interest in Finance could join SFG and become a Limited Partner
2. Limited Partners are welcomed to all SFG meetings and events
3. Limited Partners are invited to weekly board meetings

4. Limited Partners are defined as those who attend over 80% of SFG meetings and events
5. All Limited Partners are voting members of SFG
6. Limited Partners are eligible to be nominated and run for any board positions

Section 4: Co-Board Officer(s) and New Board Member(s)

- A. If at anytime the Board of Directors deem it necessary or appropriate, they can appoint a Co-Board Officer and/or add a New Board Member to SFG
- B. There must be a two thirds vote passed by all the Board of Directors to appoint a Co-Board Officer and/or add a New Board Member to SFG
- C. A Co-Board Officer and/or the New Board Member's term should last one academic year.
- D. The duties of the Co-Board Officer and/or the New Board Member would be detailed in bylaws

Section 5: Honor Board Clause

Any member of SFG who runs for or holds an elected or appointed position under the jurisdiction of this constitution shall make public any past or pending Honor Board violations.

ARTICLE IV. Voting Specifications

For any vote to take place whether it is voting on a bylaw, voting on an amendment, or electing an officer, there must be quorum. Quorum is defined as having at least two thirds of the active body of the SFG, who are on good standing, present.

ARTICLE V: Nominations and Elections

A. Nominations to become a candidate

1. The period for nominations shall begin with the announcement of Unified Elections by the Chair of the Committee of Student Interests of the Student Government Association.
2. Anyone interested in running for a board position must fill out an application to be reviewed by the board of directors.
3. Anyone running for a board position must disclose all past convictions and confessions of Honor Board violations to the voting members between nomination and elections.
4. Nominees for board positions must be limited partners of the Stevens Finance Group.
5. The nomination period must remain open for at least one week and nominees must be notified of their nomination to a position.

B. Candidates Election

1. Voting in Candidates Election shall be by secret ballot. Candidates shall be approved by at least two third of the voting members.
2. Absentee ballots must be submitted in writing no later than one day prior to an election meeting.

C. Board of Director Approval

1. Candidates for each position must submit a resume to the board of director before the final interviewing process
2. Candidates would have an individual meeting with the board of director to further discuss their qualifications
3. The Board of Directors would make the finalized decision for the new board with a majority rule (3/5 board members).

ARTICLE VI. Good Standing

General Partners with an attendance at fifty one percent (51%) of the total meetings/events to date are considered Good Standing.

All Limited Partners are in Good Standing with SFG.

ARTICLE VII. Attendance

1. Records of attendance shall be kept on a running scale on a yearly basis. Each member's record will be reset at the beginning of the fall semester.
2. If a members attendance falls below 25% membership for that individual will go under the review of the Board for directors. Disaffiliation of that member will be dependent a majority ruling of the Board of Directors.
3. All members must notify a member of the Board with a valid excuse prior to a meeting in order to be excused. The Board must have a majority ruling if such an excuse if deemed valid.

ARTICLE VIII. Limitation

No bylaw shall supersede or be inconsistent with this constitution.

ARTICLE IX. Approval

All bylaws shall exist within the sufferance of the SGA. If at any time the SGA finds them inappropriate, it may require them to be changed or negated.