

**Constitution of University of Utah Finance Honors Society – Top Jobs
Adopted on August 24, 2005**

Article I Name

University of Utah Finance Honors Society – Top Jobs

Article II Purpose

U of U Finance Honor Society – Top Jobs expands the horizons of dedicated students who are interested in a career in finance by connecting them to the financial community through workshops, speakers, and networking, in addition to community and service opportunities.

Article III Membership

- A. All students of the University of Utah are eligible for membership.
- B. In order to be recognized as a full member, students must meet the following criteria:
 - 1. Attend 70% of meetings;
 - 2. Pay dues of \$40 per academic year or \$25 for spring semester; and
 - 3. Maintain a GPA of at least 3.5.
 - 4. Students who do not meet these criteria may apply to the Executive Board for an exception.
- C. Full members will receive preference for all activities and information.
- D. Only full members may vote in elections.

Article IV Meeting

- A. Meetings will be held weekly during the school year and will consist of various activities specific to the purpose of Top Jobs. Special meetings may be held during the summer.
- B. Regular meetings will be established by the Executive Board and will be scheduled by the President and Secretary before the beginning of Fall Semester. Special meetings and any deviation from the regularly scheduled meetings will be called by the President and Secretary with notice given to members through e-mail notification.

Article V Executive Board

- A. Top Jobs will consist of the following executive board positions:
 - 1. President
Duties: Organize and coordinate all efforts and act as liaison and spokesperson for the club.
 - 2. Executive Vice-President
Duties: Aid the President in all efforts as well as developing strategies for club continuity and growth and any other duties assigned by the President; will serve as President-Elect.
 - 3. Secretary
Duties: The Secretary will coordinate all information for members by tracking membership information and maintaining attendance records, by informing members of meetings, and keeping minutes of meetings, as well as any other duties assigned by the President.
 - 4. Treasurer
Duties: The Treasurer will prepare a budget, collect dues, coordinate fundraising, and maintain accurate financial records which will be available to the membership, as well as any other duties designated by the President.
 - 5. Other Vice Presidents as determined appropriate by the President.
Duties: Vice Presidents will receive specific duties and assignments from the President or Executive Board.
- B. Vacancies in the Executive Board (President, Executive Vice President, Secretary, Treasurer and other Vice Presidents) will be filled by election by the membership, in all cases except the vacancy of the President, in which case, the Executive Vice President will assume the

Presidency, and a new Executive Vice President will be elected from the membership, by the membership, at the meeting following the vacancy.

Article VI Elections

- A. Full members are eligible for nomination to the Executive Board. Executive Board positions will be for the term of one (1) year. There is no limit on the number of terms for executive board members.
- B. Elections will take place at the first regularly scheduled meeting in April. Terms begin at the end of spring semester.
- C. Nominations to all Executive Board positions must be made and seconded by full members of Top Jobs during the Election Meeting (first meeting in April).
- D. Nominees will be given up to five (5) minutes to present their qualifications to the membership. Elections will follow the final nominee's presentation, and are final. Full members are entitled to vote.
- E. Unless the President is nominated for a position on the Executive Board, the President will conduct the election and will not cast a vote. In case of a tie, the President will cast the tie-breaking vote. If the President is nominated for an Executive Board position, he or she will appoint another member of the Executive Board to conduct the elections.

Article VII Funds

- A. The Treasurer will prepare a budget for approval by the Executive Board. The budget must be approved annually by a majority of the Executive Board.
- B. The Treasurer will allocate club funds as directed by the Executive Board and the faculty advisor.
- C. The Treasurer will make complete financial reports on all revenues and expenses to the Executive Committee at least quarterly. These reports will be available to any full member on request.

Article VIII Committees

Additional standing or ad hoc committees may be established at the discretion of the President and will be established on approval by a majority of the Executive Board.

Article IX Affiliations

Full members may vote to affiliate with other suitable University, local, or national organizations.

Article X Advisor

A faculty advisor will be chosen each spring by the Executive Board in consultation with the Finance Department Chair.

Article XI Ratification

This Constitution is to be ratified by the attending membership on the 24th of August, 2005 by a majority vote.

Article XII Amendments

Amendments or changes to any article may be presented by any full member to the President and membership of the club. Amendments shall be presented to the full membership in writing a week before a scheduled vote and will be ratified by a two-thirds (2/3) majority vote of the attending membership at a regularly scheduled meeting.

Ratified August 24, 2005

Amended April 10, 2007