

## Constitution

### Finance and Investment Students' Association

Effective June 16, 2015

#### **Article 1: Name**

1.1 The name of the association shall be "Finance and Investment Students' Association", hereafter referred to by its acronym "FISA".

#### **Article 2: Objectives**

2.1 To be the official departmental representative of CASA representing students majoring and minoring in Finance.

2.2 To provide the various representatives to the University department, to the CASA Board of Directors, and other bodies.

2.3 To create an awareness of opportunities for students in the field of Finance.

2.4 To provide a liaison between the University and the business community.

2.5 Consider and support activities that enhance the educational, professional and social environment for Finance students at Concordia University and the John Molson School of Business.

2.6 To create a better understanding of various finance sectors and push networking as well as recruiting opportunities for the growing student body.

2.7 To act as an information/recruitment link between the firms and the students (i.e.: hold recruitment events, speaker panels, firm tours.)

2.8 To increase Concordia (JMSB) Finance students exposure to the overall business community.

#### **Article 3: Membership**

3.1 All Finance students (Major/Minor) have the right to Active Membership

3.2 Active Membership is valid for a maximum of one fiscal year (May 1<sup>st</sup> to April 30<sup>th</sup>) and can be renewed after expiration by re-subscribing to the FISA mailing list.

#### **Article 4: Rights, Privileges and Duties of Active Members**

4.1 All Active Members may attend and participate in meetings.

4.2 All Active Members have the right to examine all FISA records and may request and receive a copy of this constitution and any other FISA official document.

4.3 All Active members have the right to be candidates for any FISA Executive position

4.4 Any Active member is entitled to exercise his/her rights as guaranteed by CASA.

4.5 All Active members are permitted to vote for the election of the FISA President.

## **Article 5: Executive Structure**

5.1 FISA's executive structure consist of the following:

- 5.1.1 President
- 5.1.2 Executive VP
- 5.1.3 VP Finance
- 5.1.4 VP Internal
- 5.1.5 VP External
- 5.1.6 VP Marketing
- 5.1.7 VP Events
- 5.1.8 VP Corporate Relations
- 5.1.9 VP Public Relations
- 5.1.10 Director of External Affairs
- 5.1.11 Director of Marketing
- 5.1.12 Networking Director
- 5.1.13 First Year Representative

5.2 The president has full authority to expand positions listed in 5.1, create additional positions or to merge positions in accordance to FISA's needs.

5.3 For the functioning of the FISA executive team, a minimum of 5 positions must be occupied in any given year, which are:

- 5.3.1 President
- 5.3.2 VP Finance
- 5.3.3 VP External
- 5.3.4 VP Internal
- 5.3.5 VP Marketing

5.4 The subsidiaries' of FISA are:

5.4.1 The John Molson Investment Society (JMIS)

5.4.2 The John Molson Trading League (JMTL)

5.5 These subsidiaries shall be coordinated by the respective Director, Manager or Executive.

5.6 The chain of commands of Executives within FISA in a descending order is as follows:

5.6.1 President

5.6.2 Executive Vice-President

5.6.3 VP Finance

5.6.4 VP External

5.7 The office of President can be held by two individuals, thus constituting an acting Co-Presidency while respecting the signing authority requirements of CASA by having just one of the two legally referred to as President.

5.8 For all intents and purposes, both Presidents have equal say and veto for the functioning of FISA as an association.

5.9 It is required that both Presidents agree unanimously on any vote at the CASA Board of Directors. In the event of disagreement, it is mandatory to present an abstention.

## **Article 6: Executive Roles and Duties**

6.1 President

6.1.1 Ultimately responsible for FISA and all its activities.

6.1.2 Shall preside at all meetings and uphold this constitution

6.1.3 Shall ensure that the Executive appointments are held in accordance with this constitution and CASA regulations. Consequently, the President is responsible for the planning and execution of the election and appointments of the FISA Executives and any Associate Executives for the subsequent term.

6.1.4 Must always refer to the executives prior to taking any material decisions.

6.1.5 Responsible for attending meetings of the CASA Board of Directors and the meetings within the department of finance.

6.1.6 Shall be responsible for reviewing FISA financial records once monthly to assure the completeness, validity, and existence of transactions and balances.

6.1.7 Ultimately responsible for all room and space bookings used for any official FISA activities

6.1.8 Responsible for conflict resolution amongst executives within FISA, JMIS & JMTL.

6.1.9 Perform other duties necessary for the proper functioning of FISA

6.1.10 Shall sign cheques in the event of the absence of the VP Finance

6.1.11 Submit a monthly FISA update to the CASA BOD

6.1.12 Provide an Annual Strategic Plan that includes a list of his/her position-specific as well as the overall Subsidiary goals and objectives to which he/she will be held accountable and which must be formally accepted at the August BOD meeting

## 6.2 Executive VP

6.2.1 Oversee all Logistics of FISA executives and aid them to the best of their abilities whenever necessary.

6.2.2 Preside and chair in FISA meetings in the absence of president.

## 6.3 VP Finance

6.3.1 Responsible for all financial transactions and ensuring that such are subject to CASA financial policies

6.3.2 Orderly maintenance of financial records, including proper internal office system for cash receipts and disbursements

6.3.3 Preparation of monthly revenue and expense summary to be submitted to FISA and CASA Presidents

6.3.4 Attendance of CASA finance committee meetings where all financial documents should be presented to CASA's VP Finance.

6.3.5 At the end of the term, an annual revenue and expense summary report shall be prepared for the new President and VP Finance

6.3.6 Responsible for coordinating student refunds for activities requiring student deposits.

6.3.7 Responsible for following up and obtaining collection of any monies owed on outstanding invoices.

6.3.8 Represents the President in the absence of the President and Executive Vice-President.

6.3.9 Perform other duties as needed for the proper functioning of FISA.

## 6.4 VP External

6.4.1 Must be at least a 2<sup>nd</sup> year student.

6.4.2 Responsible for recruiting sponsors for FISA

6.4.3 Perform other duties as needed for the proper functioning of FISA.

## 6.5 VP Internal

6.5.1 Act as a liaison between the FISA President and other associations and committees under CASA.

6.5.2 Act as a liaison between FISA and Hospitality Concordia; thus being responsible for submitting room and space booking requests.

6.5.3 Act as primary contact between students and external institutions requesting information about FISA through the [contact@fisaonline.ca](mailto:contact@fisaonline.ca) email.

6.5.4 Perform other duties as needed for the proper functioning of FISA.

## 6.6 VP Events

6.6.1 Be primarily responsible for co-ordinating FISA's involvement during FROSH and welcome week.

6.6.2 Be primarily responsible for co-ordinating logistics surrounding speaker panel events, networking cocktails and other events that FISA may hold.

6.6.3 Perform other duties as needed for the proper functioning of FISA.

## 6.7 First Year Representative

6.7.1 Be a Regular Member in his/her first year of the JMSB, and will serve as an additional resource to the FISA Executive.

6.7.2 Learn and aid in the delivery of the FISA programs and the execution of FISA activities.

6.7.3 Have a degree of responsibility appropriate to his/her skill level, at the discretion of the FISA Executive.

6.7.4 To the best of his/her ability, assist in the transition of his/her successor.

6.7.5 Fulfill such other duties as shall be delegated to him/her by the FISA President

## 6.8 Overall Duties of other Executives

6.8.1 Each executive is responsible for carrying out the mandate handed to them in the beginning of the year.

6.8.2 Each executive is required to attend FISA executive meetings and provide ample notice if they are expected to be absent.

6.8.3 All executives should devote at least two office hours per week during the fall and winter semesters.

6.8.4 All executives must be undergraduate students in the year they assume their duties.

### **Article 7: Terms of Mandate**

7.1 The fiscal year officially begins May 1<sup>st</sup> of the given year, and terminates April 30<sup>th</sup> of the following year. There will be a probationary period that applies to all Vice – Presidents and Directors until September 1<sup>st</sup> of the given year.

### **Article 8: Transition**

8.1 An annual meeting of present year and following year executives must be held in order to pass on knowledge and maintain institutional memory.

8.2 At least 40% of the entire FISA executive must be present at any meeting in order to satisfy quorum.

### **Article 9: Resignation or Removal from Office**

9.1 The President of FISA may resign or be removed from his/her position in accordance with Article 20 of the CASA Constitution.

9.2 A member of the Executive may resign under the condition that they give the President 20 days prior notice.

9.3 Any Executive may be removed from office for violation of these by-laws, for delinquency of duties, disrespecting other executives or for misappropriation of funds

9.4 A petition for the removal of any member from office must state the charges against the member in question and must be signed by at least two other executives.

9.5 Upon receipt of the petition by the Executive body, the next most senior Executive will call a Board meeting where the Executive so-charged may be present to answer any charges.

9.6 The quorum for this meeting shall be 70% of the entire board including any and all committee executives.

9.7 There is no further appeal to any body; CASA, Faculty or student body.

## **Article 10: Appointments in contingency**

10.1 In the case where amendments to the constitution have affected the organizational structure of FISA, the Executive reserves the right to appoint an Interim Executive, with all the due privileges and responsibilities until the next annual election and appointments.

## **Article 11: Interpretations and Amendments**

11.1 This Constitution shall be reviewed annually by the Executive team.

11.2 If an interpretation of the constitution is called for by any member, by vote of the Executive an interpretation shall be made.

11.3 The by-laws to this constitution may be amended only if greater than 50% of the Executive vote in favour at a meeting held duly for such a purpose.

11.4 Any changes to this constitution must be approved by a simple majority vote of the Executive prior to being brought to CASA's Board of Directors or its Policy Committee for ratification.

## **Article 12: CASA Constitution**

12.1 Where items are not defined in this constitution or there are inconsistencies with CASA governance documents, the latter shall take precedence.

12.2 Only the physical copy of this Constitution filed in the CASA office is considered binding.