

MAST FINANCE ASSOCIATION CONSTITUTION & BYLAWS

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be Mast Finance Club.

Section B: Purpose – The purpose of this club shall be to promote financial wellness, prepare students for their future financial behaviors, and introduce students to the modern world of finance.

ARTICLE II: MEMBERSHIP

Section A: Eligibility - Membership shall be open to any MAST Academy high school student.

Section B: Requirements - Every member shall be required to meet the point system requirement, actively participate in meetings, and be respectful to officers, sponsors, guest speakers, and other members of the Finance Club. Failure to comply with the requirements will result in the loss of membership status.

ARTICLE III: Board Members

Section A: Board Positions – The board member positions shall be the following:

- I. President
- II. Vice-President
- III. Secretary
- IV. Social Media Influencer
- V. Marketing Officer
- VI. Speaker Coordinator
- VII. President of Relations
- VIII. Officer of Relations

Section B: Eligibility – In order to apply for a Board Position, one should have at least a year of experience in the Finance Club. They shall enter the Election process held at the end of the year at MAST Academy.

Section C: Election – Board Members shall be elected based on a majority vote for each Board Member Position. Voting shall be exclusive to current members of the Finance Club who have not lost their status. In addition, voting shall not be in favor of a candidate's popularity but rather on their predicted ability and effort towards being a good board member.

Section D: Term Length– Elected Board Members are given one full school-year term in office before their re-election the following year.

Section E: Vacancy – If a vacancy occurs in the office of President, a member of the cabinet within the choice of the vacant President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

President:

The President of the Finance Club must attend ALL meetings, unless there is some sort of emergency or personal situation that does not allow them to attend a small portion of the meetings. The President should serve an active role in all parts of the Finance Club, and is in charge of creating presentations and presenting to the Finance Club during Informative Meetings. They are also in charge of making sure all other positions are fulfilling their duties and has the right to kick out any inactive board members.

Vice President:

The Vice President of the Finance Club has the responsibility of leading and presenting at Informative Meetings in the case that the President does not attend. In addition, the Vice President must fulfill all duties the President assigns to him and must also be a strong leader. The Vice President should be attending more than 75% of the meetings.

Marketing Officer:

The Marketing Officer of the Finance Club is responsible for raising awareness of the Finance Club and to get more people to join the Finance Club. The Marketing Officer should be social and should think about ways to advertise the Finance Club in the best way possible to new potential members. The Marketing Officer will work the most in the beginning of the year when most new members join, but can recruit new members throughout the entire year.

Social Media Officer:

The Social Media Officer of the Finance Club is in charge of constantly posting new content on the MAST Finance Club Instagram. The Social Media Officer should know how to use Instagram and must be posting many times a month, from August all the way to May. The Social Media Officer should post content about meetings, take pictures during meetings to post, and also create polls and post information related to Finance.

Secretary:

The Secretary of the Finance Club is in charge of Meeting Minutes, which is a document containing the important details/events that occurred in EVERY Finance Club meeting. If the Secretary misses a meeting, they are in charge of contacting another board member who attended the meeting to complete their Meeting Minutes. The Secretary must also send the details of each meeting in the Meeting Minutes to the Whatsapp chat in order to keep other members informed.

Speaker Coordinator:

The Speaker Coordinator of the Finance Club is responsible for finding Speakers from Networking with Finance Club Members who know of speakers that can come, or from their own connections. The Speaker Coordinator must also complete a short guest registration form to be turned into administration for each speaker, and is in charge of facilitating Speaker Meetings.

President of Relations:

The President of Relations has the responsibility of managing the Finance Association outside of its conventional meetings and events. This President controls the organization of field trips, social events, and projects outside the boundaries of the Finance Association. In essence, they are the leader for everything the Club surrounds itself to, whether it be a trip to Wall Street or a field trip to the Federal Reserve.

Officer of Relations:

An Officer of Relation has the responsibility of completing tasks delegated to him/her by the President of Relations. Their role is to facilitate the role of the President of Relations when it comes to planning social trips and projects.

Section E: REQUIREMENTS OF ALL BOARD MEMBERS- Every board member of the Finance Club is expected to attend almost all club/board meetings regardless of other responsibilities, unless it is personal and very serious. They are required to complete any task assigned to them on time and should be constantly fulfilling their duties. If a board member fails to fulfill their position's roles, they shall no longer be a board member and shall be demoted to regular members of the club.

ARTICLE V: MEETINGS

Section A: Regular Club Meetings – Regular Club meetings shall be held monthly during the regular school day.

Section B: Additional Meetings – Additional meetings may be called by the President with the approval of the Board and Sponsor.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee (Club Board) responsible for upholding these bylaws.

Section B: Membership – This committee shall consist of the board members as listed in Article III as well as the faculty advisor (Club Sponsor).

Section C: Meetings – This committee shall meet once a month at a minimum between regular meetings of the club to organize and plan future activities and events.

ARTICLE VII: ADVISOR (CLUB SPONSOR)

Section A: Selection – There shall be a faculty/staff advisor (club sponsor) who holds responsibility for the support and guidance of the executive committee at all times. The sponsor is mandated to stay within the club for a full school year upon acceptance of their position.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.

- Meet on a regular basis with the President and Board to discuss upcoming meetings, long range plans, goals, and difficulties of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new Board Members.
- Explain and clarify campus policy and procedures that apply to the club.
- Assist the club treasurer within the president's knowledge in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up- to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VIII: COMMITTEES

Section A: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Board, for the purpose of fulfilling specific projects/events/tasks.