

# FARMSA Constitution

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## 1. Name

The name of this club will be the Financial Analysis and Risk Management Student Association of the University of Waterloo, henceforth referred to as the 'FARMSA'. This club is not an agent or a representative of the Mathematics Society (MathSoc). Its views and opinions are in no way a full representation of the MathSoc.

## 2. Purpose

The purpose of the FARMSA shall be the following:

1. To encourage academic pursuits and interests of the Math/FARM program internally and externally.
2. To provide services that will benefit Math/FARM students and other interested individuals academically and professionally.
3. To improve the cohesiveness between individuals of the Math/FARM program.
4. Provide a framework to build, improve and promote the reputation and quality of the Math/FARM program.

## 3. Membership Structure

Membership shall be granted to an individual when he/she has paid the current membership fee. Membership in the FARMSA lasts until it is revoked by the Executive members, or until the end of the academic term in which it was granted.

## 4. Membership Fees

1. Membership fees are decided upon by the Executive members of the Club.
2. The deadline for the collection of membership fees shall be within the term.

## 5. Senior Advisors (3-5)

1. The Senior Advisor(s) is invited to act in the capacity of the ex-officio member of the club. Senior Advisors will be appointed by the current Co-Presidents.
2. The duties of the Senior Advisors are as follows:
  1. Assist during transition periods to the Co-Presidents.
  2. Provide strategic vision and advice to current members
  3. Act as liaisons between external connection and the club
  4. Welcomed to attend internal meetings within the club
3. As a senior advisor do not hold have executive power outlined by Mathsoc ByLaws; thus not an executive member (full member of the club)

## 6. Executive Members

1. There shall be maximum of eleven executive positions:  
\*\* All the numbers allocated to positions are subjective to the need identified by the team\*\*
  1. *The Co-Presidents (2)*
  2. *The Vice President of Internal and Community (1)*
  3. *The Vice President of Finance (1)*
  4. *The Vice President of Events (1)*
  5. *The Vice-President of Marketing (1)*
  6. *The Vice President of Development (2)*
  7. *The Vice-President of Market Research (MR) (2)*
  8. *The Vice President of Sponsorship (1)*
2. The primary duty of all executive members is the upholding of this constitution.
3. The duties of the Co-Presidents, in no particular order, shall be as follows:
  1. *To call and preside over general meetings.*
  2. *Assign duties and responsibilities to other executive members if required.*
  3. *To attend all mandatory MathSoc Council meetings as the club's representative, and to find a replacement to attend should he/she be unable to attend a given meeting.*

4. *To be aware of MathSoc's Policies and Bylaws in regards to the club's management and activities.*
  5. *To communicate with MathSoc during periods when the club has no executive positions running.*
  6. *To ensure that the memberships are fairly and appropriately represented.*
4. The duties of the Vice President of Internal and Community, in no particular order, shall be as follows:
1. *To collect membership fees and maintain a list of all past and current members, distribute membership cards.*
  2. *To take minutes at FARMSA meetings and make the minutes accessible to the Executive Team, and make sure club members are aware of the internal meeting times.*
  3. *To organize activities for club executives and analysts during the club's bi-weekly General Meeting.*
  4. *To address any questions received in the FARMSA email and notify relevant teams about such emails.*
  5. *To promote FARMSA within the FARM student community.*
  6. *To plan and distribute FARMSA Monthly Highlights email to subscribers.*
  7. *To coordinate the internal collaboration of FARMSA teams.*
5. The duties of the Vice-president of Finance, in no particular order, shall be as follows:
1. *To prepare and present the budget at the beginning of term.*
  2. *To decide the time, method, amount and location of the collection of membership fees.*
  3. *To keep an up-to-date record of financial transactions and the purpose of expenditures, and to present this record to any club member or MathSoc Council member upon request.*
  4. *To process all reimbursements for VPF Mathsoc for all expenditures incurred in the club*
  5. *To be main point of contact with Mathsoc for all financial related inquiries and concerns*
6. The duties of the Vice-president of Events, in no particular order, shall be as follows:
1. *To organize or chair the organization of events the club wishes to run.*
  2. *To schedule and make appropriate arrangements for events, including food, drinks, cutlery, location and equipment (tables, chairs).*
7. The duties of the Vice President of Marketing, in no particular order, shall be as follows:
1. *To prepare marketing materials for all events.*
  2. *To create and share Facebook events to the appropriate Facebook groups.*
  3. *To market events through different means of communication (classroom announcements).*
  4. *To inform all club members of all upcoming events and announcements through the club email.*
8. The duties of the Vice President of Development, in no particular order, shall be as follows:
1. *To update and maintain the club website (including the member registration page and all past and upcoming events).*
  2. *To set up any technology needed for an event, or find a replacement to assist should he/she be unable to attend the event.*
9. The duties of the Vice President of Market Research, in no particular order, shall be as follows:
1. *Assign duties and responsibilities to market research analysts and edit the articles for the newsletter.*
  2. *To communicate with the Co-Presidents of their plans regarding newsletters, meeting times and events.*
  3. *To organize or chair the organization of events the club wishes to run.*
10. The duties of the Vice-president of Sponsorship, in no particular order, shall be as follows:
1. *To prepare sponsorship packages for all sponsors for major events*
  2. *To be main point of contact for all sponsors and prospective sponsors*
  3. *To retain sponsors through relationships during term transitions*
  4. *To inform all club members of all upcoming events and announcements through the club email and sponsors involvements*

## **7. Election Process**

1. *All students running for an executive position must be University of Waterloo students that are Math Society members and that have had at least one term on the Executive Team. All students running for Presidency must have at least one term as a Vice-President in FARMSA.*
2. *An individual can hold only one position per term.*
3. *Ex-members can be re-elected for different or same positions during their time as an undergraduate at the university.*

## **8. Analysts**

There shall be a maximum of twenty Analyst positions:

**\*\* All the numbers allocated to positions are subjective to the need identified by the team\*\***

1. *Finance (max. 1)*
2. *Internal and Community (2)*
3. *Events (2)*
4. *Marketing (2)*
5. *Development (1)*
6. *Market Research (max. 10)*
7. *Sponsorship (max. 2)*

## **9. Allocation of Funds**

It is recommended that club funds be primarily allocated to the following:

1. The accumulation of a library of texts that are of academic or personal interest to the membership.
2. Social and informational events held by FARMSA.
3. Materials for the promotion of the FARMSA as a whole.
4. Other assets and expenditures decided upon by a democratic vote by the club members.

## **10. Office Security**

1. At least one member of the Executive team must be present when students are in the FARMSA office.
2. Only Executive members have ownership of the key pass to the office. They are not allowed to lend it to other non-Executive members.

## **11. Constitutional Amendments**

This constitution may be amended by a democratic vote of the membership or executives or through the advice of the founding members.

## **12. Dissolution**

1. In the event that one or more executive members fail to comply with their obligations and/or duties, they can be dismissed via democratic vote by the remaining executive members
2. In the event that the FARMSA is disbanded, all assets save those that have been donated to the club will be transferred to MathSoc with the intent that they should be given to a new Math/FARM club, should one form.
3. Effort shall be made to return donated items to the donor. Should, after a reasonable period the donor be unreachable, donated items shall be treated as an asset per the previous section.