

## **1. MEMBERSHIP DUES**

Local Dues are \$20 per year and are to be remitted by the second regular meeting of membership with FCG.

## **2. COMMITTEES**

### **2.1. PERMANENT COMMITTEES**

The FCG shall maintain four permanent committees

- 2.1.1. The Executive Council. Consisting of the President, Executive Vice President, Vice President of Client Relations, Vice President of Operations, Vice President of Communications, and Vice President of 1st Year Relations, the executive council shall meet to decide the organization's actions in the case of a critically pressing event. All members retain voting privileges in this case, and a decision is reached on majority consensus. This committee is also responsible for overseeing the FCG's public relations.
- 2.1.2. The Project Committee. Consisting of the Vice President of Client Relations, the Executive Vice-President, the Vice President of Operations and other members appointed by the committee under approval of the President. To oversee project activities but NOT to be responsible for project duties such as analysis, presentation or actual project work.
- 2.1.3. Social Committee. Consisting of a social chairperson appointed by consent of the Executive Committee. To plan activities of a social nature and to act as liaison with local consulting firms.
- 2.1.4. Ad Hoc Committees. Formed by approval or a written proposal. Discussion will be heard on the proposal, and a two-thirds majority is required for ratification. Members of the committee will be selected based on provision contained in the proposal itself.

## **3. TEAM GUIDELINES**

### **3.1. TEAM SELECTION**

Team shall consist of no more than five (5) students assigned in as random a manner as possible with the goal of representing each of four major business disciplines (Accounting, Finance, Operations, and Marketing) in each team through member experience or interest. Teams shall be created each semester to encourage group interaction and diversification.

### **3.2. TEAM DIRECTION/ORGANIZATION**

Teams shall appoint their own Managing Partner to represent the interests of the team before the FCG and Executive Council in all team related activities.

## **4. PROJECT GUIDELINES**

### **4.1. PROJECT DEFINITION**

Projects are considered to be tasks incorporating accepted business principles as requested by any legal business entity, hereafter referred to as the client, whether that client be a For-Profit or Non-Profit organization.

#### 4.2. GENERAL QUALITY REQUIREMENTS

All official correspondence or reports to clients must be submitted to both the Executive Council and the Project Committee for approval before being forwarded to the client.

#### 4.3. ACQUISITION

When a project is brought to the attention of the FCG by whatever means, a two-person evaluation team appointed by the Executive Committee and Project Committee shall contact and visit the prospective client. At that time they shall conduct a preliminary review of the project's requirements and needs. They shall then present the project to the Executive Council and Project Committee for review.

Should the project be found to not address the interests of the FCG to provide challenging and rewarding experiences for its members then the evaluation team shall notify the client and that project as defined at that time shall be considered dead.

Should the project be found consistent with the FCG's interests, then the project shall be offered to teams not yet assigned projects. Should more than one team express interest in a given project, that project shall be assigned by lottery to one of the interested teams. The original two-person evaluation team shall then contact the prospective client indicating the Speaker and members of the team assigned to that project, the FCG's expectations of ability, and requirements of participation on the client's part in order to complete the project as defined at that time.

#### 4.4. PROJECTS IN PROCESS

Teams must report project status to the Project Committee in attendance of the regular club meetings. The first report shall consist of a Project Objective Report consisting of the following information:

- 1) Client Name, Address and Contract
- 2) Project Objective outlined in a specific manner.
- 3) Project milestones that are identified by date and quantifiable data.
- 4) Duties assigned to team members by name.

Teams will be encouraged to address project issues with advisors as well as present them before the club during regular meetings for suggestions or specialized assistance.

#### 4.5. PROJECT COMPLETION

Projects shall, upon completion, be presented to the FCG during a regular meeting with the invited attendance of Tulane faculty, staff as well as the FCG Board of Advisors. Provided that the presentation meets the approval of the Executive Council and the Project Committee and is found to be of the quality consistent with the goals of the FCG, the client will be presented with the results of the project in a manner consistent with the expectations of the client and the project team.

#### 4.6. PROJECT FOLLOW-UP

The Vice President of Operations shall send a follow-up letter to the client requesting the client's evaluation of the work rendered.

### **5. AMENDMENTS**

#### 5.1. PROCEDURE FOR AMENDMENT

Amendments shall be submitted in writing and will be read at least one regular meeting before the vote is taken. After a 50%+1 majority approves the amendment, it will be forwarded to the GBC which will review it.

#### 5.2. RATIFICATION

A two-thirds vote of approval is required for ratification of the amendment.