

FINANCIAL MANAGEMENT ASSOCIATION INTERNATIONAL  
University of South Florida, Muma College of Business  
Tampa, FL 33620

Tel: 833.946.4512  
Email: student@fma.org

**Financial Management Association International  
Application to Charter**

Date \_\_\_\_\_

This is to advise you that we hereby submit an application to the Financial Management Association International for a charter to establish a FMA Student Chapter/National Honor Society. This chapter shall be known as:

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Name of Chapter (optional)

This chapter shall be created in conformance with all College or University regulations in effect at this time.

\_\_\_\_\_  
Faculty Advisor (signature)

\_\_\_\_\_  
Faculty Advisor (please print)

\_\_\_\_\_  
School Mailing Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Faculty Advisor's Email Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax Number

**Student Representative**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone

Seal of the Finman Corporation

**Office Use Only**

Chapter Number: \_\_\_\_\_

Date Established: \_\_\_\_\_

## FMA STUDENT CHAPTER AND FMA NATIONAL HONOR SOCIETY CONSTITUTION

Sample constitution to be used as a guide in preparing local chapter constitutions. Please read the constitution and general by-laws carefully before preparing your local chapter constitution.

### CONSTITUTION OF THE FINANCIAL MANAGEMENT ASSOCIATION

#### Student Chapter

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Name of College or University

#### ARTICLE I

##### *Name and Establishment*

This society shall be known as the Financial Management Association Student Chapter, also operating as \_\_\_\_\_ (optional) herein after referred to as the Chapter, created under the authority of the Financial Management Association, herein referred to as the FMA. This chapter will be created in conformance with all college or university regulations in effect.

#### ARTICLE II

##### *Purpose*

The purpose of this society shall be to:

1. Assist in the professional, educational, and social development of college students interested in finance, banking, and investments;
2. Provide an association for college students actively interested in these fields; and
3. Encourage interaction between business executives, faculty, and students of business and finance.

## **ARTICLE III**

### ***Membership***

#### **Section 1. Qualifications**

The qualifications for membership shall be membership in the FMA and evidence of a sincere interest in finance and related fields.

#### **Section 2. Classes of Members**

Membership shall consist of three classes: Active, Alumni, and Honorary.

- **Active Members**

Students, graduate and undergraduate, faculty members, and university financial officers shall constitute the active membership and have the right to vote.

- **Alumni Members**

Upon graduation, all active student members become alumni.

- **Honorary Members**

Any person who has demonstrated exceptional achievement or ability in the field of business or non-business finance, banking, or investments, and who possesses such qualities as the FMA fosters, may be elected to honorary membership.

#### **Section 3. Eligibility for Active Membership**

Undergraduate candidates must be students in good academic standing as specified by Directors of the Chapter and must maintain such standards. Graduate students may be accepted for membership if deemed appropriate by the Board of Directors.

#### **Section 4. Chapter Membership Policy**

The Chapter shall have a membership committee consisting of at least three active members. The membership committee is responsible for recommending membership policy to the Board of Directors of the Chapter and maintaining the membership of the Chapter.

#### **Section 5. Changes in Membership Policy**

A three-fourths vote of those members present at a duly called meeting of the Chapter is necessary for change of Chapter membership requirements. Chapter membership policy must conform to that of the FMA.

### **Section 6. Transfer of Student Membership**

An active student member who transfers from another school, which has a local chapter, shall automatically become an active member of this chapter upon satisfaction of pro-rata local dues and fees as appropriate.

## **ARTICLE IV**

### *Officers*

The officers of the Chapter shall be President, Vice-President, Secretary, and Treasurer. (There may be others deemed necessary for efficient operation of this Chapter; e.g., First Vice-president, Historian, Sergeant at Arms, etc.) These officers constitute the Board of Directors or Board.

### **Section 1. Election of Officers**

A majority vote of the members at a duly called meeting of the Chapter shall be necessary to elect officers. Any vacancy caused by resignation or otherwise shall be filled by appointment by the President with the approval of the Board of Directors.

### **Section 2. Term of Office**

The term of office for the officers shall be \_\_\_\_\_.

### **Section 3. Board of Directors**

The Board of Directors shall have all the power and responsibilities specifically in or reasonable implied in the various sections of the constitution and by-laws, and such other powers and responsibilities not in conflict with the constitution as are usually exercised by any Board of Directors.

### **Section 4. Committees**

The President, with the Board's approval, shall appoint the following standing committees: banquet membership, and audit. In addition, the President, with the Board's approval, may appoint other

committees deemed necessary. Terms of committee appointments shall expire

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## **ARTICLE V**

### ***Meetings***

The President may call meetings at any time, or if the President's office is vacant, by the Secretary by means of written notice to the active membership. Written notice of such meetings must be sent at least one week prior to the meeting. There shall be at least two meetings per year.

## **ARTICLE VI**

### ***Elections***

Regular elections will be conducted with time and method as prescribed in the By-Laws.

## **ARTICLE VII**

### ***Voting***

Voting privileges shall be limited to active members. A simple majority vote of the active members who are present at a duly called meeting shall be required and sufficient for the election of chapter officers and members of the various committees. An affirmative vote of three-fourths of the active members who are present and voting at a duly called meeting shall be required and sufficient for all other matters. Voting shall be by secret ballot if requested by one or more of the voting members present.

## **ARTICLE VIII**

### ***Fees***

The minimum initiation fee payable by each member, other than honorary members, shall include the cost of a one-year student-rate membership in FMA. Chapters may charge and collect such other fees and dues as deemed reasonable by the Chapter membership.

## **ARTICLE IX**

### ***Chapter Emblem***

The Chapter emblem shall bear the letters FMA and shall be reproduced on Chapter stationary and other media using the Chapter name.

## **ARTICLE X**

### ***Annual Audit***

The audit committee shall audit the financial records of the chapter annually at the end of each fiscal year. This committee shall report in writing to the FMA Student Chapters Committee and the President of the Chapter no later than May 15.

## **ARTICLE XI**

### ***Fiscal Year***

The fiscal year of the Chapter shall cover the twelve months ending on (date of end of fiscal year.)

## **ARTICLE XII**

### ***FMA National Honor Society***

The Chapter may, upon application to and approval by FMA, sponsor the FMA National Honor Society. The organization of and requirements for election to the Society shall be within the guidelines established by FMA and as prescribed in the Chapter By-Laws.

## **ARTICLE XIII**

### ***Distribution of Assets on Dissolution***

At such time as the Chapter shall be dissolved, its net assets shall be calculated by the Secretary-Treasurer and revert to the FMA or to \_\_\_\_\_. No part of the assets of this organization at dissolution shall inure to the benefit of any person or organization other than

the organization before mentioned. (This provision is required by the Bureau of the **Internal Revenue Services**.)

#### **ARTICLE XIV**

##### *Amendments*

This Constitution may be amended by a three-fourths vote of the members attending a duly called meeting. No amendment to this Constitution shall be effective if it violates the Constitution or By-Laws of the FMA or of the FMA Student Chapters Committee or until a copy of the amendment has been filed with the FMA Student Chapters Committee.

#### **ARTICLE XV**

##### *By-Laws*

The Chapter Board of Directors shall have authority to adopt and amend the By-Laws for the Chapter in any manner consistent with the Chapter Constitution.

This Constitution of the \_\_\_\_\_ Chapter was adopted on \_\_\_\_\_, and became effective on \_\_\_\_\_ after approval by the FMA.

# BY-LAWS

## FMA STUDENT CHAPTER

Sample By-Laws to be used as a guide in preparing local chapter by-laws. Please read the constitution and by-laws carefully before preparing your local chapter by-laws or complete this set by filling in the blanks.

By-Laws of the Financial Management Association \_\_\_\_\_ Student Chapter

(Operating as \_\_\_\_\_)

### ARTICLE I

#### *Purpose*

The purpose of these by-laws is to state the ways in which the provisions of the Constitution shall be applied to the government of the \_\_\_\_\_ Chapter, and to establish rules and procedures, within the limits set by the Constitution, and By-Laws of the FMA and the FMA Student Chapter Committee, for the operation of the Chapter.

### ARTICLE II

#### *Relationship of By-Laws to the Constitution*

These By-Laws are not a restatement of the Constitution, but an interpretation and amplification thereof. The provisions of the Constitution shall be applied literally to all matters, which were not covered by these By-Laws.

### ARTICLE III

#### *Chapter Officers*



The primary officers of the Chapter shall be the President, Vice- President, Secretary, and Treasurer. The duties of the officers shall be as follows:

**President** - The President presides at all meetings of the chapter; appoints members of the various committees (nominations, banquet, audit, etc.); represents the chapter in person or by correspondence in relations with the parent organization; and, performs such other duties as may reasonably fall within this office.

**Vice- President** - The Vice President exercises the duties and responsibilities of the President when the latter is for any reason unable to exercise them.

**Secretary** - The Secretary keeps official minutes of the chapter, including copies of all committee reports; keeps the official file of correspondence of the chapter; keeps an up-to-date copy of the chapter constitution and by-laws; serves as an ex-officio member of the nominating committee; sends personal data cards containing the names and permanent addresses of new members: active, honorary, and transfer to the FMA within ten days of receipt; send the FMA all materials which may be of general interest to active and alumni members and other chapter (this includes material on local chapter activities and the biographies and photographs of honorary members); and performs such other duties as may reasonably fall within the jurisdiction of the office.

**Treasurer** - The Treasurer receives, disburses, and keeps custody of the funds of the Chapter; receives and files the annual audit report of the audit committee; pays to the FMA the national membership fees within ten days after receipt; and performs such other duties as may reasonably fall within the jurisdiction of the office.

## ARTICLE IV

### *Terms of Office*

#### **Section 1. Length of Term**

The length of term of office of all officers and committee members will be

\_\_\_\_\_.

#### **Section 2. Consecutive Terms**

No officer or committee member may serve more than two consecutive terms in the same office.

## **ARTICLE V**

### **Election**

#### **Section 1. Timing**

An election of officers shall be conducted at the next to last regular meeting of the \_\_\_\_\_ (semester or year).

Special elections may be called for if necessary to fill vacancies. Notice of all elections must be given to all active members at least two weeks in advance of an election.

#### **Section 2. Nominations**

A nominating committee of three active members shall prepare a slate of nominees for each office and committee chairpersonship. The current President and faculty advisor shall be ex-officio members of this committee. Nominations shall also be accepted from the floor at the meeting prior to the one in which election is to be held.

#### **Section 3. Voting**

Each active member shall be allowed one vote per office.

#### **Section 4. Results of the Election**

The results of the election will be tabulated and announced by the nominating committee.

#### **Section 5. Assumption of Office**

Elected officers shall assume office at the end of the \_\_\_\_\_ (term or year) in which they are elected.

## **ARTICLE VI**

### **Chapter Committees**

#### **Section 1. Standing Committees**

The President shall, with the approval of the Board, appoint the following standing committees: Membership, Banquet and Audit.

## **Section 2. Membership Committee**

Annually, there shall be a membership committee, which shall examine the Chapter's membership policy and evaluate the status of the Chapter's membership. This committee shall, if necessary, submit a list of recommended changes in membership policy to the active members of the Chapter one week before a duly called meeting. The membership committee shall be responsible for implementing membership policy and maintaining membership at acceptable levels.

## **Section 3. Banquet Committee**

Annually, there shall be a banquet committee of three members composed of the President, Vice-President and the Treasurer, or such other active members of the Chapter as the President shall appoint. The life of this committee shall be its year of appointment. The banquet committee shall be responsible for the planning and conduct of the annual banquet.

## **Section 4. Audit Committee**

Annually, there shall be an audit committee composed of two or more active members of the Chapter appointed by the President with the approval of the Board. One of these members must be a student and one may be a member of the faculty. The life of this committee shall be its year of appointment. This committee shall audit the financial records of this Chapter at the end of the fiscal year and submit its report to the FMA Student Chapter Committee and the Chapter President not later than May 15.

## **Section 5.**

The President shall, with the approval of the Board, appoint such other standing and/or ad hoc committees as are necessary.

## **ARTICLE VII**

### **Amendments**

These By-Laws may be amended by a three-fourths vote of the members present at a duly called meeting of the \_\_\_\_\_ Chapter. No amendment to these By-Laws shall be effective if in conflict with the Constitution or By-Laws of the FMA or the FMA Student Chapter Committee and until a copy of amendment has been filed with the National office.

## ARTICLE VIII

### Adoption Clause

These By-Laws became effective on \_\_\_\_\_ after approval by the Chapter Board of Directors.

# FMA Chapter Information Sheet

This form is to be completed in entirety by chartered FMA chapters on a yearly basis (or more often as information changes). Completion of this form indicates that the school has an active FMA chapter and entitles them to receive benefits from FMA International such as: FMA International affiliation, promotional supplies, chapter website access to materials, leadership guidance, help with speakers, etc.

For Office Use Only: Chapter No. _____ Date Input: _____ Initials: _____
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Date: \_\_\_\_\_ (Please Print)

School/ University: \_\_\_\_\_

Check here  if your chapter is strictly a FMA National Honor Society chapter.

## Faculty Advisor

Name: \_\_\_\_\_ Email: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Administrative Assistant

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Finance Department Chairperson

Name: \_\_\_\_\_ Email: \_\_\_\_\_

## College of Business Dean

Name: \_\_\_\_\_ Email: \_\_\_\_\_

## Chapter President

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Chapter Vice President

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Chapter Secretary

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Chapter Treasurer

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Chapter Email: \_\_\_\_\_

Chapter Website Address: \_\_\_\_\_

(if items on second page are not applicable to your chapter, put N/A)

1. How many members does the chapter currently have? \_\_\_\_\_
  2. How many members did the chapter have last year? \_\_\_\_\_
  3. What is the average member attendance at local meetings? \_\_\_\_\_
  4. When does the chapter promote membership? \_\_\_\_\_
- 

5. How does the chapter promote membership? Through...

- |  |  |
|--|--|
| <input type="checkbox"/> School Classes & Meetings | <input type="checkbox"/> Handout Brochures or Flyers |
| <input type="checkbox"/> Booth/Table Set Up        | <input type="checkbox"/> Signs/Posters               |
| <input type="checkbox"/> School or Other Newspaper | <input type="checkbox"/> Campus Radio or TV          |
| <input type="checkbox"/> Newsletter                | <input type="checkbox"/> Press Releases              |
| <input type="checkbox"/> Events and/or activities  | <input type="checkbox"/> Chapter Website             |
| <input type="checkbox"/> Email                     | <input type="checkbox"/> Other _____                 |

6. What time of year do new officers take over leadership? \_\_\_\_\_

7. When does the fall term start & spring term end for the current school year? \_\_\_\_\_

8. Does the chapter receive some funding from the school?      Yes      No

9. What types of activities does the chapter do?

- |   |   |
|---|---|
| <input type="checkbox"/> Speaker Programs                   | <input type="checkbox"/> Banquets/Receptions              |
| <input type="checkbox"/> Field Trips                        | <input type="checkbox"/> Investment Competitions          |
| <input type="checkbox"/> Newsletter Publication             | <input type="checkbox"/> Resume Book Publication          |
| <input type="checkbox"/> Create/Maintain a Website          | <input type="checkbox"/> Business/Career Fair             |
| <input type="checkbox"/> Seminars/Workshops                 | <input type="checkbox"/> Sports Tournaments               |
| <input type="checkbox"/> Community Service Activities       | <input type="checkbox"/> Social Gatherings                |
| <input type="checkbox"/> Panel Discussions                  | <input type="checkbox"/> Attend the FMA Annual Conference |
| <input type="checkbox"/> Attend the FMA Leaders' Conference | <input type="checkbox"/> Other _____                      |

10. Which FMA International services does the chapter use?

- |   |  |
|---|--|
| <input type="checkbox"/> National Honor Society                             | <input type="checkbox"/> Collegiate Fellow Program                   |
| <input type="checkbox"/> FMA Finance Leaders' Conference                    | <input type="checkbox"/> On-line Student Conferences/WebBoard        |
| <input type="checkbox"/> Download supplies from FMA International's website | <input type="checkbox"/> Student Chapter Manual                      |
| <input type="checkbox"/> Website announcements, ideas & guidance            | <input type="checkbox"/> Chapter Awards                              |
| <input type="checkbox"/> FMA Annual Conference                              | <input type="checkbox"/> Website networking information for chapters |
| <input type="checkbox"/> Website directory for speakers                     | <input type="checkbox"/> Other _____                                 |

11. Additional Comments or Questions: \_\_\_\_\_

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**Return this form to:**  
 student@fma.org  
 Phone: 833-946-4512