

Sales & Trading and Asset Management (STAM) Club Constitution

Article I (Objective, Aims, or Purpose)

It shall be the purpose of the Sales & Trading and Asset Management Club to develop its members for professional and subject-specific purposes. The organization will train its members to successfully network and understand sales & trading and asset management concepts by competing in case competitions and publishing research. The core goal is to help members place at financial institutions with the help of our external alumni network and the support of senior students.

Article II (Membership and Eligibility Criteria)

Section A: Membership is open to any enrolled University of Wisconsin-Madison student who:

1. Is selected after the formal Sales & Trading and Asset Management Club interview process or by approval of board members.
2. Maintains a cumulative GPA of 3.5 or above

Section B: Dues and collection procedures (if any)

1. The amount of annual dues shall be determined each year by board members with a vote from all members if changed. Dues shall not exceed \$70 per semester.
 - a. Payment plans may be organized if needed with permission from the Vice President of Finance
2. The fiscal year of the organization shall be from August 1st to July 31st.

Section C: Attendance and Preparation Requirements

1. Members are permitted two unexcused absences per semester. Any additional unexcused absence will result in evaluation of membership by the board.
2. Members are expected to be prepared for each meeting based on their assignment prior to that meeting from either the executive board or seniors participating in the banking education process.

Section D: Behavioral Disciplinary Action

1. If members engage in illegal, inappropriate, or dishonest behavior within or outside of STAM, the board may vote to terminate their membership (majority vote required)

Article III (Voting and Decisions)

Section A: A quorum will be a majority of members present.

Section B: Each member in good standing may vote.

Section C: Proxy voting is not allowed without the consent of the board members.

Section D: All voting on decisions must be made by the students.

Article IV (Officers)

Section A: The Sales & Trading and Asset Management Club (STAM) shall have a President, Vice Presidents, Secretary and/or Treasurer, Advisor (these titles may vary), and Chairman of Diversity and Inclusion. These officers comprise the Board.

Section B: All officers must be members of the Sales & Trading and Asset Management Club and UW-Madison Students.

Section C: The term of office for all positions except President shall be one semester; the president serves a full year term

1. If an officer is unavailable to serve a full year term due to study abroad or co-op commitments, he or she must notify the board at least six weeks prior to the end of the first semester in office.
2. If the board receives notice that a board member is stepping down, a mid-year election will be held (typically after thanksgiving to ensure a smooth transition)

Section D: Election of officers shall be held once per academic year in May or as needed under special circumstances.

1. Elections will be held during a general club meeting, with notice of the election given two weeks prior

2. A winner is chosen by the plurality of votes (i.e, if three members are running, the candidate who receives the most votes in the absolute wins)
3. If a new position is created not during the calendar year, the executive board shall vote on who shall fill the vacancy
4. Mid-year elections will only take place if a board member steps down

Section E: Any unplanned vacancy that may occur in an office shall be filled by appointment by the remaining board members pending ratification at the next group business meeting.

Section F: If there is an officer consensus that a board member is not fulfilling his/her duties, the board must first notify the member. If the officer continues to not fulfil his/her duties, a vote amongst all the officers will be held about officer removal. The vote to remove an officer must be **unanimous**.

Section G: The newly elected officers will report to the board of directors regarding changes to club policies and initiatives. The board of directors shall consist of the previous president, and three other members decided by the previous board of directors.

Article V (Duties of Officers)

Section A: The President leads weekly club and board meetings, bears responsibility for all aspects of the club's operations, and provides vision for all club day-to-day and strategic efforts.

Section B: The Vice President of Internal Relations responsibilities include, but are not limited to, member recruiting, maintenance of all University-related relationships and outreach, club institutionalization strategy development, and maintenance of club website

Section C: The Vice President of External Development's responsibilities include, but are not limited to, member recruiting, maintenance of all University-related relationships and outreach, club institutionalization strategy development, and trip planning.

Section D: The Vice President of Member Relations responsibilities include, but are not limited to, coordination of weekly meetings, case competitions, senior focuses, speaker events, club socials, all other aspects of club day-to-day operations, and disciplinary action for members.

Section E: The Vice President of Finance responsibilities include, but are not limited to, maintenance of the club budget, collection of dues, reimbursement coordination, and a variety of other administrative-support-related endeavors for club activities.

Section E2: In the event that the organization dissolves, the VP of Finance will work with the advisor to allocate any remaining funds.

Section G: Advisor

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
5. The advisor will be a nonvoting member of the organization.

Article VI (notice of meetings)

Section A: The times for regularly scheduled meetings shall be determined by a club consensus at the beginning of the academic year.

Section B: At least 1 days notice shall be given for each regular business meeting.

Section C: Special or emergency meetings may be called with less than 5 hours/days notice by the Executive Board.

Article VII (parliamentary procedure)

Section A: *Robert's Rules of Order Revised* is suggested to be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

Section B: The rules may be suspended by two-thirds vote of the present membership.

Article VIII (Non-Discrimination)

STAM cannot discriminate against members or any potential members in any capacity and pledges to abide by the UW System non-discrimination statement which states:

Regent Policy 30-06: Student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.

Article IX: (Amendments)

Section A: If an amendment is proposed, a vote with all active members in good standing will be held. A vote to amend must have at least a two-thirds vote majority to pass.