

# The Constitution of Seidman Investment Portfolio Organization of Grand Valley State University

## **Preamble:**

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The Seidman Investment Portfolio Organization's goal is to foster interaction among students interested in investing and to enhance their career opportunities. We shall provide students with opportunities to speak with successful business men and women throughout the year and unique internship opportunities may arise for some members.

## **Article One: Name**

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Seidman Investment Portfolio Organization.

## **Article Two: Purpose**

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The purpose of this organization shall be to provide the General Assembly about various investment strategies, techniques and philosophies. Also, the organization's purpose is to introduce members to various networking opportunities in the fields of finance, accounting, and economics.

## **Article Three: Affiliation with Other Organizations**

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There are no other organizations that the Seidman Investment Portfolio Organization are a part of.

## **Article Four: Membership**

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### **Section One: General Assembly Membership**

- 4.1.1 The membership of Seidman Investment Portfolio Organization shall consist of any interested student currently enrolled at GVSU. It is the policy of GVSU and Seidman Investment Portfolio Organization that no person based on age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight shall be discriminated against.
- 4.1.2 Membership Expectations: Attend a minimum of six meetings per semester, log three volunteer hours per semester, and follow us on Orgsync.
- 4.1.3 Selective Membership Criteria: None

## **Section Two: Dues and Fees**

4.2.1 There are currently no dues or fees associated with joining as a member.

## **Article Five: Executive Board**

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### **Section One: Description**

5.1.1 The Executive Board shall consist of these core members: President, Vice President of Operations, Vice President of Portfolio Management, and Vice President of Marketing, Treasurer, Secretary and various Portfolio Managers.

### **Section Two: Qualification**

5.2.1 Each Executive Board member must be registered for at least six semester hours of credit at GVSU.

5.2.2 Each Executive Board member must carry a 2.0 cumulative GPA and be in good academic standing with the University.

5.2.3 Each executive board member must be a member of IPO for at least one semester prior to applying for a board position.

### **Section Three: Elections**

5.3.1 The officers shall be nominated by the General Assembly.

5.3.2 The officers shall be elected by the General Assembly, majority vote before the Fall or Winter semester commences..

5.3.3 The New Executive Board shall serve for a full academic year. Each elected official may run for re-election after 1 year in the position, or may run for a new position.

## **Article Six: Executive Board Responsibilities**

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### **Section One: General Responsibilities**

6.1.1 Prior to the commencement of the academic year in which they serve, the President and all Vice Presidents must produce an “Annual Goals” document outlining individual goals they wish to accomplish in their elected capacity. The document must include quantifiable outcomes to help ensure the success of the organization.

6.1.2 All Executive Board members are expected to play an active role in training the incoming Executive Board.

## **Section Two: President**

**Description of Title:** This individual will be the leader of the Seidman Investment Portfolio Organization by communicating well with others, and can delegate duties. The President is an individual who is accountable for the organization's actions and is responsible for the betterment of the organization.

- 6.2.1 Preside at all meetings of Seidman Investment Portfolio Organization.
- 6.2.2 Create an agenda and plan for the organization.
- 6.2.3 Decision making on all large monetary decisions dealing with our portfolio and bank accounts.
- 6.2.4 Preside at all Executive Board meetings and oversee the members of the Executive Board. He/She is responsible for registering and fulfilling the requirements of the Seidman Investment Portfolio Organization, Grand Valley State University, and the Seidman College of Business to stay an active and registered student organization.
- 6.2.5 Keep eye on the broad picture of growth and betterment of the organization.

## **Section Three: Vice President of Operations**

**Description of Title:** This individual will be responsible for working closely with the President on the future of the organization in event planning. He/she will also be responsible for community relations and fundraising efforts.

- 6.3.1 Perform the duties of the President in his/her absence.
- 6.3.2 Attend all meetings and Executive Board meetings. Assist the President with the organization, planning, and running of the Seidman Investment Portfolio Organization.
- 6.3.3 Plan and implement all fundraising efforts (i.e. golf outing, restaurants, and/or sponsorships)
- 6.3.4 Plan and implement community service events (i.e. group outings, membership requirements, and respond via email to member inquiries)
- 6.4.5 Provide a written report to the President stating goals and accomplishments at the end of each semester.

## **Section Four: Vice President of Portfolio Management**

**Description of Title:** This individual will be the guru of financial markets and economics. He/she will understand the macro perspective of our portfolio and lead the portfolio to growth.

- 6.4.1 Continually monitor portfolio performance (i.e. risk, return, and/or asset allocation).
- 6.4.2 Meet and discuss portfolio performance three times a semester with respective Portfolio Managers and President to determine outlook and growth.

- 6.4.3 Compile a portfolio summary report at the end of each semester to Faculty Advisor and President.

### **Section Five: Vice President of Marketing**

**Description of Title:** This individual will be the leader to communicate to the student body regarding information and knowledge of the Seidman Investment Portfolio Organization. The main areas he/she will be leading is advertising and promotions.

- 6.5.1 Manage effective avenues on promoting our club (i.e. t-shirt designs, social media, flyers, campus life night)
- 6.5.2 Manage all social media accounts (i.e. Facebook, Twitter, IPO website)
- 6.5.3 Work with the Vice President of Operations on planning group activities
- 6.5.4 Written report to the President and Vice President of Operations stating goals and accomplishments at the end of each semester.

### **Section Six: Treasurer**

**Description of Title:** This individual will help streamline the organization's funds. The treasurer will maintain all cash flows outside of our actual portfolio. The treasurer will manage our individual bank account as well as our student life account

- 6.6.1 Maintain all cash flows outside of the portfolio
- 6.6.2 Maintain all treasury functions (i.e. manage budget, keep track of receipts)
- 6.6.3 Attend student life account meetings and budget
- 6.6.4 Create documents (budget, income statement) for the annual organization report
- 6.6.5 Provide semester budget update to the President and Vice President of Operations

### **Section Seven: Portfolio Managers**

**Description of Title:** These individuals will be the more experienced IPO members who will be the link between the Vice President of Portfolio Management and the least experienced members. The portfolio manager will report directly to the Vice President of Portfolio Management.

- 6.7.1 Prepare presentations for sector updates to the general assembly
- 6.7.2 Research possible stocks, techniques, and asset allocations for the portfolio
- 6.7.3 Prepare a semester review of your sector for last IPO meeting.
- 6.7.4 Research Analysts may be a position, depends on need. They will report to the respective Portfolio Manager. These analyst provide research and stock recommendation to PM.

## **Section Nine: Secretary**

**Description of Title:** This individual will report directly to the Vice President of Operations and will oversee attendance. He/she will also play a vital role in all record keeping and voting information.

- 6.8.1 Keep detailed meeting minutes during general assembly and all executive board meetings.
- 6.8.2 Take attendance at each general assembly meeting and input into excel template.
- 6.8.3 Responsible for member attendance compliance and handling voting materials/results

## **Article Seven: Advisors**

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### *Section One: Advisors*

- 7.1.1 The Advisor(s) of the Seidman Investment Portfolio Organization shall be assigned by the Seidman Finance Department Head and confirmed by the Executive Board.

## **Article Eight: Meetings**

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### **Section One: Meetings**

- 8.1.1 The first general assembly meeting in the fall semester shall be held within the first three weeks of the semester.
- 8.1.2 General Assembly meetings shall be held once a week.

### **Section Two: Quorum**

- 8.2.1 Quorum (number of members required to conduct business) shall be composed of most the membership.

## **Article Nine: Portfolio Management**

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- 9.1.1 All securities on TD Ameritrade are available to be bought, sold, etc. If a pitch is to be made, the Vice President of Portfolio Management must confirm that we can trade it on TD Ameritrade.
- 9.1.2 A vote of by 60% by all general members is required in order purchase a security.
- 9.1.3 Emergencies: If any circumstance may arise and be dealt with right away, a vote may take place within the e-board and a vote of 60% is needed to resolve the situation. The President will determine what constitutes as an “emergency”
- 9.1.4 Summer Voting: A stop loss of 10% must be placed on all positions at the start of the summer. A vote of 60% may be passed if e-board would like to change it to 5%. If

someone would like to make a pitch to add or remove from our portfolio, a vote of 60% must pass as well.

- 9.1.5 Monthly Reports During the Summer: A slideshow of our performance for the first half of the summer must be sent to the President. The VP of Portfolio Management must prepare a summary of the overall holdings and market analysis in this slideshow. Once the President has reviewed, he will then send it to the faculty advisor and Seidman Finance Department.

## **Article Ten: Amendments**

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### **Section One: Proposed Amendments**

10.1.1 All proposed amendments must be submitted in writing to the President one week before going to the General Assembly for a vote.

10.1.2 Two-thirds of the General Assembly vote is required to pass an amendment to the constitution.

## **Article Eleven: Impeachment**

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### **Section One: Executive Board**

11.1.1 Impeachment proceedings and charges may be moved by any member of the Executive Board.

11.1.2 The Executive Board will present and discuss the charges at the next General Assembly (allowing for at least one week since the charges were made).

11.1.2 A vote of two-thirds of the General Assembly is necessary for impeachment.

## **Article Twelve: Roberts Rules of Order**

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### *Section One: Roberts Rules of Order*

12.1.1 Look to “Roberts Rules of Order” to resolve any disputes, conflicts, or rulings.

## **Article Thirteen: Dissolution**

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### *Section One: Dissolution*

13.1.1 Upon the disbandment of the organization, off-campus and non-Office of Student Life assets and funds should be directed based on current GVSU policies.

Ratified: 9/19/2017