Wharton Undergraduate Finance Club
Club Constitution

Article I
Name

Section I. The name of this club is the Wharton Undergraduate Finance Club, abbreviated as WUFC. This club is located at the University of Pennsylvania, Philadelphia, Pennsylvania.

Article II
Mission

Section I. The mission of this club is to prepare undergraduate students at the Wharton School for successful careers in finance by enhancing industry knowledge through co-curricular activities and providing networking opportunities with industry professionals.

Section II. The mission aligns with the goals and the missions of the Wharton School and the University of Pennsylvania by providing students with Knowledge for Action in bridging the gap between classroom instruction and applied workplace skills.

Article III
Officers

Section I. The tenure of any position is one calendar year. Any tenure longer than one year must be reconfirmed during elections at the end of the Fall semester.

Section II. The officers of this club shall include the following:

A. Co-Presidents (2)

B. Executive Vice President(s) (1-2): The EVP’s support both the co-Presidents and VP’s as needed.

C. Vice President(s) of Membership (1-2): The Vice Presidents of Membership are responsible for membership engagement both internally and externally. Internally, the VP is responsible for ensuring board cohesion and unity. Externally, they are responsible for managing and providing educational events as well as soliciting feedback to ensure students feel the club is having a positive impact on them.

D. Vice President(s) of Marketing (1-2): The Vice President of Marketing is responsible for the marketing of all of the Wharton Undergraduate Finance Club’s events and initiatives. This position requires a high degree of availability, detail-orientation, and coordination with several other Vice Presidents in the club as well as other organizations. Specific responsibilities include but are not limited to sending emails to the general member base, creating visual marketing materials, and managing the content of social media accounts.

E. Vice President(s) of Events (1-2): The Vice Presidents of Events are responsible for organizing non-sponsor backed events. These events are intended to be both educational and informative.

F. Vice Presidents of Corporate Relations (2): The Co-Vice Presidents of Corporate Relations are responsible for strengthening the relationships with the Wharton

Undergraduate Finance Club's current corporate sponsors by organizing events and maintaining an active and regular dialogue. In addition, this position entails both expanding and renewing the club's sponsor base each year with the club's sponsorship packet.

G. Vice President of Technology (1): The Vice President of Technology is responsible for all technology-related resources and tools the Wharton Undergraduate Finance Club owns. The position includes managing the club's website, social media profiles, club listserv(s), and the email account among other tools.

H. Vice President of Financial Analysis (1): The VP of Financial Analysis controls all

I. Vice President of Finance (1): The VP of Finance manages the club's budget and is responsible for ensuring compliance with G95 policies.

Section III. To accommodate transition of responsibilities, all incumbent board members must meet with the corresponding new board member for at least 1 hour to facilitate the formal passover of responsibilities.

Section IV. Any persisting concerns with respect to a board member's inability to fulfill their functions should be brought to the attention of the current presidents. If the matter persists, the decision to remove an officer can be presented as an official agenda item during a board meeting. Only a unanimous vote can result in removal of the officer from the club. It is strongly recommended that the Wharton Undergraduate Office is consulted in advance of forcible removal. This should be a last resort.

Section V. It is at the discretion of the current presidents to decide if and how to fill a vacant role on the board.

Article IV
Elections

Section I. To be eligible to run for a position on the WUFC board, a candidate must be at least one of the following:

A. WUFC Officer
B. General Board Member
C. WUFC Committee Member

Section II. Candidacy for a board position is based on a self nomination process. Interested individuals must submit a personal statement and be prepared to give a 1-2 min speech to the current WUFC board. It is at the discretion of the current presidents whether there should be an opportunity to question the candidates at that time.

Section III. Board positions are voted for by the current WUFC board (current officers and general board members). Outgoing seniors will be entitled to vote on all board positions.

Section IV. To ensure fair reporting of results, voting will be conducted as a closed ballot process. Following speeches by each candidate, current board members will be given a chance to deliberate (for no more than 10 minutes per position) at the end of which a closed ballot will be gathered by the OUTGOING presidents to tally and report. This process will take place for all board positions.

Article V
Membership

Section I. General membership to the WUFC is open to all University of Pennsylvania students and constitutes signing up on our general listserv. Consequently, members will be tracked through this listserv and through communication with our whartonfinanceclub email account.

Section II. The club will not charge any membership fees. In line with our mission, vision, and values, not fee structure will be permitted.

Section III. To continue to grow and maintain our membership, WUFC is expected to have a table at Wharton's annual Clubbing Night. Involvement at the university-wide Student Activities' Fair is encouraged but not required.

Article VI
Structure

Section I. The club is comprised of a general membership, served by a committee-focused board structure.

Article VII
Meetings

Section I. General body meetings will be held at least once per year, although it is preferable to have at least one per semester. Internal board meetings must be scheduled a minimum of once per week for at least one hour a time mutually agreed upon by the current WUFC board.

Section II.

- Is there a minimum attendance policy for club members in terms of general body meetings?
    - club members are encouraged but not required to attend the GBM. board and committee members are required to attend GBM and all events deemed mandatory by presidents

Section III.

- Will minutes or notes be taken at each meeting and be available to members?

Article VIII
Funds

Section I. Expenses incurred by the club during normal operations will be financed by solicitation of external corporate sponsors.

Section II. The reporting of budget figures is a shared responsibility between the club's VP of Finance (expenses), the club's VPs of Corporate Relations (revenues), and Wharton Council's Finance Committee. Periodic checks should be made to ensure the club's budget snapshot is consistent between the two entities.

Section III. Authorization for appropriate expenses should come from the club presidents or otherwise from the VP of Finance. In the absence of a VP of Finance, the presidents can appoint an existing VP to also hold these responsibilities.

Article IX
Amendments

Section I. Any proposed amendments to the club's constitution must be presented as an agenda item during a weekly board meeting. A unanimous vote by the current board is required in order for the amendment to be passed.