UNBSJ FIS

CONSTITUTION

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Last Updated: January 2026 by Colin Crowdis

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Article 1: The Name of the Society

Our Club's name is “UNBSJ Finance & Investment Society”.

The abbreviation for the club will be “UNBSJ FIS”

Article 2: the Intended Purpose and Objective of the society

I. The purpose of the club is to promote financial literacy and investment knowledge among students at the University of New Brunswick by supplying members with practical skills and a strong understanding of financial markets. Our goal is to prepare students for successful careers and long-term financial security, empowering them to make informed decisions that support a healthy and wealthy future.

II. We aim to create an educational platform that equips driven students with a solid foundation in financial theory while offering a space to explore, discuss and debate key market trends. Our community encourages learning alongside peers in an engaging and intellectually challenging environment. Beyond academics, we emphasize career readiness and support members in professional development.

III. We strive to achieve this through a hands-on development program that will empower our members to develop the skills needed to become savvy investors. Members will learn about key topics on Personal finance, registered savings and investment accounts (including TFSA, FHSA, RRSP). From presenting stock pitches, to taking part in stock simulation competitions, encouraging time for market discussions, Emerging technology forums and Investment research reports, members will also have a significant opportunity to test their knowledge and gain valuable hands-on experience.

IV. We are committed to ensuring an inclusive environment with diversity across our society by welcoming members from all years, academic programs, and backgrounds. While previous experience is an asset for applicants, it is not required. We will be constantly looking to recruit talented individuals who will add value to our team and proactively contribute towards the club's activities and overall society, school, and community success.

Article 3: Society Values

<u>Mission Statement</u>

The UNB Finance & Investment Society gives all UNBSJ students equal access to financial education and investing skills. We empower students to make confident financial decisions through inclusive learning experiences.

<u>Vision Statement</u>

We envision a campus where every student has the opportunity to become financially literate and investment ready. Our goal is to build an inclusive diverse community that supports shared financial growth.

Article 4: Membership

There shall be two levels of membership within the organization:

1. General Membership Shall:
    - A. Be open to all students of UNBSJ being free from discrimination of race, religion, sex, and place of birth
    - B. Speak on all matters pertaining to the organization
    - C. Vote at all general membership meetings
    - D. Vote in all elections
    - E. Seek nomination for any executive position
    - F. Partake in any events of the organization
    - G. Be informed of all events, meeting, and elections
    - H. Be valid for 1 Academic year

2. Honorary membership shall:
    - A. Be granted general membership
    - B. Partake in any events
    - C. Can attend any number of events.
    - D. Receive a certification once a minimum of 5 meetings attendance sheets are signed which can be used to apply for a non-executive or executive position in the following year.
    - E. Honorary membership may be granted by majority vote of the Executive Committee to individuals who contribute meaningfully to the Club's mission.

Article 5: Governing Positions and Duties of UNBSJ FIS

Executive Member positions will be hired before March 30th by the Current President and Vice President. The hierarchy of the positions are listed as following:

1.President

2.Vice President

3.Treasurer

4.Executive Administrator

5.Marketing Director

Positions & Duties

<u>President</u>

I. The President has the authority to create/change any rules.
II. The President must present any new/changed rules to all executives and if majority is not in-favour a vote will be held where all members may share equal vote. In the case of a tie the change will be put in place.
III. The President must be a returning Student at UNBSJ
IV. Ensures all Ethical and Duty of care responsibilities are being followed V. Responsible for ensuring inclusion and equality between all members.
VI. Ultimately responsible that all Executive members roles and Duties are being fulfilled
VII. Ensures all executives and members follows constitution accordingly
VIII. Must schedule all executive board meetings
IX. Must approve all external content (social media posts, or promotions) X. Must be a part of all meeting decisions even if absent
XI. Maintain up-to-date knowledge of Canadian personal finance and investment practices relevant to Club education topics
XII. The President Must help hire the Executive Roles in March and Non- Executive roles in May
XIII. Provide overall leadership and strategic direction for the Club
XIV. Chair all general and executive meetings
XV. Serve as the primary liaison between the Club and the SRC
XVI. Ensure the Club operates in accordance with its constitution and SRC regulations
XVII. Oversee execution of events, workshops, and competitions

XVIII. Approve expenditures presented by the Treasurer and/or VP
XIX. Represent the Club in external partnerships and guest speaker relations
XX. Responsible for tracking and ensuring all other executive duties are being fulfilled
XXI. Ensure that all educational content provided by the Club is accurate, evidence-based, and sourced from reliable information
XXII. Present financial and investment topics in an unbiased and non-partisan manner, avoiding promotion of personal political or ideological positions regarding markets or economic policy
XXIII. Ensure that no misleading, false, or unverified financial information is distributed to members
XXIV. Clearly communicate that Club activities and mock competitions are educational simulations and do not constitute financial advice
XXV. Promote an inclusive and respectful learning environment
XXVI. Act in good faith and in the best interest of the Club's mission and membership

Vice President

I. Support the President in all listed leadership duties
II. The Vice President must be a returning Student at UNBSJ
III. Assume Presidential responsibilities in the President's absence
IV. Coordinate internal operations and executive task delegation
V. Monitor progress of ongoing projects and events
VI. Assist in executive recruitment and succession planning
VII. Must create a schedule for upcoming the semester of all events (minimum of 30 days before semester begins)
VIII. Must create and ensure Master Budget in followed along side the Treasurer
IX. Must help hires all coordinator roles before May
X. Responsible for Answering all Society emails before a maximum of 72 hours has passed (except during holidays).
XI. Responsible for stepping in to help the President whenever is deemed necessary.
XII. Must represent Society at majority of UNBSJ events
XIII. Responsible for all Coordinators and ensures all coordinator's duties are being fulfilled.
XIV. Ensures Treasurer's duties are being fulfilled
XV. Ensures Executive Administrator's Duties are being fulfilled

Treasurer

I. Main contact with the VP Finance at the UNB Student Representative Council.
II. Maintain accurate financial record and transaction log
III. Prepare yearly Budget

IV. Present Financial report at executive meetings
V. Present and ensure all Expenditure is approved by President and Vice president VI. Ensure all Budgets are approved by Vice President
VII. Safeguard all funds in accordance with SRC Policy
VIII. Responsible for filing and tracking reimbursements for executive members when necessary.
IX. Creates a sponsorship funding package and delegates the responsibility to other members
X. Responsible for student travel arrangements to other university events. XI. Keep a record of donors and maintain correspondence with them.
XII. Responsible for coordinating the purchasing of items when necessary.

<u>Executive Administrator</u>

I. Keeps all Club Documents
II. Maintain Membership list
III. Keep Log of Member Attendance and present at Executive meetings
IV. Ensure VP is kept up to date with statistics V. Keep and take any require statistics
VI. Maintain record of any write ups or complaints
VII. Issue meeting notice and election announcements

<u>Head of Marketing</u>

I. Manage Club Branding and Social Media Platforms
II. Design and innovate promotional material for events and recruitment
III. Work closely alongside Event Coordinator ensuring timely delivery of material
IV. Lead Marketing Campaigns and Student outreach
V. Supervise First Year representative
VI. Promote Inclusivity and engagement in Society Activities
VII. Ensure approval from VP and President Before Posting Promotions
VIII. Present relevant Marketing topics in Meetings
IX. Educate members with Marketing concepts in meeting

Subsection 5.1 Non-Executive Coordinator Positions and Duties

These Portions will be Hired by The President and Vice President Before May 30th

*The following positions are not listed as a chain of Hierarchy. Additionally, the numbers on the right of position indicates spots needed to be filled

1. Event Coordinator 1-2
2. Education Director 1-2

3. Research & Development Coordinator 1
4. External Relations Officer 1
5. Technology Officer 1
6. First Year Representative 1

Positions and Duties

Event Coordinator

I. Plan and organize Club workshops, guest speaker sessions, and competitions
II. Coordinate room bookings, equipment, and event logistics
III. Develop event timelines and ensure smooth execution
IV. Assist in managing event budgets under Treasurer oversight V. Collect event feedback to improve future programming
VI. Work Alongside Head of Marketing to ensure accurate promotional content and

Education Director

I. Design and develop financial literacy and investment education content
II. Work alongside Executives to prepare workshop materials on budgeting, TFSA, FHSA, RRSP, and investing
III. Ensure educational content is accurate, accessible, and engaging
IV. Coordinate training sessions and educational guest speakers V. Develop and Present Educational Material at meetings
VI. Work with the President to uphold educational integrity standards

Research & Development Coordinator

I. Research emerging topics in personal finance and investment education
II. Develop new program ideas and learning initiatives
III. Analyze feedback and participation trends to improve Club offerings
IV. Support the Education Director in updating content materials
V. Present Research at meetings
VI. Work alongside Executive Administrator and present findings

External Relations Officer

I. Build relationships with financial professionals, institutions, and alumni II. Invite guest speakers and potential sponsors
III. Represent the Club in external communications
IV. Seek partnership opportunities aligned with the Club's mission
V. Keep in close contact with President and Event Coordinator

Technology Officer

I. Manage the Club's online platforms and technical tools
II. Maintain mock trading software, spreadsheets, or competition platforms III. Support virtual events and online workshops
IV. Troubleshoot technical issues during Club activities
V. Keep in constant contact with Head of marketing

First-Year Representative

I. Represent the interests of first-year students
II. Assist in recruiting and onboarding new members
III. Provide feedback on beginner-friendly programming needs
IV. Help create an inclusive environment for new students
V. Present findings and recommendations at meetings

Subsection 5.2: Executive Duty of Care

Executive Duty of Care and Ethical Responsibilities:

All Executive Members of the UNB Finance & Investment Club shall uphold a duty of care to act responsibly, transparently, and in the best interest of the organization and its members. Executives must perform their roles in good faith, exercise reasonable judgment, and maintain the integrity of the Club.

All Executives shall:

I. Act honestly and in the best interest of the Club's mission and membership

II. Carry out duties with diligence, professionalism, and reliability
III. Maintain up-to-date knowledge relevant to their position and the Club's activities
IV. Ensure information shared through Club events and materials is accurate, credible, and not misleading
V. Avoid conflicts of interest and disclose any potential conflicts when they arise
VI. Refrain from using their position for personal financial gain
VII. Promote inclusivity, equal opportunity, and respectful conduct within the Club
VIII. Follow SRC policies and this Constitution at all times
IX. Protect confidential information related to Club operations and members

Financial and Educational Integrity Clause

I. Executives shall ensure that all finance and investment content delivered by the Club is educational in nature and does not constitute personalized financial advice
II. Executives shall present financial topics in a neutral and unbiased manner without promoting personal political or ideological agendas
III. Any external speakers or sponsors must be vetted to ensure alignment with the Club's educational purpose and neutrality

Accountability Clause

I. Executives are responsible for correcting misinformation if identified
II. Executives must respond reasonably to concerns raised by members
III. Failure to uphold this duty of care may result in disciplinary action or removal in accordance with Article 7 of this Constitution

Subsection 5.3- Shared Responsibilities

All members of the UNBSJ Finance and Investment Society have the responsibility to

A. Attend all UNBSJ FIS meetings, unless an excuse deemed valid is given
B. All members should be in Good Academic Standing as defined by the UNB Registrar. C. Review the By-laws of the society at least once every academic year

Article 6: Meetings and Quorum

A. The Club shall hold at minimum one general meeting per academic term (Fall and Winter).

B. Executive meetings shall be held as required to conduct Club operations.
C. Meetings may be called by the President or by a majority of the Executive Committee.
D. Members shall be given at least five (5) days notice of any general meeting.
E. Quorum for general membership meetings shall be 25% of registered general members, or a minimum of 10 members, whichever is smaller.
F. Quorum for executive meetings shall be a simple majority of current executive members.

Article 7: Finance

All concerns regarding finance will be subjected to go through the Student Representative Council. Cheques are made out to the "University of New Brunswick Student's Representative Council". Additionally, fee to join the society is never to be imposed.

Article 8: Elections and Succession

During each transitional period, a meeting shall be held first for current executive members to explain and pass on their duties to succeeding executive members. The hiring of an executive will be outlined as following. After the available role has been advertised for minimum of 7 days, the mandatory interview process will begin where the President and Vice President of the current term will interview applicants for the opening and will choose the best candidate for a future term of one year. The incoming hire will then begin their term from May 1st to April 30th. Executives are allowed to return to their positions a maximum of 1 term without an interview. In the case an executive would like a third term, it will be mandatory to apply and go through the interview process with a minimum of 2 Executive members, and 3 non- executive members present, where they will be appointed back with a 3/5 vote. At any time during the term the President may grant an additional positions duty to an executive if left unfilled but only with the Vice presidents' approval.

<u>Presidential Succession Procedure:</u>

I. If the President does not return for the following term, the Vice-President shall be offered the position of President, subject to approval by the outgoing President.

II. If the Vice-President is not approved or declines the role, an election shall be held to fill the Presidency.

III. To conduct an election, quorum must include at least 50% of Executive Members, 50% of Non-Executive Officers, and 25% of General Members.

IV. Voting shall be conducted by anonymous ballot, and each ballot may list up to three eligible candidates. The candidate receiving the highest number of votes shall be appointed President.

V. A maximum value of 30CAD is allowed to be spent on each Candidates campaign (an additional 4% will be added onto this value every year starting 2027).

VI. The ballots are to be counted by a trusted impartial party

Subsection 8.1 Appointment and Accountability of Non-Executive roles

I. The Executive Committee may create non-executive officer positions as needed to support Club operations, including but not limited to Event Coordinator, Education Coordinator, Research & Development Coordinator, External Relations Officer, Technology Officer, Faculty Representative, and First-Year Representative.
II. Non-Executive Officers shall be appointed by a majority. Using the standard election procedure as described in Article 8 (lll-Vl).
III. Appointments shall occur Before May 30th
IV. All General Members in good standing are eligible to apply or be nominated for nonexecutive positions.
V. Non-Executive Officers shall serve for a term of one academic year (May 30th – May 30th) and may be reappointed.
VI. Non-Executive Officers report to the Executive Committee and must carry out duties assigned by the Executive in accordance with the Club's mission and constitution.
VII. Non-Executive Officers do not hold financial signing authority and do not vote on executive governance decisions unless explicitly authorized by the Executive Committee.
VIII. The Executive Committee may remove a Non-Executive Officer by majority vote if the officer is negligent, fails to perform assigned duties, or violates the Club's constitution or SRC policies.

Subsection 8.2: Executive and Non- Executive Transition

Following the hiring of new executives and non- executives, the outgoing President and Vice President shall be responsible for preparing a transition document and arranging a transition meeting with the newly hired Executive Committee to ensure continuity of Club operations.

Article 9: Impeachment

In order for a removal of an executive member the following must occur: I.
Violation of the Constitution
II. Poor performance duties as agreed upon by other executive members III.
Insufficient level of initiative in planning of events.
IV. Irresponsible behaviour regarding delegated objectives. V.
Insufficient attendance of meetings and society events.
VI. Constructive feedback has been provided, documented and the member does not take action to improve
VII. Executive does not attend three meetings in a row.
VIII. Act in a manner that damages the reputation or integrity of the Club

Subsection 9.2: Additional Governance Procedure

Any matters related to executive conduct or removal not explicitly outlined in this Constitution may be raised as needed in accordance with Club governance principles.

I. A motion to remove an executive member may be introduced by any General Member in good standing. The initiating member shall present the motion at a general meeting and provide a brief rationale for consideration.
II. Removal of an executive member requires a simple majority vote of General Members present at the meeting.
III. All impeachment and removal proceedings shall be conducted confidentially. Following a decision, only essential information regarding the outcome shall be disclosed to members to protect privacy and maintain professionalism.

Article 10: Termination

In the event of termination or dissolution of the Club, all assets and funds provided through or owned by the Student Representative Council shall be returned in accordance with SRC policy.

Article 11: Amendments

I. Amendments to this Constitution must be approved by a majority vote of the Executive Committee and Non-Executive Officers, provided that quorum of 50% of Executive Members is present at the meeting.

II. Proposed constitutional amendments must be announced at least two (2) weeks in advance of the meeting to allow adequate notice for member participation.

III. Formatting or minor amendments, which do not substantially alter the meaning or structure of the Constitution, may be approved at a specially called Executive Meeting, provided that:

  - Proposed changes are circulated at least two (2) weeks in advance, and the motion passes by unanimous vote of all Executive Members in attendance.

IV. Substantive amendments, including major revisions to Articles or governing structures, must be presented at a General Meeting and approved in accordance with Clause 1 above.

Article 12: Revision History

This document shall be reviewed at least once per year, and a new edition signed by all executives in the second semester.

<u>Revised & signed by:</u>

Justin Schwenger January 17th, 2026