



# Illinois State University Actuarial Club Constitution



Created by Michael Paradiso, President 2015-2016

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## **Article I - Purposes**

- Section 1. The Actuarial Club provides students studying Actuarial Science at Illinois State University the opportunity to develop industry knowledge by attending presentations given by experienced professionals, to network with peers and employers, and to seek the mentorship of upperclassmen.

## **Article II - Membership**

- Section 1. Membership in the Actuarial Club is obtained by joining and paying dues to the professional business fraternity Gamma Iota Sigma.
- Section 2. Active Membership requires attendance in each semester (Spring or Fall) of at least four events of the Actuarial Club and at least two events of Gamma Iota Sigma, as well as having paid dues to Gamma Iota Sigma.

## **Article III - Officers**

- Section 1. The Officers of the Actuarial Club will include a President, Vice-President of Industry Relations, Vice-President of Social Activities, Vice-President of Volunteer Efforts, Vice-President of Public Relations Secretary/Treasurer, GIS Liaison, Casualty Actuarial Society Student Central Ambassador, and three (3) General Officers.
- Section 2. Officer Attendance Policy
- a. Officers will make diligent effort to attend all events held by the Actuarial Club.
  - b. Should an Officer be unable to attend an event, it is the duty of the Officer to notify the Secretary/Treasurer of his/her impending absence.
  - c. If the Officer fails to provide an acceptable reason for the absence, or simply does not appear at an event, the Officer will earn an unacceptable absence.
  - d. It is the duty of the President and Secretary/Treasurer to deliberate and determine whether or not a reason is acceptable. The Secretary/Treasurer will notify the Officer-in-absence if his/her reason is acceptable.
  - e. If an Officer accumulates three (3) unacceptable absences, the Secretary will notify the President. The President will then notify the Officer of their termination from office.
- Section 3. Duties of the President
- a. Preside over all events hosted by the club.
  - b. Schedule meetings and plan the agenda for meetings of the Executive Board.
  - c. Schedule room, date and time for events.
  - d. Communicate event details to the membership.
  - e. Serve as a mentor to the general membership as a whole.
  - f. Any and all additional duties detailed herein.

- Section 4. Duties of the Vice-President of Industry Relations
- a. Interact with industry professionals to coordinate speaker presentation, company visit, and job shadow events for the club.
  - b. Compose, prepare, and mail physical “thank you” letters to professionals who speak at club events.
- Section 5. Duties of the Vice-President of Social Activities
- a. Plan and organize social events for the club.
  - b. Notify the Secretary/Treasurer of all event amenity expenses for record-keeping purposes.
  - c. Coordinate efforts to recruit new members.
- Section 6. Duties of the Vice-President of Volunteer Efforts
- a. Plan and organize volunteer events for the club.
  - b. Plan and organize fundraising events for the club.
- Section 7. Duties of the Vice-President of Public Relations
- a. Promote the Actuarial Club via social media and other effective channels
  - b. Collect and keep a record of pictures and news articles about the club and/or its members
- Section 8. Duties of the Secretary/Treasurer
- c. Record and maintain attendance history of the general membership and Officers for all events of the club.
  - d. Retain receipts for event amenities (i.e., food) and submit them to the Department of Mathematics for documentation purposes and reimbursement (if applicable).
  - e. Maintain record of club finances including spending and fundraising.
  - f. Any and all additional duties detailed herein.
- Section 9. Duties of the Gamma Iota Sigma Liaison
- a. Promote and encourage attendance of Gamma Iota Sigma (GIS) events.
  - b. Maintain regular correspondence with the Executive Board of GIS.
  - c. Ensure that the scheduling of Actuarial Club events do not conflict with those of GIS.
  - d. Acquire and maintain attendance history of the general membership at GIS events.
  - e. Deliver calendar of Actuarial Club events and attendance history to the director of the Katie School of Insurance at the conclusion of each semester.
- Section 10. Duties of the Casualty Actuarial Society Student Central Ambassador
- a. Maintain close correspondence with the Casualty Actuarial Society Student Central staff.
  - b. Educate the general membership on current happenings and opportunities provided by the Casualty Actuarial Society Student Central program.

- Section 11. Duties of the General Officers
- a. Provide support to the other Officers as needed.
  - b. Participate in discussion and decision-making during meetings of the Executive Board.

#### **Article IV - Executive Board**

- Section 1. The aforementioned Officers of the Actuarial Club compose the Executive Board of the Actuarial Club.
- Section 2. Roles and Responsibilities of the Executive Board
- a. Serve in an executive role for the members of the Actuarial Club.
  - b. Prioritize the well-being and betterment of the Actuarial Club and its membership in the process of making decisions.
  - c. Plan club events.
  - d. Update and subsequently ratify this Constitution as/if changes are made.

#### **Article V - Election of Officers**

- Section 1. The sitting Executive Board will determine the precise date of the elections.
- Section 2. Candidates for any and all Officer positions must have satisfied the requirements of Active Membership during the semester in which he/she is running for the position.
- Section 3. Any candidate for a General Officer position must have freshman or sophomore standing at the time of the elections. Exceptions to this rule will be given to first-year transfer students who does not have freshman or sophomore standing.
- Section 4. The sitting Executive Board will tally the ballots and announce election results to the membership. The faculty advisor will serve as election supervisor.

#### **Article VI - Terms of Office**

- Section 1. Officers of the Actuarial Club will serve a term beginning at the completion of the Spring semester of their election and lasting until the end of the following spring semester.
- Section 2. Officers of the Actuarial Club may serve up to two (2) consecutive terms in the same Officer position if formally elected to do so.

## **Article VII - Replacing Officers in Instances of Unfulfilled Terms**

- Section 1. In the event that the President resigns or is removed from office during his/her term of duty, the Executive Board will elect amongst themselves a new President. The newly elected President will relinquish his/her prior Officer position to a General Officer. Said General Officer will be selected by Executive Board election or consensus.
- Section 2. In the event that any Officer, aside from the President or a General Officer, resigns or is removed from office during his/her term of duty, a General Officer selected by election or consensus will assume the vacant position.
- Section 3. In the event that a General Officer resigns, is removed from office during his/her term of duty, or is appointed to a higher Officer position as described in Section 1 or Section 2, a new General Officer will be selected from the general membership by Executive Board consensus.

## **Article VIII - Removal of Officers During Term of Duty**

- Section 1. If an Officer of the Actuarial Club is failing to fulfill his/her duties, a verbal warning will be given by the President. If the Officer fails to fulfill his/her duties after the verbal warning, then the Executive Board will determine by majority vote if the Officer is to be dismissed. If majority is reached, the Officer will be removed from the Executive Board immediately.

## **Article IX - Faculty Advisor(s)**

- Section 1. The Actuarial Club will have a faculty advisor.
- Section 2. The faculty advisor of the Actuarial Club will be appointed by the director of the Actuarial Science Program with the approval of the chair of the Department of Mathematics.
- Section 3. The faculty advisor of the Actuarial Club will serve until his/her resignation or until the director of the Actuarial Science Program replaces him/her.
- Section 4. The faculty advisor of the Actuarial Club will serve as advisor and mentor to the Officers of the Actuarial Club and to the general membership. The faculty advisor will be responsible for monitoring all Officer elections.

## **Article X - Events**

- Section 1. All events hosted by the Actuarial Club will be open to the public.

- Section 2. Events will be held on a regular, scheduled basis as determined by the Executive Board. A minimum of one event will be held each month of the fall and spring semesters.
- Section 3. Event details will be communicated to the general membership by the President by means of email and Facebook event page.

### **Article XI - Amendments and Changes to the Constitution**

- Section 1. Recommendations for changes or amendments to this Constitution will be brought to the Executive Board of the Actuarial Club for advertisement.
- Section 2. Changes or amendments will be deliberated and decided upon by the Executive Board. Approved changes will be announced by the President to the general membership.

### **Article XII - University Policies**

- Section 1. The Actuarial Club and its membership agree to adhere to local, state, and national laws and university policies. However, the organization cannot be held responsible for the actions of individual members outside of events and activities hosted by the Actuarial Club.
- Section 2. A member of the Actuarial Club who violates university policy or local, state or national laws may be dismissed from the organization pending majority vote by the Executive Board.

*\*\*\*This Constitution was ratified by the 2015-2016 Executive Board on: 01/12/2016\*\*\**

*\*\*\*This Constitution was edited by Judy Cheng, President 2016-2017, on: 01/15/2017\*\*\**

*\*\*\*This Constitution was edited by Judy Cheng, President 2016-2017, on: 03/20/2017\*\*\**