

BYU-Idaho Investment Banking Society Bylaws

**Advisors: Brother Kirk Gifford
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Article I: The Official Name

Section 1. Society Name

- I. The name of the society shall be called Investment Banking Society (herein referred to as the “the society”).

Article II: Purposes and Goals

Section 1. The purpose of the Investment Banking Society is six-fold:

- I. Prepare students for the profession via resume revision, mock interviews, Bloomberg certification, etc.
- II. Provide means of continuity for society
- III. Maintain involvement in the capital markets through encouraging active management of the club’s funds
- IV. Coordinate lectures by investment bank professionals and discussion forums on a variety of topics pertaining to the investment banking industry
- V. Foster student-to-student sharing and teaching of information relevant to the industry and profession
- VI. Place students in competitive finance jobs through alumni network and university contacts

Article III: Officers and Duties

Section 1. Officers – Roles & Responsibilities

- I. President
 - a. Persistently and consistently learning about the industry in order to instruct, promote, and apply information to society
 - b. Presides over weekly meetings of officers and directors
 - c. Designates additional offices as needed
 - d. Maintains communication directly with society advisor(s)/executive committee
 - e. Presides over officers, directors, and analysts
 - f. Presides over society impeachment hearings
 - g. Oversees all society-related activities and actions
 - h. Heads, directs, and executes activities and meetings of the Recruitment Oversight Board
 - i. Coordinates with directors in recruiting next semester’s analysts
 - ii. Establishes screening process of new analysts
 - iii. Informational interviews with members

- II. Vice President
 - a. Persistently and consistently learning about the industry in order to instruct, promote, and apply information to society
 - b. In absence of president, presides over weekly meetings of officers and directors unless otherwise instructed by president.
 - c. Head promotional efforts of information sessions
 - d. Attends weekly meeting with president, secretary, treasurer, and directors
 - e. Participates in impeachment hearings
 - f. Heads, directs, and executes activities and meetings of the Administrative Oversight Board
 - i. The creation, updating, and overall design of the society website
 - ii. Responsible for the establishing, maintaining, and responding activities of the society email account
 - iii. Collaborating with secretary regarding the communication of weekly meetings and/or events, seminars, lectures as approved by the Business and Communication College Dean.

- III. Treasurer (Chief Investment Officer)
 - a. Persistently and consistently learning about the industry in order to instruct, promote, and apply information to society
 - b. Attends weekly meeting with president, vice-president, secretary, and directors
 - c. Maintains ledger of all financial transactions of society
 - d. Aids in promotion of weekly meetings
 - e. Participates in impeachment hearings
 - f. Heads, directs, and executes activities and meetings of the Finance Oversight Board
 - i. Provides approval of transactions on behalf of society. It is suggested that material transactions be discussed with the president and faculty advisors of the society
 - ii. Prepares monthly and semester budget of society
 - iii. Maintains records of society financials and placement of funds
 - iv. Monitors investment activity in conjunction with directors
 - v. Establishes internal controls
 - vi. Review and report monthly financials to president and advisor(s)

- IV. Secretary (Chief Administrative Officer)
 - a. Persistently and consistently learning about the industry in order to instruct, promote, and apply information to society
 - b. Attends weekly meeting with president, vice-president, treasurer, and directors
 - c. Aids in promotion of weekly meetings
 - d. Maintains society member database and member profiles

- e. Coordinates and heads promotional efforts for society events, seminars, and lectures
- V. Webmaster
 - a. Role and responsibility is left to the discretion of the vice-president
- VI. Directors
 - a. Attend weekly meeting with president, vice-president, treasurer, and secretary
 - b. Responsibilities, roles, and team oversight are left to the discretion of the directors

Article IV: Election of Officers

Section 1. Election Process

- I. The executive committee, composed of an advisor, assistant advisor, and alumni, appoints the president and vice-president
- II. The president and vice-president appoint directors, treasurer, secretary, and webmaster based on structured qualifications (i.e. resume, experience in industry, intangible characteristics, etc.)
- III. Analyst positions are filled consistent with director's discretion and president oversight

Article V: Financial Structure

Section 1. Funding

- I. Funding for the society is contributed by the College of Business and Communication
- II. Funding decisions are executed by the treasurer with permission of the president, executive committee, and the Business and Communication College Dean.

Section 2. Payments

- I. All transactions are processed with available funds of the society, not on credit.

Section 3. Investments

- I. Sufficient due diligence must be performed in order to determine suitability of investments
- II. All recommended non-material investments must be approved by treasurer
- III. Investing activities are researched and executed in the best interest of the society and its members
- IV. Funding decisions are executed by the treasurer with permission of the president and the executive committee.

Article VI. Weekly Meetings

Section 1. Structure of Meetings

- I. President, vice-president, treasurer, secretary, and directors are mandated to be in attendance to these weekly meetings
- II. Market updates are to be presented by one of the members in attendance
- III. Discussion of business affairs of all oversight boards

Section 2. Events

- I. Planned and executed by secretary and support provided by Administrative Oversight Board
- II. Collaboration on part of all officers, directors, and analysts in preparation for events

Article VII. Membership

Section 1. Membership

- I. Membership is open to all student body
- II. Society has is structured to support a president, vice-president, treasurer, webmaster, secretary, directors, analysts, and general membership.
- III. See article IV for reference to election process

Section 2. Recruitment

- I. Method of recruitment includes resume screening, interviews, and faculty written recommendations
- II. Recruitment Oversight Board supervises recruitment process

Article VIII. Service

Section 1. Service to student community

- I. The society schedules a personal investing general information session to interested students