

**1. NAME:**

The formal name of this organization shall be The Freeman Consulting Group, hereinafter referred to as FCG in this document.

**2. PURPOSE:**

The primary purpose of FCG is to offer professionally challenging and rewarding consulting experiences to its member students. These consulting experiences may encompass all business disciplines. This goal will be met through various means. Examples include monitored case work with private businesses, establishing and maintaining a beneficial relationship with the local business community, providing a forum to encourage group interaction and involvement in consulting activities and organizing guest speaker events.

**3. BOARD OF ADVISORS****3.1. NUMBER AND TERM OF OFFICE**

The organization will nominate at least one advisor annually, but no more than three, each retaining a term of one year. The organization as a whole will vote to confirm nominations.

**3.2. ELIGIBILITY**

All Tulane faculty, staff, alumni and local business operators are eligible for office, with no restrictions regarding the number of terms they may hold offices. At least one advisor shall be selected from the Tulane Freeman School of Business faculty.

**3.3. DUTIES**

Advisors to the organization are encouraged to attend full and emergency session meetings to assist in ethical and legal matters, and to work closely with officers in representing the organization to the business community. They are invited to participate in the review of projects as presented to the club in regular meetings as well as to provide input as requested on specific project details.

**4. OFFICERS****4.1. TITLES**

The following offices are open for annual consideration to all dues-paying members of the organization.

- 1) President
- 2) Executive Vice President
- 3) Vice President of Client Relations
- 4) Vice President of Operations
- 5) Vice President of Communications
- 6) Vice President of 1<sup>st</sup> Year Relations

## 4.2. ELECTIONS

Elections will be held between the first and third week of the spring semester each year (with the exception of the Vice President of 1st Year Relations as noted below), subject to approval of the group. Members interested in running for office must express their intent and must be nominated by themselves or another active, voting member of the organization. After all members are announced, and the nominations closed, each nominee will be allowed time before the group to address his/her qualifications and intentions for the office. Secret ballot by all voting members will determine the outcome. A 50%+1 majority is necessary to win an election. In the event of a tie, a second election will be held between these remaining candidates. Additional elections will be held to replace officers vacating over the course of the year.

## 4.3. ELECTION OF THE VICE PRESIDENT OF 1ST YEAR RELATIONS

Elections for the VP1 shall be as noted above for other officers except they shall be held between the first and third week of the Fall semester.

## 4.4. DUTIES OF OFFICERS

### 4.4.1. The President shall:

- a) Preside over all meetings of FCG
- b) Coordinate activities of the officers
- c) Act as organizational liaison to members of the Freeman School, Tulane University, Alumni, and the business community
- d) Delegate committee responsibilities and establish ad hoc committees as needed
- e) Call emergency sessions as necessary

### 4.4.2. The Executive Vice President shall:

- a) Preside over all meeting in the President's absence
- b) Act as an internal liaison for committee chairs and other internal groups
- c) Assume the office of President on an interim basis, should the President be unable to perform his or her duties
- d) Assist the President with duties upon request

### 4.4.3. The Vice President of Client Relations shall:

- a) Maintain a list of potential, current, and former FCG clients
- b) Schedule meetings with potential clients and the Project Committee
- c) Organizes project selection meetings
- d) Coordinates project teams and assists in client relations
- e) Manages and develops the FCG portfolio of clients
- f) This position may be filled by multiple members at the discretion of the Executive Council to keep the client to officer ratio below 6 to 1

#### 4.4.4. The Vice President of Operations shall:

- a) Govern and account for all financial transactions internally and externally
- b) Collect all dues from members
- c) Prepare financial statements quarterly
- d) Responsible for recording of minutes for all meetings
- e) Maintain an organizational calendar and reserve rooms and equipment for the FCG
- f) Serves as the President's organizational assistant for ad hoc events upon request

#### 4.4.5. The Vice President of Communications shall:

- a) Responsible for the maintenance of the FCG website and social media accounts
- b) Responsible for notification of FCG members of scheduled meetings and events
- c) Develops communication strategies to raise awareness of FCG internal and external to the Tulane community

#### 4.4.6. The Vice President of 1<sup>st</sup> Year Relations shall:

- a) Act as a representative to the first year graduate students of the Freeman School and represent their interests on the FCG board
- b) Represent the interests of said group in regular and executive meetings with the primary goal of preparing the 1<sup>st</sup> year members for a smooth transfer of leadership of the FCG following Spring elections
- c) Assist any board member with their FCG duties upon direction of the President or EVP

### 4.5. TERMS AND IMPEACHMENT PROCEEDINGS

Each officer is elected to serve one full year with the exception of the Vice President of 1st Year Relations as noted above. He/she may run for concurrent terms if still active for the upcoming year. If an officer fails to act in an ethical manner, or neglects those duties outlined in the constitution, he/she may be subject to impeachment. Officers are subject to impeachment under the following guidelines:

- 1) A voting member of the organization must submit a written recommendation for an officer's impeachment outlining violations with reasonable basis and/or evidence of dereliction of duty
- 2) The proceeding shall follow details outlined in Robert's Rules of Order.
- 3) The motion carries with a three-quarter vote to impeach.

## 5. MEETINGS AND RULES OF ORDER

### 5.1. REGULAR MEETINGS

Regular meetings will be held at least three times during the normal semester schedule with all members invited to attend with reasonable and appropriate notice.

## 5.2. EXECUTIVE COUNCIL AND COMMITTEE MEETINGS

The Executive Council and each committee shall meet at least once before the regular meeting in order to coordinate their respective activities and duties.

## 5.3. SPECIAL MEETINGS

Special Meetings will be organized when immediate action is vital to the success of the organization. Members shall be granted twenty-four hours notice in the event of a special meeting. For situations of a critical nature the President may call an emergency session for the executive officers. Notification and scheduling is left the discretion of the acting President.

## 5.4. PARLIAMENTARY PROCEDURE

All meetings, regular and special, shall be run under the guidelines of standard parliamentary procedures as stipulated by Robert's Rules of Order, unless suspended by majority vote.

## 5.5. QUORUM

A quorum shall consist of not less than two-thirds of the active, dues-paying members of the organization. For voting purposes under special session, a quorum shall be considered half of those eligible for attendance.

# 6. MEMBERSHIP

## 6.1. ELIGIBILITY

All Tulane University graduate and undergraduate students in good standing with the University shall be eligible for membership.

## 6.2. ACTIVE AND VOTING STATUS

All dues-paying members are considered active and may vote at meetings.