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Article 1: FUND MEMBERSHIP

1.1-A Membership in TUSIF shall be restricted to persons who:

- serve as Faculty Advisor.
- serve on the TUSIF Board of Advisors.
- have been admitted as students (both Graduate and Undergraduate) to the Student Investment Fund Class (FIN 4113, 4123 or 6113)

1.1-B Members of the TUSIF have the responsibility to act in a mature and professional manner. The responsibilities of membership shall be determined by the Faculty Advisor and related to the students and members through a document of ***Operating Procedures***. The students and members of the TUSIF shall have the right to suggest changes, additions, and improvements to the Operating Procedures. *However, the Faculty Advisor shall have the final decision on all matters relating to membership responsibilities and classroom requirements.*

1.2 New Members - Students who wish to become members of TUSIF are required to fill out an application, which shall be reviewed by the Membership Committee. Applicants who are approved by the Membership Committee shall then be interviewed by the that committee during a Membership meeting which shall be held prior to the enrollment period for the following semester. Following each applicant's interview, the Members shall vote Yea, Nay, or Abstention. The Membership Committee shall then present every applicant before the class along with their recommendation. The class will then vote on the acceptance of the individuals. ***A vote of 2/3 of the class must be received for an applicant to become a new member of the TUSIF.***

1.2-A In the event that there are more applicants than Member positions available, the assignments will be made in the following manner: The Members of the Membership Committee will individually rank the Applicants in ascending numerical order with the number "1" being the most preferable choice. The rankings for each individual will then be tallied by the Student Executive Officer. The lowest total scores will receive first assignment. ***In the event that Applicants are still tied in rank, a vote between the***

Student Executive Officer, the Membership Chair and the Faculty Advisor shall determine the final selection.

1.3 Grievances & Member Sanctions - In the event that any Member feels that another Member is not living up to the standards and philosophy of TUSIF, that Member may file a grievance with the Executive Committee. If, after an initial investigation, the Executive Committee deems it necessary, it may call a special meeting of the Executive Committee. This meeting shall be held no sooner than one week after the Member that is the subject of the grievance is notified of the complaint. During the meeting, both parties will present their cases to the Executive Committee. The Members of that committee shall then vote as to whether sanctions are appropriate. ***There are no appeals as the Faculty Advisor is ultimately responsible for the choice of sanctions to be imposed.***

1.3-A A 2/3 vote of the Membership is required to impose sanctions on any Member. The actual sanction imposed will be determined by the Faculty Advisor and the Dean of the Business School. It may include, but is not limited to, the following:

- a written warning,
- suspension from TUSIF activities for a prescribed period of time,
- removal from TUSIF office,
- reduction of grade,
- expulsion from TUSIF.

Article 2: PARLIAMENTARY PROCEDURE & VOTING PROCEDURES

(see Appendix I for detailed excerpts and explanations from *Robert's Rules of Order*)

2.1 Order of Business - All regularly scheduled TUSIF meetings shall adhere to the following order of business as adopted from Robert's Rules of Order, Newly Revised, 94 Edition (1990).

2.1-A Call to Order

2.1-B Reading and Approval of the Minutes

2.1-C Reports of Officers, Boards, and Standing Committees

1. Board of Trustees
2. Student Executive Officer
3. Portfolio Manager

- 4. Operations Manager
- 5. Committees
- 6. Faculty Advisor
- 2. **I-D** Reports of Special (or Ad Hoc) Committees
- 2. **I-E** Unfinished Business and General Orders
- 2. **I-F** New Business

2.2 Voting Procedures - No vote shall be taken unless a quorum is present. A quorum shall be measured as 3/4 of the entire Student Membership. All votes shall be tallied by the Student Executive Officer.

Quorum requirements may be suspended for emergency situations only. A situation shall be considered an "emergency" only if the Student Executive Officer, the Faculty Advisor and either the Operations or Portfolio manager deem it so.

2.3 Constitution – Any member of the TUSIF has the right to propose changes or additions to the Constitution or any of the documents, amendments, or appendices. This shall require the presentation of the case to the TUSIF class with prior notification to the Student Executive Officer. ***For any changes to be made to the Constitution, a vote of ¾ of the TUSIF shall be required along with approval from the Faculty Advisor and approval from the Board of Advisors.***

2.4 Bylaws – The class may propose and approve a set of bylaws that will facilitate additional guidelines and rules for classroom operation. These bylaws will become part of TUSIF law as provided by this Constitution. The proposal of any new bylaw or amendment of an existing bylaw shall require presentation to the class by any member, with prior notification to the Student Executive Officer. Acceptance of a new bylaw or new amendment shall require a **majority vote** of the TUSIF Membership. In the event of a tied vote, the Student Executive Officer shall cast a vote to determine the outcome. The bylaws must also meet the approval of the Faculty Advisor to become part of TUSIF law.

2.5 Standards for Parliamentary Procedure - In the event of a procedural disagreement, the Membership shall abide by the procedures set forth in the current and all future editions of Robert's Rules of Order, Newly Revised. A copy of this manual shall be made available to all members at all times in the TUSIF Operations Center.

Article 3: ORGANIZATIONAL STRUCTURE

3.1 Faculty Advisor - The responsibilities of the professor appointed by the Dean of the College of Business Administration will include, but are not limited to, the following:

- oversight the TUSIF student decisions,
- provision of relevant readings in Investment Management,
- approval of all operating expenses,
- *assignment of all Member grades*,
- acting as liaison between the Membership and the Board of Advisors

The Faculty Advisor shall have final say over all assigned class grades, final grades, and all classroom decisions. While it is the responsibility of the Faculty Advisor to allow the students themselves to make decisions as to the management of the fund, the Advisor is also responsible for the educational experience and prudent management of the TUSIF. Therefore, the Faculty Advisor shall retain veto power and final decision authority over all TUSIF activities to be used at his/her discretion.

3.2 Board of Advisors - The Board shall consist of members from the Tulsa business community appointed by the Faculty Advisor. The Board shall meet with the Faculty Advisor as needed to approve charter or investment strategy changes or decisions. In addition, the Board shall serve as TUSIF's voice of experience and advise the Membership as necessary.

3.3 Fund Officers - A Member of TUSIF shall be considered an officer if said Member holds one of the following positions:

3.3-A Student Executive Officer (SEO) - The SEO shall be elected in accordance with Article 3, Section 4 of the TUSIF Constitution. The responsibilities of the SEO shall include, but are not limited to, the following:

- direct all meetings in accordance with the Parliamentary Procedures set forth in Article 2 of the Constitution of TUSIF and Robert's Rules of Order, Newly Revised,
- interpret the meaning of the TUSIF Constitution and Bylaws
- serve as liaison between the Membership and the Faculty Advisor,
- attend all Board of Advisor meetings
- tally all votes in classroom motions

- hold ultimate "student responsibility" for all TUSIF activities
- serve in the function as corporate executive for the administration of the TUSIF
- *serve as "The Last Student Word" on problem situations including, but not limited to, the situations stipulated in all Sections of the Constitution and Bylaws of TUSIF.*

3.3-B Portfolio Manager - The Portfolio Manager is responsible for the administration of all activities performed by:

- Portfolio Committee
- Accounting Committee
- Macroeconomic Committee

3.3-C Operations Manager- The Operations Manager is responsible for the administration of all activities performed by:

- Membership Committee,
- MIS Committee,
- Operations Committee, and
- Public Relations Committee.
- Final responsibility for all Operations related activities shall rest with the Operations Manager.

3.3-D Recording Secretary- The Recording Secretary shall be responsible for the following:

- Recording of minutes during all class meetings
- Record keeping of all TUSIF documentation
- Monitoring of membership attendance
- Distribution of annual and quarterly report documents

- Chief Communication Officer for the class, serving as a communications liaison between all parties involved with the TUSIF

3.4 Election of Fund Officers - The election of the Fund Officers shall take place no later than the 2nd week of class. Nominations for each office can be made by any member. After the presentation of each candidate, voting shall be done by secret ballot and tallied by the Faculty Advisor. A simple majority shall determine the election of each officer.

3.5 Committees - The Committees of the TUSIF shall include, but are not limited to, the following:

- Portfolio Management
- Accounting
- Macro-Economic
- Membership
- MIS
- Operations
- Public Relations
- Executive

The responsibilities of each committee shall be determined by the Faculty Advisor and the Fund Officers and detailed in the Operating Procedures Document. *The SEO or Faculty Advisor may also at any time elect a special standing committee to handle specific tasks.*

Article 4: INVESTMENT SELECTION

4.1 Buy & Sell Transactions – The Portfolio Committee shall be responsible for all buying and selling of securities. They may only buy securities on the Approved List and/or increase holdings in securities currently held by the Fund. In all cases, the Investment Policy shall be strictly adhered to.

4.2 Approved Security List – Securities may only be added to the Approved List upon completion of a Security Analysis. The entire Membership may then vote to add the security to the Approved List. A simple majority will rule.

The approval shall be based solely upon the quality and completeness of the analysis, and not the quality of the presentation. To this end, a minimum of one week shall pass after the completion of the presentation before the Membership may vote on the asset in question.

If the presenting Member feels that timing is a critical issue, the Member may request an immediate vote on the asset in question. The Member must make a case to the Membership as to why timing is critical. The Membership shall then indicate they feel that the timing issue is important enough to call an immediate vote. A simple majority shall rule. In the event of a tie, the Portfolio Manager shall have the discretion to call an immediate vote.

4.3 Emergency Liquidation of Assets – The Portfolio Manager, with the consent of the Faculty Advisor, may liquidate assets if an emergency arises. Emergency conditions shall be carefully defined under the guidance of the Faculty Advisor.

4.4 Veto Power – The Board of Advisors and/or Faculty Advisor retain veto power over any decision presented by the Membership and/or the Portfolio Committee.

4.5 Execution of Trades – The Faculty Advisor shall approve all trades recommended by the Portfolio Committee. Upon the Faculty Advisor's approval, the trade instructions shall be forwarded to The University of Tulsa's Controller Office for execution.

4.6 Investment Policy – The Portfolio Committee shall be responsible for creating an Investment Policy. The Chairman of the Portfolio Committee shall ensure that the policy is adhered to. The Portfolio Committee shall have the power to revise the Investment Policy with the approval of a majority of the Membership.

Article 5: REPORTING

5.1 *Timing and Distribution of Financial Reports* - Reports of the status and performance of TUSIF shall be prepared quarterly and annually (based on calendar year). A copy of each report shall be distributed to all Members of

TUSIF and the Board of Advisors of the University of Tulsa. ***The Student Executive Officer shall oversee the preparation of the Annual Report, which will be presented at the Annual Shareholders Meeting.*** The Annual Report shall include but is not limited to:

- ❖ Annual Portfolio Performance
- ❖ Annual Financial Statements
- ❖ Listing of assets bought and sold during the reporting year
- ❖ Letter to the Shareholders
- ❖ Listing of current membership and Board of Advisors

A quarterly report detailing the performance of the portfolio shall be provided to all class members and the Board of Advisors.

Article 6: GRADING

6.1 All grading shall be done by the Faculty Advisor. The Faculty Advisor shall determine the breakdown of grading each semester. At no point shall the grade of any member be impacted by the performance of an asset for which they were responsible.