

The Accounting Society of Clarion University

BYLAWS

ARTICLE I – Name

The name of the organization shall be The Accounting Society of Clarion University.

ARTICLE II – Mission

The mission of the Accounting Society is to offer networking opportunities, informative lectures on the accounting profession, professional activities, and other activities relating to the discipline.

ARTICLE III- Membership

Section 3.1 - Eligibility: Membership is open to all college students who desire to promote the mission of the Accounting Society of Clarion University.

Section 3.2. - Rights of Members: All members have the right to vote and hold office (subject to Section 4.4) and are eligible for all rights, benefits, and responsibilities of membership as set forth in the Accounting Society bylaws/policies and procedures.

Section 3.3 - Requirements of Members: To be considered to be a members of the Accounting Society the following must apply:

1. Good academic standing; must have 2.5 GPA
2. Member must have dues paid.
3. Must attend 75% of all Accounting Society meetings.
4. Must participate in at least 1 fundraiser and 1 community service event per semester.
5. The Board ultimately reserves the right to determine whether or not persons are active Accounting Society members.

Section 3.4 – Membership Dues: The dues will be \$15 for the whole academic year or \$10 for a single semester. Dues will be collected during the beginning of the semester and handed into the Treasurer to deposit into our Self-Support account. Membership will carry from the spring semester through the third week of the following fall semester. Members with unpaid dues at the end of the third week of the fall semester will need to complete a new membership application and make dues current to be considered as a member of the Accounting Society.

Section 3.5 - Meetings:

- a) Meetings will generally be held on a biweekly basis, subject to determination of Vice President.

Section 3.6 - Voting:

- a) A quorum of members shall be necessary to transact voting matters. A quorum shall equal two-thirds (2/3) of Accounting Society members.
- b) Each member is entitled to one vote on each motion. The manner of voting on any matter may be by voice, ballot, e-mail, or any other reasonable means. Unless otherwise stated in these bylaws, a two-thirds (2/3) majority vote of a quorum of members so voting must be secured within the time stipulated in the notice in order for a vote to be effective.
- c) All actions approved by Accounting Society members shall be filed by the Secretary and shall be published in an email sent out to all members.

Article IV – Governing Body:

Section 4.1. -The governing body of the Accounting Society shall be called the Board:

- A) The Board shall have the following composition:
 - a. Faculty Advisor or Co-Advisors
 - b. President
 - c. Vice President
 - d. Treasurer
 - e. Secretary
 - f. Fundraising and Community Service Chair
 - g. Institute of Management Accountants (IMA) Chair
 - h. Institute of Internal Auditors (IIA) Chair

Section 4.2 - Powers and Duties:

- A) There shall be vested in the board the authority to govern the Accounting Society by directing its policies and operations in matters relating to Accounting Society's mission as set forth in Article II. The Board shall exercise general supervision over the affairs of the Accounting Society, determine Accounting Society's policies, actively promote its purpose and have discretion in the disbursements of its funds. In the execution of the powers granted, the Board may appoint and employ subcommittees as needed.
- B) If a Board member resigns within the first three weeks of the fall semester, an election to fill the vacated position will be held during the first three weeks of the fall semester. To

be nominated for the vacated position, the member must be current with dues including: existing members being paid in full for the prior spring semester or new members having completed a membership application with dues being paid a minimum of one day prior to the election.

Section 4.3. – Board Member Duties:

A. The board shall be elected by Accounting Society members as provided in Section 4.4. Board members will have the following duties:

a. Advisor(s):

- i. Oversee and assist student officers as necessary
- ii. Attend general meetings and Board meetings

b. President:

- i. Coordination of speaker/events.
- ii. Delegation of Society duties as seen necessary.
- iii. Advertisements for upcoming meetings/presentations.
- iv. Room reservations for meeting/presentations
- v. Van reservations through CSA as needed

c. Vice President:

- i. Assist president with meeting details, and coordination of events.
- ii. Coordinate spring banquet with president.
- iii. Fill in for absence of president.
- iv. Perform all public relation duties as to maintenance of bulletin board.

d. Treasurer:

- i. Prepare all budgets as necessary, including supplemental requests.
- ii. Prepare all payment requests and maintain possession of original copies.
- iii. Collect and deposit membership dues, fundraising collections, banquet payments, and any other Society transactions that may arise.
- iv. Maintain Society membership roster.
- v. Deposit all collections within two business days.

- e. Fundraising and Community Chair:
 - i. Coordinates any fundraising activities in compliance with CSA guidelines including space reservation, CU Connect requests, printing, etc.
 - ii. Work with treasurer for deposits of funds.
 - iii. Creation and coordination of community service events.
- f. Secretary:
 - i. Maintain calendar of events.
 - ii. Record club proceedings and prepare “meeting minutes” after each meeting to be reviewed by members. This document should be sent to all members via email within 48 hours.
 - iii. Compose any “thank you” cards as necessary.
 - iv. Maintenance of Society e-mail account, club mail box, and CU connect.
 - v. Email Society Members/Professors of upcoming Society events.
 - vi. Social Media updates as necessary
 - vii. Maintain attendance for Society events
- g. IMA President:
 - i. Coordination of speakers/events specific to IMA
 - ii. Organizing trips to IMA events
 - iii. Act as a liaison for IMA
- h. IIA President:
 - i. Coordination of speakers/events specific to IIA
 - ii. Organizing trips to IIA events
 - iii. Act as a liaison for IIA

B. No person shall serve on the Board unless that person is a member of the Accounting Society.

C. No person shall serve on the board unless that person maintains a 3.0 GPA.

- D. A board member shall be required to resign if he or she does not perform their duties after being warned.
 - a. This warning shall come from either an advisor or the president and termination will be enforced after the second warning.
- E. Duties are not limited to the descriptions above and are subject to change in accordance to board preference.
- F. Board members will assist each other in addition to assisting Accounting Society members

Section 4.4. – Elections and Appointments

- A) Board members shall be elected by Accounting Society members during the month of April of the spring semester at one of the specified bi-weekly meetings.
- B) Board members must be an Accounting Society member for at least one semester before being elected
- C) The President must have previously served on the Board
- D) In the event that there are no returning Board members, a general member can be selected as president
- E) Accounting Society members will nominate themselves or other members of the organization for a Board position. A nominee must accept the nomination before being proposed and voted on by the Accounting Society members. After the nominations for the Board positions as specified in Section 4.3 are voiced, the nominees will then be voted on by the Accounting Society members in the form of a secret ballot. Majority vote will win the election.
- F) In the event of a tie for one or more of the Board positions, the nominees will have five minutes to prepare a brief speech on how he or she will fulfill the position to the Accounting Society members. After the speeches are received, the nominees will be voted on in the form of a secret ballot.
- G) Elected Board members will then begin serving the organization starting in August of the fall semester.
- H) The Advisor or Co-Advisors shall be appointed by the Board. Advisors must be a member of the faculty, preferably of the Department of Accountancy.

Section 4.5 - Meetings:

- A) The Board shall meet approximately fifteen minutes before each bi-weekly meeting in order to discuss matters and to touch base before meetings.

Article V - Funding

Section 5.1 - Funding Process:

Funding for club activities will be solicited from the Student Senate. Additional funds may be raised by club members through University approved fundraisers and/or dues.

Article VI: Amending, Suspending and Accepting

Section 6.1 - Bylaw Amendments:

Bylaw amendments will be made by a majority vote of Board members present at the meeting. Notification to all core and usually present members will be given in. Amendments passed by members of the Accounting Society are subject to approval by the advisor, the Accounting Professors of the institution of Clarion, and/or by the Student Senate and/or by the standing President of the University of Clarion Pennsylvania.

Section 6.2 - Ratification:

The majority of our Board must ratify the bylaws and must be recommended by the professors of the institution of Clarion and/or by the Student Senate and/or by the President of the University of Clarion Pennsylvania.

Section 6.3 - Maintenance Clause:

Any changes under the current condition of this constitution shall hereby be reported and presented in the presence of the Student Senate.

Last changes by Samantha Schlak on 9.26.19