

Accounting Association Constitution

November 21, 2008

I. **Mission**

The purpose of the Association is to support the Accounting Program in its efforts to promote a continuing relationship with the accounting profession. The Association's main functions include helping plan and organize a program of speakers, firm events, and other related activities such as Meet the Firms and the Annual Awards Banquet.

II. **Membership**

Membership will be open to all students, faculty, and staff of the University (including Extension). Membership dues shall be \$10 per quarter or \$25 per year.

III. **Officers**

- A. The officers are representatives of the University, Department of Economics, and the Accounting Program and are expected to conduct themselves with the highest degree of professionalism, integrity, honesty, and independence in their roles as officers of the Association. Officers will not support or favor a particular firm, review course, or other enterprise for recruiting students while functioning as officers of the Association. Officers shall remain unbiased and independent when giving advice to student members.
- B. If conflicts arise with a student or firm member, the officers will seek advice immediately from a faculty advisor.
- C. The office of president, internal vice president, external vice president, public relations, and secretary will be filled by election at a weekly meeting during the fall quarter. The technology officer will be appointed by the officers. The faculty advisor(s) will appoint the office of treasurer in consultation with current officers.
 - 1. The president shall preside at general meetings and oversee all activities. The president will encourage and support the other officers in their positions, but will not perform the duties of any other officer unless specifically requested to do so by the elected officer or a majority vote of the remaining officers.
 - 2. The internal vice president shall be responsible for coordinating weekly meetings, including guest speakers and food. The internal vice president shall act as president in the event of his/her absence or incapacity, as well as assist other officers in their duties.

3. The external vice president shall be responsible for the maintenance of firm relations. He\She shall be responsible for scheduling office tours and specific events sponsored by the firms, as well as assist other officers in their duties..
4. The public relations officer shall be the Associations representative for planning Meet the Firms, mock interviews, and shall assist other officers in their duties.
5. The secretary shall record the minutes of all meetings and shall post a copy-of the general meeting minutes at least one school day prior to the next general meeting. The secretary is also responsible for the Annual Awards Banquet, as well as assis other officers in their duties.
6. The technology officer shall be responsible for maintaining the Association's web page, as well as assist other officers in their duties..
7. The treasurer shall be responsible for the maintenance and safekeeping of all Association monies and records, including the membership records, and should be able to account for funds at each general meeting. Further responsibilities of the treasurer are described in section VII, Financial Control. The treasurer will also assist other officers in their duties.

IV. Faculty Advisors

- A. The members of the Accounting Program Executive Committee will act as the faculty advisor.

V. Elections

- A. Annual elections will take place at a weekly meeting during the fall quarter and a notice to that effect will be posted. Only members since October 30, will be allowed admittance to the election meeting.
- B. Members running for office must complete an application form and prepare a statement of candidacy. The Association will make the statement of candidacy available 24 hours prior to the election.
- C. The privilege of holding office shall be limited to UCSB student members of the association who have a minimum GPA of 2.5 and have been a member since October 30. No elected officer can be scheduled to graduate during his/her term of office. Elected officers must be academically resident throughout their term of office. The term of office shall be one year (winter through fall).
- D. Officers shall be elected in the order listed under section III C above. Candidates not elected to one office may run for other offices, but the same person may never hold more than one office simultaneously. An officer may only be an officer of the association for a one-year term.

- E A simple majority affirmative vote of the members present shall be required for election. If a run-off is necessary, it will be limited to the candidates receiving the most votes. The secretary and a faculty advisor shall be responsible for controlling the collection and counting of the ballots. The secretary shall record the vote count for each candidate and reconcile the count to the total number of members present and voting.
- F. Newly elected officers will take office immediately after their transition meeting with prior years officer or the beginning of winter quarter, whichever ever comes first..
- G. Each officer, in conjunction with the faculty advisor, will be responsible for training his/her successor without delay.

VI. Officer Removal or Termination

- A. If good cause can be shown, elected officers can be removed by a majority vote of the current officers with unanimous agreement of the faculty advisors. The removed officer can retain his/her position with an affirmative vote of a simple majority of association members present at an association meeting.
- B. The new officer, to fill a permanent vacant position, will be appointed by the remaining officers and faculty advisor(s) (unless it's the treasurer – see section III C). The new appointee will complete the term of office.
- C. Upon resignation, removal or expiration of his/her term of office, each officer shall turn over to his/her successor, without delay, all records, books, or other material pertaining to the office.

VII. Financial Control

- A. Students are to pay for memberships and events with a check or money order, cash WILL NOT be accepted as payment.
- B. For the protection of the officers and to maintain internal control over the cash receipt function, officers are not to accept payment directly from students or firms. Student payment for memberships and events are to be collected by the Faculty Advisor. Checks from the firms or any other business are to be mailed directly to the Accounting Program Development Director (Faculty Advisor). The Development Director will document the receipt and forward the checks to the treasurer. The treasurer is only to handle receipts after they have been received and documented by the Development Director.
- C. Expenditures may be paid ONLY upon presentation of a requisition signed by at least two elected student officers (one must be the treasurer). Requisitions of \$200 or more must also be approved and signed by a faculty advisor or approval of majority of members. A copy of each requisition and supporting documentation

shall be forwarded to the faculty advisor at the same time the original is turned into the Office of Student Life.

- D. The officers and the faculty advisors will be responsible for preparing all budgets. Individual budgets for the Banquet, BBQ, Bowling, Meet the Firms Spring, and Meet the Firms Fall shall be prepared. For each of these major events a separate committee, comprised of officers and the faculty advisor, shall be established to plan and coordinate the event.
- E. The Treasurer shall prepare an income statement and balance sheet on a monthly basis. These statements, and supporting schedules, shall be provided to a faculty advisor for review by the 15th of the following month.
- F. The financial records will be audited on a quarterly basis by the faculty advisor or their designee.

VIII. Additional Responsibilities

- A. This organization accepts full financial and production responsibilities for all activities that bear its name as official sponsor and will adhere to all University Regulations pertaining thereto. All publicity for an event must bear the full and complete name of the sponsoring organization.

IX. Amendments

- A. Amendments to the constitution require a two-thirds vote of the current officers and approval of the faculty advisor(s). Any amendment, deletion, or addition needs to be filed with the Office of Student Life (OSL) within one week of adoption.