

Constitution of the Accounting Club

Article I

Name

The name of this organization shall be the Accounting Club of Christopher Newport University (CNU).

Article II

Purpose

The purpose of the Accounting Club shall be (a) to promote student interest and knowledge in the field of accounting; (b) to provide accounting related and general business information to interested students; (c) to expose students to different aspects of the accounting profession; (d) to enable students to interact with members of the accounting profession and local community, (e) to provide networking opportunities; (f) to introduce students to various Masters' programs; (d) to conduct programs which will carry out the above purposes.

Article III

Membership

Any full-time CNU student may become a member of the Accounting Club with voting and office-holding privileges. Students may become members of the Accounting Club by coming to any meeting and paying a membership fee of \$5. The \$5 fee is to be paid every semester in order to maintain membership with the club. A member must attend a minimum of two meetings a semester in order to maintain membership within the club.

Article IV

Officers and Their Duties

Section 1: The Executive Officers of the Accounting Club shall be as follows: President, Vice-President, Secretary, and Treasurer.

Section 2: President. (a) shall preside at all meetings both officer meetings and monthly membership meetings; (b) shall maintain order at all meetings; (c) may delegate any authority or duty to any other Executive Officer or other members of the club; (d) may call special meetings; (e) shall coordinate with Advisor in booking speakers; (f) shall communicate with and be the main liaison for potential speakers; (g) shall reserve rooms for events and meetings; (h) shall appoint a new officer, after consultation with the faculty advisor, in the event an officer is unable to fulfill his/her duties for any reason; (i) shall maintain

nominations of officers and preside over elections of incoming officers;(j) shall write thank you card to speakers and give it to them at the conclusion of each meeting; (k) in the event that the President is temporarily or permanently unable to act in his/her capacity, the President shall be succeeded (temporarily or permanently) by the Vice-President.

Section 3: Vice-President. (a) shall assist the president in the performance of his/her duties; (b) preside over both regular meetings and officer meetings in the President's absence; (c) plan and organize publicity for meetings and special events; (d) shall send emails notifying members and the accounting faculty of meetings – emails shall be sent one week prior to meeting, the day before the meeting, and the day of the meeting; (e) shall maintain Accounting Club email account; (f) shall be responsible for all web activities regarding Accounting Club; (g) shall be responsible for attendance slips for members; (h) shall send out a notification to all members of the Accounting Club sharing the results of Accounting Club elections in April; (i) shall send a separate email to the winning officers congratulating them as well as sharing any responsibilities or duties that they need to fulfill. This shall be sent prior to the mass email sent to the members of the Accounting Club.

Section 4: Secretary. (a) shall take minutes of both regular and officer meetings; (b) shall keep photographic records of all events and meetings; © shall preserve the records of the organization; (d) shall maintain up to date roster of Accounting Club members; (e) shall keep record of attendance for meetings; (f) shall forward a copy of minutes to the faculty advisor no later than seven days after the meeting; (g) minutes shall be approved by advisor and returned to secretary the following meeting to be kept in Secretary's binder; (h) shall inform Tricia of new officer info; (i) shall inform Tricia of upcoming meetings two weeks prior to meeting.

Section 5: Treasurer. (a) shall maintain cash box and all financial records of club, which shall be open to inspection at all time by the Executive Officers and/or Advisor; (b) shall provide up to date income statement at each meeting and forward a copy to the other officers and faculty advisor; (c) shall purchase and pick up food and drinks with Accounting Club funds for regular meetings; (d) shall make any and all purchases on behalf of the Accounting Club deemed necessary by Officers; (e) shall keep receipts of all purchases and issue a receipt for all membership fees received; (f) shall purchase thank you gift for speakers.

Section 6: All Officers. (a) Each officer shall keep and maintain a binder consisting of materials for meetings;(b)each officer is responsible for bringing his/her binder to all meetings; (b) any officer can sign off on attendance slips for members; (c) officers are allowed at maximum one unexcused absence per semester; (d) any officer may meet with advisor at any time convenient to the Advisor for any reason; (e) any officer may suggest speakers for meetings to Advisor; (f) in the event of overlap in duties, delegation of responsibilities will be decided by President.

Article V

Meetings

Section 1: The regular meetings of the Accounting club shall be determined by the President and the officers based on which times and dates are least likely to conflict with officers as well as other members of the club.

Section 2: Officer meetings will be held at a minimum of once per semester to plan events, review the constitution, and discuss any other ideas or activities needing reviewing.

Section 3: Regular meetings shall be held at a minimum of once a month for both Fall and Spring semester.

Section 4: Special meetings may be called by the President at his/her discretion or when so requested by a quorum of the members.

Section 5: Forty percent of the membership shall constitute a quorum.

Section 6: The Treasurer shall purchase a gift for each speaker to be given to the speaker at the conclusion of each meeting.

Section 7: The President shall write a thank you card to give with each gift given to speakers at the conclusion of each meeting.

Article VI

Elections

Section 1: Election of officers shall take place yearly during the month of April. The exact date shall be at the President's discretion.

Section 2: Any dues paying member is eligible for being nominated as an officer (with the exception of President – see section 3) of the Executive Council who (a) receives a written recommendation from a member of the Accounting faculty at Christopher Newport University; (b) must have attended a minimum of two meetings a semester unless otherwise excused.

Section 3: (a) In order for a member to serve as President, he/she must have held another Executive Officer position within the club the previous year; (b) the current President shall mentor any current officers who are interested in becoming President the next year.

Section 4: (a) Current officers who have fulfilled current obligations may serve again if elected; (b) there shall be no cap on the amount of terms an officer may serve.

Section 5: (a) Nominations for officers can be made by any member of the Accounting Club either for themselves or another member of the Accounting Club; (b) nominations will start on March 1st and end April 1st; (c) all nominations will be sent to the President via email; (d) any nominations coming after April 1st may or may not be considered at the discretion of the President.

Section 6: (a) Elections shall last one week; (b) elections shall be conducted through an online survey and sent out to all members of the Accounting Club through the Accounting Club email account; (c) results of the elections shall be reported to the Advisor first and then to the Vice-President; (d) the Vice-President shall send out a notification to all members of the Accounting Club sharing the results of the election; (e) a separate email shall be sent to the winning officers congratulating them as well as sharing any responsibilities or duties that they need to fulfill. This shall be sent prior to the mass email sent to the members of the Accounting Club.

Section 7: (a) Upon a vacancy in any office, except the Presidency, the President will appoint a member to fill the position throughout the remainder of the school semester with the approval of the Executive Officers; (b) the Vice-President will fill a vacancy of the Presidency and the Executive Officers will then appoint a Vice-President; (c) appointments shall only be offered to current dues paying members unless an exception is granted by the Faculty Advisor of the Accounting Club. (d) Any conflicting decisions or conflicts may be decided by the Faculty Advisor.

Article VII

Recall of Officers

Section 1: (a) Officers of the organization may be dismissed for cause if due process is followed; (b) Cause for dismissal are as follows [1] Officers are consistently missing officer meetings or exceed the number of regular meeting absences authorized as above. [2] Officers are not fulfilling their duties as stated above; (c) A motion of recall of an officer requires a unanimous vote from the other officers as well as approval from the Faculty Advisor; (d) Recall of officer demotes person to regular member and does not exclude him/her from the Accounting Club general membership; (e) the faculty advisor may also remove an officer for either not fulfilling his/her duty or missing meetings.

Article VIII

Amendments

Section 1: Amendments to this Constitution may be proposed to the voting membership by a majority vote of the Executive Council or by petition signed by 1/10 of the voting membership. Amendments shall be declared adopted when passed by a $\frac{2}{3}$ vote of the members present at a regular Accounting Club Meeting.

Section 2: By-Laws may be adopted or amended by a $\frac{2}{3}$ vote of the regular members at any regular or special meeting provided the By-Laws are submitted in writing at least one week prior to the meeting they will be voted upon.

Article IX

Ratification

The Constitution shall become effective upon ratification by a majority of the Club's membership; and by approval of the Student Government Association.