**CONSTITUTION OF THE ACCOUNTING SOCIETY OF CALIFORNIA STATE UNIVERSITY, FULLERTON**

**ARTICLE 1. NAME AND PURPOSE OF THE ORGANIZATION**

**Section 1.** The name of this organization shall be the Accounting Society of California State University, Fullerton (herein referred to as “AS”).

**Section 2.** The purpose of this organization shall be:

1. to increase knowledge of accounting theory and principles as well as current practices and procedures
2. to promote accounting as an area of concentration
3. to promote accounting as a professional field
4. to promote social interaction with students in the Mihaylo College of Business
5. to promote professional/social interaction with professionals from industry, as well as promote and support various Special Interest Groups

**ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**

**Section 1.** Membership in the organization shall be open to all those regularly enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

**Section 2.** Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.

**Section 3.** There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students.

**Section 4.** There shall be three types of membership in the organization: Officer, Chair, and Associate Student Member.

**Section 5.** Voting membership is limited to regularly enrolled (non-extended education) students that have registered and paid their dues with Vice-President of Membership.

**Section 6.** The society shall not affiliate with any organization that participates in discriminatory practices nor will it knowingly do business with any establishment which discriminates on the basis of race, sex, religion or national origin.

**Section 7.** This society, as well as any of its members, shall not conspire or engage in hazing nor shall they commit any act that potentially degrades disgraces or injures fellow students attending California State University, Fullerton.

**Section 8.** Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the Society or for conduct which impairs the rights of the members to enjoy the benefits of the Society. The offense must be in writing and submitted by a club member. After the offense is submitted to the organization, the offending member has the right to a 24-hour notice of a hearing before his/her peers at a regular meeting and the offending member may be suspended or expelled by a simple majority vote of the members present.

**ARTICLE III. OFFICERS**

**Section 1.** The elected officers of the organization shall be:

AS President,

AS Executive Vice-President (AS EVP),

AS Vice-President of Membership, AS Recording Secretary,

AS Treasurer,

AS Vice-President of Correspondence

AS Director of Operations

The term of office for AS board members will be one semester beginning the first day of the academic semester. The term of office for the special interest organization may be for one academic year.

**Section 2.** Powers and Duties of Officers

Clause 1. The President shall preside at all Accounting Society meetings. S/he shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. If s/he cannot attend AS meetings, the AS Executive Vice-President shall attend in his/her place.

Clause 2. The AS Executive Vice-President shall assume the duties of the President during the absence of the latter and shall also be the official parliamentarian of the Society as well as the ex-officio Chairperson of the Committee. S/he shall re-charter the club and reserve the rooms necessary to hold regular meetings. S/he shall also be responsible for enforcing the No-Show Policy.

Clause 3. The Treasurer handles all financial affairs and budgeting of the organization. S/he maintains AS Agency Accounts in the organization’s name, which requires signatures of the Treasurer, President and the Faculty Advisors. Treasurer shall be responsible for the collection of dues from the Vice-President of Membership and shall be responsible to the Society for the handling of funds as stated in the By-laws. S/he shall retain all financial records for the purpose of observation and audit by interested individuals.

Clause 4. The Vice-President of Correspondence shall conduct the official correspondence of the officers and members and maintain the files of the AS. S/he will also be responsible for updating the contact list with the firms before their term officially begins.

Clause 5. The Recording Secretary, as official historian of the Society, shall be responsible for recording the minutes of all regular meetings, committee meetings, and special meetings. All regular meeting notes will be posted on the AS website for members to review.

Clause 6. The Vice-President of Membership is responsible for the organization and management of the club’s membership drive. S/he is also responsible for maximizing membership In AS and organizing the New Member Social. S/he must keep attendance records so the club can grant two awards of: The Most Active New Member and the Most Active Returning Member.

Clause 7. The Director of Operations is responsible for all club documentation regarding board positions, including that of the Executive Board. They must collect and distribute documents as necessary to all board members as well as look for ways to improve communication within the board itself.

**Section 3.** General Officer Qualifications

Clause 1. An AS officer position may be held by any AS or Beta Alpha Psi (BAP) member who has previous chair experience on either board. If no such candidate exists, this clause will allow for the nomination of associate student members.

**Section 4.** Officer Qualifications (AS President and AS Treasurer only):

Clause 1. The President and Treasurer of the student organizations are required to meet the minimum requirements established for Minor Student Representative Student Officers by the CSU Chancellor’s Office.

1. Officers must be a matriculated and enrolled (non-extended education) student at California State University, Fullerton.
2. Officers must maintain a minimum cumulative 2.0 grade point average each term.
3. Officers must be in good standing and must not be on probation of any kind.
4. Undergraduates are required to earn six semester units per term while holding office. Graduates and credential students must earn three semester units per term while holding office.
5. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is great.

Clause 2. The AS President must have held at least one officer position in either AS or BAP in order to be elected. In the event that no such candidate exists, those with chair experience within the last 2 semesters may be taken into consideration. Associate student members will not be considered for the position of AS President.

**Section 4.** Petition by 2/3 of the voting members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to the AS, the offending officer has the right to a two-week notice of a hearing. A recall election will be conducted as a “Special Election.” Recall requires an affirmative vote of a simple majority of the total voting membership.

**Section 5.** In the event an elected officer is unable to fulfill his/her term of office, there will be a special meeting with the officers of the Society and the President will announce the replacement. In the case the President is not present; the Executive Vice-President will make the appointment based of the recommendations from the elected officers of the Society.

**ARTICLE IV. SPECIAL INTERESTS GROUPS**

**Section 1.** The Officers of the Special Interest Groups are as follows:

Executive Vice-President (one for each special interest organization):

1. Association of Certified Fraud Examiners (ACFE EVP)

2. Institute of Internal Audit (IIA EVP)

3. Institute for Management Accountants (IMA EVP)

4. Information Systems Audit and Control Association (ISACA EVP)

**Section 2.** The Special Interest Executive Vice Presidents shall preside over its own respective organization’s meeting. S/he shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. If s/he cannot attend, his/her appointee will attend in his/her place. The Special Interest EVP will report directly to the President of the Accounting Society.

Overall responsibilities shall be to:

- Invite professional speakers for monthly meetings. These meetings will be separate from the Tuesday AS meetings.

- Organize one office tour during the semester. This may take the place of a monthly meeting.

- Reserve meeting room(s)

- Provide snack/refreshments or dinner

**ARTICLE V. COMMITTEES**

**Section 1.** Appointment. The AS President and Executive Vice-Presidents shall appoint individual(s) to committee(s) as it deems necessary within AS and within each of the “special interest” organizations. The Executive Council may authorize the President to appoint committees or committee members. Recommended committees include but are not limited to: Speaker Meetings, Professional Development, and Support Crew.

**Section 2.** Special Interest Chair – One or more members of each Special Interest committee shall be designated as the Chair(s) of the committee. The Chair(s) will be appointed by the President and the corresponding Special Interest Executive Vice-President, to assist his/her duties.

**Section 3.** Term of Office. Each member of a committee shall continue to serve on the committee until a successor is appointed or the committee is terminated. A vacancy on a committee may be filled by an appointment made in the same manner as an original appointment. A person appointed to fill a vacancy on a committee shall serve for the unexpired portion of the terminated committee member's term.

**Section 4.** Rules. Each committee may adopt rules for its own governance, consistent with these By-laws and with rules adopted by the Executive Council.

**ARTICLE VI. MEETINGS**

**Section 1.** Regular meetings are scheduled every Tuesday of each week and shall not be held during the summer session, intersession, or on school holidays. Each “special interest” group may be allowed to designate its own meeting schedule.

**Section 2.** Special meetings are called by the President or by the Faculty Advisor. All members must be given a minimum of at least two school days prior to the special meeting.

**Section 3.** Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as a minimum of ten voting members.

**ARTICLE VII. ELECTIONS**

**Section 1.** AS officers (other than Special Interest Executive Vice-Presidents) are elected once a semester. Elections are held no later than two weeks prior to fall or spring semester final examinations as scheduled by the California State University, Fullerton. Special Interest Executive Vice-Presidents will be appointed by the Executive Board once every academic year in the spring semester. If the appointed Special Interest Executive Vice-President cannot commit to a period of one academic year, an appointment of one semester will be allowed.

**Section 2.** At least one week’s notice will be provided for any meetings at which an election is held.

**Section 3.** Voting will be cast by secret ballot and counted by the AS President, AS Executive Vice-President, AS Recording Secretary, and Faculty Advisor. If one of these officers is running for a different office, then s/he is excluded from vote counting. If additional personnel are needed, they are to be asked by the Faculty Advisor.

**Section 4.** A candidate must receive at least 51% of the votes or if necessary runoff elections will be held.

**Section 5.** Nominations for elections of officers will be taken not later than one week prior to the formal elections. On the weekly meeting preceding the elections, as well as the day of the elections, members may make any changes as to his/her position desired to run for. However, new nominations will only be allowed up until 11:59 PM on the Friday before elections take place.

**Section 6.** In order for a candidate to be nominated for an officer position, that candidate must be nominated by one paid member of AS, and have that nomination seconded by another paid member of AS. BAP members may not participate in the nomination process for AS officers, although BAP members can be nominated for an AS officer position by paid AS members.

**Section 7.** A nomination can occur at either the specific date at which nominations occur, or by email under circumstances where the AS/BAP member cannot be in attendance. With email, as in person, there must be at least two paid AS members who nominate the candidate by the deadline stated in Article V, Section 4.

**Section 8.** The AS Recording Secretary is to take a count of all members in attendance to vote, distribute, and collect all ballots.

**Section 9.** The Accounting Society does not accept absentee ballots for elections of officers. All nominated candidates must be present at the elections in order to accept their new position.

**ARTICLE VIII. ADVISORS**

**Section 1.** Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as advisor to this organization.

**Section 2.** An individual selected by the Department of Accounting at California State University, Fullerton will serve as advisor to AS. S/he will serve until replaced by another advisor.

**Section 3.** The advisor may be removed by the Department of Accounting at California State University, Fullerton.

**Section 4.** A staff member from the Dean of Students Office or a School Based Assistant Dean may be assigned to work with this organization to assist the Faculty Advisor and the organization.

**ARTICLE IX. DUES AND USE OF TRADEMARKS**

**Section 1.** Dues shall be assessed as prescribed in the By-Laws. National Organizational dues for the “special interest” student chapters are included in this amount and to be paid out from this collection.

**Section 2.** All the money must be deposited into an Associated Students, Incorporated Accounting Office agency account.

**Section 3.** The seals and logos used in connection with the Special Interest groups are trademarks of the national organizations they represent. The use of these trademarks by the “special interest” student chapters shall be in compliance with the rules of their respective national organization, which shall have the right to approve or reject any use of these trademarks by the student chapters at its discretion.

**ARTICLE X. METHOD TO AMEND THE CONSTITUTION**

**Section 1.** Proposed constitutional amendments or changes will be presented, in writing, to the organization one meeting before the amendment is voted on. It must be read at the regular meeting of the AS.

**Section 2.** Amendments or revisions to this Constitution may be proposed by a majority vote of the officers of this Society or by a petition signed by a majority of the active members. A plurality of all votes cast will be necessary.

**Section 3.** In the event that any section of the Constitution is in conflict with the Associated Student Constitution, that section shall be corrected by the AS President and with the approval of the Associated Student Senate, will become part of this Constitution.

**Section 4.** A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Dean of Students Office at CSU Fullerton every 2 years or within 90 days after any substantive change or amendment.

**ARTICLE XI. DISBURSAL OF ORGANIZATION ASSETS**

**Section 1.** In the event the Accounting Society should become defunct, all assets will be turned over to the Department of Accounting for the purpose of carrying out the purposes as stated in this Constitution.

**ARTICLE XII. STATEMENT OF AFFILIATION**

**Section 1.** This organization is affiliated with Beta Alpha Psi.

**Section 2.** A copy of any constitution/by-laws of Beta Alpha Psi must be filed in the Dean of Students’ office at CSU Fullerton.

**ARTICLE XIII. RULES OF ORDER**

**Section 1.** The Accounting Society accepts the AS by-laws as its Rules of Order.

**Section 2.** Any issue not directly written in this document will be resolved by referring to the Rules of Order.

**ARTICLE XIV. APPROVAL**

**Section 1.** The constitution was updated and approved on January 20, 2015.