



California State University, Northridge
Accounting Association
Constitution

PURPOSE

To encourage fellow students in their understanding of accounting and their advancement within the profession of accountancy.

To inform students of current topics of interest in the accounting profession by inviting guest speakers to visit our University and our Association.

To promote the interaction of students, faculty and accounting professionals.

To offer an active organization to students with similar interest.

To promote an atmosphere conducive to achievement.

To promote camaraderie among accounting students and other campus organizations.

ARTICLE I NAME

SECTION 1: The official name of this association shall be the California State University, Northridge Accounting Association.

ARTICLE II MEMBERSHIP

SECTION 1: Any person currently enrolled as a student at CSUN and fulfilling membership requirements of the organization may be a member.

SECTION 2: In accordance with State law and the regulations of the California State University, no organization shall discriminate on the basis of race, color, religion, creed, gender, pregnancy,

marital affiliation, sexual or affectional orientation, age, ethnic origin, citizenship, nationality, veteran status, or disability.

SECTION 3: Any classified or conditionally classified undergraduate or graduate student, enrolled in the current semester, or on leave of absence may be a member.

Active Member: Any Executive officer or Director is an active member. A coordinator who misses no more than two Director's meetings is an active member.

Alumnus: Any member of this Association who has received a degree and is no longer enrolled at California State University, Northridge, shall be considered an alumnus.

SECTION 4: All members may attend meetings and events, speak at meetings, and participate in club events.

All active members receive voting privileges. Nominating, being a candidate for office, voting, and holding office privileges shall be restricted to current CSUN students.

<p>ARTICLE III OFFICERS AND ADVISORS</p>
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SECTION 1: Management of this Association shall be vested in an Executive Board, responsible to the entire membership to uphold this Constitution. The Executive Board shall be a President, Vice-President, Treasurer, Controller, Executive of Student Relations, Executive Administrator, Executive Coordinator, Executive of Operations, and Executive Advisor.

SECTION 2:

Qualifications for holding office:

- A. To be eligible for an Executive Officer Position a member must have completed at least one Directorship position.
- B. A member shall not serve on the Executive Board for more than two semesters, excluding the President and Vice-President role. No Executive may hold the same Executive position for more than one semester.
- C. An Executive Officer of the Association shall not hold an Executive Officer position in any other organization within the same semester.
- D. It is required that the President shall have previously served as an Executive Officer for one semester or a Director for two semesters.
- E. If there are not at least six persons who meet the above requirements, Article IV, Section 3 will apply.

Minimum Academic Qualifications: Executive Officers must be matriculated and enrolled at California State University, Northridge with a minimum overall 2.0 grade point average each Fall and Spring semester. The student must be in good standing and must not be on probation of any kind.

Incumbent Unit Load: Undergraduate students in the role of an Executive Officer are required to earn six (6) units per semester while holding office. Graduate and Credential students in the role of Executive Officer must earn three (3) units per semester while holding office.

Incumbent Maximum Allowable Units: Undergraduate students in the role of an Executive Officer are allowed to earn a maximum of 150 units or 125% of the units required for a specific baccalaureate degree, whichever is greater. Graduate and Credential Students in the role of Executive Officer are allowed to earn a maximum of 50 units or

167% of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units, including students pursuing a double major, will no longer be eligible for an Executive Officer position.

SECTION 3: The term of office for any Executive Officer shall be one semester. Executive Officers selected for the Fall semester assume their duties on June 1st. Executive Officers selected for the Spring semester shall assume their duties on January 1st.

SECTION 4: The Faculty Advisor of the Accounting Association shall be an instructor of accounting at CSUN. The Executive Officers shall select the Faculty Advisor each Spring semester for the following year.

SECTION 5: The President shall:

- A. Preside at all meetings of the Accounting Association and all meetings of the Executive Board.
- B. Represent the Association wherever such representation may be required.
- C. Appoint all Executives with approval of the Vice-President. Concerned graduating seniors shall be consulted.
- D. Appoint an Executive Advisor if deemed necessary.
- E. Call meetings of the Executive Board.
- F. Sign for the disbursement of all funds in conjunction with another designated Executive.

The Vice-President shall:

- A. Be responsible for any firm interaction.
- B. Maintain good firm relations.
- C. Assume duties of the President in the event of the President's absence or in the event of vacancy in the office of the President.
- D. Be responsible for other duties determined by the President.

The Treasurer shall:

- A. Keep accurate control of the receipts and disbursements of the Association.
- B. Overlook the Membership Directors for both the Spring and Fall semesters.
- C. Handle reimbursements for all Accounting Association expenses.

The Controller shall:

- A. Be in charge of all internal control in relation to accounting functions.
- B. Be in charge of processing financial data.
- C. Overlook the budget for all Directorships.
- D. Overlook sponsorships for the organization.
- E. Overlook the Publicity Directors for both the Spring and Fall semesters.

The Executive of Student Relations shall:

- A. Maintain good relations with COBEC (College of Business and Economics Council) and Associated Students.
- B. Be responsible for re-chartering the Association every Fall semester.
- C. Be responsible for other duties determined by the President.

The Executive Administrator shall:

- A. Maintain accurate minutes of the Association meetings.
- B. Collect the Association's mail from the Matador Involvement Center.
- C. Be responsible for other duties determined by the President.

The Executive Coordinator shall:

- A. Arrange a meeting time for the Executive Board and Directors if necessary.
- B. Assist in creating channels of communication between Executives and Directors.
- C. Be responsible for other duties determined by the President.

The Executive of Operations shall:

- A. Record notes and minutes of what occurred during the Association's events.
- B. Provide a summary of events to the Executive Officers that were not present.
- C. Be responsible for other duties determined by the President.

SECTION 6:

Executive Advisor:

- A. An Executive Advisor shall be appointed by the President, when deemed necessary, to serve in ordinary capacity of the Executive Board.
- B. An Executive Advisor must have served the preceding term as an officer of the Accounting Association.
- C. An Executive Advisor's duties shall be determined by the President.
- D. An Executive Advisor's term in office shall not be considered in the two semesters criterion.
- E. The Executive Advisor is not considered an active member of the executive board; however, they will have the right to vote on issues requiring an Executive Board's decision. In order to have voting privileges, the Executive Advisor must be a current CSUN student. If the Executive Advisor is not a current CSUN student, then they will be an ex officio member.

<p>ARTICLE IV ELECTIONS</p>
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SECTION 1:

Elections for the officers of President and Vice President will be held no later than two weeks before final examinations.

SECTION 2:

Election Procedures:

- A. A candidate may be nominated for an Executive Officer position by any member, including themselves, so long as the Article III requirements are met. In addition, the

club advisor reserves the rights to screen potential candidates.

- B. Candidates for President and Vice-President shall be posted five days before the election. Voting will be done by secret ballot on the day of the election. Ballot counting and checking will be done by the faculty advisor or the accounting department chair. Special precautions will be taken to ensure that only active members vote, and that no active member is allowed to vote more than once.
- C. Election of the President and Vice-President will be by a majority vote quorum of all active members.
- D. In any case where elections result in a tie or no majority, then there will be a run-off election. This procedure is applicable where two or more candidates are contesting. It is applicable only to the office of President and Vice President.

SECTION 3: Should a vacancy in any office occur, it shall be filled by appointment of the remaining officers if deemed necessary.

SECTION 4: All officers are subject to a recall election initiated by one or more of the following:

- A. The Executive Board.
- B. A petition signed by 1/2 of active members.
- C. A petition signed by 1/3 of general members.

The offense(s) must be in writing and submitted by a member. A recall election shall be held at the next Director's meeting after presentation of the recall petition and shall be conducted as Article IV Section 2B specifies. Recall will require a favorable vote of 2/3 of the total active members.

SECTION 5: A general meeting shall be held weekly starting the second week of each semester and ending no earlier than the 13th week of each semester. The general meetings will be held at the California State University, Northridge campus.

ARTICLE V MEETINGS

- SECTION 1:** The day and time of the regular meetings shall be determined by the President and Vice-President.
- SECTION 2:** A general meeting shall be held weekly starting the second week of each semester and ending no earlier than the 13th week of each semester. The general meetings will be held at the California State University, Northridge campus.
- SECTION 3:** Special meetings, if deemed necessary, can be called by any Executive Officer. In any case a special meeting is deemed mandatory, all Directors need to be notified via email. All Directors will be notified 5 days in advance by email.
- SECTION 4:** Quorum for special meetings shall be 50% of active members.

ARTICLE VI FINANCES

- SECTION 1:** This Association, pursuant to its charter obligation, shall maintain an agency account with the Associated Students for the official conduction of University business.
- SECTION 2:** All monies of this organization shall be deposited in, and disbursed from, this account following procedures outlined by the Associated Students, Inc.
- SECTION 3:** Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accuracy with the procedures of the Associated Students.
- SECTION 4:** The club's fiscal year shall be from July 1st to June 30th. For reporting and budgeting purposes, financial statements will be

prepared on a semester basis in accordance with the calendar of the University.

SECTION 5: All members of this Association shall be required to pay dues. Such dues shall be collected each semester in the amount determined by a quorum of officers.

ARTICLE VII COMMITTEES

SECTION 1: The Executive Board shall appoint Directors for any and all committees deemed necessary.

SECTION 2: Each Director shall have the right to appoint their committee Coordinators.

SECTION 3: The President shall have the power to appoint and define the duties of a special committee with the approval of the Executive Board.

ARTICLE VIII AMENDMENTS

SECTION 1: This Constitution may be amended provided all voting members are notified in writing of the proposed change at least one week prior to the date of the vote. All active members have the right to vote upon the proposed amendments.

SECTION 2: Ratifications of an amendment is by 2/3 vote of all voting members that vote on the proposed amendments. This change shall be put into effect immediately unless otherwise stipulated in the amendment.

SECTION 3: Pursuant to Executive Order 969 any substantive change or amendment must be submitted to the Matador Involvement Center within 90 days.

ARTICLE IX RATIFICATION

SECTION 1: Upon ratification by a 3/4 vote of the membership, and approval from the Matador Involvement Center and the Associated Student, Inc., this constitution shall become the official governing document of the organization.