

ACCOUNTING CLUB

Minot State University

Date of Adoption/Revision: December 3, 2012

ARTICLE I: Name, Purpose, and Membership

Name: This organization shall be known as the Accounting Club.

The purpose of this organization shall be:

The Accounting Club is a Minot State University organization comprised of students interested in the accounting profession.

- To exchange information, experiences, ideas, and methods relating to accounting.
- To provide outside speakers for the members of the organization as well as the student body of this university.
- To provide a better understanding of the accounting profession and promote high ethical standards.
- To provide programs to promote interaction among students interested in the field of accounting.
- To provide fellowship among students and faculty.
- To represent student needs and wants in regard to the accounting profession.

Membership

- 1.1 The club shall not discriminate with regard to race, sex, creed, religion, national origin, or disability.
- 1.2 Membership in the organization shall be limited to those of good moral character.
- 1.3 There shall be two classes of membership: Student and Nonstudent.
- 1.4 Members of the organization who are enrolled as students at the institution and have paid current membership dues shall be designated as student members.
- 1.5 All other individuals shall be classified as nonstudent members.
- 1.8 The terms of removal from the membership rolls shall be as follows:
 - A. Not attending the appropriate amount of meetings.
 - B. Failure to maintain an overall GPA of 2.00.
 - C. Failure to pay dues.

ARTICLE II: Officer and Advisor Qualifications, Designations, and Duties

Election of Officers

The organization shall have a president, vice-president, secretary, and treasurer. For a member to be an officer, he or she must be a degree-seeking student at Minot State University holding an academic status of at least a junior. In addition, he or she must show an active participation in the club prior to serving as an officer.

- 2.1 The terms of all offices shall not be longer than one year. An officer may hold a particular office for one consecutive term only. A person may hold a different office in subsequent terms.
- 2.2 Nominations for officers shall be made at the February meeting with elections in March.
- 2.3 Officers-elect shall be installed with the retiring officers conducting the installation at the April meeting.
- 2.4 Any changes in officers must be submitted to the Student Association and the Committee of Student Organizations at Minot State University.

Duties of the Officers

The officers of the organization shall constitute its executive committee, which shall have the power to act in all matters except revision of the constitution and appointment of officers. All actions taken by the executive committee shall be reported to the members at the next regularly scheduled meeting.

- 2.1 President
 - A. Shall call and preside at the club's meetings.
 - B. Shall appoint committees that will help achieve organizational purposes
 - C. Shall act as the official host and representative of the organization in official campus functions.
 - D. Shall be responsible for implementing legislation enacted by the organization.
 - E. Shall be responsible with the consultation of the executive committee to see that this constitution is followed.
 - F. Shall have the power to call emergency meetings when necessary.
 - G. Shall submit an officer update sheet to the Associated Student Government Senate Operations Committee Chair after each election.
- 2.2 Vice President
 - A. Shall assume duties of the president, when necessary.
 - B. Shall assist the president in coordinating activities.
 - C. Shall oversee the committees of the organization.
- 2.3 Secretary
 - A. Shall maintain accurate minutes of all meetings.

B. Shall be responsible for correspondence to other organizations and individuals.

C. Shall maintain an accurate record of member attendance at all meetings.

2.4 Treasurer

A. Shall keep a record of finances of the organization.

B. Shall collect all of the stated dues from each member.

C. Shall disburse money for authorized purposes.

C. Shall give a financial report to the members as requested.

Faculty Advisor

The organization shall have two faculty advisors from the Accounting Department of the College of Business at Minot State University.

2.1 Each faculty advisor shall serve a term of two years with the option to be reappointed.

2.2 One faculty advisors shall be appointed every year so that positions are filled in alternate years and the terms overlap.

2.3 Faculty advisors shall be responsible for the following:

A. Promoting the interest of the organization.

B. Alerting the members to new trends and opportunities in the accounting profession.

C. Approving disbursements of organizational funds.

ARTICLE III: Meetings

3.1 The Accounting Club shall have a minimum of one meeting per month. The executive committee shall decide if more are needed.

3.2 A quorum of twenty percent (20%) of the members must be present to conduct business during a club meeting.

3.3 Student members of the organization shall be entitled to vote at meetings. Nonstudent members shall not be permitted to vote at meetings or to hold offices.

3.4 The Executive Committee shall conduct an executive meeting at least once per semester.

ARTICLE IV: Election Rules

4.1 Officers shall be elected during the spring semester to serve a term of one year during the following school year.

4.2 The offices of president, vice president, secretary, and treasurer will be filled through an election each spring.

4.3 Elections may be conducted by a verbal vote, written ballot, or show-of-hands.

4.4 A simple majority will determine the winning candidate to fill each position.

ARTICLE V: Removal and Succession of Officers

5.6 The organization shall have the power to remove an officer by a majority vote when a quorum of forty percent (40%) of the total club membership is present. An officer may be removed for continued absence or failure to administer the duties of the office properly.

5.7 In the event of a vacancy in an officer position, the remaining officers shall nominate at least two other eligible student members as candidates to fill the position. The interim officer will be elected to fill the vacancy from the list of candidates by a majority vote.

ARTICLE VI: Finances

6.1 Dues will be collected at the beginning of each semester from each member.

6.2 The organization shall conduct fundraisers to supplement membership dues as needed to finance the operations of the organization.

6.3 The purpose of the dues and other monies raised is to provide funding for sponsored events, programs, promotions, and social activities of the organization.

6.4 All monies collected from Student Activity Fees will be deposited in a Minot State University Business Account.

ARTICLE VII: Amending the Constitution

Amendments

7.1 Any proposed amendment to this constitution must first be drawn up by the executive committee to be read at the next regular meeting.

7.2 A majority vote, when a quorum of fifty one percent (51 %) of club members are present, shall be required to pass the amendment.

7.3 Any and all Constitutional amendments must be reviewed by the Student Welfare and University Affairs Committee for submission to the Student Government Association to be officially recognized as part of the organization's constitution.

Bylaws

7.1 Any proposed bylaw must first be drawn up by the executive committee to be read at the next regular meeting.

7.2 A majority vote, when a quorum of fifty one percent (51 %) of club members are present, shall be required to pass the bylaw.

7.3 Any and all new bylaws must be approved by the Student Welfare and University Affairs Committee to be officially recognized as part of the organization's constitution.

7.4 The same procedure shall be used to repeal any bylaw.

BYLAWS

1. Dues:
 - A. Dues shall be \$5 per semester.
 - B. Dues shall be paid by the second regular meeting of the semester.
2. The Executive Committee shall have the power to allow any person it deems to be appropriate to join the club or remain a member of the club.
3. All voting for the following shall be done by secret ballot:
 - A. Constitutional Amendments,
 - B. Enactment of new bylaws and the repeal of all bylaws.
4. All funds of the club must be withdrawn by the treasurer. In the event that the treasurer is not available for a reasonable amount of time, the president may withdraw funds.