

**Accounting Students Association
Florida Atlantic University – Boca Raton Campus
Revised and Restated Constitution and Bylaws
August 15, 2013**

Article 1 Name of Organization

The name of this organization shall be Accounting Students Association - Boca Raton, Boca Raton Campus, Florida Atlantic University (ASA-Boca). These Revised and Restated Constitution and Bylaws replace all previous constitutions and bylaws established by ASA-Boca.

Article 2 Purpose of Organization

ASA-Boca was established in April 1973 and is comprised of students, alumni, faculty, and honorary members that are actively involved within the accounting profession. ASA-Boca promotes interaction among professional accounting organizations, students, faculty, and the business community. Members will participate in professional, academic, social, and community service activities. ASA-Boca is established to meet the following needs:

- To support an environment conducive to academic excellence and professional integrity.
- To foster interaction between academics and professionals.
- To encourage professional and personal development among ASA-Boca members.
- To provide student members with a balanced knowledge and understanding of diverse career paths in accounting.
- To maintain the natural ties between the School of Accounting and its alumni with the intention of promoting the careers of School of Accounting alumni and serving as a focal point for alumni support of the School of Accounting.

Article 3 Membership of Organization

A. Membership Requirements

Membership in the organization is open to all persons, without discriminations, who are interested in the aims and purposes of the organization. ASA-Boca shall not discriminate on the basis of gender, race, color, sex, disability, age, sexual orientation, political affiliation, or religious affiliation in any of its policies, procedures, or practices.

B. Membership Classifications

Section 1. Student Membership – Student memberships are available to current Florida Atlantic University students. Only student members in good standing are allowed to vote or hold office. Student members are in good standing if all membership fees are paid and the student is currently enrolled at the University. Upon the earlier of graduation or two years, the membership is automatically converted to an alumni membership. Students who do not graduate within two years and wish to continue their student membership may do so upon notifying ASA-Boca each semester until they graduate.

Section 2. Alumni Membership – Alumni memberships are available to former student members or to alumni of Florida Atlantic University. Alumni members are not eligible to vote or hold office.

Section 3. Faculty and Friends Membership – Full-time members of the School of Accounting faculty and staff as well as interested community members may be faculty and friends members. Faculty and friends members are not eligible to vote or hold office.

C. Membership Dues

Section 1. Student members incur a one-time initiation fee during their first semester as a member. The initiation fee is determined by the Executive Committee at the beginning of each semester and is stated on the application.

Section 2. Annual student member dues, if any, are set at the beginning of each semester by the Executive Committee.

Section 3. Alumni members and Faculty and Friends members do not pay any dues.

D. Code of Conduct

Section 1. ASA-Boca members are expected to conduct their activities consistent with good moral and professional conduct.

Section 2. ASA-Boca members are expected to continually strive to improve themselves professionally through attainment of professional certification, development of professional and interpersonal skills, and involvement in professional associations. Attainment of these goals is partially satisfied by attending ASA-Boca and professional association meetings.

Section 3. ASA-Boca student members are expected to adhere to all rules and regulations set forth by Florida Atlantic University, the School of Accounting, and ASA-Boca.

Section 4. ASA-Boca shall be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations. ASA-Boca shall not discriminate against a Student Officer, member or prospective member on any basis identified in FAU Regulation 5.010, except if specifically exempted by law. ASA-Boca shall be open to all currently enrolled FAU Students, except if specifically exempted by law.

Article 4 Regulations

Section 1. ASA-Boca will abide by all Federal, State and Local Laws and FAU Regulations and policies, including but not limited to the Student Code of Conduct, Code of Academic Integrity, Regulation 4.006, Alcohol and Drug Policy, and all requirements as outlined in the Student Organization Manual.

Section 2. ASA-Boca agrees to abide by the Florida Anti-hazing Law in the Student Code of Conduct and the Student Organization Manual.

Section 3. The Executive Committee may establish regulations in addition to those contained here. All regulations must be approved by a 60% vote of the Executive Committee and provided to all members.

Article 5 Officers and Committees

A. Officers

Section 1. The officers will consist of the following positions and responsibilities.

- a. **President:** Oversees all ASA-Boca activities. Plans and presides over meetings and events. Oversees the Event Director position. Attends COSO training as approved by the Executive Committee.
- b. **Vice President:** Manages compliance and documentation, including COSO requirements and meeting minutes. Assists the President and assumes the duties of the President if necessary. Oversees the Documentation Director position. Attends COSO training as approved by the Executive Committee.
- c. **Treasurer:** Manages cash handling and reports on financial affairs. Completes COSO and ASA-Boca budgets and tracks revenue and expenses. Oversees the Purchasing Director position. Attends COSO training as approved by the Executive Committee.
- d. **Marketing Director:** Promotes ASA-Boca to prospective and current members. Implements an approved marketing plan and prepares marketing materials. Oversees the Membership Director position. Attends COSO training as approved by the Executive Committee.
- e. **Public Relations Director:** Informs stakeholders about ASA-Boca activities. Designs social media sites and posts relevant information. Oversees the Community Service Director position. Attends COSO training as approved by the Executive Committee.
- f. **Event Director:** Ensures adequate and appropriate infrastructure for ASA-Boca events. Arranges for rooms, equipment, refreshments, and materials for events. Communicates plans and results to the President.

- g. Documentation Director: Ensures adequate documentation of all ASA-Boca events and activities. Arranges for photos and written descriptions of events and activities. Communicates plans and results to the Vice President.
- h. Purchasing Director: Ensures that approved items are ordered using COSO or ASA-Boca funds. Completes COSO and ASA-Boca purchasing forms as necessary. Communicates plans and results to the Treasurer.
- i. Membership Director: Ensures accurate and current membership documentation. Processes membership applications and maintains membership records. Communicates plans and results to the Marketing Director.
- j. Community Service Director: Ensures community involvement by ASA-Boca members. Organizes community service activities and maintains participation records. Communicates plans and results to the Public Relations Director.

Section 2. The Executive Committee may create additional non-Executive Committee officers, modify the responsibilities of existing officers, or combine officer roles.

Section 3. In order to be eligible for an officer position, candidates must meet requirements as specified by Regulation 4.006. All officers must be registered degree-seeking FAU students who meet the University's minimum qualifications for student officers, which is a 2.5 cumulative GPA and be registered for 6 credit hours for undergraduate students, and a 3.0 cumulative GPA and 3 credit hours for graduate students. Officers have to be in good academic standing and not on probation. Students serving as President must have earned at least 15 college credits. A student may serve in the same position or office for a maximum of two terms during his/her academic career at FAU. A student's academic career includes his/her undergraduate, graduate, and professional course work.

B. Committees

Section 1. The Executive Committee is a permanent committee and shall consist of the President, Vice President, Treasurer, Marketing Director, and Public Relations Director. The Faculty Advisor serves as a non-voting ad hoc member of the Executive Committee.

Section 2. The Executive Committee is authorized to establish and remove ad hoc committees as it feels necessary to assist the officers in their duties.

Article 6 Election of Officers

Section 1. Officers are elected at a general meeting of the entire membership of ASA-Boca each semester. Only student members may vote. The vote will be conducted by at least one Executive Committee Officer and the Faculty Advisor or appointee. Nominations will be accepted and elections will be conducted in

the order by which the officers are listed in Article 5 Part A Section 1. Nominations may be made only by student members. Self-nominations are acceptable. If any member is not elected for a particular position, it does not preclude a member from being nominated for another position. Nominees will be given an opportunity to make a brief speech. For uncontested elections, the Executive Committee Officer conducting the elections will ask for a vote by show of hands. For all contested elections, nominees will leave the room before a vote is held by secret ballot.

Section 2. If a tie occurs during the election process, the nominees will be given the opportunity to make a brief speech explaining why they are better equipped for the position. A re-vote for the nominees involved in the tie will then be held by secret ballot. If a tie still occurs, then a vote will be made by all current, not newly elected, Executive Committee Officers present. If a tie still occurs, then the tie will be decided by a coin toss.

Section 3. The Executive Committee may approve that the election process be held electronically, in whole or in part.

Section 4. Elections will be scheduled toward the end of the spring and fall semesters.

Section 5. The term of office for all elected officers will be for the following semester.

Section 6. Officers will assume their responsibilities upon election.

Section 7. An newly elected officer may be nominated for more than one position if there are unfilled positions remaining after the election process for all officers is completed. Each officer can hold a maximum of two positions in the same semester.

Section 8. Officers may be re-elected to a specific office for a total of two terms.

Section 9. Outgoing officers must provide adequate training to incoming officers before the end of the semester in which the elections take place.

Article 7 Removal of Officers and Officer Vacancies

A. Removal of Officers

Section 1. Student officers may be removed by the Faculty Advisor or the Director of the School of Accounting if the student no longer qualifies to be an officer under Florida Atlantic University requirements.

Section 2. The Faculty Advisor, the Director of the School of Accounting, or three student members may petition the Executive Committee to remove a student officer for cause (inadequate performance, non-performance, failure to follow the Code of Conduct, extensive absences, or other violations). The Executive Committee will hold a separate meeting to consider the charges. The student officer subject to the petition will be notified at least two weeks prior to

the meeting and will be allowed an opportunity to respond to the charges. Upon a 60% vote of the Executive Committee, the student will be removed from being an officer.

B. Officer Vacancies

The Executive Committee, upon 60% vote, may fill any officer vacancies occurring during the semester. Any officer elected under this provision will serve for the remainder of the term in which they are elected.

Article 8 Faculty Advisor

The Faculty Advisor is a full-time member of the School of Accounting faculty and shall be appointed by the Director of the School of Accounting. Faculty Advisor duties include approving activities and assisting as a liaison between ASA-Boca and the faculty and professional community. The elected officers should not rely on the Faculty Advisor for operational responsibilities.

Article 9 Meetings

Section 1. All meetings are governed by Robert's Rules of Order, as Revised. The parliamentarian shall be the Faculty Advisor or appointee. The parliamentarian shall settle any dispute concerning rules of order or other related technicalities, according to Robert's Rules of Order, as Revised.

Section 2. All ASA-Boca membership and committee votes are based on simple majority unless stated to the contrary in this document.

Section 3. A general membership meeting shall be held at least once a semester, unless otherwise approved by the Executive Committee. The final meeting of the semester will usually be used to elect officers for the coming semester as discussed in Article 6 and to conduct other business as required.

Section 4. Business meetings shall be held monthly during the fall and spring semesters, unless otherwise approved by the Executive Committee. All Executive Committee Officers are expected to attend and participate in the business meetings; however, the Executive Committee may approve that individual officers participate electronically. Only Executive Committee Officers may vote at business meetings. A simple majority of the Executive Committee shall constitute a quorum for business purposes. Unfilled positions are not considered for quorum purposes. Properly constituted meetings will be called by the President (or the Vice President in the President's absence) as long as at least one week prior notice is given to all reachable members of the Executive Committee and other officers. Emergency meetings may be called with the Faculty Advisor's approval as long as a quorum can be convened.

Section 5. A quorum for any regular or special meeting shall be based on simple majority vote, unless stated to the contrary in this document.

Article 10 Dissolution

The Director of the School of Accounting in consultation with the Faculty Advisor shall have the authority to suspend or disband the operations of ASA-

Boca at any time that such action deems to be in the best interest of the School of Accounting. All funds in the off-campus bank account of the organization at the time of dissolution shall be held by the School of Accounting for any successor organization as determined by the Director of the School of Accounting.

Article 11 Amendments

Section 1. These Revised and Restated Constitution and Bylaws may be amended, suspended, added to, or stricken by 1) a 60% vote of student members voting, or 2) a 60% vote of the Executive Committee. All student members must be notified at least two weeks in advance of any meeting (general membership meeting or Executive Committee meeting) to discuss any proposed amendments.

Section 2. The Executive Committee may approve that the voting on amendments be held electronically, in whole or in part.

Section 3. No amendment shall be effective without the consent of 1) the Faculty Advisor, and 2) the Director of the School of Accounting.