

By-laws of the Accounting Club

Article I- Membership

Section 1- Students of the University of Hawaii at Hilo and Hawaii Community College shall be eligible for general membership. Graduates and accounting professionals shall be eligible for honorary memberships. Faculty shall be eligible for faculty membership.

Section 2- General members who have more than three (3) excused and two (2) unexcused absences from club meetings/events (including any fundraising activities) in an academic year shall have their membership terminated. Excused absences will be defined as informing the Executive Board that they will not be attending such event preferable at least 48 hours prior to scheduled event, but not limited to the day of the event. Unexcused will be defined as to the general member not showing up at all to the event without prior notice.

Section 3- It will be the Executive Board's responsibility to give at least seven (7) days prior notice to any scheduled meetings/events that the general membership of the Club shall need to be in attendance of or they are not required to be present.

Article II- Dues

Section 1- In order to gain active member status in the Club, as well as benefit from all that the organization has to offer, general members are required to pay dues.

Section 2- Dues may be paid either for the semester or for the academic year.

The current dues schedule is as follows:

\$20.00 for the academic year

\$15.00 for the semester

Section 3- The Executive Board may present Amendment of the dues schedule at the first regular meeting of the academic year for ratification by general members.

Section 4- Proceeds of dues shall be used to purchase supplies and refreshments for the Club.

Article III- Duties Of Officers

Section 1- It shall be the duty of the President to set and distribute an agenda, as well as preside over all meetings and to administer the affairs of the Club. He/She shall carry out the correspondence and business of the Club in conjunction with the Executive Board. He/She shall have authority to act for the Club within the framework of the Constitution.

Section 2- The Vice-President shall assume duties of the President in the absence of the President. He/She shall be responsible for the arrangement of programs and shall assist the

President in the business of the Club. The Vice-President shall also record transactions related to the Club's finances.

Section 3- The Treasurer shall maintain records of the Club's finances.

Section 4- The Secretary shall maintain records of the meeting proceedings. The Secretary shall furnish members with notification and minutes of meetings.

Section 5- If an officer is not meeting their responsibilities, the officer shall be given a written warning (including email) by the remaining members of the Executive Board. After two written warnings, an officer may be removed from the office by two-thirds vote by the Executive Board.

Section 6- Vacancies in office due to recall or resignation shall be filled by nomination and voting. Election shall be simple majority of votes cast.

Section 7- The Club Advisor shall be a fulltime accounting faculty member of the University of Hawaii at Hilo. The Advisor shall serve as a liaison with the University and the community and help in transition period between officers. The Advisor shall attend all Executive and General Meetings.

Section 8- The Executive Board shall meet with the Club Advisor weekly.

Article IV- Committees

Section 1- Committees of the club shall include Fundraising, Meeting Planning/Food, Marketing, Community Service, and Special Events.

Section 2- The Fundraising Committee shall seek financial support for the Club by organizing fundraisers or soliciting donations.

Section 3- The Meeting Planning/ Food Committee shall make arrangements at meeting and/or events, including obtaining waivers from Sudexho Campus Services, the University's food contractor, if needed.

Section 4- The Marketing Committee shall be in charge of maintaining the Club's bulletin board and website.

Section 5- The Community Service Committee shall be in charge of planning community service events for the Club.

Section 6- The Special Events Committee shall be in charge of scheduling, arranging, informing and organizing any "special event" that the Club is planning to attend.

Section 7- Each Club officer shall serve as a chairperson. Committee chairperson shall serve for an academic year.

Section 8- General members shall be assigned to a committee for the academic year. General members shall indicate on their membership application, in order of preference, the committee they would like to join. Efforts shall be made to assign members to their first preference. Should a committee lack individuals, members may be assigned to their second, third, fourth, or fifth preference.

Article V- Elections

Section 1- All nominees for Office of President, Vice-President, Treasurer, and Secretary, shall be members of the Club having gained active member status.

Section 2- Nomination of Officers shall be made from the floor at the third to the last meeting of each academic year. Nominees shall be present to accept the nomination. General members may be nominated for more than one office.

Section 3- Officers shall be elected at the next meeting of each academic year by secret ballot immediately after a call to cast ballots is announced by President. Ballots shall be tallied by the Club Advisor. Election shall be by simple majority of votes cast.

Section 4- If a person is elected to two or more offices, person shall select the office he/she will accept.

Section 5- Election results will be announced at the close of the meeting.

Article VI- Finances

Section 1- Funding of the Club shall be from membership dues, fundraising, and donations.

Section 2- A budget shall be prepared by the Executive Board and Club Advisor and be published by the Treasurer. The Club Advisor shall approve the budget prior to it being presented to the general membership at the first meeting of the academic year for ratification. If any part of the budget is to be amended, then a two-thirds vote of the general membership shall be required.

Section 3- Disbursements of funds shall be authorized by the Advisor through a voucher system. The President and Treasurer's signature is also needed for a financial disbursement.

Section 4- The Treasurer shall be responsible to annually audit the finances of the Club prior to the completion of the new budget. The Club Advisor shall preside over the audit.

Section 5- A Petty Cash fund shall be established for small purchases. The amount of the Petty Cash fund shall be determined by the Executive Board.

Article VII- Order Of Business

Section 1- The order of Business at regular meetings shall be:

1. Call to Order
2. Roll Call/Attendance Sheet to establish quorum is present.
3. Officer's Report
4. Committee Report
5. Unfinished Business
6. New Business

7. Announcements
8. Adjournments

Section 2- The order of Business at Executive Board meetings shall be:

1. Call to order
2. Roll Call
3. Unfinished Business
4. New Business
5. Adjournment

Article VIII- Amendments

Section 1- Amendment of the By-Laws may be initiated by the general membership in writing for review by the Executive Board. Proposed changes must be made prior to any meeting and voted on by the next meeting by the general membership.

Section 2- Amendment of the dues schedule under By-Laws Article II, Section 2 shall be initiated by the Executive Board and presented to the general members at the first regular meeting of the academic year for ratification.

Section 3- Voting to change, add, or remove any amendments shall be conducted by secret ballot. It shall take a two-thirds vote of the general membership for an amendment to be approved. Amendment of by-laws shall become effective immediately upon adoption.

Section 4- Upon the dissolution of the Club, our remaining assets will be used for exempt purposes such as charitable, religious, educational, and/or scientific purposes.