

# *Constitution of the Accounting Club*

## Article I- Name

The Accounting Club is a student driven, voluntary membership organization at the University of Hawaii at Hilo. Hereafter the Accounting Club will be referred to as the “Club.”

## Article II- Purpose

**Section 1-** The purpose of the Club is to assist students in becoming better informed about the accounting profession, introduce them to the opportunities available in the private and public sectors, and coordinate events with professionals that will help guide them on their career path.

**Section 2-** Goals of the Club:

- Promoting interaction between students, faculty, and professionals through educational workshops, community service, and social events.
- Encouraging student involvement, leadership, and excellence.
- Providing members with a forum to learn about the different careers in the accounting field.
- Assist students in reaching their academic and professional goals by offering mentoring and networking opportunities.

## Article III- Membership

**Section 1-** Membership of the Club shall consist of three categories: General, Honorary, and Faculty membership.

**Section 2-** General membership shall be eligible for membership by being enrolled student from the University of Hawaii at Hilo or Hawaii Community College. They shall become a member upon completion of the Club’s application form and payment of dues has been received.

*No student will be denied membership based on their race, creed, color, age, national origin, ethnic background, gender, disability, or handicapped status, sexual orientation, or religion.*

**Section 3-** Honorary members shall be comprised of graduates of the University of Hawaii at Hilo and community members in the accounting profession.

**Section 4-** Faculty from University of Hawaii at Hilo and Hawaii Community College are also eligible for membership.

**Section 5-** Voting privileges shall only be extended to general members.

## Article IV- Officers

**Section 1-** The officers of the Club shall be President, Vice-President, Treasurer, and Secretary, hereafter referred to as the Executive Board.

**Section 2-** Only general members shall serve as officers.

**Section 3-** The officers shall perform the duties described in the by-laws and by parliamentary authority adopted by the Club.

**Section 4-** Officers-elect take office at the close of the last meeting for the academic year. They shall hold office for a term of one academic year or until their successors is elected.

**Section 5-** An officer may be removed from office by a two-thirds vote by the Executive Board after two written warnings (including emails).

## Article V- Meetings

**Section 1-** Regular meetings shall be held at least once a month during the Fall and Spring semester.

**Section 2-** Special meetings may be called by the President or Executive Board.

**Section 3-** Robert's Rules of Order, Newly revised shall govern the Club in all cases involving parliamentary procedure when it does not conflict with the Constitution and By-laws.

**Section 4-** Quorum for operational purposes shall be by simple majority of the general membership except in the case of removal of an Executive Board member, which shall be by two-thirds majority.

## 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 shall be published by the Finance Chairperson. The Club advisor shall approve the budget prior to it being presented to the general membership 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 any financial disbursements.

**Section 4-** It shall be the responsibility of the Finance Committee to annually audit the finances of the Club prior to the completion of a 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- Amendments

**Section 1-** Amendment of the Constitution 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-** Voting to change, add, or remove any amendments shall be conducted by secret ballot. It shall take two-thirds vote of the general membership for an amendment to be approved. Constitutional amendments shall become effective immediately upon adoption.