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.

**Article VIII-Dissolution**

Section 1-Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

Section 2 – Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
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 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: $40.00 for the academic year, $35.00 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 UH Hilo faculty or staff 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 Executive and General Meetings unless the group is self-sufficient. Also the Advisor must attend RISO and funding trainings.

Section 8-The Executive Board shall meet with the Club Advisor when necessary. General Meetings shall be held on a bi-weekly basis unless agreed upon otherwise.

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 Sodexo 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 membership 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.

Date organizing document originally adopted:  October 14, 2011
Date amended organizing document adopted:  September 8, 2016

President Juvette Kahawaii ______________________________
Treasurer Joannie Marvin _______________________________