**The Penn State Accounting Society**

**Founded in September, 1950 as the Penn State Accounting Club**

**(Name Changed 2004)**

 **Constitution of the Penn State Accounting Society**

***Revised April 15, 2019***

**I. Purpose**

The purpose of The Accounting Society is to contribute to our students’ knowledge and understanding of the accounting discipline, stimulate the interests of our students in various accounting fields, reveal related opportunities, and present students with numerous viewpoints from the business world.

**II. Membership**

 A. Active membership shall be composed of currently registered, full-time students.

 1. Active membership shall be open to anyone interested in the accounting field or its related areas.

 2. Active membership shall be open to students irrespective of academic/semester standing.

 3. Faculty and staff are admitted as associate members.

 4. Only currently registered, full-time students are eligible for active membership.

 5. Registered students must complete the following requirements each year to be considered an

 active member:

 (a) Attend 2 General Body meetings.

 (b) Attend 3 Professional Events.

 (c) Attend 1 Service Event.

 (d) Attend 1 Social Event.

 (e) Attend the Annual G. Kenneth Nelson Banquet in the Fall semester.

 (f) Pay financial dues to the organization

6.To become a distinguished member:

 (a) Active members must meet all the requirements for active membership, plus attend two

 additional events.

 (b) Active members must attend eight events each semester.

7. (a) If, for any of the events in 5. (a) to (e) above, a requirement is announced

 via email, that students who wish to attend the event, must sign up for

 attendance via email, and if a student who has so committed to attend the

 event, fails to attend the event, 1-point will be deducted from the student's

 accumulation of membership points. The 1-point deducted will be from points

 accumulated from either 5. (a) to (e), depending on the event involved.

 (b) The above deduction of 1-point will not be made if the student advises the

 Secretary within 24 hours prior to the event, of her/his intention not to attend

 the event.

 B. At all times, a majority (50%+1) of all active members shall be full-time, officially registered

 students at University Park.

 C. At all times there shall be at least 10 active student members.

 D. Only active members may hold office, vote, preside, officiate or solicit funds on behalf of the

 organization.

 E. The Accounting Society reserves the right to expel a member who is not following the

 policies of the organization, with a super majority vote of attending members - quorum is 75% of

 active members.

 F. New Membership and Recruitment:

 1. Any and all new members will be given full disclosure during recruitment, including but not

 limited to the disclosure of the following:

 (1) New Membership Manual (if applicable)

 (2) Schedule of New Member Events and Activities (if applicable).

 (3) A list of responsibilities

 (4) A copy of the University Hazing Policy, prescribed by Policies and Rules for Student

 Organizations. This document is available upon request from the Office of Student

 Activities.

 2. All members, including but not limited to new members and recruits, reserve the right to refrain

 from participating in any activities without consequence, based upon personal/religious beliefs,

 personal values or moral reserve as defined by the member.

 3. Any and all interaction/activity between members and/or new members will be limited to

 guidelines stated by university policy, as well as local, state and federal laws.

**III. Officers – The Executive Board**

 A. Only registered, full-time, active student members are eligible to be selected as officers at the

 time of the appointment.

 B. The 9 Officers, referred to as the Executive Board, shall include President, Vice-President,

 Secretary, Treasurer, Director of Professional Activities, Director of Service, Director of Public

 Relations and Alumni Relations, THON Chair, and Events Coordinator.

 C. Officers may change from full-time to part-time, or vice versa, after becoming an officer.

 Student organizations may establish and apply additional eligibility criteria for appointed

 or elected leaders/officers, but should first seek approval from the Office of Student

 Activities.

D. All Accounting Society Board members must attend at least 50% of all Accounting Society

events per semester.

1. President – Term of Office shall be 1 year.

 (a) Shall be the spokesperson for The Accounting Society.

(b) Shall conduct all General Body meetings.

(c) Shall conduct all bi-weekly Executive Board meetings.

(d) Shall develop agendas for all Executive Board meetings.

(e) Shall be responsible for overseeing The Accounting Society in such a way as to ensure

 successful accomplishment of all goals and objectives, and maintenance of the

 organization’s position as an effective student organization at Penn State, University

 Park.

(f) Shall be responsible for ensuring adherence to this constitution.

 2. Vice-President – Term of office shall be 1 year.

 (a) Shall be second in command to the President.

 (b) Shall be in charge of planning the Annual G. Kenneth Nelson Banquet in the Fall.

 (c) Shall create committees as needs arise, and appoint members to such committees.

 3. Secretary – Term of office shall be 1 year.

 (a) Shall keep track of members’ adherence to membership requirements.

 (b) Shall make membership tracker available to all members.

 (c) Shall send weekly emails to communicate upcoming events with members.

 (d) Shall be the main source of email communication with members.

 (e) Shall be responsible for adding students to the ListServ.

 4. Treasurer – Term of office shall be 1 year.

 (a) Shall manage and record all funds in a responsible manner.

 (b) Shall work with Associated Student Activities to handle and deposit funds.

 (c) Shall be in charge of all fundraising efforts.

 5. Director of Professional Activities – Term of office shall be 1 year.

 (a) Shall be the main source of email communication with other professional organizations.

 (b) Shall be responsible for organizing the main marquee professional event each semester.

 (c) Shall create and present all workshops at General Body meetings.

 (d) Shall make all presentations available to members.

6. Director of Service – Term of office shall be 1 year.

 (a) Shall plan all service events.

 (b) Shall support the local community in ways deemed necessary.

 7. Director of Public Relations and Alumni Relations – Term of office shall be 1 year.

 (a) Shall manage the organization’s social media accounts, including Twitter, Facebook,

 Instagram, and LinkedIn in a professional manner.

 (b) Shall be responsible for and manage all marketing efforts.

 (c) Shall maintain contact between the Alumni of The Accounting Society and the

 organization.

 (d) Shall update and maintain the website in a timely manner.

 (e) Shall take pictures and videos at all events.

 8. THON Chair – Term of office shall be 1 year.

 (a) Shall be responsible for and manage all THON-related events.

 (b) Shall encourage members to participate in THON and its related events.

 (c) Shall be responsible for working with the Beta Alpha Psi (BAP) THON Chair throughout

 the year.

 (d) Shall work with the BAP THON Chair to coordinate the annual THON Fall dinner.

 9. Events Coordinator - Term of office shall be 1 year.

 (a) Shall be responsible for reserving all classrooms for Accounting Society events.

 (b) Shall organize and implement all social events.

 (c) Shall be responsible for communicating events to all members.

 E. Additional Responsibilities of the Executive Board –

 1. For purposes of planning/scheduling presentations by firms, corporations and other

 organizations, Board Members shall be assigned to be a liaison with each firm etc.

 2.The Board Member, serving as a liaison, shall communicate with the contact person of

 the firm etc. in a timely and professional manner.

 F. Additional officer positions include 5 Chair positions –

 1. Five Chair positions will be selected by the Executive Board to encourage the involvement

 and leadership development of Accounting Society members.

 These positions include:

 (a) President Chair – Term of office shall be 1 year. The President chair –

 (i) Shall shadow the President.

 (ii) Shall be in charge of creating merchandise for the organization.

 (b) Vice-President Chair – Term of office shall be 1 year. The Vice-President Chair -

 (i) Shall shadow the Vice-President.

 (ii )Shall assist with the organization of the G. Kenneth Nelson Banquet in the Fall.

 (c) Banquet Chair (2) – Terms of office shall be 1 semester. The Banquet Chairs–

 (i) Shall Report to and work closely with the Vice-President.

 (ii) Shall assist the Vice-President in planning the Annual G. Kenneth Nelson Banquet in

 the Fall semester.

 (d) Fundraising Chair – Term of office shall be 1 semester. The Fundraising Chair –

 (i) Shall report to and work closely with the Treasurer.

 (ii) Shall assist the Treasurer in planning and organizing future fundraising events for The

 Accounting Society.

 (e) Family Relations Chair. Term of office shall be 1 year. The Family Relations Chair –

 (i) Shall report to and work closely with the THON Chair.

 (ii) Shall assist the THON Chair in contacting and building a relationship with The

 Accounting Society/Beta Alpha Psi THON family.

 (iii) Shall assist the THON Chair in planning the THON Benefit Dinner.

 G. All officers, including the Chair positions, shall participate in the preparation of the bi-weekly

 Board meetings.

**IV. Governance – Decision Making**

 A. The Executive Board shall operate as the general-management decision making body.

 B. The Executive Board shall be responsible for the selection of new officers and chair positions each

 year, and also for filling vacancies that might occur during a particular year -

1. For the selection of the following officer positions in early April each year:

 President, Vice-President, Secretary, and Treasurer.

2. The four officers selected above shall then be responsible for the selection of the following

 officers, and chair positions in April each year: Director of Professional Activities, Director of

 Service, Director of Public Relations and Alumni Relations, THON Chair, Events Coordinator,

 President Chair, Vice- President Chair, Banquet Chair (2), Fundraising Chair, and Family

 Relations Chair.

C. All registered, active members shall have the right, at member meetings, to request that

 attention be given an issue of interest to all members.

D. All registered, active members shall have the right, at meetings attended by active members, to

 participate in decisions relating to the constitution.

 **V. Meetings and Other Events**

 A. A minimum of four General Body meetings shall be held per semester.

 B. A minimum of six professional events shall be held per semester.

 C. A minimum of two service events shall be held per semester.

 D. A minimum of two social events shall be held per semester.

 E. Adequate notice will be given to the membership before each meeting/event.

 F. Members shall be notified of all meetings/events by email.

 G. The President may call special meetings should he/she see fit.

**VI. Voting**

A. Executive Board – Matters Other than Annual Officer Selections:

 1. Only registered, active student members are eligible to vote.

 2. A quorum for all voting shall be sixty percent (60%) of the Board membership.

 3. For the passage of any motion on an issue under the Board’s jurisdiction, a majority (50%+1) vote

 must be achieved of those Board members present.

 4. In the event that an officer position becomes vacant during the year, a majority (50%+1)

 vote shall be required to fill the position.

 5. In the event that an officer is not able to uphold her/his responsibilities, a majority (50%+1)

 vote is required for her/his removal.

B. Meetings of Members

 1. Only registered, active student members shall be eligible to vote.

 2. Any active member shall be allowed, at an Accounting Society meeting, to request that

 attention be given an issue of interest to all members.

 3. A quorum for all voting shall be thirty-three percent (33%) of the organization’s active

 membership.

 4. For the passage of any motion, a majority (50%+1) vote must be achieved of those active

 members present.

**VII. Finances**

1. The Accounting Society shall collect annual dues which shall be determined by the Executive Board on the basis of consultation with the academic advisor.
2. Dues shall not be excessive.
3. All Accounting Society funds shall be deposited and handled exclusively through the Associated Student Activities (ASA) in 240 HUB.
4. The Accounting Society shall not have any off-campus accounts.
5. The Treasurer shall be responsible for handling and maintaining a record of all funds.
6. The President and Vice-President must approve all monies spent by the Treasurer of the Accounting Society.
7. Officers may spend no more than $50 of ASA funds on necessary items without approval from the general members.
8. The Treasurer must be informed if there will be spending by officers with ASA funds.

**VIII. Officer Selections**

1. The Executive Board shall be responsible for the selection of officers, and chair positions as outlined in IV. B. above.
2. Selection decisions for officer positions that become vacant during the year shall be made by the Executive Board.
3. The annual officer selections shall be held during a so-determined meeting during the Spring semester of each year.
4. This meeting shall be well publicized through emails to all registered, active members.
5. Only active members shall be eligible to apply for open officer positions.
6. Selections shall be determined on the basis of an application by an active member, and an interview with the President and other current officers, as the President deems needed. Upon

completion of interviews, the President will review the candidates and select new officers with assistance from other officers, as the President deems necessary.

1. The selection of an officer shall be objective, with the most qualified active member obtaining the position.
2. All officers serve for a term of one year, unless the nomination is to fill a vacancy that occurs during the year.
3. No one involved in conducting the selections may be an official candidate.
4. If there is a tie, the President will make the final decision with advice from the advisor.

**IX. Amendments to the Constitution**

1. Amendments to this constitution shall be accepted at any meeting of the Accounting Society, and a vote taken at the next meeting.
2. Any active member may introduce a constitutional amendment at any meeting of members.
3. All amendments shall be subject to the approval of the Office of Student Activities to ensure that they align with University policies and rules..
4. Amendments take effect following Office of Student Activities approval.
5. Amendments to this constitution shall be made publicly available to all active members.

**X. Parliamentary Authority**

 A. *Robert’s Rules of Order, Newly Revised,* by Sarah Corbin Roberts shall be used in all cases not

 covered by this constitution.

**XI. Accessibility of this Constitution**

A. Copies of this constitution shall be made available to all members upon request, and also on The

 Accounting Society webpage.

**XII. Advisor**

1. The Accounting Society must retain an advisor at all times.
2. The advisor shall be a full-time faculty or staff member of The Pennsylvania State University, University Park Campus.
3. The advisor’s values would need to closely align with the purpose of the Accounting Society.
4. The advisor shall be chosen on the basis of consultation with the Chair of the department of accounting at Penn State, University Park Campus.
5. The advisor shall be invited to all events, including officer Executive Board meetings.

**XIII. Contact with Minors**

 A. The Accounting Society shall abide by University Policy AD-39.

*Revised April 15, 2019*