



CONSTITUTION

California State University, Northridge Accounting Association

PREAMBLE

SECTION 1: Statement of Purpose

The goal of the California State University, Northridge Accounting Association is to provide CSUN accounting students with:

- Insight into the field of accounting,
- Exposure to professionals in all sectors of the accounting industry,
- Opportunities to network and enhance professionalism, and
- Fun, interactive, and supportive learning experiences, on and off campus.

ARTICLE I OFFICIAL NAME

SECTION 1: Organization Name

The official name of the organization shall be the California State University, Northridge Accounting Association.

ARTICLE II MEMBERSHIP

SECTION 1: Student Access

Any person currently enrolled as a student at CSUN and fulfilling the membership requirements of the organization may be a member.

SECTION 2: Non-Discrimination Statement

In accordance with State law and the regulations of the California State University, no organization shall discriminate on the basis of race, color, religion, creed, gender, pregnancy, marital affiliation, sexual or affectional orientation, age, ethnic origin, citizenship, nationality, veteran status, or disability.

SECTION 3: Membership Requirements

Any classified or conditionally classified undergraduate or graduate student, enrolled in the current semester, or on leave of absence may be a member. In order to be a member, qualified individuals must pay dues each semester.

Active Member: Any currently enrolled CSUN student that had paid his or her dues and is in good standing with the Accounting Association is an active member. Any Executive Officer or Director that has paid his or her dues is an active member.

Alumnus: Any previously active member of this Association that has received a degree and is no longer enrolled at California State University, Northridge shall be considered an alumnus.

SECTION 4: Privileges of Membership

All members may participate in any club-sponsored event except as provided below:

- Events with limited capacity due to the nature of the event
- Events held specifically for Directors or Executive Officers except for administrative meetings
- Firm-sponsored events limited by the firm's requirements

All members are given priority access to events over non-members.

All members shall receive discounts on major club events that require a fee.

All active members receive voting privileges. Nominating, being a candidate for office, voting, and holding office privileges shall be restricted to currently enrolled CSUN students.

ARTICLE III

OFFICERS AND ADVISORS

SECTION 1: Official Positions

Management of this Association shall be vested in an Executive Board consisting of Executive Officers that are responsible to the entire membership for upholding this Constitution. The elected President and Vice President are responsible for appointing rest of the Executive Board. The Executives Officers of the Association and their duties shall be:

I. President:

- A. Call and preside over all meetings of the Accounting Association and all meetings of the Executive Board.
- B. Represent the Association wherever such representation may be required.
- C. Appoint all Executive Officers with approval of the Vice President.
- D. Assign directorships for all Executive Officers to oversee, with the approval of the Vice President.
- E. Oversee and assist assigned directorships.

II. Vice President:

- A. Assume duties of the President in the event of the President's absence or in the event of vacancy in the office of the President.
- B. Represent the Association wherever such representation may be required.
- C. Oversee and assist the directors assigned by the President.
- D. Be responsible for other duties determined by the President.

III. Executive of Student Relations:

- A. Represent the Association wherever such representation may be required.
- B. Oversee and assist the directors assigned by the President.
- C. Be responsible for other duties determined by the President.

IV. Executive Advisor

- A. Prepare agendas for Executive meetings.
- B. Represent the Association wherever such representation may be required.
- C. Oversee and assist the directors assigned by the President.
- D. Be responsible for other duties determined by the President.

V. Executive Assistant

- A. Record minutes for Executive meetings.
- B. Represent the Association wherever such representation may be required.
- C. Oversee and assist the directors assigned by the President.
- D. Be responsible for other duties determined by the President.

VI. Controller

- A. Record all financial transactions carried out by the Accounting Association.
- B. Manage and enforce all internal control procedures.
- C. Represent the Association wherever such representation may be required.
- D. Oversee and assist the directors assigned by the President.
- E. Be responsible for other duties determined by the President.

VII. Treasurer

- A. Record all financial transactions carried out by the Accounting Association.
- B. Manage and enforce all internal control procedures.
- C. Represent the Association wherever such representation may be required.
- D. Oversee and assist the directors assigned by the President.
- E. Be responsible for other duties determined by the President.

SECTION 2: Officer Qualifications

Eligibility Requirements - To be eligible for an Executive Officer Position a member must:

- be an enrolled CSUN student; and
- have successfully completed Accounting 350 with a grade of “C” or better.
- If there are not at least six persons who meet the above requirements, Article IV, Section 3 will apply.

It is required that the President shall have previously served as an Executive Officer for one semester or a Director for two semesters.

Minimum Academic Qualifications - All Executive Officers must be matriculated and enrolled at California State University, Northridge with a minimum overall 2.5 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.

Incumbent Unit Load - All Executive Officers are required to earn six (6) semester units per term while holding office. Graduate and credential student in the role of any Executive Officer position must earn three (3) semester units per term while holding office.

Incumbent Maximum Allowable Units - Undergraduate students in the role of president, vice president and treasurer are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, whichever is greater. Graduate and credential student in the role of President and Treasurer are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Student holding more than this number of units, including students pursuing a double major, will no longer be eligible.

SECTION 3: Terms

The term of office for any Executive position shall be one semester. Executive Officers selected for the fall semester assume their duties on July 1. Executive officers selected for spring semester shall assume their duties on January 1.

SECTION 4: Advisor

The Faculty Advisor(s) of the Accounting Association shall be instructor(s) of accounting at California State University, Northridge. The Officers shall select the Faculty Advisor(s) each semester.

ARTICLE IV ELECTIONS

SECTION 1: Time of Elections

Elections for the Offices of President and Vice President will be held no later than two weeks before final examinations. President and Vice President take office as described in Article 3, Section 3.

SECTION 2: Election Procedures:

- A candidate may be nominated for an office by any member including themselves. The Faculty Advisor(s) reserves the right to screen potential candidates. Nominations must be submitted in writing to the outgoing president at least 1 week before the election date.
- Candidates for President and Vice President shall be posted five days before the election. Voting will be done by secret ballot on the day of the election. Ballot counting and checking will be done by the Faculty Advisor(s) or an impartial, non-member appointee of the Faculty Advisor(s). Special precautions will be taken to ensure that only active members vote, and that no active member is allowed to vote more than once.
- The President and Vice President will be elected by a 50%+1 vote of all active members in attendance.
- In any case where elections result in a tie or no majority, there will be a run-off election. This procedure is applicable where two or more candidates are contesting. If a tie persists, the faculty advisor(s) may vote to break the tie.

SECTION 3: Special Election Procedures

Should a vacancy in any office occur, the position shall be appointed by the President.

SECTION 4: Recall Election

A petition of $\frac{1}{2}$ of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after presentation of the recall petition. Recall will require a favorable vote of $\frac{2}{3}$ of the total voting membership.

ARTICLE V Meetings

SECTION 1: Logistics

The day and time of the regular meetings shall be determined by the president and vice president.

SECTION 2: Frequency

A general meeting shall be held weekly starting no later than the third week of each semester and ending no earlier than the 13th week of each semester. The general meetings will be held at the California State University, Northridge campus.

SECTION 3: Special Meetings

Special meetings, if determined necessary, can be called by any member of the Executive Board. Any member may attend, but only Executive Officers are required to attend. The person the calling the meeting must publicly provide 48-hour notice.

SECTION 4: Quorum

Quorum for regular and special meetings shall be one percent of the active membership.

SECTION 5: Rules of Procedure

The rules of procedure for this organization shall be Robert's Rules of Order.

ARTICLE VI FINANCES

SECTION 1: Account

This organization, pursuant to its charter obligation, shall maintain an agency account with the Associated Students for the official conduction of University business.

SECTION 2: Usage

All monies of this organization shall be deposited in, and disbursed from, this account following procedures outlined by the Associated Students, Inc.

SECTION 3: Dispersal of Funds

Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accuracy with the procedures of the Associated Students.

SECTION 4: Fiscal Year

The club's fiscal year shall be from May 1 to April 30. For reporting and budgeting purposes, financial statements will be prepared on an annual basis in accordance with the calendar of the University.

SECTION 5: Dues

All members of this Association shall be required to pay dues. Such dues shall be collected each semester in the amount determined by the Executive Officers.

<p>ARTICLE VII COMMITTEES</p>
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SECTION 1: Standing Committees

The Executive Board shall appoint Directors for any and all committees deemed necessary.

SECTION 2: Selection of Standing Committees

The President shall have the power to appoint and define the duties of a standing committee with the approval of the Executive Board.

<p>ARTICLE VIII AMENDMENTS</p>

SECTION 1: Submission of Amendments

This Constitution may be amended provided all voting members are notified in writing of the proposed changes at least one week prior to the date of the vote. All active members have the right to vote upon the proposed amendments.

SECTION 2: Approval of Amendments

Ratifications of an amendment is by 2/3 vote of all voting members that vote on the proposed amendments. This change shall be put into effect immediately unless otherwise stipulated in the amendment.

SECTION 3: Notification of Amendments

Pursuant to Executive Order 969 any substantive change or amendment must be submitted to the Matador Involvement Center within 90 days.

<p style="text-align: center;">ARTICLE IX RATIFICATION</p>

SECTION 1: Procedure for Ratification

Upon ratification by a 2/3 vote of the membership, and approval from the Matador Involvement Center and the Associated Students, Inc., this constitution shall become the official governing document of the organization.