

**CONSTITUTION/BYLAWS OF
UHCL ACCOUNTING ASSOCIATION INSTITUTE OF MANAGEMENT
ACCOUNTANTS STUDENT CHAPTER
(Revised September 15, 2010)**

Article I Name

Section 1: The group shall be known as the University of Houston-Clear Lake Accounting Association/Institute of Management Accountants Student Chapter (UHCL-AA/IMASC).

Section 2: The group is officially sponsored by the Houston Chapter of the Institute of Management Accountants (IMA) and was chartered by the association on March 7, 1991.

Article II Objectives of the group shall be:

Section 1: To further the purpose and objectives of the IMA and its student members at UHCL.

Section 2: To promote and facilitate cooperation and communication between UHCL-AA/IMASC student members and regular IMA members, and to provide a means through which UHCL-AA/IMASC members may benefit from IMA services.

Section 3: To conduct, sponsor, or participate in activities that the group deems desirable or necessary in accomplishing the previously stated purposes with the advice of a faculty advisor.

Section 4: To sustain its membership annually by organizing and conducting a biannual membership drive to attract new members from UHCL as well as renew the membership of any continuing students. This effort will also be continued throughout the year.

Section 5: To organize an annual effort to encourage graduating UHCL-AA/IMASC students members as well as all graduating business and accounting students of UHCL to exercise their option of becoming a member of the IMA. The initial "chapter affiliation" of such associate member applicants should be the Houston chapter. Therefore, upon moving or relocating, they may transfer to chapters in their new areas.

Section 6: No part of the activities of this group shall consist of carrying on propaganda or otherwise attempting to influence legislation, or of participating in or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Article III Membership

- Section 1: The membership of the group shall consist of any UHCL student who:
- a. Accepts the bylaws of the group; and
 - b. Is currently paid on dues.
- Section 2: Any alumni who wishes to be a member may become an honorary member by paying dues and subscribing to the bylaws of the group.
- Section 3: Dues of \$25.00 per semester shall be due by the first speaker meeting in October in each fall semester and by the first speaker meeting in March in each spring semester.
- Section 4: The UHCL-AA/IMASC will not discriminate as to race, religion, sex, age, national origin, sexual orientation, or disability.
- Section 5: Graduation chords will be available to the graduating members (blue chord) and officers (gold and blue chord) if the following requirements are met:
- a. The member have 50 points by October 31 and March 31
 - b. The member has a total of 100 points over the last two semesters
 - c. The dues for the current semester and any back dues must be paid in full
 - d. The fees for the purchase of the chords are included in the general membership fees and will be paid by the Accounting Association.

Article IV Officers

A. Voting

- Section 1: All active members present at a meeting shall have full voting power.
- Section 2: Voting for all officers shall be by secret ballot.
- Section 3: Honorary alumni members shall be allowed to attend meetings and provide discussion on voting topics, but will not be allowed to vote.

B. Nominations, Elections, and Installation of officers

- Section 1: The term of all officer elected shall begin at the closing of the Spring semester and end at the closing of the following Fall semester then begin at the closing of the Fall semester and end at the closing of the Spring semester.
- Section 2: Nomination shall be accepted during meetings so that nominations may be taken from the floor. This nomination process will take place in March.

- Section 3: To be eligible to run for office, the prospective candidate must have:
- a. A GPA of 2.5 or greater.
 - b. The candidate cannot be on scholastic probation.
 - c. All officers of UHCL *AAJIMASC* must be currently enrolled UHCL students.
 - d. All candidates of UHCLAA/IMASC officer positions must be current members to be eligible to run for an officer position. In the event that no current members are interested in running for the open officer position, the position will then become available to all current UHCL students.
- Section 4: Elections will be held during the second or third week in April.
- Section 5: A simple majority of the members present will be required to elect an officer or pass any other vote.
- Section 6: All elected officers must sign the Statement of Officer Understanding and return to the current President.
- Section 7: If any officer should leave office during their term, the Board of Directors shall appoint someone to the position being vacated for the duration of the term of office.

C. Duties of elected officers

- Section 1: The President shall:
- a. Be responsible for and have authority over the planning and conducting of the affairs of the group;
 - b. Consult with the faculty advisor, and the Board of Directors;
 - c. Have powers and responsibilities as precedent and reason dictate for the presiding officer of the organization.
- Section 2: The Executive Vice President shall:
- a. Preside at meetings in the absence of the President and normally becomes President in the event of a vacancy;
 - b. Appoint and instruct committee chairpersons;
 - c. Consult with the committee chairpersons;
 - d. Carry out special projects assigned by the President.
- Section 3: The Vice President of Finance shall:
- a. Be responsible for the oversight of finances during the term in office;
 - b. Organize and keep accurate financial records, reconcile the bank statement, prepare the student organization financial statement, and arrange the audit of such records;

- c. Be prepared to report the financial position of the organization at meetings if requested; and
- d. Work directly with the Treasurer and may take over as Treasurer in the event of a vacancy in that position.

- Section 4: The Treasurer shall:
- a. Bill and collect all dues and fees;
 - b. Receive and dispense funds with the approval of or instructions from the officers, keep financial records of these transactions, and aid in preparing financial reports; and
 - c. Work with and under the direction of the VP Finance and the President.
- Section 5: The Secretary shall:
- a. Make sure that the VP Marketing & Advertising and any other members as directed by the President are made aware of any meetings;
 - b. Maintain accurate membership roster and other records of the Accounting Association including:
 - 1. All meetings and events of the semester
 - 2. Forms of advertising and any other correspondence pertaining to the club; and
 - c. Write the minutes of the Board meetings, and correspond for the officers when necessary.
- Section 6: The Student Government Association Representative shall:
- a. Attend UHCL Student Government Association (SGA) meetings
 - b. Serve as a representative during SGA meetings for Accounting Association.
 - c. Keep membership informed of SGA activities.
- Section 7: The Vice President of Professional Development shall:
- a. Assist in attaining speakers for AA speaker meetings; and
 - b. Follow up with a thank you letter to guest speakers and to the UHCL faculty in attendance.
- Section 8: The Vice President of Marketing & Advertising shall:
- a. Provide publicity, namely signs and posters, for all speaker meetings and other events; and
 - b. Write invitation letters to each member of the accounting faculty prior to a guest speaker meeting in order to publicize it.
 - c. Maintain AA bulletin board outside Accounting Suite on the 3rd floor of Bayou building.
- Section 9: The Vice President of Membership & Recruiting shall:

- a. Maintain records of all students who have expressed an interest in the club and chapter members;
- b. Maintain the point system in order to determine the winner of semester awards;
- c. Host a semester membership drive; and
- d. Maintain supplies needed for the membership.

Section 10: The Publicity Director shall:

- a. Produce and distribute a monthly newsletter to faculty, the UHCLidian, and members of AA;
- b. Report events which are to be made public to the UHCLidian, This Week, city paper, or the local media; and
- c. Report any special events at the request of the President.
- d. Maintain AA bulletin board at Student Entrance.

Section 11: The Meeting Coordinator:

- a. Be responsible for selecting, ordering, and delivering food to all Accounting Association regularly scheduled meetings.
- b. Ensure that drinks and ice are available at all Accounting Association regularly scheduled meetings.
- c. Maintain supplies needed for all lunches such as plates, napkins and utensils.

D. Probation and Impeachment of Officers

Section 1: Any officer whose dues have not been paid within one month of the due date shall be placed on probation.

Section 2: An officer who has been placed on probation shall be denied all privileges of the group including voting rights.

Section 3: An officer who has been placed on probation shall be reinstated only upon full payment of his/her account.

Section 4: An officer may resign from the group by notifying the President of such intentions in writing so that the officer might be removed from the roster of the group.

Section 5: The Board of Directors may impeach an officer after the following actions have been taken:

- a. A member of the Board proposes the Impeachment of the Officer, specifying in writing the reason for the proposed action.
- b. A vote on the proposal may be held no earlier than two weeks after the written proposal is tendered to each member of the Board and Faculty Advisor of the group.

- c. A two-thirds majority of the officers shall be necessary to impeach an officer from the board.
- d. The accused shall have a chance to refute the charges at the time the vote is to be taken.

Article V Committees

- Section 1: Communication Committee - shall assist in contacting organization members to inform them of upcoming events.
- Section 2: Community Service Committee - shall arrange a minimum of one community service event per semester.
- Section 3: Computer Technology Committee - shall maintain a web page and a storage place for the membership database.
- Section 4: Endowment Fund Committee - shall establish and raise funds for a scholarship endowment fund benefiting AA members and oversee distribution of scholarships.
- Section 5: Fundraising Committee - shall raise funds to finance the chapter's programs.
- Section 6: Social Committee - shall plan and conduct any activities not pertaining to professional programs.
- Section 7: Publication Committee - shall assist in the publication of a newsletter and other tasks as requested by the Publicity Director.
- Section 8: Audit Committee - shall assist the Faculty member in auditing the chapter's financial records at the end of each semester.
- Section 9: Accounting Recruiters' Reception Committee - shall work cooperatively with Beta Alpha Psi to plan, execute and evaluate the annual Accounting Recruiters' Reception event.

Article VI Meetings

- Section 1: Meetings shall be held at least three times during each fall and spring semester of the school year, unless otherwise approved by a majority vote from the Board of Directors.
- Section 2: Emergency meetings may be called by the President or by a majority of the Board of Directors providing that the Faculty Advisor does not oppose.

Section 3: A quorum shall consist of twenty percent (20%) of all active members. All action of such quorum shall be legal and binding upon the Chapter and its membership pursuant to Article IV.

Section 4: Meetings will be conducted in accordance with Robert's Rules of Order.

Article VII Probation and Expulsion

Section 1: Any member whose dues have not been paid within one month of the due date shall be placed on probation.

Section 2: A member who has been placed on probation shall be denied all privileges of the group including voting rights.

Section 3: A member who has been placed on probation shall be reinstated only upon full payment of his/her account.

Section 4: A member may resign from the group by notifying the President of the group of such intentions in writing so that the member might be removed from the rosters of the group.

Section 5: A member may be expelled from the group after the following actions have been taken:

- a. A member of the board proposes the expulsion of the member, specifying in writing to each member of the group the reason for the proposed action.
- b. A vote on the proposal may be held no earlier than two weeks after the written proposal is tendered to each student member and the Faculty Advisor of the group.
- c. A two-thirds majority of the active members shall be necessary to expel a member from the group.
- d. The accused will have a chance to refute the charges.

Article VIII Advisor

Section 1: The faculty advisor shall be:

- a. A full-time faculty member at UHCL;
- b. A dues-exempt member of this organization;
- c. Allowed to vote during business meetings and on the election of officers;
- d. Able to assist (or arrange for an appropriate faculty substitute) in the planning, implementation, and sponsoring of the events held by the organization.

Section 2: The faculty advisor shall serve for a one year term, June 1 to June 1, and may be re-elected for successive terms.

Section 3: The faculty advisor shall be elected annually by a 2/3 majority vote of those present at the election meeting.

Article IX Amendments

Section 1: Amendments may be proposed in writing by any member at a regular scheduled meeting, but voting must be postponed until the next scheduled meeting. Notice of the proposed amendment must be distributed to organization members prior to the vote. Constitutional amendments may be implemented by a 2/3 majority vote of these members present at the meeting.

Section 2: Copies of this constitution will be provided for every Officer and for any Member of this Organization on written request. The President must have copies of this Constitution in order to mediate questions of procedure and administration within the Organization.