Constitution of the

Purdue Accounting Association

***ARTICLE I: Name***

The name of this organization shall be the Purdue Accounting Association [hereinafter referred to as the PAA or the Association]. The name exemplifies the nature of the professional events and discussions, but is not necessarily a description of the members' focus of study at the university. No other name will be used in the advertisement or representation of the Association.

***ARTICLE II: Purpose of the Association***

The purpose of the Association is to provide a social setting for Purdue University students to further novice and professional knowledge and understanding of modern, global accounting, as well as educational and social boundaries, through peer interaction, professional engagements and community service. This methodology is intended to assist in developing future leaders in the accountancy and business realms, to promote the highest ethical standards of the aforementioned professions, and to develop high moral, scholastic and professional attainments in its members.

***ARTICLE III: Membership***

**Section 1:** Purdue Accounting Association membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a veteran.

**Section 2:** The Association advisor is to be held as a non-student member of the organization, with all rights and privileges therein, excluding the right to vote or hold office. Purdue University staff and faculty are eligible for adjunct membership.

**Section 3:** Every active, voting member is required to participate in at least seventy percent of PAA activities throughout the semester including, but not limited to, scheduled, standard meetings, fundraisers, professional events, social events, and planning meetings. As this decree is purely percentage-based and as the number of events will inevitably change each semester, the exact number of required activities and events will be made aware at the beginning of every novel semester. Active members must also volunteer time and participate on a committee project. Finally, active membership requires the payment of dues (Discussed further in Section 4 of this Article). Any member or officer who fails to meet these requirements will lose all membership privileges, without refund of the aforesaid dues. Members may continue to attend meetings if their participation drops below seventy percent, but their voting privileges shall be suspended. Voting privileges may be retained if a drop in participation is due to unavoidable, extreme circumstances including, but not limited to, pregnancy, severe illness, and family issues.

**Section 4:** Dues must be paid, by a specified date each semester, in order for a member to be considered active. The amount of the semester dues is to be determined at the start of every semester, and each member, including officers, is expected to pay the same amount to the Association.

**Section 5:** Membership shall be preserved until the student severs relations with the University, whether by graduation or otherwise. Membership will be retained during the vacations and recesses of the University.

**Section 6:** The members of this organization expressly agree to abide by the rules and regulations concerning organizations set forth by Purdue University.

***ARTICLE IV: Officers***

**Section 1:** The designated officers of the Purdue Accounting Association shall be President, Vice President, Treasurer, Secretary, Professional Events Chair, Marketing Chair, Technology Chair, and Social Chair.

**Section 2:** Any member is eligible to run for office so long as they have met the active membership requirements for the semester prior to the elections. Officers may retain power as long as desired, so long as the term does not exceed six semesters.

**Section 3:** Any officer, with the exception of the President, may be removed from office at any time for poor performance, attendance or any other reason viewed as undeserving of the title. Such action would require a majority vote between the seven remaining officers. The President may only be removed through a unanimous vote by the other officers, at which point the Vice President would be promoted to active President with all privileges and responsibilities therein.

**Section 4:** A vacancy occurring within the PAA officers shall be filled by a special election or appointment by a three-fourths affirmative vote of the enduring officers.

**Section 5:** Each officer shall be entitled to one vote. The President shall break any ties that arise. Proxy or absentee votes shall not be permitted.

**Section 6:** An advisor position is to be held by a Purdue University faculty member. The advisor may retain their position as long as desired and the selection process will include a survey of applicable candidates by the current officers. From the list, an advisor will be selected and upon acceptance will become the acting faculty advisor.

***ARTICLE V: Duties of the Officers***

**Section 1:** *President*

**A.** The President shall serve as both chief executive officer and chief operating officer of the Association and shall have general supervision and control of its activities and programs. The President shall call, and preside at, all Purdue Accounting Association meetings. He/She shall also determine the agenda for such meetings.

**B.** The President shall represent the PAA at functions within the general Purdue University community and at events in which the PAA participates, acting as spokesperson for it**.**

**C.** The President shall serve as vice-chair for all PAA activities.

**D.** The President shall be the official liaison to the University administration

**Section 2:** *Vice President*

**A.** The Vice President shall assist the President in fulfilling presidential duties. Furthermore, the Vice President shall assume the duties of the President if the President is unable to serve.

**B.** The Vice President shall serve as the Development Chair.

**C.** The Vice President shall work to, in conjunction with the Social Chair or the Professional Events Chair, contact outside parties for events.

**D.** The Vice President shall organize refreshments and foodstuffs for all professional events.

**Section 3:** *Treasurer*

**A.** The Treasurer shall be responsible for the receipt, safeguarding, maintenance, and disbursement of all PAA accounts and funds, and for all financial administrative matters of the Association, including the determination of the budget for the semester(s) in which the office is held. The expenditures of the Association must be made in a manner approved by the Business Office for Student Organizations.

**B.** The Treasurer shall serve as Fundraising Chair.

**C.** The Treasurer shall be in charge of coordinating fundraising and grant processes.

**Section 4:** *Secretary*

**A.** The Secretary shall be responsible for keeping the minutes and taking attendance at all officer planning meetings, general meetings, or any significant event held by the Association. The minutes and attendance records should be readily available, should a member request information on a meeting.

**B.** The Secretary shall be responsible for maintaining the files and records of the Association, including, but not limited to, copies of all correspondences, leaflets, pamphlets, flyers, newsletters, and minutes of meetings.

**C.** The Secretary shall type and distribute the agenda via electronic mail or otherwise for all meetings.

**D.** The Secretary shall be in charge of compiling a membership list in the fall and establishing a contact tree with information regarding electronic mail addresses and telephone numbers.

**E.** The Secretary shall conduct all votes and accept all nominations within the Association, unless the Secretary is running for office. In such a case, this duty will be passed on to another officer who is not running for an office.

**Section 5:** *Professional Events Chair*

**A.** The Professional Events Chair shall develop a company presentation schedule that reaches all interests and realms of the accounting profession.

**B.** The Professional Events Chair shall establish, given the dates of other events not associated with the PAA, such as exams and career fairs, the most favorable number of professional events to hold each semester. It is necessary to ensure a sufficient turnout of students, as to guarantee the guest(s) will not be affronted.

**C.** The Professional Events Chair shall serve as Opportunities Chair.

**Section 6:** *Marketing Chair*

**A.** The Marketing Chair shall be responsible for the design and implementation of flyers, posters, and chalkboard/whiteboard write-ups for the entire University so as to publicize all PAA callouts, events, functions, and meetings.

**B.** The Marketing Chair shall be in charge of the design, layout, and implementation of all PAA publications, bulletins, display cases, and window boxes.

**Section 7:** *Technology Chair*

**A.** The Technology Chair shall create and maintain an active, professional, useful, and informative website for the Association.

**B.** The Technology Chair shall include in the website a regularly updated membership list and database, a PAA alumni database, any weekly newsletters or updates, a calendar of PAA events and meetings, and a discussion forum or communication portal. Furthermore, any outside links should be maintained.

**C.** The Technology Chair shall maintain the Purdue Accounting Association’s webpage on Purdue University’s GetInvolved website.

**D.** The Technology Chair shall maintain any PAA websites associated with social networking websites.

**Section 8:** *Social Chair*

**A.** The Social Chair shall coordinate and communicate social activities of school-wide interest and develop a social program to benefit PAA membership.

**B.** The Social Chair shall organize and facilitate community service activities that benefit Krannert School of Management, Purdue University, and/or the local areas. The Social Chair shall utilize such resources as the Boiler Volunteer Network and the Greater Lafayette Volunteer Bureau to accomplish this duty.

**C.** The Social Chair shall plan and administer the budget for social events in conjunction with the PAA Treasurer.

***ARTICLE VI: Elections***

**Section 1:** Elections shall be held near the end of a semester. All elections will be held after a minimum two-week prior notification of active members. Notification of the elections will be the responsibility of the Secretary.

**Section 2:** The current Secretary will accept nominations for officers during the nomination period. All nominees must be active members and agree to accept the position and the responsibilities for that position as outlined in this document.

**Section 3:** Voting will be by secret ballot of the present, active members, unless waived by a majority of voting members. Each member shall have one vote. If a tie is present, the current officers will vote between the tied candidates to determine a winner. If a tie persists, the President will break the tie by choosing the candidate he/she feels is best fit for the office.

**Section 4**: The officers shall have the power to determine procedures concerning position papers and speeches, as well as other election procedures not mentioned in this Constitution.

**Section 5:** Incoming officers shall serve a one semester term, with the exception of the President and Treasurer, who shall serve for two semesters. Those in appointed positions shall begin serving their term whenever they are selected. Outgoing officers shall be responsible for assisting the transfer of office to incoming following the election.

**Section 6:** Any vacancies of elected positions during the semester shall be filled by election, and the vacated positions shall be announced at least one week prior to a special elections meeting. Nominations shall be taken prior to and during the meeting by the Secretary.

***ARTICLE VII: Constitutional Amendments***

**Section 1:** Amendments to this Constitution may only be made by elected officers of the Purdue Accounting Association. To prevail, an Amendment must carry two-thirds affirmative votes, by secret ballot, of the officers. No absentee ballots shall be allowed. All votes on Constitutional Amendments shall be preceded by a minimum three-week notification of the officers and additional notifications up until the day of voting.

**Section 2:** All Amendments to the Constitution are subject to the approval of the Office of the Dean of Students. No such Amendments may take effect until they have been approved.

**Section 3:** Amendments will be attached to this constitution at its end or, if applicable, in the appropriate locations in the text.

***ARTICLE VIII: Statement of Jurisdiction***

This Constitution and its Amendments are meant to be the governing body by which the Purdue Accounting Association is organized. Any member or officer who fails to abide by the rules and procedures set forth in this document is subject to dismissal from the organization. The policies entailed in this constitution are only meant to apply to active members and are not intended to be extended to anyone outside this classification. This document is void unless signed by all parties below.

As representatives of the Purdue Accounting Association, we adopt this constitution as the official governing document of this organization.

Date of Adoption Date of Recognition

President’s signature Vice President’s signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s signature Office of the Dean of Students