**The Accounting Association**

**Constitution**

**Last revised April 2025 by** **President Olivia Willig**

***Article I: Name of Organization***

Section A: Name

 *The Accounting Association at the Ohio State University.*

***Article II: Purpose Statement***

Section A: Purpose Statement

 *The purpose of the Accounting Association is to provide an environment that allows for the development and enhancement of skills necessary for a career in business and to provide a forum for students to network with accounting professionals, accounting faculty, and other students.*

***Article III: University Regulation***

Section A: Harassment and Discrimination, including sexual misconduct

 *The Accounting Association and its members shall not discriminate against any individual(s) for reasons of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis.*

 Section B: Hazing

*The Accounting Association agrees to maintain a zero-tolerance policy for*

*hazing, in compliance with Ohio State University and Collin's Law. All members*

*must conduct themselves in a manner that supports an environment free from*

 *hazing. Hazing includes any activity, regardless of consent, that causes or creates*

 *a substantial risk of physical, mental, or emotional harm or humiliation to any*

 *individual as part of membership or affiliation with the student organization. If*

 *found responsible for hazing, members and/or the organization may face*

 *disciplinary actions.*

***Article IV: Membership***

Section A: Membership Eligibility, Selection, and Timeline

 *Membership is available to those students who are currently enrolled at The Ohio State University who have an interest in business. To become a member, individuals simply need to attend an in-person meeting and provide their email address to a member of the executive board to be added to the organization’s email list. There is no formal application or interview process, and new members are welcome to join at any point throughout the semester, including during school-wide breaks.*

 Section B: Composition of Membership

*All members are free to leave and disassociate without fear of retribution,*

 *retaliation, or harassment. 90% of the voting membership must be currently*

 *enrolled Columbus campus Ohio State students. Faculty, staff, alumni, and the ‘*

 *partners of students, faculty, staff, and alumni of Ohio State may participate in the*

 *activities and programs of student organizations as associate members but may not*

 *comprise more than 10% of the total membership.*

Section C: Member Removal

*In our organization, the process for removing a member begins with clearly establishing the grounds for removal and presenting that evidence to the executive board and advisor. The member is then informed in writing of the charges and given an opportunity to respond or defend themselves. After that, a meeting is called, either among the general membership or just the executive board, where the situation is discussed and a vote is taken. Depending on the severity of the issue and our constitution, removal typically requires either a majority or two-thirds vote. Throughout the process, we make sure to involve our organization’s advisor to ensure fairness and transparency.*

***Article V: Student Organization Advisor***

Section A: Advisor Details

 *Our organization will have at least one faculty or administrative/professional staff member serve as our primary advisor, selected by a majority vote of the executive board. The advisor will serve a one-year term with the opportunity to be reappointed annually. Their duties include providing guidance to officers and members, supporting organizational goals, ensuring compliance with university policies, and assisting in the certification process. Advisors will not vote or hold office in the organization. If the advisor can no longer fulfill their role, the executive board will select a replacement using the same majority vote process, with input from the general membership and consultation with the Student Activities office if needed. Co-advisors may be appointed as additional support, but the primary advisor remains responsible for certification.*

***Article VI: Officer***

Section 1: Officer Positions

***President (Primary Leader)*** *The President oversees all activities of the organization and handles both internal communication and external outreach to recruiters and the accounting community. Responsibilities include maintaining the organization's active status with the university, solving problems with other E-board members, and sending weekly emails to members. The President also ensures that tasks are being accomplished and supports collaboration across the board.*

***Vice President of Finance (Treasurer)*** *The Treasurer is responsible for managing all financial matters, including maintaining the bank account, applying for university funding, depositing checks and dues, and overseeing Venmo and PayPal accounts. This role requires attending most meetings or coordinating with the VP of Membership to collect funds and ensuring all financial decisions are sound.*

***Vice President of Membership (Secondary Leader)*** *This officer is responsible for engaging and supporting members. Tasks include managing membership updates, responding to member inquiries, and tracking participation and engagement. The VP of Membership often coordinates with other board members and handles communication with new and current members.*

***Vice President of Professional Events*** *This role plans major events such as the Fall Banquet and Accounting Career Fair. Responsibilities include summer planning, event logistics, and collaborating with various departments and university resources. Strong organization, communication, and resourcefulness are essential.*

***Vice President of Marketing and Technology*** *Manages the organization’s social media, marketing, and technology. Duties include posting announcements, promoting events, managing platforms like FisherU and the organization’s Google Calendar, and ensuring all technological tools are functional and effective.*

***Vice President of Programming and Corporate Sponsorship*** *Acts as a liaison with corporate sponsors and is responsible for organizing meetings and scheduling sponsor engagements. This role also involves helping plan the semester’s programming and supporting other board members when needed.*

***Vice President of Recruitment*** *Focuses on recruiting new members through events like the Involvement Fair and Fisher Frenzy. Responsibilities include organizing recruitment materials and tables, designing and ordering apparel, and working creatively with the E-board to increase membership.*

***Vice President of Service / Social Chair*** *Organizes at least one social and one philanthropic event each semester. Social events may include dinners or gatherings with members, while philanthropy events can range from fundraising and volunteering to collaborations with service organizations. This role is ideal for individuals passionate about community service and event planning.*

Section B: Criteria for Officer Eligibility & Selection

Subsection 1: Officer Eligibility

*Any member who has been a member for at least one (1) semester before the Officer Term starts and can reasonably expect to fulfill the entire term is eligible to run for office. In the case of a winter internship, the organization may use a temporary co-officer format to help alleviate the issues brought on by the absence of the elected officer.*

Subsection 2: Officer Selection Process

 *Officers will be elected Autumn Semester:*

*(1) Applications for Officer positions shall be submitted by a date to be determined by the President.*

*(2) Each applicant shall be interviewed by the Executive Board within seven (7) days following the application deadline.*

*(3) A majority vote of the Executive Board Members present at the Officer Selection meeting is required to elect each Officer candidate.*

*In the event of a tie, the President will make the final decision.*

*(4) The names of the newly elected Officers must be announced to all applicants within seven (7) days following interviews and to the General Assembly at the next scheduled meeting.*

 Section C: Removing Officers and Vacancies

 *Elected or appointed officers may be removed from their position for*

 *failing to fulfill their duties, misconduct, violation of the organization’s*

 *constitution or university policies, or any behavior that negatively impacts*

 *the organization’s function or reputation. The process for removal begins*

 *with written concerns submitted to the Executive Board and the*

 *organization’s advisor. The officer in question will be notified in writing*

 *of the concerns and given the opportunity to respond and defend*

 *themselves at a scheduled Executive Board meeting. A two-thirds majority*

 *vote of the Executive Board is required for removal, and the advisor*

 *should be consulted throughout the process. In the case of an officer*

 *vacancy due to resignation, removal, ineligibility, or other reasons, the*

 *President (or next highest-ranking officer if the President’s position is*

 *vacant) will inform the membership and oversee the selection of a*

 *replacement. The vacant position may be filled through an Executive*

 *Board appointment or special election, depending on the time of year and*

 *urgency of the role, with the new officer serving the remainder of the*

 *original term.*

***Article VI: Dissolution of Organization***

Section A: Dissolution Procedures

*In the event of the proposed dissolution of the student organization, all outstanding debts must be paid in full before any remaining assets are distributed. Under no circumstances may the organization leave debts unpaid to The Ohio State University or any of its entities. If the organization has any assets remaining after all debts have been settled, and those assets were purchased using University funds (such as Student Activity Fees or funding from a University department or office), those assets must be returned to the appropriate University unit in accordance with University policies and procedures. If assets were acquired without the use of University funds, the Executive Board, in consultation with the organization’s advisor, will determine the most appropriate way to distribute them—ideally to another student organization with a similar mission or to a charitable cause. All decisions regarding the dissolution process must be documented and made in alignment with University guidelines.*

***Article VII: Bylaws for The Accounting Association***

Section A: Bylaws Statement

*The Accounting Association may elect to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, the Ohio State University’s regulations, policies, and procedures, and the Council on Student Affairs Registration Guidelines for Student Organizations at Ohio State. Amendments and changes may be made to the bylaws and shall be consistent with the Office of Student Life approved constitution on file and the Office of Student Life’s constitution requirements. Should the organization transition leadership in between registration cycles, the articles set forth in this document will remain in place unless a new constitution is provided to the Office of Student Life and is approved.*

Section B: Membership Responsibilities

*Active members are expected to attend general body meetings, participate in events, and contribute to the organization’s goals. Any member who fails to meet these expectations may be considered inactive. The criteria for being classified as active versus inactive will be outlined and communicated to all members. If a member is considered inactive, they may reactivate their membership by notifying the officers and meeting any necessary requirements, such as attending a certain number of meetings or participating in events.*

Section C: Meeting Procedures

*The organization will hold general body meetings on a regular basis, with the frequency determined at the start of each semester. Officer meetings will also occur regularly to ensure smooth operations and coordination. All meetings will be announced through the organization’s primary communication channels, including email, GroupMe, or Instagram. A quorum, defined as the minimum number of members required to conduct business, will be established and communicated in advance. Meetings will follow basic rules of order, such as Robert’s Rules or a more informal discussion format depending on the event.*

Section D: Officer Transitions

*The process for transitioning officers will involve a detailed timeline, with shadowing opportunities for incoming officers to understand their responsibilities fully. Essential materials, including passwords, budget templates, and contact lists, will be transferred during a joint meeting. This will ensure a smooth handoff and continuity of leadership within the organization.*

Section E: Communication

*The organization will use a variety of communication channels, including email, Slack, GroupMe, and Instagram, to keep members informed. Officers will be expected to respond to inquiries in a timely manner, and guidelines for using the organization’s branding and logos will be established to ensure consistency and professionalism in communications.*

Section F: Finances

*The handling of finances will be transparent, with clear procedures for collecting and managing dues, if applicable. Officers will follow a spending approval process to ensure financial responsibility, and reimbursement procedures will be outlined for members who incur expenses on behalf of the organization. Access to financial accounts and documents will be limited to authorized officers to ensure proper oversight.*

Section G: Amendment To Bylaws

*Any member of the organization may propose amendments to the bylaws. Proposed changes will be voted on by the membership, with a majority or two-thirds vote required for approval. All members will be notified of any proposed changes and given an opportunity to review and discuss them before a vote is held.*

***Article VIII: Bylaws for The Accounting Association***

Section A: Amendment Process

*The constitution of this organization may be amended at any time to reflect necessary changes in the mission, structure, or operations. Any active member of the organization has the right to propose an amendment to the constitution, which must be submitted in writing to the executive board for review. After the amendment is reviewed, it will be presented to the general membership for discussion. To approve the amendment, a two-thirds (2/3) majority of the active members present at a general body meeting must vote in favor. Once approved, the amended constitution must be submitted to the Ohio Union and Student Activities for review to ensure it complies with university policies and regulations. Following approval from the Ohio Union and Student Activities, the amendment will be considered final and take effect immediately unless otherwise specified.*