GENESEO ACCOUNTING SOCICIETY – CONSTITUTION AND BYLAWS

1. NAME The name of the Society shall be "The Geneseo Accounting Society."

2. PURPOSE The purpose of the Society, broadly stated, shall be to conduct activities and events that promote an understanding and appreciation of careers in professional accounting and that provide leadership opportunities for our members.

3. MEMBERSHIP There shall be two classes of Membership: Enrolled status and Active status. Enrolled status shall be available to all students in good academic standing at the School of Business, on application and payment of dues. Active status shall be available to any Enrolled member who meets the requisite qualifications.

3.1 DUES The Executive Board ("e-board") shall from time to time determine the amount of annual dues.

3.2 ACTIVE STATUS The Executive Board ("e-board") shall from time to time determine the requirements for achieving and maintaining status as an Active Member.

3.3 MEMBER BENEFITS Accounting Society members shall have the right to run for office and to vote in all elections, to identify themselves as enrolled or active members on their resume, and to enjoy such other rights and privileges as the e-board may from time to time determine.

4. GOVERNANCE The activities and operations of The Accounting Society shall be conducted by the following committees and officers, and overseen by an Executive Board ("the e-board") whose members shall consist of the Senior and Junior officers described below.

4.1 SENIOR OFFICERS The Senior Officers shall be a President, Vice President, Secretary and Treasurer.

4.2 JUNIOR OFFICERS The Junior Officer functions shall include budgeting, management and collection of receivables, maintenance of records, maintenance of the Society's web site and such other duties as the e-board may from time to time identify and the membership elect an officer to perform.

4.3 OFFICERS-ELECT As prescribed below, junior and senior officers shall be elected at the beginning of the semester prior to the one in which their official term of services shall commence ("the election semester"). During the election semester the officers-elect shall participate in committee work and e-board meetings.

4.4 COMMITTEES As described below, the standing committees of the Society shall be Trips, Programs, Finance and Membership & Promotion. These committees shall be chaired by the President, Vice President, Secretary and Treasurer, respectively.

5. ELECTIONS AND SUCCESSION

5.1 VOTING Elections shall be conducted at the second General Business meeting in each semester, and the winner in each election shall be that individual receiving a simple majority of the votes cast. The formal voting process will begin with a discussion of the positions and responsibilities at

the first General Business meeting. At the next meeting interested students will present a short (one or two minutes) formal speech that addresses the candidates reasons for running, her or his qualifications for the position, and any relevant ideas or suggestions. Candidates are expected to prepare and deliver speeches in a manner that reflects integrity and professionalism. In the event of a tie, there shall be a revote. In the event of a second tie, the decision shall be by lot.

5**.2 STAGGERED TERMS FOR JUNIOR AND SENIOR OFFICERS** Elections for Senior Officer positions shall occur at the beginning of the Spring semester, and a normal term of office shall run for one year, commencing ten days before graduation. Elections for Junior Officer positions shall occur at the beginning of the Fall semester, and a normal term of office shall run for one year, commencing on January 1.

6. DUTIES OF SENIOR OFFICERS

6.1 The duties of the President shall include, but not be limited to:

- General oversight over all Society activities and events
- Chairing the Trips Committee
- Presiding at e-board meetings

6.2 The duties of the Vice President shall include

- Chairing the Program Committee
- In the absence of the President, presiding at e-board meetings

6.3 The duties of the Treasurer shall include

- Chairing the Finance Committee
- Overseeing the preparation of financial statements and supporting schedules updated for each e-board meeting and at such other times as the President may direct
- Securing, documenting and promptly depositing all receipts

6.4 The duties of the Secretary shall include

- Chairing the Membership and Promotion Committee
- Preparing and maintaining notes for each e-board meeting

6. DUTIES OF JUNIOR OFFICERS

6.1 The duties of the Budgeting Officer shall include

- Preparation of budgets for accounting society events and programs, generally including the New York City trip, the Banquet, the Banquet program, and such other events as the Treasurer may direct
- ancillary research and vendor sourcing pertaining to the above
- To provide general assistance to the Treasurer

6.2 The duties of the Receivables and Collections Officer shall include

- To oversee receipts from Society activities that include annual dues, fee revenue for the NYC trip and the Banquet, advertising revenue
- To provide general assistance to the Treasurer

6.3 The duties of the Records Officer shall include

- Maintenance and updating of the Membership Log
- Other duties as the e-board shall from time to time prescribe

6.4 The duties of the Web manager shall include all aspects of maintaining the Accounting Society's online presence, including

- posting new material to the website, and removing dated material,
- reviewing the integrity of embedded links, and updating as required, and
- making such technical and design modifications to the website as the Accounting Society may from time to time deem useful or appropriate.

7. COMPOSITION AND DUTIES OF THE COMMITTEES

7.1 The Trips Committee shall oversee all off-campus activities undertaken by the Society. Specific duties include:

- All arrangements necessary for the NYC trip.
- Maintenance and updating of a policies and procedures file pertaining to the above.
- Directing the work of the Treasurer and the Finance Committee related to off-campus activities.

7.2 The Program Committee shall oversee and direct the planning and execution of all on-campus events, including such traditional events as the annual Banquet and Accounting Careers Reception (a.k.a. "meet the accountants"), and such other technical programs and PD events as the e-board shall deem useful for accomplishing the goals of the Society. In general, the Program Committee shall operate by appointing a subcommittee for each event and providing such support and guidance as may be useful or necessary in order to assure the successful completion of the event. The Program Committee and its subcommittees shall keep such records and notes as may be useful for future Society members who plan and/or oversee similar events.

7.3 The Finance Committee shall oversee all fiscal and accounting procedures relating to the Society. Specific duties shall include:

- Ensuring that a comprehensive budget be prepared for the NYC trip, the Banquet, the Banquet Program and such other events and activities as the e-board may determine.
- Preparing, for each e-board meeting, a current Statement of Financial Position showing the then-current balances for each major proprietary or budgetary account, and a statement of changes in the fund balance which reconciles opening and closing balances.

- Preparing supporting schedules in such detail as the e-board may request.
- Overseeing collection activities.
- Maintaining well-documented check and deposit registers for each banking account maintained by the society.
- Exercising care and custody of the underlying transaction documents.

7.4 The Membership and Promotion Committee shall concern itself with promoting active involvement in the Society's events and programs, and with attracting and retaining members.

8.0 MEETINGS

General Business Meeting There shall be at least one general business meeting in each semester, scheduled as early in the semester as the e-board shall deem practicable.

Technical Program Meetings There shall be at least two technical program meetings in each semester.

e-board Meetings There shall be at least three e-board meetings in each semester.

9.0 MODIFICATIONS AND AMENDMENTS Changes to the constitution shall require a two-thirds majority vote of the Society members, and provisions shall be made for absentee balloting. Changes to the By Laws shall be made by the e-board.

BYLAWS

The initial bylaws of the Geneseo Accounting Society are appended to the Constitution. Subsequent modification may be made by the e-board.

Dues Dues will be assessed at the annual rate of $20 per academic year. These may be paid directly to the Accounting Society, or, in the case of students who join the NYSSCPA as student members, proof of payment for those dues shall be accepted in lieu of direct payment to the NYSSCPA.

Active Member status shall be earned (and in subsequent years maintained) by any member who in an academic year belongs to the NYSSCPA as a student associate member AND who participates in at least six events OR who serves on at least one committee and participates in a minimum of three events.

Specific monetary benefits to members Until such time as the e-board may decide otherwise, the following specific monetary benefits will be provided to members:

- All Members: The Accounting Society will effectively subsidize your membership in the NYSSCPA (see **Dues** above).
- Active Members: Active (see **Active Member status** above) will be entitled to a $5.00 discount on the cost of a ticket for the annual banquet.