

Atkinson Professional Accounting Association

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Drafted On the 25th of October, 2007 by Christina Leonardi

Atkinson Professional Accounting Association Constitution

PREAMBLE

The Atkinson Professional Accounting Association (APAA) is a student-run organization that serves to encourage leadership, excellence, and professionalism in York University Atkinson Accounting students. The club will provide a place for students to find the information required to pursue their Accounting related interests.

ARTICLE I. NAME & OBJECTIVES

Section A. The name of the organization shall be Atkinson Professional Accounting Association, herein referred to as "APAA".

Section B. The objectives of APAA are as follows:

1. To provide business students an opportunity to interact with accounting firms and organizations.
2. To facilitate a successful annual recruiting season by providing a networking channel between accounting students and recruiters from public accounting firms and professional organizations.
3. To actively contribute to and create greater student relations within the York University and Atkinson community.
4. To give students the opportunity to seek advice and mentorship from their fellow members and alumni while engaging in our Volunteer Leadership program.
5. To motivate students to be better citizens and leaders in their community.

ARTICLE II. INTERPRETATION

The President and Vice-Presidents will be the sole interpreters of this constitution and will be responsible for making all club members aware of its content and ramifications. The Constitution shall be read with reference to and fully in compliance with the Constitutional Guidelines, as set out by York University.

ARTICLE III. POWERS

The Executive Council shall be comprised of a President, Vice President Finance, Vice President Operations, and Vice President Communications. The Operations Committee is comprised of 3 Operations Directors, 3 Designation Ambassadors (CA, CMA, CGA). The Communications Committee is comprised of Marketing Director, Publishing Director, IT Director, and ISACA Ambassador.

Only the President and three Vice Presidents have voting privileges and all carry equal weight in decision-making.

ARTICLE IV. MEMBERSHIP

All members, Executive, Volunteer and General, must behave in a professional, respectful, mature, and responsible manner when dealing with club duties. They must act in accordance with the rules of York University and in the best interest of the club.

Additional temporary duties not mentioned may be appointed to members to help with special projects. All memberships, Executive, Volunteer and General, are applicable for the term of one year, from September to August.

Should a vacancy occur in the Executive Council, a general member will be selected by the President and 3 Vice Presidents, to fill the vacancy. Should a suitable candidate for the position not be found, the duties of the position as listed below will be dispersed throughout the remaining council members.

Section A. Executive Council

Executive members must be selected in accordance with Article V, *Election Procedures*. All Executive members may place a request for a formal club meeting to the President, who is the one that will call the meeting.

- (i) *President*
The President's duties are to lead and consult the APAA Council; act as a liaison for internal and external entities; plan and follow the Annual Agenda and Annual Objectives; and guide the 3 Vice-Presidents and Head Volunteer. The President must act in the best interest of the club and oversee the actions of all the Executive members. The President acts as a co-signing authority along with the Vice President Finance; and with the Vice President Finance shall determine and set the membership fee for each year. The President shall maintain the office and keep it organized. He/she will attend University held functions requiring an official dignitary, or appoint an appropriate dignitary if unable to attend.
- (ii) *Vice President Finance*
The Vice President Finance's duties are to maintain the budget and financial records; complete all financial transactions; with the President, determine and set the membership fee for each year; liaise with STARS for additional funding; and act as secretary and keep minutes of all Executive Council meetings, or find someone suitable to in their absence. The Vice President Finance will also serve as the Custodian of the APAA Constitution. He/she is responsible for the coordination and implementation of their own activities, and reporting back to the President.
- (iii) *Vice President Operations*
The Vice President Operations' duties are to delegate responsibilities of event planning; seeking finances from the Vice President Finance; and ensuring that the event will be run safely and in accordance with the rules of York University. He/she is responsible for the coordination and implementation of their team's activities, and reporting back to the President.
- (iv) *Vice President Communications*
The Vice President Communications' duties are to delegate responsibilities of the promotion of APAA; assisting in event planning including advertising of the event to general and non-club members; publishing of biannual newsletter; overseeing website; creating and distributing promotional video and other publications; and seeking finances from the Vice President Finance. He/she is responsible for the

coordination and implementation of their team's activities, and reporting back to the President.

(v) Operations Committee

Operations Directors

The Operations Director's duties are to researching, planning, coordinating, promoting and execution all Annual Events, Employment Fairs and Information sessions; responsible for managing Annual Charity Event, internal and external case competitions and Accounting Awards. The Operations Directors are to report to the Vice President Operations, and accept all duties and instructions as delegated.

Designation Ambassadors

The Designation Ambassador's duties are to act as a liaison with their designation institution and perform any duties assigned by the institution; promote their designation's student associate program; take an active role in planning an information session (at least one per year, preferably one per term) for the designation institution; and assist the Operations Directors in their planning of Annual Events. The Designation Ambassadors are to report to the Vice President Operations, and accept all duties and instructions as delegated.

(vi) Communications Committee

Marketing Director

The Marketing Director's duties are creating promotional videos; and any other duties distributed by the Vice President Communications. The Marketing Director is to report to the Vice President Communications, and accept all instructions as delegated.

Publishing Director

The Publishing Director's duties are to write articles for the APAA website and newsletter; and any other duties distributed by the Vice President Communications. The Publishing Director is to report to the Vice President Communications, and accept all instructions as delegated.

IT Director

The IT Director's duties are to serve as the webmaster, and create and maintain the club website; and any other duties distributed by the Vice President Communications. The IT Director is to report to the Vice President Communications, and accept all instructions as delegated.

ISACA Ambassador

The ISACA Ambassador's duties are to promote the importance of IT audit; liaise between ISACA and APAA; and any other duties distributed by the Vice President Communications. The ISACA Ambassador is to report to the Vice President Communications, and accept all instructions as delegated.

Section D. Volunteer Team

The Volunteer Team is comprised of Head Volunteer, and as many Volunteers as the President sees fit for each year.

(vii) *Head Volunteer*

The Head Volunteer's duties are to lead the volunteer team and organize tasks. The Head Volunteer is to report to the President, and accept all instructions as delegated.

(viii) *Volunteer Team*

The Volunteer Team's duties are to oversee the research, inquiry and composition, promotion and marketing of APAA; the Volunteers are to report to the President, and accept all instructions as delegated.

Section E. General Members

General members have access to participate in events hosted by the club for free, or for a members only fee when applicable. As well, they have the ability to request an alteration in the constitution, as presented in writing to the President. General members do not have voting power.

Section F. Associate of Council

The Chief Returning Officer (CRO) is an Associate of Council, and is selected by the President and 3 Vice Presidents. Their duty is to chair the election and count votes.

ARTICLE V. COUNCIL SELECTION PROCEDURES

The council selection will be based on an application and interview process.

Section A. The term of office shall be one year, beginning on June 1st and ending on May 31st.

Section B.

1. The selection of Executive Council shall be held annually near the end of April.
2. Any member interested in applying must fill out all applicable sections of the application form, to be posted on the APAA web page.
3. The application deadline will be advertised via e-mail to all members and in regular meetings in the weeks leading up to the election date for at least one month.
4. The panel, made up of current Executive Council and past Executive Council if possible, will read through all applications and select candidates for interviews.
5. Interviews will then take place, and the Executive Council will be selected.
6. The same panel must interview all candidates being interviewed for the same position.
7. The new Executive Council will officially take office on June 1st.

Section C. All members of the APAA may apply for any position on the Executive Council. However, this does not include the position of President. To apply for the position of President, a member must have served on the Executive Council

the previous year. Current Executive Council members may apply for any position for the following academic year provided he/she will still be affiliated with York University.

ARTICLE VI. CONFLICT OF INTEREST

A conflict of interest exists when a member's personal or financial interest conflicts with the duties and responsibilities of their position and the obligations they owe to their organization.

Should a conflict of interest arise for any Executive or Volunteer members, members may be removed from office if they are unable to perform their job. The matter will be brought before the Executive Council. The President will preside over the meeting unless it is the President who is on trial. In that case, the Vice-President Finance will preside over the meeting. A silent hand count can be taken only if at least two-thirds of the Executive council members are in attendance. The officer will be removed immediately if two-thirds of the members in attendance vote for the impeachment. If the President is impeached, the Vice-President Finance will assume the Presidency and will appoint a new Vice-President for the remainder of the academic year.

ARTICLE VII. ALLEGATIONS OF WRONGDOING AND DISCIPLINARY ACTION

APAA will operate on a "three-strike" rule where each successive strike leads to censure, suspension or impeachment of an Executive Council or Volunteer Team member. It will be the responsibility of the Executive Council members to hear allegations and dictate the appropriate sanction. In extreme situations the Executive Council may, by way of democratic vote, choose to automatically suspend or impeach a member if there is a two-thirds majority vote to do so.

As outlined in Article IV, *Membership*, it is the responsibility of each Executive Council and Volunteer Team member to fulfill their required duties with the best interest of the club in mind. If said duties are not fulfilled, and minimal concern is shown by that member, previously stated disciplinary action may take effect.

Vacancies will be dealt with as outlined in Article IV, *Membership*.

Conflict of Interest procedures may also be followed as outlined in Article VI, *Conflict of Interest*.

ARTICLE VIII. FINANCIAL RESPONSIBILITY

The President and Vice-President Finance share responsibility as the joint signing authority and authority related to all financial transactions. Furthermore, both the President and the Treasurer must sign any cheque or transaction agreement involving the Club to validate it.

The responsibility for creating the budget and financial reports, approving the budget, and maintaining the financial records of the organization is that of the Vice President Finance.

ARTICLE IX. MEMBERSHIP FEES

Membership fees shall be collected from the General Members per academic school year (September to August). This fee must be paid at the time of enrollment or membership is not valid. The fee amount shall be set at a reasonable price by the President and Vice President Finance, as calculated based on projected costs for the academic year events.

If the organization becomes inactive or fold, the remaining funds in the account will be donated to the Canadian Cancer Society.

ARTICLE X. PROCEDURES OF COUNCIL

1. Executive Council meetings should take place twice a term, and if necessary, before any large events take place. It is the President's responsibility to call the meeting and make all council members aware of it via e-mail at least one week in advance.
2. All executives have equal voting privileges at the meetings. In the case of a tie, a re-vote will take place. If a tie still exists after the re-vote, the President will be charged with breaking it.
3. Two-thirds of the Executive Council members are required to be present for a meeting to be held.
4. For any decisions to be voted on, two-thirds of the Executive Council present will qualify as the minimum majority needed.
5. The Vice President Finance will act as the recording secretary at each Executive Council meeting and take minutes. In their absence, the President will appoint another council member to take minutes.

ARTICLE XI. EXTERNAL AFFILIATIONS

APAA does not currently have any external affiliations and/or jurisdictional relationships.

ARTICLE XII. CUSTODIAN OF THE CONSTITUTION

The APAA Vice-President Finance is the designated Custodian of the Constitution.

ARTICLE XIII. AMENDMENTS

This constitution is open to evaluation and critique by any Club members. It can be amended at any time as follows:

1. Any motion to amend the constitution must be publicized two weeks prior to a set meeting date, along with a written account of what is advised to be changed in the constitution and reasons why it should be done. This motion must receive final ratification at an Executive Council meeting of APAA.
2. Any member who has paid membership fees may submit motions in writing to the President to change any part of the Constitution.
3. The Executive Council are the only eligible voters.

4. Voting shall be by secret ballot.
5. A motion must receive two-thirds of the votes cast to be approved or adopted.

ARTICLE XIV. RATIFICATION

This constitution shall be enforced upon ratification by three-quarters of the voting body, and upon approval of this constitution by the Clubs Registration Committee and the Centre of Student Community & Leadership Development.