

# Constitution



ATKINSON  
PROFESSIONAL  
ACCOUNTING  
ASSOCIATION

## 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 business students. The association will provide a place for students to find the information required to pursue their Accounting related interests.

### ARTICLE I. NAMES & OBJECTIVES

Section A. The name of the organization shall be known as the Atkinson Professional Accounting Association (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 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 Marketing. The Operations Committee is comprised of a minimum of 4 directors and/or ambassadors (such as CPA Ontario Ambassadors and/or Operations Directors). The External Ambassadors will have to accept the responsibility of representing their respective professional organizations which are delegated to them by the President, Vice-President-Finance and Vice-President Operations. The Marketing Committee is comprised of a minimum of 4 directors (such as Social Media Director, Creative Director, Marketing Directors, Communications Director, and/or Student

and Community Relations Directors).

Only the President and the three Vice-Presidents have voting privileges and all carry equal weight in decision-making pertaining to matters involving sponsorships, finances, and dismissals and anything deemed to be sensitive in nature. Their voting power represents two votes.

The council in its entirety has voting privileges on relative matters and their voting power represents one vote.

The President has veto in the following circumstances:

1. Where a council wide vote comes down to a one vote difference.
2. Or when a vote involving the Vice-Presidents and President is tied.

## **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, usually running from June 1 to May 31 of the following year.

Should a vacancy occur in the Executive Council, a general member will be selected by the President and 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.

#### *1. President*

The President's duties are to lead and consult the Executive 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. The President must act in the best interest of the club and oversee the actions of all the Executive Council 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.

#### *2. 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 affiliated college, and/or student undergraduate council for additional funding; and act as secretary and keep minutes of all Executive Council meetings, or find someone suitable to attend in their absence. The Vice- President Finance will also serve as the Custodian of the Constitution alongside the President. He/she is responsible for the coordination and implementation of their own activities, and reporting back to the President.

3. *Vice-President Marketing*

The Vice-President Marketing's duties are to delegate responsibilities of the promotion of the association; assisting in event planning including advertising of the event to general and non-club members; overseeing the website; creating and distributing the promotional video and/or 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.

4. *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.

5. 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 respective designation institution's and perform any duties assigned to them; 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.

*Student and Community Relations Directors*

The Student and Community Relations Director's duties are to research the various clubs and students on campus, liaise, and reach out to them to build new connections. The Directors will look for new opportunities on campus for us to be a part of. The Student and Community Relations Directors are to report to the Vice-President Operations, and accept all duties and instructions as delegated.

## 6. Marketing Committee

### *Marketing Directors*

The Marketing Directors' duties are to promote our events via any campus resources available such as tabling and classroom announcements. The Marketing Directors are to report to the Vice-President Marketing, and accept all instructions as delegated.

### *Communications Director*

The Communications Director is in charge of communications with the members through e-mails. The Communications Director is also responsible for updating the website with new accounting related jobs, cases, and competitions. The Communications Director is to report to the Vice-President Marketing, and accept all instructions as delegated.

### *Social Media Director*

The Social Media Director's duties are to promote via social media our events and club, and any other duties distributed by the Vice-President Marketing. The Social Media Director is to report to the Vice-President Marketing, and accept all instructions as delegated.

### *Creative Director*

The Creative Director's duties are to create posters and other promotional material required for our events. Any other duties distributed by the Vice President Marketing. The Creative Director is to report to the Vice-President Marketing, and accept all instructions as delegated.

## **Section D. Volunteer Team**

Volunteers may be recruited on a temporary and/or on an as needed basis whenever the President sees fit.

## **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 membership is open to all faculty, staff, and students at York University. 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 three 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 May 1 and ending on April 30.

Section B.

1. The selection of Executive Council shall be held annually near the end of March.
2. Any member interested in applying must nominate themselves via an application form, to be posted on the 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 vote on the candidates according to the candidates' experience, skills and interview performance.
5. The same panel must interview all candidates being interviewed for the same position.
6. The new Executive Council will officially take office on May 1

Section C. All members of the association may run 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 run for any position for the following academic year provided he/she will still be affiliated with York University. All members of the association may run for the Vice-President positions on the Executive Council, if the Vice President positions are open. The Vice-President positions are filled internally (if possible) by members that served on the Executive Council the previous year, through a nomination, discussion and voting process held by a voting panel consisting of the newly elected President, and the outgoing President and Vice-Presidents. Alternatively, the Vice-President positions will be open if no members that served on the Executive Council the previous year nominated themselves, and/or if they did nominate themselves, but were not voted into the Vice-President positions by the panel.

## **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**

The Executive Council 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. Accused Individuals is to be given a fair and timely opportunity to state their side of the case before a decision is rendered. 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 in favour.

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.

Any member of Council may be removed from office for any of the following reasons:

- i. Resignation
- ii. Conflict of Interest; procedures may also be followed as outlined in Article VI, *Conflict of Interest*.
- iii. Unsatisfactory performance by failing to carry out their duties as outlined in Article IV, Section A.
- iv. Recall of a Member requires a Two-Thirds (2/3) Resolution of Executive Council, including abstentions and blanks.

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

## **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 Vice-President Finance must sign any cheque or transaction agreement involving the Association 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 a charity chosen by the outgoing executive council.

## **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. Two-thirds of the Executive Council members are required to be present for a meeting to be held.
3. For any decisions to be voted on, two-thirds of the Executive Council present will qualify as the minimum majority needed.
4. The Vice-President Finance will act as the recording secretary at each Executive Council meeting and take meeting minutes. In their absence, the President will appoint another council member to take these meeting minutes.

## **ARTICLE XI. EXTERNAL AFFILIATIONS**

The association 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. QUORUM**

A quorum of membership for voting purposes shall be reached when those present constitutes no less than 50% of the executive council.

## **ARTICLE XIV. AMENDMENTS**

The Association's Vice-President Finance alongside the President is the designated Custodian of the Constitution.

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 the association.
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 XV. 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.