

Constitution of the Student Accounting Society

We the students of the University of Central Florida do ordain and establish this Constitution for the Student Accounting Society who may also abbreviate itself as S.A.S. and as SAS.

Article I

Section I

The mission of this organization shall be to foster and preserve an interest in the fields of accountancy and finance, to promote camaraderie among students, faculty, and professionals through providing services for the good of the Student Accounting Society, the students, the University, the professionals and the greater community.

Section II

The goal of this organization is to expose the membership to various areas and industries of accountancy and finance, to prepare the membership to become effective future professionals through the enhancement of professional skills, to promote networking among peers and professionals, and to support the membership in becoming advocates within the community.

Section III

All activities and functions of this organization must be legal under university, municipal, state, and federal laws. The most recent version of the Golden Rule of the University of Central Florida will supersede all requirements set forth during the creation and revision of this Constitution. Furthermore, the most recent version of Robert's Rules of Order shall be the authority over those questions, which have not been specified by university regulations or this Constitution. This Constitution shall define a majority as exceeding fifty percent.

Section IV

This organization shall have semesters of operation in concurrence with the Fall and Spring semesters of the University of Central Florida.

Article II

Section I

Membership within this organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the University of Central Florida. No discrimination shall be made based on race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identification, gender expression, veteran status, or degree being sought. Hazing is forbidden as a condition of membership in this organization.

Members must pay dues in accordance with Article VII. Members must obtain the minimum point requirement as designated at the beginning of the semester for their respective class of membership. The governing board shall have sole authority to determine the point requirement which will be effective after passing through a majority vote.

The requirements within this section define an active member.

Section II

The right to vote within this organization is conferred upon active members, officers, and the faculty advisor of this organization. No one vote shall count any more or any less than any other vote.

Votes may be tallied as for/yea/ay, against/nay, or abstention when a matter is put to a vote.

Section III

Recruitment for the organization shall be a continuous affair. Once the deadline for the collection of prospective members' dues has passed, the next Friday following the second professional meeting, there will be no more recruitment for prospective members. Nevertheless, recruitment ~~of Hang-around members~~ and the spreading of awareness for the organization should not be disbanded.

Section IV

Membership within the organization shall be divided into 4 classes of membership with privileges as defined.

Prospective member: This class of membership may be granted active member status should they meet the minimum point requirement as referenced in Article II Section I. They are permitted to attend as part of this organization all events that this organization participates in.

Active member: This class of membership is entitled to full privileges of this organization. Active membership status may be retained so long as they meet the minimum point requirement under Article II Section I. They are entitled to attend all events that this organization participates in.

Legacy member: Once legacy member has fulfilled requirements, stated in Article II Section VI, they will be classified as an active member, as defined in Article II Section IV Paragraph 3.

Governing Board Officer: These active members retain full active member rights. They must comply with their associated responsibilities as defined under Article III of this Constitution. The governing board officers are elected under Article IV of this Constitution.

Section V

Membership may be revoked without a mutual agreement for non-participation, misconduct, or violating any provision of this Constitution. Any member of the governing board has the authority to call for a vote revoking membership. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote which will include the reason and rationale for the called vote and will be allowed to address the organization in order to relay to the governing board any relevant defense prior to the vote for removal. The governing board will be given the same notice as the member being called to be present for the vote. Membership may be revoked upon a majority vote of the governing board.

Section VI

Membership may be reinstated after one full semester has passed since membership revocation and the point requirement, associated fees and conduct for a prospective member are satisfied. The former member will be notified of membership reinstatement.

Section VII

All governing board officers will be mentors. All prospective members are assigned to a mentor and may be assigned upon request. The governing board will sanction types of activities for the mentors

and their mentees and may provide support; however, it is up to mentors to call these mentor and mentee events.

Article III

Section I

Any active member will be eligible to run for a governing board officer position. All governing board officers of this organization must meet the following criteria at the time of the election and during their term of office: have passed or be enrolled in ACG 2071, be in good academic and disciplinary standing and have no financial or disciplinary holds in order to serve in a leadership position, as stated in the most recent version of the Golden Rule of the University of Central Florida. Officers who do not meet these criteria during their term must resign or be removed.

The President must have served for at least one full term as an officer in addition to meeting the provisions as listed in Article III Section I Paragraph I.

The Treasurer in addition to meeting the provisions as listed in Article III Section I Paragraph I must be approved by the faculty advisor after formal screening in order to stand for election by the membership under Article IV proceedings.

The Director of Professional Events in addition to meeting the provisions as listed in Article III Section I Paragraph I must be approved by the faculty advisor after formal screening in order to stand for election by the membership under Article IV proceedings.

Section II

The term of office for the following governing board offices shall be for one full year (two semesters): Director of Professional Events beginning in the Spring. The term of office for all other governing board officers shall be one semester. No member shall hold the same office for more than two consecutive semesters. No officer shall reappoint themselves for a subsequent term of office however any officer may run for reelection under the election provisions of Article IV.

Section III

The Governing Board of this organization will be composed of the faculty advisor and the following elected officers: President, Vice President, Treasurer, Director of Professional Events, Director of Community Outreach, Director of Social Events, Director of Correspondence, and Director of Membership. No officer may be allowed to hold more than one officer position unless appointed to an interim position under Article IV.

All governing board officers shall sign a sworn affidavit that they have read, understand, and will abide by this Constitution.

Section IV

As identified in Article III Section III the manner in which the officers are named denotes the line of succession should a governing board officer not be able to fulfill their duties.

Section V

Committees for each governing board officer shall be named Together Everyone Achieves More (T.E.A.M.). The TEAMs that are formed may be revised at the beginning of each semester based on the

needs of this organization. The TEAMS shall be used to support officers of this organization and incentives may be awarded based upon participation. Each TEAM will have unlimited bonus point opportunities, so long as they assist in the events their TEAM is responsible for.

Section VI

The following powers and duties reside within the President or those who have inherited the responsibilities of the President:

The President shall supervise and coordinate the activities of the organization.

The President shall preside over all meetings and call all meetings to order.

The President shall aid in the effort to develop and preserve contacts with companies and firms.

The President shall maintain communication with the Office of Student Involvement and ensure that all paperwork is current.

The President shall be one of three signers of financial documents in conjunction with the treasurer and the faculty advisor.

The President shall be responsible for working with the treasurer at the beginning of each semester of operation to create a budget for the semester subject to majority approval of the governing board.

The President shall ensure that all officers are familiar with this Constitution, via a review to happen within one month after officer installation and the signing of the Article III Section III affidavit.

The President shall keep the faculty advisor informed of the activities and functions of this organization.

The President shall be familiar with Robert's Rules of Order to conduct meetings.

The President shall be familiar with the Golden Rule regulations as they relate to student organizations and communicate them to this organization as needed.

The President shall provide all documents and records pertaining to their responsibilities to the newly elected President.

The President shall maintain this organization's calendar of all dates, times and locations in conjunction with the Director of Correspondence.

The President shall correspond with the president of Beta Alpha Psi to ensure the consolidated master list of professional organization contact information is up to date.

The President shall be responsible for organizing and participating in recruitment via classroom visits and showcase events.

The President shall prepare the organization's update form for submission to OSI at the beginning of each semester, and when there are changes in organizational information over the course of the semester.

The President shall be responsible for collecting dues, packets and notifying members who are delinquent in their payments.

The President may assign special projects to officers.

The following powers and duties reside within the Vice President:

The Vice President shall assist the President in their duties.

The Vice President shall assume the responsibilities of the President in their absence.

The Vice President shall keep accurate records of all meetings and shall make them available upon request.

The Vice President shall plan and be responsible for all retreats and training within this organization.

The Vice President shall be familiar with Robert's Rules of Order to conduct meetings.

The Vice President shall provide all documents and records pertaining to their responsibilities to the newly elected Vice President.

The Vice President shall design along with the President the promotional material. They may distribute after majority board approval of the designs.

The Vice President shall host a minimum of one competition during each semester of operation and any other major networking events. They may work on these events in conjunction with the Treasurer and Director of Membership.

The Vice President shall assist in special projects as assigned by the President.

The Vice President shall coordinate on fundraising events with Beta Alpha Psi and splitting proceeds.

The Vice President shall apply for SGA funding.

The Vice President shall reach out and build a professional network of companies and individuals to aid in funding this organization.

The Vice President shall prepare ballots for elections.

The Vice President shall keep a copy of this Constitution to have available to members.

The Vice President shall maintain all TEAMS that are created each semester.

The following powers and duties reside within the Treasurer:

The Treasurer shall keep an accurate account of all funds received and expended.

The Treasurer shall compile and present all banking documents and information about the previous and current budget to the new treasurer.

The Treasurer shall present a budget report of deposits and expenditures upon request by the President, Vice President, faculty advisor, or Office of Student Involvement.

The Treasurer shall be one of three signers of financial documents in conjunction with the president and the faculty advisor.

The Treasurer shall invest non-SGA funds at the determination of the governing board.

The Treasurer shall be responsible for collecting dues, packets and notifying members who are delinquent in their payments.

The Treasurer shall provide timely reimbursement officers for payments made on this organization's account.

The Treasurer shall provide invoices to sponsors of events for reimbursement.

The Treasurer shall be responsible for creating a budget at the beginning of each semester of operation in conjunction with the president.

The Treasurer shall provide sufficient financial records.

The Treasurer shall provide all documents and records pertaining to their responsibilities to the newly elected Treasurer.

The Treasurer shall assist in special projects as assigned by the President.

The following powers and duties reside within the Director of Professional Events:

The Director of Professional Events shall plan, organize and host career-building events with professionals.

The Director of Professional Events shall reach out and build a professional network of companies and individuals to aid in career building events.

The Director of Professional Events shall lead in the execution of events planned with the firms.

The Director of Professional Events shall create student-led professional events.

The Director of Professional Events shall work with the Director of Community Outreach to create opportunities for the membership to volunteer with professionals.

The Director of Professional Events shall provide all documents and records pertaining to their responsibilities to the newly elected Director of Professional Events.

The Director of Professional Events shall assist in special projects as assigned by the President.

The Director of Professional Events shall be responsible for planning and organizing a minimum of one Small Firms Picnic held every semester of operations. This includes firm correspondence, reservation of the Arboretum, and catering food for the event.

The following powers and duties reside within the Director of Community Outreach:

The Director of Community Outreach shall make sure coverage is proved for special events and typically attends those events. In the case of large events, a separate TEAM must be created.

The Director of Community Outreach shall schedule volunteers to represent this organization expos, seminars, and other community programs.

The Director of Community Outreach shall monitor philanthropic donation drives as agreed upon by the organization.

The Director of Community Outreach shall assist in the collection and final delivery of donations.

The Director of Community Outreach shall work with the Director of Professional Events to create opportunities for the membership to volunteer with professionals.

The Director of Community Outreach shall provide all documents and records pertaining to their responsibilities to the newly elected Director of Community Events.

The Director of Community Outreach shall assist in special projects as assigned by the President.

The following powers and duties reside within the Director of Social Events:

The Director of Social Events shall commission the membership picnic.

The Director of Social Events shall be responsible for planning all social events.

The Director of Social Events shall order, set up, and clean up refreshments after meetings and social events.

The Director of Social Events shall consider special dietary requests of participants.

The Director of Social Events shall coordinate team building events.

The Director of Social Events shall provide all documents and records pertaining to their responsibilities to the newly elected Director of Social Events.

The Director of Social Events shall assist in special projects as assigned by the President.

The following powers and duties reside within the Director of Correspondence:

The Director of Correspondence shall make this Constitution publicly available on the website maintained by this organization.

The Director of Correspondence shall maintain the organizational calendar along with the President of all dates, times and locations.

The Director of Correspondence shall share duties of notification with the Director of Membership about meetings and current events through email and forms of social media.

The Director of Correspondence shall maintain and update the Student Accounting Society website.

The Director of Correspondence shall publish the weekly newsletter.

The Director of Correspondence shall be responsible for all organizational promotional material.

The Director of Correspondence may design and order gifts for speakers at meetings and shall present those gifts after each hosted meeting.

The Director of Correspondence shall create and maintain a collection of photographs of the current semester.

The Director of Correspondence shall manage all social media sites and be responsible for the censorship of each.

The Director of Correspondence shall provide all documents and records pertaining to their responsibilities to the newly elected Director of Correspondence.

The Director of Correspondence shall assist in special projects as assigned by the President.

The following powers and duties reside within the Director of Membership:

The Director of Membership shall provide an orientation packet for incoming members detailing the structure to obtain membership and other vital information.

The Director of Membership shall pair prospective with mentors, defined in Article II Section VII, based on mutual interest and accounting background.

The Director of Membership shall share duties of notification with the Director of Correspondence about meetings and current events through email and forms of social media.

The Director of Membership shall take attendance at all meetings, events and maintain an attendance record.

The Director of Membership shall maintain an accurate list of members and their contact information.

The Director of Membership shall maintain an accurate list of members and their point information with weekly updates.

The Director of Membership shall order governing board officer name tags.

The Director of Membership shall respond to general emails from inquiring members.

The Director of Membership shall maintain and provide sign-in sheets of events for records.

The Director of Membership shall provide all documents and records pertaining to their responsibilities to the newly elected Director of Membership.

The Director of Membership shall organize an Accounting STARS Lunch.

The Director of Membership shall work in conjunction with the Vice President as it pertains to the commissioning of competition events and any other major networking events.

The Director of Membership shall provide all documents and records pertaining to their responsibilities to the newly elected Director of Membership.

The Director of Membership shall assist in special projects as assigned by the President.

Article IV

Section I

The President or presiding officer shall announce at least one meeting prior to the elections the date of the elections. They will also relay the eligibility requirements as defined under Article III Section I.

Section II

The nomination of governing board officers shall occur in each semester of operation at the membership meeting held in November and April. The Vice President shall facilitate the nomination and election process at this meeting. Should the Vice President be running for office then one of the governing board officers not running for office shall facilitate. The order of elections shall proceed as President, Vice President, Treasurer, Director of Professional Events, Director of Community Outreach, Director of Social Events, Director of Correspondence and Director of Membership. Should this not be possible then the faculty advisor will facilitate.

Any active member must either email the facilitator of the nomination and election process prior to the membership meeting with the offices they seek to run for or be nominated for; they are also permitted to nominate or be nominated at elections. Absentee and proxy votes are not permitted during this process.

In the case that an active member is not in good disciplinary and or academic standing with this organization or the University of Central Florida then they are prohibited to run for office.

Section III

The election shall occur at the last membership meeting held in November and April. The order of elections shall proceed as President, Vice President, Treasurer, Director of Professional Events, Director of Community Outreach, Director of Social Events, Director of Correspondence and Director of Membership. This organization may not proceed to the election of the next officer until the current one has been resolved.

The election of the President shall occur at least one week prior to the election of all other governing board officers. The current President shall facilitate this election unless they themselves are running for a second term. If that is the case then the faculty advisor shall facilitate this election. The current governing board shall vote by way of a secret ballot. If there is a tie, another round of voting shall take place using the runoff proceedings as described in this section.

The nominated candidates for each office will be given a chance to address the organization and take questions so that they may discuss their qualifications and why they should be elected to that office. Candidates will speak to the organization while opposing candidates are outside of the room for no more than 90 seconds and take and respond to questions for no more than 30 seconds. If there are no questions then the candidate's time is over. Once each candidate for that office has spoken then all active members will have the opportunity to vote by secret ballot. Absentee and or proxy votes are not permitted for elections.

The nominations and elections facilitator will tabulate all votes immediately in the presence of this organization. A majority vote of all votes casted by the active members shall elect a candidate. In the

event of a tie, voting will repeat for those candidates who tied until unnecessary. If no candidate secures a majority vote then the top three candidates will proceed to a runoff for single elimination or until one candidate secures a majority vote.

The nominations and elections facilitator will announce the new officer and ask if any active members contest the count. If there is no contest then the new officer takes office as per Section IV of Article IV. If there is a contest then each candidate may select one active member to supervise the recount. The nominations and elections facilitator shall immediately recount all votes in the presence of the selected representatives. Once an officer is confirmed then this organization will proceed to elections for the next officer.

Section IV

Newly elected governing board officers shall take office immediately following the elections. Their term will end immediately following the next elections. The outgoing governing board officers are not fully discharged until the newly elected governing board officers confirm that they are ready to proceed without guidance. However, once the 1st day of the new semester of operation begins then the outgoing officers are fully discharged from their duties regardless of confirmation status. The outgoing officers should assist with the transition and training from the period of elections to installation. A change in officer information should be reported to the Office of Student Involvement, via update form within 10 school days of installation.

Section V

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provision of this Constitution. Any member of the governing board has the authority to call for a vote revoking leadership. The officer will be notified in writing of the possible revocation at least 72 hours prior to the vote which will include the reason and rationale for the called vote and will be allowed to address the organization in order to relay to the governing board any relevant defense prior to the vote for removal. During the vote for removal the officer called for possible removal shall automatically abstain. The governing board will be given the same notice as the officer being called to be present for the vote. Leadership may be revoked upon a majority vote of the governing board.

If an officer is called for a vote to not only to be removed from office, but also to have membership revoked, then a separate vote is required and will take place under Article II Section V regulations. If the officer is not removed from office then this separate proceeding cannot occur.

Officers no longer wishing to serve on the governing board must submit their resignation to the President and faculty advisor. Should the President resign then the resignation is turned over to the Vice President and faculty advisor. There shall be two weeks of advance notice from the time of resignation to discharging of duties. Prior to the officer's final day, they shall provide all documents relating to this organization and brief their replacement of current projects under their care.

Section VI

In the event of a governing board officer aside from the President is either removed or resigns, the remaining officers will decide if the position is to be filled. If it is to be filled, the nomination and election procedure as defined under Article IV Section II and III shall occur at the next membership meeting. The officers may appoint an interim officer to serve in the vacancy until the next membership meeting.

If the President resigns or is removed then the Vice President assumes the role of the President upon a majority confirmation vote of the remaining officers. If not confirmed then the position of the President is to be filled as per the paragraph above.

The newly elected officer's term shall end with the installation of the new governing board officers at the end of the semester. A change in officer information should be reported to the Office of Student Involvement, via update form, within 10 school days of the election.

Article V

Section I

The governing board officers shall select the faculty advisor. In order to be eligible to serve as the faculty advisor, the person must be a contracted University of Central Florida employee faculty or A&P as defined by Human Resources.

The faculty advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, goal, purpose and activities of the organization.

Section II

The faculty advisor has no term limit so long as they remain a contracted University of Central Florida employee.

Section III

The faculty advisor shall serve as a mentor to the organization by providing guidance to the governing board officers and members in the development and implementation of programs and activities in addition to University of Central Florida policy and procedures. The advisor will monitor the expenditures of the organization and must be one of three signers of the financial documents in addition to the President and Treasurer.

Section IV

The faculty advisor will be notified in writing of the possible removal at least 72 hours prior to the vote which will include the reason and rationale for the vote being called. Any member of the governing board has the authority to call for a vote removing the faculty advisor. The faculty advisor will be allowed to address the organization in order to relay to the governing board any relevant defense prior to the vote. During this vote, the faculty advisor will automatically abstain. Upon a majority vote of the governing board the faculty advisor will be removed from their duties. In the event that the faculty advisor is removed or resigns, a new advisor will be selected within 15 school days. A change in faculty advisor information should be immediately reported to the Office of Student Involvement via an update form.

Faculty advisors no longer wishing to serve on the governing board must submit their resignation to the President and Vice President. There shall be two weeks of advance notice from the time of resignation to discharging of duties. Prior to the faculty advisor's final day, they shall provide all documents relating to this organization and brief their replacement of current projects under their care.

Article VI

Section I

There will be weekly general meetings during the semesters of operation. These weekly meetings will be open to those as defined under Article II Section IV.

Section II

The governing board shall meet as necessary during the semesters of operation. These board meetings will be open to those as defined under Article II Section IV, only board members are permitted to vote and vote only once per motion. The quorum required for a governing board meeting to be held is a majority of the board.

The President does not vote during these meetings unless it is a tie-breaking vote.

Section III

The membership shall as necessary to discuss matters regarding this organization. Topics for meetings include but are not limited to organizational structure, evaluation of the organization's performance, election of governing board officers and induction of members. Meetings of the membership shall be attended by all members and governing board officers. The meetings will be presided over by the president unless otherwise specified under Article III section IV of this Constitution.

Section IV

The President or presiding officer shall be responsible for calling the meetings to order and the Vice President will be responsible for notifying all members and governing board members with proper advance through e-mail and or telephone.

Section V

The President or presiding officer shall use discretion as to the manner and process in which they preside over meetings. However, the President shall follow Robert's Rules of Order during meetings.

Article VII

Section I

Membership dues shall be set to the discretion of the current governing board. Legacy membership dues will be set above active membership dues and below prospective membership dues. Governing board officers currently serving shall receive free membership. All active members are required to pay membership dues. Only the President and Treasurer may collect dues. Membership may be postponed for members in case of school scheduling conflicts such as internships and illness. Prior to leaving, members must notify the Director of Membership Affairs and must be approved. Membership postponement will result in Legacy member classification, as stated in Article II Section IV.

Section II

The Treasurer and President shall create a budget for the semester of operations. The governing board must vote on this budget within the first month of each semester of operations. The budget will be approved with a majority vote. However, any financial decision may be denied by the faculty advisor.

Section III

For the protection of this organization and its governing board, it is required that two authorized persons approve all monetary transactions. Only the President, Treasurer, and Faculty Advisor can be signers with this organization's financial institution. Organizational funds may be spent on items such as

office supplies, events, activities, publicity, travel expenses, investments, and conference fees, but will not be used for anything illegal under University, municipal, state, or federal laws.

Section IV

It shall be the responsibility of all account signers to change contact information and as well to assist in the update of new account signatures with this organization after each election.

Article VIII

Section I

All graphics and publicity of this organization must comply with the Golden Rule of the University of Central Florida, event policies, building guidelines, and the University of Central Florida marketing graphic standard.

Section II

The Director of Correspondence shall design the graphics and publicity of the organization and the governing board will vote to approve the designed graphic. A majority vote is required for graphic and publicity approval.

Article IX

Section I

This organization will follow all risk management guidelines and procedures as provided by the Office of Student Involvement and other University entities as it pertains to organizational activities, event planning, and group travel. Furthermore, officers of this organization shall continuously review organizational procedures and attempt to minimize any potential risks.

Article X

Section I

This Constitution will become ratified after a majority approval of the governing board of this organization.

Section II

This Constitution will take effect immediately after it is approved by the Student Government Association and the Office of Student Involvement.

Section III

Amendments to this Constitution must be proposed in writing to the President. The amendment must be presented to this organization during a membership meeting and shall include a full explanation of the reason and rationale for the amendment proposed. The amendment must be voted on at the following membership meeting and approved by a majority vote of the active student members and governing board. All amendments to this Constitution must be submitted to the Office of Student Involvement within ten school days. The amendment shall take immediate effect only after it is approved by the Office of Student involvement.

History of the Constitution:

Created: December 3rd, 2019

Revised: April 13th, 2022

Revised: November 17th, 2023