

**CONSTITUTION OF
THE ACCOUNTING SOCIETY
AT BARUCH COLLEGE OF THE
CITY UNIVERSITY OF NEW YORK**
Founded on the 1st of July 1931

*(Revised on April 21, 2005, January 28, 2010, August 27, 2010,
May 15, 2012, April 4, 2013, April 27, 2014, August 17, 2014,
August 21, 2015, August 26, 2016, January 1, 2019, August 26, 2019,
January 2, 2020, June 28, 2020, January 9, 2021, August 23, 2021,
January 15, 2022, August 8, 2022, January 27th, 2023, August 8th, 2023, and again on
December 8th, 2023)*

ARTICLE I – NAME

The official name of this organization shall be known as the Accounting Society at Baruch College, hereinafter referred to as “the Society.” No other name will be used in the advertisement or representation of the organization.

ARTICLE II – PURPOSE

The purposes of the Society are to:

- Acquaint our members with the accounting, finance, and related profession by securing prominent professional speakers from the private and public sectors.
- Discuss recent trends, changes, and problems in accounting procedures as well as news and developments in the field of finance.
- Facilitate the social and scholarly development of the accounting and finance community at Baruch College.
- Give back to the community through philanthropic work and fundraising.

ARTICLE III – MEMBERSHIP

Section 1 – Qualifications

- A. All members must be matriculated students at Baruch College and must subscribe to or be interested in the purposes of the organization.
- B. No person shall be denied membership or office because of national or ethnic origin, race, color, sex, gender identity or expression, sexual orientation, age, political or religious beliefs, disability, veteran, or marital status.
- C. To become a member, the following requirements must be met by the Induction Day at the end of every semester:
 - Attend at least 5 Corporate Events (Firm events or Personal Development Workshops).
 - Attend at least 1 Volunteer Event.
 - Participate in 1 General Interest Club Meeting.
- D. Meeting these requirements will qualify potential members to run for a position on the Executive Board for the subsequent semester.

ARTICLE IV - OFFICERS/ELECTIONS/REMOVAL OF AN OFFICER

SECTION 1 – OFFICERS

Undergraduate:

All officers of this organization must be matriculated undergraduate students of Baruch College, have a minimum overall grade point average of 2.5 and must be registered for at least one course for the term during which they are to serve.

Graduate:

All officers of this organization must be matriculated graduate students of Baruch College, have a minimum overall grade point average of 3.0, and have no minimum credits for the term during which they are to serve.

Note: No one can serve as the President of one organization while simultaneously serving as Treasurer of another, nor can anyone serve as President of more than one organization. No Executive Board member can serve another position in another club simultaneously during the semester.

The officers of the Society shall consist of: President, Executive Vice President, Head of Internal Affairs, Head of Marketing, Head of Philanthropy, Treasurer, Secretary, and Marketing Coordinator, Each officer may be subject to the position of “Co-(Insert position here)” based on need and interest in the Society. One of these “Co-positions” will be held by a continuing officer of the society and will be approved during internal elections.

All offices are limited to two terms (one term is equivalent to one semester).

ALL OFFICERS ARE REQUIRED TO ATTEND AT LEAST THREE-QUARTERS OF ALL CLUB MEETINGS. IN ADDITION TO THIS REQUIREMENT, OFFICERS ARE EXPECTED TO BE PRESENT AT 12:20 PM BEFORE EACH CLUB MEETING ON TUESDAYS/THURSDAYS.

(We strongly advise future officers to carefully register for classes to avoid conflict with the scheduled responsibilities.)

SECTION 2 – DUTIES

Each officer holds their respective duties, but they are not limited to only these duties:

- A. There shall be a **President** who ...
 - i) Presides over and conducts all meetings.
 - ii) Formulates and implements the policy and direction of the Society.
 - iii) Reserves venues for each event.
 - iv) Plans and coordinates the Semi-Annual Networking Luncheon.
 - v) Prepares and files any report required.
 - vi) Creates and distributes agendas for each meeting of the organization.
 - vii) Represents the club at official functions.
 - viii) Oversees all aspects of the Society and ensures that it reaches its maximum potential.
 - ix) Maintains contact with club adviser(s).
 - x) Assists all of the officers with their respective duties.
 - xi) Facilitates communication amongst all officers.
 - xii) Countersigns all vouchers and disburses funds for any expenditure needed for the activities of the Society.
 - xiii) Coordinates and represents the society in the budget appeals process and upcoming budget for the new academic year.

- B. There shall be an **Executive Vice-President** who ...
 - i) Assumes the duties of the President as needed.
 - ii) Oversees all duties of the Head of Internal Affairs.
 - iii) Works with department heads in promoting the Networking Luncheon and all other society-related events.
 - iv) Facilitates the Personal Development Series for the Society.
 - v) Assists the Head of Marketing in promoting the Society and increasing the membership base.

- C. There shall be a **Head of Internal Affairs** who ...

- i) Oversees the operation of putting the weekly newsletter detailing all the upcoming Society and non-Society-related events and news.
- ii) Plans and coordinates the semi-annual Induction Ceremony
- iii) Works with the Head of Marketing and Marketing Coordinator in promoting the Induction Ceremony.
- iv) Maintains and updates the Society's online channels.
- v) Follows up on inquiries or concerns about the Society and its online channels.
- vi) Facilitates communication between the Society's members and the E-Board.
- vii) Works with the Secretary maintaining complete attendance and membership records.

D. There shall be a **Head of Marketing** who ...

- i) Provides public notice of all the regular meetings of the Society through the use of newsletters, posters, flyers, and other sources of media.
- ii) Coordinates with the Marketing Coordinator to create an effective membership campaign.
- iii) Uses creative means to improve current online channels of communication and use them to promote the Society.
- iv) Networks with other student organizations and coordinates joint activities with them as deemed fit by the Executive Board.
- v) Ensures that all events are promoted effectively.
- vi) Works with the President in promoting the Networking Luncheon and Induction Ceremony.

E. There shall be a **Head of Philanthropy** who ...

- i) Communicate, plan, and coordinate all fundraisers and volunteer events with all Executive Board members (walks, cleaning parks, soup kitchen, etc.).
- ii) Ensures all proper paperwork is maintained and communicated to the Treasurer and contact is maintained with charitable organizations and the Office of Student Life.
- iii) Assists the President in obtaining and supervising volunteers for the Networking Luncheon.
- iv) Ensures enough volunteer events are created and organized to allow prospective members adequate time to become inducted members (at least 4 volunteer events per semester).

F. There shall be a **Secretary** who ...

- i) Keeps a record of all members and events of the organization.
- ii) Frequently updates the official website.
- iii) Reports finalized attendance list to the Head of Internal Affairs after each event.
- iv) Assists the Head of Internal Affairs in putting together a weekly newsletter detailing all the upcoming Society and non-Society-related events and news.
- v) Maintains accurate records of the minutes of Executive Board meetings.
- vi) Assists the Head of Internal Affairs with maintaining complete attendance and membership records.
- vii) Creates all the necessary RSVP forms for corporate events.
- viii) Assists in the promotion of the Society.

G. There shall be a **Treasurer** who ...

- i) Keeps all financial records of the organization.
- ii) Prepares the annual budget to be submitted to the appropriate Student Government.
- iii) Prepares all budget requests for funds.
- iv) Manages, communicates, and coordinates foods arrangements and supply purchases with different vendors and the Executive Vice President and President.
- v) Retrieves tax-exempt forms for venues of choice for upcoming events.
- vi) Advises members on financial matters (i.e., vendors, ticket-selling procedures)
- vii) Keeps records of all money collected and disbursement vouchers.
- viii) Updates the Society's budget weekly and provides the President with the results.
- ix) Countersigns all vouchers and disburses funds for any expenditure needed for the activities of the Society.
- x) Works with the USG on all financial matters related to the Society, including the budget appeals process.
- xi) Coordinates food arrangements, and supplies purchases for upcoming events with different vendors.

H. There shall be a **Marketing Coordinator** who ...

- i) Assists the Head of Marketing with promoting and marketing the Society and co-sponsorship activities.

- ii) Serves in the absence of the Head of Marketing.
- iii) Collaborates with the Head of Marketing on an effective membership campaign.
- iv) Creates flyers for all Accounting Society events.
- v) Takes photographs for all Accounting Society events.

All officers will be allowed to be excused for a maximum of four events. After the fourth event, absence from any event will not be tolerated unless for the following three reasons: family emergency, personal, and job-related issues.

SECTION 3 – ELIGIBILITY FOR OFFICE

Any member seeking a position on the Executive Board must be a matriculated student at the College and have fulfilled the membership requirements detailed in the previous section. To become President, a member must have held the Executive Vice President position in the prior semester and be at least a junior in the following semester (semester of service).

SECTION 4 – NOMINATED COMMITTEE MEMBER

A committee member as defined by guidelines, Committee Members, can be classified as a nominated committee member for election purposes only if the committee member meets all the following requirements:

1. Has fulfilled the membership requirements detailed in Article III, Section 1.
2. Served as a committee member in the prior semester (i.e., the semester that the election is held).
3. Obtained a majority vote from the current President and Vice-Presidents approving the committee member for nomination.

If the committee member meets all of the above requirements, then they have been nominated for the right to be allowed to participate in the running for a Vice-President position alongside the already running executive board member(s) (as described in Article IV, Section 3). After the election has been completed, the nominated committee member loses these rights and loses the status of a nominated committee member and would need to reacquire the 3 requirements for each proceeding election. Otherwise, the committee member would follow the same procedures as all members do (as discussed in Article IV, Section 6: Vacancy).

SECTION 5 – ELECTIONS AND NOMINATION

All officers shall serve [one term, one semester] and may be re-elected for [one] additional term.

Nominations within the Executive Board:

- i) Nominations for all positions are open for any board member to declare but will be reviewed by the President.
- ii) Nominations may also be made from the floor on the day of the election but must be seconded by another board member.

Elections:

- i) Elections should be held before the Induction Ceremony at the end of each semester.
- ii) Those eligible to run for a position will briefly present their candidacy to the Executive Board.
- iii) Elections are to be held by a secret ballot and will be tallied by the President.
- iv) Only Board Members may vote at the election meeting except for the individuals running for office.
- v) There are not to be any proxy votes.
- vi) A candidate who received the most votes shall be elected.
- vii) If there is a tie, the President's decision shall stand ground.
- viii) If only one candidate is running for a position, the ballot will be a yes/no vote.
- ix) In the case of two Board members who wish to conduct the duties of one officer position together, this must be presented to the Board with a reason as to why they wish to do so. The final decision will be made by voting or through discourse between the Board.

SECTION 6 – VACANCY

Should a board position become vacant, the Executive Board will conduct interviews/screenings of potential candidates. The Executive Board will select the most suitable candidate through majority voting. Also, should one of the officers wish to become President in the subsequent semester and the current President wishes to serve out the remainder of his/her term, then the Executive Board shall decide the outcome via majority voting. No current board can have a significant influence or bias in selecting a candidate for a vacant position.

SECTION 7 – RESIGNATIONS

If at any time an Executive Board member wishes to resign from office, the officer will communicate that to the President and sign a letter of resignation. The President should present the resignation to the Executive Board at its following meeting.

SECTION 8 – IMPEACHMENT

Any Executive Board member found guilty of misconduct or lack of professionalism that damages the organizations' reputation shall be asked to resign by the Executive Vice President and President or be removed from office by a majority vote of all officers' presence at such proceedings. The Executive Board member will be provided with a written statement of such charges from the Secretary one week before the meeting in which a vote on expulsion is to be taken. Upon receipt of such charges, the Executive Board member is allowed to respond in writing before the vote. In case of a tie, the President will make the final decision.

ARTICLE V - EXECUTIVE BOARD

Section 1 – The Executive Board shall consist of the elected officers of the organization.

Section 2 – The Executive Board shall formulate the agenda, take emergency action, and have general management of the student organization in the absence of the full membership.

Section 3 – The Executive Vice-President shall assume the duties of any vacant office until a special election is held. If more than one office is vacant, it shall be filled by presidential appointment until a special election is held.

Section 4 – The Executive Board shall attend functions as required by the Baruch College Office of Student Life.

Section 5 – The Executive Board shall know the *Fiscal Guidelines for Expenditure of Student Activity Fees* as established by the Board of Trustees of The City University of New York & by the Bernard M. Baruch College Association, Inc.

ARTICLE VI – MEETINGS

Section 1 – This organization shall hold regular meetings.

Section 2 – A quorum consisting of fifty percent plus one of the officers is necessary for the transaction of any business.

Section 3 – Meetings should be held at any reasonable time deemed advisable by the President or any other Executive Board member.

Section 4 – All Executive Board members must be notified in writing of all meetings preferably at least one week in advance.

Section 5 – The rules contained in *Robert's Rules of Order - Newly Revised* shall govern this organization in all cases in which they are not inconsistent with the constitution and the by-laws of this organization.

ARTICLE VII – AMENDMENTS & RATIFICATION

Section 1 – Any proposed amendments to this constitution should be submitted to the Executive Board for approval.

Section 2 – The entire Executive Board shall be notified in writing at least seven (7) days before a vote on the proposed amendment.

Section 3 – Ratification of the constitution requires a two-thirds vote of the members present.

Section 4 – The constitution will become effective upon recognition by the Office of Student Life.

ARTICLE VIII – DISSOLUTION

In the event of the dissolution of this group, all accrued funds and assets shall revert to the Bernard M. Baruch College Association, Inc.

ENACTMENT OF CONSTITUTION:

This constitution is now enacted on December 8th, 2023.

SIGNED BY:

(Signature)

Name - Position

Vincent Perretti

Vincent Perretti - President

Miaoxuan Zhena

Miaoxuan Zheng - Co-Executive Vice President

Jean Piedra

Jean Piere Piedra - Co-Executive Vice President

Jiaying Liu

Jiaying Liu - Head of Internal Affairs

Andrew

Andrew Drzal - Secretary

Kimberly Chin

Kimberly Chin - Marketing Coordinator

Marcus Hasou

Marcus Hasou - Head of Philanthropy

Ronald Pineda

Ronald Pineda - Treasurer

Pasang Sherpa

Pasang Sherpa - Head of Marketing