

# UofL Accounting Aces: Constitution and By-Laws

## ARTICLE I: NAME & MISSION

**Section A: Name** – The name of this club shall be UofL Accounting Aces.

**Section B: Mission** – Our mission is to provide students with the opportunity to enhance their accounting skills and knowledge through networking, professional development, and community engagement.

We strive to foster a supportive environment that encourages growth, learning, and ethical practices to prepare our members for successful careers in the field of accounting.

## ARTICLE II: MEMBERSHIP

### **Section A: Eligibility**

1. Membership in the organization shall be open to all University of Lethbridge students, faculty and staff, and all people living in the community of Lethbridge and Calgary.
2. An Active Member will be defined as: *someone who is currently a member of the club.*
3. **Eligibility for membership or appointed/elected student officer positions in the campus recognized chapter or group may not be limited on the basis of race, sex, color, age, religion, national origin, marital status, sexual orientation, physical or mental handicap, ancestry or medical condition, except as explicitly exempted in federal law.**

### **ARTICLE III: OFFICERS**

**Section A: Executives** – The executives shall be President, Vice-President, and Treasurer.

**Section B: Eligibility** – To be eligible for office, candidates must be a current, full-time University of Lethbridge students who is enrolled in the Dhillon School of Business.

**Section C: Nomination** – Nominations for office shall occur every year but should take place no later than February 5<sup>th</sup> to give enough time for elections.

**Section D: Election** – Elections shall occur every year but should take place no later than April 15<sup>th</sup> to ensure a smooth transition.

**Section E: Term** – The term of office shall be for one school term and shall begin on September 1<sup>st</sup> and end on April 31<sup>st</sup>.

**Section F: Removal** – Officers may be removed from office by 2/3 vote of active members in the organization.

- a. A request for removal of an officer must be submitted in writing to the president; this request can be submitted by any active member of the organization – this includes officers.
  - i. If a member/officer is requesting to remove the president, the request for removal letter may be submitted to the vice president.
- b. The officer receiving the removal request will then contact the officer in question for removal and explain the situation to them.
  - i. The member requesting removal will remain confidential through this process.
- c. Within two weeks after submission of removal request, a vote must be held unless voting is put off due to school events such as seasonal breaks and holidays.
- d. The vote will be brought to order by the removal request receiving officer and members will take a secret ballot. This ballot will be tallied by the organization advisor and the member who submitted the removal request with the officer in question for removal present.

## **ARTICLE IV: DUTIES OF OFFICERS**

**Section A: President** – it shall be the duty of the President to:

1. **President has the first signing authority.**
2. Oversee club activities.
3. Facilitate meetings and discussions.
4. Networking and collaborating with other club officers and/or external organizations.
5. Representing the club and upholding to its values.

**Section B: Vice-President** – It shall be the duty of the Vice-President to:

1. Preside in the absence of the President.
2. Serve as chairperson of the Program Committee
3. Record the minutes of all meetings.
4. Issue notices of meetings and conduct the general correspondence of the club.
5. Representing the club and upholding to its values.

**Section C: Treasurer** – It shall be the duty of the Treasurer to:

1. **Treasurer has the second signing authority.**
2. Keep an itemized account of all receipts and expenditures and make reports as directed.
3. Collecting and managing budget and expenses.
4. Financial planning for future expenses and funding.
5. Representing the club and upholding to its values

## **ARTICLE V: MEETINGS**

**Section A: Meetings** – Regular meetings shall be held at a date, time, and place that is convenient for most members.

**Section B: Special Meeting** – Special meetings may be called by the President with the approval of the Executive Committee.

**Section C: Quorum** – A quorum shall consist of shall consist of 2/3 of all active members.

## **ARTICLE VI: FUNDING**

**Section A:** This organization shall be funded through the following means:

1. Available funding from the ULSU and Dhillon School of Business.
2. External non-profit organization and/or corporation sponsorship.
3. Fundraising events
4. Grants
5. Alumni Donations
6. Partnership with other students' organizations.

**Section B:** All money transactions must be approved by the ULSU and Executive Officers of the club.

## **ARTICLE VII: COMPLIANCE WITH STUDENTS' UNION AND UNIVERSITY BYLAWS AND POLICIES**

**Section A:** The club acknowledges that it is subject to all Students' Union and University of Lethbridge bylaws and policies.

**Section B:** The club shall abide by all Students' Union and University of Lethbridge bylaws and policies unless otherwise approved by the General Assembly.

**Section C:** Any contravention of a Students' Union or University of Lethbridge bylaw or policy without authorization from the General Assembly may result in the club facing de-ratification.

**Section D:** The club understands that failure to comply with Students' Union and University of Lethbridge bylaws and policies may result in disciplinary action from the Students' Union or the University.

**Section E:** The club agrees to regularly review and update its constitution and activities to ensure compliance with all Students' Union and University of Lethbridge bylaws and policies.

**Section F:** In the event of any conflict between this constitution and any Students' Union or University of Lethbridge bylaw or policy, the latter shall prevail.

**Section G:** This article shall remain in effect for the duration of the club's existence.

## **ARTICLE VIII: AMENDMENTS**

**Section A: Selection** – These bylaws may be amended at any regular meeting of the organization by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

**Section B: Process** – All finalized amendments to the constitution must be submitted to the VP student affairs.

**Section C: Notice** – All members shall receive advance notice of the proposed amendment at least five days before the voting meeting.

## **ARTICLE IX: ACCOUNTABILITY**

**Section A:** The club, its members, and executive officers shall act in accordance with the constitution, by-laws, and policies of the ULSU and the UofL, and always comply with the Alberta Human Rights Act.

Further information regarding the Constitution, Bylaws and Policies of the Students' Union may be obtained from one or more of the following sources:

- Download a copy of the ULSU's Constitution, By-Laws & Policies from the website: [www.ulsu.ca](http://www.ulsu.ca).
- ULSU VP Student Affairs: [su.studentaffairs@uleth.ca](mailto:su.studentaffairs@uleth.ca)
- ULSU General Manager: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)

**Section B:** The Executive Board shall be accountable to the general membership and must provide regular updates on Club activities and finances.

**Section C:** The Treasurer must present a report of the Club's finances at each general meeting.

**Section D:** In the event of any financial discrepancies or issues, the Executive Board must report to the ULSU VP Students Affairs and General Manager and take necessary steps to resolve the issue.