**NATIONAL ASSOCATION OF BLACK ACCOUNTANTS**

**IOWA STATE UNIVERSITY CHAPTER**

**CONSTITUTION**

**Preamble**

We, a group of individuals with similar academic and future professional interests in accounting and finance, desire to unite in a professional association to promote group identity, to advance academic development, to create esprit de corps, to instill desire for self-improvement, to foster moral and ethical standards, to encourage and recognize academic achievement, to cultivate a sense of professional and civic responsibility and service, to promote the study of accounting, finance and business related subjects, and to provide opportunities for professional association.

**Article I- Name and Objective**

Section 1 – Name – The name of this organization shall be The National Association of Black Accountants, INC Iowa State University Student Chapter.

Section 2 – Jurisdiction – Iowa State University NABA shall be a constituent and subordinate unit of the Association, subject to the general authority and jurisdiction of the Board of Directors of the Association.

Section 3 – Purpose and Aims – Since 1969, the National Association of Black Accountants, Inc. purpose has been the leader in addressing the issues and lack of diversity in the accounting, finance, and business world. Our objective is to expand a foundation of resources, programs, and opportunities for minority students to be successful in the accounting and finance field. NABA is dedicated to uniting accountants, financial and other business professionals, as well as students, who are committed to professional and academic excellence.

The Iowa State University, Student Chapter of NABA shall unite through membership accounting students who have similar interests and ideals, are committed to academic and future professional excellence, possess a sense of professional and civic responsibility, and are concerned with enhancing opportunities for minorities in the accounting profession. In keeping with the Chapter's charter, its goals shall be:

\*To develop leadership and technical skills for members to grow as a person and into their

profession.

\*To establish networking opportunities and programs for members to build relationships and their

resume.

\*To encourage and assist minority students in entering the accounting, finance, and business

professions.

\*To increase diversity in the accounting and finance industry.

\*To provide adequate resources and guidance from the professional, regional, and national level

to guide students on the right career path; To help members fulfill their civic duty and

responsibility to up lift the community by helping others.

\*To represent the interests of current, prospective, and future minority accounting, finance and

business students.

\*To promote public confidence in our members and their services.

**Article II-Compliance**

“National Association of Black Accountants” abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. National Association of Black Accountants agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required)”

**Article III- Membership**

Section 1. N.A.B.A. prerequisites – Any person who is accordance with the principles and policies of the Association may become a member of this Association with the consent of the Board of Directors, by accepting the terms of the Constitution of the National Association of Black Accountants and the Constitution and By-Laws for Chapters, and by paying annually in advance the requisite membership fee as prescribed by the National Board of Directors. Membership in the Chapter shall include membership in the National Association.

Section 2. Membership in the Chapter – Any fee-paying, undergraduate student in the state of Iowa who is majoring in accounting, finance, or business with a concentration in accounting or finance and has expressed an intention to enter the accounting or finance profession may become a member of Iowa State University Student chapter. Dues obligatory by each member are $10 per semester.

**Article IV- Non Discrimination Statement**

“Iowa State University National Association of Black Accountants do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran”

**Article V- Officers**

Section 1- The Executive Officers of the NABA, ISU Chapter shall be as follows: President, Vice President, Administrative Secretary, Treasurer, Student Chapter Reporting and Evaluation Program (SCREP). The aforementioned officers shall constitute the Executive Committee. The Executive Board may designate other committees, as it deems necessary. The Executive Board shall be a minimum of five and a maximum of fifteen. All officers shall serve without compensation.

**Article VI- Duties of Officers**

"The officers of this organization must meet the following requirements:

(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

The wording of the above statement may be made specific to the student organization, but no student organization may enact eligibility requirements for officers less stringent than those appearing above. Student organizations may enact requirements more stringent than those provided by the university.

Section 1 Duties of President- The President shall be the executive head of the Chapter, Chairperson of the Executive Council, and Ex Officio member of all committees, except the election committee. The duties of the President shall be:

\*To preside at meetings of the Chapter and the Executive Council.

\*To appoint Chairpersons and members of all committees not directly elected by the Chapter or

the Executive Council.

\*The exercise general executive authority on behalf of the Chapter

between meetings of the Executive Council and the Chapter subject to the approval of the

chapter.

\*To perform such other functions and exercise such further duties as may be voted from time to

time by the Chapter or the Council.

\*To serve as a liaison between the Chapter and the designated Professional Chapter that has been

assigned by National to supervise the Chapter's activities.

\*To submit an annual report to the membership at the annual meeting of the Chapter. Copies of

this report should also be sent to National and the designated Professional Chapter.

Section 2 Duties of Vice President- The Vice President will preside in the absence of the President and perform other such duties as may be required by the bylaws or resolutions of the Executive Committee and plan and organize publicity for activities and special events. The Vice President must maintain a minimum of a 2.0 cumulative Grade Point Average throughout their term in office.

Section 3 Duties of Administrative Secretary- The Secretary(s) will attend to all general correspondence of the organization, keep the minutes of all Executive Committee and general meetings and to preserve the records of the organization. The Secretary will also perform other such duties as may be required by the bylaws or resolutions of the Executive Committee. The Secretary must maintain a minimum of a 2.0 cumulative Grade Point Average throughout their term in office.

Section 4 Duties of Treasurer- The Treasurer will supervise the financial administration of all revenue periodically to the Executive Committee and membership on the financial condition of the organization and perform other such duties as may be required by the bylaws or resolutions of the Executive Committee. The Treasurer must maintain a minimum of a 2.0 cumulative Grade Point Average throughout their term in office. The duties of the treasurer must comply with Iowa State University treasurer rules.

Section 5 Duties of (SCREP)- The Chairperson of SCREP shall be responsible for ensuring that the Chapter is compliant with SCREP. Among other duties, the Chairperson of SCREP shall be responsible for preparing and submitting the quarterly SCREP packages to the NABA National Office, Regional Director of Student Member Services and Professional Chapter President within the required deadline, working with the Executive Board to ensure that all chapter events, financial statements and other required documentation are included in the SCREP package and working with the Professional Chapter to ensure that the most updated SCREP requirements are used to prepare the SCREP package.

Section 6 Impeachment of Officers- An officer may be impeached from office by a majority vote of executive officers: 1) For not complying with the duties of their office 2) Unprofessional or negative representation of the society, 3) After being confronted no less than three times by the Chairperson. Impeachment of a member shall be brought before the executive board and must have two-thirds vote in order to for the member to be taken out of office, unless their actions are seen as detrimental to the Society. In this case, it is the responsibility of the Chair is to request their resignation.

Section 7 Appointment/Replacement- If an officer is impeached, the executive board will decide who will replace the open position.

**Article VII- Committees**

Section 1 Standing Committees- The standing committees of the Chapter shall be: Membership, Fundraising, Marketing and Public Relations, Professional Development (Event Planning) or other committees as deemed necessary. All committees shall consist of one or more members.

Section 2 Duties of Standing Committees- The duties of the Standing Committees shall be prescribed by the Executive Council. All committees shall report to Executive Council at its regular meeting.

Section 3 Removal Procedures- Committees that are not functioning shall be discharged promptly by the

Executive Council. Any member of the Executive Council or of any Standing Committee

who shall be absent from three consecutive meetings, without notice or explanation, or who shall not perform the required duties for three consecutive months, shall be removed by the Executive Council. A member of any Standing Committee may be removed by the Chairperson with the approval of the Executive Council.

**Article VI- ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE**

Section 1 Eligible Voters- All persons who endorse the aims and purposes of the National Association of Black Accountants and who have paid the prescribed fees shall be entitled to vote at the organization meeting and to be elected to office.

Section 2 Election Committee- The Election Committee shall be elected a month before elections. The committee shall be composed of not less than five or more than ten members of the Chapter in good standing. Provided that no such members shall be officers of members of the Executive Committee or nominees for office. The Election Committee shall meet promptly to elect a Chairperson. The meeting at which the nominations take place will be presided by the Election Committee Chairperson.

Section 3 Annual Election- The call for nominations shall be sent out during the month of February each year. Elections shall be held and completed during the month of March each year. Election results shall be communicated to the National Student Member Services Committee and the NABA National Office no later than April 15 each year. Officers may remain in there position if reelected. The names of the various candidates for office shall be clearly announced and posted in the place visible to all present at the election meeting. The Election Committee shall count the ballots. No officer of the Chapter or candidate for office shall serve on the Election Committee.

**Article VIII- Adviser**

All recognized student organizations at Iowa State University must provide a general statement about the duties and method of selection of the club’s adviser. Discuss adviser duties, terms of service, method of election, selection or appointment, impeachment, and replacement of advisers here.

Adviser Duties— (a) head the Alumni & Faculty Advisory Board; (b) attend at least one General Assembly meeting each month; (c) attend at least one executive board meeting each month; (d) provide advice and guidance on general NABA functions as needed. (E) assist with corporate recruitment for chapter. (F) Maintain relationship with the CPA firms.

Method of election/selection of adviser(s)— selected by officers.

Adviser(s) Term of Service—Adviser term of service will be on his/her discretion but must serve a min of one year.

Impeachment/Removal of Advisers— Impeachment of a adviser shall be brought before the executive board and must have two-thirds vote in order to for the adviser to be taken out of office, unless their actions are seen as detrimental to the chapter. 1) For not complying with the duties of their office 2) Unprofessional or negative representation of the society, 3) After being confronted no less than three times by the Chairperson. In this case, it is the responsibility of the Chair is to request their resignation. They are not allowed to speak or be present during the final vote.

Replacement of Advisers— The executive board will interview and decide who will best fit the position.

**Article IX- Finance**

"All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment." If cash balance hits zero, the club has to focus on fundraising.

**Article X- Risk Management**

All recognized student organizations at Iowa State University must identify a risk management officer and state the officer’s duties in their constitution.

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to (National Association of Black Accountants), [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

**Article XI- Meeting**

Section 1 Regular Meetings- Regular meetings of the Chapter shall be held at least once a month, and there may be such other public or special meetings as may be required.

Section 2 Annual Chapter Meetings- Each Chapter shall hold an Annual Chapter Meeting.

Section 3 Executive Meetings- The Executive Committee shall meet at lease once a month at such times and places as it may determine. Special meetings of the Executive Committee may be called by the President, Secretary, or by two members of the Committee on two days’ written notice.

Section 4 Committee Meetings- The Standing Committee shall meet regularly once a month at places they may determine. They shall inform the President of the time and place of meeting. Special meetings may be called by the Chairperson or by tow members on two days’ written notice.

**Article XII- Amendment Policy**

Section 1- Amendments to this Constitution may be proposed to the voting membership by majority vote of the Executive Committee or by a petition signed by one-fourth of the voting membership. Amendments shall be declared or adopted which are present at the two general assembly meetings and receive a majority favorable vote at both meetings by the voting members present.