

**BYLAWS OF THE SCHOOL OF ACCOUNTANCY STUDENT ADVISORY
BOARD,
COLLEGE OF BUSINESS ADMINISTRATION, UNIVERSITY OF HAWAII AT
MANOA**

**ARTICLE I
NAME AND ADDRESS OF THE ORGANIZATION**

- Section 1. This organization shall be known as the **SCHOOL OF ACCOUNTANCY STUDENT ADVISORY BOARD** (hereinafter called the "SOASAB").
- A. "School of Accountancy" shall mean the School of Accountancy at the University of Hawaii at Manoa.
- Section 2. The mailing address of the SOASAB shall be the office of the School of Accountancy, College of Business Administration, A414, 2404 Maile Way, Honolulu, Hawaii, 96822, or any other address as the officers may designate from time to time.

**ARTICLE II
OBJECTIVES**

- Section 1. The objectives of the SOASAB are:
- A. To facilitate communication between the School of Accountancy, its director, faculty, students and alumni to further social, professional and educational activities and relationships among those sharing a common interest in the School of Accountancy.
- B. To provide feedback between the students and the School of Accountancy's Director and faculty in an effort to expand and improve accounting education.
- C. To advise the School of Accountancy's Director and faculty of potential student concerns.
- D. To encourage students to participate in the advising process for the School of Accountancy.

ARTICLE III
RESPONSIBILITIES

Section 1. The SOASAB shall serve the general population of accounting students.

Section 2. The term "accounting students" shall be defined as any persons who are currently enrolled at the University of Hawaii at Manoa as undergraduate and graduate students in accountancy and business administration.

ARTICLE IV
ELECTION OF BOARD MEMBERS AND OFFICERS

Section 1. Nomination and Voting

- A. Notice. A written notice of the nomination and election of board members shall be posted in the College of Business Administration on bulletin boards in the classrooms and walkways, and shall be announced and circulated by accounting faculty to their respective classes.
- B. The written notice shall contain:
1. Objectives of the SOASAB.
 2. Composition of the SOASAB.
 3. Positions open for election.
 4. Candidate qualifications.
 5. Nomination and election days.
 6. Location of ballot boxes.

- C. Nomination. Nominations will be in writing on specified nomination ballots. Written consent of nominees must be received by the SOASAB at its mailing address not later than twenty-one (21) calendar days before the first day of election. Notwithstanding the foregoing, nominations may also be made by vote of the board members before election ballots are printed.
- D. Ballots. Ballots shall be available at ballot box locations. Only candidates listed on the ballot shall be eligible to receive votes and be elected.

Section 2. Eligibility to Nominate and Vote. All accounting students shall be eligible to cast nominations and votes for the representatives at large.

Section 3. Eligibility to be a Board Member.

- A. Undergraduate representatives at-large. Students must be a declared accounting major.
- B. Graduate representatives at-large. Students must be currently enrolled in either the MACC or MBA program at the University of Hawaii at Manoa. At least one (1) shall be a MACC student.
- C. Representatives from the Accounting Club. Representatives from the Accounting Club shall be selected by its officers and/or members by means that are fair and reasonable. The selection process shall be the sole responsibility of Accounting Club.
- D. Representatives from Beta Alpha Psi. Representatives from Beta Alpha Psi shall be selected by its officers and/or members by means that are fair and reasonable. The selection process shall be the sole responsibility of Beta Alpha Psi.

Section 4. There will be two (2) representatives from Section 3 above.

Section 5. Administration of Elections. Elections for representatives at large shall be administered by the SOASAB or its appointed committee.

Section 6. Election.

- A. SOASAB elections for representatives at-large, and selection for club representatives will be held during the first week of December and the last week in April. All accounting students may participate in this election.
- B. The newly selected board members shall succeed their predecessors on the first (1st) day of January and June.
- C. Election of officers of the SOASAB will be held and determined annually by the SOASAB in January and June.

Section 7. Ties. In the event of a tie, candidates who receive the same number of votes, such that the winner cannot be determined, shall be resolved by a vote of the current SOASAB members.

Section 8. Term. Terms shall not exceed two (2) years.

Section 9. If one-third (1/3rd) or more of the SOASAB cannot perform their duties, a special election for at-large members or special selection by the clubs will be held at the discretion of the remaining board members. Members elected shall serve out the remaining term of the board member(s).

ARTICLE V

MEETINGS OF THE STUDENT ADVISORY BOARD

Section 1. Annual Open Meetings. There shall be an annual meeting held during September at a time and place determined by the Student Advisory Board. At such meeting, the officers shall be introduced to the accounting students, and any other business may be transacted which is within the powers) of the board.

Section 2. Open Meetings Every Other Month. Meetings every other month shall be attended by all board members. The SOASAB

shall meet at such time and place as shall be determined by the Chair.

Section 3. Notice of Meetings. The Secretary shall be responsible for giving prior notice of the time and place of all meetings, and the general nature of the business to be considered.

Section 4. Special Meetings.

A. Called at the Discretion of the President. The president may call special meetings of the board at any time.

B. Called at the Request of the Officers. The President shall call special meetings of the board upon request of the majority of the Officers.

Section 5. Adjournment or Cancellation. Any aforementioned meeting may be adjourned or canceled without prior notice. Such action may be at such time and place as determined by the majority of the board members present.

Section 6. Compensation. Board members and officers of the SOASAB shall not receive any compensation for services to the SOASAB.

ARTICLE VI **OFFICERS**

Section 1. Composition. The officers of the SOASAB shall consist of a Chair, Vice Chair, and Secretary.

Section 2. Term of Office. All officers shall serve for a term of either January 1 through May 31 or June 1 through December 31. No person shall serve in the same office for more than two (2) consecutive terms.

Section 3. Duties and Responsibilities of the Officers.

A. Chair. The chair shall be the principal officer of the SOASAB and represent the SOASAB in regards to all external matters. The chair shall preside at all meetings of the SOASAB, and

shall perform other duties which customarily pertain to the office. At the annual meetings, and at such other times as the chair shall deem proper, he or she shall communicate to the board and others present such matters and such suggestions as may tend to promote the objectives of the SOASAB. The chair shall also provide the Vice Chair with the opportunity to obtain a working knowledge of the internal and external affairs of the SOASAB. The chair shall cast a vote only in the event of a tie.

- B. Vice Chair. The Vice Chair shall share the responsibility of overseeing the internal operations of the SOASAB. The Vice Chair shall also carry out the following functions:
1. If the Chair is absent, or is unable or refuses to act, the Vice Chair shall perform the duties of the Chair.
 2. If the Chair resigns, is removed from office, or is unable to complete the current term of office, for any reason, the Vice Chair shall automatically become Chair for the remainder of the term.
- C. Secretary. The Secretary shall be responsible for keeping, distributing and posting the minutes of all meetings. The Secretary shall also be responsible for maintaining a permanent file of essential records, including but not limited to a roster of all board members, which records shall be kept current with all amendments.

Section 4. The officers shall perform such other duties as shall be directed by the SOASAB.

Section 5. Duties and Responsibilities of the Immediate Past Chair. The Immediate Past Chair, having previously served in good standing as Chair, serves the SOASAB in an advisory capacity.

Section 6. Resignations.

- A. Voluntary Resignations. An officer of the SOASAB may resign at any time by serving written notice to the SOASAB. Resignation shall be effective upon receipt by the SOASAB.
- B. Involuntary Resignations. An officer may be removed by a vote of at least two-thirds (2/3rds) of the SOASAB when, in the SOASAB judgment, it is in the best interest of the SOASAB.

Section 7. Vacancies. A vacancy in an officer's position shall be filled at the discretion of the Chair. The Chair may appoint an officer pro tem to serve out the duration of the term, provided that the appointment is approved by a majority vote of the SOASAB.

ARTICLE VII COMMITTEES

Section 1. Standing and special committees may be established by the Chair with concurrence from the officers.

ARTICLE VIII AMENDMENTS TO BYLAWS

Section 1. Proposals for amendments. Proposed written amendments may be submitted by accounting students and SOASAB members to the officers.

Section 2. Required Votes. Any amendment, alteration, or repeal of these Bylaws, in order to be effective, shall be approved by a majority vote of the SOASAB at any meeting, and majority vote of accounting students at the annual meeting.

Section 3. Notice of Proposed Changes. Proposed amendments, alterations, or repeals of the Bylaws shall be distributed and posted at least ten (10) calendar days prior to the meeting.

ARTICLE X
OTHER

Section 1. Parliamentary Procedure. The parliamentary authority for the rules governing the conduct of meetings shall be Robert's Rules of Order Newly Revised (most recent edition) except where those rules conflict with:

- A. Law, or
- B. The Bylaws of the SOASAB, or
- C. The University of Hawaii at Manoa's policy