

Title:

Constitution of Women in Accounting

Preamble:

Women in Accounting (WIA) is a student organization dedicated to promoting the success of women within the Kelley School of Business who are interested in public accounting and other careers within the industry. Formed in 2017, Women in Accounting was intended to help guide women in advancing their professional journeys. The main objective is to inform members of the different career opportunities, current trends, and attitudes that women may experience in the accounting industry.

Our organization is comprised of undergraduate and graduate members. Each member is a strong student leader with specific responsibilities to the club. WIA is Kelley School of Business organization and its mission is as follows:

To support and mentor women through new experiences and learning opportunities so they may succeed in their professional and personal endeavors.

WIA is also committed to the following beliefs for its members:

1. Investing in Others through Mentorship
2. Personal & Professional Development
3. Developing your Passions

Article I: Membership

“Women in Accounting allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. [section I.D.3(c).]”

Members of Women in Accounting are limited to Undergraduate and Graduate students currently enrolled at Indiana University [section I.D.3 (b)].

There are three types of membership roles in the Women in Accounting organizational structure:

1. *Executive roles* are filled by the President and Vice Presidents who lead branches and manage the strategic vision of the club.
2. *Director roles* are filled by members that lead committees in planning and producing new initiatives and events.
3. *Associate roles* are filled by members that work in committees dedicated to specific tasks.

Applicants must first fill out an application. Selected applicants are interviewed by an Executive Board member and representatives from the Membership Committee. Interviews occur during the fall semester for mainly incoming freshmen and sophomores, although any student is welcome to apply. The club seeks highly-motivated students as we continue to build our organization.

To be considered for membership, candidates must complete the following procedure:

1. Read the Membership & Application Packet in its entirety.
 - Understand WIA’s basic organizational structure and interview process.
 - Highlight branches that match personal skills and interests.

2. Complete the official WIA Membership Application found on the WIA Web site (<http://www.involved.iu.edu/wia>)
3. Electronically submit application materials by the date determined by the Executive Board and Membership Committee.

Membership will be contingent upon payment of a \$20 per semester membership fee that will contribute to the activities and initiatives of the organization.

Membership can be revoked at the discretion of the Executive Board by a majority vote of at least two-thirds if there is determined to be reasonable cause at any point throughout the year. In the Spring, all members will be re-evaluated and re-interviewed to determine involvement and responsibilities for the following school year.

Article II: University Compliance

“This organization shall comply with all Indiana University regulations, and local, state and federal laws.”

Non-Hazing Clause

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Article III: Executive Officers

Title: President

Duties and Responsibilities: Oversee the six branches of the organization. Serve as a direct liaison to the public, administrators, and recruiters. Re-registration and school affiliation management.

Title: VP of Outreach

Duties and Responsibilities: The VP of Outreach is responsible for reporting and meeting weekly with the President, as well as leading and delegating tasks to the Director of Outreach and committee members. The position requires the VP of Outreach to have technical skills to maintain the website, social media accounts, and newsletter distribution, as well as a creative edge to help the marketing team create a positive and uniform image to showcase the prestige and professionalism of WIA.

Title: VP of Finance

Duties and Responsibilities: The VP of Finance is essential to sustain the financial stability of WIA. The VP of Finance oversees the WIA account at an external banking organization and works in conjunction with the Finance Branch Committee to ensure funding is available for events and activities. Furthermore, she works in conjunction with the Corporate Development branch and strives to increase WIA funding each year. While a major in either accounting or finance is not necessary, the VP of Finance must be organized and able to budget WIA's funds appropriately.

Title: VP of Membership

Duties and Responsibilities: The VP of Membership oversees the entire Membership Branch. As VP, she must provide direction to the Membership committee. She is responsible for overseeing the coordination of recruitment efforts and event planning. Additionally, the VP of Membership must assist her Director and committee members in any way needed.

Title: VP of Corporate Relations

Duties and Responsibilities: The Corporate Relations VP oversees the members of the Corporate Relations Branch of WIA. The VP will be responsible for monitoring, assessing, and supporting the actions of the committee. The VP will provide sound guidance, advice and encouragement throughout the planning process as Directors and committee members execute their ideas. The objectives of the position include developing relationships with professionals and business groups outside of the IU campus in order to empower members with professional networks, business skills, and real-world experience.

Title: VP of Mentorship

Duties and Responsibilities: The VP of Mentorship oversees the entire Mentorship Branch. It is her responsibility to understand the functions and objectives of the committee and maintain our mission of mentorship. Additionally, she must strive to form relationships with the Graduate program and create unique mentorship opportunities for members. She must also provide assistance and direction to her Director and committee members in order to foster and continually develop these relationships.

Title: VP of Professional Development

Duties and Responsibilities: The VP of Professional Development oversees the entire Professional Development Branch. It is her responsibility to understand the functions and objectives of the committee and WIA's objective to encourage professional development in members. Additionally, she must strive to plan events and execute ideas formed by the branch.

The Co-Presidents are the only elected positions in Women in Accounting and voting takes place during the last mass meeting of the spring semester. After the Co-Presidents are elected, Executive Officers are selected through an interview process held by the outgoing Executive Board and new Co-Presidents.

Officers serve a one-year term from April to April of the following year. Past officers do not have a specific role in the organization. Officer vacancies are filled through an application and interview process. An officer's position may be revoked at the discretion of the President and Executive Board if there is determined to be reasonable cause at any point throughout the year with a majority vote of at least two-thirds.

Requirements for officers:

- At least one year of experience in the organization
- Member must be on campus for the entire academic year
 - Members planning on going abroad during the upcoming year may not apply
- GPA: 3.0 or greater

Article IV: Advisor

Advisors will be re-evaluated on an annual basis by the Executive Board to ensure advisor availability and commitment to the organization. New advisors must be approved by the Executive Board with a majority vote of at least two-thirds prior to his/her assignment.

Responsibilities and Duties of Advisors:

- Active communication with the Executive Board
- Be willing and able to assist with necessary administrative functions such as but not limited to
 - Signing off on room reservations
 - Reimbursement forms
 - Technology requests
- Act as an intermediary between the organization and faculty when necessary

Article V: Meetings

Regular membership meetings are held on a bi-weekly basis and attendance is recorded. The schedule for these meetings is posted at the beginning of each semester. The Co-Presidents and Executive Board have the authority to call meetings. The Co-Presidents set the agenda for each meeting. Members must be timely to and present at each meeting.

Article VI: Elections

The only elected positions in Women in Accounting are the Co-Presidents. Elections are held on the final mass meeting of the spring semester. Anyone is allowed to apply for the position. Voting is done by secret ballot and counted by the Executive Board. Members are notified of elections at the beginning of the spring semester.

Article VII: Dues & Budget

A \$20 membership due will be mandatory each semester. This amount is determined based upon the funding needs of the organization to put on all member events. Members who have not paid dues by the deadline will be given a warning and schedule a specific date to pay. If a member fails to pay dues, they will be dismissed from the organization. Dues are collected by the Director of the Finance Committee. Budgetary spending or modifications are to be voted upon by the Executive Board with a majority vote of at least two-thirds.

The budget of Women in Accounting is managed by the VP of Finance and the Finance Committee. The budget is reviewed and revised continuously throughout the school year.

Article VIII: Finances

The VP of Finance and the Finance Committee are in charge of financial affairs.

WIA will be maintaining an external banking account in accordance with the Student Life and Learning office policies and procedures. If Women in Accounting dissolves as an organization, all funding will go to the Kelley School of Business.

Article IX: Travel Safety

Women in Accounting will comply with all safety standards Indiana University for organization events that require any form of travel. WIA is also not liable for any occurrences that happen during travel. Rental cars can be requested through an application and approval obtained by the Co-Presidents. Members are to have no more than two speeding infractions for the use of Rental cars provided by the University. An approved University Employee must accompany if six or more members are in the group.

Article X: Amendments

Members will be notified of amendments via e-mail. A majority vote of at least two-thirds of the Executive Board will be required to ratify an amendment.