

**THE ACCOUNTING CIRCLE  
ADVISORS TO ACCOUNTING PROGRAM  
ROMAIN COLLEGE OF BUSINESS UNIVERSITY OF SOUTHERN INDIANA  
As Amended April 2011 and Updated June 2011 and Amended October 2014 and  
Amended May 2017**

**BYLAWS OF THE ACCOUNTING CIRCLE**

**Article I**

**A. Purposes**

1. To provide a channel of communication between the accounting profession/practitioner and the academic accounting environment.
2. To participate with and provide counsel to the Accounting faculty and students regarding objectives, strategies, goals, curriculum development, problems, and opportunities.
3. To promote and participate in appropriate business-faculty-student interaction activities and programs.
4. To identify speakers from the accounting community for various presentations.
5. To assist with placement opportunities for graduates.
6. To assist with Intern/Co-op placement opportunities.
7. To support and assist programs in the development of various forms of financial resources.

**B. Organization**

1. The Chair of the Accounting Circle and the Chair-Elect are to be nominated by the Executive Committee and elected for a two-year term by a majority of the voting members present at a duly called meeting of the Circle. The Chair of the Accounting Circle is also the Chair of the Executive Committee of the Accounting Circle. The Chair of the Accounting Circle will be a member of the Romain College of Business Board of Advisors.
2. The Secretary of the Accounting Circle is a staff member from the Romain College of Business.

3. The Executive Committee shall consist of the Chair, Chair-Elect, Immediate Past-Chair, and Secretary of the Accounting Circle, and the Director of the USI Accounting Program.
4. The Young Professionals (YP) group is a committee of the Accounting Circle consisting of professionals under the age of 40. The goals of this committee are consistent with the Accounting Circle and it has adopted its own charter which outlines its purpose and guidelines.
5. The Accounting Circle may create committees as needed, which will be instituted by a majority vote of the members of the Circle present at a duly called meeting. Ad hoc committees may be appointed by the majority vote of the members of the Circle present at a duly called meeting. A quorum of any committee meeting shall be constituted by a majority of the committee.

## **Article II**

### **Members**

The Accounting Circle shall consist of the following members:

1. Members are appointed or reappointed under the provisions of these Bylaws. Members ordinarily will be senior accounting professionals.
2. The Director of the Accounting Program, the Romain College of Business Dean, the Chair of the College of Business Board of Advisors, the Coordinator of External Relations of the College of Business, the Chair of the Accounting Circle Young Professionals, the President of the USI Accounting Club, the President of the USI Beta Alpha Psi, and the President of the Speaking Eagles Toastmasters Club serve as ex officio members of the Circle. Additional individuals may be appointed as ex officio members by the Chair of the Circle.
3. The Accounting Circle will consist of at least twelve (12) but not more than thirty (30) members.
4. All members, other than ex officio, shall be elected for three-year memberships.
5. A member of the Accounting Circle may be removed by a two-thirds majority vote of those present at a duly called meeting of the Circle. The proposed removal must be on the agenda of the meeting at which said action is to take place.

### **Article III**

#### Election of Members

1. The Executive Committee shall solicit and submit the names of proposed candidates to each member of the Accounting Circle at least ten days prior to the meeting at which the election is to be held. Such elections must be on the agenda for that meeting.
2. Members shall be eligible for re-election.
3. Upon establishment of a quorum, a majority of the votes cast shall be necessary for the election of a member. Although such votes will normally occur at a duly called meeting of the Circle, the Chair may call, in certain circumstances, for a vote by mail, phone, or electronic means.

### **Article IV**

#### A. Meetings

1. Regular meetings will be scheduled in the spring and fall of each year.
2. Special meetings of the Accounting Circle may be called by the Chair at any time or upon written request to the Chair signed by five of the voting members of the Circle. Special meetings may be constituted through conference calling of members or through electronic means.
3. One-half of the voting members of the Accounting Circle shall constitute a quorum for the transaction of business at any meeting of the Circle.
4. All members of the Accounting Circle, except ex-officio members, are eligible to vote on any matters considered by the Circle.
5. At the regular meetings of the Accounting Circle, the Chair shall report on the status of the Circle, and the Chair of the Accounting and Finance Department at USI and/or the Director of the Accounting Program will report on the status of the Accounting Program. Committee Chairs will report on the status of their committees. The Circle shall initiate whatever actions it deems necessary.
6. Roberts Rules of Order shall govern the conduct of all meetings of the Accounting Circle. When such rules are in conflict with the Bylaws, the latter shall govern.

## B. Notice of Meetings

1. Regular Meetings: Notice shall be given by mail, phone, or electronic means to members at least ten days prior to the scheduled meeting. The notice will specify time, place, and the agenda for the meeting.
2. Special Meetings: Notice of special meetings may be given by mail, phone, or electronic means at least five days prior to the date of the meeting. The notice will specify time, place, and the agenda for the meeting.

## **Article V**

### Duties of Officers

#### A. Chair

1. To preside at all meetings of the Accounting Circle and report on relevant matters.
2. To establish committees as may be required for the resolution of matters not already covered by these Bylaws.
3. To call special meetings of the Accounting Circle.
4. To serve one additional year on the Executive Committee upon completion of the term as chair.
5. To hold membership on the College of Business Board of Advisors and make regular reports to the Board of Advisors of Accounting Circle activities and initiatives.

#### B. Chair-Elect

1. To perform the duties of the Chair in the absence of the Chair.
2. To perform other duties as may be conferred by the Chair consistent with the Bylaws.
3. To serve as liaison to the Young Professionals.

#### C. Secretary

1. To keep accurate records.
2. To preserve all documents and records determined by the Accounting Circle to be a part

of its official records.

3. To conduct correspondence as directed by the Accounting Circle.
4. To serve as an ex officio member of all committees of the Accounting Circle.
5. To record the proceedings of all regular and special meetings of the Accounting Circle.

## **Article VII**

### **Amendments to Bylaws**

1. These Bylaws may be amended at any duly held meeting of the Accounting Circle. Notice of the proposed changes must be on the agenda of the meeting at which the changes are to be considered.
2. Proposed amendments to the Bylaws shall be referred to the Chair of the Accounting Circle for inclusion on the agenda of the next regular meeting.
3. Upon establishment of a quorum, a majority of the votes cast shall be necessary for approval of Bylaw amendments. Although such votes will normally occur at a duly called meeting of the Circle, the Chair may call, in certain circumstances, for a vote by mail, phone, or electronic means.