

**THE ACCOUNTING CIRCLE**  
**DEPARTMENT OF ACCOUNTING AND BUSINESS LAW**  
**UNIVERSITY OF SOUTHERN INDIANA**  
**As Amended April 2008**

The Accounting Circle is established to provide direct and effective communication between the accounting profession/practitioner and the academic accounting environment.

**BYLAWS OF THE ACCOUNTING CIRCLE**

**Article I**

A. Purposes

1. To provide a channel of communication between the Department of Accounting and accounting practitioners.
2. To participate with and provide counsel to the Department of Accounting 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 Department and College presentations.
5. To assist with the placement of graduates.
6. To assist with Intern/Co-op placement.
7. To support and assist the Department 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 one-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. Both the Chair and Chair-Elect of the Accounting Circle will be members of the College of Business Board of Advisors.
2. The Secretary of the Accounting Circle is the College of Business Coordinator of External Relations.

3. The Executive Committee shall consist of the Chair, Chair-Elect, immediate Ex-Chair of the Accounting Circle, the Secretary, and the USI Director of Accounting Programs.
4. The Accounting Circle may create standing 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.

## **Article II**

### **Members**

The Accounting Circle shall consist of the following members:

1. Members originally appointed to the Circle and those subsequently reappointed or appointed under the provisions of these Bylaws. Members ordinarily will be senior accounting professionals.
2. The Director of Accounting and Professional Services Programs, the 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 President of the University of Southern Indiana Accounting and Professional Services Club, and the President of Beta Alpha Psi serve as ex officio members of the Circle. Additional individuals may be appointed as ex officio members by the chair of the Circle. The President of the USI Accounting Club shall be extended full membership to the Accounting 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 and those specified under Article II, Section 2, shall be elected for three-year memberships. To provide continuity, charter members will receive one, two, or three-year memberships, determined by a random drawing. If this is a term of less than three years, it will not count as a full term .
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. Nominations, including those to fill vacancies, shall be submitted to the Accounting Circle for approval. A majority vote of the members present is needed for approval. 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 or by phone.
2. Members shall be eligible for re-election to a second term. A member who has served two consecutive terms shall not be eligible for election to a regular term for at least one year.
3. The Membership Committee shall 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.
4. Members of the Accounting Circle shall give due consideration to the recommendations of the Membership Committee but may accept nominations from the floor and elect any other person or persons to membership in the Accounting Circle in accordance with these Bylaws.
5. Election for membership will normally be by open election. A majority of the votes cast shall be necessary for the election of a member.

### **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.
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 or Associate Members, are eligible to vote on any matters considered by the Circle.

## B. Notice of Meetings

1. Regular Meetings: Notice shall be given by mail or phone to members at their usual address 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 or phone at least five days prior to the date of the meeting. The notice will specify time, place, and the agenda for the meeting.

## C. Agenda

1. An agenda shall be mailed or phoned with the notice of any meeting of the Accounting Circle.
2. At the regular meetings of the Accounting Circle, the Chair shall report on the status of the Circle, and the Director of Accounting Programs at USI will report on the status of the Accounting Department. The chairs of the standing committees and the ad hoc committees shall report on the status of their committees. The Circle shall initiate whatever actions it deems necessary.
3. 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.

## **Article V**

### Duties of Officers

#### A. Chair

1. To preside at all meetings of the Accounting Circle.
2. To submit to the Accounting Circle for approval a list of members willing to serve on committees.
3. To appoint standing and ad hoc committees as may be required for the resolution of matters not already covered by these Bylaws. Such appointments shall be subject to the approval of the Accounting Circle.
4. To report to the members at regular and special meetings.
5. To call special meetings of the Accounting Circle.

6. To serve one additional year on the Executive Committee upon completion of the term as chair.
7. To hold membership on the College of Business of Advisors and make regular reports to the Board of Advisors of Accounting Circle 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 hold membership on the College of Business Board of Advisors.

#### 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 VI**

#### Committees of the Accounting Circle

There shall be an Executive Committee of the Accounting Circle composed of the Chair of the Circle, Chair-Elect of the Circle, Secretary of the Circle, the Director of Accounting Programs, and the immediate Ex-Chair of the Circle.

The Accounting Circle shall establish the standing committees as provided in Article I, Section B, Paragraph 5. The Chair of the Circle shall appoint ad hoc committees as may be required subject to the approval by a majority vote of those present at a duly called meeting of the Circle. All committees shall report to the Circle at the regular meetings and at special meetings when appropriate.

The standing committees of the Accounting Circle are as follows:

1. Executive Committee
2. Academic Relations Committee
3. Practice/Education Interaction Committee
4. Finance Committee
5. Membership Committee

The procedure for forming the committees shall be as follows:

1. The Chair of the Accounting Circle shall submit a list of names of members willing to serve on committees to the Executive Committee. The committees so formed will be approved by the Executive Committee and confirmed by the Circle at one of its full meetings.
2. The Chair of the Accounting Circle shall appoint a committee chair.
3. A quorum for any committee meeting shall be three members.

## **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. A majority vote of the members present at a duly called meeting of the board shall be required for the Bylaws to be amended.