

**Graduate Accounting Club
Bylaws for Governance**

1) Mission

- a) The Graduate Accounting Club (GAC) enhances the value of the student experience within the Master of Professional Accountancy (MPAc) by creating a collaborative community that facilitates academic, ethical, social, and professional growth.
- b) The GAC provides a framework for generating ideas to improve the MPAC program, networking with alumni, engaging in philanthropic activities, and coordinating extracurricular events.

2) Membership and Dues

a) Membership

- I. The membership of the GAC is comprised of current MPAC and MBA students.
- II. Membership entitles full access to GAC activities.
- III. A per-event fee shall be imposed on any student wishing to participate in a GAC sponsored event requiring financial resources.
 - (1) Per-event fee shall be determined by the Board
 - (2) Per-event fee shall be determined by applying the following formula:
 - i. $Fee = (Event\ Cost) / (Estimated\ Number\ of\ Attendees)$

b) Non-Members

- I. Non-member students of the Daytime MPAC Program and MBA program are encouraged to participate in GAC sponsored events.
- II. A per-event fee may be imposed on any student wishing to participate in a GAC sponsored event per the formula in Section 2.a.III.2.i.

c) Dues

- I. There shall be no dues.

3) GAC Board Meetings

- a) GAC Board meetings shall be regularly scheduled and announced, and these meetings shall be open to all students.
- b) Minutes for all scheduled meetings will be taken and posted on the GAC website.
- c) GAC Officers and Representatives are expected to attend all GAC Board meetings. Although absence is strongly discouraged, if necessary, it should be coordinated with the GAC President prior to the meeting.
 - I. Repeated absence from GAC Board meetings may lead to removal from office.

4) Voting and GAC Board Decisions

- a) The GAC Board, in acting in the best interests of the GAC, should make every effort to make decisions through consensus.
- b) If, after all GAC members have expressed their opinions and a consensus cannot be reached, a vote shall be taken following these guidelines:
 - I. All GAC members may vote.
 - II. Simple majority determines the decision.

5) GAC Board

- a) The GAC Board consists of five MPAC student officers and one GSM staff member.
- b) All current GAC members are entitled to a vote on any measures brought to a vote by the GAC Board.
- c) The GSM staff member shall not have a vote for any measure brought to a vote by the Board.
- d) GAC Board Code of Conduct and General Duties
 - I. Officers work as a team in the fulfillment of the general mission of the GAC and the specific responsibilities of each officer as stated below. All officers are expected to perform duties beyond the description of their position, as necessary.

- II. Officers shall champion the ethical standards expected of all members of the GSM and UC Davis communities, keeping in mind the spirit of the UC Davis GSM Ethics Pledge.
 - III. Officers shall represent the GSM when required.
 - IV. Officers are expected to involve all GAC members in organizing activities as much as possible. Many of the responsibilities listed for each officer do not require that the officer personally conduct the activity; other members of the GAC may be appointed instead. The officer is merely responsible for seeing that the duty is completed.
 - (1) Non-officers of the GAC are not expected or required to complete tasks assigned by the GAC Board unless they volunteer to do so.
 - V. Officers shall maintain records to facilitate the flow of knowledge to each new set of officers.
 - VI. There shall be no co-positions for any GAC Board officer position.
- e) **President**
- I. The GAC President shall:
 - (1) Coordinate the activities of the GAC officers and GAC events.
 - (2) Facilitate GAC meetings, to include the setting of an agenda and scheduling of meetings.
 - (3) Send relevant GAC announcements to the school.
 - (4) Work with the Administration, Director of Student Affairs, ASM, GAC Vice President and the GAC Board to organize and facilitate a large annual networking event (e.g. Friendsgiving).
 - (5) Facilitate the transition process after the election of new GAC Board officers.
 - (6) Organize end of year feedback sessions (alongside GAC Vice President and Director of Marketing and Communication), compile and present findings to the GAC Board and appropriate members of the faculty, staff and administration.
 - (7) Serve as an ex-officio member of the GSM Alumni Association Board of Directors and attend all Alumni Association Board meetings.
 - (8) Serve as MPAC co-representative to the ASM and attend scheduled meetings (alongside GAC Vice President)
- f) **Vice President**
- I. The GAC Vice President shall:
 - (1) Facilitate any GAC Board meeting that the President cannot attend.
 - (2) Meet regularly with the Assistant Dean of Student Affairs and MBA Program Manager (along with the GAC President) to facilitate information transfer between the faculty, staff and GAC.
 - (3) Serve as the student liaison to Career Services and Student Affairs.
 - (4) Manage the GAC Bylaws and develop any additional governing documents that ensure the smooth operation of the GAC.
 - (5) Spearhead any efforts to address issues that arise as directed by the President.
 - (6) Facilitate information-gathering events and facilitate communication about curriculum between the GAC and administration.
 - (7) Facilitate communication between the GAC and ASM Clubs.
 - (8) Facilitate communication between Student Services and Clubs.
 - (9) Assist Director of Director of Finance and Operations to represent Club interests to GAC, to include requests for special funding beyond what GAC allocates.
 - (10) Assist the Director of Marketing and Communication with alumni sponsorship and participation in GAC-specific fundraisers and events.

(11) Aid the GAC President in the planning efforts of the annual network event (e.g. Friendsgiving).

(12) Serve as MPAC co-representative to the ASM and attend scheduled meetings (alongside GAC President)

g) Director of Finance and Operations

I. The GAC Director of Finance and Operations shall:

(1) Prepare and maintain the GAC budget.

(2) Coordinate quarterly proposal submissions for Club projects and special project funding.

(3) Communicate with ASM Director of Finance and Operations, MPAC program manager, Graduate Student Association, and all relevant outlets regarding funding of events.

(4) Keep financial records of all revenues and expenses.

(5) Record and maintain GAC membership lists.

(6) Assist with the financial management of all GAC events.

(7) Register the GAC annually at the UC Davis Center for Student Involvement (CSI).

(8) Serve as liaison with the GSM Business Office and Facilities staff.

h) Director of Marketing and Social Communication

I. The GAC Director of Marketing and Social Communication shall:

(1) Take minutes during each GAC meeting, and make those minutes available to the GAC in a timely manner.

(2) Market all GAC-specific events.

(3) Maintain the GAC website and other relevant webpage accounts (e.g. Eventbrite, MailChimp, etc.)

(4) Oversee and ensure Club website maintenance and calendar updates.

(5) Maintain and manage the GSM all-school calendar for GAC-sponsored events.

(6) Maintain a written and visual history of the GAC and its events, including photos, videos and news stories.

(7) Oversee all design and production of signage, fliers and other promotional materials for GAC-sponsored activities.

(8) Coordinate fundraising opportunities.

(9) Coordinate GAC events that will appeal to the GAC membership, including BBQs, birthday events and holiday celebrations.

(10) Facilitate at least one GAC social event per quarter.

(11) Coordinate at least two philanthropic events throughout the school year.

(12) Assist GAC Club events with alumni sponsorship and involvement.

(13) Aid in the planning of all GAC-specific events.

i) Director of International Relations

I. The GAC Director of International Relations shall:

(1) Aid relations between international students, domestic students, faculty and staff.

(2) Help plan one international-themed dinner per quarter including Chinese New Year with MBA liaison during Winter Quarter

(3) Work with Career Services to aid in job search activities and provide international students with resources to help procure internships/full-time positions.

(4) Make an effort to aid international students' transition to Davis and the GSM.

(5) Work with the Director of Marketing and Communication to encourage diverse attendance at all GAC and Club events.

6) Relationship with the Associated Students of Management (ASM)

- a) To maintain membership with ASM, the GAC agrees to:
 - I. Produce at least one event per academic quarter.
 - II. Schedule, announce and hold at least two Club meetings per quarter, not including the scheduled event.
 - III. Maintain a short-term (Fall Quarter) and develop a long-term (Fall to Spring) events plan.
 - IV. Conduct a quarterly update with the ASM Vice President.
 - V. Maintain a current and professional website that is updated at least quarterly.
 - VI. Abide by the following funding rules:
 - (1) Is professional with funds and uses one of the following accounting methods:
 - (a) Maintain an independent bank account for club use, or
 - (b) Keep funds in the ASM account and manage said funds in coordination with the ASM Director of Finance and Operations.
 - (2) To receive funds, clubs must submit information about their event using the online form on the ASM website as early as possible before the beginning of the quarter in which the event will be held. Retroactive funding requests will be considered by the entire ASM Board on a case-by-case basis.
 - (3) No funding will be granted without submission of relevant budgets or receipts unless there is a clear and pre-determined reason why this requirement could not be met.

7) Election of GAC Board Officers

- I. The ASM Vice President and Club Liaison shall coordinate the election of the new GAC Board officers.
- II. Election of the GAC Board Officers
 - (1) Nominations for the GAC Board shall be collected by the second week of the Fall Quarter.
 - (2) Candidates may run for more than one office, but are expected to provide preferences between positions.
 - (3) Nominees shall provide a statement of no more than 300 words expressing their desire and qualification for office, to be made available during voting proceedings.
 - (4) The ASM Vice President and Club Liaison shall hold an on-line poll election for contested GAC Board offices.

8) Term of Office, Replacement of Officers and Removal of Officers

- a) GAC Board Term of Office
 - I. Terms begin by week three of Fall Quarter.
 - II. Transition Process
 - (1) The newly elected GAC officers should be brought into their new responsibilities with an organized transition program run by the outgoing GAC Board and the GSM staff member.
 - (2) This process will be determined by the outgoing GAC Board but shall include ample time, assistance and training.
- b) Replacement of Officers
 - I. Candidates should run for GAC Board office only if reasonably sure of being able to serve their full term. If unforeseen circumstances arise and an Officer is unable to complete their term, the GAC Board can determine if a replacement is necessary.
 - II. A new election may be held to elect a new officer, but is not necessary.
 - III. The GAC Board officers may, through majority vote, determine appointment procedures and scheduling.

- IV. The duties of the open position may be passed to another GAC Board officer, as determined by majority vote of the GAC Board officers. The officer serving in the new role may retain the duties of their previous Board position, or a replacement can be appointed.
- c) Removal of Officers
 - I. An officer may only be removed from office by a 2/3 votes of all voting officers.
 - II. All voting officers must be present for a vote of removal to occur.
 - III. The officer being voted on does not have a vote, but shall be present for the vote, if they choose.
 - IV. Removal of an officer is an extreme situation and must be exercised only if the officer in question has committed a gross dereliction of duty determined to adversely harm the GAC or GSM.
 - V. It is highly recommended that the decision to remove an officer be discussed with an Assistant Dean before action is taken.

9) Changes to the Bylaws

- a) Incoming GAC members are encouraged to identify and strengthen areas of the GAC Bylaws.
- b) Changes to the GAC Bylaws may be made by simple majority vote of the current GAC members.
- c) Changes to the GAC Bylaws may also be made by consensus of the President, Vice President, and Director of Finance and Operations when speed and efficiency are in the best interest of the GAC.
- d) Once a change is made, the Bylaws may simply be rewritten.
 - I. A list of changes is not necessary, but the GAC Board should maintain a historical record of old versions of the Bylaws.
- e) Revised bylaws must be posted on the GAC website as soon as possible after changes are made, and a notification of change must be published to all current GAC members.