

SAMPLE BY-LAWS

By-laws of The Association for Accounting Administration New Jersey Chapter

Article I – Name: The name of this organization shall be Association for Accounting Administration - NJ Chapter.

Article II – Objectives and Purposes: the objectives of the Association shall be:

1. To promote the profession of accounting administration and to educate the members and the accounting profession at large in the advancement, improvement and uses of accounting administration.
2. To provide an opportunity for the exchange of experiences and opinions through discussion, study and publication.
3. To conduct and cooperate in courses of study for the benefit of persons desiring to enhance their ability to perform administrative functions in the accounting profession; and to hold meetings and seminars for the education and betterment of members.
4. To acquire, preserve and disseminate data and valuable information relative to the functions and accomplishment of accounting administrators.
5. To cooperate with local, regional and counterpart groups of accounting administrators in the common endeavor of advancing accounting administration as a profession.
6. This association shall be nonprofit and no officers or members shall receive any pecuniary profit from the operation of this Association.

Article III – Policy: Membership shall be non-sectarian, non-partisan and non-union without regard to race, sex religion, ethnic background or political preference.

Article IV – Membership: Membership with the National Association for Accounting Administrators is required. Members of the National Association for Accounting Administration will automatically become members of the NJ Chapter at \$0 (no additional or additional) cost. Members desiring membership in the NJ Chapter only will be charged dues.

1. All members whose dues were paid on the date this Association signed these bylaws shall be considered Charter members.

2. There shall be two classes of members in addition to Charter, Active and Affiliate:
 - a. Active – any person engaged in the administration of an accounting firm
 - b. Affiliate – any person who has been an Active member of this Association and is no longer employed by an accounting firm or any other person who has an interest in the accounting profession may become an affiliate member. Affiliate members do not have the privilege of voting and membership must be approved by the Executive Committee who will also assess dues.
 - c. An application for membership shall be presented to the Membership/PR officer. Upon such application being approved by the Executive committee, new members will be notified and admitted at the next regular meeting of the members.

Article V – Meetings:

1. Regular meetings of this Association shall be held in May, Aug., and Nov.
2. A meeting in Jan of the Executive Committee will be held to plan the year's activities and will be open to the membership.
3. Special meetings may be called by the President or by on-third (1/3) of the active members.
4. The Executive Committee shall hold meetings as called by the President. A simple majority of members of the Committee shall constitute a quorum.

Article VI – Dues: the dues of this Association shall be set by the Executive Committee. There shall be no refund of dues after an applicant has become a member.

Article VII – Officers:

1. The officers of this Association shall be President, Vice President (President Elect), Secretary, Treasurer and Membership/PR Director, and shall be known as the Executive Committee.
2. The term of office for all officers shall be two years from the date of election or until their successors shall be elected and installed.

Article VIII – Nomination and Election of Officers:

1. All officers of this Association shall be elected at the meeting in Nov.
2. At the Aug meeting, the Executive Committee shall appoint a committee of at least (3) members to be known as the Nominating Committee. The duties of this committee shall be to nominate a slate of officers which will be presented to the membership at least four weeks (4) prior to the Nov.

meeting, at which time election will be held. A majority of votes cast shall be necessary for election to any office.

3. No person shall be eligible to hold office in this Association who is not an Active member in both the National Association and this Chapter at the time of election or appointment. Vacancies shall be filled by a charter or an Active member appointed by the Executive Committee.

Article IX – Appointment of Committees: The President shall from time to time appoint the chairperson of such other committees as may be considered necessary, subject to the approval of the Executive Committee.

Article X – Duties of Officers:

1. The President shall:
 - a) Preside at all meetings of this Association and of its Executive Committee;
 - b) Perform such other duties as ordinarily pertain to this office;
 - c) Appoint all committee chairpersons, subject to the approval of the Executive Committee; and
 - d) Be an ex-officio member of all committees, except the Nominating Committee
2. The Vice President (President Elect) shall:
 - a) Preside in the absence of the president;
 - b) Perform such other duties as ordinarily pertain to this office; and
 - c) Serve as Program Chairperson
3. The Secretary shall:
 - a) Keep an accurate record of all meetings;
 - b) Preserve in a permanent file all records and letters, including the Minute Book, which shall be turned over to his/her successor at the close of his/her term; and
 - c) Maintain a roster of members, as well as a mailing list of all prospective members
4. The Treasurer shall:
 - a) Collect all dues and assessments of this Association;
 - b) Make disbursements by check signed by the Treasurer and/or President; and
 - c) Keep an account of all receipts and disbursements, making an annual written report to the membership thirty days after the close of the fiscal year
5. The Membership/PR Director shall:
 - a) Mail or e-mail the minutes of meetings to the membership;
 - b) Provide the membership with a monthly newsletter and meeting notice;
 - c) Send thank you letters to all speakers;

- d) Solicit new members and consider all applications for membership, as well as assisting in all public relations duties with regard to promoting the Association

Article XI – Fiscal Year: the fiscal year of this Association shall be Jan 1 - Dec 31.

Article XII – Amendments: Any proposed amendment or alterations shall be submitted to the members in writing, at least ten (10) days before the meeting at which they are acted upon. These bylaws may be amended or altered by a majority or the members at any regular or special meeting.

Article XIII – Parliamentary Authority: the current edition of Robert’s Rules of Order shall be the final source of authority in all questions of parliamentary procedure.

Article XIV – In the Event of Dissolution: In the event of dissolution of the Association for Accounting Administration - NJ Chapter, any assets remaining after payment of all liabilities and obligations of this Association shall be distributed to nonprofit, charitable, scientific or educational organizations then qualifying as exempt organizations under the applicable Internal Revenue Code.

Signed by the Executive Committee on behalf of all members of the Association for Accounting Administration - _____ Chapter, this _____ day of _____ 200__.

President

Vice President

Secretary

Treasurer

Membership/P R Director