

The National Association of Black Accountants (UT Dallas)

Constitution and Bylaws

04/25/19

Article I. Name of Organization: The National Association of Black Accountants.

Article II. Statement of Purpose. The National Association of Black Accountants' Chapter at The University of Texas at Dallas is the UT Dallas Chapter of NABA, Inc. NABA, Inc. is a nonprofit membership association dedicated to bridging the opportunity gap for black professionals in the accounting, finance and related business professions. Representing more than 200,000 black professionals in these fields, NABA advances people, careers, and the mission by providing education, resources, and meaningful career connections to both professional and student members, fulfilling the principle of our motto: Lifting As We Climb.

The goals include connecting students with extraordinary career and professional development opportunities by exposing them to the world of business in the following ways:

- Providing networking opportunities for students by hosting professionals and job recruiters at our on - campus meetings.
- Organizing company visits for students to participate in workshops that expand their skillset and often lead to job offers.
- Hosting community service events to make an impact in the community.
- Matching students with career opportunities via our resume book.
- Conducting workshops on campus to enhance their skillset.

Article 3. Membership Requirements:

Section 1. Membership shall be open to students of The University of Texas at Dallas regardless of sex (unless specifically exempt by law), race, color, religion, age, national origin, disability, or veteran status.

Section 2. Membership must be limited to UT Dallas students.

Section 3: So that the purpose of NABA can be accomplished, every member of the organization shall pay dues such as are established by the organization's officers. Dues are to be paid once each year to guarantee membership status for two long semesters.

Section 4: Membership Procedures

Recruitment for the organization takes place at the beginning of each semester. Membership is open throughout the school year and never closes. All those interested may become members, as long as they are in good standing with the university. Membership privileges are substantial and include inclusion in the resume book for recruiters, service hours, networking, leadership

skills. Membership requires active participation in the company information sessions and service events and payment of membership dues. **A minimum of three company information sessions and one community service event is required per semester to be considered an active member and be emailed job opportunities & company visit invitations.** Members may be removed on extreme circumstances or upon request of the member. Reinstating members that have been removed involuntarily requires a special meeting by the Executive Board. Reinstating of members that chose to leave does not justify a special meeting and those members will be automatically reinstated upon request.

Article IV: Activities

Activities held include, but are not limited to, service volunteering, company visits, general body meetings, skills workshops, company information sessions, social events.

Article V. Organization Officers and Duties:

Section 1.

President Responsibilities:

(Must have served as a member for at least one academic year prior to assuming role)

- Provides leadership, direction, and vision for the Chapter consistent with the mission of the Association
- Oversees officer performance in each role and holds officers accountable for any constant underperformance
- Sets agenda for meetings and leads officer meetings
- Directs Constitutional updating and revisions
- Prepares and files any report required
- Maintains relationship with chapter advisor, accounting department and DFW Chapter
- Recruits professionals to participate as meeting speakers
- Requests updated email list of African-American Accounting/Finance Students from accounting department each semester
- Emails paid members and African-American Accounting/Finance Students about upcoming events two weeks prior, and about joining NABA
- Introduces meeting speakers at events
- Signs-off on all disbursements
- Reserves rooms for all events (one semester prior)
- Assists with maintaining/obtaining sponsorships from local businesses for the semester (food/cash)
- Other duties as needed

Vice President of External Affairs Responsibilities:

- Checks speaker registration form and requests parking passes from accounting department at least 10 days prior to event.
- Reports attendance information to accounting department within two days of on-campus events with professionals by email (naba.utdallas@gmail.com)
- Assists with event set up (ordering and collecting food)
- Completes the Chapter Reporting requirements to NABA, Inc. (quarterly) by each deadline
- Keeps up to date with scholarship due dates and emails to VP of Public Relations at least 5 weeks prior to deadline
- Keeps up to date with NABA conferences/conventions and emails to President at least 5 weeks prior to early registration deadline
- Oversees NABA conference registrations and assists students as needed
- Plans and oversees community service events
- Signs-off on all disbursements
- Reserves rooms for all events (one semester prior)
- Other duties as needed

Vice President of Internal Affairs Responsibilities:

- Leads event coordination efforts (food, speaker gifts *from accounting department*, room and sign-in table preparation, signage)
- Collects speaker(s) gift(s) from accounting department prior to date of event
- Ensures all SOC Requirements are met and board members are aware of upcoming SOC requirements
- Oversees ambassador attendance at monthly SOC meetings and attends SOC meetings as needed
- Tracks inventory and works with VP of Membership/Treasurer to replenish shortages
- Takes E-board meeting minutes and disseminate to all other NABA officers
- Other duties as needed

Vice President of Membership Responsibilities:

- Creates & Receives E-Board approval for Chapter Budget (Google Drive)
- Maintains all financial paperwork (Google Drive)
- Keeps Record of Points (attendance tracking) and updates membership list (Google Drive)
- Sends membership confirmation emails weekly
- Responds to questions from students via email/ GroupMe
- Collects all monies and makes all deposits/transfers to bank account weekly

- Requests reimbursements from SOC office at least two weeks prior to event (mandatory).
- Submit receipts to accounting department to request reimbursement for events.
- Verify all reimbursements are received and record all reimbursement documents on NABA Google Drive (reimbursement request emails, receipts)
- Signs-off on all disbursements
- Other duties as needed

Vice President of Public Relations Responsibilities:

- Plans collaborations for social events and acts as liaison between the collaborating org and NABA
- Drafts all event promotional messages and leads the email marketing to accounting department (undergrad & grad), finance department (undergrad & grad) and members
- Retrieve flyer from VP of Marketing and post events on all NABA's social media platforms
- Other duties as needed
- Ensures that board members know what's going on throughout campus where NABA can be involved
- Leads the maintaining/obtaining of sponsorships from local businesses for the semester (food or cash)

Vice President of Marketing Responsibilities:

- Designs creative materials, submit to SOC for printing two weeks prior to event upon approval from President (<https://www.utdallas.edu/soc/>)
- Emails creative materials to E-board upon approval from President (flyers, postcards, etc.)
- Posts flyers on each JSOM bulletin board, on NABA board, within SSB and SU, and on the NABA office door (one week prior to event)
- Designs member of the month pictures and submits to VP of Public Relations
- Maintains website by updating information, upcoming events, photos, etc.
- Collaborates with VP of Outreach for on campus promotion activities where assistance is needed Other duties as needed
- Compiles all event photos and uploads to shared NABA Google Drive within one week of event
- Other duties as needed

Vice President of Outreach Responsibilities:

- Plans and leads all recruiting and event promotion activities around campus (tabling, etc.)
- Leads retention efforts by personally connecting with members at meetings, etc.
- Leads participation in on campus events where tabling is involved
- Ensures that board members know what's going on throughout campus where NABA can be involved
- Develops new recruitment initiatives for around campus and work with VP of PR to plan socials
- Other duties as needed

Article VI. Officers

Section 1. Executive Team: President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Membership, Vice President of Public Relations

Section 2. Ex-officio members: Faculty Advisor; non-voting

Officer election/removal process:

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status. Equal opportunity must be given to all interested candidates.

Organization officers will be selected by a nomination and election process. Officers shall be elected during the first two weeks of the last month preceding final exams and will serve a term of one academic year minimum.

Nominations will open two weeks prior to elections. The time between elections and the new term shall serve as a transition period for new officers. Any member may nominate any other voting member, including himself or herself. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next general meeting. There are no term limits.

Officers may at any time choose to resign from the organization by contacting the President by sending written notification via email.

An officer can be removed through vote of the other officers, under the counsel of the organization's advisor, based on but not limited to the perception of the member's participation, dedication, teamwork, and attitude. All members are notified of this pending action at least one week prior to the removal decision.

A two thirds majority vote of the voting membership (excluding the member in question) is mandatory in order to remove an officer.

Terms of Office

Terms of office shall be consistent with the academic school year, one fall semester and one spring semester. Students may succeed themselves, for a maximum term limit of 2 years.

Vacancies

Any vacancy, which may occur within a team, shall be filled by appointment by the president. Persons that were not elected shall be given consideration to fill vacancies.

Article VI. Meetings:

Section 1. Regular Meetings of the membership shall be held weekly during the first ten weeks of school each academic term, excluding summer. Officer meetings shall be held at least twice a month.

Section 2. Special meetings may be called by the President

Article VII. Organization Advisor

Section 1.

The advisor will be selected by a majority vote of voting members. The advisor must be either a full-time faculty member or professional staff member, be knowledgeable of the organization's activities and share some of the same interests of the organization. The advisor will help the organization's officers to plan and develop short-term and long-term goals.

The advisor:

- Represents the organization in staff and faculty meetings.
- Should be familiar with campus facilities, services, and procedures that affect the organization.
- Shall act as a historian to provide continuity within the organization
- Shall resolve conflict among organization members
- Shall encourage camps participation
- Shall meet with the SOC office when requested
- May assist in evaluating meeting performance, and progress.
- May make suggestions that will help officers to improve leadership skills.
- May take part in the transition of responsibilities between old and new officers.

Article VII. Organization Funds: Funds shall be collected by requesting reimbursement from the Student Organization Center (SOC) and accounting department, charging membership dues, and requesting sponsorship from businesses. The organization shall, as it deems necessary, undertake additional fundraisers for its own purposes. All fundraising shall be conducted in accordance with University policies and be reported to NABA Inc.

Article VIII. Method to Amend the Constitution:

Article IX: Amendments

This constitution may be amended by a vote of two-thirds of the members of the organization present at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means. All constitutional additions, revisions, and deletions must be reported to the SOC that semester.

Article X. Dissolution Clause:

Section 1. This organization will be dissolved by a two-thirds majority vote of officers, or when the organization fails to complete the University required recognition process.

Article XI. Enabling Clause: This Constitution shall go in effect on April 25, 2019 upon approval of the President vote in favor by all present voting members.

Article XII. Signature Line/ Block: The signatures below indicate that we, as executive officers, approve this document.

Chief Organization Officer/ President's Name: Taphenes Koroma Date: 04/25/2019

Chief Financial Officer/ Treasurer's Name: Naomi Board Date: 04/25/2019

Vice President of External Affairs' Name: Yelian Mevo Date: 04/25/2019