

# **AUDITING SECTION OPERATING MANUAL**

**Revised and Approved, August 2014**

## **Operating Manual**

This Operating Manual contains the Section's by-laws, policies, and procedures as well as general information about the Section. Officers, Committee Chairs and Members, and Regional Chairs should find the Manual helpful in understanding and carrying out their respective responsibilities. Suggested enhancements to the Manual should be communicated to the Section Historian.

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# Section I — Purpose and Organization of the Auditing Section

## A. PURPOSE AND OBJECTIVES OF THE AUDITING SECTION

The By-Laws of the Auditing Section state that “The purpose of the Auditing Section of the American Accounting Association is to foster excellence in the teaching, research, and practice of auditing and other assurance services. The Section’s strategic framework is expressed in a Mission Statement, which is periodically updated and published.”

The following Vision, Mission, and Goals and Objectives are from the Section’s Strategic Planning Roadmap effective 2011.

## B. VISION, MISSION, GOALS, AND INITIATIVES

### Vision

A clear vision of the future of the organization is a requisite element of any strategic plan. A vision outlines what an organization wants to be and should serve as a source of inspiration. Our vision for the Auditing Section can be stated succinctly as:

***Thought Leader in Auditing and Assurance Services Influencing the Profession  
and Preparing the Next Generation of Professionals***

Our vision is for the Auditing Section and its members to be recognized as *thought leaders in auditing and assurance services and to equip the next generation of qualified professionals with the highest levels of competence and ethical values to protect the public*. As such, the Section will participate in critical activities and key decisions for auditing and assurance services related to:

- Education
- Scholarship
- The practice of auditing and assurance
- Regulation and standard setting

The Auditing Section's community will be recognized for our:

- Fostering of integrity and ethical behavior to protect the public interest
- Influence through individual and collective voices on challenging and emerging auditing and assurance issues
- Research affecting auditing and assurance services
- Education of competent professionals through development and delivery of leading edge auditing and assurance knowledge
- Relevance of initiatives it promotes
- Cohesive and supportive culture



**Four Elements Essential to Achieving our Vision**

## **Mission**

It is vital that an organization has a deep understanding of its purpose, which is usually communicated via a *mission statement*. A mission describes the most meaningful aspect of what an organization does—its reason for being—and how it goes about doing what it does.

Our mission defines the purpose of the Auditing Section and it drives our actions and serves as the basis for determining what we should and shouldn't do. We have a simple and focused mission:

**To Further the Discipline and Profession of Auditing and Assurance Services Through Education, Research, and Service**

In accomplishing our mission, we foster integrity and ethical behavior to protect the public interest. The Auditing Section community accomplishes our mission in advancing auditing and assurance services through:

- Expanding knowledge and idea development
- Promoting effective learning
- Interacting with and influencing the profession
- Advancing faculty careers

The strategic plan will focus on validating this resonating focus with our members and that delivers on this value proposition. Periodically, the strategic plan is validated and refined as we move forward.

# Strategy

## Goals



The Auditing Section will succeed in executing its Strategic Plan by uniting our members around a common set of clear and measurable goals and Strategic Initiatives (SI).

## Strategic Initiatives (SI): Overview and Action Plans



The Strategic Initiatives (SI) facilitate the Strategic Plan and bring it to life. Each SI is developed and implemented through a team comprising a cross-section of Auditing Section members who will contribute to the planning effort by bringing their best ideas and thinking to their respective SI. A brief outline is provided below that describes each initiative as described in the 2011 Strategic Planning Roadmap. Over time, these initiatives may change but are provided below to illustrate the nature of these initiatives.

### Strategic Initiatives (SI)

#### Data and Research Fulfillment

**SI1** The Auditing Section will facilitate the creation of processes to provide additional access to archival and practicing professional participants (i.e., subject based) data for academic research projects. We will also foster proactive exchanges with assurance services professionals regarding the current state of knowledge and practice, as well as ideas for future research.

#### SI2 Respect, Voice, and Strategic Reliance

The Auditing Section will initiate regular interaction with professional organizations and/or policy makers each year. We will initiate efforts to increase perception of AJPT as a top research journal. We will increase the total number of Auditing Section members who are involved, in various capacities, with the auditing profession and policy setting. We will develop and disseminate research summaries and assess usage. We will create a searchable summary of research articles indexed by topic to be made available online and foster proactive exchanges with professionals of research ideas and current state of knowledge. The Auditing Standards Committee will effectively comment on significant proposed standards by designated standard setters and submit commentary and editorials to appropriate outlets.

#### SI3 Membership, Growth, and Involvement

The Auditing Section will increase membership in the following categories: Non PhD PQ members, internal audit & governmental auditors, academics, and the number of AAA members who have an Audit interest. We will also increase the non US member's participation in the mid year meeting. We will also increase diversity experience, backgrounds, and culture. In tandem with the membership increases we will retain ADS and PhD project students with interest in auditing.

#### SI4 Education Fulfillment

The Auditing Section will raise awareness of audit-related teaching materials and best practices for use in classroom instruction. Delivery methods will be through education sessions at Auditing Section and AAA regional meetings. An area of particular focus will be to increase inclusion of integrity and ethics in courses with a goal to foster integrity and ethical behavior in the next generation of professionals.

## **SI5 Governance and Structure**

The Auditing Section will have a strategic plan developed and presented to Auditing Section membership and the EC will lead execution of the plan. We will seek the services provided by the AAA staff to support our initiatives. We will consolidate to a single sourced integrated technology platform to support section activities.

### **C. OFFICERS AND RESPONSIBILITIES**

#### **1. PRESIDENT**

The By-Laws state that the “The President serves a one-year term. The duties of the President are:

1. Direct the affairs of the Section and carry out its programs with the advice of the Executive Committee.
2. To preside at all Section meetings and Executive Committee meetings.”

In addition to the above duties as stated in the Section’s By-Laws, the President is also responsible for performing the following additional duties

1. Host the annual Section luncheon at the AAA Annual meeting and arrange for a speaker for this luncheon.
2. Review and approve as appropriate all expenditures of the Section. Review periodic financial reports received from the parent association (AAA) and discuss financial status with the Treasurer and the Executive Committee.
3. Liaise with the AAA Executive Committee and administrative personnel.
4. Liaise with the AAA Council Representative.
5. Make appointments to the Section Task Forces and Committees whenever openings arise. (The appointment of Task Forces and Committees for any given year is the responsibility of the Vice President-Academic prior to assuming the position of President.)
6. Oversee selection of the recipients for each of the Section’s awards and arrange for all plaques to be distributed.
7. Write a President’s Report for each issue of *The Auditor’s Report* newsletter.
8. Represent the Section to external constituencies or within the AAA as appropriate (e.g., participation at a regional AAA meeting).
9. Discuss plans, programs and responsibilities with the new officers and committee chairs.
10. Serve as the Executive Committee Liaison to the following Section Committees: Annual Meeting Program Committee, Midyear Meeting Program Committee, Doctoral Consortium Committee, Notable Contributions to the Auditing Literature Award Selection Committee, AJPT Best Paper Award Selection Committee, the AJPT, and CIIA.

## **2. VICE PRESIDENT – ACADEMIC**

The By-Laws state that the “The Vice President - Academic is elected for a one-year term, and upon completion of this term as Vice President, automatically becomes President. The duties of the Vice President-Academic are:

1. Direct the affairs of the Section and/or preside at Section meetings in the event the President is unable to serve;
2. To appoint the Historian;
3. To perform whatever other duties the President might assign.”

In addition to the above duties as stated in the Section’s By-Laws, the Vice President-Academic is also responsible for performing the following additional duties:

1. Appoint individuals to non-elective positions of the Section that will become vacant at the next AAA annual meeting(including the position of Historian).
2. Works with the Executive Committee to identify ongoing and new goals and activities that align with the strategy of the Section.
3. Provide counsel and assist the President on unresolved issues and problems, as requested.
4. Serve as the Executive Committee Liaison to the following Section Committees: Membership and Regional Coordinators Committee and Outstanding Dissertation Selection Committee.

## **3. VICE PRESIDENT – PRACTICE**

The By-Laws state that the “The Vice President - Practice is elected for a two-year term, and is not eligible for immediate reelection. The duties of the Vice President-Practice are:

1. Direct the affairs of the Section and/or preside at Section meetings in the event the President and Vice President-Academic are unable to serve;
2. To perform whatever other duties the President might assign.”

In addition to the above duties as stated in the Section’s By-Laws, the Vice President-Practice is also responsible for performing the following additional duties:

1. Work to increase practitioner involvement in the Section and its activities. This might, for example, include identifying potential practice members, and by monitoring practitioner-related Section activities.
2. Chair the committee that will select the recipient of the Distinguished Service in Auditing Award.
3. Serve as the Executive Committee Liaison to the following Section Committee: Auditing Standards Committee.

#### **4. TREASURER**

The By-Laws state that the "Treasurer is elected for a two-year term, and is not eligible for immediate reelection. The duties of the Treasurer are:

1. To work with AAA personnel relative to collection and disbursement of Section funds;
2. To provide financial information for the Section's newsletter;
3. To report to the membership at the Section's annual business meeting on the financial affairs of the Section."

In addition to the above duties as stated in the Section's By-Laws, the Treasurer is also responsible for performing the following additional duties:

1. Monitor on a monthly basis the Section's cash balance (the AAA office will forward a cash flow statement on a monthly basis). Alert the Executive Committee when the Section's cash balance reaches -the prior year's annual dues plus \$10,000 and recommend action when the cash balance reaches -the prior year's annual dues plus \$5,000.
2. Prepare the Section's annual budget for submission to the AAA, as requested by AAA.
3. Serve as the Executive Committee Liaison to the following Section Committee: Education Committee.

#### **5. SECRETARY**

The By-Laws state that the "Secretary is elected for a two-year term, and is not eligible for immediate reelection. The duties of the Secretary are:

1. To supervise the keeping of records of Section meetings, policies, and procedures;
2. To provide information and guidance for the Section's Newsletter;
3. To work with AAA personnel regarding all facets of the Section's membership."

In addition to the above duties as stated in the Section's By-Laws, the Secretary is also responsible for performing the following additional duties:

1. Ensure that archives of *The Auditor's Report* are available electronically.
2. Work with AAA staff to prepare ballots for elections, as necessary.
3. Serve as the Executive Committee Liaison to the following Section Committees: Communications Committee, and *The Auditor's Report*.
4. Assist Historian with his/her responsibilities, as needed.

## **6. PAST PRESIDENT**

The By-Laws state that the “Past-President serves for one year immediately following his or her term as President. The duties of the Past-President are:

1. To serve as a full member of the Executive Committee;
2. To consult and advise with the other offices.”

In addition to the above duties as stated in the Section’s By-Laws, the Past-President is also responsible for performing the following additional duties:

1. Chair the Outstanding Auditing Educator Award Selection Committee.
2. Chair the committee that will conduct the search for the Senior Editor of *Auditing: A Journal of Practice & Theory*.
3. Chair the committee that will conduct the search for the Editor of *Current Issues in Auditing*.
4. Serve as a member of the Nominating Committee in the period immediately beginning with service as Past President.
5. Serve as the Chair of the Nominating Committee in the period immediately following service as Past President.
6. Serve as the Executive Committee Liaison to the following Section Committees: Research Committee, Innovation in Auditing Education Award Selection Committee.

## **7. HISTORIAN**

The By-Laws state that the “Historian serves a two-year term as an officer and is designated as an *ex-officio*, non-voting member of the Executive Committee. The duties of the Historian are:

1. To maintain an up-to-date history of Section activities;
2. To maintain and update the Section’s *Operating Manual*;
3. To provide historical perspective at Executive Committee and Section business meetings and aid in providing continuity to the Section.”

In addition to the above duties as stated in the Section’s By-Laws, the Historian is also responsible for performing the following additional duties:

1. Maintain an up-to-date history of Section activities, including a listing of award winners. Ensure that this information is available electronically.
2. Maintain and update the Operating Manual. Ensure that the Operating Manual is available electronically.
3. At the beginning of each new administration, contact new Section Officers and Committee Chairs with information on how to access the Operating Manual.
4. Attend meetings of Executive Committee (*ex-officio* and non-voting) to provide historical perspective and aid continuity and compliance with the by-laws and the Operating Manual.
5. Consider periodically, with Executive Committee input, whether there are any items of historical significance and interest for inclusion in *The Auditor’s Report*, and, as appropriate, submit a manuscript of historical perspective to one of the Section’s journals.
6. Respond to officer, member, and non-member inquiries on historical matters.
7. Identify records vital to the Section’s operations and establish a program to protect them.

## 8. AAA COUNCIL REPRESENTATIVE

The By-Laws state that the "Council Representative is elected to serve a minimum of three years and is eligible for one additional three-year term. The Council Representative is designated as an *ex-officio*, non-voting member of the Executive Committee. The duties of the Council Representative are:

1. Represent the Auditing Section on the AAA Council.
2. Perform Council duties as described in the AAA bylaws.
3. Report in a timely manner all relevant Council meeting information to the Auditing Section Executive Committee.
4. Attend meetings of the Executive Committee (ex-officio and non-voting) to update the Executive Committee on AAA Council activities and seek input on Council activities and efforts."

## D. EXECUTIVE COMMITTEE LIAISON ASSIGNMENTS

NOTE: Section C. above provides the Executive Committee liaison assignments for the Section's Committees.

1. Prior to appointing committee members, the Vice President-Academic should contact each Executive Committee (XC) Liaison and discuss plans for the coming year for each committee. The Vice President-Academic should inform the Liaison of any special tasks that he/she may have in mind for particular committees. For committees without special tasks, the Vice President-Academic and the XC Liaison should discuss plans for the committee.
2. Contact your committee chairs (see committee list) shortly after the annual meeting (preferably by September 1).
  - offer help, contact with XC as needed to discuss charges, if needed
  - inform that you will contact chair for the interim report due December 15 and the final report due July 15
  - reports should note
    - (1) goals,
    - (2) plans,
    - (3) progress to date, and
    - (4) any issues needing XC attention.
3. Send email reminders by **November 15** for the interim report and by **June 15** for the final report.
4. When you receive a report, make it electronically available to all XC members, including a message about anything the XC should pay particular attention to.
5. Consider making committee reports available electronically to all Section members.

## **E. COMMITTEE RESPONSIBILITIES**

### **1. GENERAL GUIDELINES FOR STANDING AUDITING SECTION COMMITTEES**

1. Committee members and chairs are appointed by the Vice President-Academic. Committee chairs will be provided with access to the Operating Manual by the Vice-President Academic or the Historian. Each year the Vice President-Academic, as President-Elect, prepares a report of the committee appointments and makes it available to the Executive Committee. This report and roster of committee members is incorporated by reference in this Operating Manual.
2. Committee Size – Generally committees should have five to seven members.
3. Terms of Appointment – Appointment to committees is generally for three years with the appointments staggered so approximately one-third of the members rotate off each year. The Vice-President Academic appoints the Vice Chair each year who moves to Chair position the following year if performance as Vice Chair is deemed appropriate by the Vice President – Academic.
4. All committees should develop a brief manual of position specific procedures to pass on to future committees and update as appropriate.
5. All committees should communicate the progress and results of Committee activities to Auditing Section members in appropriate ways, including but not limited to the presentation of a brief report in *The Auditor's Report* and at the Section's annual business meeting.
6. All committees should communicate periodically with the assigned liaison to the Executive Committee. This communication includes the preparation of an interim and final report as described above in Section I. D.
7. Committees may be asked by the Executive Committee to complete other assignments related to their charges.

## 2. STRUCTURE AND CHARGES FOR STANDING COMMITTEES

Committee	Structure and Terms of Service	Charge
<b>AUDITING STANDARDS COMMITTEE</b>	<p>Members appointed for three-year terms, with one-third of committee membership rotating on/off each year. The Chair also serves for three years (first year as vice-chair, second year as chair, and third year as past chair). If possible, vice-chair should be appointed from the committee membership.</p> <p>Executive Committee Liaison: Vice President - Practice</p>	<ol style="list-style-type: none"> <li>1. Foster interaction between the Auditing Section and auditing standard-setting bodies, including the Auditing Standards Board, the Public Company Accounting Oversight Board, the International Auditing and Assurance Standards Board, the Internal Auditing Standards Board, and others (e.g., sponsor a panel session at the Auditing Section Midyear Meeting or the AAA Annual Meeting).</li> <li>2. Provide input to Section members on the auditing research implications of projects that are on the agendas of these standard-setting bodies.</li> <li>3. Stimulate research activities on issues that are expected to be of interest to relevant standard setting bodies.</li> <li>4. Monitor auditing research and where possible, provide ad hoc reports or formal presentations at meetings of these standard-setting bodies on research findings that suggest potential changes in standards.</li> <li>5. Coordinate with the Communications Committee to send copies of the Section's journals to thought leaders (e.g., regulators, standards setters, practitioners, financial journalists).</li> <li>6. Issue comment letters on proposed standards and guidance issues by auditing-relevant standard-setting bodies.</li> </ol>
<b>COMMUNICATIONS COMMITTEE</b>	<p>Members appointed for three-year terms. Chair appointed for two-year term. If possible, Chair should be appointed from the Committee Membership.</p> <p>Executive Committee Liaison: Secretary</p>	<ol style="list-style-type: none"> <li>1. Maintain the Auditing Section's web site.</li> <li>2. Provide oversight of the dissemination of the Auditing Section's newsletter.</li> <li>3. Interact with the appropriate representatives of the American Accounting Association on issues related to association-wide use of electronic forms of communication, such as AAA Commons.</li> <li>4. Foster innovations that will enhance the Auditing Section's ability to achieve its strategic objectives.</li> <li>5. Coordinate with the Auditing Standards Committee and the Research Committee to send copies of the Section's journals to thought leaders (e.g., regulators, standards setters, practitioners, financial journalists, etc.).</li> <li>6. Take appropriate action to help ensure that activities of the Auditing Section and its members are recognized outside of the academy.</li> </ol>

<b>EDUCATION COMMITTEE</b>	<p>Members appointed for three-year terms, with one-third of committee membership rotating on/off each year. The Chair also serves for three years (first year as vice-chair, second year as chair, and third year as past chair). If possible, vice-chair should be appointed from the committee membership.</p> <p>Executive Committee Liaison: Treasurer</p>	<ol style="list-style-type: none"> <li>1. Foster the development of teaching materials and methods for auditing educators.</li> <li>2. Develop education related seminars and activities for Section members.</li> <li>3. Work in conjunction with the Research Committee to foster the integration of auditing research findings into auditing teaching materials and curricula.</li> <li>4. Foster research on the effectiveness and efficiency of alternative approaches to auditing education.</li> <li>5. Interact with the Executive Committee and Mid-Year and Annual Meeting coordinators to arrange for CPE sessions for members, such as the Audit Education Workshop.</li> <li>6. Work with AAA, as needed, to provide CPE credit for members attending CPE sessions.</li> <li>7. Provide information to Auditing Section Regional Coordinators and to AAA Regional Program Chairs to assist them in structuring auditing related CPE activities at the regional level.</li> </ol>
<b>MEETING PLANNING COORDINATORS (MID-YEAR, ANNUAL, AND DOCTORAL CONSORTIUM)</b>	<p>The Mid-Year Meeting Planning Committee consists of two Chairs who are the Directors of the Program, two Vice Co-Chairs who are expected to serve as Co-Chairs the following years. The Vice President-Academic selects the vice-chairs.</p> <p>The Doctoral Consortium committee consists of a chairperson, a vice-chairperson, and a past chairperson. The Vice President-Academic selects the vice-chairperson.</p> <p>The Annual Meeting Committee consists of six members, who serve a two year term. Three new members are appointed each year by the Vice President – Academic. Additional members can be added by approval of the President.</p> <p>Executive Committee Liaison: President</p>	<p>The Mid-Year Meeting Planning Committee is responsible for planning the annual Mid-Year Meeting. The Doctoral Consortium Planning Committee plans the Consortium which is held in conjunction with the Mid-Year meeting. See Section II.G of this Operating Manual for detail tasks.</p> <p>The Annual Meeting Planning Committee works with the AAA Annual Meeting Committee to plan the audit aspects of the annual meeting.</p>
<b>NOMINATING COMMITTEE</b>	<p>Details described in the by-laws, as revised May 2009 and January 2012.</p>	<p>Details described in the by-laws, as revised May 2009.</p>
<b>RESEARCH COMMITTEE</b>	<p>Members appointed for three-year terms, with one-third of committee membership rotating on/off each year. Chair appointed for two-year term. If possible, Chair should be appointed from the Committee Membership.</p> <p>Executive Committee Liaison: Past President</p>	<ol style="list-style-type: none"> <li>1. Investigate and promote opportunities for auditing and assurance research.</li> <li>2. Foster innovations in auditing and assurance research.</li> <li>3. Work with the Communications Committee to facilitate the communication of auditing and assurance research findings to members of the practice community.</li> <li>4. Interact with the Auditing Standards Committee concerning their research activities.</li> <li>5. Assist the Section in arranging research related meetings with relevant stakeholders (e.g., CAQ, PCAOB, etc.).</li> <li>6. Work in conjunction with the Research Committee to foster the integration of auditing research findings into auditing teaching materials and curricula.</li> </ol>

<p><b>MEMBERSHIP &amp; REGIONAL COORDINATOR COMMITTEE</b></p>	<p>The committee will consist of a Chairperson, Vice-Chairperson and a Regional Coordinator from each region (one of the Regional Coordinators will also serve as the Vice-Chairperson). At the discretion of the Executive Committee other members may be appointed (e.g., from practice or from regions outside the USA). The Vice-Chairperson will serve a one-year term and will ordinarily be appointed the Chairperson in the year following service as a Vice-Chairperson. Members will normally serve one or two year terms. However, the Chairperson may serve for a total of two years, one year as a Regional Coordinator and Vice-Chairperson and a second year as Chairperson. When it is feasible, the Regional Coordinator should be from the University that is hosting the Regional AAA Meeting.</p> <p>Executive Committee Liaison: Vice President – Academic</p>	<ol style="list-style-type: none"> <li>1. Maintain a membership that includes academicians, practicing auditors, and other individuals with a vested interest in auditing research and practice.</li> <li>2. Plan and implement membership-enhancing activities.</li> <li>3. Assist in planning programs that will enhance auditing research, teaching and/or practice in each of the AAA Regions.</li> </ol> <p><b>ADDITIONAL DUTIES OF THE CHAIRPERSON</b></p> <ol style="list-style-type: none"> <li>1. Monitor the membership of the Auditing Section and prepare an annual analysis of the Auditing Section's membership list (current membership lists and a list of schools by Region may be obtained from the AAA office.) for the Executive Committee of the Section.</li> <li>2. Monitor activities of each Regional Coordinator. Make sure that all Regional Coordinators are aware of their duties and that they submit an activity report by July 1. Compile these reports and submit an overall committee report to the Executive Committee Liaison by July 15.</li> </ol> <p><b>ADDITIONAL DUTIES OF REGIONAL COORDINATORS</b></p> <p>With respect to the AAA Regional Meetings, Regional Coordinators should:</p> <ol style="list-style-type: none"> <li>1. Contact the AAA Regional Program Director for their Region prior to the Regional Meeting to (1) offer help in reviewing auditing papers and (2) indicate that you would like to develop at least one auditing-related session (paper or panel session or CPE session) for the Regional Meeting.</li> <li>2. Implement Auditing Section membership- enhancement activities that have been developed by the Membership and Regional Coordinators Committee.</li> <li>3. Consider the following activities in conjunction with the regional meeting (in addition to all above): <ol style="list-style-type: none"> <li>a. Special sectional meeting</li> <li>b. Invitation to one of the officers to attend on behalf of the Section</li> <li>c. Invitation to practitioners to participate</li> </ol> </li> <li>4. Prepare a report covering the region's activities and submit it to the Chairperson by July 1.</li> <li>5. Notify the Chairperson if additional assistance is needed in performing duties.</li> </ol>
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**CENTER FOR AUDIT  
QUALITY ACCESS TO  
AUDIT PERSONNEL  
PROPOSAL REVIEW  
COMMITTEE  
SCIENTIFIC REVIEW  
SUBCOMMITTEE)**

Proposals submitted to the Center on Audit Quality's Access to Personnel Program (ACCESS) are reviewed by a Proposal Review Committee which is comprised of two sub-committees: the Scientific Review Subcommittee that is staffed by five qualified Auditing Section researchers (to conduct a scientific review) and the Practice Review Subcommittee staffed by key practitioners (to conduct a practice review). The Auditing Section is responsible for identifying the academics to serve on the Proposal Review Committee Scientific Review Subcommittee.

The Auditing Section Nominating Committee is charged with annually recommending new members to the Scientific Review Subcommittee to the Auditing Section Executive Committee, which will vote on the proposed candidates. The Nominating Committee will consider the following criteria in identifying, vetting, and selecting individuals to be recommended to the Executive Committee:

- All individuals serving on the program's Proposal Review Committee are to be PhD qualified academics.
- Such individuals should be accomplished academic scholars who have served, currently serve or are qualified to serve at the level of editorial board of the major academic journals in accounting (e.g., AJPT, AOS, CAR, JAR, TAR).
- These scholars should be accomplished in designing, conducting and publishing experimental and/or survey-based research methods in major academic journals in accounting.
- Faculty members from PhD granting and non-PhD granting schools are eligible based on the qualifications noted above.

Term of service is three years, ending on October 31 of the individual's third year of service (if a member must step down, replacements will be nominated through the same nomination process to finish that member's three-year term). Terms for members, including those who are nominated to complete a member's term who stepped down before completing a full term, may be renewed one time at the option of the committee member and at the discretion of the Section's Executive Committee. Terms of service for the 5 members are to be staggered so that there is a 2-2-1 rotation pattern. Scientific Review Subcommittee members and/or their current or former

The Scientific Review Subcommittee is charged with reviewing, in tandem with the Practice Review Subcommittee, academic proposals submitted to ACCESS to conduct behavioral research in auditing that requires the time and effort of practicing professionals to complete. The following describes the charge related to the Scientific Review Subcommittee that conducts the scientific review:

*Ensure that the proposed research has sufficient theoretical motivation and an appropriate research design for pursuing the proposed research question.*

The purpose of the practice review is to ensure that the proposed research has sufficient practical relevance.

	doctoral students are permitted to submit proposals. However, when a committee member has a conflict of interest with a proposal for this or any other reason, that committee member will recuse themselves from review of the proposal and from any discussion about the proposal.	
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Note: The Section also uses Committees to select recipients of various Section awards. See Section II.F. of this Operating Manual for committee functions and selection criteria.

## **Section II — Policy Statements**

This section contains the Section By-Laws (in Sub-section A below) and Specified Policies (in Sub-sections B through J that follows). The Auditing Section is governed by the applicable By-Laws of the parent organization as well. Any conflict between these by-laws and any rules and regulations of the American Accounting Association shall be resolved in favor of the parent organization.

### **A. AUDITING SECTION BY-LAWS (As Amended May 2009 and January 2012)**

#### **I. Name of Organization**

The name of this organization is the Auditing Section of the American Accounting Association.

#### **II. Status of the Organization**

This organization has the status of a Section within the American Accounting Association ("AAA"), a nonprofit association incorporated under the laws of the state of Illinois. These by-laws explain the status of the Auditing Section with relation to the AAA. Any conflict between these by-laws and any rules or regulations of the American Accounting Association shall be resolved in favor of the parent organization.

#### **III. Purpose of the Organization**

The purpose of the Auditing Section of the AAA (the Section) is to foster excellence in the teaching, research, and practice of auditing and other assurance services. The Section's strategic framework is expressed in a Mission Statement, which is periodically updated and published.

#### **IV. Membership**

1. Any AAA member or associate member in good standing who supports the Mission Statement of this Section can be enrolled as a regular member or as an associate member, respectively, upon payment of annual dues to the Administrative Secretary of the AAA, or other representative of the Section so authorized.
2. All members are eligible to vote, hold offices, participate in all activities of the Section, and be entitled to all its other privileges. Associate members are eligible to participate in all activities of the Section and are entitled to all its other privileges except those of voting and holding office.
3. The Section's Executive Committee proposes the amount and type of annual dues and the payment schedule subject to approval by the membership present at the Section's annual business meeting. Associate members' dues are set by the AAA's Executive Committee.

## V. Officers and Duties

1. The duties and terms of office are consistent with those the AAA specifies for officers of Sections. These are as follow:

A. **President:** The President serves a one-year term. The duties of the President are:

1. To direct the affairs of the Section and carry out its programs with the advice of the Executive Committee;
2. To preside at all Section meetings and Executive Committee meetings.

B. **Vice President-Academic:** The Vice President-Academic is elected for a one-year term and, upon completion of this term as Vice President, automatically becomes President. The duties of the Vice President-Academic are:

1. To direct the affairs of the Section and/or preside at Section meetings in the event the President is unable to serve;
2. To appoint the Historian;
3. To perform whatever other duties the President might assign.

C. **Vice President-Practice:** The Vice President-Practice is elected for a two-year term and is not eligible for immediate reelection. The duties of the Vice President-Practice are:

1. To direct the affairs of the Section and/or preside at Section meetings in the event that the President and Vice President-Academic are unable to serve;
2. To perform whatever other duties the President might assign.

D. **Secretary:** The Secretary is elected for a two-year term and is not eligible for immediate reelection. The duties of the Secretary are:

1. To supervise the keeping of records of Section meetings, policies, and procedures;
2. To provide information and guidance for the Section's Newsletter;
3. To work in liaison with AAA personnel regarding all facets of Section membership.

E. **Treasurer:** The Treasurer is elected for a two-year term and is not eligible for immediate reelection. The duties of the Treasurer are:

1. To work with AAA personnel relative to collection and disbursement of Section funds;
2. To provide financial information for the Section's newsletter;
3. To report to the membership at the Section's annual business meeting on the financial affairs of the Section.

F. **Past President:** The Past President serves for one year immediately following his or her term as President. The duties of the Past President are:

1. To serve as a full member of the Executive Committee;
2. To consult and advise with the other officers.

G. **Historian:** The Historian serves a two-year term as an officer and is designated as an *ex officio*, non-voting member of the Executive Committee. The duties of the Historian are:

1. To maintain an up-to-date history of Section activities;
2. To maintain and update the Section's *Operating Manual*;
3. To provide historical perspective at Executive Committee and Section business meetings and aid in providing continuity to the Section.

**H. AAA Council Representative:** The AAA Council representative is elected to serve a minimum of three years and is eligible for one additional three-year term. The AAA Council Representative is designated as an ex-officio, non-voting member of the Auditing Section's Executive Committee.

The duties of the Council Representative are:

1. To represent the Auditing Section on the AAA Council;
  2. To perform Council duties as described in the AAA bylaws; and
  3. To report in a timely manner all relevant Council meeting information to the Auditing Section Executive Committee.
1. Each officer begins serving his or her term at the time of the Auditing Section Luncheon at the Annual Meeting of the American Accounting Association.
  2. The President, Past President, the Vice-Presidents, Secretary, Treasurer, Council Representative and Historian constitute the Executive Committee. They are responsible for directing the affairs of the Section and formulating the plans, policies, rules, and procedures they consider necessary to achieve the Section's Mission Statement. The President and three other voting officers constitute a quorum.
  3. The Nominating Committee of the Section is formed no later than October 15, as described below. The Nominating Committee is comprised of the two most recent Past Presidents of the Section as of October 15 that are willing and able to serve and three Section members who are elected by the Section membership. An elected member cannot simultaneously serve as a member of the Executive Committee during the term on the Nominating Committee. The most immediate Past President serves as a committee member, while the more senior Past President serves as the Chair of the Nominating Committee.
  4. A call for nominations for the Nominating Committee will be announced no later than May 30; the nominating period will close on July 15. The call shall be made by mail, e-mail, facsimile and/or other electronic dissemination method. Nominations for the Nominating Committee will be made to the Past President of the Section who will announce the nominees for the Nominating Committee at least three weeks prior to the end of the voting period. The voting period will begin no earlier than August 15, and shall be closed no later than September 30. The candidates' names for the Nominating Committee will appear on the ballot in alphabetical order. The election shall take place by mail, e-mail, facsimile or electronic vote of the members. The Executive Committee shall decide for each election which of these methods will be used. The three candidates receiving the most votes will become members of the Nominating Committee, along with the two Past Presidents, as described above. The results of the election of the members of the Nominating Committee are to be certified by the Secretary and announced to the membership no later than October 15. The announcement shall be made by mail, e-mail, facsimile and/or other electronic dissemination method, along with a call for individuals to nominate officer candidates to the Nominating Committee Chair. The Nominating Committee will accept nominations for officer candidates through November 15.
  5. The Nominating Committee's duties shall include soliciting candidates from the membership for open offices and preparing a slate of at least one candidate for each of the open offices. All names included on the slate must be of members in good standing of the Section. The slate of candidates cannot include the names of any members of the Nominating Committee. The Nominating Committee will present its slate to the Executive Committee no later than 30 days prior to the Section's Annual Business Meeting. The Nominating Committee shall announce the slate for open offices of Vice- Presidents, Secretary, Treasurer, and Council Representative at the Section's

Annual Business Meeting. The membership will be also notified of the slate by mail, e-mail, facsimile and/or other electronic dissemination method within 15 days following the Section's Annual Business Meeting. Additional candidates for any of the open positions may be nominated by a signed petition of not less than one hundred (100) members in good standing of the Section and a signed statement by the nominee of willingness to serve if elected that is submitted to the Auditing Section President no later than 30 days following the Section's Annual Business Meeting. For those open offices where the slate includes only one candidate name, an affirming vote of the membership will be held. For those open offices where the slate includes more than one candidate name, an election will be held, with candidate names listed in alphabetical order on the ballot. The affirming vote, and election, if necessary, shall take place by mail, e-mail, facsimile or electronic vote of the members. The Executive Committee shall decide for each election which of these methods will be used. The voting period will begin no earlier than March 1 and end no later than April 15. The voting period will last for at least three weeks.

6. The officers are authorized to initiate and carry out projects in keeping with the Section's Mission Statement. The President or the Treasurer may authorize disbursements.
7. The Executive Committee may appoint committees and task forces and may make similar assignments appropriate to achieve the Section's Mission Statement.
8. The Section may decide to co-sponsor audit symposia by a majority vote of the Executive Committee. Decisions regarding the publication of symposia papers are delegated to the Editor(s) of *Auditing: A Journal of Practice and Theory*.

## **VI. Meetings**

1. The annual business meeting and any other meetings of the Section are held at such time and place as determined by the Section's Executive Committee. Notice of the time and place is given to members, by mail or other means before such meetings, unless other means of satisfactory notice can be applied. A quorum at duly-called meetings consists of the members present.
2. The program for the annual business meeting of the Section is the President's responsibility.
3. For purposes of conducting all general and special meetings of the Section, *Robert's Rules of Order* (Newly Revised) apply in cases where the by-laws do not specify a procedure.

## **VII. Fiscal Year of the Section**

The Section's fiscal year is the fiscal year of the AAA.

## **VIII. Amendments**

Amendments to these by-laws may be submitted at any time by any member or group of members to the President and by the President to the membership at the next annual business meeting or, at the discretion of the Executive Committee, in a referendum by mail, email, facsimile or electronic vote. Notice of by-law amendments to be presented for membership vote is given at least three weeks before the annual business meeting or at least three weeks before the reply deadline for referendum by mail, email, facsimile or electronic vote. Amendments are adopted by two-thirds favorable vote of the Section membership in attendance at the annual business meeting or by two-thirds favorable vote of those voting in a referendum by mail, email, fax or electronic vote.

## **B. AUDITING: A JOURNAL OF PRACTICE AND THEORY**

The Editor's duties include, but are not limited to, the following:

1. Manage the submission, review and acceptance of manuscripts submitted to AJPT.
2. Appoint members to the Review Board.
3. Select ad hoc reviewers as appropriate.
4. Work with the AAA Executive Offices to assure timely publication
5. Manage approved co-sponsorship of Auditing Symposia according to policy statements.
7. Manage transition to the new editor.
8. Submit an annual report to the Executive Committee.

### **1. EDITORIAL POLICY**

(The following is the Editorial Policy as stated in the May 2014 issue of *AJPT*).

The purpose of *Auditing: A Journal of Practice and Theory* is to contribute to improving the practice and theory of auditing. The term "auditing" is to be interpreted broadly and encompasses internal and external auditing as well as other attestation activities (phenomena).

Papers reporting results of original research which embody improvements in auditing theory or auditing methodology are the central focus of this journal. Discussion and analysis of current issues that bear on prospects for developments in auditing practice and in auditing research will also constitute an important part of the journal's contents. This will include surveys, which are pointed toward summarizing and evaluating developments in related fields, which have an important bearing on auditing. Practices and developments in auditing in different countries, either in corporate or governmental contexts, are appropriate topics, and so are uses of auditing in new ways and for different purposes.

An essential objective is to promote communication between research and practice, which will influence present and future developments in auditing education as well as auditing research and practice. However, papers focusing on questions related to audit education should be submitted to *Issues in Accounting Education*, the designated AAA outlet for work related to audit education.

Each submission to *Auditing: A Journal of Practice and Theory* must be accompanied by \$75 for members of the Auditing Section and \$125 for nonmembers of the Auditing Section. (submission fee effective 1 January 2000)

The Journal is distributed electronically for free to members of the Auditing Section. Non-Section members interested in a subscription to *AJPT* are provided that option (with pricing information) as part of the AAA annual dues payment/renewal system.

### **2. POLICY STATEMENT AND PROCEDURES FOR THE CO-SPONSORSHIP OF AUDITING SYMPOSIA** (see August 17, 1997 minutes)

The Auditing Section may co-sponsor audit symposia by a majority vote of the Executive Committee of the Section. Decisions regarding the publication of symposia papers are delegated to the Senior Editor of *Auditing: A Journal of Practice & Theory*.

This statement outlines the process that the Auditing Section Executive Committee will follow in the co-sponsorship of auditing symposia, and sets forth guidelines both for the co-sponsorship decision and for decisions on publication of papers or proceedings of auditing symposia. Co-sponsorship entails the Auditing Section's agreement to associate its name with a symposium, to promote and encourage attendance among its members, and (if so agreed) to provide the resources of the editor(s) and reviewers of *Auditing: A Journal of Practice & Theory (AJPT)* to screen, referee and edit papers for publication in regular or supplemental issues of *AJPT*.

The decision to co-sponsor a symposium is independent of the decision to publish the proceedings (or portions thereof) in *AJPT*. Co-sponsorship may entail publishing some, all or none of the symposia papers. A decision regarding publication plans for symposium papers will be made by the Executive Committee, in consultation with the Senior Editor of *AJPT*, as part of the process of negotiating with the symposium co-sponsor to prepare the co-sponsorship agreement. A commitment to publish some or all of the proceedings of a symposium in *AJPT* requires a majority vote of the Executive Committee.

### **Decision Process**

1. A university or group that is sponsoring an auditing symposium, and that wishes to have the Auditing Section co-sponsor the symposium, must provide a proposal to the Executive Committee outlining the nature of the symposium and the financial arrangements and organizational plans for the symposium.
2. The Executive Committee will, by majority vote, determine whether to co-sponsor a symposium. In making this decision, the co-sponsorship guidelines stated below should be considered.
3. If the proposal includes a request that some or all symposium papers be considered for publication in *AJPT*, and/or that the editorial resources of *AJPT* be otherwise used to support the symposium, then the Executive Committee will, by a separate majority vote, determine whether to approve that request. In making this decision, the publication guidelines stated below should be considered, and the counsel of the current Senior Editor of *AJPT* should be sought and heavily weighed.
4. If the Executive Committee decides to co-sponsor a symposium, a letter of understanding will be prepared by the Section President with the advice of the Executive Committee detailing the arrangements between the Section and the co-sponsor. This will cover the financial and administrative arrangements, editorial process, and publication commitment (if applicable). In addition, the letter of understanding should:
  - a. indicate that no commitments, express or implied, are made to continue the co-sponsorship arrangement beyond the designated event;
  - b. request that the co-sponsor allow the Executive Committee to review and approve any and all symposium announcements, including the call for papers; and
  - c. request from the co-sponsor a post-meeting report that includes data on papers submitted and accepted, a program listing all papers presented, discussants and other symposium activities, a list of those attending the symposium, and any other data that might be useful in assessing the success of the symposium.
5. The symposium papers and discussant's comments will be made available to Section members either through publication, electronic dissemination, or some other means.

### **Co-Sponsorship Guidelines**

The Executive Committee may wish to consider the guidelines listed below in deciding whether to co-sponsor a symposium. These are not intended to be rigid criteria, and in specific cases the Executive Committee may consider other guidelines in addition to, or in lieu of, these.

- Anticipated quality of papers and discussant comments, as indicated by the reputation of the symposium, its proposed theme (if applicable), and the soundness of the program plan to ensure that papers of high quality are sought and appropriately screened. The Executive Committee may wish to seek the advice of the Senior Editor of *AJPT* on these matters:
- Evidence of sufficient resources to bear all out-of-pocket costs of the symposium (e.g., sponsorship by a firm), so that the Auditing Section will incur no financial obligations related to the symposium including the cost of an *AJPT* Supplement if applicable.
- Evidence of adequate facilities and personnel to deliver a high-quality program.
- Evidence of sufficient planning to ensure proper timing, location, promotion and availability of papers prior to the symposium.
- Accessibility to members as reflected by an open call for submissions in *The Auditor's Report* and efforts to make attendance widely available to Section members subject to space availability.
- Prior experiences, if any, in co-sponsoring the symposium.
- The opportunity to pursue a significant theme or activity; for example, a timely, important issue in need of research or an international symposium to broaden the focus and access of the Section's research activities.
- Anticipated costs and benefits of co-sponsorship to the Section and its members.
- Willingness of the co-sponsor to assume full responsibility for any and all legal claims against the Auditing Section that may arise in connection with the symposium.

### **Publication Guidelines**

In making the decision to publish the proceedings of a co-sponsored symposium, whether as a supplement or as part of one or more regular issue(s) of *AJPT*, the Executive Committee should deliberate closely with the Senior Editor of *AJPT* and consider the following factors:

- The availability of *AJPT* editorial resources, based on the judgment of the Senior Editor.
- Evidence of funds available to the co-sponsor to bear all costs of publication of symposium papers, and willingness of the co-sponsor to provide these funds to support publication. Costs of publication include, but are not limited to, editorial support, typesetting, printing, postage and handling.
- Indications that the quality of papers and discussant comments will be consistent with the current editorial policy and objectives of *AJPT* and/or with the mission of the Section to stimulate research in the field of Auditing. In considering this factor, it is important to recognize that discussant comments and author replies are a unique and potentially very valuable aspect of symposium proceedings that are not present for regular articles appearing in *AJPT*.
- The willingness of the co-sponsor to allow the Senior Editor of *AJPT* to play a central role in designing the process of screening submissions and selecting reviewers and discussants. These editorial duties may be delegated to one or more associate editors at the discretion of the Senior Editor of *AJPT*.
- The willingness of the co-sponsor to allow the Senior Editor of *AJPT* to have full discretion over the publication of papers and discussant comments. If symposium papers are to be considered for publication in either a regular or supplemental issue of *AJPT*, then submission of a paper to the symposium would be considered a simultaneous submission to *AJPT*. This means that journal submission fees would be required at the then-existing rate. When such papers are published, the symposium at which they were presented would be noted in the acknowledgments.

## Editorial Policy for Publication of Auditing Symposia Papers

1. Papers with the accompanying discussant's comments that comprise auditing research symposia co-sponsored by the Auditing Section shall be published as a supplemental issue of *Auditing: A Journal of Practice & Theory*. If a discussant's comments are not available, the Senior Editor may elect not to publish the paper. The cover of this issue shall clearly indicate that it contains the papers and discussants' comments from the auditing research symposium that was co-sponsored by the Auditing Section. Any acknowledgments for financial, administrative and organizational support will, at the discretion of those organizing the symposium, be prominently noted in the issue.
2. Symposium papers, as a group, should be consistent with the stated editorial philosophy of *Auditing: A Journal of Practice & Theory*. This includes promoting a two-way flow of information between research and practice through meaningful participation in the symposium by auditing practitioners. Such participation may include authorship or discussion of papers, or involvement in the paper review and selection process.
3. The Senior Editor of *Auditing: A Journal of Practice & Theory* shall have substantive input in determining the contents of symposia journal supplements. This input, to be negotiated with representatives of the co-sponsoring organization, may take many forms ranging from approval of the review process used in paper selection to the Senior Editor's obtaining independent reviews or participating on the selection committee. In all cases, however, the review and selection processes, including selection criteria, shall be appropriately described in a preface section of the supplemental issue and any commissioned papers should be clearly denoted.
4. At a minimum, the submission, review, and selection process should insure:
  - a. that all Auditing Section members are aware of the symposium and have an opportunity to submit papers for selection consideration;
  - b. that specified criteria generally reflect the editorial and quality standards of *Auditing: A Journal of Practice & Theory*, appropriately modified for the preliminary, sometimes exploratory, nature of symposia and for specified topic preferences;
  - c. that all papers submitted are prescreened by the Senior Editor (with possible assistance of associate editors) to insure manuscripts previously rejected for publication in *Auditing: A Journal of Practice & Theory* are not accepted for a symposium unless the Senior Editor determines that further consideration is warranted because of improvements in the paper and/or its suitability for publication in the context of the symposium;
  - d. that the selection decisions are vested in a sufficiently qualified and representative group of auditing scholars; and
  - e. that authors of rejected papers are appropriately notified on a timely basis as to the reason(s) their papers were not accepted.
5. Papers and discussant's comments shall follow the style guidelines of *Auditing: A Journal of Practice & Theory* and correspondence with such guidelines shall be a prerequisite for submission of papers to symposia.
6. Authors and discussants will be expected to sign a copyright release giving the American Accounting Association the copyright.
7. The Senior Editor retains the right to add or commission an editorial note reflecting on the contents and contribution of the symposium.
8. The Senior Editor will be responsible for all publication matters including overall editorial review, preparation of galley proofs and correspondent review by authors. Publication and distribution of symposia journal supplements will be handled in the same manner as regular issues of *Auditing: A Journal of Practice & Theory*.
9. All papers and discussants' comments must be submitted in final form to the editorial team within 60 days of the conclusion of the symposium. Authors and discussants should know in advance of this deadline.

### **3. POLICY FOR SELECTION OF THE EDITOR** (see August 14, 1995 minutes)

**Senior Editor of *Auditing: A Journal of Practice and Theory*:** The Senior Editor is responsible for the administration, publication, and content of *Auditing: A Journal of Practice and Theory* subject to cost constraints imposed by the Executive Committee. The term of the Senior Editor is three years. The Senior Editor cannot serve successive terms. During the second year of the Senior Editor's term, the Executive Committee selects an Senior Editor-Elect for the following year. The Senior Editor-Elect, during the term as Senior Editor-Elect, performs only those functions assigned by the Editor. In the event that a Senior Editor decides not to complete the three-year term, he or she should inform the President at the earliest possible time in order to allow the Executive Committee to designate an Senior Editor-Elect to serve for the remainder of the Senior Editor's term.

#### **Characteristics of the Senior Editor**

The Senior Editor of *AJPT* should possess the following characteristics:

- Breadth of understanding of the auditing literature and research methods.
- Understanding of auditing practice and an appreciation for the practice community.
- Experience with the editorial review process.
- Integrity and open-mindedness.
- Demonstrated organizational skills and effective collaboration with peers.
- An ability to critically analyze research.
- An ability and willingness to communicate effectively with authors, providing constructive feedback about their research.

#### **Selection Process**

1. The selection of the Senior Editor of *AJPT* should be completed so that the announcement of the new Senior Editor can be made at least six months preceding the Senior Editor's assumption of editorial duties.
2. The Executive Committee should appoint an Editor Nominations Committee two years before the new Senior Editor's assumption of duties. The Committee should be chaired by the Past President of the Executive Committee. The Editor Nominations Committee should represent the broad research constituencies of the Section and should consist of, at most, five members, including the former Senior Editor of *AJPT*.
3. The Editor Nominations Committee should publish a call for nominations in appropriate outlets, including *The Auditor's Report*. Nominations for candidates may be sought using other means, including personal contact by committee members.
4. Members of the Executive Committee and Editor Nominations Committee are not eligible for the Senior Editor position.
5. The Editor Nominations Committee should obtain vitae and references on each candidate, and evaluate the candidates against the criteria stated above.
6. Prior to the Midyear Meeting of the Auditing Section, the Editor Nominations Committee should submit a list of names, along with the committee's recommendation, for consideration by the Executive Committee (approved January 2010).
7. The Executive Committee will select the Senior Editor from the list submitted by the Editor Nominations Committee and negotiate time and service and remuneration terms directly with the new Senior Editor. The standard term of office for the Senior Editor is three years.

## C. CURRENT ISSUES IN AUDITING

### 1. EDITORIAL POLICY

*Current Issues in Auditing* is published by the Auditing Section of the American Accounting Association. To promote timely, widespread dissemination of ideas to the academic and practice communities, the journal is published online and is free to all interested parties.

*Current Issues in Auditing* is devoted to advancing the dialogue between academics and practitioners on current issues facing the auditing practice community (e.g., new opportunities and challenges, emerging areas, global developments, effects of new regulations or pronouncements, and effects of technological or market developments on audit processes.) We define “auditing practice” broadly to include practice-related issues in external auditing, internal auditing, government auditing, IT auditing, assurance services, and related fields.

The journal seeks short, well-written papers from academics, practitioners, and regulators addressing timely issues facing the auditing practice community. Papers should be a maximum of 2,500 words of text and should not include complex statistics or models. Authors should strive to produce papers that are broadly understandable by the practice community and contain a substantive, relevant message for those interested in auditing practice. Submissions may include short, practice-oriented cases for classroom use. Practitioners are strongly encouraged to submit papers, as are author teams that include both academics and practitioners.

Submitted papers will be double-blind reviewed by two qualified reviewers under the direction of a co-editor. The journal’s editorial board includes members from the academic, practice, and regulatory communities. The primary criteria for acceptance of a submitted paper by *Current Issues in Auditing* are (1) addressing an auditing practice issue that would be of interest to practitioners and academics, (2) a new and substantive message, and (3) effective, concise writing.

In addition to unsolicited papers that will be double-blind reviewed, the co-editors also may invite commissioned papers from thought leaders in the academic, practice, and regulatory communities. The co-editors or editorial board members will editorially review commissioned papers.

### 2. POLICY FOR SELECTION OF CO-EDITORS (approved January 2010)

**Editors of *Current Issues in Auditing*:** The Co-Editors are responsible for the administration, publication, and content of *Current Issues in Auditing* subject to cost constraints imposed by the Executive Committee. The following represents a best practice for the selection of Co-Editors but may be modified as approved by the Executive Committee. The term of each of the Co-Editors is three years. The Co-Editors cannot serve successive terms. During the second year of the Co-Editor’s term, the Executive Committee selects a Co-Editor-Elect for the following year. The Co-Editor-Elect, during the term as Co-Editor-Elect, performs only those functions assigned by the Co-Editor. In the event that a Co-Editor decides not to complete the three-year term, he or she should inform the President at the earliest possible time in order to allow the Executive Committee to designate a Co-Editor-Elect to serve for the remainder of the Editor’s term. At the discretion of the Executive Committee, a Co-Editor completing a partial term would not be precluded from subsequent full term.

## Characteristics of the Co-Editors

*CIIA* will have two co-editors. Ideally, one co-editor will come from a significant practice background, while the other co-editor will come from an academic background. Both should have considerable appreciation for issues facing practice.

The Co-Editors of *CIIA* should possess the following characteristics:

- Breadth of understanding of the auditing literature and research methods.
- Understanding of auditing practice and an appreciation for the practice community.
- Experience with the editorial review process.
- Integrity and open-mindedness.
- Demonstrated organizational skills and effective collaboration with peers.
- An ability to critically analyze research.
- An ability and willingness to communicate effectively with authors, providing constructive feedback about their research.

## Selection Process

1. The selection of a Co-Editor of *CIIA* should be completed so that the announcement of the new Editor can be made at least six months preceding the Editor's assumption of editorial duties.
2. The Executive Committee should appoint an Editor Nominations Committee one year before the new Editor's assumption of duties. The Committee should be chaired by the immediate Past President of the Executive Committee. The Editor Nominations Committee should represent the broad research constituencies of the Section and should consist of, at most, five members, including the former Editor of *CIIA*.
3. The Editor Nominations Committee should publish a call for nominations in appropriate outlets, including *The Auditor's Report*. Nominations for candidates may be sought using other means, including personal contact by committee members.
4. Members of the Executive Committee and Editor Nominations Committee are not eligible for the Editor position.
5. The Editor Nominations Committee should obtain vitae and references on each candidate, and evaluate the candidates against the criteria stated above.
6. The Editor Nominations Committee should submit a list of names, along with the Committee's recommendation, for consideration by the Executive Committee.
7. The Executive Committee will select the Editor from the list submitted by the Editor Nominations Committee and negotiate time and service and remuneration terms directly with the new Editor. The standard term of office for the Editor is three years.

## D. THE AUDITOR'S REPORT

1. The purpose of *The Auditor's Report* is to promote the Auditing Section's educational, research and professional objectives by communicating items of interest to Section members.
2. Submitted items dealing with the following general areas are given priority:
  - a. Section activities including sessions and workshops at annual and regional AAA meetings and programs sponsored by Section committees;
  - b. Educational methods, materials and research;
  - c. Technical and professional auditing research;
  - d. Professional activities and programs available to members such as faculty residencies and internships, seminars and continuing education; and
  - e. Professional and academic issues of current interest.
3. Submitted items should be limited to concise descriptions, evaluations and points of view.
4. Final responsibility for editorial content in *The Auditor's Report* rests with the Editor appointed by the Section's Executive Committee. The Editor may select staff assistants and may commission specific assignments. Most importantly, however, all Section members are strongly encouraged to forward items of membership interest to the Editor for consideration.
5. The publication schedule is typically:

<u>ISSUE</u>	<u>ISSUE DATE</u>	<u>COPY DEADLINE</u>
Winter	March 1	January 31
Summer	July 1	May 15
Fall	November 1	September 15

6. *The Auditor's Report* is financed by Section membership dues and, accordingly, is subject to financial resource allocations by the Executive Committee.
7. An Associate Editor will be appointed by the Vice President-Academic (President-Elect), who will then take over the editorship in the following year or in two years if the Editor is re-appointed for a second year (approval for two year term in January 2010).
8. *The Auditor's Report* is provided to members via the Section's home page. The Editor sends an email to Section members notifying them when each issue is online.

## **E. OTHER POLICIES RELATED TO PUBLICATIONS** (see August 11, 1992, revised August 14, 1995 minutes)

### **1. RECOMMENDED TRANSITION POLICY FOR SENIOR EDITOR OF AJPT and EDITORS OF CIIA**

The objectives of this policy statement are to facilitate coordination between outgoing and incoming editors, to enhance a uniform flow of manuscripts published in the journal, and to work to maintain a high level of manuscript quality. A primary concern is that the outgoing Senior Editor of AJPT or the editors of CIIA not feel compelled to make more rapid decisions than normal on manuscripts in process near the end of his or her term in an attempt to reach a resolution on submissions under consideration. This may then leave the incoming editor with relatively few manuscripts well along in the review process and tends to result in large volumes of the journal in the final issues of outgoing editors and thin issues of incoming editors. Further, there is the concern that the normal revision process may be circumvented or articles very late in the process may be transferred to the incoming editor, potentially impairing the quality of articles published in the journal.

To address the objectives and concerns identified above, the following transition policy is generally followed by the incoming and outgoing editors:

1. The formal date of transition of editors is on July 1<sup>st</sup>. In early January of the transition year the outgoing editor should provide the incoming editor with information of the procedures for the review process, examples of author and reviewer letters, and the software for the information system employed to track manuscripts. The outgoing editor will also assist the incoming editor in selecting members to serve as ad hoc reviewers or on the editorial board. Invitations to serve as reviewers should be sent out by incoming editor in early or mid-May.
2. During the period from January to June the outgoing and incoming editors should continually assess the status of manuscripts under consideration to decide whether it is likely that a final publication decision can be made prior to the July 1<sup>st</sup> transition date with the objectives of continuing the normal review process and flow of published manuscripts. The outgoing editor will make a decision on initial submissions up until the transition date; however, papers in the first or second round of revision may be transferred for consideration to the incoming editor, with the outgoing editor's oversight as needed.
3. Manuscripts that are well along in the review process but unlikely to be completed prior to the transition date should not be rushed but rather carried over by the outgoing editor. With this editor's cumulative knowledge of such manuscripts it is preferable to have the outgoing editor continue in evaluating the paper. If a final acceptance decision is made after the transition date and it is impractical to include the manuscript in the outgoing editor's final issue, the paper should appear in the first issue (s) of the new editor with acknowledgement that the paper was accepted by the prior editor on a certain date.
4. Manuscripts that are under review during the transition period should continue to proceed thorough the normal process, e.g., the same reviewers continue, there will be no additional reviewers added.

Authors of such manuscripts should be advised of this prior to the transition date.

### **2. POLICY FOR ADVERTISEMENTS** (see February 18, 1994 minutes)

For a one-year period beginning with the Summer 1994 issue, the *Auditor's Report* may accept paid advertisements of interest to members at prices consistent with similar AAA publications, providing that the editor first determine that no tax consequences would occur if advertisements were accepted.

### 3. POLICY FOR CHANGE OF PUBLICATION DATES (see August 8, 2004 minutes)

*Auditing: A Journal of Practice and Theory (AJPT)* will be published four times annually with special issues upon approval by the Executive Committee.

### 4. Sample Editor Appointment Letter

Here is a sample letter:

Date

Addressee

Dear \_\_\_\_\_:

On behalf of the Auditing Section, thank you for agreeing to serve as Senior Editor of *Auditing: A Journal of Practice and Theory*. The journal is one of the most important services that the Auditing Section offers to its members and serving as Senior Editor is one of the most demanding positions any member can undertake. We know you will do an outstanding job as Senior Editor and build on the great job that past editors have done in enhancing the reputation of the journal and increasing the store of auditing knowledge.

This letter confirms your editorship for a three-year term covering the period July 1, 20XX through June 30, 20XX. The Auditing Section will provide support of up to \$\_\_\_\_\_ each year of your term for costs incurred for an administrative assistant and direct editorial costs (e.g., postage, telephone, mailing, copying, etc.). As in past agreements with editors, this support cannot be used for honoraria, professional fees, or stipends to the editor. The Section's Treasurer and the AAA Staff will work with you to determine the procedures for reporting costs and obtaining reimbursement.

Again, I want to thank you for your willingness to serve the Auditing Section in this vital position. Please let me know if you have any questions or if you wish to discuss any matter further.

Sincerely,

[Past President's Name Here]  
Chair, Editor Nominations Committee  
Past President, Auditing Section

## **F. SECTION AWARDS**

### **1. DEADLINES AND PRESENTATIONS**

Solicitations for nominations for the section's awards will be made through a number of mechanisms including the Section's website, email from the Section Presidents, and an announcement in the Section's newsletter. The Section President will be responsible for making these announcements.

With the exception of two awards (i.e., Best PhD Student Paper Submitted to The Auditing Section Midyear Meeting, Best Overall Paper Submitted to the Auditing Section Midyear Meeting) the submission deadlines for nominations is July 15. Nominations will be made to the Vice-President – Academic (incoming President). Selection Committees will notify the President of their recommendations by October 1. The Executive Committee will be asked to approve the recommendations and notify the award winners by October 15. The awards will be presented at the Midyear Meeting and an announcement of the award winners will be presented in the Section's newsletter.

For the Best PhD Student Paper Submitted to the Auditing Section Midyear Meeting and Best Overall Paper Submitted to the Auditing Section Midyear Meeting, the Audit Midyear Meeting Program Planning Committee will select the deadline and the award winners. The award winners will be notified by November 1 by the Section President. The awards will be presented at the Auditing Section Midyear Meeting.

Nominations submitted that are not selected are carried forward as nominations for the next two subsequent years, as long as they meet all date requirements specified in the award selection criteria. The outgoing chair of each selection committee will pass the files, including carry-forward nominees, to the incoming chair.

## 2. AWARDS TO BE PRESENTED AT THE AUDITING SECTION MIDYEAR MEETING

### Panel A: Annual Awards other than Best Paper Awards Submitted to the Midyear Meeting

	DISTINGUISHED SERVICE IN AUDITING AWARD	OUTSTANDING DISSERTATION IN AUDITING AWARD AND RELATED DISSERTATION CHAIR AWARD	OUTSTANDING AUDITING EDUCATOR AWARD	NOTABLE CONTRIBUTIONS TO THE AUDITING LITERATURE AWARD	INNOVATION IN AUDITING AND ASSURANCE EDUCATION AWARD	AJPT BEST PAPER AWARD	OUTSTANDING SERVICE TO AJPT AWARD
Purpose	To recognize exemplary career service to the Auditing profession or the Section and scholarly contributions to the field of Auditing.	To recognize the author of the dissertation judged to make the most outstanding contribution to auditing knowledge	To recognize significant achievements in research or teaching in the field of Auditing	To recognize research works of exceptional merit that make a significant contribution to auditing or assurance education, practice, or research	To encourage innovation and improvement in auditing and assurance education.	To recognize the best paper published in <i>AJPT</i> each calendar year	To recognize outstanding service provided by members of the Audit Section to the Journal, typically in the role of manuscript referee.
Criteria	Outstanding career achievements (over a 20-to-25 year span or longer) that have had a lasting and significant impact on the field of Auditing, as evidenced by service to the Auditing profession or the Section or by significant contributions in scholarship. A nominee need not excel in each of these areas.	The assessment of what constitutes an outstanding contribution will be based upon, but not limited to, the following criteria: <ul style="list-style-type: none"> <li>• The timeliness and importance of the problem(s) addressed.</li> <li>• The creativity of the research.</li> <li>• The development of an appropriate theoretical framework.</li> <li>• The appropriateness of the research method and analysis.</li> <li>• The potential for publication in a scholarly journal.</li> <li>• The potential for the results to have an impact on the practice of auditing.</li> </ul>	The award is given for exemplary contributions in research or teaching over a sustained period of time (10 to 15 years), as evidenced by publications, educational innovations, guidance to graduate and undergraduate students, or excellence in teaching. A nominee need not excel in each of these areas.	To be eligible for submission, a work must have been published during the ten-year period ended December 31 <sup>st</sup> of the year prior to the year of nomination (i.e., if nomination is made in July 20X2, then December 31, 20X1) and at least one of the authors of the published article, chapter, book, or monograph must be a current member of the Auditing Section.	The criteria used to judge the submissions include, but are not necessarily limited to: <ul style="list-style-type: none"> <li>a. Innovation.</li> <li>b. Educational benefits.</li> <li>c. Adaptability by other educational institutions or to other situations.</li> </ul>	Factors to be considered include, but are not limited to, the timeliness and importance of the problem(s) addressed by the paper, the creativity of the research, the appropriateness of the research method and analysis, the paper's contribution (current and potential) to audit research, and the potential for the results to have an impact on the practice of auditing.	Factors considered in recognizing outstanding service include, but are not limited to, the quality of the review reports submitted, their timeliness in completing assigned reviews, the volume of reviews conducted, and their willingness to accept review requests.

	<b>DISTINGUISHED SERVICE IN AUDITING AWARD</b>	<b>OUTSTANDING DISSERTATION IN AUDITING AWARD AND RELATED DISSERTATION CHAIR AWARD</b>	<b>OUTSTANDING AUDITING EDUCATOR AWARD</b>	<b>NOTABLE CONTRIBUTIONS TO THE AUDITING LITERATURE AWARD</b>	<b>INNOVATION IN AUDITING AND ASSURANCE EDUCATION AWARD</b>	<b>AJPT BEST PAPER AWARD</b>	<b>OUTSTANDING SERVICE TO AJPT AWARD</b>
Frequency	A maximum of one award may be made each year.	A maximum of one award may be made each year.	A maximum of two awards may be made each year.	A maximum of one award may be made each year.	A maximum of one award may be made each year.	A maximum of one award may be given each year and the recipient is announced at the Audit Section's Mid-Year Meeting.	One to three awards may be given annually and the recipient is announced at the Audit Section's Mid-Year Meeting.
Eligibility	<p>Given the purpose of the award in recognizing service and scholarly achievements in the field of Auditing, eligibility is intended to be quite broad and is, thus, not restricted to academics or practitioners or to members of the American Accounting Association or the Auditing Section.</p> <p>Members of the Distinguished Service in Auditing Award Committee and the Executive Committee or nominees for office are not eligible for the award.</p>	<p>Dissertations submitted for publication or already published may be nominated. Nominations must be for dissertations completed during the preceding two calendar years.</p> <p>The committee should review the full dissertation to evaluate the overall focus and primary contribution(s); then the committee should read the submitted paper in depth (co-authored papers are allowed). If the submitted paper is not reflective of the primary focus and contribution of the dissertation, the committee may use the full dissertation for evaluation purposes.</p>	<p>Educators need not be members of the Auditing Section to be eligible.</p> <p>Members of the Outstanding Auditing Educator Award Committee and Executive Committee or nominees for office are, however, not eligible to receive the award.</p>	<p>Research that has been published during the ten calendar years preceding the most recent Midyear Meeting of the Auditing Section.</p> <p>Current members of the Notable Contributions to the Auditing Literature Award Committee and of the Executive Committee are ineligible for the award.</p> <p>To be eligible for consideration, at least one of the authors of the published article, chapter, book, or monograph must be current member of the Auditing Section.</p>	<p>Award winners must be willing to share instructional materials with other members of the Section.</p> <p>Individual faculty members or groups of faculty teaching or preparing materials to be used for auditing and/or assurance education are eligible to apply.</p> <p>Persons may also nominate another faculty member or group of faculty. At least one nominee must be a member of the Auditing Section. Members of the Innovation in Auditing &amp; Assurance Education Award Committee and the Executive Committee or nominees for offices are not eligible to receive the award.</p>	<p>All papers appearing in <i>AJPT</i> in the most recent three years of the Journal on a calendar basis, except for editorials written by the editor and committee reports, are eligible.</p>	<p>Members of the Audit Section who served as a reviewer for an <i>AJPT</i> submission during the calendar year under consideration.</p>

<p>Nomination Process</p>	<p>The nominator is required to submit a brief statement indicating how the nominee has met the qualifying criteria.</p> <p>Nominations submitted that are not selected are to be carried forward as automatic eligible nominations for the next two subsequent years. Committee chair should forward those nominations to the next year's Committee chair.</p>	<p>A dissertation must be nominated by either a person who authored it or one or more members of the dissertation committee. Nominations will be considered to be complete when the following materials have been submitted:</p> <ul style="list-style-type: none"> <li>• A letter from the dissertation chairperson stating the dissertation is complete and accepted by the degree-granting institution, including the date of the formal completion of the dissertation (usually determined by reference to the date of graduation).</li> <li>• A nomination letter stating why the dissertation is deserving of special recognition.</li> <li>• An electronic copy of a paper from the dissertation reflective of the primary contribution(s) that meets the criteria for papers submitted to <i>Auditing: A Journal of Practice and Theory</i></li> <li>• An electronic copy of the dissertation.</li> </ul> <p>Nominations submitted that are not selected are NOT to be carried forward as nominations for the next year. They must be resubmitted by the nominator for consideration.</p>	<p>The nominator is required to submit a brief statement indicating how the nominee has met the qualifying criteria.</p> <p>Nominations submitted that are not selected are to be carried forward as nominations for the next two subsequent years. Committee chair should forward those nominations to the next year's Committee chair.</p>	<p>The nominator is required to submit a brief statement indicating how the nomination meets the qualifying criteria.</p> <p>Nominations submitted that are not selected are to be carried forward as nominations for the next two subsequent years. Committee chair should forward those nominations to the next year's Committee chair.</p>	<p>Nominations may include, for instance, a set of teaching materials, a creative instructional strategy, or an insightful teaching approach. The innovation should have been implemented so that evidence of its success can be evaluated. A completed application should include the following: a. A description of the innovation, including sample materials. b. Any available evidence that the innovation has been shown to have educational benefits. c. The name of a contact person, including the person's phone, email address, and office mailing address.</p> <p>Nominations submitted that are not selected are to be carried forward as automatic eligible nominations for the next two subsequent years. Committee chair should forward those nominations to the next year's Committee chair.</p>	<p>Every paper included in an issue of <i>AJPT</i> published during the calendar year under consideration is automatically eligible for the award.</p>	<p>The Senior Editor in consultation with the current Editors will nominate potential recipients.</p>
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	<b>DISTINGUISHED SERVICE IN AUDITING AWARD</b>	<b>OUTSTANDING DISSERTATION IN AUDITING AWARD AND RELATED DISSERTATION CHAIR AWARD</b>	<b>OUTSTANDING AUDITING EDUCATOR AWARD</b>	<b>NOTABLE CONTRIBUTIONS TO THE AUDITING LITERATURE AWARD</b>	<b>INNOVATION IN AUDITING AND ASSURANCE EDUCATION AWARD</b>	<b>AJPT BEST PAPER AWARD</b>	<b>OUTSTANDING SERVICE TO AJPT AWARD</b>
Selection Committee	<p>Distinguished Service in Auditing Award Committee.</p> <p>The Selection Committee is to be chaired by the Vice President - Practice</p> <p>The Selection Committee's decision will be approved by the Executive Committee.</p>	<p>Outstanding Dissertation in Auditing Committee. Committee Members cannot be members of the Executive Committee of the Auditing Section and they must be independent of the authors of the nominated dissertations.</p> <p>The Section's Vice President – Academic serves as the EC liaison to the committee but is not a member of the committee</p> <p>The Selection Committee's decision will be approved by the Executive Committee</p>	<p>Outstanding Auditing Educator Award Committee.</p> <p>The Selection Committee is to be chaired by the Past President.</p> <p>The Selection Committee's decision will be approved by the Executive.</p>	<p>Notable Contributions of the Auditing Literature Award Committee.</p> <p>The Section President serves as the EC liaison to the committee but is not a member of the committee.</p> <p>The selection committee will be approved by the Executive Committee.</p>	<p>Innovation in Auditing and Assurance Education Award Committee.</p> <p>The Section Past President serves as the EC liaison to the committee but is not a member of the committee.</p> <p>The selection committee will be approved by the Executive Committee.</p>	<p>The award winner is selected by a committee consisting of the current <i>AJPT</i> Editor, the past editor and three at large members selected by the President of the Auditing Section.</p>	<p>The award winner is selected by the <i>AJPT</i> Senior Editor.</p>
Awards	Plaque	Plaques and \$2,500 monetary award for dissertation award added in 2008/2009. Also provide plaque for dissertation chair.	Plaque	Plaque	Plaque	Plaque	Certificate
<b>Other Information</b>	The award was first presented in 1980/1981.	Dissertation award first presented in 1987/1988. Award to the chair first presented in 1995/1996 in conjunction the dissertation award.	First awarded in 1987/1988	First awarded in 1999/2000	First awarded in 2002/2003 Committee Chair will work with nominees to get materials posted on the Auditing Section website or other medium for use by others.	None.	None.

**Panel B: Awards for Best Papers Submitted to the Midyear Meeting**

	<b>BEST PHD STUDENT PAPER SUBMITTED TO THE AUDITING SECTION MIDYEAR MEETING</b>	<b>BEST PAPER SUBMITTED TO THE AUDITING SECTION MIDYEAR MEETING</b>
<b>Purpose</b>	To recognize high quality submissions to the Auditing Section Midyear Meeting	To recognize high quality submissions to the Auditing Section Midyear Meeting
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• The paper can be single-authored, or co- authored. If the paper is co-authored, the PhD student must be the presenting author.</li> <li>• The PhD student- author must be a PhD student as of the deadline for submitting the paper to the Midyear Meeting.</li> <li>• The PhD student may be employed at an institution other than the PhD granting institution.</li> <li>• The paper may be related to the dissertation, but does not have to be related to the dissertation.</li> </ul> <p>Submissions for this award do not affect the eligibility of the student to also apply for the Outstanding Dissertation Award or to receive the Award for Best Paper submitted to the Auditing Section Midyear Meeting.</p>	<p>Specific criteria are left to the discretion of the Audit Midyear Planning Committee. Factors to be considered by the Audit Midyear Planning Committee might include reviewer comments and reviewer nominations.</p> <p>The paper selected must be selected for presentation at a concurrent session.</p>
<b>Frequency</b>	A maximum of one award may be made each year	A maximum of one award may be made each year
<b>Eligibility</b>	<p>Submission of paper to the Midyear Meeting.</p> <p>Members of the Audit Midyear Meeting Planning Committee are not eligible for the award.</p>	<p>Submission of paper to the Midyear Meeting.</p> <p>Members of the Audit Midyear Meeting Planning Committee are not eligible for the award. (As the Executive Committee members are not part of the selection or approval processes their paper submissions are eligible for the award.</p>
<b>Nomination Process</b>	When submitting a paper to the Midyear Meeting, the PhD student should indicate in the transmittal email that the paper is being submitted for consideration for the Best PhD Student Paper Award.	All papers submitted to the Midyear Meeting will be considered as nominations.
<b>Selection Committee</b>	Audit Midyear Meeting Planning Committee. Co-chairs may form a committee, approved by the President, to handle the selection.	Audit Midyear Meeting Planning Committee. Co-chairs may form a committee, approved by the President, to handle the selection.
<b>Awards</b>	The PhD student-author of the winning paper will receive a \$1,000 monetary award. If the paper has more than one PhD student-author, the monetary award will be split among the student-authors. One student-author of the paper will receive reimbursement of travel costs to cover 3 hotel nights, meeting registration costs, and coach airfare up to \$2,000.	Plaque
<b>Other Information</b>	First Awarded at the 2009 Auditing Section Midyear Meeting	First Awarded at the 2010 Auditing Section Midyear Meeting

### **3. OTHER OCCASIONAL AWARDS**

The Executive Committee will, on occasion, consider special awards for merit. It is difficult to predict the nature or timing of such awards, but the Executive Committee anticipates that they will be given only rarely. The criteria applied will depend upon the circumstances at the time. However, the Executive Committee will strive to give such awards where they believe the merit is sufficiently high that upon announcement, the Section members will recognize the merit of the award and award recipient(s). Three earlier awards are indicative of past Executive Committee action in granting special awards for merit.

The "Special Lifetime Achievement Award" presented to Robert K. Elliott at the 2001 Auditing Section Midyear Meeting is an example of a special award for merit. The award was presented in recognition of a Mr. Elliot's career-long contributions to auditing research, practice and education as well as his direct service to the Section. The award was granted at or near the end of his professional career. No other award granted by the Section was adequate to the occasion.

The "Leadoff-Hitter" Award presented to Professor Frederick Neumann at the 2001 Auditing Section Midyear Meeting is another example of a special award for merit. The award was granted in recognition of Professor Neumann's contributions at the time of the creation of the Section and his role as the first President of the Section. The timing of the award was a factor in the Executive Committee's decision. The award was granted as a part of the 25th Anniversary celebration of the Section.

Mr. Bernard Milano and the KPMG Foundation received an Award of Merit at the 2001 Auditing Section Midyear Meeting. The award was in recognition of their long-standing support of auditing education and research, the auditing section over three decades. The KPMG Foundation and Mr. Milano's role in programs such as the Research Opportunities in Auditing, Case Development & Research Program, Faculty Research Fellowships, Ph.D. Project and Auditing Section Midyear Meeting and Doctoral Consortium support were all cited as significant contributions.

The "Outstanding Service Award" presented to Jay Thibodeau at the 2012 AAA Annual Meeting Audit Section Luncheon is an example of a special award of merit. The award was presented in recognition of Professor Thibodeau's multi-year effort in establishing a process with the Center for Audit Quality to provide access to accounting firm participants in support of academic research in auditing. No other award granted by the Section was considered adequate to the occasion.

## **G. MIDYEAR MEETING AND DOCTORAL CONSORTIUM: POLICIES AND PROCEDURES** (see August 14, 1995 minutes; updated January 2010)

The Midyear Meeting Planning Committee is responsible for planning the annual Midyear Meeting. The Committee consists of a two Chairs who are the Directors of the Program, two Vice Co-Chairs who are expected to serve as Co-Chairs for the following year's meeting. The Vice President-Academic selects the Vice Co-Chairs.

The Planning Committee, in consultation with the Executive Committee, selects the location for the Midyear Meeting.

The Vice Chairs are responsible for working with the Section photographer to obtain photographs of the Midyear Meeting and Doctoral Consortium for submission to *The Auditor's Report*.

### **1. FINANCIAL SUPPORT FOR MIDYEAR MEETING AND DOCTORAL CONSORTIUM**

The KPMG Foundation has generously provided ongoing financial support for the Auditing Section MidYear meeting and the associated Doctoral Consortium. Terms associated with this gift are documented in a letter between the Audit Section and the KPMG Foundation leadership team (the most recent letter is shown on the next page).



**KPMG Foundation**  
Three Chestnut Ridge Road  
Montvale, NJ 07645-0435

Telephone  
Internet

201 307 7932  
[www.kpmgfoundation.org](http://www.kpmgfoundation.org)

March 26, 2013

Michelle Bowles  
American Accounting Association  
5717 Bessie Dr  
Sarasota, FL 34233

Dear Michelle:

I am pleased to announce that the trustees of the KPMG Foundation have approved \$30,500 per year for 3 years to be the sole sponsor of the 2014-2016 AAA Audit Section Mid-Year and Doctoral Consortium Meeting.

At the conclusion of each meeting, please send a detailed account of expenses and a list of attendees to:

Tara Perino  
KPMG Foundation  
3 Chestnut Ridge Road  
Montvale, NJ 07645

A check will be processed immediately upon receipt of the invoice.

If you have any questions, please contact Tara at 201-307-7932.

Sincerely,

Bernard J. Milano  
*President and Trustee*

## **2. SAMPLE TEMPLATES FOR HOTEL SELECTION AND CALL FOR PAPERS**

Available through the AAA Staff.

## **3. DOCTORAL CONSORTIUM POLICIES AND PROCEDURES FOR SCHEDULING AND PLANNING THE ANNUAL DOCTORAL CONSORTIUM** (adopted January 2002)

The Auditing Doctoral Consortium will be held annually in conjunction with the Auditing Section Midyear Meeting. Its purpose is to stimulate doctoral students' auditing research. A planning committee consisting of a chairperson, a vice-chairperson, and a past-chairperson is responsible for organizing and running the Consortium. It is the duty of the Vice President-Academic of the Auditing Section (in consultation with the chairperson) to select the vice-chairperson. The vice-chairperson will serve as the chairperson the following year.

Auditing Section Operating Manual

Revised and Approved, August 2014

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Section II.

## **Doctoral Student Eligibility**

All Ph.D. students who have an interest in auditing research are eligible to apply to attend the Consortium. In the past, the Consortium has been over-subscribed. As a result, reservations will no longer be first-come-first-served. Rather, students will be asked to indicate their interest in attending. Once the pool of interested candidates has been identified, the Consortium organizers will issue invitations to individual students based on factors such as prior years' attendance and the number of students attending from a given school. Students who attend the Consortium will receive up to two years of complimentary membership in the Auditing Section and the AAA.

## **Doctoral Student Registration Information**

There is no cost to apply or, if selected, to attend the Auditing Section Doctoral Consortium. Any student wishing to attend must complete the application process. Alternates will also be notified in case any invited students decide not to attend. To apply for an invitation to the Consortium, students must complete an application form.

Please note that the application for the Consortium is separate from registration for the Auditing Section Midyear Meeting which follows the Consortium. Students wishing to register for the Midyear Meeting can do so by completing the meeting registration form.

### **Hotel Accommodations and Information:**

Students who attend the Auditing Section Doctoral Consortium are eligible to receive either (i) a complimentary one-night, single-occupancy accommodation at the event hotel for the night prior to the Consortium or (ii) a two-night, double-occupancy accommodation at the event hotel on the night prior to and the night of the Consortium. These accommodations will be reimbursed AFTER the meeting, provided that the student attends the consortium for the full day and stays at the meeting hotel. Students should make their reservation directly with the hotel. A maximum of two students can stay in one hotel room. NOTE: students who share a room should provide both names to the hotel when making reservations. Reimbursement of other travel costs (e.g., transportation) requires the approval of the Executive Committee in advance of the Doctoral Consortium.

### **Consortium Cancellation Policy**

Students must cancel their registration if unable to attend. This will allow another student who is wait-listed to attend the Consortium.

**4. POLICY FOR COMPLIMENTARY REGISTRATION FOR SPEAKERS** (see January 22, 1995 minutes)

Non-section members invited to speak at section meetings should not be charged a registration fee.

**5. POLICY FOR RATES TO ATTEND MIDYEAR MEETING** (see August 16, 1998 minutes)

The Section allows PhD students to attend the Section Midyear Meetings at a reduced rate. If the students register after the advance registration date, then they would be required to pay the full registration fee. All meeting fees will be approved by the Executive Committee (added in January 2010).

**6. POLICY STATEMENT FOR CPE SESSIONS** (see January 23, 1997 and January 17, 2002 minutes) (revisions proposed at January 16, 2002 Executive Committee meeting, approved by online vote on February 5, 2003)

The Auditing Section will charge attendance fees for all CPE sessions administered by the Section in conjunction with the Auditing Section Midyear Meeting. Charges for CPE sessions will be at the discretion of the Committee or individuals organizing the sessions and will be approved by the Executive Committee (Executive Committee approval requirement added in January 2010 and then broadened those having discretion to set a fee in January 2011).

Any revenues remaining from a Section CPE session, after the AAA deducts for expenses such as room rent, basic audio-visual equipment (overhead and slide projector), and break refreshments, will flow directly to the Auditing Section.

Out of these net revenues, the Auditing Section may reimburse presenters for incremental travel expenses incurred in connection with the CPE session. See the Expense Reimbursement Policy for details on the reimbursement of CPE presenters.

The Executive Committee may make exceptions to this policy. The above policies are also intended to apply for co-sponsorship with non-profit sponsors such as the IIA.

For CPE sessions where the Auditing Section has a corporate (i.e., for profit) co-sponsor, the co-sponsor would pick up all expenses beyond basic room rent, audiovisual, and refreshment expenses.

**7. CANCELLATION POLICY**

All cancellations must be received in writing at the AAA in order to be processed. Cancellations received after the normal registration deadline as posted on the AAA Audit Section Midyear website (generally one month prior to the Midyear Meeting) will incur a \$50 cancellation charge. No refunds will be available for cancellations after the date specified on the AAA Audit Section Midyear website (generally a date in early January of the year of the Midyear Meeting).

## H. AUDIT EDUCATOR'S BOOTCAMP

The Auditing Section of the American Accounting Association conducts an Audit Educator's Bootcamp generally in June each year. The Bootcamp generally begins on a Tuesday and concludes on a Thursday.

### **Purpose**

The camp agenda includes discussions of current practices related to the auditing profession. Coverage includes various topics including audit planning, internal controls, risk, materiality and substantive testing. Participants receive a set of materials that they can customize for use in their classrooms as well as a list of available resources for audit-related teaching materials.

### **Audience**

The event is designed with two types of faculty members in mind: recent doctoral graduates who do not have auditing experience, but will be teaching auditing courses at their new university and faculty members who currently teach auditing courses, but do not have recent auditing experience.

### **Registration Information**

The registration fee includes the 3-day workshop and lunches. Note: Enrollment is limited and historically has filled up in a short period of time, paid registrations are taken on a first-come basis, based on the dates outlined below.

### **Registration Deadlines (enrollment is limited)**

Auditing Section Members are invited to register by a specified date (usually in mid-March preceding the June event). After that deadline, registration is opened to Non-Auditing Section Members. Non-Auditing Section Members will pay a higher fee than Auditing Section members.

### **Meeting Cancellation Policy**

Cancellations must be received in writing at the AAA ([info@aaahq.org](mailto:info@aaahq.org)) in order to be processed. No refunds will be available for no-shows or for cancellations received after the last day the hotel rate is guaranteed, unless we are able to fill their place in the workshop.

## I. CAQ ACCESS TO AUDIT PERSONNEL PROGRAM

In 2013, the Auditing Section and Center for Audit Quality (CAQ) launched a program to solicit and evaluate proposals from Section members desiring to conduct behavioral research in auditing that requires the time and effort of practicing professionals to complete. These proposals are reviewed by a Proposal Review Committee which is comprised of two sub-committees, one that is staffed by qualified Auditing Section researchers (to conduct a scientific review) and one that is staffed by key practitioners (to conduct a practice review). The purpose of the scientific review is to ensure that the proposed research has sufficient theoretical motivation and an appropriate research design for pursuing the proposed research question. The purpose of the practice review is to ensure that the proposed research has sufficient practical relevance.

Committee members responsible for conducting the scientific review are accomplished academic scholars who have served, currently serve, or are qualified to serve at the level of editorial board of major academic journals in accounting. The Auditing Section is responsible for identifying the academics to serve as scientific reviewers on the Proposal Review committee. The CAQ, with input

from its Research Advisory Board and sponsoring firms, is responsible for identifying the practitioners to serve as practice reviewers on the committee.

The charge of the sub-committee responsible for the scientific review and the structure and terms of service of that sub-committee are summarized in Section I.E.2 of this Operating Manual.

## **J. OTHER POLICIES**

### **1. EXPENSE REIMBURSEMENT POLICY**

#### **A. EXECUTIVE COMMITTEE**

Members of the executive committee are eligible for reimbursement of normal and reasonable incremental expenses not to exceed \$400 incurred in attending executive committee meetings, when reimbursement is not available from the committee member's own institution. Executive committee meetings have always been one day and sometimes two days prior to the beginning of a meeting such as the Section's Midyear meeting or the AAA annual meeting. Incremental expenses are the extra hotel and meal costs incurred in conjunction with attendance at the executive committee meetings over and above regular meeting attendance costs. The reimbursement will be from ordinary revenues and not from any contributions to the Section for Section activities.

#### **B. MIDYEAR MEETING PLANNING COMMITTEE (see August 14, 1995 minutes)**

The budget for the Midyear meeting may include reimbursement of travel Costs up to a maximum of \$500 for each member of the Midyear Meeting Planning Committee when the reimbursement is not available from the committee member's own institution.

#### **C. MEMBER CPE PRESENTATIONS**

The Auditing Section will reimburse a presenter for incremental costs of presenting a CPE session associated with the Section's Midyear Meeting when reimbursement is not available from the presenter's own institution or employer. These costs will ordinarily be limited to one night's hotel lodging at the meeting hotel and one day of meals. These incremental costs will be reimbursed from the available proceeds of the CPE session, after deductions for room rent, basic audio-visual equipment (overhead and slide projector), and break refreshments. The Section may reimburse other travel costs (e.g., transportation) associated with presenting a CPE session if circumstances warrant doing so. Such costs will only be reimbursed from available proceeds of the CPE session. All CPE- related travel reimbursements require the approval of the Executive Committee, and any reimbursement of transportation costs requires the approval of the Executive Committee in advance.

## **2. WEB SITE**

The Executive Committee establishes the policy for the content of the Section's web site. Substantive changes in web site content require the approval of the Executive Committee.

The webmaster submits all requests for links to the Section's web site with a recommendation to the Executive Committee for approval. The Executive committee will consider accepting links to the Section's web site for those non-commercial auditing and assurance web sites that are likely to be of broad interest to members of the Section. The Executive Committee reserves the right to remove any link at any time.

The Communications Committee is responsible for maintaining the website.

Generally, the Communications Committee does not create original materials, but instead posts, links, and maintains materials submitted to the Committee. The Committee interacts with AAA staff who actually posts materials and links. Items that might be posted at the Website include:

1. Information about Audit Midyear Meeting —
  - a. The call for papers
  - b. Travel information (e.g., airfare discounts and hotel information)
  - c. The program schedule
  - d. The papers submitted by the presenters
  - e. Update the program by establishing links to papers
  - f. Biography of keynote speaker(s)
2. *The Auditor's Report* newsletter. The newsletters are actually posted by the AAA staff. The Webmaster then establishes a link to the newest newsletter from the Audit Section Publication page.
3. The contact information for the Section's officers and Committee chairs. This list requires a Major change annually. AAA Staff assist in updating this information annually. Minor maintenance work is conducted throughout the year, mostly to update contact information when an office moves.
4. Minutes of the Executive Committee Meetings and the Section Business Meetings. The minutes are sent by the Section Secretary and posted, as submitted, as a Word document. A link is established to the document from the Minutes page.
5. Useful Internet Links and other items submitted or approved by the applicable Section officers.

## **3. DUES FOR RETIRED MEMBERS AND STUDENT MEMBERS**

The AAA offers reduced membership fees for student members. (modified January 2010)

The Auditing Section offers reduced dues for retired members at an annual rate of \$10. (January 19, 2005 minutes)

## **4. POLICY FOR ACCESSING AUDITING SECTION MEMBERS FOR THE PURPOSES OF RESEARCH (Approved August 2009)**

### **Background**

Periodically, the executive committee of the Auditing Section may be contacted by individuals or groups, both inside or outside the Section and the AAA, to access Section members for the purposes of research (e.g., to complete a survey). The Section welcomes proposals that hold promise for

furthering auditing theory, practice, and education and for which Section members' input is uniquely informative and relevant to the research purpose. This document provides guidelines for submitting a research proposal to the Section and how accepted proposals will be implemented by the Section.

### **Proposal Components**

Individuals or groups requesting access to Section members for the purposes of research are to submit a proposal to the Section's Executive Committee. The text of this proposal should not exceed 3 pages. Proposals generally should address the following matters:

#### **1. Research Topic**

Include an overview of the research topic that addresses the following:

- o What is the research question and how is it relevant to members?
- o How will the project further auditing research, practice, or education?
- o Why are section members relevant and unique participants for the purpose of the study?

#### **2. Methodology**

Provide a description of the research instrument which addresses the following:

- o How will the research instrument be disseminated?
- o How much time is required to complete the research instrument?
- o What steps will be taken to ensure anonymity and confidentiality?

Include a copy of the research instrument (not included in the 3 page limit).

#### **3. Timeframe and Deliverable**

Provide a description which addresses the following:

- o What is the proposed timeframe for the study?
- o What is the deliverable (e.g., executive summary, research paper) and how can it be disseminated to members that participated in the study?

#### **4. Research Team**

Provide a brief biography for each member of the research team, specifically describing why the members are qualified to perform the research study.

### **Review and Acceptance of Proposals**

The proposal will be reviewed by the Research Committee. The Research Committee will make a recommendation to the Executive Committee. For proposals that are accepted by the Executive Committee, the Research Committee will work with the research team to disseminate the research instrument to Section members. One potential avenue for dissemination includes providing a link to the instrument in an email.

## **5. AUTHORIZATION FOR DISBURSEMENTS**

The President or Treasurer may authorize disbursements up to \$5,000. Disbursements larger than \$5,000 require approval of the Executive Committee [Approved at the January 2012 Section Business Meeting]

## **J. AMERICAN ACCOUNTING ASSOCIATION DOCUMENTS**

### **1. BY-LAWS**

See: <http://aaahq.org/about/bylaws.htm>

### **2. POLICIES ON SECTIONS**

See XIII. Segments of the Association (which are Regions and Sections) of the bylaws at <http://aaahq.org/about/bylaws.htm>

### **3. FUND-RAISING LIMITATION AND APPROVAL PROCESS (*DE MINIMUS* RULE)**

See relevant section of AAA Policies and Procedures Manual at <http://aaahq.org/about/manual/manual09.htm>

### **4. POLICIES AND PROCEDUES MANUAL**

See AAA Policies and Procedures Manual at <http://aaahq.org/about/manual/manindex.htm>