

**Section Bylaws Template with Examples of Content**  
**Please modify, as appropriate, for your Section.**  
**Please refer to Section XIII of the AAA Bylaws in making changes.**

**Section LOGO**

**Section Name – Bylaws**  
**(As Revised – 2017 or 18)**

For more information about the XXX Section, including current Officers and Operations Manual, please visit the XXX web page.

- I. Name of Organization
- II. The Purposes and Objectives of the Section Are
- III. Membership
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**I. Name of Organization**

The name of this organization shall be the XXX Section of the American Accounting Association.

**II. The Purposes and Objectives of the Section Are**

to foster excellence in the teaching, research, and practice of XXX and other XXX services.

to create and disseminate knowledge of XXX and all aspects of XXX as they relate to accounting by promoting excellence in research, teaching, and practice. The section encourages and supports new scholars and educators in the field.

**III. Membership**

**(Please modify and include student members and life members sections only if they are appropriate for your section)**

All persons who pay the annual dues levied by this Section, subject to the rules of the American Accounting Association shall be members of the Section. All members of the section are eligible to vote, hold office, and participate fully in all activities of the Section, and are entitled to all its other privileges.

There shall be three classes of membership: (1) Regular Members, (2) Student Members, (3) Life Members. XXX, XXX members of the section are eligible to vote, hold offices, and participate in all activities of the Section.

**Student members.** Students, during the period of matriculation in a post- secondary program, shall be eligible for student membership in the XXX section. The application must be accompanied by a certification of student status by the applicant. Student members of the XXX section may/may not vote in matters coming before the XXX Section, serve/not serve on XXX Section committees, or hold/not hold a XXX Section office.

**Life members.** Life membership in the XXX Section may be awarded on an individual basis by the Executive Committee of the XXX Section. Life Members have all the rights of an XXX Section member.

**IV. Dues**

Dues shall be determined by the XXX Section's Executive Committee. Dues categories shall be structured to reflect the XXX Section's strategy and to increase participation of classes of individuals facing varying economic conditions.

Annual dues and all changes there in shall be recommended to the membership by the XXX Section's Executive Committee for approval by the membership.

## **V. The Executive Board/Committee/Board of Trustees**

The Executive Board/Committee/Board of Trustees of the XXX Section shall consist of: the President/Chair, the President-elect/Chair-elect, the Past President/Past Chair, Secretary, Treasurer, XXX, XXX, XXX, Historian, and Council Representative. 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.

## **VI. Duties of the Members of the Executive Board/Committee/Board of Trustees**

**President/Chair.** The President is elected for a xxx (xx) year term. The President/Chair is responsible for administering the affairs of the Segment. The President will act as chair of the Executive Board/Committee/Board of Trustees and will preside at all meetings of the Segment. Except for committee members previously appointed to terms that have not yet expired, the President has the authority to appoint members to committees and task forces, and, at his/her discretion, to remove members of committees and task forces.

**President-Elect/Chair Elect/ Vice President.** The President-Elect is elected for a xxx (xxx) year term. The duties of the President-Elect are to assist the President in administering the affairs of the Segment.

**Past President/Past Chair.** The Past President serves on the Section's Nominations Committee and Advisory Board of the Section. He/she will assist the President and President-Elect in their efforts to implement the Section's strategy. The Past President will serve in that office for xx year.

**Secretary.** The Secretary is elected for a XXX (xxx) year term. The duties of the Secretary are to supervise the keeping of records of Section meetings, policies, and procedures.

**Treasurer.** The Treasurer is elected for a XXX (xxx) year term. The duties of the Treasurer are to work with AAA professional staff relative to collection and disbursement of Section funds. The Treasurer will report to the Section members at its business meeting on the financial affairs of the Section and will provide that information for dissemination to the Section members.

**Historian.** The Historian serves a xxx (xxx) year terms as an officer and is appointed by the President/Chair. The Historian is an ex-officio, non-voting member of the Executive Board/Committee/Board of Trustees. The duties of the Historian are to maintain an up-to-date history of Section activities and to maintain and update the Section's Operating Manual. The Historian also provides historical perspective at Executive Board/Committee/Board of Trustees and Section business meeting and aids in providing continuity to the Section.

**Council Representative.** The Council Representative serves a 3-year term and is eligible for one additional 3 year term. The duties of the Council Representative are to report in a timely manner all relevant Council meeting information to the Section's Executive Committee.

**Editor of xxx.** The editor serves a xxx (xxx) year term. The Editor is responsible for the administration, publication, and content of xxx Journal, subject to cost constraints imposed by the Executive Board/Committee/Board of Trustees.

**Filling of Vacancies.** In the event that a member of the Executive Board/Committee/Board of Trustees, other than the President/Chair, is unable to serve the full term, the duties shall be assigned to another person selected by the The Executive Board/Committee/Board of Trustees. When the President/Chair cannot serve, then the duties shall be assumed by the most recent Past President/Chair who is willing to serve. When the President-Elect is not able to serve, the Nominations Committee will nominate another candidate who will be affirmed by a vote of the membership.

## **VII. Standing Committees**

**Advisory Board.** The officers of the XXX Section shall be guided in their duties by an Advisory Board. In addition, the Advisory Board shall propose changes in the by-laws for submission to the members of the Section for approval.

The Advisory Board shall consist of XXX members: the past president, the prior year's past president, and XXX other members elected by the XXX Section. The chair of the Advisory Board shall be appointed by the Nominations Committee.

**Nominations Committee.** It will consist of one or more immediate Past Presidents/Chairs (the most senior of whom shall chair the committee) and at least xxx (XXX) other elected persons to be elected at the annual business meeting of the Section or, if no such election is made at such meeting, by majority vote of the Section officers. Candidates for election to the Committee on Nominations will be proposed and seconded from the floor. Members of the Nominations Committee are not be eligible for nomination to any Section office while serving on the committee.

The Nominations Committee will prepare a list of nominees for the election to be held at the next annual meeting or by mail, facsimile, or electronic vote before the next annual meeting. The Nominating Committee's duties also includes soliciting candidates from the membership for open offices and preparing a slate of at least one candidate for each of the open offices.

**Publications Committee.** The Publications Committee shall consist of a Chair (xxx-year term) appointed by the President and XXX additional members. The duties of the Publications Committee of the XXX Section are to: Recommend changes in policy issues associated with all XXX Section publications and recommend incoming editors of XXX Section publications.

**VIII. Nomination and Elections Procedures.** The President/Chair, President/Chair-Elect, and the Council Representative will be elected by mail, facsimile, or electronic vote or at the annual business meeting of the Section under Robert's Rules of Order. If, in addition to the nominee(s) proposed by the Nominations Committee, a person is nominated by a petition signed by not less than twenty-five (25) members of the Section, the election will be by written or electronic ballot. Persons nominated by petition must previously have agreed to serve if elected. Only members of the Section are eligible to vote.

#### **IX. Publications**

The XXX Section may publish newsletters, proceedings, working papers, monographs, journals, teaching aids, and other materials consistent with the purposes and objectives of the XXX Section

#### **X. Amendments**

Amendments to the bylaws of the XXX Section may be proposed by any individual member or group of members, by the Executive Committee, or by the XXX.

Proposals accompanied by a petition signed by (XXX) regular members in good standing may be submitted to the (XXX) for ballot by the membership.

Written notice of amendments to the bylaws of the XXX Section to be presented for vote shall be given to the members at least xxx days prior to the vote.

The bylaws of the XXX Section may be amended by the affirmative vote of XXX of the members. The vote shall be held by mail, facsimile, or electronic vote.