

APPENDIX C

Accounting Advisory Board Bylaws

**Gonzaga Accounting Advisory Board
By-Laws**

I. Purpose

The purpose of the Gonzaga Accounting Advisory Board (GAAB) is to provide advisory and financial assistance to the accounting programs at Gonzaga University (Gonzaga Accounting). GAAB is intended to be a diverse group of advisors from the accounting profession. All participants should have an interest in the advancement and success of Gonzaga Accounting, the School of Business Administration (SBA), and Gonzaga University. GAAB members are expected to actively participate in the promotion of Gonzaga Accounting.

GAAB's activities include support for the accounting faculty, the Coordinator of Accounting Programs (Coordinator), the Director of Graduate Accounting (Director) and the Dean of the SBA (Dean) related to the needs of Gonzaga Accounting by way of advisory board meetings, and possibly including committee and community service engagement.

II. Membership

GAAB is composed of a maximum of thirty (30) members and shall not fall below ten (10) members. The members should have qualifications and/or perspectives that relate to accounting, business, government, or academia. The Coordinator, Director, Dean, and President of Beta Alpha Psi shall be ex officio members of GAAB. The Coordinator shall appoint the members with advice and support of GAAB members and accounting faculty. Membership on GAAB is expected to be representative of the diverse activities and constituencies of Gonzaga Accounting. Appropriate alumni representation is encouraged.

Members shall be appointed to serve a three- year (3) term with the option of reappointment for additional terms of three-years (3). For terms of office, the year shall begin on September 1 and end on August 31. Member terms will be staggered among three groups in order to maintain board cohesion. Ex officio members shall serve a term contemporaneous with their positions. Accounting faculty are encouraged to attend all GAAB meetings.

III. Officers

The officers of GAAB consist of the Chair, Vice Chair, and Secretary. The Vice Chair will normally progress to the Chair in the next term. The Secretary is responsible for maintaining GAAB records. The officers will be elected from GAAB membership by the members to serve a two-year term. Officers are eligible for re-election for additional terms. The officers are chosen without regard to their period of service on GAAB and their appointment is automatically extended until the end of their tenure in office if their current three-year term as member expires during their term of service in office.

Election of the officers will take place at the Spring semester meeting, with offices assumed the following September 1. A simple majority of votes cast by members present is required for election. The Chair shall preside over meetings of the GAAB and provide guidance in achievement of its goals. The Vice Chair shall preside over GAAB meetings in the absence of the Chair and has responsibility for coordinating the activities of GAAB committees..

IV. Meetings

The Coordinator will schedule meetings as needed, with at least one each academic year. The presence of at least one half of GAAB members at a meeting will constitute a quorum. Members participating remotely will be considered present for purposes of reaching a quorum. The Coordinator sets the dates for the meetings of GAAB in consultation with GAAB members and accounting faculty.

The Coordinator, in consultation with the Chair and Director, prepares the agenda for each meeting and provides the agenda to all GAAB members with adequate advance notice. In addition to the regular meetings held each year, the Coordinator or Chair may call special meetings as circumstances require and in some instances, board members may be called on to engage in committee (see Section V) and/or community service work in support of Gonzaga Accounting.

V. Committees

GAAB shall have an executive committee consisting of GAAB officers, the Coordinator, Director, and Dean.

The Chair, Coordinator, or Director may appoint committees to undertake specific assignments and/or projects related to the Purpose of GAAB. The Chair, Coordinator, or Director will appoint committee chair(s). Committee work may be accomplished remotely or via e-mail. A committee chair or any officer on a committee may call a special committee meeting. Each GAAB member is expected to serve on at least one committee in support of GAAB's activities and Gonzaga Accounting at large.

VI. By-Law Revision

Any GAAB member can propose revisions to the By-Laws. Proposed revisions should be provided to all GAAB members with adequate advance. A two-thirds majority of GAAB members present or by proxy, provided there is a quorum present, is required to approve any change to the By-Laws. Any proxy authority must be substantiated to the satisfaction of the Chair.

VII. Disclaimer of Liability

Neither GAAB nor its members have any authority to make commitments on behalf of Gonzaga University or any unit thereof. GAAB members are responsible for their own transportation and accommodation costs related to GAAB activities and will receive no remuneration. GAAB members do not represent Gonzaga University or the SBA in any official capacity by virtue of GAAB membership.

GAAB and its individual members disclaim any liability for losses, claims, demands, or actions arising or resulting from the recommendations or advice made or given in good faith to Gonzaga Accounting.

VIII. Financial Support Expectations

GAAB members accept membership with the expectation of making a financial contribution to Gonzaga Accounting. Members will be asked to pledge two thousand dollars (\$2,000) per year of service in contributions to any of the following funds that support Gonzaga Accounting, the SBA, and/or Gonzaga students:

- Accounting Excellence Fund
- Eddy Birrer Scholarship
- Daniel Brajcich Scholarship
- Beta Alpha Psi Scholarship
- Any established CPA firm scholarship
- Any established family scholarship

GAAB members may make separate contribution arrangements directly with the Coordinator. Matching from member employers will count toward any pledge.

Adopted April 21, 2011
Revised April 28, 2021