

**INTERNATIONAL ACCOUNTING SECTION  
OF THE AMERICAN ACCOUNTING ASSOCIATION  
BY-LAWS AS AMENDED THROUGH AUGUST 4, 2008**

**Section I: NAME**

The association of the members of the American Accounting Association interested in International Accounting shall be known as the International Accounting Section of the American Accounting Association (herein referred to as the Section).

**Section II: MEMBERSHIP**

In accordance with AAA policy, the membership of the Section consists of:

1. Members,
2. Life members,
3. Emeritus members, or
4. Associate members of the AAA.

There shall be no company, library, or organization memberships within the Section.

**Section III: PURPOSE**

The purpose of the Section is specified in a separate statement of Objectives. The Objectives are adopted and may be changed by vote of a majority of members present at the business meetings held at the AAA annual meeting or Section midyear meeting.

**Section IV: OFFICERS**

- A. The officers of the Section are the president, immediate past president, the president-elect, the vice-president-practice, the secretary, and the treasurer; together they form the Executive Board. The chair of the Advisory Board shall participate in Executive Board activities in a non-voting, advisory role.
- B. Election of Officers: The officers shall be elected at the business meeting, held at the AAA annual meeting, by a simple majority of the members present.
- C. Filling Vacancies: In the event the president of the Section is unable to serve, his/her duties shall be assumed by the president-elect. In the event the president-elect, vice-president-practice, secretary, or treasurer are unable to serve, the president shall, in consultation with the chairs of the Nomination Committee and Advisory Board, appoint a member of the Section to complete the unexpired term until an election can be held at the next annual meeting.

D. Compensation: Section officers shall not receive any compensation in the form of honoraria, professional fees, stipends, etc. from the AAA or the Section for the performance of their duties. Section officers may be reimbursed from funds under the control of the Section for certain expenses incurred in connection with their duties.

1. Requests for reimbursement must be submitted to and approved by the treasurer before being sent to the AAA for disbursement.
2. The standard AAA expense reimbursement policy shall apply.

E. Terms in Office and Functions of the Officers

1. President - The president shall serve a one-year term. The main duties of the president are:
  - a. To direct the affairs of the Section and carry out policies and programs formulated by the Section members at the annual and midyear business meetings;
  - b. To preside at the annual and midyear business meetings;
  - c. To preside at the midyear Section meeting, if one is held;
  - d. To appoint Section committees or task forces and their chairpersons;
  - e. Upon invitation, to work with the AAA concerning international matters at regional meetings of the Association;
  - f. When requested, to cooperate with the AAA concerning matters relating to Section activities at the AAA annual meeting; and
  - g. To report as needed to the AAA Executive Committee regarding Section activities.
  - h. To maintain the Section's service record of the committee activities of members.
  - i. To serve as one of the Section's representatives at the AAA Council meetings.
2. President-Elect – The president-elect shall usually be selected from the group of accounting academicians [i.e., those members of the Section at colleges and universities] and shall be elected for a one-year term. The president-elect shall automatically become the president of the Section in the following year.

The main duties of the president-elect are:

- a. To direct the affairs of the Section in the event the president is unable to serve.
- b. To preside at the annual and midyear business meetings if the president is unable to preside.
- c. To perform whatever duties the president may assign.
- d. To act as the Section's archivist.
- e. To prepare a budget for the next fiscal year and a projected three-year budget in cooperation with the Section treasurer.
- f. To be a voting representative for the section at the AAA Council meeting at the Annual AAA meeting at which the president-elect becomes president.
- g. To serve as an observer for the section at the Winter/Spring AAA Council meeting. If either the past president or president cannot attend the Winter/Spring AAA Council meeting, then the president-elect will be a voting representative of the section at the meeting.

3. Vice-President–Practice – The Vice-President-Practice shall be selected from the group of accounting practitioners [i.e., those members of the Section not at colleges and universities] and shall be elected for a one-year term. The practice vice-president is eligible for re-election for a second one-year term.

The main duties of the practice vice-president are:

- a. To provide liaison with accounting practitioners.
  - b. To direct the affairs of the Section in the event the president and the president-elect are unable to serve.
  - c. To preside at the annual and midyear business meetings if the president and president-elect are unable to preside.
  - d. To perform whatever duties the president may assign.
4. Secretary - The secretary shall be elected for a two-year term and is eligible for re-election for two additional one-year terms. The main duties of the secretary are:
    - a. To supervise the keeping of records of the Section's annual and midyear business meetings and the meetings of the Executive Board.
    - b. To send minutes of the meetings to members of the Executive Board and committee chairs, within a timely period, for their review by a specified date.
    - c. To send minutes of the meetings to the newsletter editor and web master for publication in the newsletter and on the web page after the review period has expired.
    - d. To provide information to members and others.
    - e. To work in liaison with the AAA Executive Director regarding questions of the Section membership.
    - f. To maintain and distribute, as needed, a handbook describing the duties of persons holding positions in the Section and a timetable for activities and reports.
    - g. If an officer that normally attends the AAA Council meeting is unable to attend, then the President may ask the Secretary to represent the section at the AAA Council meeting (with the corresponding right to vote if replacing a voting representative).
  5. Treasurer - The treasurer shall be elected for a two-year term and is eligible for re-election for two additional one-year terms. The main duties of the treasurer are:
    - a. To work with the AAA Executive Director concerning questions of collection and disbursement of Section funds.
    - b. To send copies of the monthly financial reports received from AAA to the Executive Board and Advisory Board chair.
    - c. To have primary responsibility for preparing an annual and a three-year projected budget, in cooperation with the president-elect, and prepare semi-annual and annual financial reports for the Section. The semi-annual and annual financial reports shall be sent to all members of the Executive Board, the Advisory Board chair, and committee chairs prior to the Executive Board meetings and the business meetings held at the AAA annual meeting and Section midyear meeting and shall be presented by the treasurer at each meeting.

- d. To review all requests for reimbursement, based on budgetary authority, and send the approved requests to the AAA for disbursement. In the event that a reimbursement request is not provided for in the budget, the Treasurer will request review and approval by the Executive Board: unless the amount involved is less than \$1,000 and already approved by the Section president.
  - e. If an officer that normally attends the AAA Council meeting is unable to attend, then the President may ask the Treasurer to represent the section at the AAA Council meeting (with the corresponding right to vote if replacing a voting representative).
6. Past President – The past president serves for one year immediately following his or her term as president. The duties are:
- a. To serve as a full member of the Executive Committee.
  - b. To consult with and advise the other officers.
  - c. To serve as a voting representative for the section at the Winter/Spring AAA Council meeting and an observer for the section at the Annual AAA Council meeting.
- F. Executive Board - The main duties of the Executive Board shall include:
- 1. assisting the treasurer and the president-elect in preparing an annual budget for the following year and a projected three-year budget; the annual budget shall include, among other items, the types of officers' expenses that will be reimbursed, the number of continuing education programs that will be funded by the Section, the projected costs of the mid-year meeting and annual meeting, and the projected costs of publications.
  - 2. appointing the editor of the newsletter.
  - 3. approving special Section publications (other than the newsletter or journal) before they are published.
  - 4. appointing the editor of the Section's journal.
  - 5. appointing the web master of the web page.

## **Section V: ADVISORY BOARD**

- A. The officers of the Section shall be guided in their duties by an Advisory Board. The Advisory Board will consist of nine members.
- 1. The immediate past-president of the Section automatically becomes a member of the Advisory Board for a three-year term.
  - 2. In addition, two members are nominated each year by the Nominations Committee for three-year terms. At least one member of the Advisory Board should reside outside the United States. A member who would be concurrently serving on the Executive Board may not be nominated for Advisory Board membership.
  - 3. The Advisory Board candidate who receives the most votes by the Nominations Committee shall be nominated to be the Advisory Board chair.
  - 4. Advisory Board membership will automatically be canceled should an Advisory Board member, other than the immediate past president, be elected to the Executive Board.

5. The Section president may appoint an otherwise qualified Section member on an interim basis until the next general election to fill a vacancy created by the departure of any Section Officer, Advisory Board member, or other elected official during his/her term of office.

B. The main duties of the Advisory Board include:

1. reviewing the By-Laws and Objectives and recommending any changes to the membership at the business meetings held at the annual AAA meeting and the Section midyear conference.
2. acting as a Strategic Planning Committee for the Section. The Strategic Planning Committee shall develop and update a strategic plan for the Section and shall map Section activities to meet the plan.
3. carrying out any other activities appropriate to an oversight role, as determined by the Advisory Board chair.

## **Section VI: COMMITTEES**

- A. The president of the Section shall appoint committees and task forces to carry out specific projects that are either authorized by the By-Laws or that the president views as essential to accomplish the Objectives of the Section. The length of service on committees depends on the special task; however, the length of service shall normally be one year. Because of the need for advance planning and continuity, members of the Mid-Year Conference Committee may be appointed for terms of one, two, or three years.

- B. Standing committees for the Section are: the Executive Board, the Nominations Committee, the Membership Committee, the Education Committee, the Publications Committee, and the Program Committee(s).

C. Committee Responsibilities:

1. The chairperson of each committee shall send a written report to the Executive Board prior to all scheduled meetings and at other times requested by the Executive Board or president of the Section.
2. The chairperson of each committee shall make an oral and/or written report to the membership at all Section business meetings.

D. The Publications Committee

1. The committee shall consist of nine members:
  - a. four voting members nominated by the Nominations Committee for two-year terms. Two new members of the Publications Committee shall be nominated by the Nominations Committee each year. The new members of the Publications Committee shall be elected at the Section's business meeting, held at the AAA annual meeting, by a simple majority of the members present.
  - b. two voting members appointed by the president of the Section for two year terms. One new member shall be appointed by the president of the Section each year.

- c. the journal and newsletter editors and the web master will serve as ex-officio, non-voting members.
2. The committee shall be chaired by the member of the committee who is in his/her second year of service and who was appointed by the president of the Section.
3. The committee is responsible for developing the editorial policies for the Section journal for approval by the Executive Board. Neither the Executive Board nor the Publications Committee has authority to make editorial decisions.
4. The committee shall nominate, by majority vote, an individual for journal editor, and forward the nomination to the Executive board in the year prior to the year the current journal editor's term expires.

## **Section VII: NOMINATIONS**

- A. The Nominations Committee of the Section shall consist of the two most recent past presidents, the chairperson of the Advisory Board, and three other members to be elected by the membership in the regular election process. The most senior past-president of the Section on the Nominations Committee shall chair the committee. Nominations may be submitted to the Nominations Committee by any member of the Section until January 1.
- B. The Nominations Committee must, by majority vote, recommend a single slate of nominations, by March 1, for president-elect, vice-president-practice, secretary, treasurer, Advisory Board members, Advisory Board chairperson, two members of the Publications Committee, and three members of the Nominations Committee for the next year at the Section's business meeting held at the AAA annual meeting.
- C. The Nominations Committee shall request a copy of the Section's service record from the president-elect to aid it in making the nominations.
  1. The president-elect must have served as secretary, treasurer, or chair of at least two Section committees in the past five years.
  2. Nominees for secretary and treasurer must have served the section in a significant capacity during at least two of the last five years. The two years of service may be obtained while performing the following roles within the section:
    - a. secretary
    - b. treasurer
    - c. journal editor
    - d. *Forum* editor
    - e. a committee chair
    - f. a regional coordinator
    - g. an advisory board member

Nominees for the at-large member positions on the nominations committee must have served the section in a significant capacity during at least two of the last five years. The two years of service may be obtained while performing the following roles within the section:

- a. secretary
  - b. treasurer
  - c. journal editor
  - d. Forum editor
  - e. a committee chair
  - f. a regional coordinator
  - g. an advisory board member
  - h. a member of the nominating committee
  - i. a member of the publications committee
  - j. a country director
3. Each year two members of the Advisory Board are nominated by the Nominations Committee for three-year terms.
- a. Advisory Board nominees must be qualified to serve in an oversight and advisory capacity, based on prior, senior level appropriate experience.
  - b. This experience shall include, but not be limited to, and as a minimum, Section experience at a leadership level (for example: past Officer, committee chair, head of ad hoc project).
  - c. Such qualifications should be specified in the nominations material provided to members of the Nominations Committee to assist them in the selection process.
  - d. The Nominations Committee shall contact the members of the Advisory Board who have remaining terms to determine if they will be able to continue their active involvement on the Advisory Board. If an individual cannot continue to serve in an active capacity, the Nominations Committee shall ask the individual to write a letter of resignation. The Committee shall nominate another individual to complete the term.

## **Section VIII: REVENUES**

### **A. Dues**

- 1. The Section shall charge dues, the amount to be approved by a majority vote of Section members present at the Section business meetings. All members shall be notified at least 45 days in advance of a proposed dues increase by an announcement in the Section newsletter or other appropriate medium such as e-mail or direct mail. Dues shall not exceed one-half of the national membership dues of the AAA unless prior approval is obtained from the AAA Executive Committee.
- 2. Dues are payable in conjunction with the AAA dues payment structure.
- 3. Section dues shall be collected by the AAA administrative office. All funds shall be kept in the AAA bank account and disbursed only upon authorization from the treasurer of the Section. Requests for reimbursements must be sent to the treasurer for approval. The treasurer will send the approved requests to the AAA for disbursement as provided for in Section IV.d.

- B. The Section may charge registration fees at any special Section or regional conferences/meetings that are not held in conjunction with the AAA annual meeting.

- C. The Section is authorized to receive gifts and grants for special purposes, subject to the policies and procedures of the AAA Executive Committee.
- D. Section activities funded from sources not controlled by the AAA should be disclosed in a footnote to the Section financial statements.

## **Section IX: PUBLICATIONS**

- A. The Section shall publish a newsletter three times per year and a journal two times per year. The Section shall also maintain a current web page.
- B. The Executive Board of the Section shall be responsible for appointing an editor for the Section newsletter.
  - 1. The newsletter editor is appointed for a three-year term and is eligible to be reappointed for a second three-year term. After completion of two terms, the newsletter editor may be reappointed for up to three additional one-year terms.
  - 2. The newsletter editor is responsible for the administration, content, and publication of the newsletter.
  - 3. The items published in the newsletter shall include, among others, as appropriate, and on a timely basis:
    - a. the By-Laws, Objectives, and Financial Statements of the Section;
    - b. the minutes of the business meetings and Executive Board meetings after they have been reviewed as specified in Section IV.3.c.
- C. The Executive Board of the Section shall be responsible for appointing an editor for the Section journal based on recommendations received from the Publications Committee.
  - 1. The journal editor is appointed for a three-year term, which may be extended by reappointment for a maximum of three additional one-year terms. If the journal editor is unable to complete a term, the Executive Board shall appoint an Acting Editor for a one-year term.
  - 2. The editor's main responsibilities include:
    - a. the administration, content, and publication of the journal;
    - b. reporting to the Executive Board and the membership as to the status and current activities of the journal;
    - c. appointing an Editorial Review Board. The members of the Editorial Review Board are appointed for a one-year term.
- D. The Section may print special publications in the form of booklets, rosters of members, monographs, study materials, teaching aids, etc. from its own funds. These publications must be approved by the Publications Committee and the Executive Board before they are published. These publications are to be distributed free of charge to Section members. The Section Executive Board shall determine a price to be charged for publications for persons not members of the Section. Typically, a discount on that price is provided for members of the AAA who are not members of the Section.
- E. The Executive Board of the Section shall be responsible for appointing a web master for the web page.

1. The web master is appointed for a three-year term and is eligible to be reappointed for a second three-year term.
2. The web master is responsible for the administration and content of the web page.
3. The items published on the web page shall include, among others, as appropriate, and on a timely basis:
  - a. the By-Laws, Objectives, and Financial Statements of the Section;
  - b. the minutes of the business meetings and Executive Board meetings after they have been reviewed as specified in Section IV.3.b.
  - c. the current and past year's newsletters, and
  - d. the list of Officers, Committee chairs and members, and committee charges.

## **Section X: BUSINESS MEETINGS**

- A. The Section shall hold two business meetings, one in conjunction with the AAA annual conference and one in conjunction with the Section's annual midyear conference.
- B. A quorum for the conduct of business at the business meeting shall consist of the members present.
- C. All members shall be notified of business meetings at least 45 days in advance by an announcement in the Section newsletter or other appropriate medium, such as e-mail or direct mail.
- D. Elections of officers, Advisory Board members, Nomination Committee members, and Publication Committee members shall take place at the business meeting held in conjunction with the AAA Annual Conference.

## **Section XI: AMENDMENTS**

- A. The Advisory Board shall review the By-Laws and Objectives and shall determine if revisions will be recommended.
- B. Proposed amendments to the By-Laws and Objectives shall be prepared by the Advisory Board and presented to the Executive Board for review and advice. Proposed amendments shall be submitted to the membership by the Advisory Board 45 days in advance of business meetings through the Section newsletter or other appropriate medium such as e-mail or direct mail.
- C. The members present at the business meetings may approve proposed amendments by a simple majority vote.