**ASSOCIATION OF CERTIFIED FRAUD EXAMINERS**

**The (University name here) Student Chapter**

**Article I**

**Name and Use of Trademarks**

**Section 1:** **Name.** The name of this organization shall be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*insert university name*] Student Chapter of the Association of Certified Fraud Examiners (referred to as the “Student Chapter”). Each Student Chapter operates with permission of the Association of Certified Fraud Examiners, Inc. (referred to as “the Corporation”) and the Association of Certified Fraud Examiners (A Non-Profit Corporation) (referred to as “the Association”).

**Section 2: Trademarks.** The name “Association of Certified Fraud Examiners” and the seals and logos used in connection therewith are the trademarks of the Corporation. The use of these trademarks by the Student Chapter shall be in compliance with the rules of the Corporation, and the Corporation shall have the right to approve or reject any use of these trademarks by the Student Chapter at its discretion.

**Article II**

**Purpose**

**Section 1.** The purpose of the Student Chapter is to provide students with an educational and social organization that promotes anti-fraud knowledge and provides students with opportunities to develop education, research, leadership, and networking skills in the field of fraud examination.

**Article III**

**Membership**

**Section 1: Eligibility.** Membership in the Student Chapter is open to all students who are members of the Association in good standing and who are in good academic and social standing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*insert university name*].

**Section 2: Suspension or Expulsion.** A member may be suspended or expelled by the Executive Council for inappropriate conduct as specified in the Student Code of Conduct of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*insert university name],* for conduct in violation of these Bylaws, or for conduct determined to be detrimental to the best interests of the Student Chapter. No member shall be suspended or expelled until he or she has been given two weeks’ written notice of the charges against him or her, and has had an opportunity to respond to the charges by a hearing before a quorum of the Executive Council with a Faculty Advisor present.

**Article IV**

**Faculty Advisor**

**Section 1: Qualifications.** A Member of the faculty shall serve as advisor to the Student Chapter. The advisor should be, but is not required to be, a full-time faculty member teaching in a field related to fraud examination.

**Section 2: Duties.** The faculty advisor shall:

1. Provide guidance and assistance to members of the Student Chapter.
2. Serve as an advisory (non-voting) member of the Student Chapter Executive Council.
3. Advise and oversee the Student Chapter officers.
4. Attend Student Chapter activities, Executive Council meetings, and meetings of the Members.
5. Serve with the President as primary Student Chapter liaison to the Corporation and the Association.

**Article V**

**Dues**

**Section 1.** The Student Chapter may, upon a majority vote of the members, assess membership dues, provided that the dues: (1) do not violate any rule or code of conduct of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*insert university name*]; (2) do not violate these Bylaws; (3) are used in a manner consistent with the purpose of the Student Chapter as set forth in Article II of these Bylaws; (4) are reasonable in amount; and (5) are not used for any illegal purpose. A member who is delinquent in the payment of dues which are assessed in compliance with this section may be designated as a member not in good standing.

**Article VI**

**Officers**

**Section 1: Officers.** The officers of the Student Chapter shall be the President, the Vice-President, the Secretary and the Treasurer. No person may be elected or serve as an officer of the Student Chapter unless that person is a member in good standing of the Student Chapter and the Association.

**Section 2: Term of Office.** Each officer shall take office upon election and shall serve for a term of one year and until a successor is duly elected or appointed and qualified. No officer shall hold the same elected office for more than one year.

**Section 3: Removal.** An officer may be removed from office by members of the Student Chapter for inappropriate conduct as specified in the Student Code of Conduct of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*insert university name],* for conduct in violation of these Bylaws, for conduct determined to be detrimental to the best interests of the Student Chapter, or for failing to perform his or her duties properly and in good faith. Prior to being removed from office, the officer shall be given written notice of the charges against him or her. Such notice shall be delivered at least two weeks in advance of a meeting of the members of the Student Chapter at which the officer’s removal is to be considered. A Faculty Advisor must be present at such meeting. The officer in question shall have an opportunity to address the meeting before the members vote on his or her removal. No officer shall be removed except upon a 2/3 (two-thirds) vote of the active members present at the meeting.

**Section 4: Vacancies.** If the office of any Officer, with the exception of the President, becomes vacant for any reason, the Executive Council shall appoint an eligible member to fill the vacancy until such time as an election can be reasonably held. In the event of a vacancy of the office of President, the Vice-President shall complete the President’s term and an eligible member shall be appointed to fill the office of Vice President until such time as an election can be reasonably held.

**Section 5: President.** The President shall be the chief executive and administrative officer of the Student Chapter. The President shall preside at meetings of the Student Chapter and the Executive Council; shall serve with the Faculty Advisor as primary liaison to the Corporation and the Association; and shall perform any other duties incident to the office of President or such duties as may be assigned by the Executive Council.

**Section 6: Vice President.** The Vice President shall assist the President in the performance of such Student Chapter duties as may be requested by the President. In the event of absence, death, resignation, disqualification or removal of the President, the Vice President shall assume the duties of the President for the remainder of the term of office. The Vice President shall be responsible for coordinating and reporting to the Executive Council on the work of the committees; and shall otherwise perform all duties incident to the office of Vice President or as may be assigned by the President or the Executive Council.

**Section 7: Secretary.** The Secretary shall be responsible for maintaining all records, other than financial, of the Student Chapter. The Secretary shall record the minutes of all meetings; maintain accurate membership records; see that all notices are duly given in accordance of these bylaws; and otherwise perform all duties incident to the office of Secretary or as may be assigned by the President or the Executive Council. Upon reasonable notice, the Secretary shall make all records of the Student Chapter available to the Corporation or the Association.

**Section 8: Treasurer**. - The Treasurer shall be responsible for maintaining accurate financial records of the Student Chapter and shall make those records available to the Corporation or the Association upon reasonable notice. The Treasurer shall have charge of all Student Chapter funds and the collection and disbursement thereof; shall ensure that all funds received are properly deposited for safekeeping to the credit of the Student Chapter and that all disbursements are properly approved; shall ensure that the Executive Council is kept advised of the status of the accounting funds; and shall otherwise perform all duties incident to the office of Treasurer or as may be assigned by the President or the Executive Council.

**Article VII**

**Executive Council**

**Section 1: Composition.** The Executive Council shall consist of all elected chapter officers and one elected student at-large, who shall take office upon election and shall serve for a term of one year and until a successor is duly elected or appointed and qualified. The Faculty Advisor shall serve as an advisory member of the Executive Council but shall not have voting privileges.

**Section 2: Authority.** The Executive Council shall be the governing body of the Student Chapter and its actions shall be final unless otherwise provided for in these Bylaws. The Executive Council shall have the authority to appoint officers to vacant positions and to establish and appoint committees as otherwise specified in these Bylaws. The Executive Council shall have the authority to supervise all officers, agents and committees of the Student Chapter. The Executive Council shall make available all financial records of the Student Chapter to any member, or to the Corporation or Association, upon reasonable notice.

**Section 3: Quorum.** A quorum shall consist of a majority of voting members of the Executive Council.

**Section 4: Vacancies.** If the office of the elected student at-large becomes vacant for any reason, the Executive Council shall appoint an eligible member to fill the vacancy until such time as an election can reasonably be withheld. If the office of any other Council member becomes vacant, it shall be filled in accordance with the provisions of Article VI of these Bylaws.

**Article VIII**

**Committees**

**Section 1: Appointment.** The Executive Council shall appoint such standing or special committees or subcommittees as it deems necessary. The Executive Council may authorize the President to appoint committees or committee members. Recommended committees include but are not limited to: Community Service, Public Relations, and Fundraising.

**Section 2: Chair and Vice Chair**. - One member of each committee shall be designated as the chair of the committee and another member of each committee shall be designated as the vice-chair. The chair and vice-chair shall be elected by the members of the committee or appointed by the Executive Council or the President. The chair shall call and preside at all meetings of the committee. When the chair is absent, is unable to act, or refuses to act, the vice-chair shall perform the duties of the chair. A quorum shall consist of a majority of committee members.

**Section 3: Term of Office.** Each member of a committee shall continue to serve on the committee until a successor is appointed or the committee is terminated. A vacancy on a committee may be filled by an appointment made in the same manner as an original appointment. A person appointed to fill a vacancy on a committee shall serve for the unexpired portion of the terminated committee member's term.

**Section 4: Rules**. Each committee may adopt rules for its own governance, consistent with these Bylaws and with rules adopted by the Executive Council.

**Article IX**

**Meetings**

**Section 1: Regular Meetings of Members.** The Student Chapter shall hold a meeting for all members not less than twice a semester. A quorum for a meeting of members shall be constituted by at least 10% of the Student Chapter members eligible to vote, but in no case less than five members. Unless otherwise stated in these Bylaws, a simple majority of the voting members involved shall be required to carry a motion. The Faculty Advisor shall not have a vote during meetings of members.

**Section 2: Notice.** Reasonable notice shall be given to all members in good standing of the time, date, and location of meetings.

**Section 3: Special Meetings.** Special meetings may be called by the President or the Executive Council at such times as may be necessary, provided that reasonable notice is given to all members in good standing as to the time, date, location, and purpose of the meeting.

**Article X**

**Election Procedures**

**Section 1: Eligibility.** The Student Chapter shall annually elect officers and at-large council members in accordance with these Bylaws. Any Student Chapter member in good standing shall be eligible for nomination to any elected office, provided he or she has at least one full year of school remaining prior to graduation.

**Section 2: Balloting.** The Executive Council shall designate a date, time and place at which the election of Student Chapter officers and at-large council members is to be held. All members in good standing must receive reasonable notice of the date, time and place of election.

**Section 3: Nominations and Voting.** Only members in good standing shall be entitled to vote. The Executive Council shall determine the procedure for accepting nominations and casting votes. The Secretary shall count and record the vote for each elected office. Candidates may be elected by a plurality of votes cast.

**Article XI**

**Miscellaneous**

**Section 1: Rules of Order.** All meetings of the Student Chapter shall be governed by parliamentary laws set forth in Robert’s Rules of Order (most recent edition) when they do not conflict with these Bylaws.

**Section 2: Limitation of Liability.** The Student Chapter shall be fully and solely responsible for its own legal and financial affairs. Neither the Corporation nor the Association shall be responsible or liable for any lawsuits, damages, other expenses or liabilities arising out of the activities of the Student Chapter. The Student Chapter shall not be responsible or liable for any lawsuits, damages, other expenses or liabilities arising out of the activities of the Corporation or the Association.

**Article XII**

**Amendments**

**Section 1: Amendments to the Bylaws.** Any member in good standing may propose an amendment to these Bylaws. A two-thirds (2/3) vote of the members present shall be required to amend these Bylaws in whole or in part. All amendments are subject to the approval of the Committee on Student Organizations and the Corporation.