

## NCACPA Bylaws

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### Charter

The charter granted by the State of North Carolina on December 8, 1919, provides for the unlimited existence of the North Carolina Association of Certified Public Accountants ("Association") as a non-stock professional corporation with principal offices located in Morrisville, North Carolina.

### Article I

#### Name and Purposes

1. The name of this organization shall be the "North Carolina Association of Certified Public Accountants Incorporated."
2. The Association is organized to promote, develop, and maintain the advancement of the accounting profession.
3. The Association's vision is to be the essential resource for the North Carolina CPA and its mission is to promote the competence, integrity, civic responsibility, and success of North Carolina CPAs.
4. The corporate seal of the Association shall be circular in form, having displayed in its center the seal of the state of North Carolina, and in the outer circle, the following words and abbreviations: "N.C. Association of Certified Public Accountants, Inc. 1919."
5. The Association is not intended to, and may not, play any role in the competitive decisions of its members or their employees, or in any way restrict competition in any aspect of the accounting profession. The Board of Directors through this statement of policy makes clear its unequivocal support for the policy of competition served by antitrust laws and its uncompromising intent to comply strictly in all respects with those laws. It is the individual responsibility of every member of the Association to be guided by antitrust laws. It shall be the special responsibility of all committee chairs, Association officers, and directors to assure that this policy is known and adhered to in the course of activities pursued under their leadership.

### Article II

#### Membership

1. The membership shall consist of nine classes: CPA, Associate, Retired, Semi-Retired, Non-Resident, Complimentary, Student, On Leave, and Senior/Life members.
2. A CPA member holds a valid unrevoked certificate as a CPA issued by a board of accountancy in North Carolina, in another state, a territory of the US, or the District of Columbia.

3. Associate membership shall be available to any person who is employed (or self-employed) in the field of accounting and is not an active certificate holder, who meets the requirements for election to membership detailed in Article III, and who meets any of the following criteria:
    - a) Such person has applied for and been accepted to take the Uniform CPA Examination, or has passed the Uniform CPA Examination, but whose certificate is being withheld pending completion of the experience requirements; or
    - b) Such person is a professional staff person employed in an accounting capacity; or
    - c) Such person is a person teaching accounting in an accredited North Carolina college, university, or community college; or
    - d) A former CPA who has opted to let their certificate go inactive with the Board of Accountancy in North Carolina, in another state, a territory of the US, or the District of Columbia; or
    - e) A firm or office administrator who is not an active CPA.Associate membership shall continue until:
    - a) Qualifications for advancement to CPA are achieved, or
    - b) Such person no longer satisfies any of the aforementioned five criteria for Associate membership
  4. Retired membership is available to:

A person who has changed their certificate status to inactive with the NC State Board of CPA Examiners, reached the Social Security Administration retirement age, and does not hold out to the public as a CPA.
  5. Semi-Retired membership is available to:

A person who is an active certificate holder with the NC State Board of CPA Examiners, reached the Social Security Administration full retirement age, and works less than 20 hours per week or 1000 hours per year.
  6. Non-Resident membership is available to persons who holds a North Carolina certificate but resides outside the state.
  7. A person can qualify for the Complimentary membership type if the person has recently passed the Uniform CPA Examination.
  8. Student membership shall be available to:
    - a) Any person meeting the requirements for the election to membership detailed in Article III, who is currently enrolled in a college or university and is pursuing study in an accounting-related field, including an MBA.
    - b) An Associate or CPA member who returns to school for the purpose of pursuing an advanced degree may elect Student member status for dues billing purposes, but shall retain entitlement to all member benefits and services.Student members shall be entitled to all benefits and services available to CPA and Associate members, except the right to vote. Student membership shall continue until the person no longer meets any of the qualifications for Student membership, except that a graduate may retain Student membership status until employed, but not longer than one year from their graduation date.
  9. On Leave membership is granted to a CPA member (by request) who is:
    - a. currently unemployed;
    - b. on long-term maternity or paternity leave; or
    - c. on long-term medical leave.
  10. Senior/Life membership is granted to any of the below:
    - a) An individual who has been a member of the association continuously for 40 years; or
    - b) A person who receives the Lifetime Achievement Award.
  11. Only CPA members shall vote at the Annual Business Meeting.
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### Article III

#### Election to Membership

1. Applications for admission are provided by the Association. Applications shall be subject to payment of application fees set by the Board of Directors.
  2. Application forms shall contain an agreement binding the applicant to obey the bylaws, Code of Professional Conduct, and all other rules and regulations of the Association, if elected.
  3. Applications for membership shall be recorded in the administrative offices of the Association.
  4. Upon election, each CPA member shall be entitled to a certificate of membership setting forth that he or she is a member of the Association, but no certificate shall be issued until receipt of dues apportioned to the end of the current fiscal year.
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### Article IV

#### Governance

1. The Board of Directors shall have general charge and control of the affairs, funds, and property of the Association and shall carry out the objectives of the Association in accordance with these bylaws. The chief elected volunteer shall be Chair of the Board. A majority of directors present shall constitute a quorum for the transaction of business.
  2. The Board of Directors may employ persons to assist the officers in the discharge of their duties, and fix the duties and compensation of such persons within budgetary limits. The chief staff officer shall be called Chief Executive Officer (CEO).
  3. The Executive Committee shall:
    - a) Have the authority to act for the Board of Directors and carry out the policies of the Board. This committee shall serve in an advisory and supervisory capacity to the CEO and shall facilitate the handling of urgent current problems and make preliminary investigations of major or long-range issues;
    - b) Develop, monitor and report on the status of strategies, as well as collaborate with committees and task forces to identify opportunities and/or threats that may impact the Association's current and future plans;
    - c) Present the annual budget to the Board of Directors for approval; and
    - d) Shall report to the Board of Directors, for its ratification, at its next meeting following such action. Regular minutes of the proceedings of the Executive Committee shall be kept. A majority of the voting members of the Executive Committee shall constitute a quorum.
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### Article V

#### Meetings

1. The Annual Business Meeting of the Association may be held at any time during the fiscal year. The time and place of the Annual Business Meeting shall be decided by the Board of Directors, who are hereby empowered to set such time and place for up to 10 years in advance. Notice of the meeting shall be published to the membership at least 60 days prior to the Annual Business Meeting.
2. Special meetings of the Association may be called by the Chair, or a majority of the Executive Committee, at any time, and shall be called upon the written request of one percent of the CPA members of the Association. No business other than that for which the special meeting was called shall be transacted. Notice will be posted on the Association's website and/or released via email, stating the purpose of the meeting at least 14 days prior to a special meeting.
3. At any annual business or special meeting of the Association, 50 CPA members present shall constitute a quorum for the transaction of business.
4. Meetings of the Board of Directors shall be called by the Chair or upon written notice by at least five Board members submitted to the Chair of the Association.

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## Article VI

### Order of Business

1. The order of business at the Annual Business Meeting shall be as follows, subject to changes by consent of a majority of the members present:
  - i. Call for quorum of members present
  - ii. Approval of the minutes of the preceding meeting
  - iii. Report of Legal Counsel
  - iv. Report of NC CPA Foundation Inc.
  - v. Report of the NC CPA Political Action Committee
  - vi. New business, motions, and resolutions
  - vii. Election of officers and directors
  - viii. Other matters
2. On all questions of parliamentary procedure, Roberts Rules of Order shall govern.

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## Article VII

### Officers and Directors

1. The officers of the Association shall be the Chair, Chair-Elect, Treasurer, and Immediate Past Chair. Each position may only be held by CPA members.
2. The Chair-Elect and Treasurer shall be elected at the Annual Business Meeting, or at any adjourned meeting of the same, by a vote of the majority of the CPA members present. The Chair, Chair-Elect, and Treasurer shall hold their respective offices until their successors are elected.
3. Directors shall be elected at the Annual Business Meeting, or adjourned meeting of the same, from among the CPA and non-CPA members, as well as Associate members, by a vote of the majority of the voting members present. The directors shall hold office until their successors are elected.
4. The Board of Directors shall consist of the Chair, Chair-Elect, Treasurer, Immediate Past Chair and an additional eight to 16 directors, and the current directors will determine the appropriate number based on the strategic needs of the Association. At no time shall non-CPA members comprise more than one-third of the Board of Directors.
5. Annually, those selected by the Nominating Committee shall be elected as directors for terms ranging in length of one to three years based on the Association's needs for subject matter or leadership expertise, as determined by the Executive Committee.
6. The Executive Committee shall consist of the Chair, Chair-Elect, Treasurer, and Immediate Past Chair together with two directors—who shall be affirmed by the Board of Directors at a duly called meeting and by a majority vote of those attending. The CEO shall serve as Secretary to the corporation and is a non-voting member of the Executive Committee.
7. Any current or former officer, director, trustee or person who may have served at the request of the Association as an officer, director or trustee, whether for profit or not, shall be indemnified by the Association against expenses actually and necessarily incurred by such person or persons in connection with the defense of any action, suit or proceeding in which such person or persons is made a party by reason of being or having been such director, officer or trustee, except in relation to matters as to which such persons shall be adjudged in such action, suit or proceeding to have acted in bad faith or have been liable or guilty by reason of willful misconduct in the performance of duty, but with the exception of such statutory limitations, the Association does hereby indemnify any such person for any expenses incurred in the defense of any action, suit or proceeding with regard to

negligence or breach of duty or any other matter arising out of the performance of their duty on behalf of the Association.

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## Article VIII

### Election of Officers and Directors

1. Each office, except that of Chair and Secretary, shall be filled by a separate election in the following order: (a) Chair-Elect, (b) Treasurer, and (c) directors as required. The Chair-Elect shall automatically become Chair upon the election of his or her successor. If there is any contest for any office, the procedure outlined in Section 3 of this article shall be followed; otherwise, upon proper motion, the Chair shall declare any such person elected to such office or as a director.
  2. In the event of death, disability, or resignation of any officer or director of the Association, the Board of Directors shall elect another qualified individual, as defined in Article VII, Section 3, of the Association to fill such vacancy for the unexpired term.
  3. In voting for officers and directors, the Chair may appoint tellers to count the votes cast for each candidate and report the results. If there is no majority on the first vote, additional votes shall be taken at once until an election is effected.
  4. The Nominating Committee shall be composed of two immediately preceding Past Chairs, the Chair-Elect, two members currently serving on the Board of Directors who shall be selected by the Chair-Elect to serve during his or her term as Chair, and two at large members elected by the Executive Committee from a list consisting of nominees submitted by the CEO. The Immediate Past Chair shall serve as vice chair during his or her first year on the committee and as chair during his or her second year on the committee.
  5. The Nominating Committee shall, at least 90 days before the Annual Business Meeting, submit to the membership one eligible candidate for each office or directorship to be filled. Nominees for the office of Chair-Elect shall have past or current service on the Board of Directors. Nominations for officers and directors shall include at least one nominee not in public practice. Members of the Nominating Committee are ineligible for nomination as an officer or director.
  6. Additional nominations for directors and officers must be submitted in writing to the Secretary of the Association at least 60 days prior to the election and submitted to the membership. Nominations must be supported by the signatures of not less than 15 members.
  7. Annually, each committee of the Association may submit nominees to the Nominating Committee for vacancies on the Board of Directors and for officer positions. Each committee of the Association will be provided information about the Board of Directors, including backgrounds of continuing members, and the criteria for election as an officer or director. Members of the Association may also submit names of eligible candidates for consideration by the Nominating Committee.
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## Article IX

### Duties of Officers

1. It shall be the duty of the Chair to preside at all meetings of the Board of Directors and Executive Committee, and to enforce all bylaws and regulations relating to the administration of the Association. The Chair shall call meetings of the Board of Directors and the Executive Committee. Special meetings of the Association may be called as provided in Article V, Section 2.
2. The Chair-Elect shall ratify the chair and members of all committees to serve during his or her term as Chair. Upon becoming Chair, he or she shall appoint additional chairs and members, as necessary, to all committees, except the Nominating Committee, to serve during his or her term in office. In the absence of the Chair, the Chair-Elect shall have all of the powers and prerogatives of the Chair.
3. The Treasurer shall be responsible for overseeing the financial reporting of the Association. He or she shall present reports on the financial condition of the Association at each meeting of the Board of

Directors and at the Annual Business Meeting of the Association. He or she shall have responsibility over the Association's funds and investments as may be delegated by the Board of Directors. He or she shall perform all other duties ordinarily pertaining to the office of Treasurer or delegated to him or her by the Board of Directors.

4. The Secretary shall supervise the entering of all resolutions and proceedings of meetings, in proper books of the Association, and the minutes of all such meetings shall be sufficient and conclusive evidence of the facts therein stated. The Secretary shall have the responsibility for all correspondence relating to the Association, shall issue all notices of meetings, shall have charge of the seal and perform all duties pertaining to the office of Secretary. The Secretary shall keep a register of the members of the Association, which shall contain their preferred mailing address. He or she shall also keep full and complete minutes of the Board of Directors and Executive Committee meetings and shall perform such other duties as the Board may direct. The Secretary shall function as primary liaison with the NC State Board of CPA Examiners and with the Association's general counsel.

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## Article X

### Committees

1. Committees are to be formed to carry out their assigned tasks. They shall be an effective means of creating and developing new ideas in their specific areas and to carry on programs of activity falling within their scope of interest and responsibility. Committees shall not have the power to adopt policies or make financial or other commitments without approval of the Board of Directors. Specific duties of each committee are to be outlined in an annual action plan. The functions and duties of committees may be added to or changed as directed by the Chair and/or the Board of Directors. The Board of Directors may create such special or ad hoc committees as it may from time to time deem necessary to carry out the business of the Association.
2. Committee chairs will serve no more than two consecutive years. They may serve a second term as chair, but not consecutively. Committee members will be expected to attend all meetings and if unable to do so, are required to provide advanced notification to either the committee chair or staff liaison. If a committee member has not participated in 50% of their meetings and conference calls prior to reappointment at the beginning of the new fiscal year, the committee chair is responsible for contacting the member to determine if they want to remain on the committee. If not resolved, the member will receive a letter from the committee chair and board liaison excusing the individual from the committee.
3. After the committee chair, board liaison, and staff liaison confer on the committee chair selection, the Chair-Elect will contact the individual and formally request he or she serve in the committee chair role prior to the Annual Business Meeting at which he or she will assume the office of chair. The chair shall be a non-voting member of every committee.
4. Committees, task forces, advisory groups, councils, and cabinets shall consist of members. The Professional Ethics Advisory Group shall be composed of CPA members only. Each committee shall be subject to the call of its chair.
5. Each committee chair shall submit a written report to the Board of Directors, upon request, outlining the activities of his or her committee. If the committee's activities are subject to business to be brought before the Board, the chair may be asked to give all or portions of his or her report orally at a Board of Directors meeting.
6. The Chair shall have the power to appoint special committees or task forces and additional members to existing committees, task forces, advisory groups, councils, and cabinets as the need arises.
7. The provisions of this Article shall not apply to the Executive or Nominating Committees, whose form and functions are specified elsewhere in these bylaws.

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## Article XI

### Joint Ethics Enforcement Plan

1. The Board of Directors of the North Carolina Association of Certified Public Accountants adopted the following policy during its meeting on September 7, 1990:
  - a) The Board of Directors subscribes to the Code of Professional Conduct of the American Institute of CPAs and the Rules of Professional Ethics and Conduct of the North Carolina State Board of CPA Examiners. In the event of any conflict, the provision of the North Carolina State Board of CPA Examiners shall prevail.
2.
  - a) Whenever a member of the Association, whether or not he or she is a member of the AICPA, shall be charged with violating these bylaws or any Code of Professional Conduct promulgated hereunder, said charge shall be initiated in accordance with the terms of any then subsisting agreement between the Association and the AICPA relating to ethics enforcement.
  - b) In further event that a hearing is required to dispose of such charge or charges, the hearing shall be conducted under the terms of the aforesaid agreement, the then operative rules of the Joint Trial Board and the then operative joint ethics enforcement procedures in effect by virtue of the agreement between the Association and the AICPA.
3. All committees, boards, and other bodies are hereby empowered to carry the provisions of Section 2(a) and (b) into effect by acting jointly and in cooperation with the appropriate bodies of the AICPA under the agreements, rules, and procedures in effect between the Association and the AICPA at the time of such action.
4.
  - a) Membership in the Association may be suspended without a hearing upon a filing with the Secretary of the Association a judgment of conviction imposed upon any member for:
    - i. A crime defined as a felony (or its equivalent) under the law of the convicting jurisdiction;
    - ii. The willful failure to file any income tax return, which he or she, as an individual taxpayer, is required by law to file;
    - iii. The filing of a false or fraudulent income tax return on his or her, or a client's behalf; or
    - iv. The willful aiding in the preparation and presentation of a false or fraudulent income tax return.
  - b) Membership shall be terminated in like manner upon filing of a final judgment of conviction.
  - c) Membership in the Association may be suspended without a hearing should a member's certificate as a Certified Public Accountant, or the license or permit to practice public accounting is suspended as a disciplinary measure by authority of any state or territory of the United States or the District of Columbia.
  - d) Membership in the Association may be terminated (without hearing) should certificate, license, or permit be revoked as a disciplinary measure by authority of any state or territory of the United States or other jurisdiction.
  - e) Prior to either suspension or termination, the member may request a hearing before the Board of Directors of the Association. The Board of Directors may delegate such hearing to the Executive Committee.

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## Article XII

### Finances

1. The fiscal year of the Association shall begin on May 1 of each year and end on the following April 30.
2. The Board of Directors is responsible for adopting a budget for the year ending the following fiscal year. Such budget shall include estimated revenues and expenditures for all funds of the Association. The Board may amend the budget from time to time. The Association's Board Policies governs the timing of the budget approval.
3. The Board of Directors shall cause the annual financial statements of the Association to be audited by Certified Public Accountants each fiscal year.

4. The Board of Directors shall require the Treasurer and any employee of the Association acting as assistant to the Treasurer, to furnish a surety bond in form and amount approved by the Board of Directors. Such bonding shall be an Association expense.

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#### Article XIII

##### Fees, Dues, and Assessments

1. The annual Association dues or fees shall be set by the Board of Directors and shall be payable when billed. No dues shall be charged for Senior/Life memberships as outlined in Article II, Section 8.
2. The Board of Directors may waive any dues or assessments, past due or to become due, of any member when good reason may be shown for so doing.
3. The Association, by majority vote of members present at any called meeting, regular or special, may levy upon dues-paying members within the state an assessment not to exceed in any one fiscal year the amount of the annual dues, provided that notice and purpose thereof shall have been incorporated in the notice for the meeting in which the assessment is made. A newly elected or newly advanced member shall not be liable for the payment of any assessment imposed prior to the date of his or her election or advancement.
4. Any member who shall fail to pay any dues or assessment within 90 days after they become payable may be deprived automatically of all rights and privileges of membership, and such deprivation shall continue as long as such dues and assessments remain in arrears.
5. Members dropped for non-payment of dues may be reinstated upon payment of the applicable dues for the current year.
6. No resignation of membership shall be accepted by the Board if unadjudicated Ethics charges under Article XI are pending against the member.

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#### Article XIV

##### Amendments to Charter, Bylaws, and Rules

1. These bylaws may be amended, repealed, or altered in whole or in part by a two-thirds majority vote at any duly organized meeting of the Board of Directors of the association. Such changes must be reported to the general membership.
2. These bylaws may be amended, added to, or repealed as follows:
  - a) At the Annual Business Meeting of the Association, by a majority vote of the members present; provided that written notice of such changes shall have been embodied in the call and provided to each member at least 30 days prior to the meeting, together with the recommendations of the Board of Directors as attested by the Chair.
  - b) Amendment or changes to the bylaws of the Association may be submitted by the Board of Directors to all members for referendum, together with recommendations of the Board of Directors as attested by the Chair, in lieu of the procedure in sub-paragraph (a). If such amendment or change is approved by two-thirds of a required 150 or more votes within 30 days following mailing of the ballot, the amendment shall be declared by the Chair to be in effect.
  - c) These bylaws may be amended, repealed, or altered in whole or in part by a two-thirds majority vote at any duly organized meeting of the Board of Directors. However, any bylaw provision that is adopted by the general membership may not thereafter be amended, repealed, or altered by the Board of Directors.

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*Last Updated/Approved: March 23, 2017 Board of Directors Meeting*