

CHAPTERS

The general mission and objectives of the Chapters are the same as those of the Society. Specific purposes of Chapters are to conduct meetings for the professional advancement of their members; to provide a forum for discussion of matters of professional concern; to foster and support the programs and services of the Society on a local level; and to provide for professional fellowship among members.

How Do I Become a Member of an ARCPA Chapter?

Each ARCPA member, upon membership approval, is invited to join one of the Society's nine Chapters. Chapters are divided by geographical regions and ARCPA members' mail preference will determine their Chapter affiliation. Chapter members must be current members of the ARCPA.

What Does Chapter Participation Offer for Members?

Chapter involvement provides an excellent opportunity for members to become actively involved in the Society through participation in committees and special activities. Chapters hold regularly scheduled meetings and provide an opportunity for networking with peers in the accounting profession. Chapters sponsor a wide variety of programs throughout the year, including student appreciation events, technical update sessions, informative meeting speakers, CPE credit, social and legislative events.

Does each Chapter have its own Bylaws?

Each ARCPA Chapter may have its own Bylaws which, so far as practical, will be uniform and not in conflict with those of the Society. Bylaws must be on file at the Society office.

When and How Are Chapter Officers Elected?

Each Chapter selects new Officers at the end of each calendar year. These names should be submitted to the ARCPA Office. The new Officers will begin their duties on April 1 of the following year. Chapter Officers include the President, Vice President, (or President-Elect), Secretary, Treasurer (or Secretary/Treasurer), one CPE Representative, Public Relations Representative, Educational Liaison, and Legislative Representative. All Chapter Officers are strongly encouraged to attend the Society's Leadership Conference held in May of each year.

How Are Chapter Finances Handled?

Chapters should set and collect their own dues. The Society does not provide any operating funds to the Chapters. Currently, some ARCPA Chapters also collect, in addition to their dues, scholarship donations, which they award to students in their region.

The Society conducts an annual independent audit of financial statements in July for the previous fiscal year that ended on March 31. After consulting with our legal counsel, the Board of Directors has determined that the Chapters are an arm of the Society and therefore, each Chapter's income and expenses should be included in the financial statements and tax return of the Society.

To assist our auditors and to fully comply with all IRS regulations regarding non-profit organizations, the Board of Directors respectfully requests that each Chapter's President and Treasurer assist the Society and their auditor by providing the necessary financial information in a timely manner.

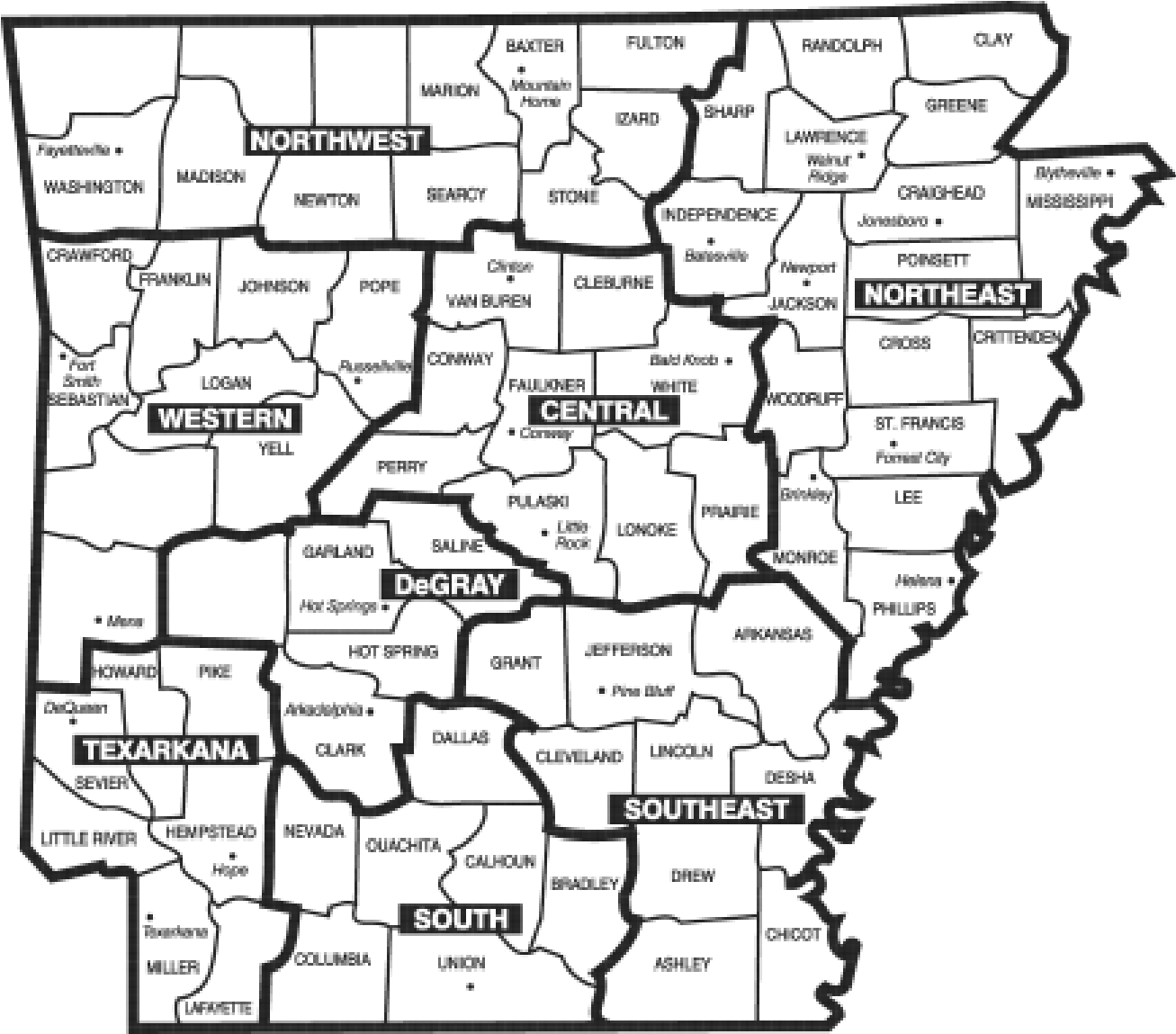
Do Chapters Host Continuing Education Courses for Members?

Chapters are encouraged to plan and hold networking opportunities in the Chapter area, some of which may include CPE. When planning CPE events, Chapters should consider the Society's full CPE and conference schedule to avoid potential scheduling conflicts. With advanced society coordination and approval, Chapters may schedule CPE, up to and including eight hours, limited to 16 hours per calendar year. Since all CPE is Society sponsored, Chapters should follow society guidelines and be consistent with the Arkansas State Board of Public Accountancy's rules on CPE and submit documentation to the Society office for review, approval and record keeping before CPE credit confirmations are distributed to participating members.

What can the ARCPA Staff do to Assist Chapters?

The Society office is always available to assist Chapters. The Society can recommend programs and speakers for presentations, provide videos and speeches on particular topics, help identify speakers for community presentations through the Society's Speakers Bureau, provide mailing lists to Chapter Officers of Society members in your area, distribute meeting and CPE announcements via email and provide materials for school career and financial literacy presentations. Chapters are encouraged to notify the ARCPA staff when planning special events or activities so that these functions can be recognized in the monthly Newsletter. The Society's Executive Director/CEO and Chair will seek to visit each Chapter at least once each year at a mutually acceptable time.

CHAPTER AREAS



DUTIES OF CHAPTER OFFICERS

Chapter Officers are the driving force behind the ARCPA Chapter structure. The effort and enthusiasm put forth by the Chapter Officers will contribute to a successful and worthwhile program. To help the Chapter Officers in their mission, ARCPA recommends that all Chapter Officers attend the Annual Leadership Conference held in May of each year. The following outlines the duties and responsibilities of each Chapter Officer:

President

Each Chapter President automatically becomes an Ex-Officio member of the ARCPA Board of Directors and should attend all ARCPA Board of Directors' Meetings (4 per year). The President is elected to provide qualified leadership and has as aides the other officers and the ARCPA staff. The duties of the President include presiding at meetings, planning the meeting agenda, consulting with the Chapter Secretary about meeting communications, and timely responding to the ARCPA's annual audit request.

Vice President or President-Elect

The Vice President or President-Elect is the second executive officer of the Chapter. He/she acts in the absence of the President and carries on all the functions of the President. The Vice President should work with the President to plan the Chapter calendar of meetings and activities. Dates, speakers, and program sites must be obtained and coordinated to ensure a successful Chapter program.

Secretary

The Secretary should keep an updated list of Chapter members, record minutes at meetings, issue meeting communications well in advance for Chapter members, maintain chapter records, and see that files are passed to the succeeding Secretary.

Treasurer

The Treasurer's duties include making deposits, issuing receipts, reconciling bank statements, and maintaining the books. Some Chapters choose to combine the Secretary and Treasurer positions. The Treasurer is also responsible for responding to the ARCPA's annual audit request.

CPE Representative

Each Chapter's CPE Representative is required to participate in the annual CPE course survey and select courses to be presented in his/her chapter the following year, based on responses from members in their chapter area. Additional duties include actively promoting and encouraging CPE course attendance in Chapter areas, making sure that Chapter presentations qualify for CPE credit by working with the ARCPA staff to follow all guidelines, and to perform the proper documentation.

Membership and Marketing Representative

The Membership and Marketing Representative should secure their Chapter's nominations for Society awards. The Membership and Marketing Representative should forward information to the Society office that can be published in the monthly newsletter such as the Chapter meeting schedule, program information and photographs. The Membership and Marketing Representative works with Society staff in coordinating presentations to high schools and colleges to encourage students to pursue an accounting career. The Society's Director of Membership & Marketing may schedule periodic meetings via Zoom with Chapter representatives to discuss ongoing or new goals and objectives for building membership in the Society and the Chapter.

Educational Liaison

Each Chapter's Educational Liaison is responsible for contacting high schools, colleges and technical schools in their areas, and distributing ARCPA and AICPA materials such as brochures, videos, and posters, to encourage and promote the importance of careers in accounting. The Educational Liaisons should contact high schools, colleges and technical schools to offer speakers for career days; encourage participation by the teachers and students in Chapter events; and possibly serve on advisory boards for schools or colleges.

Legislative Representative

Each Chapter's Legislative Representative automatically becomes a member of the ARCPA Legislative Committee and should attend committee meetings. The Legislative Representative is responsible for establishing relationships with the elected officials in their area. Every other year, Chapters may host a Legislator Appreciation Event, the cost of which is partially underwritten by the Society. This event is coordinated by the Legislative Representative.