

Kappa Mu Chapter Beta Alpha Psi Bylaws

Who We Are

This handbook has been prepared by Sam Houston State University's Kappa Mu Chapter of Beta Alpha Psi to help members and candidates become familiar with our activities and purpose as an organization. Beta Alpha Psi is an International scholastic and professional honors business organization that recognizes members for excellence in the field of accounting and finance. The members of our chapter are those who have achieved scholastic and/or professional excellence in the fields of accounting or finance. Our membership is nondiscriminatory and open to all eligible persons.

Since Beta Alpha Psi is a professional as well as an honorary organization, we provide service that will facilitate our members' transition between a scholastic and professional career. We will only be successful if we have the active, enthusiastic participation of all of our members. Membership and active participation in Beta Alpha Psi not only impresses recruiters, but also provides experiences that members can draw on throughout their careers. We strongly encourage you to join us in our activities - it will benefit you as well as the organization.

Mission Statement

Beta Alpha Psi is a nonprofit international honorary and service organization for accounting, finance, and information systems students at AACSB- or EQUIS-accredited universities. Sam Houston State University maintains AACSB accreditation. Beta Alpha Psi provides opportunities for development of technical and professional skills to complement university education; participation in community service; and interaction among students, faculty and professionals.

What We Do

Our primary objective is the same as that of Beta Alpha Psi, the International organization. This includes the recognition of outstanding academic achievements in the fields of accounting and finance, the promotion of the study and practice of accounting and finance, the opportunity for self-development and association among members and professionals, and the encouragement of a sense of ethical, social, and public responsibility.

To achieve the objectives, we concentrate on three major areas of activity: professional activities, community service and a social environment.

Professional Activities

Our chapter feels that it is important to provide members with experiences that will help them

make a smooth transition between college and a career. To accomplish this, we hold many technical and professional programs each year. Programs such as technical presentations keep our members up to date on issues within their profession, how to make good business decisions, tips on interviewing, and proper ethics. Our events also provide an avenue for our members to make contacts with the many firms that participate throughout the year. By participating in Regional and International meetings, we have the opportunity to meet people from all over the world.

Chapter meetings are typically held each Tuesday except for holiday weeks (e.g., Thanksgiving) and when College of Business Administration or Accounting Program sponsored events conflict (e.g., Meet the Firms). Member and Candidate meetings are held monthly from 4:00 pm – 5:00 pm. Professional meetings are held weekly from 5:00 pm – 6:00 pm. Presenting company/firm socials are held weekly following the professional meeting. There are no quorum requirements for meetings in general, however there are quorum requirements for voting on specific issues. These requirements are noted in the respective areas within these bylaws.

Community Service

Beta Alpha Psi believes in giving back to the community, which so readily gives to our members. We provide assistance to individuals through offering free tutoring at the university. We also donate our time to local charities.

Social Environment

Our members derive benefit from social interaction with others in their field. Social interaction among members provides network connections that members will find advantageous in their jobs. Additionally, members have the opportunity to interact with their professors and with practicing accountants in a more relaxed, informal atmosphere than in a classroom or recruiting session. Through a social setting, members can make contacts that will provide both insight and knowledge they may not otherwise receive. Just as importantly, a social environment makes attending our programs more enjoyable.

Candidate Information

Candidate requirements are included in the chapter handbook and on the chapter website on the Forms page.

All requirements must be met before a candidate will be initiated into membership.

Membership Information

To maintain our chapter status with the Executive Office and provide the greatest benefit to our members, we must meet certain requirements as set by the International Chapter and Board of Directors. In order to meet those requirements, we must have membership participation to ensure that we will remain active and work for the ongoing success of our

chapter.

Each of our members must pay dues by the set date and complete certain activities every semester to remain with an active status. Members are encouraged to attend more than the minimal level set. These activities include may be found in the chapter handbook and on the member link.

Graduate students may choose to hold alumni status. This will allow them to attend events, but will not require them to meet membership requirements.

Membership Requirements of International Chapter of Beta Alpha Psi (located in Policies and Procedures Manual at www.bap.org):

Section 1. Degree seeking undergraduate students and non-degree post-baccalaureate students at institutions where a chapter is located shall be eligible for Candidate status after they, at a minimum:

1. have declared a concentration in accounting, finance or information systems (or have stated an intention to declare a concentration in accounting, finance, or information systems);
2. have completed at least one year of collegiate courses (30+ semester hours or equivalent), and
3. have attained a cumulative grade average of at least 3.0 (where A is equal to 4.0) or the equivalent or for non-U.S. institutions have attained an honors distinction utilized by their institution deemed to be equivalent by the BAP Board of Directors.

Section 2. Degree seeking graduate students (e.g. MPA, MACC, MBA, MS, and PhD, ect.) at institutions where a chapter is located shall be eligible for membership if they:

1. are majoring, concentrating, or have a stated interest in accounting, finance, or information systems; and
2. have attained a cumulative grade average in their graduate courses of at least 3.0 (where A is equal to 4.0) or equivalent.

Section 3. Full-time, academically or professionally qualified members of the accounting, finance, or information systems faculty at institutions where a chapter is located are eligible for initiation as Faculty members.

Section 4. Persons exhibiting those qualities that Beta Alpha Psi fosters and who have achieved prominence in the fields of accounting, finance, or information systems or have contributed significantly of their time and talent to Beta Alpha Psi or its local chapters are eligible for election as Honorary members.

Section 5. Local chapters may establish a local chapter Candidate time period and other

more restrictive requirements for membership.

Retaining membership:

Section 1. Undergraduate student members of Beta Alpha Psi shall remain student members so long as they remain degree seeking undergraduate students. Graduate students and Post-baccalaureate students at the institution where they were members as undergraduates may elect to continue or renew affiliation. Candidates shall remain Candidates until the first semester of association with Beta Alpha Psi after they have completed two years of collegiate courses and at least one upper level course in accounting, finance, or information systems (in their chosen concentration) beyond the business core. At that point they must have satisfied all the requirements for membership and be initiated or be dropped as a Candidate.

Section 2. Student members of Beta Alpha Psi who relocate at another institution, either to complete their undergraduate program or to pursue a graduate degree, may become members of the local chapter provided they: (1) apply for membership and (2) meet all membership requirements for the local chapter. Candidates who relocate to another institution to complete their undergraduate program may become Candidates of the local chapter provided they apply to the local chapter and meet the requirements of the local chapter.

Expulsion

Expulsion of a member is a serious matter. A member may be expelled for conduct detrimental to the purposes or interests of the organization. Charges of such conduct must be made in writing to the faculty advisor and signed by a member of the organization. When such charges have been made against a member, the faculty advisor must make certain that the accused member is given notice and an opportunity to be heard concerning the charges. Notice must be given to the accused member by certified mail at least 30 days before the hearing. The notice will include 1) a copy of the charges made against the member, 2) the time, date, and place of the hearing and 3) an explanation of the expulsion procedures, which includes automatic review by the International Board of Directors.

A committee of chapter members, including at least two faculty members, is to be selected by the faculty advisor and ranking chapter officer to investigate the charges and make a determination as to whether or not the accused member should be expelled. The accusing member should base the findings on a presentation of the charges and the accused member has the opportunity to appear and explain the actions in question. If expelled, the member may request a hearing before the entire local chapter in a special meeting called for that specific purpose. A majority vote of the chapter may reverse the committee's findings. If the local chapter's decision is to expel the member, details of the procedures followed, evidence submitted, and action taken shall be forwarded immediately to the International office. The local chapter's decision will be reviewed at the next regular meeting of the International Board of Directors. Both the local chapter and the accused member shall be notified in writing by the Director of the Administration of the approval or disapproval of the expulsion.

If expelled by the local chapter, the member must surrender the membership certificate and

other organization insignia to the local chapter. The local chapter shall forward the membership certificate to the Executive office. Candidates may be terminated for reasons noted above. If a candidate is terminated, the local chapter shall notify the Executive office within 14 days of the termination.

Resignation

A member or candidate may resign from the organization by notifying in writing the faculty advisor and local chapter president. The resigning member shall surrender the membership certificate and other organization insignia to the local chapter. The local chapter must forward the membership certificate to the Executive office. Initiation fees and candidate fees are nonrefundable.

Executive Committee

Appointment of Officers

Officers are appointed for a one year term unless the officer elects to serve for one semester. If an officer elects to serve a one semester term he or she must notify the executive committee at least three weeks prior to the nomination acceptance deadline.

Nominations for officer positions will be accepted until one week prior to Executive Committee Meeting at which appointments will be decided. In the fall semester, this meeting will be held on the Tuesday closest to November 1; in the spring semester, the meeting will be held on the Tuesday closest to April 1. In the event no nominations for an officer position are received by the deadline, nominations will be accepted from the floor at the meeting in which appointments are announced and a special election with voting of the membership required. Vacancies may be filled by special appointments. Two-thirds of current officers present are required to select and appoint officers. If a special election is held, only members present may vote (no quorum is required) and candidates' votes count only in the event of a run-off.

Dismissal of Officers

Officers may be removed from office by a two-thirds vote of the membership for continued absence or failure to administer the duties of the office properly. Officers subject to dismissal will be informed of the impending vote at least one week prior to the vote.

Office Positions and Duties

Faculty Advisor: The faculty advisor (FA) must be a full-time member of the College of Business Administration Accounting Program faculty. The FA is responsible for the oversight of the chapter, working closely with the remainder of the Executive Committee. The FA is appointed by the department chair, subject to the approval of the Accounting department faculty.

President: The President is responsible for coordinating the work of the officers and

members. This involves preparing agendas for and presiding over business meeting, including a weekly officers' meeting. The president also disseminates information about BAP, represents the organization during student organization events, and interfaces with campus and community leaders.

President-elect: The President-elect shadows the president for a minimum of one semester in order to be prepared to assume the responsibilities of the presidency in the semester the current president steps down. The President-elect performs other duties as agreed upon by the Executive Committee.

Vice President of Membership: The VP of Membership is responsible for keeping up with the status of all candidates and members, including reviewing transcripts, staffing the Accounting Tutoring Lab, and performing other duties agreed upon by the Executive Committee.

Vice President of Service Activities: The VP of Service Activities is responsible for coordinating the service activities of the chapter. This officer is responsible for the setup of necessary venue reservations, making food arrangements, and forming committees to complete the activity. The VP of Service Activities performs other duties as agreed upon by the Executive Committee.

Vice President of Social Activities: The VP of Social Activities is responsible for coordinating the social activities of the chapter. This officer is responsible for the setup of necessary venue reservations, making food arrangements, and forming committees to complete the activity. The VP of Social Activities performs other duties as agreed upon by the Executive Committee.

Treasurer: The Treasurer prepares the beginning of the year budget, collects money owed to the chapter, maintains the chapter's bank accounts and checkbooks, pays bills when payment approved, and prepares the chapter's tax return. The Treasurer also maintains current and accurate records of the financial position of the chapter.

Reporter: The Reporter documents all chapter events, submits all reports required by the Program of Chapter Activities to the Executive Office in a timely manner and verifies that International fees are paid. The reporter maintains attendance log at all chapter functions.

All other chapter officer positions and their respective duties are detailed in the chapter handbook.

Committees

The following committees are important to planning and carrying out our chapter's activities. Involvement with any of these committees can help develop leadership and organizational skills that will be useful in any job.

Executive Committee: The executive committee consists of all the chapter's officers. The committee has the power to act in all matters except revision of the chapter bylaws. All actions

taken by this committee shall be reported to members at the next regular chapter meeting. Other responsibilities include supervising the affairs of the chapter and fixing the time and place of meetings.

Community Service Committee: This committee makes arrangements with service organizations for activities throughout the year. They are responsible for reserving facilities, making time arrangements and food accommodations for all service functions.

Fundraising Committee: This committee raises funds for the organization. They plan the functions, reserve the facilities and inform the committee and community of the upcoming fundraisers.

All other committees and their respective duties are outlined in the chapter handbook.

Financial Procedures

Monies collected in member dues are used to fund social events, officer travel to regional and annual international meetings (all held in United States), support chapter initiatives such as COBA Cares (recycling and sustainability), pay the chapter dues to the International Chapter (\$300 per year), office supplies such as name tags, software for maintaining attendance and financial records, candy for booths, gifts for professional speakers, and other supplies needed to sustain the chapter.

All payments are made by check and must be supported by adequate documentation. A numbered reimbursement requisition form must be completed by all members requesting reimbursement. Dual signatures are required for all checks. Approved signers are the chapter FA, president, and treasurer.

Amendments

Bylaw revisions must be approved by a two-thirds vote of chapter members. Candidates are not eligible to vote on bylaw amendments. Amendments to the bylaws will be discussed at least one week prior to voting on the amendments.

Annual Review and Update

These bylaws will be reviewed annually and are subject to the approval of the Sam Houston State University Department of Student Activities. The bylaws will be updated every semester with Student Activities via OrgLink.

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