

Bylaws of Beta Alpha Psi

Ohio University Alpha Kappa Chapter

Updated: September 8, 2013

ARTICLE I - Dues

Dues for Beta Alpha Psi shall include a one-time international candidacy fee of \$65 and a fee each semester of \$30 paid to the Ohio University Alpha Kappa Chapter. Dues for Accounting Club shall be a fee of \$30 paid each semester to the Ohio University Accounting Club. If a member pays dues in full for two semesters during fall semester, the total dues shall be \$50 for the year.

ARTICLE II - Duties of Members

2.1 Duties of Officers

Officers must attend weekly executive board meetings held at same day and time each week elected at the beginning of each semester by majority vote of the executive board.

Position Obligations:

The President shall:

- Be ultimately responsible for the organization.
- Coordinate officer positions and duties.
- Be the liaison between the College of Business recruiting coordinator.
- Plan, contact, and schedule speakers.
- Notify members of meetings and events via email.
- Create weekly presentations for chapter meetings.

The Vice President of Programs shall:

- Be the second student in charge of the organization.
- Program meeting topics for upcoming speakers.
- Prepare necessary arrangements and amenities for speakers.
- Send thank you letters to speakers and other guests.
- Handle alumni outreach, planning one event per year.
- Be responsible for biannual alumni newsletters.

The Vice President of Community Outreach shall:

- Be responsible for keeping members informed of upcoming community service and professional events.
- Maintain the Beta Alpha Psi bulletin board on the ground floor of Copeland Hall.
- Serve as liaison for all individual committee heads.
- Coordinate service events for the Financial Literacy Committee.

The Vice President of Operations shall:

- Manage various events, including social activities, alumni events, and field trips.
- Head the social committee.
- Be responsible for ordering food for weekly meetings.
- Coordinate Chapter involvement in student organization fairs.

The Vice President of Reporting shall:

- Be responsible for reports to the International Chapter.
- Ensure prompt report arrival.
- Track time and attendance at all community service activities, professional events, and other engagements.
- Report the minutes of the executive meetings to all executive members and chapter advisor.
- Record notes of Executive Board meetings to provide summary for all Board Members.

The Treasurer (Vice President of Finance) shall:

- Maintain the Chapter's checking account.
- Prepare and be responsible for monthly, semester, and annual financial statements to the International Chapter, including the tax return documents.
- Coordinate and conduct the annual audit (spring semester).
- Oversee and aid in the development of materials for the Financial Literacy Committee.

The Candidate Educator shall:

- Be responsible for all activities involving new pledges.
- Organize and oversee the mentor/mentee program.
- Maintain constant communication with pledges.
- Schedule the pledge initiation ceremony.
- Head the banquet committee.
- Attend student organization fairs.

The Webmaster shall:

- Be responsible for updating and revising the Chapter's website as necessary, including issues related to security and passwords.
- Be responsible for coming up with more efficient and more effective uses for the Chapter's website, including links to other pages.
- Maintain the Chapter's social media and email accounts.
- Work with the Vice President of Reporting to maintain an electronic record of members and alumni, community service and professional events, and additional Beta Alpha Psi and Accounting Club information.

The Vice President of the Accounting Club shall:

- Keep the other officers aware of the interests and needs of the Accounting Club.
- Present to accounting classes about Accounting Club and its benefits.
- Create informational handouts and attend student organization fairs.

2.2 Duties of Members

Members shall act with integrity and demonstrate high ethical standards in all aspects of their lives. Members shall actively attend and participate in Beta Alpha Psi meetings, professional events, and community service activities. NOTE that achieving a Superior Status chapter ranking from the International Chapter requires a minimum of 32 hours of EVERY member per complete academic year.

There shall be Gold, Silver, and Active categories that define an "Active Member". These levels of activity apply only to students currently enrolled and attending classes on campus—these requirements will be prorated according to the semesters a member is on campus.

- Gold category membership requires an average of 9 hours each of professional activity and community service activity per semester (total of 36 hours per year). Each semester the Gold category member with the highest number of professional and service hours will be announced.
- Silver category membership requires an average of 7.5 hours each of professional activity and community service activity per semester (total of 30 hours per year).
- Active category membership requires an average of 6 hours each of professional activity and community service activity per semester (total of 24 hours per year).
- Members who fall below the 24 hour minimum will not be listed in the Annual Beta Alpha Psi Awards Banquet Program—ALSO, those members should NOT refer to themselves as Active Members of Beta Alpha Psi on a resume.

2.3 Duties of Candidates

Candidates shall act with integrity and demonstrate high ethical standards in all aspects of their lives. Candidates shall actively attend and participate in Beta Alpha Psi meetings, professional events, and community service activities.

- Conduct interviews with the lesser of 75% of or 20 chapter members.
- Conduct interviews with 6 faculty members.
- Complete 6 community service hours and 6 professional hours through Chapter events.
- Attend all mentor/mentee activities and events.
- Complete a test concerning the history of the organization. Pledges must obtain an 80% passing rate to be admitted to the chapter.
- Complete a 3000 level Accounting, Finance, or Management Information Systems course with a 3.0 or higher prior to beginning the candidate process.
- Maintain a 3.0 accumulated GPA.
- Plan to graduate no earlier than one academic year after the completion of the candidacy process.
- Remain a candidate for no more than two semesters following the completion of required major courses prior to induction as a full member.

ARTICLE III - Elections

3.1 Term of Office

Election of new officers will be held during the week eight meeting of spring semester. Officer position terms shall be for one year, beginning officially at the Beta Alpha Psi Awards Banquet and ending at the following year's banquet.

3.2 Process of Transition

Members will campaign for positions throughout the beginning of spring semester. Upon election, former officers shall serve as shadows to new officers until the installation of the new officers at the Awards Banquet. Former and new officers shall attend three meetings with each other for training purposes. New officers shall increasingly begin taking over duties and responsibilities of former officers at these meetings. The transition process shall be completed late spring semester at the Awards Banquet.

3.3 Installation of New Officers

A ceremony will be held at the Beta Alpha Psi Awards Banquet to formally install and introduce new officers.

3.4 Replacement of Officers

In the event of an officer vacancy during the year, an election will be held for that particular position during the semester that the vacancy occurs. If officers need to be replaced as a result of internships or other reasons that can be determined in the semester prior to the officer's absence, an election will be held to fill the position at the end of the semester preceding the semester of absence. In the event of an officer vacancy during the year, current executive board members shall be allowed first preference for filling the vacant seat(s). The current board must unanimously approve any position changes. Any remaining open positions will be taken to the entire chapter for election. The term of replacement position shall extend to the Beta Alpha Psi Awards Banquet when the new officers are installed for the following academic year.

ARTICLE IV - Advisor

4.1 Selection of Advisor

The Chapter's faculty advisor shall be chosen by the executive officers.

4.2 Vacancy

Should the faculty advisor position become vacant during the year, the executive officers will select a new advisor.

ARTICLE V - Committees

5.1 Permanent Committees

Alumni Committee:

- Maintains a line of communication between the active members and alumni of Beta Alpha Psi.
- Creates and distributes the biannual alumni newsletter.

Social Committee:

- Plans a variety of activities such as chapter socials and trips.
- Works to develop and strengthen friendships within the chapter to promote networking and increase attendance at professional and service events.

5.2 Ad-hoc Committees

All ad-hoc committees shall be formed and overseen by the executive officers.

ARTICLE VI - Rules of Order

The Chapter shall be governed by *Robert's Rules of Order Newly Revised*.

ARTICLE VII - Amendments

These bylaws may be amended by the a unanimous vote of the executive officers.

These bylaws were amended by a unanimous vote
of the Executive Officers on September 8, 2013