

**Beta Alpha Psi
Alpha Upsilon Chapter
#43**

**Bowling Green State University
Bowling Green, OH**

Chapter Bylaws

Revised Spring 2023



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Article 1: Name Of The Organization

The name of this organization shall be the Alpha Upsilon Chapter of Beta Alpha Psi at Bowling Green State University, Bowling Green, Ohio. Bowling Green State University's Alpha Upsilon chapter was chartered January 1, 1955 and is chapter #43.

Article 2: The Objectives And Purposes Of The Chapter

Beta Alpha Psi (BAP) is an honorary and professional organization for students of accountancy, finance, analytics and information systems. Its stated purpose includes recognition of outstanding academic achievements in the fields of accounting and information systems; promotion of the study and practice of accounting and information systems; providing opportunities for self-development and association among members and practicing information professionals; and encouragement of a sense of ethical, social, and public responsibility. The objectives of the Alpha Upsilon Chapter specifically include the continued achievement of ranking as a Superior Chapter within Beta Alpha Psi and compete for Gold Chapter Status.

Article 3: Beta Alpha Psi Vision and Mission

Vision:

Beta Alpha Psi will shape the financial and business information professions by developing members into ethical, professional, and confident leaders.

Mission:

The mission of Beta Alpha Psi, the premier international honor and service organization for financial and business information students and professionals, is to inspire and support excellence by:

- encouraging the study and practice of accountancy, finance, business analytics or digital technology;
- providing opportunities for service, professional development, and interaction among members and financial professionals; and
- fostering lifelong ethical, social, and public responsibilities.

Article 4: Membership

General Requirements for Membership in the Chapter:

A candidate must have a minimum 3.0 (A = 4.0) accumulated grade point average and minimum 3.0 (A = 4.0) grade point average in their area(s) of specialization to be a member. Graduate student candidates must have been accepted and matriculated into an equivalent master's degree level business program.

A student must have completed at least 60 hours of coursework and declared a major in accountancy, information systems, finance, or information systems auditing and control to be eligible as a candidate. A student must also have completed, or is currently taking, Intermediate Financial Accounting I (ACCT3210) or an equivalent upper-level accounting course before beginning their candidacy process.

Individual Requirements for BAP Members per Semester:

- Must attend at least 8 Professional Activities each Semester.
- Must attend at least 2 Tutoring Sessions each Semester.
- Must attend at least 1 BAP sponsored service event each semester.

Individual Requirements for BAP Candidates per Semester: (Occurs For 2 Semesters)

- Must attend at least 9 Professional Activities each semester.
- Must attend at least 2 Tutoring Sessions each semester.
- Must attend at least 1 BAP sponsored service event each Semester.

Professional Activities: Include any weekly meetings that host a company or accounting firm, any Reaching Out Activities, attendance at the Mid-Year or Annual BAP meetings, or any other chapter sponsored professional event.

Service Activities: Include any time spent serving on the chapter's executive board, BAP sponsored tutoring sessions, the Brown Bag Food Pantry BBFP Hygiene Drive, BAP sponsored volunteer sessions at Brown Bag Food Pantry (BBFP), and any other chapter sponsored service event.

Additional Items:

1. Candidates who fail to complete the above requirements must start over the next semester (unless the Executive Committee approves an alternative plan).
2. Members who fail to complete the above requirements may be asked to terminate their membership (unless the Executive Committee approves an alternative plan).

Membership Fees, Continuing Dues, and Reimbursements:

Candidate Fees:

- Candidate fee of \$20 in the semester of candidacy.
- Initiation fee of \$75 (payable at beginning of the candidacy semester), which goes to the Beta Alpha Psi national organization.
- Total fee sums to \$95 for a total of two semesters, but must be paid in the first semester in which the candidate wants to begin the process of becoming a member.

Graduate and Undergraduate Member Fees:

- Member fees of \$15 each semester (payable by the end of the 3rd week of the semester).

Distribution of BAP Honors Cords and Stoles:

Graduating BAP Members:

- BAP Members who are graduating that have been an active member for at least one semester or more will receive honors cords and stoles as long as the individual meets all requirements as described above. This includes the GPA Requirement, Professional Events Requirement, and Service Events Requirement.
- BAP Members who are graduating as newly inducted members - meaning, the individual was inducted in the same semester they are graduating in - they will receive honors cords ONLY.

Graduating BAP Candidates:

- BAP Candidates who are graduating as unofficial members of BAP will not receive honors cords or stoles as they are for direct use of a BAP Initiated Member ONLY.

Article 5: Maintenance of Superior Chapter

Requirements for Superior Chapter Status are as Follows:

1. The Completion and Submission Of:
 - a. Beginning of Year Report
 - b. Mid Year Report
 - c. End of Year Report
2. At Least 1 Initiation Ceremony (We Strive for 2 - Spring & Fall)
3. A Total of 11 Reaching Out Activities (ROAs) as Described on the BAP Intranet
4. A total of 12 Professional Activities Sponsored by the Chapter (at minimum)
5. A total of 6 Service Activities Sponsored by the Chapter (at minimum)
6. 1 Mandatory Essential Skills Activity (at minimum)
 - a. Must be selected from a list of acceptable topics provided by Beta Alpha Psi Nationals.
7. Attendance of BAP Mid-Year Meeting
8. Attendance of BAP Annual Meeting

Article 6: Non-Discrimination Policy

Membership in student organizations shall be open to students of BGSU without regard to sex, gender identity, genetic information, gender expression, sexual orientation, race, color, religion, ancestry, national origin, marital status, disability, pregnancy, military status, age, or status as a Special Disabled or Vietnam-era veteran.

Beta Alpha Psi is committed to fostering a culture of diversity, inclusion and belonging. We believe that bringing together diverse backgrounds, cultures and perspectives provides our stakeholders and members a safe environment to develop and grow both professionally and personally. Our chapter is responsible for promoting a diverse, inclusive and welcoming environment.

Article 7: Anti-Hazing Policy

BGSU seeks to promote a safe environment so members of our learning community may participate in experiences and activities without compromising their health, well-being, dignity and/or rights. Hazing can cause irreparable harm to victims, victims' families and the University community. BGSU has zero tolerance for any form of hazing.

Beta Alpha Psi does not tolerate any type of actions or activities related to hazing. Hazing is defined as any action or activity that intentionally encourages mental or physical discomfort, embarrassment, harassment or ridicule to anyone. Any chapter that

participates in any activity that can be considered hazing shall have their charter revoked immediately.

Article 8: Meetings for the Conduct of Business

Chapter general business meetings will be scheduled throughout the semester. Full members and candidates are expected to attend. Typically, on actions requiring a vote of the entire membership, only full members are eligible to vote. Candidates are normally not permitted to vote on most matters. Honorary and alumni members are not permitted to vote. Candidates may be permitted to vote on issues concerning selection of specific chapter projects because candidate participation is an important element of any project's success.

Required Notice of Meeting and Agenda:

Notices of meetings will be posted on the television screens in the Maurer Center. The official notification for meetings will be mailed electronically to/from the BAP list proc.

Number of Members Required for a Quorum:

Fifty percent (50%) of membership constitutes a quorum and is the minimum number of members required to be in attendance to conduct business.

Unless otherwise determined, all actions require a simple majority of members present and voting in order to pass. Generally, persons will not be allowed to vote by proxy. In the case of conflicting schedules due to classes, special consideration may be granted by a vote of the membership.

Composition of the Executive Committee:

The Executive Committee shall be composed of the chapter officers and the current project committee chairpersons, the faculty advisor, and others as deemed appropriate by the chapter.

The Executive Committee shall meet regularly during the semester, day and time to be determined by members of the executive committee. The President will notify each member of the Executive Committee of the meeting or the lack of such meeting by email to each member of the Executive Committee by the evening preceding such meeting. The agenda for the Executive Committee meetings will be established by the President or designated and forwarded by e-mail to the other members at least one day preceding

the meeting. Fifty percent (50%) of the membership of the Executive Committee must be present to constitute a quorum. A quorum is required to conduct business.

Article 9: Student Officers

Titles:

1. President
2. Vice President
3. Reporter
4. Treasurer
5. Vice President of Special Events
6. Vice President of Community Service
7. Vice President of Recruiting & Communications
8. Vice President of Social Events

Duties of Officers:

The President and Faculty Advisor are to review the duties of officers and make any revisions they feel necessary prior to the start of the term.

Duties of All Student Officers:

- “Tutor Leader”: Taking attendance at tutoring and organizing a sign up schedule
- Participating in the classroom presentations for recruitment
- Ensure the chapter is continuously on track to meet all “Superior Chapter” status requirements
- Help members and candidates understand the requirements

President Duties:

- Have a clear understanding of Chapter Bylaws and National Requirements
- Coordinate all weekly executive board meetings
- Coordinate Annual and Regional Meeting travel with Treasurer and Faculty Advisor
- Oversee and attend BAP Local Chapter, Mid-Year, and Annual Meetings
- Submit proposals for presentations at Mid-Year/Annual Meetings
- Nominations of a “Project Run with It” representative
- Review reports being sent to Nationals for completeness and accuracy
- Send weekly BAP updates listing stating the week’s events and other announcements

- Communicate with all Executive Board members on items that should be included
- Oversee activity calendar (dates, events) development at least 3 months before each semester
- Be responsible for Chapter meetings and oversight/coordination of all Chapter activities
- Develop and lead ice-breaker activities for each meeting
- Confirm with the Reporter that Chapter Activities provide ample hour opportunities for members/pledges
- Develop tutoring schedule, ensure there is an Executive Board member at each session
- Act as a liaison to the Accounting and Information Systems Department
- Represent the chapter at monthly meetings of the Dean's Advisory Council
- Perform two initiations per year (Fall and Spring Semester)
- Oversee Election Process and Officer Installation
- Recruit executive board members in the fall
- Attend required Office of Campus Activities (OCA) meetings per funding/training for BAP
- All roles are subject to delegation to other BAP Executive Board Members

Vice President Duties:

- Schedule and coordinate all professional presentations by firms, companies, faculty, etc.
 - Initiate presentation scheduling at least 2 months before the start of every semester
 - Once schedules are set, provide professors and AIS Department secretary with both digital and physical copies of meeting and tutoring schedules
 - Email PDF, physical schedule in mailboxes in department offices
- Serve as a liaison between employers and the chapter
 - Meet and greet professionals before every meeting, assist them in finding meeting location
- Reserve room before end of spring semester for fall, and at least 2 months prior to start of spring semester for both tutoring and general meetings
- Order pizza, pop, cups, plates and napkins for every meeting or bring from organization office
- Provide Weekly scheduling updates to exec weekly until schedule is fully completed
- Collect presenter business cards at every meeting
- Send "Thank You" emails to presenters within one week after their presentations

- Perform such other duties as may be assigned by the Executive Committee or President of the Chapter.

Reporter Duties:

- Responsible for collecting attendance at the end of every meeting - This is done via QR code at the end of the weekly presentation slides
 - Coordinate with weekly Tutor Leaders to receive tutoring attendance
 - Email out the sign in/out code to all exec board members so whoever is doing tutoring can put it up on the board and collect attendance
- Responsible for collaborating with Treasurer in recording new applicants and ensuring all recorded members have paid dues
- Complete all external reports at least one week prior to the required due date for Faculty Advisor review and approval
 - Beginning of Year Report, Middle of Year Report, End of Year Report
- Update the Intranet on a monthly basis to ensure that all our events (both professional and service) are tracked with the National BAP Organization
 - Eventual goal is to have this information available on the website with real time updates
- Contact members who are not meeting requirements and develop understanding of when and how requirements will be met
 - Do with 3-4 remaining meetings and continue to send updates if they are close to the requirements
- Prepare and submit all reports:
 - as required by the National Office of Beta Alpha Psi including reports of Chapter activity, initiations, and changes in faculty advisor or student officers
 - as required for membership activities/information including, but not limited to, member attendance, member hour totals, chapter roster
- Perform such other duties as may be assigned by the Executive Committee or President of the Chapter.

Treasurer Duties:

- Collaborate with the Executive Board to set and communicate a deadline for dues and applications to be turned in by all members.
- Maintain records of all member's dues and applications, including copies of all checks
- Collect and record employer payments
- Update Excel financial records on a weekly basis

- Coordinate payments for pizza at every meeting with Vice President
- Maintain prepaid debit card balance and reloading process
- Prepare to report chapter financial and member status at every exec meeting (paid members)
- National Office of Beta Alpha Psi
 - Prepare and distribute the Chapter's financial statements and plan of activities as required at the beginning of the school year
 - Maintain chapter financial records accurately throughout the school year
 - Prepare and file the end of year Financial Reports of behalf of the Chapter
- Attend required Office of Campus Activities (OCA) meetings per funding/training for BAP
- Prepare and submit Student Budget Committee (SBC) request for annual and travel funding (i.e. Mid-Year and Annual Meetings)
- Perform such other duties as may be assigned by the Executive Committee or President of the Chapter.

Vice President of Special Events Duties:

- Plan, coordinate, and schedule Meet the Firms
- Plan, coordinate, and schedule the Fall Bowling Event
- Work with AIS Department with changes to the Banquet and future incorporation of Alumni/CPE event
- Maintain professional contact with professionals, donors, faculty, on campus services, and other students
- Ensure all rooms and events are scheduled or booked a year in advance with event planning services (book the day after the event for the future year)
- Organize and coordinate collection of event RSVPs, cash payments, and creating components for the events
- Maintain contact with accounting department for printing and department coordination
- Perform such other duties as may be assigned by the Executive Committee or President of the Chapter
- Meet the Firms (before fall job fair)
 - Double invite must be sent to all professionals two weeks before the start of school (at earliest) to one week before the start of school (at latest)
 - Send email with invitation, details and directions to all students majoring in ACCT/IS/ISAC
 - Ensure professionals, students, faculty and members have clear understanding of event
 - Resume Book creation must be coordinated and put together by the week of MTF

- Deadline needs to be set and communicated to students at start of semester
- Bowling Event:
 - Date and Reservations need to be made at least 3 months in advance
 - Responsible for invitations to professionals (sent out at least one month before event), students, faculty
 - Manage sign-in table/sheet to determine attendance
 - Preparation of lane pairings (student, professional & faculty mix where available)
 - Purchase or secure raffle prizes, food, drink, and snack items and arrange for proper preparation
 - Coordinate of setup and cleanup for all materials needed/use

Vice President of Community Service Duties:

- Responsible for ensuring membership has full understanding of community service requirements
 - BAP Members and Candidates are required to attend 2 tutoring sessions and 1 BAP sponsored service event.
- Seek out ideas and events, discuss potential opportunities with Executive Board and reach a final decision on what programs to sponsor
- Share community service opportunity updates to Executive Board in a timely manner
- Assist Reporter with keeping accurate records of service hours for each member
- Plan, coordinate, and schedule an off-campus service activity for the semester
- Collaborate with external business organizations and internal BAP exec board to coordinate meetings and/or events centered around themes of diversity and inclusion
- Perform such other duties as may be assigned by the Executive Committee or President of the Chapter.

Vice President of Recruiting & Communications Duties:

- Update promotional materials, sign-up sheet, and applications with current semester information
- Contact professors 2 weeks before classes start to arrange classroom presentations during first or second week of classes (completed prior to first meeting)
 - Present at as many classes as your schedule allows and coordinate executive member sign-up for classroom presentations once schedule is set (excel)

- Update faculty on who will be presenting and date/time after exec members have signed-up
 - This should be done for both Fall and Spring semesters
- Assist in planning and coordinating beginning of the year recruiting event for accounting students
- Ensure applications and schedules are available outside the AIS Dept at the start of each semester
 - Also distribute schedules to professors via email and/or paper in their mailbox
- Be responsive and thorough to answer emails/questions from potential members
- Email Kathy McBride to distribute any accounting department wide emails
- Special Communication #1: Send a summer email to all accounting students inviting them to join BAP/AIS Club
 - Include pledging requirements and invite them to attend the BAP Opening/Informational Meeting
- Special Communication #2: Send a follow-up mass emails to all ACCT/IS students after classroom presentations and the 1 meeting reiterating the meetings highlights and other important info until membership deadline
 - Ensure all active members of both BAP and AIS Club have joined the Presence Page
- Take photos at each meeting to keep for future promotions, the website, or social media
 - If unable to attend, schedule another exec member to perform task
- Manage and update the Beta Alpha Psi Facebook Page, Twitter Page, Instagram Page, and website
- Perform such other duties as may be assigned by the Executive Committee or President of the Chapter

Vice President of Social Events Duties:

- Plan, Schedule, and Coordinate social events each semester
- Oversee and assist in development of the BAP Mentorship Program for both the fall and spring semesters
 - Coordinate the sign-up and pairings of BAP upperclassmen with pledge/member underclassmen at the beginning of each semester
 - Distribute the structure topics to mentors for guidance
 - Clearly explain program to undergraduate participants
 - Conduct monthly check-ins to monitor progress and points of contacts for pairings
 - Collect testimonials/feedback from participants at the end of each semester

Election of Officers:

The election of officers will take place in the middle of the fall semester for officers who will hold office in the following fiscal year of the Alpha Upsilon chapter. All members who qualify and meet the requirements as full membership, or pledge candidates, shall be considered as eligible for office.

The Executive Committee will announce, distribute, and accept applications from any member who is interested in an Executive Committee position. The Executive Committee will consider chapter participation/leadership, and other characteristics of these individuals and attempt to place them in the positions that, in the opinion of the Executive Committee, would be best for the good of the chapter as a whole. This is called a "slate". Those individuals listed on the slate will be nominated and supported by the current Executive Committee for the upcoming election.

A meeting will be held for the purpose of electing officers. The Executive Committee will announce their nominations to the chapter. Chapter members who submitted an application will then have the opportunity to run against the slate. Members who are nominated will be asked to leave the room, and a vote by the majority of members present will be taken to determine the outcome of the election. Once the President has been elected, the process will continue for each office in the order listed at the beginning of this article

Alternatively, any candidate may be elected by acclamation.

The members elected to the offices shown above will serve one year in the office and may participate in re-election in the spring if they desire. The term of office shall begin on May 1 and terminate on April 30 (same as the fiscal year)

If, for any reason after election and acceptance of an office, a member must resign his/her office, a letter shall be submitted to the President and/or Faculty Advisor stating the officer's desire to resign. An election will take place as soon as possible to replace an officer who has resigned.

If a member who has been elected to hold an office fails to perform his/her duties, a three-fourths (3/4) majority vote of the membership will be required to remove the officer from his or her position.

If an officer graduates during an academic year, a special election will be held to fill the vacancy.

All officers shall maintain a 3.0 in both their cumulative and major related GPA. If an officer is found to not maintain this average, then the faculty advisor will have the final say in what actions will be taken.

Transitioning of Officers:

Each officer is responsible for training their successor before the end of the fiscal year, April 30th. The current officer is responsible for reaching out and scheduling as many meetings as necessary to ensure a smooth transition of duties. Incoming executive officers should view these meetings with the utmost importance and come prepared to learn the day-to-day tasks of their position. Incoming executive officers will receive access to the officer duties document as a general summary to their role.

Article 10: Faculty Advisor

The chairperson of the Department of Accounting & MIS shall appoint the faculty advisor. The duties of the faculty advisor include, but are not limited to, the following:

1. Provide counsel and assistance to the chapter, its officers, its Executive Committee, and other committees;
2. Verify the appropriateness of the content of reports submitted to the National Organization;
3. Serve as liaison with the National Organization;
4. Serve as liaison with the administration of the university, school/college of business, and department of accounting/finance/MIS; and
5. Assure continuity of the chapter.
6. Oversee that the chapter meets “Superior Chapter”
7. Aiding in the transition to a new Faculty Advisor by providing an overview of the requirements & duties of the position.

Article 11: Other Committees

From time to time it may be necessary to establish temporary committees to carry out certain activities within the chapter’s plan of activities. The membership and length of service on these committees shall be determined by the nature of the project and/or event. It is the responsibility of the President to arrange for election and/or appointment of the chairpersons and members of these committees. Some of these committees may include (but are not limited to):

- Internal Audit Committee
- Meet the Firms Committee

- Mock Interviews Committee
- Newsletter Committee
- Bowling Event Committee
- Gold Chapter Video Committee

Article 12: Fiscal Year

The fiscal year of the chapter will end on April 30.

Article 13: Authority

These bylaws shall be the principal governing document of the Alpha Upsilon Chapter of Beta Alpha Psi.

These bylaws will be subordinate to the National Constitution and Bylaws of the Beta Alpha Psi Organization. Any provision of this document that conflicts with the National Constitution and Bylaws of the Beta Alpha Psi Organization that is currently in effect will be null and void. The validity of the remaining Bylaws will not be affected by the presence of any provision that has been found to be null and void.

Article 14: Disposition of Assets and Debts

May it indicate that any funds that have been raised by the organization should be donated to things such as a specific charity, scholarship program, or national organization, or allocated by the Student Budget Committee to other student organizations (determined by the Faculty Advisor) if the organization is not active for more than six months.

Article 15: Use of Funding

As a potential recipient of university funds or resources, the officers and members of Beta Alpha Psi understands the following University policies and procedures:

- Student Engagement may conduct periodic financial reviews of and/or consultations with the organization. This information will be shared with the Student Organization Allocation Board to assist in making future funding decisions.
- Funds allocated to the student organization must be spent in a manner that is consistent with the budget proposal submitted to and approved by the Student Organization Allocation Board.

- Registered student organizations shall maintain all funds, including fundraising dollars, in their University account and are not permitted to have off-campus bank accounts. RSOs designated as social fraternal organizations are exempted from this requirement.
- Unused university funds are audited back at the end of each semester.
- Unused fundraised dollars are audited back after 3 years and used for the general advancement of student organizations.

Article 16: Requirements for Amendments to the Bylaws

It will require a 1/2 (one-half) vote of the entire membership to cast an affirmative vote in order for an amendment to or a revision of the bylaws to pass.