



## **Beta Alpha Psi Zeta Gamma Chapter Bylaws**

In addition to the National Constitutions and Bylaws of Beta Alpha Psi, the Zeta Gamma Chapter shall abide by these Chapter Bylaws.

**Article 1:** The name of this organization shall be the Zeta Gamma Chapter of Beta Alpha Psi at Middle Tennessee State University.

### **Article 2: The objectives and purpose of this chapter**

Beta Alpha Psi is the premier international honor and service organization for financial and business information students and professionals. The purposes of Beta Alpha Psi shall be to:

- recognize outstanding academic achievements in the field of accounting;
- promote the study and practice of the accounting profession;
- provide opportunities for self-development and association among members and practicing financial professionals;
- encourage a sense of ethical, social, and public responsibilities.

Additional chapter objectives are to:

- achieve and maintain superior chapter status;
- expose students to diverse accounting career opportunities;
- provide students with opportunities for professional development;
- serve our campus and local community;
- maintain involvement with Beta Alpha Psi at both the regional and international levels.

## **Article 3: Membership**

### ***Candidacy:***

In order to fully benefit from Beta Alpha Psi activities, students seeking to be candidates must declare their candidacy when they have at least the equivalent of one academic year (two semesters) remaining prior to graduation. Students are eligible for candidacy in the Zeta Gamma chapter of Beta Alpha Psi by meeting the following requirements:

- Declare a major in accounting (or have stated an intention to do so)
- Be enrolled in Principles of Accounting II for Accounting Majors (Accounting 2125) or a higher-level accounting class
- Meet *one* of the following GPA requirements
  - A cumulative GPA (including transfer hours) of 3.0 or higher
  - A rank within the top 35% of their university class (if university is capable of measuring)
  - A cumulative GPA of at least 3.25 on the most recently completed 15 semester hours
- Submit the following to the faculty advisor by the stated deadline in their first semester of candidacy:
  - Completed Candidate Information sheet
  - Copy of MTSU transcript (unofficial transcripts are acceptable)
  - Payment of a one-time candidate fee (amount to be established by the chapter)

Students may remain candidates for one semester. Successful candidates will be presented for initiation, and unsuccessful candidates will be removed from the membership records. Students may attempt a second candidacy only with approval from the Faculty Advisor. Students who become candidates while enrolled in Accounting 2125 automatically have a second semester of candidacy.

### ***Membership:***

- I. Candidates who initially become candidates while enrolled in Intermediate I or a higher-level accounting class will be initiated into membership after meeting the following requirements:
  - Earn a minimum of 8 professional hours during the semester of candidacy
  - Earn a minimum of 8 service hours during the semester of candidacy
  - In addition to the 16 required hours, earn a minimum of 2 additional professional or service hours during the semester of candidacy
  - Earn a minimum 3.0 cumulative GPA in upper level accounting classes
  - Meet *one* of the following overall GPA requirements:
    - A cumulative GPA (including transfer hours) of 3.0 or higher
    - A rank within the top 35% of their university class (if university is capable of measuring)

- A cumulative GPA of at least 3.25 on the most recently completed 30 semester hours
  - Submit a completed faculty signature sheet to the faculty advisor by the stated deadline
  
- II. Candidates who initially become candidates while enrolled in Principles of Accounting II for Accounting Majors will be initiated into membership after meeting the following requirements:
  - Earn a minimum of 8 professional hours during both semesters of candidacy
  - Earn a minimum of 8 service hours during both semesters of candidacy
  - In addition to the 16 required hours, earn a minimum of 2 additional professional or service hours during both semesters of candidacy
  - Completed Intermediate I or a higher-level accounting class in second semester of candidacy and earned a minimum 3.0 cumulative GPA in upper level accounting classes
  - Meet *one* of the following overall GPA requirements:
    - A cumulative GPA (including transfer hours) of 3.0 or higher
    - A rank within the top 35% of their university class (if university is capable of measuring)
    - A cumulative GPA of at least 3.25 on the most recently completed 30 semester hours
  - Submitted a completed faculty signature sheet to the faculty advisor by the stated deadline during their first semester of candidacy

***Active Membership:***

Continued participation in chapter activities is essential for both the chapter's growth and each student's professional development. Requirements for active membership status are as follows:

- Earn a minimum of 8 professional hours each semester of membership
- Earn a minimum of 8 service hours each semester of membership

Only members who maintain active status (or who meet the BAP international requirements to be classified as "on leave") for each semester of membership will receive the following membership benefits:

- Inclusion in the resume book distributed at Meet the Firms
- Receive BAP insignia (stole, medallion, etc.) for graduation
- Participation in the golf outing (fall semester candidates are eligible to participate)
- Participation in mock interviews (spring semester candidates are eligible to participate)

### ***Other Membership Matters:***

- A member may resign from Beta Alpha Psi by notifying the Faculty Advisor of his/her intent to resign and returning his/her membership certificate
- The chapter will follow the National guidelines as to the method of removal or expulsion of a member.
- Students must only pay the one-time candidate fee; the chapter has no requirement for dues.
- Graduate students may apply for candidacy, as long as they have at least the equivalent of one academic year (two semesters) remaining prior to graduation.
- Graduate students who were undergraduate members of Beta Alpha Psi may choose to remain active or to move to alumni status.

### **Article 4: Meetings for the conduct of business**

Only current BAP student members may vote. Fifty percent of members constitutes a quorum. Persons may not vote by proxy.

### **Article 5: Student officers**

Officers are selected by a majority vote. Both members and candidates who are enrolled in Intermediate I or a higher-level accounting class may seek office; only members and candidates are eligible to vote. The nomination and election process takes place between mid-term and the end of the spring and fall semesters. If a post-election vacancy occurs, the Faculty Advisor and officers will select a student to fill the position.

*Term of office:* Each term consists of one academic semester. The President-Elect automatically moves to the position of President in the next semester.

*Method of resignation:* An officer may resign from his/her position by notifying in writing the Faculty Advisor and chapter president.

*Method of removal:* The chapter will follow the National guidelines as to the method of removal or expulsion of an officer.

All officers are expected to regularly attend chapter meetings and to actively participate in chapter activities. Additional duties of each office are as follows:

### ***President***

- A. Preside at weekly meetings
- B. Provide oversight for all chapter activities
- C. Work with faculty advisor to secure speakers
- D. Plan and host Meet the Firms
- E. Plan and host Golf Outing
- F. Oversee candidate recruitment, including but not limited to the following:
  - 1. Delegate recruitment efforts to officers and other interested members
  - 2. Visit classes at the beginning of the semester
  - 3. Thoroughly prepare materials and comments for class recruitment visits
- G. Attend national meeting (fall officers) and regional meeting (spring officers)

### ***President-Elect***

- A. Organize service projects (Planning should begin during the semester elected to this position.)
- B. Organize competition team(s) for regional meeting (fall semester)
- C. Assist the President with candidate recruitment, including but not limited to the following:
  - 1. Visit classes at the end of the semester elected to this position
  - 2. Visit classes at the beginning of the semester
  - 3. Help prepare materials and comments for class recruitment visits
- D. Communicate information regarding service projects to Vice-President of Reporting and Social Media Coordinator
- E. Work with the President to accomplish chapter goals
- F. Communicate information regarding speakers to Vice-President of Reporting and Social Media Coordinator
- G. Attend national meeting (fall officers) and regional meeting (spring officers)

### ***Vice-President of Reporting***

- A. Keep local attendance records
  - 1. Maintain and distribute records to accounting faculty who give students extra credit
- B. Maintain national database membership records
  - 1. In conjunction with the Faculty Advisor, identify the members who have graduated each semester and update database accordingly
  - 2. Enter candidate information
  - 3. Submit required reports
- C. Organize student resumes for annual Meet the Firms Resume Book (fall semester)

- D. Assist the President with candidate recruitment, including but not limited to the following:
  - 1. Visit classes at the end of the semester elected to this position
  - 2. Visit classes at the beginning of the semester
  - 3. Help prepare materials and comments for class recruitment visits
- E. Send weekly communications that include the following
  - 1. Meeting information
  - 2. Information about professional development opportunities
  - 3. Information about volunteer service activities
  - 4. Applications for summer leadership programs, internships, and/or employment opportunities
  - 5. BAP semester schedule of speakers and events
- F. Write thank you notes, electronically or hard copy, to all speakers in a timely fashion
- G. Attend national meeting (fall officers) and regional meeting (spring officers)

### ***Treasurer***

- A. Maintain chapter financial records
- B. Work with faculty advisor to make deposits
- C. Reconcile bank statements
- D. Prepare financial records required by BAP national
- E. Assist the President with candidate recruitment, including but not limited to the following:
  - 1. Visit classes at the end of the semester elected to this position
  - 2. Visit classes at the beginning of the semester
  - 3. Help prepare materials and comments for class recruitment visits
- F. Attend national meeting (fall officers) and regional meeting (spring officers)

### **Candidate Coordinator**

- A. This position is appointed by the faculty advisors and other officers
- B. Assign mentors (active members who volunteer for the role) to new candidates
- C. Communicate with VP for Reporting to track candidate hours earned to date
- D. Provide guidance to mentors to assist in motivating candidates to meet requirements for membership and to develop professionally

### **Social Media Coordinator**

- A. This position is appointed by the faculty advisors and other officers
- B. Update website to include relevant information
- C. Maintain chapter social media accounts by communicating updates and newsworthy information

### **Article 6: Faculty advisor**

The faculty advisor is selected by the accounting department chair.

*The faculty advisor shall:*

- A. Provide counsel and assistance to the chapter, its officers, its executive committee, and other stakeholders
- B. Verify the appropriateness of the content of reports submitted to the BAP International Office
- C. Serve as liaison with the BAP International Office
- D. Serve as liaison with the administration of the University, Jones College of Business, and Department of Accounting; and
- E. Assure continuity of the chapter.

### **Article 7: Fiscal year**

The fiscal year of the chapter will end on April 30<sup>th</sup>.

### **Article 8: Authority**

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

These bylaws will be subordinate to the Constitution and Bylaws of Beta Alpha Psi International. Any provision of this document that conflicts with the Constitution and Bylaws of Beta Alpha Psi International that is currently in effect will be null and void.

### **Article 9: Requirements for amendments to the bylaws**

The Zeta Gamma Chapter Bylaws may be amended by a two-thirds majority vote of members and candidates at a regular or special meeting.

### **Article 10: Non - Discrimination Clause**

Membership shall be limited to currently enrolled MTSU students, faculty, and/or staff members.

Membership shall not be denied to any person on the basis of race, color, ethnic or national origin, sex, disability, age, religion, veteran status, sexual orientation or gender identity, provided that social fraternities and sororities may have sex restricted membership.