



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 (ACTG 2125), Intermediate I (ACTG 3110), or a course that follows Intermediate I
- 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 generally remain candidates for one semester. Students who become candidates while enrolled in ACTG 2125 automatically have a second semester of candidacy while they complete ACTG 3110. 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.

Membership:

- I. Candidates who initially become candidates while enrolled in Intermediate I or a course that follows Intermediate I will be initiated into membership after meeting the following requirements:
 - Earn a minimum of 8 professional hours (480 minutes) during the semester of candidacy, of which, 3 professional hours (180 minutes) must be obtained by attending at least 3 in-person weekly professional meetings. The Faculty Advisor has the right to waive the in-person professional meeting requirement for student(s) with extenuating circumstances.
 - Earn a minimum of 8 service hours (480 minutes) during the semester of candidacy/
 - Complete Intermediate I during or prior to 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 (480 minutes) during each semester of candidacy, of which, 3 professional hours (180 minutes) must be obtained by attending at least 3 in-person weekly professional meetings. The Faculty Advisor has the right to waive the in-person professional meeting requirement for student(s) with extenuating circumstances.
- Earn a minimum of 8 service hours (480 minutes) during each semester of candidacy.
- Complete Intermediate I in the second 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 *during their first semester of candidacy* (no additional signature sheet is required for the second 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 (480 minutes) each semester of membership, of which, 3 professional hours (180 minutes) must be obtained by attending at least 3 in-person weekly professional meetings. The Faculty Advisor has the right to waive the in-person professional meeting requirement for student(s) with extenuating circumstances.
- Earn a minimum of 8 service hours (480 minutes) 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 collection of LinkedIn profiles distributed at Meet the Firms
- Receipt of 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 *not* currently enrolled in Principles of Accounting II for Accounting Majors may seek office; only members 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 (fall)
- E. Organize student LinkedIn profiles for annual Meet the Firms (fall)
- F. Plan and host Golf Outing (fall)
- G. 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
- H. Communicate information regarding speakers to Vice-President of Reporting, and Web/Social Media Coordinator(s)
- I. 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)
- 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 Web/Social Media Coordinator(s)
- E. Work with the President to accomplish chapter goals
- F. 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. 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. 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
- E. Write thank you notes, electronically or hard copy, to all speakers in a timely fashion
- F. 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. In conjunction with Faculty Advisor, complete filing of Form 990 -N (e-postcard) with IRS (spring officers)
- F. 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
- G. 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
- E. Update candidate recruiting materials as necessary
- F. Assist the President with candidate recruitment, including but not limited to the following:
 1. Visit classes at the end of the semester appointed to this position
 2. Visit classes at the beginning of the semester
 3. Help prepare materials and comments for class recruitment visits

Web/Social Media Coordinator(s)

- 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
- D. Assist the President with candidate recruitment, including but not limited to the following:
 1. Visit classes at the end of the semester appointed to this position
 2. Visit classes at the beginning of the semester
 3. Help prepare materials and comments for class recruitment visit

Other appointed officer positions may be identified and filled on an as-needed basis.

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 30th.

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 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.

Article 11: Dissolution

In the event the organization dissolves, the distribution of funds and assets will be given to Middle Tennessee State University Department of Accounting.