Bylaws

Beta Alpha Psi

Beta Eta Chapter – San Diego State University

Revised February, 2019
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ARTICLE I – Name

Section 1

This organization shall be known as the Beta Eta Chapter of Beta Alpha Psi (BAP). Beta Eta Candidate-Apprentice(s), Candidate(s) and Member(s) are collectively referred to as Beta Eta Participants.

ARTICLE II - Governing Statutes

Section 1

This organization shall adhere to all applicable campus regulations including applicable California State Law including but not limited to DIRECTIVE 969 and 970 of which directives are expanded and strictly interpreted to include all officers defined in Article VI, Section 1 as well as any other Directives that may become law from time to time. [see http://www.calstate.edu/eo/EO-969.pdf http://www.calstate.edu/eo/EO-970.pdf]. "Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability."

Section 2

Nothing in this code shall be construed to contradict the BAP National Constitution and Bylaws.

ARTICLE III – Beta Eta Participants

Section 1

In addition to meeting all requirements for membership specified in the National Constitution and Bylaws, each candidate shall meet the requirements of this article.

Section 2

UNDERGRADUATES:

Each undergraduate candidate apprentice must, at a minimum:

1. Be enrolled in Accounting 331 (if Accounting major) or if Finance or MIS major must be enrolled in 3 units of courses required for the major beyond those courses required by all Business majors (i.e., Accounting 201 & 202, BA 323 and MIS 301 and/or 331).
2. Have declared or intend to declare a concentration in Accounting, Finance, or Information Systems

3. Have completed at least one year of collegiate courses

4. Have an overall GPA of 3.25 and a GPA of 3.25 in their major.

5. Students seeking candidacy may declare their candidacy as early as during their enrollment in ACCTG 202 at SDSU. The student will remain an undergraduate candidate apprentice until their completion of ACCTG 331 with the appropriate grade. ACCTG 202 students will be subject to the grade requirements of undergraduate candidate apprentices, and must maintain such grades through their first semester in the accounting major.

Each undergraduate candidate shall:

1. Have declared a concentration in Accounting, Finance, or Information Systems (MIS).

2. Have completed Accounting 331 (Accounting Majors), or at least one course beyond Finance 321 (Finance Majors), or at least one course beyond MIS 301 Accounting Information Systems Majors) *

3. Have, on a 4.0 scale, the following:
   i. Accounting major: an upper division GPA in Accounting courses (ACCTG courses ONLY) of at least a 3.25.
   ii. Finance major: an upper division GPA in Finance courses (FIN courses ONLY) beyond FIN 321 of at least a 3.25.
   iii. IDS major: an upper division GPA in IDS courses (IDS courses ONLY) beyond MIS 301 of at least a 3.25.

4. A cumulative average in all subjects of at least 3.25.

GRADUATES:

A graduate apprentice candidate or a graduate candidate is a student that has been accepted and matriculated into a master’s degree level Accounting, Finance or Information Systems (IDS) programs, or is taking courses as a non-degree post-baccalaureate student and has a stated interest in Accounting, Finance or Information Systems (IDS) programs.

Each graduate candidate apprentice shall:

1. Have completed less than 6 units of study at SDSU beyond those courses equivalent to the MBA core courses in their area of emphasis. For a student with an accounting emphasis, this would be less than 6 units of study in ACCTG courses numbered 500 and above.
2. Have, on a 4.0 scale, the following:

   i. A cumulative grade average of at least 3.25 in all Accounting, Finance, or Information Systems (IDS) courses related to their emphasis beyond the core business classes taken while a graduate student at SDSU. For purposes of this calculation, students with accounting emphasis would only consider ACCTG courses; finance emphasis FIN; etc. If it were the student’s first semester, they would have no cumulative GPA.

   ii. Cumulative averages of at least 3.25 in all units of study while a graduate student at SDSU. If it were the student’s first semester, they would have no cumulative GPA

Each graduate candidate must:

1. Have completed at least 6 units of study at SDSU beyond those courses equivalent to the MBA core courses in their area of emphasis. For a student with an accounting emphasis, this would require completing 6 units of study in ACCTG courses numbered 500 and above.

2. Have, on a 4.0 scale, the following:

   i. A cumulative grade average of at least 3.25 in all Accounting, Finance, or Information Systems (IDS) courses related to their emphasis beyond the core business classes taken while a graduate student at SDSU. For purposes of this calculation, students with accounting emphasis would only consider ACCTG courses; finance emphasis FIN; etc.

   ii. Cumulative averages of at least 3.25 in all units of study while a graduate student at SDSU.

Students may continue as Candidates for no longer than twelve months, so long as they have at least the equivalent of one academic year remaining prior to graduation, remain active in their chapter, meet the GPA requirements for membership and uphold the purposes or interests of Beta Alpha Psi.

Section 3

All Beta Eta participants shall have on-line access to the BAP National Constitution and Bylaws. Candidates shall affirm they will abide by the BAP National Constitution and Bylaws and Chapter Bylaws at the initiation ceremony.

Initiation Requirements:

Section 4
No student shall be initiated until after having paid the initiation fees and chapter dues.

Section 5

No student shall be initiated who is not enrolled during the semester of initiation at San Diego State University.

Section 6

With the exception noted in Section 7, no student shall be initiated who has not met the candidate GPA requirements, upheld the purposes or interests of Beta Alpha Psi and complied with the Agenda of Attendance of Chapter Activities as set forth by the Executive Committee. The Agenda of Attendance of Chapter Activities shall always include, but is not limited to a major Fall and/or Spring Event as specified by the Executive Committee each semester. The candidate initiation will occur at the end of each semester. A candidate apprentice who has (a) paid the initiation fees, (b) paid the chapter dues during the semester, (c) complied with the candidate requirements in the Agenda of Chapter Activities during the semester, and (d) meets the candidate GPA requirements at the end of the semester, may be initiated at the beginning of the next semester.

Section 7

A candidate apprentice or a candidate who has missed one event required for initiation may petition the Executive Committee in writing within one week of the absence for an "excused" absence. A quorum of the Executive Committee may "excuse" the absence or require the absence to be "made-up" with an activity deemed acceptable by the Executive Committee.

Maintaining Active Member Status:

Section 8

All participants shall comply with the Agenda of Attendance of Chapter Activities as set forth by the Executive Committee.

Section 9

All participants may be eligible for outstanding participant status if they have met the outstanding participant requirements set forth in the Agenda of Attendance of Chapter Activities by the Executive Committee as established each semester.

Section 10

A member who has missed one event required for outstanding member status may petition the Executive Committee in writing for an "excused" absence. A quorum of the Executive
Committee may "excuse" the absence or require the absence to be "made-up" with an activity deemed acceptable by the Executive Committee.

Section 11

Members are required to be in Good Standing to vote at chapter elections. Good Standing is defined as having paid all dues by the due date and fulfilling the minimum requirements of the Agenda of Attendance of Chapter Activities, as specified by the Executive Committee each semester. Additionally, all participants are expected to uphold the purposes and interests of BAP.

ARTICLE IV - Dues and Fees

Section 1

Each student shall pay to the Chapter Treasury:

1. The national initiation fee. This fee is collected during the candidate or candidate apprentice semester ONLY. This fee includes the Beta Alpha Psi insignia

2. The semester chapter dues.

For first time candidates, the chapter dues are $140. This includes the $60 national initiation fee. For returning members, the chapter dues are $85. Each set of dues is decided by the organization at the beginning of the semester.

Section 2

Upon the approval of the executive committee and faculty advisor, individual special assessments concerning dues may be requested of the executive committee on or before the dues deadline. The executive committee may review the request.

ARTICLE V - Meetings

Section 1

The Executive Committee shall draft and publicize a schedule of regular meetings at the beginning of each semester for that semester.

Section 2

Special meetings may be called at the discretion of the President upon approval of the Faculty Vice-President (i.e. Faculty Advisor).

Section 3

The Beta Eta participants shall have on-line notification of each meeting in advance.
Section 4

All business meetings shall be conducted in accordance with generally accepted standards of parliamentary procedure. Thirty percent of the student members (excluding Candidate and Candidate Apprentices) shall constitute a quorum. Motions at business and Executive meetings must have a 2/3 vote to pass. Local Chapter Voting members include current BAP student members and BAP faculty members.

ARTICLE VI - Election of Officers

California State University policies require that the President and Treasurer maintain a minimum overall 2.0 grade point average each term and not be on probation of any kind. The President and Treasurer must be enrolled in at least six units (three units for graduate and credential students) each semester while holding office. Undergraduate students with over 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater, or graduate and credential students with over 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater, are ineligible to hold the office of President or Treasurer.

Section 1

The Chapter shall have an Executive Committee consisting of the Faculty Advisor, President, President-Elect, Treasurer, Vice-President of Planning, Vice-President of Professional Activities, Vice-President of Membership and Vice-President of Reporting. The Executive Committee may identify additional officer positions in order to meet the needs of the chapter, and shall seek as soon as practicable a vote of ratification from the membership to approve the position. Upon affirmative ratification the position is duly established. This Executive Committee shall be responsible for all aspects of the election of officers, including the tallying and verification of results in a chapter election. The Executive Committee shall have weekly meetings. A majority of the executive committee, constitutes a quorum at any duly called Executive Committee meeting. The Executive Committee shall have the sole power to act in all matters except revision of the Chapter Constitution or Bylaws, election, initiation, or expulsion of members, and nomination and election of officers. All actions taken by the Executive Committee shall be reported to the membership at the next regular Chapter meeting.

Section 2

A special nomination meeting, which may be part of a regularly scheduled chapter meeting, will be held for the purpose of the nomination of nominees for officer positions. Notice must be given to all chapter Beta Eta participants at least two weeks before officer nominations are to be held. The President or President-Elect will open the floor for the nomination of officer candidates. A nomination may be made by any member or candidate (except the nominee) by stating, "I nominate John/Jane Doe for this officer position." No second is required to such a motion from the floor. The nominee must be a chapter member or candidate in good standing as determined by the Executive Committee. Graduate candidate apprentices are eligible for nomination if they will
have met the membership requirements, outlined in Article III, Section 2, by the end of the nominating semester. Undergraduate candidate apprentices are not eligible for nomination. A nominee's acceptance of their nomination is assumed unless they notify the President or President-Elect of their refusal at the meeting's conclusion. The floor will continue to remain open for nominations until 5pm on the 4th day after the nomination meeting.

**Section 3**

Immediately after the nomination meeting, officer nominees may begin campaigning for their respective offices and continue such campaign activities until the close of the election. Campaigning activities will be defined as the following: Nominees may mail and/or e-mail one campaign letter, and post one online general campaign notice. In addition, each nominee may post flyers no larger than 8 1/2” x 11” in all appropriate campus buildings.

The officer nominees will each be required to make a campaign speech at the general meeting scheduled for nominees' speeches. Campaign speeches will be made in the alphabetical order of the officer positions and are limited to a 5 minute maximum.

**Section 4**

Voting will be performed by secret ballot. Ballots are to be issued to all eligible members during the meeting at which the nominees give their campaign speeches. Candidate and candidate apprentices are not eligible to vote, unless the end of the semester initiation has occurred prior to the commencement of officer voting as specified in Article III, Section 6. Eligible members that are not present at the meeting will be emailed a ballot. Participants are responsible for ensuring that the Executive Committee has their current email address. To be eligible to vote, a member must have paid their dues for the semester and be in Good Standing as to all membership requirements as specified in Article III, Section 11.

The ballots will be prepared by the Vice-President of Communications. Each ballot will alphabetically list both the officer positions and the candidates for each officer position. In addition, each ballot will have a unique identifying number, and the Vice President of Communications will keep a master list identifying the number assigned to each member. If a member loses their ballot, the Vice President of Communications will void out the old ballot number and issue a new ballot number.

Completed ballots must be returned by the election deadline stated on each individual ballot. Ballots may be emailed to the Executive Committee, dropped off at the Accounting Office or placed in a location specified in the Chapter Agenda of Attendance. Late ballots are not includible in the tallying of election results and must be discarded.

Late ballots are defined as those ballots not received in the Chapter mailbox or Accounting Office or via email by the election deadline.

All decisions made by the Executive Committee in conjunction with implementing the voting procedures specified above are final and binding on all nominees, candidates and members.
Section 5

At least two officers of the Executive Committee shall meet for the purpose of tallying the ballot results. The Vice-President of Communications will provide to the Executive Committee a master ballot list that will be used to verify at this meeting that all ballots received are from chapter members and candidates who are eligible to vote. An officer nominee must be elected by a plurality vote. Under no circumstances shall anyone be elected by acclamation. In the event of a tie between two or more nominees, a deciding vote will be made by secret ballot at the next scheduled general meeting of the Chapter. Upon the completion of the tallying of results by the two officers, a third officer (and member of the Executive Committee) will independently audit the results compiled by the original two officers. These results must be completely verified before any release of election results is made. None of the Executive Committee members responsible for the determination of election results may be currently running for any officer position.

The Executive Committee is responsible for on-line notification to all officer nominees of the final results of the election. Informal notification (in person or by telephone) may be made at the discretion of the Executive Committee. A written petition submitted directly to the Executive Committee must be made in order to secure the actual election results, to submit a request for a recount, or any other type of election proposal.

Section 6

The official presentation of the new officers will be made to the Chapter at the final scheduled meeting of the semester except in the case where an incumbent officer has been placed on academic or probationary discipline or where there is a suspension for an allegation of a violation(s) provided for under Article VIII, Section 2. At this meeting, the incoming Chapter officers will be called to the podium and installed by the current Executive Committee. The new officers will then assume the duties and responsibilities of their respective offices. In the case of appointed Acting Officers they should be initiated as soon as practicable according to Article VI, Section 6.

Should a newly-elected graduate candidate apprentice fail to achieve the minimum grade point average as required by Article III, Section 2, the runner-up will be awarded the position. If the runner-up is also an ineligible graduate candidate apprentice, or if the position ran unopposed, a special nomination and election by email will immediately take place. Until the position is filled, the duties of the position are to be maintained by the current executive committee.

The term of office for student officers shall be one semester with the following exceptions; The President/President-Elect and Treasurer shall hold their respective offices for the duration of one academic year. The term of office for Treasurer shall align with the Beta Alpha Psi fiscal year. Additional officer positions and their established respective terms may be determined in accordance with Article V, Section 4 in order to meet the needs of the chapter. The Faculty Advisor will be appointed by the Executive Committee and will remain in office until such a time as that officer resigns or a new appointment is made by the Executive Committee. Any discharge, loss, or resignation of an officer during the current semester will result in the appointment of an acting
officer by the Executive Committee. The acting officer will assume the duties of the respective office until a new officer is elected at the regularly scheduled election. The acting officer will have all the rights, responsibilities and privileges afforded to other officers of the executive committee including an initiation ceremony consistent with Article VI, Section 6 at the earliest practical date following appointment of said acting officer(s).

ARTICLE VII - Duties of Officers

Section 1

The herein enumerated duties of the officers are in addition to, and not in lieu of, the Duties prescribed in the BAP National Constitution and Bylaws.

Section 2

The President or acting President shall:

1. Become familiar with parliamentary procedures.

2. Be responsible for the performance of the other officers and for the Chapter's compliance with the BAP National Constitution and Bylaws and the Code of Regulations.

3. Inform the attending membership of the duties and responsibilities of the office to which each candidate aspires.

4. Preside over the weekly executive and chapter meetings.

Section 3

The President-Elect or acting President-Elect assists the president and acts in the president's place in the event of absence or incapacity.

Section 4

The Treasurer or acting Treasurer shall maintain the Chapter's financial records in a professional manner. He/she shall report to the membership of the financial condition of the Chapter. He/She shall plan and coordinate all Fundraising activities of the chapter.

Section 5

The Vice-President of Planning or acting Vice-President of Planning shall:

1. Plan and coordinate our Chapter banquets.

2. Plan and coordinate all Chapter community service activities, and set up the tutoring program.
Section 6

The Vice-President of Professional Activities or acting Vice-President of Professional Activities shall schedule all weekly professional chapter meetings.

Section 7

The Vice-President of Reporting or acting Vice-President of Reporting shall:

1. Maintain complete minutes of each business meeting of the Chapter. Such minutes shall be signed and maintained in permanent form. A copy of such minutes, including a list of those attending, shall be made available upon request for members' inspection.

2. Keep attendance records for all scheduled chapter events.

3. Prepare and submit on time the required Chapter activities reports to the National Secretary.

Section 8

The Vice-President of Membership or acting Vice-President of Membership shall plan and coordinate all membership recruiting activities and coordinate all alumni and social events. The Vice-President of Membership or the acting Vice-President of Membership shall be also responsible for all Chapter correspondence.

Section 9

The Faculty Advisor shall advise, consent and provide specific guidance, as necessary, in accordance with the Faculty Handbook and Policies and Procedures manual distributed by the National Organization of Beta Alpha Psi.

Section 10

The Executive Committee shall:

1. Instruct the candidates and the candidate apprentices of the Chapter as to the purposes of Beta Alpha Psi and explain to them their duties and privileges as members.

2. periodically review the participation of individual members in Chapter activities with a view to increasing such participation.

Section 11

All Chapter correspondence and reports shall be signed by the officer who assumes responsibility thereof.
Section 12

An officer may be discharged if he/she is not carrying out the duties of the office or not participating as a member of the executive team. An officer may be discharged by a majority vote (excluding the faculty advisor’s vote), or the equivalent proportion of all eligible Executive Committee members in the case of suspensions or other disqualifying events. An officer may appeal the decision to the Executive Committee at which time the committee would take a second and final vote.

ARTICLE VIII - Moral and Scholastic Requirements

Section 1

At the time of initiation each Beta Alpha Psi candidate “promises to maintain the highest moral and scholastic standing and always to foster the ideals and purposes of Beta Alpha Psi.”

Section 2

If the Faculty Advisor has been notified of a complaint against a Beta Eta participant alleging either (a) a violation(s) of Section 41301 of Title 5 of the California code of Regulations or (b) other conduct detrimental to the purposes or interests of Beta Alpha Psi, the following sanctions will be immediately imposed, including all of the following:

If the complaint is in regard to a violation(s) of Section 41301 of Title 5 of the California code of Regulations and filed by a faculty member, then:

The Center for Student Rights and Responsibilities will review alleged offenses and coordination of disciplinary procedures, if any. Each participant shall be suspended for a period not to exceed the longer of: (i) resolution of the complaint by the issuance of a final decree by judicial affairs; and (ii) resolution of any appeal processes that may be afforded to such parties according to the rules and regulations as specified in Section 41301 of Title 5 of the California code of Regulations (the “Complaint Period”). If a party is an officer or incumbent officer, an Acting Officer will be appointed per Article VI, Section 6 to serve during the complaint period. Suspended members may continue to attend chapter meetings and list their affiliation until the end of the complaint period or panel hearing, whichever is longer. If aBeta Eta participant is found NOT responsible for the allegations, he/she will be reinstated to prior standing for the remainder of the term.

At the end of the complaint period if a participant is rendered a decision other than not responsible for the initial allegation(s) the following actions will be taken by the Faculty Advisor and a ranking executive officer: (i) appointment of an independent disciplinary review committee (“Panel”) consisting of 3 professors and/or professional staff (not including the faculty advisor), one of which must be a current or past member of Beta Alpha Psi to consider the facts and circumstances of the matter with the express purpose of rendering a final decision of whether to
expel the member from the BAP chapter or not initiate the candidate. The panel may decide to expel or not initiate by majority vote, or suggest an alternative sanction(s) to the faculty advisor.

If the Panel recommends expulsion, the rules and procedures documented in the Policies and Procedures manual of Nationals will be followed.

If the Panel does not recommend expulsion, they may recommend other sanctions to the Faculty Advisor, which will be followed.

If the complaint is in regard to other conduct detrimental to the purposes or interests of Beta Alpha Psi, the following sanctions will be immediately imposed, including all of the following:

An independent disciplinary review committee ("Panel") appointed by the faculty advisor and a ranking executive officer consisting of 3 professors and/or professional staff (not including the faculty advisor), one of which must be a current or past member of Beta Alpha Psi will review the alleged offenses and coordination of disciplinary procedures, if any.

Each participant shall be suspended until the Panel makes their recommendation. If a participant is an officer or incumbent officer, an Acting Officer will be appointed per Article VI, Section 6 to serve during the complaint period. Suspended Beta Eta participants may continue to attend chapter meetings and list their affiliation until the end of the complaint period or panel hearing, whichever is longer.

If the Panel recommends expulsion, the rules and procedures documented in the policies and procedures manual of Nationals will be followed.

If the Panel does not recommend expulsion, they may recommend other sanctions to the Faculty Advisor, which will be followed.

If a Beta Eta participant is NOT responsible for the allegations, he/she will be reinstated to prior standing for the remainder of the term.

The Beta Eta Chapter has the expectation that a participant would self-report activities of conduct detrimental to the purposes of Beta Alpha Psi to the Faculty Advisor within an appropriate period of time.

The Executive Committee recognizes each participant’s right to privacy and will treat every instance with confidentiality and on a strictly need-to-know basis.

**ARTICLE IX - General Provisions**

**Section 1**

These Bylaws may be amended by a 2/3 vote at any duly called and constituted business meeting or by a special meeting of the Executive Committee as allowed under Article V, Section
2 provided that notice of such amendment shall have been circulated to the membership via electronic email and posted in a prominent position on the Chapter’s Web Site at least one week in advance, and where the Faculty Advisor is consulted on such amendment(s) and where all reasonable attempts were made to announce such changes at a previous meeting. Unless otherwise agreed to prior to the vote, all such amendments are to be effective immediately upon their passage.

Section 2

A copy of the Chapter By-laws with a descriptive heading and date of last amendment shall be maintained on-line for all candidates, students, and faculty members following the adoption of any amendment.