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**Constitution and By-Laws
Beta Alpha Psi Gamma Rho Chapter**

**PREAMBLE**

Beta Alpha Psi is a co-ed student organization for financial information students and professionals. Beta Alpha Psi is an organization devoted to professionalism, scholarship, leadership, teamwork, and community service.

Mission Statement

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, and information systems;
* providing opportunities for service, professional development, and interaction among members and financial professionals; and
* fostering lifelong ethical, social, and public responsibilities.

Purpose

* recognize outstanding academic achievements in the field of accounting, finance, and information systems;
* promote the study and practice of professional fields related to these disciplines;
* provide opportunities for self-development and association among members and practicing financial professionals;
* encourage a sense of ethical, social, and public responsibilities

The Gamma Rho Chapter of Beta Alpha Psi has been active on the campus of Western Michigan University since 1971. Our chapter consists of members, candidates, Executive Board officers, and one or more faculty advisors. Our chapter strives to achieve superior status each year and continues to be an excellent representative of the Beta Alpha Psi organization.

**ARTICLE I**

**Name**

Beta Alpha Psi, Gamma Rho Chapter

**ARTICLE II**

**Membership Requirements**

Section A. To Join

To fully benefit from Beta Alpha Psi activities, students seeking to be BAP candidates must declare their candidacy when they have at least the equivalent of one academic year (two semesters) remaining prior to graduation. Exceptions for special circumstances may be made only by the faculty advisor.

Students eligible to join Beta Alpha Psi are accounting, finance or information systems majors and/or minors. Students must have an overall GPA of 3.0 or higher, or a 3.25 within the last 30 credit hours. For non-U.S. institutions students must have obtained an honors distinction utilized by their institution deemed to be equivalent by the BAP Executive Board. Students must have completed 30+ semester hours or equivalent, completed ACTY 2100 and 2110, and be enrolled in an upper-level accounting course. Students must also maintain a 3.0 average or greater in his/her accounting courses and students without upper level ACTY GPAs must submit a grade report.

Degree seeking graduate students (e.g. MBA OR MSA, etc.) are eligible for membership if they (1) are majoring, concentrating, or have a stated interest in accounting, finance, or information systems; and, (2) have attained a cumulative grade average in their graduate courses of at least 3.0 or equivalent. In the event the potential graduate member has not yet attained a GPA in their graduate studies, their undergraduate record will be used to determine admission.

Section B. Requirements

B.1 Requirements of candidates

B.1.1. Exploratory Status: Expresses interests in the majors/minors/organization. Banquet eligible if requirements met; perfect attendance, including social, and 8 hours service.

B.1.2. Sophomore Status: will be granted a sophomore status if the student completed a semester in the Exploratory status. Will be considered as a sophomore if they are not yet taking upper level. Expresses interests in the majors/minors/organization. Banquet eligible if requirements met; perfect attendance, including social, and 8 hours service.

B.1.3. First-Semester Candidates: The first semester the student is eligible to join BAP. First-Semester Candidates are accounting, finance or information systems majors and/or minors. The candidate must attend all meetings. If a meeting cannot be attended, the student must contact the Executive Board for a list of professional opportunities available to compensate for their absence. First-Semester Candidates must attend one of the planned BAP socials.

B.1.4. Candidate: Will only be granted candidate status if the student completed all the requirements in the previous semester, but not yet initiated as a member. Candidates must attend all meetings. If a meeting cannot be attended, a candidate must contact the Executive Board for a list of professional opportunities available to compensate for their absence. Candidates must attend one of the planned BAP socials. Candidates must participate in 8 hours of community service activities each semester. Along with these requirements, the chapter follows Beta Alpha Psi National’s rules on requirements for candidates.

B.2 Requirements of Members

Members must meet certain requirements to remain in good standing. These requirements are on a semester basis.

* 1. Active members are allotted one absence from a professional meeting per semester and members must attend community service activities each year as established by the Executive Board. Members must participate in community service activities during the semester.
	2. Members who commit to a certain event and fail to show without prior notification to the community service director, will be required to attend an event as approved by the Executive Board or Faculty Advisor. This event will not count towards their required community service
	3. Members are encouraged to volunteer as a mentor to: Exploratory Status students, Sophomore Status, First-Semester Candidate, and/or Candidate. This would include assisting the candidate by answering their questions, promoting networking and aiding them as they fulfill their candidate requirements. Members are encouraged to attend all socials but are required to attend at least one.

Section C. Member Standing

Members will receive a certain status based on their participation in the events. The reporter will track membership status throughout the semester and provide personal status upon request. The member status is as follows (per semester):

 1. Good standing

 2. Not in good standing

 3. On leave (study abroad, internship, or not enrolled)

Good Standing: GPA qualifies, attendance requirements met, volunteer hours met ALL should be met.

Not in Good Standing: one or more of the requirements for Good Standing is NOT met.

All members are encouraged to assist the chapter in attaining superior status by meeting their personal requirements as stated above.

If a member or candidate must miss an activity, there will be make-up opportunities as determined by the Executive Board. Meetings may also be made up by attending another professional activity. Many activities arise during the year and will be announced at meetings for make-up(s); however, it is the member/candidate’s ultimate responsibility to find make-up activities.

A make-up activity must be approved by the Executive Board at one of the Executive Board meetings. The member/candidate must submit a proof of attendance e.g. signature of RSO’s Executive Board/Faculty Advisor, proof from ExperienceWMU or brief description of the make-up activity to the board in writing (email Reporter cc President) for approval. This may be done before or after the activity has been completed; however, if the member/candidate submits after the activity has been completed there is no guarantee it will be accepted. List of acceptable activities includes but not limited to: SPuRs credited, professional interviews, RSO meeting with employer attending)

Non-Discrimination Policy

No individual will be denied membership because of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.

Section D. Voting Privileges

Active members & candidates in good standing are eligible to cast one vote during any vote undertaken during the year. Absentee ballots will not be available. Members & candidates need to be present to cast their votes.

Section E. Termination of Membership

*Formal Resignation from Beta Alpha Psi*

A Member may resign from Beta Alpha Psi by notifying, in writing, the Faculty Advisor and the local chapter president.

The resigning member shall surrender the membership certificate and other Beta Alpha Psi insignia to the local chapter. The local chapter will then forward the membership certificate to the Executive Office. Dues and Initiation Fees are nonrefundable.

Section F. Expulsion of Members

Expulsion of a member is a serious matter. A local chapter has the right to expel a member. The Beta Alpha Psi (BAP International policies and procedures manual, outlines the strict guidelines that must be followed. The BAP International policies and procedures manual may be found at BAP.org).

F.1.1 Inactive members of the Gamma Rho Chapter may formally be requested to resign from Beta Alpha Psi and forego any further affiliation with the organization. An official letter may be sent to each member who has failed to maintain an active participation in the organization after having been initiated. Those individuals having a member status of “member not in good standing” will qualify for this letter. Resignation or expulsion procedures may be necessary for these members because participation and commitment to Beta Alpha Psi is expected on the part of each individual once membership has been attained. Members that received the letter will have one semester of probationary period to change their standing from “not in good standing” to “good standing”.

F.1.2 In the case of discovery of questionable moral or ethical standards of a member, the executive board reserves the right to vote upon the termination of membership of an individual. The member in question reserves the right to appeal this decision to the executive board. In this matter, the information will be presented to the chapter where it will then be voted upon for a final decision.

**ARTICLE III**

**Officers**

Section A. Elected Officers

Officer duties include but are not limited to the following.

President: The president calls and presides at meetings of the chapter and of the executive board; determines that all reporting responsibilities and other duties of the Executive Board and Leadership positions are performed in accordance with the International Constitution and Bylaws; and seek to promote the welfare of the chapter and Beta Alpha Psi.

Vice-President: Schedule weekly meetings, order and pay for meeting food to report to Treasurer, order certificates, plan semester-end banquet, coordinate STAR training, mock interviews and Meet the Firms, and act in the President’s place when he/she is absent.

Reporter: Track candidate and member hours, track meeting minutes, update membership on the reporting intranet, prepare commencement lists, prepare nametags, track membership attendance, track reaching out activities.

Secretary: Serve as the main point of contact between BAP and local firms, prepare “thank you letters”, draft and e-mail weekly newsletter.

Treasurer: Track membership dues and payments, tracking expenses and revenues of the Chapter, designing Chapter apparel and prepare and submit chapter tax return.

Community Service Coordinator: Plan and coordinate community service events throughout the semester. Keep a record of students that attended each of the community service events.

Communications Director: Update the chapter’s accounts including but not limited to; Facebook, LinkedIn, Instagram, accounting calendar, chapter website and university televisions. Ultimately serves as marketing chair for the Chapter.

Delegation of duties and responsibilities is ultimately decided by the Executive board. It is up to them to ensure tasks are completed and the description of the duties mentioned above may be interchangeable among officers at their discretion.

Section B. Executive Board Requirements

Executive Board members must meet the following credit requirements:

* + Undergraduate 12 credit hours.
	+ Graduate 6 credit hours.

If these hours cannot be met it is at the discretion of the Executive Board to decide whether an officer may remain in his or her current position.

Executive Board members are required to attend all meetings and executive board meetings. Excused absence will be granted and approved by the majority of the Executive Board if notice is given at least 12 hours prior to the meeting. If a unique occasion arises after the 12 hour grace period, it can be refuted and reviewed by the Executive Board (e.g. medical/family emergencies that occurred after the 12 hours grace period.) Missing two (2) meetings with unexcused absences will be considered “a not participating member of the Executive Board” and may be grounds to be discharged from the Executive Board (see *Removal of an Executive Board Member)*

B.1. Eligibility to Run for Officer Positions:

The first requirement to be eligible to run for a position, the student needs to be of “Good Standing”. (see *Member Standing)*

B.1.1. Exploratory Status: not allowed to run for any positions as per the constitution of Beta Alpha Psi at the National level.

B.1.2. Sophomore Status: not allowed to run for any positions as per the constitution of Beta Alpha Psi at the National level.

B.1.3. First-Semester Candidates: only allowed to run for Communications Director, Reporter, Community Service Coordinator.

B.1.4. Candidates: allowed to run for all officer positions including President if they served at least a semester on the Executive Board.

B.1.5. Members: allowed to run for all officer positions including President if they served at least a semester on the Executive Board.

B.1.6. Exceptions to running for President will only be allowed if there are not enough Candidates and/or Members running for the position in the chapter.

Section C. Code of conduct

All Executive Board members must conduct themselves in a professional manner at all times. They must show respect and courtesy to all fellow members, classmates, professionals and faculty. Executive board members are expected to behave in accordance with the objectives of Beta Alpha Psi as a whole.

Section D. Election Process for Selection of Officers

The Executive Board will announce open positions and the duties for these positions near mid-semester. Nominations deadline will be set by the executive board each semester and will be announced at least a week prior to the deadline

Each member running for a position of the Executive Board may run for a maximum of 3 positions, as nominated by members and candidates, and approved by the nominee. Adjustments to the nomination and executive board voting process can be made to meet the needs of a specific semester. They can be made by the majority vote of the full Executive Board and Faculty Advisor(s).

If Executive Board members choose to continue their duties into a second semester, they will not be required to go through the election process again for one semester. After two semesters serving in an Executive Board role, Executive Board members must go through the election process again. There is no limit to the number of two-semester terms Executive Board members can serve, provided they are re-elected every two semesters.

Section E. Removal of an Executive Board member

 A chapter officer may be discharged if he/she:

* Is not carrying out the duties of the office; or
* Is not participating as a member of the Executive Board; or
* Is not adhering to the high moral and ethical standards of Beta Alpha Psi; or
* Does not meet the requirements for membership

An officer shall be discharged by a majority vote (excluding the faculty advisor's and co-faculty advisor's vote) of all other chapter Executive Board members in the case of suspensions or other disqualifying events. A chapter officer may appeal the decision to the local chapter in a special meeting called for that specific purpose. A majority vote of the chapter may reverse the Board's decision.

Section F. Filling Vacancies

Vacancies will be filled by the majority decision of the Executive Board. They may choose to select a member to serve as an Interim Officer until an officer can be elected through the voting process above, or they may choose to delegate duties of that officer amongst members of the Executive Board until a replacement officer is elected.

**ARTICLE IV**

**Chapter Operations**

Section A. Frequency of Meetings

Meetings will be held every Thursday during each fall and spring semesters at the Executive Board’s discretion.

Section B. Special Meetings

Special meetings will be held to replace a regular meeting or for a cause determined by the Executive Board and members will be notified via e-mail.

Section C. Quorum

A minimum of 1/2 of the active and in good standing members must be present for a quorum.

Section D. Parliamentary Authority

Beta Alpha Psi will operate under Roberts Rules of Order.

The advisor will be selected by the Department of Accountancy from the faculty or staff at Western Michigan University. Their term of office is indefinite unless deemed necessary by the advisor or the Department of Accountancy.

Section E. Initiation Fees

Candidates are required to pay a one-time initiation fee established by the Executive board each semester. This fee is used to pay the international initiation fee and to offset some of the initiation expenditures. The fee is due at the third professional meeting of the semester. Candidates are also required to pay semester dues in addition to the initiation fee.

Section F. Dues

Dues are established by the Executive Board and are paid each semester. The deadline for payment of dues will be determined by the Executive Board each semester.

Section G. Standard Meeting Dress Code

The standard dress code for regularly scheduled general assembly meetings is business casual. As a means of promoting a greater sense of unity, belonging, and comfortability amongst the membership, it is a requirement for members and candidates to wear the polo that has been ordered for that particular semester to each of the regularly scheduled general assembly meetings.

A. Exceptions to dress code

a. As a professional business student organization, the Gamma Rho chapter of Beta Alpha Psi will engage in numerous professional business events at which members and candidates will be expected to dress in formal business attire. These events include but are not limited to: interviews, mock interviews, meet the firms career fair, Meet the Firms kick-off event, firm office visits, BAP Midwest regional conferences, and any other occasion on which the executive board deems formal business attire to be necessary. It is the responsibility of the executive board to inform the members and candidates of the chapter at least one week in advance of an event that formal business attire will be expected.

b. Social events: casual dress is acceptable and encouraged

c. Community service events: Members are encouraged to dress in business casual (BAP polo) at appropriate community service events. If it can be reasonably assumed that a member or candidate's polo may be damaged in the course of performing necessary tasks during a community service event, the dress code for that particular community service event will be at the discretion of individual members and candidates."

If dress clarification is needed, please ask a member of the Executive Board.

Section H. Alcohol Policy

Beta Alpha Psi prohibits the serving and consumption of alcohol products at any meetings, functions, or events that are sponsored, publicized or otherwise endorsed by Beta Alpha Psi.

Section I. Special Events and Funding

Each year there are international and regional Beta Alpha Psi meetings. The policy toward funding these meetings is as follows:

If other funding is not available, our chapter will cover the costs, if chapter funds are sufficient, (registration, travel, lodging, and food) for one Executive Board member to attend the international meeting. The participant will be chosen by the Executive Board. Any other Executive Board members wishing to attend may participate in fundraising activities to cover their costs.

If other funding is not available, our chapter will pay for four Executive Board members, if chapter funds are sufficient, as determined by the Executive Board, to go to the regional meeting. Any other Executive Board members may participate in fundraising activities to cover their costs. If additional members would like to go to the regional meeting, they may also participate in fundraising activities to cover their costs.

For other events, funding will be determined by the Executive Board.

Funding for various Beta Alpha Psi merchandise, i.e. t-shirts, pens, pamphlets, etc. will be determined by the Executive Board after reviewing the budget.

**ARTICLE V**

**Finances**

Section A. On-campus Accounts

The Chapter agrees to follow and be subject to all university policies, procedures, and practices regarding student organization accounts and finances, if and when we have any university accounts.

Section B. Off-campus accounts

Banking for non-university funds: Consumers Credit Union Kalamazoo MI, and PayPal.

Section C. Dues, Assessments, or Initiation Fees

Beta Alpha Psi assesses a one-time initiation fee for candidates and dues for both candidates and members. These fees are determined by the Beta Alpha Psi Executive Board, annually.

Section D. Financial Policy

Auditing will take place each year by the treasurer and will be double checked by the Faculty Advisor if gross receipts are less than $100,000. If gross receipts are greater than $100,000, an audit will be conducted by a certified public accounting firm.

Section E. Disposition of Non-University Funds in the Case of Inactivation

If the Gamma Rho Chapter of Beta Alpha Psi ceases to exist in the future, all funds left in financial accounts shall be donated to the Department of Accountancy at the Haworth College of Business at Western Michigan University to be used in the funding and promotion of any other registered student organization at the Haworth College of Business whose primary objective is to enhance the skills of and provide professional opportunities to students seeking careers in the field of accountancy.

**ARTICLE VI**

**Statement of Compliance**

Per university policy, the following statement must be included in your constitution. will comply

1. Beta Alpha Psi with all OSE and University policies, procedures, and practices and all local, state, and federal laws.
2. Beta Alpha Psi will follow and be subject to all University policies, procedures, and practices regarding student organization accounts and finances."
3. Beta Alpha Psi will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.
4. If Beta Alpha Psi ceases to exist in the future, all funds left in financial accounts will be given to the Department of Accountancy, Haworth College of Business.

**ARTICLE VIII**

**Amendments**

An amendment can be proposed by any active member of Beta Alpha Psi. The proposal must be in writing and may be presented to the Executive Board for consideration at the weekly executive board meeting at a pre-arranged time. To schedule a time the member should contact the president of Beta Alpha Psi Gamma Rho Chapter. To pass consideration, an amendment must have the majority vote of the full Executive Board, ties will be broken by the faculty advisor’s vote. Once the amendment has passed consideration, it will be brought to the active membership for a majority vote of at least 75% of active members. If the amendment doesn’t pass consideration, it may be revised and presented again.

Handbook Amendments

A motion to amend any portion of the Gamma Rho Chapter Handbook or make changes to any chapter requirements or policies may be brought to the attention of the Executive Board by current board members, chapter members, or the faculty advisor. Revisions to the handbook will require a majority vote by the current members of the Executive Board. Only in the event of a tie will the faculty advisor participate in this voting process and determine the definitive decision.