

Bylaws of
Chi Chapter
of Beta Alpha Psi Fraternity
Oklahoma State University

Article I: Name of the Organization

The name of this organization shall be the Chi Chapter of Beta Alpha Psi at Oklahoma State University, Stillwater, Oklahoma.

Article II: Objectives and Purpose of Chi Chapter of Beta Alpha Psi

Chi Chapter is a local chapter of the Beta Alpha Psi national honorary and professional fraternity for students majoring in accounting. The general purpose of this fraternity is to encourage scholastic and professional excellence in the field of accounting. Specific objectives include:

- (a) recognition of outstanding academic achievements by Oklahoma State University accounting students;
- (b) recognition of professional achievements of outstanding Chi Chapter alumni;
- (c) promotion of the study and practice of accounting through professional programs and through provision of opportunities for self-development and association among members and practicing accountants;
- (d) support for the program goals of Oklahoma State University, the College of Business Administration, and the School of Accounting;
- (e) support for community programs through provision of professional and non-professional volunteer service; and
- (f) encouragement of a sense of ethical, social, and public responsibility in all accounting students.

Article III: Membership

- A. To qualify for membership in Chi Chapter of Oklahoma State University, a student must:
- (1) be enrolled in at least nine hours at Oklahoma State University, (with exception of the final semester)
 - (2) be pursuing, at the time of pledging and initiation, an undergraduate or graduate degree in accounting.
 - (3) have completed the first upper division course in financial accounting (ACCT 3103);
 - (4) have a 3.0 out of 4.0 grade average in all upper division accounting courses, of which at least three hours have been taken for credit at Oklahoma State University;
 - (5) have either (1) a 3.25 out of 4.0 overall grade point average in all university-level classes, or (2) have a 3.5 out of 4.0 in the last 30 hours completed at Oklahoma State University.
 - (6) students admitted to the M.S. in Accounting program are automatically approved for candidateship.
 - (7) satisfactorily complete the candidateship requirements of Chi Chapter, which include various activities such as attendance at professional meetings, tutoring, community service, and other activities directed at accomplishing the goals and objectives of Chi Chapter as stated in Article II above.
- B. A member's active status may be revoked if they fail to meet the continuing membership requirements of Chi Chapter for two consecutive semesters. The Executive Committee of Chi Chapter will make this decision based on information provided by the Membership Chair. No vote is required of the entire chapter. A member who has been declared inactive is not allowed to participate in chapter activities and will not be recognized as an active member at the annual banquet.
- C. A member may be permanently expelled only under the Provisions of Article XVIII of the National Bylaws.
- D. Student members of the Chi Chapter who are no longer accounting students or no longer associated with Oklahoma State University shall be designated as alumnus members. Graduate students in their fifth year of school may choose to be re-designated as alumnus members.
- E. Graduate students in their fifth year may choose to be re-designated as alumnus members. Alumni status requires at least one candidate semester and one member semester.

1. The outstanding candidate and outstanding member each semester will be given a scholarship award of \$200 in recognition of their outstanding accomplishments.

Article IV: Meetings for the Conduct of Business.

- A. All decisions except election of officers and changes in the chapter constitution or bylaws will be made by the Executive Committee of Chi Chapter, the composition of which is defined in Article V.
- B. A quorum for election of officers or changes in the constitution or bylaws shall consist of 50 percent of the current membership, excluding candidates. Persons may not vote by proxy. Members may vote electronically.

Article V: Composition of Executive Committee

- A. The Executive Committee of Chi Chapter shall be composed of the following:

***President**—presides over executive and professional meetings, delegates duties to and monitors the activities of other officers, and maintains contact with the vice presidents. The president also acts as a communication liaison between the officers and the faculty advisor, oversees the selection of new officers, and makes sure that chapter goals and initiatives are met.

President Elect—requires previous officer experience. Must serve as elect during March and April of the spring semester. Members currently holding an officer position may hold an elect position.

*** Vice President of Professional Activities**—responsible for the professional activities of the chapter. This officer works cooperatively with other professional officers in planning and implementing activities throughout the year. Other duties include implementing the Faculty and Student Spotlight programs at each meeting as well as overseeing the annual Beta Alpha Psi/School of Accounting Banquet. The vice president also assists the president in the performance of prescribed duties and, together with the V.P. of Service, acts in the president's place in the event of absence or incapacity.

*** Vice President of Service**—responsible for the service activities of the chapter, overseeing a group of officers with duties in this area. Other duties include introducing guests, such as firm representatives and faculty, at each meeting as well as overseeing the annual Fall Fun Fest, normally held in September. This officer also assists the president in the performance of prescribed duties and, together with the V.P. of Professional Activities, acts in the president's place in the event of absence or incapacity.

Business Student Council Representative—responsible for actively serving on the Business Student Council (BSC) and acting as Chi Chapter's liaison with that organization. Duties also include the requisitioning of funds from BSC for chapter activities. The BSC Representative should provide timely reports to the chapter on the

current activities within the Spears School of Business and the BSC. ***This officer must be willing to attend all BSC meetings (held every other Tuesday evening at 5:30 pm)*** and other activities as required for membership on the Council.

Marketing Chair—responsible for campus recruitment events, including the initial distribution of candidate applications at the beginning of every semester and any other recruitment events held on campus. This officer develops and implements ideas for recruiting students into the chapter.

Membership Chair—responsible for encouraging continued, post-initiation member involvement and to promote the interest of members who are not officers. This officer should also review records of member involvement in order to oversee the selection of membership *Chapter Awards* each semester.

Newsletter Chair—responsible for preparing the chapter newsletter, *The Asset*, for each chapter meeting and for preparing an alumni newsletter each semester.

Candidate Chair—oversees all candidate activities, including the candidate requirements program and initiation. This officer also serves as a liaison and first contact of the chapter for candidates, making them feel like a welcome part of the larger group. This person will be responsible for developing a strong mentoring relationship with candidates, serving as a source of input for candidate concerns and representing candidate interests in the chapter. This officer is responsible for reviewing records of candidate involvement, guaranteeing that candidates meet their requirements, and choosing the Outstanding Candidate each semester.

Social Chair—responsible for planning all of the chapter's social activities for Gold Members and Candidates. Such activities include socials held during the semester as well as post-meeting socials. This officer is also responsible for designing and securing annual Chi Chapter shirts for the chapter.

* ***Treasurer***—responsible for recording the financial records of the chapter. The treasurer also reconciles the chapter's records with University Accounting monthly and provides a monthly report to the Executive Team concerning the chapter's financial position. This officer must develop and oversee the annual budget in addition to applying for outside funding from sources such as the Activity Fee Allocation Process (AFAP) and Student Government Association Co-Sponsorship. Finally, the treasurer is responsible for preparing the records for the university audit and any required outside audits.

Bursar—responsible for receiving the chapter dues and paying reimbursements. The Bursar will work along with the Treasurer to ensure a separation of duties where the Treasurer records transactions and the Bursar handles any cash transactions.

* Required full year positions

B. Election of Officers

(1) The president, vice-president, and treasurer shall be elected each spring by a majority vote of a quorum meeting.

(2) The remaining officers comprising the Executive Committee shall be slated by a selection committee composed of the entire outgoing Executive Committee and the Faculty Advisor.

Article VI: Faculty Advisor

A. The School of Accounting will appoint a faculty advisor. The faculty member will serve in the position of faculty vice-president (advisor) for a three-year period.

Article VII: Fiscal year, financial records, and financial audit

A. The fiscal year of Chi Chapter will end on April 30.

B. The financial records, an income statement, a balance sheet, and a statement of cash flows shall be provided by the Treasurer to the Internal Auditor and Faculty Advisor by May 1 following the end of the fiscal year.

C. The Internal Auditor and his/her committee will conduct a year-end examination of the chapter's financial statements. A report on this examination shall be provided as part of the year-end report to the National Office.

Article VIII: Authority

These bylaws shall be the principal governing document of the Chi Chapter of Beta Alpha Psi. These bylaws will be subordinate to the National Constitution and Bylaws of the Beta Alpha Psi Fraternity. Any provision of this document that conflicts with the National Constitution and Bylaws of the Beta Alpha Psi Fraternity that are currently in effect will be null and void.

Article IX: Amendments to the Constitution and Bylaws

The constitution and bylaws of the Chi Chapter may be amended by a majority vote at a quorum meeting.