

Beta Alpha Psi - Kappa Phi Chapter Bylaws

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Article I: Name of the organization

The name of this organization shall be the Kappa Phi Chapter #250 of Beta Alpha Psi at the Marshall University of Huntington, West Virginia.

Article II: The objectives and purpose of the chapter [\[Back to Top\]](#)

Beta Alpha Psi is an honorary and professional fraternity for accounting, finance and information systems majors. Its stated purpose includes recognizing scholastic and professional excellence in the fields of accounting, finance, or information systems with the provision of opportunities for self-development and association among members and practicing business professionals; and encouragement of a sense of ethical, social, and public responsibility.

This chapter shall abide by the following objectives:

1. To provide opportunities for professional and self-development.
2. To foster, through fraternal activities, the association of student members and professionals in the field.
3. To promote a professional attitude among members and encourage participation of all accounting, finance, and information systems and faculty in our professional and service activities.
4. To provide exposure on emerging business topics and careers through the use of programs and seminars.
5. To provide service to the Marshall University Community.
6. To provide service to the community at large.
7. To strive to become and maintain award winning status within BAP.

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Section I: Requirements to pledge the KP Chapter of BAP:

- A. Must be an accounting, finance, or management information systems major.
- B. Must have completed a minimum of 30 semester hours of college courses (sophomore standing).
- C. Must meet minimum academic standards by any of the following methods:
 1. Have a cumulative GPA of 3.0 or higher.
 2. Have at least a 3.25 cumulative GPA in the most recent 30 semester hours.
 3. Be in the top 35% of their university class.
- D. Be of good moral character.

- E. Pay one-time fee of \$60. This fee includes a \$45 lifetime membership fee to the national BAP fraternity and a BAP pin upon being inducted as a full member.
- F. Be sworn in as a candidate at an official meeting.

Section II: Membership Requirements – To successfully complete the pledge process and become a full member of the Kappa Phi Chapter of BAP, students must complete the following requirements during a single semester:

- A. Have completed a minimum of 60 semester hours of college courses (junior standing).
- B. Have completed and passed at least one junior level course in their major.
- C. Attend a minimum of 80% of the weekly meetings.
- D. Achieve a minimum of 20 total hours, of which a minimum of 8 hours must be professional development and a minimum of 8 hours must be service. At least $\frac{3}{4}$ of these hours, in each category, must be BAP sponsored activities.
- E. Provide service for either the Golf Scramble (fall semester) or the Spring Banquet (spring semester) as instructed by the advisor and/or officers.
- F. Serve on at least one BAP committee.
- G. Be sworn in as a member at an official initiation meeting.

Section III: Members in Good Standing – To maintain your status as a member in good standing, members must complete the following items each semester. Members in good standing will be indicated on all programs provided at chapter activities and on the chapter website.

- A. Attend a minimum of 80% of the weekly meetings.
- B. Achieve a minimum of 20 total hours, of which a minimum of 8 hours must be professional development and a minimum of 8 hours must be service. At least $\frac{3}{4}$ of these hours, in each category, must be BAP sponsored activities.
- C. Participate on at least one committee.
- D. Members in good standing may purchase a BAP medallion to wear during graduation.

Section IV: Award & Merit Members – Students who accumulate hours of professional development and/or service far above the minimum requirements will be recognized on all programs provided at chapter activities and on the chapter's website based on the following categories. These awards are given on an annual basis, not a semester basis.

- A. **Service Star Member:**
Any member in good standing who has complete a minimum of 40 hours of service for the year will be awarded Service Star status. At least $\frac{3}{4}$ of the total service hours counted must be BAP sponsored activities.
- B. **Future Star Member:**
Any member in good standing who has completed a minimum of 40 hours of professional development for the year will be awarded Future Star Status. At least $\frac{3}{4}$ of the total professional development hours counted must be BAP sponsored activities.

C. Gold Star Member:

Any member in good standing who has completed a minimum of 100 hours of service and professional development combined for the year will be awarded Gold Star status. At least $\frac{3}{4}$ of the hours counted in service and professional development (each category is evaluated separately) must be BAP sponsored activities.

Article IV: Resignation of Members [\[Back to Top\]](#)

Method for resignation of membership by action of a member is as follows:

Section I: A member or pledge may resign from the Fraternity by notifying in writing the Faculty Advisors and local chapter president.

Section II: The resigning member shall surrender the membership certificate and other fraternity insignia to the local chapter. The local chapter must forward the membership certificate to the National office. Initiation fees, pledge fees, and local membership fees are nonrefundable.

Article V: Expulsion of Members [\[Back to Top\]](#)

Section I: Expulsion of a member is a serious matter. A local chapter has the right to expel a member provided the procedures set forth in this Article are strictly followed and immediately communicated to the National Office.

Section II: A member may be expelled for conduct detrimental to the purposes or interests of the fraternity. Charges of such conduct must be made in writing to the faculty advisor and signed by a member of the Fraternity.

Section III: When such charges have been made against a member, the faculty advisor must make certain that the accused member is given notice and an opportunity to be heard concerning the charges. Notice must be given to the accused member by certified mail at least thirty days before the hearing, and such notice shall include: (1) a copy of the charges made against the member; (2) the time, date, and place of the hearing; (3) an explanation of the expulsion procedures which include automatic review by the Board.

Section IV: A committee of chapter members, including at least two faculty members (exclusive of the faculty advisor) of the fraternity, is to be selected by the Faculty Advisor and ranking chapter officer to investigate the charges and make a determination as to whether or not the accused member should be expelled. The findings should be based on a presentation of the charges by the accusing member and the accused member has the opportunity to appear and explain the actions in question.

Section V: If expelled, the member may request a hearing before the entire local chapter in a special meeting called for that specific purpose. A majority vote of the chapter may reverse the committee's findings.

Section VI: If the local chapter's decision is to expel the member, details of the procedures followed, the evidence submitted, and the action taken shall be forwarded immediately to the National Office.

Section VII: The local chapter's decision will be reviewed at the next regular meeting of the Board. Both the local chapter and the accused member shall be notified in writing by the Director of Administration of the approval or disapproval of the expulsion.

Section VIII: If expelled by the local chapter, the member must surrender the membership certificate and other fraternity insignia to the local chapter. The local chapter shall forward the membership certificate to the National Office.

Section IX: Pledges may be terminated for reasons enumerated in Article V, Section 2 of the National Bylaws. If a pledge is terminated, the local chapter shall notify the National Office within fourteen days of the termination.

Article VI: Chapter Requirements [\[Back to Top\]](#)

This article outlines the requirements of Kappa Phi Chapter of Beta Alpha Psi to enable the Chapter to be successful at achieving superior status.

Section I: Membership

Week 1: The Executive Committee will meet to plan the membership drive. This will involve identifying eligible students, preparing letters for those eligible and scheduling classroom visitations. Classroom visits begin this week.

Week 2: Classroom visits will be made to all accounting, finance, and information systems classes. Possibly hold interest meeting this week.

Week 3: Beta Alpha Psi will hold an interest meeting & reception.

Section II: Kappa Phi Chapter will receive credit for attending and participating in at least nine national and regional events as defined by the national program of chapter activities.

Section III: Major Activities

- Beta Alpha Psi will continue to have the Spring Banquet and Awards day with professionals.
- Beta Alpha Psi will hold an annual Golf Scramble in the Fall semester.
- Beta Alpha Psi will participate in the IRS's VITA program each tax season.

Section IV: Fundraising

- The purpose of Kappa Phi fundraising activities will be to underwrite and assist with the expenses associated with travel and lodging to national and regional events.

- Fundraising activities must be approved by the advisor (s).

Section V: Committees

PLEASE NOTE: All committees will help in organizing the Golf Scramble.

- A. Activities
 - Service
 - Professional Development
 - Social
- B. Fundraising – Golf Scramble (fall)
- C. Communications
 - Flyers/announcements for all events
- D. Others as needed:
 - UNI 101 Project Team
 - VITA
- E. Membership

Article VII: Meetings for the conduct of business [\[Back to Top\]](#)

Section I: The president presides at meetings of the chapter and of the executive committee; appoints such committees as the constitution or bylaws, or vote of the chapter shall provide; determines that all reporting responsibilities and other duties of the vice presidents and other officers are performed in accordance with the National Constitution and Bylaws; and seeks to promote the welfare of the chapter and the fraternity.

Section II: The executive-vice president assists the president in the performance of prescribed duties and acts in the president's place in the event of absence or incapacity. In the event the office of the President is vacant, the vice-president shall assume the duties and responsibilities of the President.

Section III: The faculty advisors serve as the advisors to the chapter and when requested to do so by the Board attests to the chapter's compliance with specified provisions of the National Constitution, Bylaws, and Program for Chapter Activities. One advisor may be selected from each of the following departments: accounting, finance, and information systems. One of the advisors will be the main advisor who will serve as liaison between the local chapter and the national chapter. A faculty advisor with no signature privileges will reconcile the bank account.

Section IV: The executive-vice president records the minutes of the officers' meetings of the chapter. The executive-vice president will transmit to the National Office a completed member data request form for each initiate and/or candidate, accompanied by a remittance for the initiation fees and/or candidate fees, within fourteen days following the initiation and/or application for candidacy (except as modified in accordance with Article XII, Section 3); transmit to the National Office a list of chapter officers within fourteen days of their installation; prepare and transmit such other reports as required by the Board and the Program for Chapter

activities; and fulfill all other duties ordinarily associated with the office of the executive-vice president.

Section V: The vice-president of finance collects money owed to the chapter, disburses money for authorized purposes, and arranges for the audit, if one is required by the National office or if one is desired by the local chapter. The VP of Finance will maintain appropriate financial records and prepare the local Chapter's tax return and financial reports. The vice-president of finance is also responsible for ensuring that cash disbursement procedures are followed properly, including approval from a faculty advisor or another member of the executive committee.

Section VI: All candidates & members in good standing in the organization may vote. Members must be in attendance to vote, no voting by proxy will be permitted.

Required notice of meeting and agenda are as follows: All meetings will be announced at least one week ahead of time. An email will be sent out for all announcements of any changes or updates to the meeting times or any other news relating to the organization. Also, a webpage will be established to keep members updated as to the organization's activities. Class announcements and flyers need to be in place the Monday prior to all meetings.

All members and candidates, regardless of standing in the organization shall present a professional appearance at all chapter functions and local or national events. At minimum members must be attired in business casual for all professional events. (Ex: no jeans, shorts, T-shirts, and sandals)

Actions requiring vote of the executive committee are as follows:

1. Any voting that results in a tie among the members shall be voted upon by the executive committee. If a tie results from the votes of the executive committee, president excluded, the president's vote will decide the outcome.
2. Any reason for the expulsion of a candidate, member, or executive committee member shall require a 2/3 majority vote of the executive committee.

Article VIII: Student officers [\[Back to Top\]](#)

These positions may be combined if it is determined by the executive committee and faculty advisors that all positions are not required or if combining some positions would increase the productivity and successfulness of the organization. However, there must always be a President, Executive Vice President, and a Vice President of Finance. These officer positions cannot be combined with one another in any way.

Section I: Titles and duties of officers:

President

Duties:

- Responsible for overseeing the submission of all reports to the National Fraternity.
- Shall preside over all initiation ceremonies.
- Shall preside over all meetings.
- Hold regular executive committee meetings.
- Responsible for keeping all advisors aware of the activities of the local chapter on a weekly basis.
- Develop excellent business/industry relations.
- Liaison between Beta Alpha Psi and other student organizations and attend the Dean's student advisory board meetings.
- Supervise any committees under his/her direction.
- Other duties assigned as necessary.
- Find and nominate successor(s) to advisor(s).

Executive Vice President

Duties:

- Responsible for submitting all reports to the National Fraternity.
- Shall correspond with the National Fraternity for the local chapter.
- Responsible for collecting student participation data for reporting to the national chapter by the 3rd of each month.
- Transmits to the National Office a completed member data request form for each initiate and/or candidate, accompanied by a remittance for the initiation fees and/or candidate fees, within fourteen days following the initiation and/or application for candidacy (except as modified in accordance with Article XII, Section 3 of the National bylaws).
- Transmits to the National Office a list of chapter officers within fourteen days of their installation.
- Prepares and transmits such other reports as required by the Board and the Program for Chapter Activities.
- Responsible for keeping an up to date list of email, phone numbers, and mailing addresses of all student members, candidates, advisors, alumni members, and honorary members
- Shall preside over chapter meetings in the event of the President's absence.
- Supervise any committees under his/her direction.
- Other duties assigned as necessary.
- Find and nominate successor(s) to advisor(s).

Vice-President of Finance

Duties:

- Receive all dues from members and report their receipt to the Executive Vice President.
- Make all bank deposits.
- Prepare cash receipt vouchers for all money received.
- Provide receipts (when requested) for all donations received.
- Responsible for maintaining the accounting records for the chapter.
- Responsible for maintaining a file with copies of all disbursement vouchers and all cash receipt vouchers. This includes the keeping of all supporting documentation.
- Responsible for providing financial reports to the chapter when requested.
- Responsible for completing all tax return forms.
- Responsible for obtaining an auditor if required.
- Supervise any committees under his/her direction.
- Other duties assigned as necessary.
- Find and nominate successor(s) to advisor(s).

Director of Professional Development

Duties:

- Responsible for overseeing the scheduling of all activities.
- Responsible for sending thank-you letters to all presenters.
- Work with the advisor to fill the schedule with professional development activities that meet the needs of accounting, finance, and information systems students.
- Supervise any committees under his/her direction.
- Other duties assigned as necessary.
- Find and nominate successor(s) to advisor(s).

Director of Service

Duties:

- Responsible for arranging an adequate number of service activities such that the chapter and students will be able to meet the service requirements of Kappa Phi Chapter.
- Must follow set guidelines in the National Bylaws and the Program of Chapter Activities to ensure the chapter will receive credit for the activity. (see Article section above)
- Organize chapter participation in the Marshall Day of Service.
- Organize chapter participation in service activities off-campus
- Supervise any committees under his/her direction.
- Other duties assigned as necessary.
- Find and nominate successor(s) to advisor(s).

Director of Fundraising

Duties:

- Raise money to enable the chapter to be able to complete all scheduled activities (including funding for attendance at annual/regional meetings).
- Supervise the fundraising committee.
- Assist in organization of the golf scramble & fall banquet.
- Apply for SGA funding each semester.
- Solicit donations from local businesses.
- Supervise any committees under his/her direction.
- Other duties assigned as necessary.
- Find and nominate successor(s) to advisor(s).

Director of Membership

Duties:

- Determine the eligibility of prospective members.
- Responsible for providing a list of new candidates and members to the Executive Vice President.
- Responsible for organizing the membership drives at the beginning of each semester. This includes providing a list of all classes to be covered to each of the member recruiters, preparing a speech for the member recruiters to present to the classes, determine eligible students, and organize interest meetings.
- Supervise any committees under his/her direction.
- Other duties assigned as necessary.
- Find and nominate successor(s) to advisor(s).
- Oversee candidates' progress towards initiation.
- Proactively encourage and motivate inactive candidates.
- Support candidates throughout the candidacy process.

Director of Communications

Duties:

- Responsible for the process of announcing all meetings, event, and news. This includes the posting of flyers around campus and classroom visits.
- Responsible for maintaining the bulletin board.
- Maintain a standing committee for classroom announcements/fliers in all accounting, finance, and information systems courses.
- Responsible for obtaining media coverage for Beta Alpha Psi events. This includes television, radio, local newspaper, and school newspaper.
- Responsible for writing press releases.
- Responsible for booking any media advertising.
- Must act as interview contact person for Beta Alpha Psi.

- Supervise any committees under his/her direction.
- Other duties assigned as necessary.
- Find and nominate successor(s) to advisor(s).

Website Administrator

Duties:

- Responsible for the building and design of the webpage for the local chapter.
- Keep the website updated by listing all announcements, scheduled meetings, scheduled events, and minutes of meetings/events on a timely basis.
- Maintain an on-line history of all meeting/events.
- Maintain an on-line database of all members and alumni including their current information.
- Supervise any committees under his/her direction.
- Other duties assigned as necessary.
- Find and nominate successor(s) to advisor(s).

Section II: Officer Selection

Officer nominated successors and all other nominations are due by October 15th or March 15th. The advisors and executive committee may interview each nominee and approve a slate of candidates by November 1st or April 1st. Elections will be held the second Friday of April. All newly elected officers will be sworn in at the End of Semester Banquet. The term of office shall be one reporting year, June 1st through May 31st. In the event of December graduation, any available positions will follow normal election procedures. The term of office shall then be one semester from December 15th through May 31st.

Section III: Method of Resignation

In the event an officer wishes to resign, the person must provide and deliver written documentation with an explanation of the reason for resignation to a faculty advisor.

Section IV: Method of Removal

In the event of the need for removal of an officer, the person shall be notified by the faculty advisors. The faculty advisors will explain the reason for the removal and will allow the officer to explain their point in a fair manner at an executive committee meeting. Members of the executive committee, excluding this officer, will vote on the matter. A two-thirds majority vote is required to remove the officer.

Section V: Method of Replacement

In the event of resignation or removal of an officer, nominations for a replacement will be made by faculty advisors and/or the executive committee. By acceptance of the nominee and a 2/3 majority vote of the executive committee, the candidate will assume the vacant office.

Article IX: Faculty Advisor(s) [\[Back to Top\]](#)

Section I: Advisor Selection & Duties

Faculty advisor nominated successors and all other nominations are due by March 15th. The advisors and executive committee will approve a slate of candidates by April 1st. Elections will be held the second Friday of April. All newly elected faculty advisors will be sworn in at the Spring Banquet. The term of office shall be one reporting year, June 1 through May 31.

Duties of each advisor selected include the following:

- Provide counsel and assistance to the chapter, its officers, its executive committee, and other committees
- Assure continuity of the chapter

Duties of the advisor nominated as liaison to the National Fraternity include the following:

- Verify the appropriateness of the content of reports submitted to the National Fraternity
- Serve as liaison with the National Fraternity
- Serve as liaison with the administration of the university, school/college of business, and areas of accounting, finance, and management information systems

Section II: Method of Resignation

In the event that a faculty advisor wishes to resign, the person must provide and deliver written documentation with an explanation of the reason for resignation to a member of the executive committee.

Section III: Method of Removal

In the event of the need for removal of a faculty advisor, the person shall be notified by the president. The notification will explain the reason for the removal and will allow the advisor to explain their point in a fair manner at an executive committee meeting. Members of the executive committee will vote on the matter. A two-thirds majority vote is required to remove the advisor.

Section IV: Method of Replacement

In the event of resignation or removal of a faculty advisor, nominations for a replacement will be made by members of the executive committee. By acceptance of the nominee and a 2/3 majority vote of the executive committee, the candidate will assume the vacant office.

Article X: Fiscal year [\[Back to Top\]](#)

According to the national bylaws, the fiscal year shall begin on May 1 and shall end on April 30 of the following year.

Article XI: Authority [\[Back to Top\]](#)

These bylaws shall be the principal governing document of the Kappa Phi 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 is currently in effect will be rendered null and void.

Article XII: Requirements for amendments to bylaws [\[Back to Top\]](#)

Section I: For purposes of revising the Constitution and the Bylaws the voting membership shall be defined as all members of the Executive Committee.

Section II: The procedure used for revisions shall be:

- (a) all members of the Executive Committee must be notified 10 days prior to the meeting of proposed revisions to the Constitution and Bylaws;
- (b) the above notification must:
 1. be emailed at least 10 days prior to the meeting,
 2. include a listing of the section(s) to be discussed (added, deleted, or revised), and
 3. include the text of the proposed changes and identify the sponsor (and justification) of each proposal;
- (c) the meeting must be attended by a majority of the Executive Committee members;
- (d) all revisions to the Constitution must be approved by a two-thirds majority vote of the Executive Committee members eligible to vote (not a two-thirds vote of the quorum in attendance); and
- (e) all revisions to the Bylaws must be approved by a majority of the Executive Committee members eligible to vote (not the majority vote of the quorum in attendance); and
- (f) in the event that a Executive Committee member is absent from the scheduled meeting, proxy may be given if the Executive Committee agrees by a majority vote to do so.