

CONSTITUTION OF BETA ALPHA PSI, GAMMA DELTA CHAPTER

ARTICLE I - PURPOSE

The purposes of Beta Alpha Psi Gamma Delta Chapter ("the Chapter") shall be to:

- 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.

ARTICLE II - INSIGNIA

The seal shall be circular in form with the legend "Beta Alpha Psi" encircling a reproduction of the insignia and the year "1919."

ARTICLE III - MEMBERS

Section 1. The membership of the Chapter shall be limited to those persons who have achieved scholastic and/or professional excellence in the fields of accounting, finance, or information systems.

Section 2. The members of the Chapter shall be those persons who have been initiated in accordance with the Bylaws of the Organization, have paid the required fees, have met membership requirements and are in good standing.

Section 3. Membership shall be open to all persons regardless of race, color, sex, age, religion, disability, national origin, or veteran status.

Section 4. Membership shall be evidenced by a certificate of membership, authenticated by official signatures and the seal of Beta Alpha Psi, that shall be issued to each Student, Faculty, and Honorary initiate upon payment of the candidate fee, as applicable.

Section 5. Membership from the student body shall consist of four categories: Member, Alumnus, Associate, and Candidate. Students who have graduated become Alumni members.

Section 6. Membership may be terminated by resignation or expulsion.

ARTICLE IV - ORGANIZATION

Section 1. The affairs of The Chapter shall be conducted through a Board of Officers ("the Board").

Section 2. The Officers serving on the Board are listed in Article VI of the Bylaws. Their individual responsibilities are listed in Article XI of the Bylaws.

ARTICLE VI - AMENDMENTS TO THE CONSTITUTION

The Constitution of the Chapter may be amended by two-thirds vote of the full membership of the Board of Officers.

BYLAWS OF BETA ALPHA PSI, GAMMA DELTA CHAPTER

Revised May 2011

ARTICLE I - MISSION STATEMENT

The primary objective of the Chapter is to encourage and give recognition to scholastic and professional excellence in the business information field. This includes promoting the study and practice of accounting, finance and information systems; providing opportunities for self-development, service and association among members and practicing professionals, and encouraging a sense of ethical, social, and public responsibility.

ARTICLE II - CATEGORIES OF MEMBERSHIP

Section 1. Membership in the Chapter shall be limited to those persons of good moral character who have achieved scholastic and/or professional excellence in the fields of accounting, finance, or information systems; who have been initiated according to the official membership ceremony; and who are in good standing.

Section 2. Members of the Chapter enrolled as accounting, finance, or information systems students at shall be designated as Student Members.

Section 3. Candidates of the Chapter are students who have declared a concentration in accounting, finance, or information systems (or who have indicated an intention to concentrate in accounting, finance, or information systems) but who have not yet met the requirements for the membership ceremony.

Section 4. Associates of the Chapter are students who intend to concentrate in accounting, finance, or information systems, but who will not meet the class requirement for membership in the current semester. These students will not be inducted as members upon the close of the semester.

Section 5. Members of Beta Alpha Psi who are on the faculty of an institution where there is a chapter shall be designated as Faculty members.

Section 6. Members of Beta Alpha Psi, once classified as Student Members, who are no longer concentrating in accounting, finance, or information systems or no longer associated with a collegiate institution where there is a chapter shall be designated as Alumnus members.

Section 7. Members of Beta Alpha Psi, once classified as Faculty members, who are no longer associated with a collegiate institution where there is a chapter shall be designated as Alumnus members.

Section 8. Members of Beta Alpha Psi who, at the time of their membership ceremony, are neither students nor faculty at the institution where the initiating chapter is located shall be designated as Honorary members.

Section 9. An individual may be initiated only once as a member of Beta Alpha Psi, but may be an Honorary member of multiple chapters.

ARTICLE III - CANDIDATE STATUS

Section 1. Degree seeking undergraduate students and non-degree post-baccalaureate students at institutions where a chapter is located shall be eligible for Candidate status after they, at a minimum:

- have declared a concentration in accounting, finance or information systems (or have stated an intention to declare a concentration in accounting, finance, or information systems);
- have completed at least one year of collegiate courses (30+ semester hours or equivalent); and
- have attained a cumulative grade average of at least 3.20 (where A is equal to 4.0) or the equivalent or for non-U.S. institutions have attained an honors distinction utilized by their institution deemed to be equivalent by the National Beta Alpha Psi standards.

Section 2. In order to fully benefit from Beta Alpha Psi (BAP) activities, students seeking to be BAP candidates must declare their candidacy when they have at least the equivalent of one academic year remaining prior to graduation. A student may remain a candidate for no more than twelve months prior to induction as a full member; exceptions for special circumstances may be made only with approval of the chapter's faculty advisor.

Section 3. Based on standards set by the Board, contingent candidates must be in a position to reasonably meet the membership requirements by the end of the semester. They will be eligible to become members contingent on them meeting the membership requirements at the end of the semester. By the end of the semester, contingent candidates must meet the GPA requirement, the Chapter's point requirement and any other requirements set forth at the beginning of the semester to become a member.

ARTICLE IV - ELIGIBILITY FOR MEMBERSHIP

The eligibility requirements are to be determined by the Board, but must be in accordance with those minimum standards set forth in Beta Alpha Psi's Policy and Procedures Manual.

ARTICLE V - MEMBERSHIP CEREMONY

Candidates for membership must be present for the membership ceremony. A membership ceremony in absentia will be granted only under extreme circumstances and the membership ceremony in absentia must be approved by the Executive Committee. The official membership ceremony shall be used.

ARTICLE VI - BOARD OF OFFICERS

Section 1. The Board of Officers of the Chapter shall consist of the following members:

- President
- Vice President of Corporate Relations (2 people shall serve in this role)
- Vice President of Social Activities
- Vice President of Community Service
- Vice President of Fundraising
- Vice President of Public Relations
- Vice President of Alumni Relations
- Vice President of Media Communications
- Internal Auditor
- Controller
- Treasurer
- Recording Secretary

Section 2. All officers will serve for one semester. All terms begin immediately following the End-of-Semester Banquet, but terms end after individual duties have been successfully completed as described in Article XI.

Section 3. Officer duties are detailed in Article XI of the Bylaws.

Section 4. The Executive Committee (“the Committee”) will consist of the Faculty Advisor, President, and one other officer voted in by the Board. At least one officer must be nominated by the Board to fill this vacant seat on the Committee. If more than one officer is nominated, then a simple majority vote among the Board will be used to determine which officer serve on the Committee. The Committee will resolve disputes between officers and act to provide quick solutions to sudden problems facing the Chapter. More details are outlined in Section 5.

Section 5. If an officer repeatedly fails to properly administer his or her duties or is repeatedly absent, the Committee must meet with the officer to discuss the problem. If the Committee believes that no alternative solution exists, the Committee may propose to the Board that the officer be removed.

Section 6. If after notice and a fair hearing before the Board, an officer is determined by a confidential two-thirds vote of the Board members to be negligent in the performing of assigned duties, that officer shall be removed from the Board.

Section 7. It is the responsibility and duty of each officer to fulfill the duties as assigned and detailed in the Article XI.

Section 8. In addition to the duties outlined in Article XI, all officers must meet the following requirements in order to remain a part of the Board. Negligence of these duties will result in the actions outlined in Section 5 and 6 above.

1. All officers must attend and assist in the preparation and set up of Sweet Escape, Orientations, Track Night, the Chapter's semiannual Career Mixer, and End-of-the Semester Banquet.
2. All officers must attend and assist in the preparation and/or set up of at least the number of the events specified below during the semester as an officer.
 - 6 Professional meetings excluding Career Mixer and Track Night
 - 2 Major Community Service Activities
 - 3 Social Events
3. All officers must assist in the preparation and/or set up of at least one of the Fundraiser Bake Sale as well as work at least one Fundraiser Bake Sale Shift in one of the remaining two Bake Sales.
4. All officers must actively participate during rush week.
5. All officers must attend at least 80% of officer meetings when school is not in session. Officers may only miss two officer meetings during the semester.
6. An officer's inability to perform the above duties or his/her absence from these events will only be granted under extreme circumstances and approved by the Executive Committee.

Section 9. If an officer is removed or dismissed from officer, the remaining officers must equally divide the responsibilities of the removed officer.

ARTICLE VIII - FINANCIAL AND AUDIT POLICIES

Section 1: The financial policies of the Chapter are established by the Board in accordance with Beta Alpha Psi's national standards and are administered by the Treasurer, Controller, and Internal Auditor.

Section 2. The Chapter shall adopt a fiscal reporting year of May 1 to April 30.

ARTICLE XI - DUTIES OF CHAPTER OFFICERS

Duties of the Chapter officers are enumerated below:

The President

- Presides at meetings of the chapter, the Board of Officers and of the Executive Committee.
- Seeks to promote the welfare of the Chapter and Beta Alpha Psi.
- Determines that all reporting responsibilities and other duties of the Board of Officers are performed in accordance with the Constitution and Bylaws.
- Oversees all of the Chapter's activities.
- Ensures the Chapter maintains positive relationship with firms, community, the University of Houston and the C.T. Bauer College of Business.
- Provides leadership to all of the Chapter's students and officers.
- Oversees the budget.

- Approves significant expenses & reimbursements.
- Oversees the submission of the Beginning/End-of-Year Report(s) to Nationals.
- Ensures Chapter meets National requirements to attain Superior status.
- Ensures students & officers have resources available to lend to their success.
- Makes final decisions as necessary.

Vice President of Corporate Relations

- Serves as liaison between organization & corporate sponsors.
- Maintains positive relationship with current firms/sponsors.
- Plans and organizes the Chapter's professional events including, but not limited to:
 - Weekly professional meetings
 - Career Mixer
 - Panel Discussion (Track Night)
 - "A Sweet Escape"
- Collaborates with VP of Media Communications to ensure all data related to professional meetings is disseminated.
- Collaborates with Treasurer and Controller to ensure receipt of all sponsor receivables.
- Collaborates with President and other officers to ensure efficiency of operations of professional events.
- Manages carpool for corporate events.

Vice President of Social Activities

The Vice President of Social Activities works with the VP of Community Service to:

- Develops an environment that encourages peer to peer networking.
- Plans and executes Social events.
- Collaborates with Public Relations officer to organize End-of-Semester Membership Banquet.
- Coordinates with Media Communications officer to ensure information regarding social events are properly disseminated.
- Coordinates with Alumni Relations officer to organize events for networking between students and alumni.
- Manages carpool of the Chapter's social events.

Vice President of Community Service

The Vice President of Community Service works with the VP of Social Activities to

- Develops an environment that encourages community service.
- Plans and executes community service events.
- Coordinates with Media Communications officer to ensure information regarding Community Service events are properly disseminated.
- Manages carpool for community service events.
- Coordinates with Corporate officers to collaborate with firms/companies in efforts to serve the community.
- Collaborates with Public Relations officer to organize End-of-Semester Membership Banquet.

Vice President of Fundraising

- Manages and organizes the Chapter's fundraising events including but not limited to the Chapter's Fundraiser Bake Sales (at least three per semester).
- Coordinates and schedules dates relative to internal and external schedules.
- Develops schedule amongst officers to operate Bake Sale.
- Develops lists for items students can bring and relative point allocation.
- Generates other fundraising events.
- Manages Operations of Raffle Ticket Fundraiser:
 - Acquires Raffle Tickets
 - Develops Raffle prizes
 - Develops Schedule as to when Raffle Tickets will be available for purchase
 - Maintains an accurate record of the Raffle Ticket disbursement and collection of cash receipts Maintains an accurate record of the Raffle Ticket disbursement and collection of cash receipts and provides required information to Controller, Treasurer, Internal Auditor and Recording Secretary on a weekly basis.
- Manages the Chapter's inventory and its storage facility.

Vice President of Public Relations

1. Rush Week
 - Recruits new candidates and associates during Rush Week.
 - Manages the rush table such as creating pamphlets, flyers and table display.
 - Coordinates officer's schedules for classroom presentations and rush table attendance.
 - Organize orientations.
2. Membership Applications
 - Manages the Chapter's membership application process along with Recording Secretary.
 - Collects and reviews membership applications in conjunction with Treasurer (dues), Internal Audit (check GPA), Recording Secretary (orientation attendance) and President (final approval).
3. Other
 - Develops the Chapter's semester slogan and logo.
 - Designs, orders and distributes the Chapter's T-shirt while maintaining an accurate record of T-shirt distribution.
 - Leads coordination and planning of the Chapter's End-of-Semester Banquet.
 - Serves as an initial liaison between candidates and officers.
 - Answers any candidate/member inquiries.
 - Maintains Beta Alpha Psi bulletin board in Melcher Hall throughout the semester.
 - Promotes a positive impression of Beta Alpha Psi at all times.
 - Orders officer polo shirts.

Vice President of Alumni Relations

- Serves as a liaison between the Chapter and its alumni.
- Sends monthly newsletter to alumni with the Chapter's events.
- Assists Public Relations with all recruiting efforts.

- Coordinates with Public Relations, Corporate Relations, Social and Community officers in regards to alumni participation.
- Plans and executes at least one alumni oriented event each semester.
- Recognizes alumni at professional meetings.
- Maintains and grows the Chapter's alumni database.
- Increases the involvement of alumni wherever practical.
- Orders graduation cords and stoles.
- Maintains Beta Alpha Psi Alumni Facebook updated as necessary (events, add alumni, etc.)

Vice President of Media Communications

- Develops, updates and maintains the Chapter's website on regular basis
- Maintains the Chapter's Social Network page (Facebook and Twitter).
- Maintains the Chapter's semester calendar.
- Controls/maintains use of BAP email accounts including the creation of new accounts if necessary and the distribution of email accounts with new passwords after the initiation of the Chapter's new officers.
- Sends all digital invitations for all of the Chapter's events to the Student Members.
- Sends weekly Destinations e-mail regarding upcoming events and reminders.
- Ensures there is substantial capture of photos at all events, and photos are uploaded on Chapter's Social Network page on a timely basis (excluding professional meetings).

Internal Auditor

- Audits the Membership Applications to ensure that all of the applied candidates meet the GPA requirements set forth for membership at the beginning and the end of the semester.
- Conducts a monthly Bank Reconciliation
- Confirms all cash receipts especially corporate payment, dues and funds raised are deposited and confirm that all BAP officer reimbursements are properly distributed
- Collaborates with Controller and Treasurer to ensure the stability of the financial position of the organization
- Ensures adherence to budgeted cash flow projections through communication to President any mismanagement of expenditures, and maintains avoidance of exceeding budget.
- Confirms adherence to internal controls and bring to the attention of the President any internal control issues that arise.
- Reviews Chapter's accounting records on its accounting software and revises accounting policies where necessary.
- Verifies the accuracy of the Chapter's PointBook at the beginning of the semester, during the middle of the semester before the Career Mixer and at the end of the semester before the End of Semester Banquet.
- Maintains control over the Chapter's inventory.

Controller

- Prepares and updates semester budget.
- Records all revenues and expenses using the Chapter's accounting software.

- Works with the Internal Auditor and Treasurer to ensure accurate financial information and security of financial situation.
- Communicates with President and other officers to understand and manage expenditures according to the budget.
- Develops understanding of voucher system.
- Exhibits strong conviction in regards to systematic process of approving expenditures.
- Communicates with Faculty Advisor and President any accounting issues.
- Prepares Year-End Close, Financial Statements according to National requirements and Tax Form 990 in the Spring semester.

Treasurer

- Collects membership dues.
- Keeps an accurate count of dues and update information on a regular basis to the semester membership list.
- Manages other internal transaction processes.
- Sets up online payment system for membership dues, raffle tickets, banquet payments and in other situations where appropriate.
- Deposits cash receipts at least once a week. The Cash Box may not exceed more than \$200 for more than two days in a row.
- Issues officer reimbursements.
- Maintains records for cash disbursements and cash receipts.
- Prepares cash for fundraising events as well as count the cash after fundraising events and makes a deposit of cash receipts from the fundraising events within 24 hours of the event.
- Works with the Internal Auditor and Controller to ensure accurate financial information and security of financial situation.
- Prepares and sends “Maintenance Fee” (once annually) and candidate fee (per semester) to National Office of Beta Alpha Psi.

Recording Secretary

1. Sign-in and Name tags
 - Manages sign in at all of the Chapter’s events including setting up the sign in table and the name tags whenever appropriate.
 - Responsible for every aspect relating to the Chapter’s name tags including the creation, distribution and storage of name tags over the semester.
2. PointBook
 - Maintains the Chapter PointBook on a weekly basis in time for the Destination email.
 - Keeps a digital record of all paper sign in sheets to ensure an audit can be conducted.
 - Cooperates with other officers to ensure points are accurate.
3. Membership List
 - Creates a consolidated membership list from the applications.
 - Maintains a master list of current and previous membership.
 - Works with Alumni Relations to update the Chapter’s Alumni Database.
 - Uses the Chapter PointBook to create a finalized list of the associates, candidates, and members to be invited to banquet.
4. Reporting to Nationals

- Issues report of the Chapter's candidates for the semester to Controller for payment to the National Office of Beta Alpha Psi.
 - Reports Chapter's activities and student information to the National Office.
 - Prepares documents for "Maintenance Fee" (once annually) and candidate fee (per semester) to the National Office
5. Other
- Records minutes all of the officer meetings and make sure all of the officers have a copy of it after the meeting.
 - Orders officer business cards and name tags.

ARTICLE XII - RECOGNITION OF FUNDING FOR LOCAL CHAPTER ACTIVITIES

The association of the Chapter with persons or organizations providing funds to the Chapter is restricted to recognizing those persons or organizations as sponsors of a particular event(s) or program(s). The written recognition of sponsors is restricted to simply listing the sponsor names on associated documents such as programs, handouts, newsletters, student rosters and the like. The type size used to list sponsor names is to be consistent with the type size of the document.

ARTICLE XIII - RESIGNATION OF MEMBERS

Section 1. A member or Candidate may resign from Beta Alpha Psi by notifying, in writing, the Faculty Advisor and the local chapter President.

Section 2. The resigning member shall surrender the membership certificate and other Beta Alpha Psi insignia to the local chapter. The local chapter must forward the membership certificate to the Executive Office. Membership ceremony fees and Candidate fees are nonrefundable.

ARTICLE XIV - EXPULSION OF MEMBERS

The Chapter has the right to expel a member provided the Beta Alpha Psi's Policy and Procedures Manual for the expulsion of members are strictly followed.

ARTICLE XVI- AMENDMENTS TO THE BYLAWS

Section 1. For purposes of revising the Constitution and the Bylaws, the voting membership shall be defined as all members of the Board.

Section 2. The Bylaws of the Chapter may be amended by two-thirds vote of the full membership of the Board of Officers.