

Beta Alpha Psi Delta Eta Chapter Bylaws

Amended as of April 30, 2020

Albers School of Business and Economics
Seattle University, Seattle

Seattle University Delta Eta Chapter Bylaws

Article I: Name and Location

The name of this chapter shall be the Delta Eta Chapter of Beta Alpha Psi, professional honor society. The chapter is incorporated within the Albers School of Business and Economics at Seattle University in Seattle, Washington, USA.

Article II: Mission Statement and Vision

Section 1: The Delta Eta Chapter of Beta Alpha Psi will shape the accounting, financial and business analytics professions by developing members into ethical, professional, and confident leaders.

Section 2: The mission of the Delta Eta Chapter of Beta Alpha Psi is to inspire and support excellence by:

- A. Encouraging the study and practice of accountancy, finance, and business analytics;
- B. Providing opportunities for service, professional development, and interaction among members and financial professionals; and
- C. Fostering lifelong ethical, social, and public responsibilities.

Article III: Objectives and Purposes

Beta Alpha Psi is an honorary and professional organization for students of accountancy, finance, and business analytics. Its stated purposes shall be to:

- A. Recognize outstanding academic achievements in the fields of accounting, finance, and business analytics;
- B. Promote the study and practice of professional fields related to these disciplines;
- C. Provide opportunities for self-development and association among members and practicing professionals;
- D. Encourage a sense of ethical, social, and public responsibility.

As a recognized chapter of Beta Alpha Psi, the Delta Eta chapter strives to uphold to the highest standard the ideals set forth by the greater Beta Alpha Psi organization. As an organization within the Albers School of Business and Economics at Seattle University, the Delta Eta chapter aims to embody the conventions of a Jesuit education; that is, dedication to educating the whole person, to professional formation, and to empowering leaders for a just and humane world.

Section 1: Commitment to Service

The Delta Eta Chapter is pledged to nurture an individual's preparation and commitment to the values of service to both the University and the overall community in which it thrives. The Chapter will seek to accomplish this by performing the following in a responsible, accountable, and consistent manner:

- Continuing the Chapter's involvement with the VITA program in order to give students a chance to help others while having the opportunity to gain valuable experience preparing tax returns.
- Providing services such as the Tutoring Program and the Accounting Lab which are regularly available to students.

- Broadening the range of service to the community.

Section 2: Personal Development

The Delta Eta Chapter strives to demonstrate to its members their opportunities and responsibilities through the development of leadership and interpersonal skills against a background of ethical behavior. The Chapter will help to strengthen an individual's self- understanding and the world around them by achieving the following:

- Encouraging member participation by coordinating a variety of social and professional activities in which they can become involved.
- Building and enhancing group dynamic skills to become effective and socially integrated members of society.
- Promoting good moral character and ethical behavior to its members that can serve them for a lifetime.
- Providing an organization through which members may create new and lasting relationships.
- Expanding the horizons of its members by introducing them to new fields in accounting.

Section 3: Professional Excellence

The Delta Eta Chapter is dedicated to the cultivation of the individual as a professional through its sponsorship of programs involving various Accounting related occupations. The Chapter will direct its efforts to the exploration of new professional opportunities by accomplishing the following.

- Sponsoring Career Days, professional breakfasts and dinners, and field trips that increase the member's exposure to a broad range of Accounting professionals and opportunities.
- Offering informal activities outside of the scholastic environment that foster social relations between members and professionals.
- Encouraging members to maintain a professional image through dress and demeanor.
- Dedication to the Principles of the National Beta Alpha Psi Organization.
- Reaching out beyond the realm of public accounting into private as well as non-profit organizations.

Section 4: Dedication to the principles of Beta Alpha Psi Organization

The Delta Eta Chapter is determined to uphold the symbolism of Beta Alpha Psi of Scholarship, Social Responsibility, and Practicality. The Chapter has a duty to increase membership and student awareness of Accounting as a career while working towards strengthening ties with faculty and alumni and achieving the following:

- Coordinating Community College Night and high school days in order to facilitate an understanding of Accounting programs at Seattle University and other area universities.
- Encouraging faculty involvement in Beta Alpha Psi functions and activities.
- Maintaining and strengthening relations with the alumni of Beta Alpha Psi.
- Encouraging research, study, and practice of Accounting and other related topics to supplement an individual's scholastic and academic achievement.

Article IV: Membership into the Delta Eta Chapter

Section 1: New Candidate Requirements: While Beta Alpha Psi is an honorary organization, it carries on an active program of professional, social, and service activities. The purpose of the candidate requirements is to permit a prospective member to demonstrate a general willingness to participate in societal activities. Thus, the following requirements are to be completed during the candidate period of two quarters:

- A. Complete 8 professional hours and 8 community service hours per quarter.
- B. Earn a minimum of a 3.2 GPA on a 4.0 scale in Accounting 3010 and either Accounting 3110 or 3360 (whichever is taken first). Finance and Business Analytics majors will be evaluated by the first two upper division courses in their major.
- C. Remain in good financial standing with the chapter. (ie. Pay candidate dues before the specified deadline.)
- D. Submit the new candidate application before the specified deadline at the beginning of the quarter.
- E. Attend all mandatory candidate events as outlined in the beginning of the quarter.
- F. Attend all Candidate Classes (5) each quarter as scheduled by the Vice President of Membership.
- G. Exceptions to these requirements can be appealed in writing addressed to the Executive Board.

Section 2: Active Membership Requirements:

All members of Beta Alpha Psi must declare either an Accounting, Business Analytics, or Finance Major at Seattle University. A minimum* of 12 (10 for winter quarter) participation units--defined as 6 professional units and 6 community service units--per quarter will be required of all members of Beta Alpha Psi for active status. Once initiated into Beta Alpha Psi, active status must be maintained continually or inactive dues apply.

*Approximately 75% (depending on each quarter's activities).

Section 3: Membership and Candidate Dues: All members and candidates are required to pay quarterly membership fees. Dues must be received by the specified date at the beginning of the quarter or else late fees apply. Due amounts are specified at the beginning of the quarter and differ for members and candidates.

Membership fees: All members are required to pay quarterly membership fees. Payment must be received within 2 weeks after the start of weekly meetings or prior to participation in professional events.

Membership fees are as follows: Beta Alpha Psi – quarterly dues \$60.

**These fees are subject to change annually

Candidate Fee: This is a \$110 fee, that will cover their fees for two consecutive quarters, for members being inducted into Beta Alpha Psi.

Method for termination of membership is determined by action of the chapter.

Article V: Meetings for the conduct of business

Chapter Meetings

Chapter activities, including any business meetings, are published no later than the beginning of each quarter. The schedules are available online as posted on the Beta Alpha Psi website.

Actions requiring vote of the entire membership include, but are not limited to, officer elections; election of committee chairs; revision of the chapter constitution and by-laws; awarding of scholarship funds; any single allocation of 10% or more of the year's budget; and any event that requires a significant commitment of hours

from the majority of the members.

A number equal to the membership of the executive committee constitutes a quorum.

Any current, active member of the Delta Eta Chapter of Beta Alpha Psi may vote. Candidates, honorary and alumnus members are not allowed to vote. All actions require a simple majority of members present and voting in order to pass. No person may vote by proxy.

Executive Committee

The executive committee is comprised of the following officers: President; Vice-President of Community Service, Vice-President of Finance, Vice-President of Membership, Vice-President of Professionalism, Vice-President of Programming, Vice-President of Marketing and Competitions, Vice-President of Reporting; and the Faculty Advisor.

The executive committee shall have the power to act in all business matters except revision of the chapter constitution and bylaws; election, initiation, or expulsion of members; and nomination and election of officers. These actions include, but are not limited to, decisions on how to allocate funds, adoption of events, and designation of awards (excluding scholarships). All actions taken by the executive committee shall be reported to the members at the next regular chapter meeting.

At least 50% percent of the executive committee constitutes a quorum. All actions require a simple majority of members present and voting in order to pass. No person may vote by proxy.

Weekly executive committee meetings are set at the beginning of each quarter, and agendas are published no later than one day prior to the meeting.

Attendance Policy

All mandatory meetings must be duly called with "Excused/Unexcused Absence" to all members who are required to attend for whom the purpose of the meeting is relevant and so are reasonably expected, or mandated by decree, to attend, with such notice to be provided to the Vice President of Professionalism or Vice President of Reporting, no less than 24 hours prior to the meeting unless stipulated otherwise by these bylaws and Attendance policy.

Members are granted 2 unexcused absences each quarter which they can use however they please. If a member needs more time off, it is in the best interest of the member to contact the Officer Board.

Article VI: Student officers

The Delta Eta Executive Board shall consist of the following officers: the President, the Vice President of Professionalism, the Vice President of Programming, the Vice President of Community Service, the Vice President of Finance, the Vice President of Membership, and the Vice President of Reporting, and the Vice President of Marketing and Competitions.

President

As per Article XV Section 1 of the National Constitution and bylaws, the president calls and 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 officers are performed in accordance with the National Constitution and Bylaws; and seeks to promote the welfare of the chapter and the organization generally.

Vice President of Professionalism

The VP of Professionalism is responsible for the professional development of the chapter. Some activities may

include, but are not limited to: assisting in planning professional and networking events related to BAP. Such events may include the Fall Accounting Fair, Spring Accounting Awards Banquet, and the Spring BAP Dinner. The VP of Professionalism would also be responsible for arranging name tags for events, reserving media equipment, and coordinating with the Faculty Advisor to reserve rooms.

Vice President of Programming

The Vice President of Programming handles the weekly meeting planning and details; such as scheduling the speakers, ordering the food/making the food rotation list, and obtaining biographies of the speakers; works with professional firms and presenters to coordinate complementary aspects of the weekly meeting planning and production. They are the main point of contact between the chapter and the professionals, also coordinating invitations for all big events of the chapter through the year, including Meet the Firms, Summer Leadership Panel, etc.

Vice President of Community Service

The Vice President of Community Service shall coordinate community service events that meaningfully benefit Seattle University, fellow students, and/or the community at-large. The VP of Community Service will act as the liaison to the respective bodies with which the chapter is coordinating such community service events.

Vice President of Finance

As per Article XV Section 5 of the National Constitution and Bylaws, the vice president of finance, collects money owed to the chapter, disburses for authorized purposes, maintains appropriate financial records, arranges for the audit and prepares the local Chapter's tax return.

Vice President of Membership

The Vice President of Membership is responsible for member development and improvement. This is achieved through, but not limited to: creating the Fall and Winter Quarter application on our website, meeting with classes to speak about BAP, answering questions from prospective candidates, coordinating the Big's and Little's Program, and planning social events for the chapter. Each quarter the VP of Membership will create, schedule, and run candidate classes to be conducted at a time easily attended by all new candidates and will provide content per the guidelines set above. The VP of Membership would also work closely with the rest of the officer team to cooperatively lead marketing initiatives.

Vice President of Reporting. As per Article XV Section 4 of the National Constitution and Bylaws, the vice president of reporting records the minutes of the meetings of the chapter and the executive committee; transmits to the Director of Chapter Activities a completed member data request form for each initiate, accompanied by a remittance for the initiation fees, within fourteen days following the initiation (except as modified in accordance with Article XII, Section 2); transmits to the Director of Chapter Activities 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 of Chapter Activities; and fulfills all other duties ordinarily associated with the office of the secretary.

Vice President of Marketing and Competitions

The Vice President of Marketing and Competitions will handle all social media content for the chapter, including managing the Facebook page, Instagram and updating the website to reflect current operations of the chapter and upcoming events in the calendar. This Vice President must also create new marketing content for the chapter, including for events, as well as across the campus in general. They will also be responsible for making sure the chapter participates in all relevant competitions at the national level and meets all guidelines and deadlines to help the chapter succeed.

Term of office. Each officer will serve in the elected position from the beginning of spring quarter until the end of winter quarter the next year.

Method of resignation. An officer who chooses to resign must hand each officer and the faculty advisor a letter of resignation explaining why he/she wants to resign. After acceptance by the other officers and the faculty advisor, the officer can resign from the elected position.

Method of removal. An officer who is not performing the functions of his/her elected position can be removed from office only after adequate warning has been given. If after the president of the chapter and the faculty advisor have talked to the officer about his/her lack of performance, and things don't change, the officer can be removed from his/her position with a consensus from the other officers and the faculty advisor.

How vacancies are filled. In the event that an officer would choose to resign or be removed from office, the current executive board will elect one of the current officers for that position until the end of the term. The person will be elected by a simple majority vote from all the officers. In the case of a tie, the advisor will be asked to vote as well.

Article VII: Faculty advisor

Any new faculty advisor shall be chosen based on the recommendation of the accounting department chair. The faculty advisor shall provide counsel and assistance to the chapter, its officers, its executive committee, and other committees; verify the appropriateness of the content of reports submitted to the national organization; serve as liaison with the national organization; serve as liaison with the administration of the university, Albers School of Business, and the department of accounting; and assure the continuity of the chapter.

Article VIII: Committees other than the executive committee

The following shall be Beta Alpha Psi Committees:

Tutoring

Prepare formal plan. Enlist volunteers. Set and maintain schedules. Document attendance at sessions.

Community Service Program

Plan community Service program for November dinner. Presentations by students on their community Service projects, including a general discussion about service and service learning.

Class Announcements

Coordinate students to make announcements in all accounting classes. Chairperson will attend officers' meetings to get current information. This person needs to find students to make the announcements, notify them and follow up to make sure the information is delivered.

Summer Activity

Pass sign up sheets to students to create a contact list during the summer. Talk to contact person in the company to arrange events and activities during the summer. Once set up the time and place of the events, e-mail students in the contact list to inform.

Article IX: Fiscal year

The fiscal year of the chapter will end on April 30.

Article X: Authority

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

Article XI: Electing New Officers

Calls to nomination: No more than three weeks but no less than one week prior to elections, the chapter will open the floor to nominations. Members may not nominate themselves but can encourage other members to

nominate them. Nominations will remain open (not accepted or rejected) until election day.

Intent to run: Members must show their intent to run by writing a cover letter. The cover letter will be due by two days before elections. In this cover letter, members should explain their reasons for running, and what they can bring to the position. Cover letters should only be made available to the current officer team, who will read and review all cover letters. Upon receiving cover letters, the officer team will create a list of those running for each position and circulate to the chapter.

Election day: Candidates for officer positions will give one minute speeches, with questions and answers. Elections for positions will be held in the following order: President, VP Programming, VP Service, VP Reporting, VP Finance, VP Membership, VP Professionalism, VP of Marketing and Competitions. Voting will be done in two batches. The current president will read off those nominated, and they will either accept or reject their nomination. Candidates will present speeches for the first four positions, and voting will take place. After announcing winners of the first four positions, officer team candidates who did not win in their first position can decide whether or not they would like to run for one of the final three positions.

How to win election: To win an election, an officer team candidate must receive the most votes of those running for the specific position. Voting will take place by paper, where the officer team will circulate slips with the different candidate names. There will be no voting by hand. Officers will count slips of paper and announce the winners.

Article XII: Requirements for amendment to the bylaws

Amendments to bylaws shall require a majority vote of its members.