

Beta Alpha Psi
Delta Beta Chapter Bylaws
Amended as of November 20, 2014

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ARTICLE I. IDENTIFICATION

- Section 1. The name of this organization shall be the Delta Beta Chapter (the “Chapter”) of Beta Alpha Psi (“BAP”) at California State University, Fullerton (“CSU Fullerton”).
- Section 2. Beta Alpha Psi is the premier international honor and service organization for financial and business information students and professionals. The mission of this organization is to inspire and support excellence by encouraging the study and practice of accountancy, finance, and information systems (“ISDS”); provide opportunities for service, professional development and interaction among members and financial professionals; and foster lifelong ethical, social, and public responsibilities.

ARTICLE II. STATEMENT OF AFFILIATION

- Section 1. This organization is affiliated with Beta Alpha Psi.
- Section 2. The Chapter shall adhere to the articles found in the Constitution and Bylaws of Beta Alpha Psi.
- Section 3. A copy of any constitution/bylaws of the Chapter must be filed in the Dean of Students Office at CSU Fullerton.

ARTICLE III. MEMBERSHIP

- Section 1. Membership in the organization shall be open to all regularly enrolled CSU Fullerton students who are interested in membership and meet the membership requirements specified in the Constitution and Bylaws of Beta Alpha Psi and the Chapter Bylaws.
- Section 2. Membership in this organization shall not be denied to any student at CSU Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, disability, or veteran status.
- Section 3. There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students.
- Section 4. Membership of Beta Alpha Psi shall be limited to those persons who have achieved scholastic and/or professional excellence in the fields of accounting, finance, or ISDS; have been initiated in accordance with the Bylaws of Beta Alpha Psi and the Chapter Bylaws; have paid the required fees; are not on probation of any kind; and are in good standing, as outlined later in Article III, Section 20.

- Section 5. There shall be five categories of membership in the organization: Candidates, Student, Faculty, Alumnus, and Honorary. Students who have graduated and faculty who have terminated their employment shall become Alumni members.
- Section 6. Members of Beta Alpha Psi enrolled as accounting, finance, or ISDS students at CSU Fullerton shall be designated as Student members.
- Section 7. Candidates of Beta Alpha Psi are students who have declared a concentration in accounting, finance, or ISDS (or who have indicated an intention to concentrate in accounting, finance, or ISDS) but who have not yet met the requirements for the Membership Ceremony.
- Section 8. Members of Beta Alpha Psi who are on the faculty of CSU Fullerton shall be designated as Faculty members.
- Section 9. Members of Beta Alpha Psi, once classified as Student members, who are no longer concentrating in accounting, finance, or ISDS or no longer associated with CSU Fullerton shall be designated as Alumnus members.
- Section 10. Members of Beta Alpha Psi, once classified as Faculty members, who are no longer associated with CSU Fullerton shall be designated as Alumnus members.
- Section 11. 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 12. An individual may be initiated only once as a member of Beta Alpha Psi, but may be an Honorary member of multiple chapters.
- Section 13. Degree-seeking undergraduate students and non-degree post-baccalaureate students at CSU Fullerton shall be eligible for Candidate status with the Chapter after they:
- a. have declared a concentration in accounting, finance, or ISDS (or have stated an intention to declare a concentration in accounting, finance, or ISDS);
 - b. have matriculated into an undergraduate degree program at CSU Fullerton;
 - c. have completed, in addition to two years of collegiate courses, at least one upper-division (300- or 400-level) course offered at CSU Fullerton, in their declared area of concentration, beyond the business core (for transfer students, the most recent qualifying course must be at CSU Fullerton);
 - d. have attained a cumulative grade average ("GPA") in upper-division (300- and 400-level) courses, in their declared area of concentration, beyond the business core of at least 3.25 (where A is equal to 4.0) or the equivalent; AND
 - e. have attained a cumulative GPA of at least 3.5 (where A is equal to 4.0), or
 - f. have attained a cumulative GPA of at least 3.25 (where A is equal to 4.0) if their cumulative GPA in upper-division (300- and 400-level) courses, in their declared area of concentration, beyond the business core is at least 3.5 (where A is equal to 4.0), or
 - g. have achieved a rank within the top 10% of their university class, or
 - h. have attained a cumulative GPA of at least 3.5 (where A is equal to 4.0) on the most recently completed 30 semester units from CSU Fullerton;
 - i. OR have attained an honors distinction utilized by CSU Fullerton deemed to be equivalent to the above by the BAP Board of Directors.

Section 14. Degree-seeking graduate students at CSU Fullerton shall be eligible for Candidate status with the Chapter after they:

- a. have declared a concentration in accounting, finance, or ISDS;
- b. have matriculated into a graduate degree program at CSU Fullerton;
- c. have completed at least two (2) graduate-level (500-level) accounting, economics, finance, ISDS, or management courses offered at CSU Fullerton; and
- d. have attained a cumulative GPA of at least 3.5 (where A is equal to 4.0) or the equivalent in all accounting, finance, and ISDS courses completed at CSU Fullerton.

Section 15. In order to fully benefit from Beta Alpha Psi activities, students seeking to be BAP Candidates with the Chapter must declare their candidacy when they have at least two (2) semesters remaining prior to graduation.

Section 16. Degree-seeking undergraduate students and non-degree post-baccalaureate students at CSU Fullerton shall be eligible for Student member status with the Chapter after they:

- a. have maintained membership as a Candidate for one (1) semester;
- b. have, during the semester of Candidacy, paid the required membership fees, met the participation requirements, and fulfilled all other membership requirements as dictated by the Constitution and Bylaws of Beta Alpha Psi and the Chapter Bylaws;
- c. have declared a concentration in accounting, finance, or ISDS (or have stated an intention to declare a concentration in accounting, finance, or ISDS);
- d. have matriculated into an undergraduate degree program at CSU Fullerton;
- e. have completed, in addition to two years of collegiate courses, at least one upper-division (300- or 400-level) course offered at CSU Fullerton, in their declared area of concentration, beyond the business core (for transfer students, the most recent qualifying course must be at CSU Fullerton);
- f. have attained a cumulative GPA in upper-division (300- and 400-level) courses, in their declared area of concentration, beyond the business core of at least 3.25 (where A is equal to 4.0) or the equivalent; AND
- g. have attained a cumulative GPA of at least 3.25 (where A is equal to 4.0), or
- h. have achieved a rank within the top 10% of their university class, or
- i. have attained a cumulative GPA of at least 3.25 (where A is equal to 4.0) on the most recently completed 30 semester units from CSU Fullerton;
- j. OR have attained an honors distinction utilized by CSU Fullerton deemed to be equivalent to the above by the BAP Board of Directors.

- Section 17. Degree-seeking graduate students at CSU Fullerton shall be eligible for Student member status with the Chapter after they:
- a. have maintained Candidate status for one (1) semester;
 - b. have, during the semester of Candidacy, paid the required membership fees, met the participation requirements, and fulfilled all other membership requirements as dictated by the Constitution and Bylaws of Beta Alpha Psi and the Chapter Bylaws;
 - c. have declared a concentration in accounting, finance, or ISDS;
 - d. have matriculated into a graduate program at CSU Fullerton;
 - e. have completed at least two (2) graduate-level (500-level) accounting, economics, finance, ISDS, or management courses offered at CSU Fullerton; and
 - f. have attained a cumulative GPA of at least 3.25 (where A is equal to 4.0) or the equivalent in all accounting, finance, and ISDS courses completed at CSU Fullerton.
- Section 18. Membership applications for the current semester are accepted beginning no earlier than the commencement of the first week of said semester and ending no later than the conclusion of the third week of said semester, upon which time the applications shall be submitted to the Faculty Advisor(s) for the determination of the membership eligibility of each applicant.
- Section 19. Student members and Candidates must, for each semester, apply/reapply for membership with the Chapter; pay required membership fees; and achieve a predetermined level of participation as decided by the Executive Committee, which may be found in the Events and Hours Breakdown publication, in order to retain membership with the Chapter, the third aspect of which may include involvement in, but not limited to, the following:
- a. Awards Banquet
 - b. Community Involvement Events
 - c. Golf Tournament
 - d. Meet the Firms
 - e. Membership Drive
 - f. Mentoring Programs
 - g. Mock Interviews
 - h. Office Tours
 - i. Speaker Meetings
 - j. Tutoring Events

- Section 20. Student members and Candidates that, during the prior semester, have paid the required membership fees; met the participation requirements; and fulfilled all other membership requirements as dictated by the Constitution and Bylaws of Beta Alpha Psi and the Chapter Bylaws, shall be classified as a Member in Good Standing for the current semester upon successfully reapplying for membership and paying the required membership fees for the current semester. Student members that, during the prior semester, did not satisfy the requirements to be classified as a Member in Good Standing for the current semester may be eligible for membership with the Chapter for the current semester but without voting privileges, and eligibility for such classification shall be reassessed upon the following semester. Candidates that, during the prior semester, did not satisfy the requirements to be classified as a Member in Good Standing for the current semester shall necessarily be dropped as a Candidate with possible recourse noted later under Article III, Section 22.
- Section 21. Each Candidate who has fulfilled all the requirements during the current semester to be eligible for Student member status for the following semester must be initiated into Student member status by attending the Membership Ceremony held during the Awards Banquet of the current semester in which the Candidate shall affirm his/her understanding of and continued compliance with the Constitution and Bylaws of Beta Alpha Psi as well as the Chapter Bylaws. A Membership Ceremony in absentia shall be granted only under extreme circumstances and must be approved by the BAP Executive Office and the BAP President.
- Section 22. Undergraduate and graduate Student members shall remain Student members so long as they remain degree-seeking undergraduate and graduate students, respectively, and meet both the eligibility requirements for Student member status found under Article III, Sections 16 or 17, as applicable, as well as the membership requirements mentioned under Article III, Section 19. Graduate and post-baccalaureate students that were undergraduate Student members at CSU Fullerton may elect to continue or renew affiliation. Candidates shall remain Candidates until the completion of the first semester of association with Beta Alpha Psi. At that point, they must have satisfied all the requirements to be eligible during the following semester for Student member status as well as for Member in Good Standing classification and be initiated, or be dropped as a Candidate with the option of reapplying for membership reconsideration as a Candidate upon the following semester with such reconsideration requiring the approval of the Faculty Advisor(s).
- Section 23. Student members and Candidates from other Beta Alpha Psi chapters who relocate to CSU Fullerton, either to complete their undergraduate program or to pursue a graduate degree, may become Student members or Candidates of the Chapter, respectively, provided that they, for each semester in which they are requesting membership with the Chapter, apply for membership and pay the required membership fees for the Chapter. Classification as a Member in Good Standing shall be granted to relocated Student members and, upon initiation into Student member status, Candidates contingent on their adherence to the membership requirements enumerated in the Constitution and Bylaws of Beta Alpha Psi.

- Section 24. Voting membership is limited to regularly enrolled (non-extended education) students and faculty at CSU Fullerton that have attained Student or Faculty member status and are classified as a Member in Good Standing. Voting membership does not include Candidates, Alumnus members, or Honorary members.
- Section 25. Membership may either be suspended or be terminated by resignation or expulsion, none of which shall provide for the refund of any of the fees paid by the resigning or expelled member.
- Section 26. A resigning member must notify, in writing, the Faculty Advisor(s) and the President, upon which the resigning member shall surrender the membership certificate and other Beta Alpha Psi insignia to the Chapter with the membership certificate forwarded to the BAP Executive Office.
- Section 27. Any member may be suspended from the Chapter for the current semester by the Executive Committee for conduct contrary to the Constitution, Bylaws, or spirit of Beta Alpha Psi, or to the Chapter Bylaws, or for conduct that impairs the rights of the members to enjoy the benefits of the organization. The offense must be submitted, in writing, by a member to an officer of the Executive Committee. After the offense is submitted, the Executive Committee must duly investigate the charge and provide the accused member with a 48-hour notice of a hearing before the Executive Committee in a special meeting called for the specific purpose of determining whether the accused member shall be suspended. The findings shall be based on a presentation of the charges and facts by the accusing member and an opportunity for the accused member to explain the actions in question. The accused member may be suspended by at least a two-thirds ($\frac{2}{3}$) affirmative vote [excluding the vote(s) of the Faculty Advisor(s)] by the Executive Committee with the right to appeal to the Faculty Advisor(s) in a separate special meeting called for that specific purpose. The Faculty Advisor(s) may reverse the decision of the Executive Committee. A suspended member may reapply for membership with the Chapter upon the following semester.

- Section 28. Any member may be expelled from the organization by the Executive Committee for conduct grossly contrary to the Constitution, Bylaws, or spirit of Beta Alpha Psi, or to the Chapter Bylaws; for conduct that impairs the rights of the members to enjoy the benefits of the organization; or for conduct otherwise deemed to be “acts discreditable” by the Executive Committee. The offense must be submitted, in writing, by a member to an officer of the Executive Committee. After the offense is submitted, the Executive Committee, along with at least two (2) Faculty members [exclusive of the Faculty Advisor(s)] of Beta Alpha Psi, if possible, must duly investigate the charge and provide the accused member with a 48-hour notice of a hearing before the investigating committee in a special meeting called for the specific purpose of determining whether or not the accused member shall be expelled. The findings shall be based on a presentation of the charges and facts by the accusing member and an opportunity for the accused member to explain the actions in question. The accused member may be expelled by at least a two-thirds ($\frac{2}{3}$) affirmative vote [excluding the vote(s) of the Faculty Advisor(s)] by the Executive Committee with the right to appeal to the Chapter in a separate special meeting called for that specific purpose. An affirmative majority vote of the voting membership present during the latter special meeting may reverse the decision of the Executive Committee.
- Section 29. Any member found guilty of academic dishonesty as outlined in the University Policy Statement 300.021 of CSU Fullerton or any such superseding policy shall be expelled from the organization immediately without the right to a notice of a hearing before the Executive Committee.
- Section 30. If the decision of the Chapter is to expel the accused member, details of the procedures followed, the evidence submitted, and the action taken shall be forwarded immediately to the BAP Executive Office for review. The Director of Administration shall notify the Chapter and the accused member of the approval or disapproval of the expulsion, and the membership certificate and other Beta Alpha Psi insignia belonging to the member approved for expulsion shall be surrendered to the Chapter with the membership certificate forwarded to the BAP Executive Office.
- Section 31. Upon submitting a membership application, whether that application is successful or otherwise, the member affirms his/her full understanding of and compliance with all aspects of the Constitution and Bylaws of Beta Alpha Psi, the Chapter Bylaws, and the No-Show Policy, which can be requested by any member at any time and must be reasonably furnished to the requesting member within seven (7) calendar days of the request.
- Section 32. Exceptions to the membership standards and requirements under Article III for special circumstances may be made only with approval of the Faculty Advisor(s) and must not conflict with such standards and requirements set forth by the Constitution and Bylaws of Beta Alpha Psi.

ARTICLE IV. MEMBERSHIP & EVENT FEES

- Section 1. This organization maintains the right to assess fees for membership and other events. Assessments for membership fees are determined each semester by the Executive Committee, and assessments for event fees are determined each semester by either the Executive Committee or other chairperson(s) responsible for the event for which a fee is required.
- Section 2. Membership fees are to be paid prior to the determination of membership eligibility by the Faculty Advisor(s). Such determination shall occur once per semester and no earlier than the conclusion of the third week of that semester.
- Section 3. Candidates, whether new or applying for membership reconsideration per Article III, Section 22, must pay the international candidacy fee, as determined by Beta Alpha Psi, as well as any chapter membership fees set by the Executive Committee, and such fees are to be administered each semester.
- Section 4. New and returning Student members must pay any chapter membership fees set by the Executive Committee, and such fees are to be administered each semester.
- Section 5. Membership fees, including the international candidacy fee, are nonrefundable upon commencement of the determination process noted under Article IV, Section 2 unless such determination yields an applicant(s) ineligible for any category of membership, upon which the fees will be refunded to said applicant(s), or unless extenuating circumstances arise for a member that, as determined by the Executive Committee, significantly impede his/her ability to participate in a substantial portion of the events and activities of the Chapter during the current semester. The Executive Committee maintains the right to refund membership fees on a pro rata basis or by any other method deemed appropriate for the circumstances at hand.
- Section 6. Event fees are nonrefundable upon the expiration of the registration deadline or the commencement of the event, whichever is applicable, for which an event fee is required unless extenuating circumstances arise for the member that, as determined by the officer overseeing the chairperson(s) responsible for said event, significantly impede his/her ability to participate in that event, upon which the member may appeal to said officer for a refund to be granted at the discretion of said officer.
- Section 7. All money must be deposited into an Associated Students, Incorporated Accounting Office agency account. CSU Fullerton does not recognize off-campus bank accounts for student organizations.

ARTICLE V. OFFICERS

- Section 1. The officers of the organization shall be the President, Executive Vice President, Treasurer, Vice President of Correspondence, Vice President of Membership, Vice President of Strategic Operations, Vice President of Educational Relations, Recording Secretary, and Faculty Advisor(s), which constitute the Executive Committee of the Board of the Chapter (the "Board"). The term of office shall be approximately one (1) semester beginning on the day immediately following the last day of semester examinations for the prior semester and ending on the last day of semester examinations for the current semester except the office of Faculty Advisor, which shall be governed by Article VIII, Section 2.
- Section 2. All offices shall be held only by Student members that are in good standing and are not on probation of any kind except the office of Faculty Advisor, which shall be held by a faculty member(s) of CSU Fullerton and is (are) also not a member of the BAP Board of Directors.
- Section 3. No member shall serve as a student officer for the same office for more than one (1) term.
- Section 4. Should a student office be vacant for any reason, the President shall nominate a Student member in good standing to occupy the office. The nomination must be approved with an affirmative majority vote [excluding the votes of the Faculty Advisor(s)] by the Executive Committee.
- Section 5. Student officers of the Chapter cannot be concurrent officers or chairpersons of Accounting Society, or hold any significant leadership positions in other student organizations that may affect the ability of said officers to fully meet their responsibilities to the Chapter.
- Section 6. The President and Treasurer of the Chapter are required to meet the minimum requirements established for Minor Student Representative Student Officers by the CSU Chancellor's Office, which are as follows:
- a. Officers must be matriculated and enrolled (non-extended education) at CSU Fullerton.
 - b. Officers must maintain a minimum cumulative GPA of 2.0 each term.
 - c. Officers must be in good standing and must not be on probation of any kind.
 - d. Undergraduates are required to earn six (6) semester units per term while holding office. Graduate and credential students must earn three (3) semester units per term while holding office.
 - e. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.
- Section 7. A student officer may resign from office by notifying, in writing, the Faculty Advisor(s) and the President if the officer is unable to fulfill his/her duties or term of office, at which point the vacancy of office shall be filled as stipulated under Article V, Section 4.

- Section 8. A student officer may be discharged if he/she:
- a. is not carrying out the duties of the office; or
 - b. is not participating as a member of the Executive Committee; or
 - c. is not adhering to the high moral and ethical standards of Beta Alpha Psi; or
 - d. does not meet the requirements for membership as outlined in the Constitution and Bylaws of Beta Alpha Psi and the Chapter Bylaws.

A student officer shall be discharged by an affirmative majority vote [excluding the vote(s) of the Faculty Advisor(s)] by all other officers in a special meeting called for that specific purpose. The discharged officer has the right to appeal the decision to the Chapter in a separate special meeting called for that specific purpose. An affirmative majority vote by the voting membership present during the latter special meeting may reverse the decision of the Executive Committee. Any vacancy of office as a result of a discharge, if unsuccessfully appealed, shall be filled as stipulated under Article V, Section 4.

ARTICLE VI. ELECTION OF OFFICERS

- Section 1. Student officers shall be elected once per semester for the following semester's term during a duly called regular meeting on a date chosen by the Executive Committee that shall be no earlier than the midpoint of the semester in which the elections are held. Nominations, which may be presented by proxy under special circumstances approved by the President, shall be accepted from Student members and Candidates only during a duly called regular meeting no less than seven (7) calendar days prior to the date chosen for elections, and all nominees, with the exception of presidential nominees as outlined later under Article VI, Section 3, must be either a Student member in good standing or a Candidate that has satisfied a reasonable portion of the requirements for initiation into Student member status with the expectation that any unsatisfied requirements will become satisfied no later than the Membership Ceremony for such initiation. The President shall notify all members of the dates and times chosen for nominations and elections no less than seven (7) calendar days prior to each event.
- Section 2. A nominee may decline a nomination or withdraw his/her name from the ballot at any time, and such withdrawal must be submitted, in writing, to the President. Should this result in no nominees for a student office, that office shall be filled as stipulated under Article V, Section 4.

- Section 3. Presidential nominees must have previously served as a student officer of the Chapter and be in good standing. In the event that no student officer, current or former, is willing or able to succeed the President, eligibility for presidential nominations shall be extended to the following parties in such order of priority:
- a. Student members holding or that have held a chair position in the Chapter and are in good standing
 - b. Candidates holding or that have held a chair position in the Chapter, and that, by the time of being nominated, have fulfilled all requirements, with the exception of attending the Membership Ceremony, during the current semester to be eligible for Student member status for the following semester during which the office shall be held
 - c. Student members serving or that have served as a student officer of Accounting Society and are in good standing
 - d. Candidates serving or that have served as a student officer of Accounting Society, and that, by the time of being nominated, have fulfilled all requirements, with the exception of attending the Membership Ceremony, during the current semester to be eligible for Student member status for the following semester during which the office shall be held
 - e. Student members holding or that have held a chair position in Accounting Society and are in good standing
 - f. Candidates holding or that have held a chair position in Accounting Society, and that, by the time of being nominated, have fulfilled all requirements, with the exception of attending the Membership Ceremony, during the current semester to be eligible for Student member status for the following semester during which the office shall be held
 - g. Student members in good standing
 - h. Candidates that, by the time of being nominated, have fulfilled all requirements, with the exception of attending the Membership Ceremony, during the current semester to be eligible for Student member status for the following semester during which the office shall be held

Section 4. Elections shall employ the majority criterion (i.e., highest number of votes) of the single-winner voting system. In the event that no candidate receives a majority of votes, a second round of voting shall immediately commence in which all candidates are eliminated from the ballot except for the two that received the highest number of votes during the first round of voting. All votes shall be cast by secret ballot and counted by the Voting Committee.

Section 5. The Voting Committee, which consists of the Executive Vice President, the Vice President of Membership, and the Faculty Advisor(s), shall oversee all aspects of the nomination and election processes, which may include, but is not necessarily limited to, the eligibility of each nominee, the eligibility of each voting member, the secure collection and counting of ballots, and the announcement of the officer-elects. In the event that any member of the Voting Committee holds a significant conflict of interest with respect to the duties and responsibilities of the Voting Committee, the President shall appoint another officer with no such conflict, either permanently or temporarily, to replace the conflicted member.

- Section 6. Petition by at least one-third ($\frac{1}{3}$) of the voting membership present during the election shall be cause for a recall election. The recall election must be approved with an affirmative vote by at least two-thirds ($\frac{2}{3}$) of the voting membership present during the election.
- Section 7. Student officer-elects must be installed into office by attending the Awards Banquet of the semester in which they were elected, during which each retiring officer will face his/her respective successor and, in the order listed under Article V, Section 1, shall install the successor into office, the term of which is stipulated under Article V, Section 1.
- Section 8. A student officer-elect may resign prior to his/her installation into office by notifying, in writing, the Faculty Advisor(s) and the President if the student officer-elect is unable to fulfill his/her duties or term of office, at which point the vacancy shall be filled as stipulated under Article V, Section 4.

ARTICLE VII. POWERS AND DUTIES OF OFFICERS

- Section 1. The President presides at meetings of the Chapter and of the Executive Committee; appoints, with the assistance of the Executive Committee, such committees as the constitution, bylaws, or the vote of the Chapter shall provide; determines that all reporting responsibilities and other duties of the other officers are performed in accordance with the Constitution and Bylaws of Beta Alpha Psi as well as with the expectations of the Executive Committee and the Chapter; seeks to promote the welfare of the Chapter and Beta Alpha Psi; and liaises with the Department of Accounting.
- Section 2. The Executive Vice President assists the President in the performance of prescribed duties; acts in the President's place in the event of absence or incapacity; provides appropriate logistical support to the Chapter for establishment of efficient and effective operations; and administers the No-Show Policy. In the event the office of the President is vacant, the Executive Vice President shall assume the duties and responsibilities of the President.
- Section 3. The Treasurer handles all financial affairs and budgeting of the Chapter as well as maintains ASI Agency Accounts in the Chapter's name, which require signatures of the President, Executive Vice President, Treasurer, Faculty Advisor(s), and Department Chair of the Department of Accounting.
- Section 4. The Vice President of Correspondence reports the activity of the Chapter to the BAP Executive Office in a timely manner, ensures that the Chapter is fulfilling the objectives of Beta Alpha Psi for recognition of outstanding performance, and maintains the Chapter's contact information for various companies and firms.

- Section 5. The Vice President of Membership notifies all applicants of their membership status upon the conclusion of the determination process to which Article III, Section 18 refers; records the activity of the Chapter's members for the concluding determination of membership status and classification as noted under Article III, Sections 19 and 20, respectively; notifies the Chapter of, through periodic updates, the level of participation attained at the time of such updates; executes activities to promote the growth of the Chapter's membership; and handles all other affairs of membership that fall outside the purview of the President and Executive Vice President.
- Section 6. The Vice President of Strategic Operations conceptualizes and implements innovative processes, events, and activities with which to advance our Chapter and enhance the experience enjoyed by our members; reviews the currently listed Beta Alpha Psi competitions for the assessment of their achievability with respect to the objectives and resources of the Chapter; devises programs with which the Chapter shall participate in such suitable competitions, which may include, but is not necessarily limited to, Best Practices, Gold Challenge Competition, and Project Run With It; and monitors the rate and level of completion of approved programs as they pertain to the BAP Regional and Annual Meetings.
- Section 7. The Vice President of Educational Relations administers all scholastic affairs of the Chapter as well as liaises with the Mihaylo College Tutoring Center for the purpose of furthering the academic standing of our community of business students.
- Section 8. The Recording Secretary takes minutes at all meetings of the Chapter, files minutes to be accessible at any time for inspection and review by parties with appropriate authority, and maintains all documents and records of consequence of the Chapter.
- Section 9. The Faculty Advisor encourages the participation and support of other faculty members in the activities of the Chapter; advises the Executive Committee in substantial matters consequential to the Department of Accounting, the Mihaylo College of Business and Economics, CSU Fullerton, and Beta Alpha Psi; mediates situations of novel and/or extraordinary importance pertaining to the Chapter; assesses all membership applications in a timely manner for the determination of membership eligibility stipulated under Article III, Sections 13, 14, 16 and 17; advocates the participation and advancement of all members of the Chapter within the realms of academia and career; and liaises with the Department of Accounting, the Mihaylo College of Business and Economics, and CSU Fullerton.
- Section 10. The powers and duties enumerated under Article VII, Sections 1 through 9 are neither in lieu of, but rather in addition to, those set forth by the Constitution and Bylaws of Beta Alpha Psi nor are they an exhaustive account of all powers and duties necessary for the effective governance of the Chapter; they merely serve as a synopsis of the powers and duties of the officers of the Chapter.
- Section 11. The Executive Committee shall govern the Chapter both ethically and professionally to establish an environment conducive to both the proliferation of the traits and aspects identified under Article I, Section 2 as well as the successful instruction of members in understanding the mission of Beta Alpha Psi and their duties and privileges within the Chapter.

- Section 12. The Executive Committee is charged with safeguarding the assets of the Chapter and ensuring that such assets are used reasonably and productively for the benefit of the Chapter.
- Section 13. The Executive Committee shall review periodically and engage frequently in the activities of the Chapter for the purposes of promoting and increasing both the level of participation in such activities as well as the degree of commitment to Beta Alpha Psi by the members.
- Section 14. The Executive Committee shall initiate and execute appropriate, reasonable planning and preparation for the events and activities of the current semester no later than the commencement of the Summer or Winter Recess, whichever is applicable, immediately preceding said semester.
- Section 15. The Executive Committee shall, as necessary, create chair positions and/or committees within the Board and assign to them the powers and duties of planning and executing certain events and activities of the Chapter under the oversight of an officer(s), as well as select capable individuals with which to occupy such positions as chairpersons of the Board. A chairperson may resign from the position by notifying, in writing, the President if the chairperson is unable to fulfill his/her duties, at which point the vacancy shall be filled at the discretion of the Executive Committee. The Executive Committee maintains the right to dissolve any and all chair positions and the right to discharge an individual from his/her chair position if he/she:
- a. is not carrying out the duties of the position; or
 - b. is not participating as a member of the Board; or
 - c. is not adhering to the high moral and ethical standards of Beta Alpha Psi; or
 - d. exhibits conduct grossly contrary to the Constitution and Bylaws of Beta Alpha Psi and the Chapter Bylaw; or
 - e. exhibits conduct that impairs the rights of the members to enjoy the benefits of the organization.

A chairperson shall be discharged by an affirmative majority vote [excluding the vote(s) of the Faculty Advisor(s)] by the Executive Committee in a special meeting called for that specific purpose. The discharged chairperson may appeal the decision to the Faculty Advisor(s) in a separate special meeting called for that specific purpose, which is to be granted at the discretion of the Faculty Advisor(s). Any vacant chair position as a result of a discharge, if unsuccessfully appealed, shall be filled at the discretion of the Executive Committee. Any matter concerning chair positions not addressed within these bylaws shall be guided by the Executive Committee.

- Section 16. All immediate past officers are to provide reasonable assistance to the newly installed officers for the effective bequeathing of powers and duties by way of, at the minimum, a transition meeting to be conducted during the Summer or Winter Recess, whichever is applicable, immediately preceding the semester for which said newly installed officers shall complete their term, with the timing of such a meeting to be within reason to afford for the proper adherence to Article VII, Section 14.

ARTICLE VIII. FACULTY ADVISOR(S)

- Section 1. Any non-auxiliary employee on a minimum half-time basis employed by CSU Fullerton can serve as a Faculty Advisor to the Chapter, provided that he/she also meets any and all criteria set forth by the Constitution and Bylaws of Beta Alpha Psi.
- Section 2. The Department of Accounting of CSU Fullerton shall determine the length of the term served by the Faculty Advisor(s) as well as the process of selection and succession thereof.
- Section 3. A staff member from the Dean of Students Office or a School Based Assistant Dean may be assigned to work with the Chapter to assist the Faculty Advisor(s) and the Chapter.

ARTICLE IX. MEETINGS

- Section 1. Regular meetings are scheduled at the discretion of the Executive Committee and the chairperson(s) responsible for planning and executing such meetings, and the scheduling of these meeting may be dependent on factors that include, but is not necessarily limited to, meeting space availability, speaker availability, selected nomination date, and selected election date.
- Section 2. Special meetings are called by any officer or by at least 20 percent of the voting membership of the Chapter, and, if appropriate, such meetings may be held concurrently with regular meetings.
- Section 3. All meetings must be duly called with notice reasonably provided to all members 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 no less than 48 hours prior to the meeting unless stipulated otherwise by these bylaws.
- Section 4. Business of significant consequence to the Chapter cannot be conducted unless a quorum of the membership is present. Quorum for the Chapter is defined as 51 percent or more of the voting membership for matters directly affecting the members of the Chapter, and as 51 percent or more of the Executive Committee [excluding the Faculty Advisor(s)] for matters indirectly affecting the members of the Chapter and/or pertaining to executive-level operations of the Chapter.

ARTICLE X. HOST CHAPTER

- Section 1. Any meeting or event for which the Chapter has been selected by Beta Alpha Psi to host or co-host shall be overseen by the Hosting Committee, which consists of the Vice President of Membership, the Faculty Advisor(s), and two Student members in good standing appointed by the President, to be formed immediately upon receiving notice of selection to host or co-host.

Section 2. The Hosting Committee shall establish an appropriate planning and event timetable along with a feasible budget to be approved by the Executive Committee; monitor the Chapter's adherence to such timetable and budget; correspond with appropriate parties to ensure timely and successful execution of duties and responsibilities; promote member participation in the meeting or event; and coordinate all efforts and activities necessary for the fruition of the meeting or event.

ARTICLE XI. METHOD TO AMEND THE BYLAWS

Section 1. Proposed amendments to the Chapter Bylaws shall be reasonably presented to the Chapter no less than seven (7) calendar days prior to a duly called special meeting at which the voting membership shall vote on such amendments.

Section 2. Approval by at least two-thirds ($\frac{2}{3}$) of the voting membership present, which must be no less than a quorum as defined under Article IX, Section 4, at the duly called special meeting mentioned under Article XI, Section 2 shall pass the proposed amendment(s), and any such amendment(s) shall become effective immediately unless otherwise stipulated in the proposal, thereby superseding the bylaws or any applicable section(s) thereof that were previously in effect.

Section 3. The Voting Committee, as defined under Article VI, Section 5, shall oversee all aspects of the voting process, which may include, but is not necessarily limited to, the eligibility of each voting member, the secure collection and counting of ballots, and the announcement of approved and defeated amendments. In the event that any member of the Voting Committee holds a significant conflict of interest with respect to the duties and responsibilities of the Voting Committee, the President shall appoint another officer with no such conflict, either permanently or temporarily, to replace the conflicted member.

Section 4. Upon approval, all members shall be reasonably furnished with a copy of the amended bylaws within seven (7) calendar days of the amendment(s).

Section 5. A copy of these bylaws and/or amendments to these bylaws must be filed in the Dean of Students Office at CSU Fullerton every two (2) academic years or within 90 calendar days after any substantive change or amendment.

ARTICLE XII. DISBURSAL OF ORGANIZATION ASSETS

Section 1. In the event the Chapter should become defunct or dissolved, all assets shall be turned over to the CSU Fullerton Associated Students, Inc., to be used to promote student programming on campus.

ARTICLE XIII. RULES OF ORDER

- Section 1. The Chapter accepts the Constitution and Bylaws of Beta Alpha Psi as its Rules of Order.
- Section 2. Any issue that is not directly addressed in this document shall be resolved by referring to the Rules of Order.
- Section 3. Any issue that is addressed in this document but is inadvertently contrary to the Rules of Order shall defer to the Rules of Order.
- Section 4. Any issue that is neither addressed in this document nor resolved by referring to the Rules of Order shall be guided by the Executive Committee under strong advisement from the Faculty Advisor(s) and, if necessary, by the BAP Executive Office and/or Board of Directors.

ARTICLE XIV. APPROVAL

- Section 1. These bylaws were approved on Thursday, November 20, 2014.