



# Beta Alpha Psi – Phi Chapter

Louisiana State University

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## **Article I: Identification**

### SECTION 1.

Beta Alpha Psi (BAP) is a nonprofit international honorary and service organization for accounting, finance, and information systems and decision sciences students at AACSB- or EQUIS-accredited universities and shall be known as the Phi Chapter of Beta Alpha Psi (Phi Chapter) at Louisiana State University in Baton Rouge, Louisiana (“LSU” or “University”).

### SECTION 2.

The fiscal reporting year of the Phi Chapter shall be May 1 through April 30.

## **Article II: Purposes**

1. Recognize outstanding academic achievements in the fields of accounting, finance, and information systems and decision sciences;
2. Promote the study and practice of professional fields related to these disciplines;
3. Provide opportunities for self-development and association among members and practicing financial professionals; and
4. Encourage a sense of ethical, social, and public responsibilities.

## **Article III: Basic Policies**

### SECTION 1.

The organization shall be non-commercial.

### SECTION 2.

The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern.

### SECTION 3.

The organization shall cooperate with LSU to support the improvement of education in ways that will not interfere with administration of the University.

### SECTION 4.

The organization may cooperate with other organizations and agencies, but persons representing the organization in such matters shall make no commitments that bind the organization.

### SECTION 5.

The organization agrees to abide by all University policies and local, state and federal laws.

## Article IV: Membership

### *Part 1. University Membership Requirements*

#### SECTION 1.

Any LSU student, faculty member or staff member who subscribes to the purpose and basic policies of the organization may become a member of this organization, subject only to compliance with the provisions of this Constitution.

#### SECTION 2.

Active membership is restricted to LSU students. Associate membership is restricted to LSU faculty and staff. Associate members are non-voting members.

### *Part 2. Categories of Membership*

#### SECTION 1.

Membership in Phi 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 and decision sciences; who have been initiated according to the official membership ceremony; and who are in good standing.

#### SECTION 2.

Members of Phi Chapter enrolled as accounting, finance, or information systems and decision sciences students at LSU shall be designated as **Student members**.

#### SECTION 3.

Student members must maintain the GPA requirements to remain in Phi Chapter.

#### SECTION 4.

If a student member does not meet the GPA requirements in Section 1 of Eligibility for Membership in this Article but feels certain circumstances warrant consideration for membership, the student should submit an application to the Executive Board of Phi Chapter. The Executive Board of Phi Chapter will consist of all elected Officers and the Faculty Advisor(s).

#### SECTION 5.

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

#### SECTION 6.

Full-time members of the accounting, finance, information systems and decision sciences LSU faculty shall be eligible for election as **Faculty members**.

#### SECTION 7.

Members of Phi Chapter, once classified as Student members, who are no longer concentrating in accounting, finance, or information systems and decision sciences or no longer associated with a collegiate institution where there is a chapter shall be designated as **Alumnus members**.

#### SECTION 8.

Members of Phi Chapter, 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 9.

Persons who have achieved prominence in the field of accounting, finance, information systems and decision sciences and who possess those qualities that BAP fosters may be elected as **Honorary members**. Members of Phi Chapter who, at the time of their membership ceremony, are neither students nor faculty at LSU shall be designated as Honorary members.

### SECTION 10.

An individual may be initiated only once as a member of BAP, but may be an Honorary member of multiple chapters.

### SECTION 11.

Membership in this organization is open to interested and otherwise qualified students without regard to race, sex, or handicap.

## *Part 3. Candidate Status*

### SECTION 1.

Degree seeking undergraduate students and non-degree Post-Baccalaureate students at LSU shall be eligible for candidate status after they:

1. Have declared a concentration in accounting, finance, or information systems and decision sciences (or have stated an intention to declare a concentration in accounting, finance, or information systems and decision sciences);
2. Have matriculated into the undergraduate degree program at LSU;

### SECTION 2.

Degree seeking graduate students at LSU shall be eligible for candidate status after they, at a minimum:

1. Are majoring, concentrating, or have a stated interest in accounting, finance, or information systems and decision sciences; and
2. Have matriculated into a graduate degree program.

### SECTION 3.

To fully benefit from Phi Chapter activities, students seeking to be Phi Chapter candidates must declare their candidacy when they have at least the equivalent of one academic year (two semesters) remaining prior to graduation. A student may remain a candidate for no more than one semester or two academic quarters following completion of required major courses prior to induction as a full member; exceptions for special circumstances may be made only with approval of the chapter's Faculty Advisor(s).

## *Part 4. Eligibility for Membership*

### SECTION 1.

Degree seeking undergraduate students and non-degree Post-Baccalaureate students at institutions where a chapter is located (LSU) shall be eligible for election to membership after they:

- Have declared a concentration in accounting, finance, or information systems and decision sciences (or have stated an intention to declare a concentration in accounting, finance, or information systems and decision sciences),
- Are matriculated students at LSU, and
- Have completed one and one half years of collegiate courses and at least one major course (accounting, finance or information systems and decision sciences corresponding to major area) beyond the principles or introductory level (for transfer students, the most recent qualifying course must be at the initiating institution or another AACSB or EQUIS accredited institution) or

- For those institutions offering 3-year programs, have completed one year of collegiate courses and at least one major course (accounting, finance or information systems and decision sciences corresponding to major area) beyond the principles or introductory level (for transfer students, the most recent qualifying course must be at the initiating institution or another AACSB or EQUIS accredited institution);
- Have attained a cumulative grade average in upper level courses, in their declared area of concentration, beyond the business core of at least 3.0 (where A is equal to 4.0) or the equivalent; and
- Have attained at least a cumulative grade average of 3.0, or
- Have achieved a rank within the top 35% of their university class, or
- Have attained at least a 3.25 cumulative grade average on the most recently completed 30 semester hours; or
- Have attained an honors distinction utilized by their institution deemed to be equivalent to the above by the BAP Board of Directors; and
- Have submitted an application and paid for dues by the third meeting of the semester.

## SECTION 2.

Degree seeking graduate students (e.g. MPA, MACC, MBA, MS, and PhD, etc.) at institutions where a chapter is located (LSU) shall be eligible for membership if they:

- Are majoring, concentrating, or have a stated interest in accounting, finance, or information systems and decision sciences, are matriculated students at the chapter university, and;
- Have attained a cumulative grade average in their graduate courses of at least 3.0 (where A is equal to 4.0) or equivalent.
- Have submitted an application and paid for dues by the third meeting of the semester.

### *Part 5. Membership Ceremony*

Candidates who have met the requirements for membership must be present for the member initiation ceremony. A membership ceremony in absentia will be granted only under extreme circumstances and the membership ceremony in absentia must be approved by the BAP Executive Office and the BAP President. The official membership ceremony shall be used.

### *Part 6. Candidate and Member Hour Qualifications for Active Membership*

All BAP and Phi Chapter activities will be measured by the hour, where 50 minutes equals one hour towards a member's or candidate's quota. All non-BAP or Phi Chapter sponsored activities will be measured by the hour, where 60 minutes equals one hour toward the member's or candidate's quota. Members have sole responsibility to keep track of their hours and accumulate enough hours to be considered active. New members (candidates) will also have the responsibility of earning active status.

Each semester an active member and candidate must:

1. Attend eight (8) hours of professional meetings, two and one-half (2.5) hours of which may be non-Beta sponsored.

2. Attend six (6) hours of community service activities, two and one-half (2.5) hours of which may be non-Beta sponsored. Hours in the Phi Chapter Tutoring Lab will count towards community service hours.
3. Attend an additional six (6) hours of either professional or community service activity.
4. Actively participate on at least one committee.

Candidates are required to earn their hours before they are initiated.

### *Part 7. Resignation of Members*

A member may resign from Phi Chapter by notifying the Faculty Advisor(s) in writing. The resignation letter must state the effective date of resignation. If the effective date of resignation is not specified, the resignation will be effective upon receipt of the letter. The resigning member must return his/her initiation certificate and BAP pin to a Faculty Advisor. The initiation certificate must be returned by the Faculty Advisor to BAP for the resignation to be effective.

### *Part 8. Expulsion of Candidates and Members*

#### SECTION 1.

A member may be expelled for conduct detrimental to the purposes of BAP. Charges of such conduct must be made in writing to the Faculty Advisor(s) and signed by a member of Phi Chapter.

- a. Reasons to warrant expulsion may include, but are not limited to, academic dishonesty, for example, the candidate or member was found to have cheated, plagiarized, tampered with academic records and/or examinations, falsified identity, and/or was an accessory to acts of academic dishonesty.
- b. In addition, when a candidate or member knowingly falsifies BAP or Phi Chapter hours and/or non-BAP or Phi Chapter hours (professional and community service, including time in the Tutoring Lab) to achieve, or maintain, active status within the Phi Chapter, such acts may also warrant expulsion.

#### SECTION 2.

When such charges have been made against a member, a 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 email to the member's designated email address (preferably a university email account) 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 BAP Board of Directors (Board).

#### SECTION 3.

A committee of chapter members, including at least two faculty members (exclusive of the Faculty Advisor(s)) of Phi Chapter, is to be selected by the Faculty Advisor(s) 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 4.

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 5.

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 BAP Executive Office.

#### SECTION 6.

Phi Chapter's decision will be reviewed at the next regular meeting of the Board. Both Phi Chapter and the accused member shall be notified in writing by the BAP Director of Administration of the approval or disapproval of the expulsion.

#### SECTION 7.

If expelled by Phi Chapter, the member must surrender the membership certificate and other BAP insignia to the local chapter. The local chapter shall forward the membership certificate to the BAP Executive Office.

#### SECTION 8.

Student members of Phi Chapter who relocate at another institution, either to complete their undergraduate program or to pursue a graduate degree, may become members of the local chapter provided they: (1) apply for membership and (2) meet all membership requirements for the local chapter. Candidates who relocate to another institution to complete their undergraduate program may become Candidates of the local chapter provided they apply to the local chapter and meet the requirements of the local chapter.

#### SECTION 9.

Candidates may be terminated for reasons noted in Section 1 of "Expulsion of Candidates and Members". If a Candidate is terminated, the appropriate officer of Phi Chapter shall notify the BAP Executive Office within fourteen days of the termination.

## **Article V: Meetings**

#### SECTION 1.

Phi Chapter Professional, Business, and Executive Board Meetings.

- a. The professional meetings of Phi Chapter shall be held a minimum of eight (8) times during the regular academic year.
- b. The business meetings of Phi Chapter shall be held at least two (2) times during the regular academic year. A minimum of 50 percent of the membership must be present to constitute a quorum.
- c. Executive Board meetings may be called at the discretion of the President.
- d. Two-thirds (2/3) of the elected officers and one faculty advisor must be present at an Executive Board meeting to constitute a quorum.

#### SECTION 2. Notice of Meetings.

Written notice shall be given of all scheduled Phi Chapter meetings as determined by the scheduling committee. In addition, notice will be posted in a conspicuous place.

#### SECTION 3. Special Meetings.

Special meetings of Phi Chapter or of the Executive Board may be called at the discretion of the President upon the approval of a Faculty Advisor. The nature of a given special meeting shall be posted in several conspicuous places at least 24 hours prior to the day and time set for the meeting.



## Article VI: Duties and Responsibilities of Officers

### SECTION 1. General Duties and Powers

The officers and the Faculty Advisor(s) of Phi Chapter shall have the following general duties and powers:

- a. To act in all matters except revision of the chapter constitution/bylaws.
- b. To act on matters concerning election, initiation, and the nomination of officers.
- c. To discuss matters of importance to increase the efficiency and the effectiveness of both regular chapter meetings and officers' reports.
- d. To participate in planning and executing the Program for Chapter Activities.
- e. To perform new member initiation and new officer installation ceremonies as specified by international guidelines.
- f. To work in conjunction with the Chair of the Department of Accounting in the appointment and maintenance of a Faculty Advisor.
- g. To approve nominations for Honorary membership.

### SECTION 2. President

#### a. General Responsibility

The President sets goals and manages the chapter in pursuit of those goals and represents Phi Chapter locally, regionally, and internationally. The President must ensure that all activities are sufficiently planned and encourage, motivate, and increase member and candidate participation.

#### b. Specific Duties

- a. Serve as President of the Executive Board,
- b. Call a meeting of the Executive Board within one month of officer installation to plan chapter activities and goals for the next academic year,
- c. Know duties, responsibilities, and activities of all the officers,
- d. Keep informed of all rules and regulations of BAP,
- e. Plan chapter's recruiting, service, and social activities with members of the Executive Board,
- f. Meet with the Executive Board at least monthly,
- g. Meet with the officers individually as necessary,
- h. Represent Phi Chapter at all E.J. Ourso College of Business, University, and BAP activities,
- i. Maintain the morale of Phi Chapter,
- j. Liaison with LSU faculty as necessary,
- k. Chair candidate initiation ceremonies,
- l. Meet with Faculty Advisor(s) at least monthly,
- m. Report on individual activities relative to the chapter's goals to faculty advisors,
- n. Attend/present at BAP international and regional conferences,
- o. In conjunction with the Treasurer, develop an annual budget and present it for approval to the Executive Board by June 30,
- p. Prepare the non-financial portion of the BAP year-end report,
- q. Ensure all BAP reports are filed in an accurate and timely manner,
- r. Consistently brainstorm ways to improve Phi Chapter,
- s. Focus the Executive Board's attention on areas that need to be improved,

- t. Delegate duties to officers and chairpersons by using deadlines and other management efforts to ensure that all delegated duties are performed in an accurate and timely manner, and
- u. Perform other duties as needed.

### SECTION 3. Vice President

- a. General Responsibility
  - a. The Vice President is responsible for organizing weekly chapter meetings and coordinating all chapter-sponsored professional activities with the Faculty Advisor(s).
  - b. The Vice President is responsible for maintaining a current record of member and candidate cumulative hours for each semester based on weekly reports provided by the Event Manager and the Secretary.
- b. Specific Duties
  - a. Serve as a voting member of Phi Chapter's Executive Board,
  - b. Arrange for speakers, media equipment, etc., necessary to carry out the approved professional program. This process will normally require significant involvement with professional firms and industry companies well in advance, as well as throughout the semester.
  - c. Form committees and/or task groups (selected from members and candidates) to help coordinate major events.
  - d. Oversee all committees and collect reports from committee chairpersons.
  - e. Work closely with the President by reporting any issues generated by other officers' reports.
  - f. Preside over Phi Chapter and Executive Board meetings when the President is unavailable.
  - g. Will assume the President's role in case of resignation/other extraordinary circumstance in which the President steps down.
  - h. Perform other duties as assigned by the President.

### SECTION 4. Event Manager

- a. General Responsibility

The Event Manager is responsible for finding, organizing, and conducting all chapter-sponsored service activities. He/she may also assist in finding individual service projects for members who desire such service. He/she also coordinates with the professionals and plans social events for Phi Chapter. This responsibility usually includes 1-2 social events per semester involving planning, securing a location, arranging for food, communicating with professionals and members, and cleaning up after each event.
- b. Specific Duties
  - a. Serve as a voting member of the chapter's Executive Board.
  - b. Draft a program of service and social activities for the academic year and present it to the Executive Board for approval.
  - c. Seek opportunities to provide interactive and enjoyable chapter-sponsored service to persons/organizations in need. This process will normally require significant involvement with private, not-for-profit, and professional firms.
  - d. Arrange for rooms, transportation, etc., necessary to carry out the approved service and social programs.
  - e. Act as Phi Chapter's primary representative at service and social events and coordinate the service provided.

- f. Track hours from social and service activities by individual member and candidate and report the information to the Vice President weekly.
- g. Perform other duties as assigned by the President.

#### SECTION 5. Treasurer

##### a. General Responsibility

The Treasurer is responsible for preparing, presenting, and maintaining the annual budget, recording all financial activities, timely processing of payments and deposits, preparing and presenting financial reports, coordinating the internal audit, and ensuring all relevant stakeholders have timely access to financial information.

##### b. Specific Duties

- a. Serve as a voting member of Phi Chapter's Executive Board.
- b. In conjunction with the President, develop, present, and maintain an annual budget of cash inflows and outflows.
- c. Throughout the year, deposit cash receipts and disburse chapter funds.
- d. Reconcile all money received to its respective copy of issued receipt.
- e. File copies of all checks, deposit slips, invoices, and receipts into the Financial Binder.
- f. Assist members and candidates in coordinating the financial aspects of activities and events.
- g. Prepare budget to actual comparisons and annual financial statements; present that information at any scheduled meeting of the Executive Board or to the Faculty Advisor(s) upon request.
- h. At the end of every other month meet with the Coordinator for the Department of Accounting and obtain information on the transactions that have been recorded in the Phi Chapter's LSU Foundation Account.
- i. Prepare the financial portion of the BAP-required year-end report.
- j. Coordinate monthly bank account reconciliations with Audit Committee.
- k. Forward all initiation fees to the international office within ten (10) days following initiation.
- l. Perform other duties as assigned by the President.

#### SECTION 6. Secretary

##### a. General Responsibility

The Secretary is responsible for handling correspondence with membership, faculty, and alumni. The Secretary also collects and records all fees received from members and candidates, and money received at all chapter events.

##### b. Specific Duties

- a. Serve as a voting member of Phi Chapter's Executive Board.
- b. Send weekly e-mail to the Phi Chapter membership and accounting faculty regarding the upcoming meeting or event.
- c. Print sign-in sheets and bring them to all professional meetings. Turn sign-in sheets in to the Vice President at the end of every meeting.
- d. Record minutes for all Executive Board meetings.
- e. Report hours on BAP intranet monthly after receiving proper approval from the Vice President.
- f. Collect, enter and update member/candidate biographical information into the chapter database and maintain a local roster of members and candidates with current contact information.
- g. File all reports and provide them to Executive Board upon reasonable request.

- h. Collect dues and fees received from members and candidates.
- i. Design newsletters, fliers, posters, and brochures as needed for Phi Chapter.
- j. Transfer all cash, original checks, check copies, and copy of each receipt to Treasurer within 24 hours of receiving cash or check.
- k. Perform other duties as assigned by the President.

**SECTION 7.** Public Relations and Social Media Officer

- a. General Responsibility
  - a. Maintain Phi Chapter's positive image throughout the E. J. Ourso College of Business, other student organizations, potential members and sponsors.
- b. Specific Duties
  - a. Serve as a voting member of Phi Chapter's Executive Board.
  - b. Responsible for marketing materials and promotion of weekly meetings within the E. J. Ourso College of Business.
  - c. Take photos at all events and manage the chapter's social media sites.
  - d. Act as web master by updating the chapter's website and Facebook page throughout the semester.
  - e. Verify all officers' contact information and Linked In profiles are correctly shown on the chapter's website.
  - f. Responsible for obtaining parking passes and thank you gifts and sending thank you notes to guest speakers.
  - g. Responsible for contacting speakers for professional meetings at least one week before each event.
  - h. Function as Phi Chapter's primary contact person within the E. J. Ourso College of Business.
  - i. Attend meetings with other leaders among LSU's student organizations.
  - j. To perform other duties as assigned by the President.

## **Article VII: Election and Installation of Officers**

**SECTION 1.**

To be eligible to be elected to, appointed to, or to hold an office or be a standing committee chairperson:

- a. Undergraduate students must be enrolled as full-time students at LSU, and graduate students must be enrolled as part-time (with at least six (6) hours) or fulltime students at LSU.
- b. Undergraduate students must have at least a 2.0 cumulative GPA (3.0 cumulative GPA for graduate students) and be in good academic standing with the University.
- c. Students must not be on disciplinary probation or deferred suspension, including all newly elected officers as well as continuing officers. Students may continue organizational membership if on disciplinary probation.
- d. Students must meet all other academic standards established by the student organization and included in the organization's constitution/ bylaws.
- e. Graduating seniors who are not registered full-time may still hold office in a student organization during the semester in which they are scheduled to graduate.

## SECTION 2.

To qualify for nomination, a candidate must be a member or candidate in good standing morally, academically, and financially.

## SECTION 3. Nominations

- a. An 'active member' shall be deemed eligible for nomination to any office. Members may accept nomination to any office. Members who are not elected to their first chosen office may run for other offices that are open. Nominations for any office may be made by any member and seconded by any additional member.
- b. Candidates may be nominated to an office of Phi Chapter provided the Candidate is initiated into membership prior to taking office. Nominations for Chapter offices shall be made at least one meeting and at least one week prior to the election of officers. Upon graduation, resignation or other ineligibility of an officer during the year, a special election shall be held to fill such office.

## SECTION 4. Voting Procedure

- a. All voting is to be by secret ballot. Such ballots shall be distributed by the Secretary to the members immediately prior to the vote. The Faculty Advisor(s) shall be in charge of counting the votes. The voting shall continue by secret ballot until a majority vote is obtained for each office.
- b. If a majority vote is not obtained on one ballot for any or all offices, the results of the ballot shall be announced, the nominee receiving the fewest votes is stricken from the ballot, and the voting shall continue until a majority vote is obtained for each office.

## SECTION 5. Election of Officers

Elections of officers are held each spring semester. Elections are conducted at the last general membership business meeting of the spring semester and prior to the initiation ceremony.

## SECTION 6. Installation and Term of Officers.

- a. Phi Chapter officers-elect shall be installed at the initiation ceremony. This initiation ceremony shall be held within one week following the last general membership meeting of the academic term in which the election was held, with retiring Phi Chapter officers or the Faculty Advisor(s) conducting the installation.
- b. Elected officers of Phi Chapter will hold office for the term of one fiscal year. When an officer vacates his/her office upon graduation or resignation at the end of the fall term, elections will be conducted in November to fill said vacancy. The newly elected officer shall serve the Chapter for the remainder of the original officer's term of office, not to extend beyond the end of the spring semester. Officers-elect will start their term of office immediately following installation. Outgoing officers are to complete all necessary reports (including the BAP end-of-year report) filed with BAP no later than June 1.

## **Article VIII: Initiation**

The initiation of those candidates eligible for membership shall take place at a time and location established by the Executive Board within a week following the final general meeting of the semester. The place shall be chosen by the Executive Board and announced to the membership in a timely fashion.

## Article IX: Standing Committees

### SECTION 1. Recruiting Committee

This committee is responsible for the coordination and execution of recruiting efforts at the beginning of each semester. These efforts include but are not limited to visiting appropriate accounting classes to educate students about the benefits of BAP membership; arranging for and operating a table in the Rotunda during welcome week; arranging announcements to be displayed on LCD boards and published in emails; placing and retrieval of recruiting signs; and handing out flyers.

### SECTION 2. Social Events Committee

- a. This committee is responsible for planning and organizing social events including booking, food arrangements, transportation of the Phi Chapter banner, and operation of registration table at social events. Events include, but are not limited to Networking Events, Initiation ceremonies, and Member Socials.
- b. All of the above activities are subject to budget constraints as set forth by the Treasurer. The chairman of this committee reports to the Public Relations and Social Media Officer.

### SECTION 3. Food Committee

- a. Given the calendar of events developed by the Faculty Advisor(s), President, and Vice-President, this committee is responsible for:
  - a. Selecting and ordering food for appropriate events.
  - b. Securing any equipment or materials needed by the speakers for the professional meetings, and transporting these items to and from the meetings.
  - c. Set-up before and cleanup after each event, including final inspection of the room used by Phi Chapter.
- b. All of the above activities are subject to budget constraints as set forth by the Treasurer. The chairman of this committee reports to the Treasurer.

### SECTION 4. Audit Committee

- a. The Audit Committee is responsible for auditing the chapter's financial documentation. The committee will test the accuracy of the chapter's financial state as well as the effectiveness of internal controls. This committee is responsible for:
  - a. Monthly audits of bank reconciliations performed by Phi Chapter's Treasurer.
  - b. End of semester audits of Phi Chapter's financial records.
  - c. End of fiscal year audit of Phi Chapter's annual financial statements.
- b. Any material findings will be reported to the Faculty Advisor(s). Any findings related to fraud, regardless of magnitude, will be reported to the Faculty Advisor(s). Certain situations may warrant the Audit Committee to investigate other areas of the Chapter, when deemed necessary by the Chairperson of the committee. The Chairperson of the committee reports to the Faculty Advisor(s).

## **Article X: Dues and Fees**

### **SECTION 1. Candidate and Member Dues**

All candidates and members shall pay the Secretary (in conformity with the financial controls as set forth in Article XV, Financial Matters Pertaining to General Operating Funds) on or before the third meeting of the fall semester (August – December) and on or before the third meeting of the spring semester (January – April). No dues are payable during the summer semester.

### **SECTION 2. Amount of Dues**

Dues shall be set by the Executive Board and approved by a majority vote of members in attendance at the first available meeting. Dues are non-refundable after their due date.

### **SECTION 3. Special Assessments**

Special assessments may be made by Phi Chapter upon the recommendation of the Treasurer and such recommendation receiving a majority of the votes of those members and candidates affected by the assessment.

## **Article XI: Voting and Quorum**

### **SECTION 1. Voting**

Voting rights are restricted to members and candidates in good standing present at the time and place at which the voting occurs.

### **SECTION 2. Quorum**

Unless otherwise specified, all votes require a majority to be considered affirmative. A quorum is defined as a certain satisfactory level of attendance at business meetings. Regular business meetings require that 50% of members and candidates are in attendance at that meeting for the meeting to have a quorum. In circumstances where a quorum is not defined, a quorum would be a simple majority.

## **Article XII: Alcohol Policy**

### **SECTION 1.**

BAP prohibits the serving and consumption of alcohol products at any meetings, functions, or events that are sponsored or otherwise endorsed by BAP with student members present.

### **SECTION 2.**

This prohibition of alcohol applies to all BAP functions at which students are present, including but not limited to chapter meetings, regional meetings, annual meetings, community service activities, development programs, and leadership programs. The prohibition applies to all alcoholic products whether provided by the chapter, by a speaker or external organization, or whether available at a charge to members and/or guests.

### **SECTION 3.**

Violation of this policy will result in sanctions as deemed appropriate by the BAP Board of Directors.

#### SECTION 4.

BAP may be involved with an event or provide service at an event where alcohol is present and BAP is **not** the host. The alcohol is the responsibility of the host as evidenced by BAP not being involved in the ordering or paying for the alcohol. BAP's name shall not appear on any signage associated with the event, nor on any invoices or contracts involved with the alcohol at these events.

### **Article XIII: Amendments**

#### SECTION 1. Requirements

- a. *This constitution may be amended at any regular meeting of Phi Chapter by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting and that the proposed amendment shall be subject to approval of Campus Life.*
- b. *A committee may be appointed to submit a revised constitution for the existing constitution only by a majority vote at a meeting of Phi Chapter or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised constitution shall be the same as in the case of an amendment.*

#### SECTION 2. Process

Amendments must be posted in advance of the vote and copies of the proposed amendments must be distributed to all members attending the meeting prior to which the vote occurs.

### **Article XIV: Organizational Plan**

#### SECTION 1. Definition and purpose

The organizational plan is the document that outlines all of Phi Chapter's activities for the upcoming fiscal year. The purpose of the plan is to determine what activities will be performed to obtain the chapter goal of Superior Chapter status.

#### SECTION 2. Responsibilities for Development of Organizational Plan

The ultimate responsibility for the development of the organizational plan lies with the Phi Chapter President. During the summer semester, the President, in coordination with the Faculty Advisor(s) assisted by the Executive Board, will develop and approve an organizational plan for Phi Chapter for the upcoming year.

#### SECTION 3. Presentation to the Membership

At the first business meeting of the fall semester, the President shall present the organizational plan to the membership.

#### SECTION 4. Monitoring

During the academic year, the President will monitor Phi Chapter's success in complying with the organizational plan and will make periodic reports to the members and candidates as to this success.



## Article XV: Financial Matters Pertaining to General Operating Funds

### SECTION 1. Financial Controls

- a. Only the Treasurer will have signature authority for the checking account.
- b. The Treasurer shall maintain all receipts, disbursements, and copies of other financial records (such as the bank reconciliation) in the Financial Binder.
- c. Online account view function is granted to the Treasurer and Faculty Advisor(s).
- d. Online account transfer function is granted to the Treasurer and Faculty Advisor(s).

### SECTION 2. Collection of funds (Secretary)

- a. Collect dues from members and candidates.
- b. Issue receipts from Receipt Book for dues paid in cash.
- c. Make copies of issued receipts and checks received.
- d. Give the funds collected and copies of receipts and checks to the Treasurer with 24 hours of collection of dues.

### SECTION 3. Deposit of funds (Treasurer)

- a. Reconcile the received monies collected to copies of issued receipts and checks.
- b. Deposit funds into checking account with 24 hours of receipt from Secretary. Retain a copy of the deposit slip.
- c. File the copies of the checks, receipts, and deposit slip in the Financial Binder.

### SECTION 4. Disbursements of funds (Treasurer)

- a. The President, Vice President, or a Faculty Advisor must initial any and all invoices received for payment or receipt for reimbursement.
- b. Once approved, issue a check for the invoice or receipt for reimbursement within 24 hours of receiving approved invoices or receipts.
- c. Render payment.
- d. File the paid invoices and receipts.

## Article XVI: Good Standing

Good standing is divided into two (2) categories: academic and general. Academic good standing is identified at the end of each fall and spring semester by the Faculty Advisor(s). The Executive Board determines general good standing and will handle candidates and members not remaining in good standing on a case-by-case basis.

### SECTION 1.

Academic good standing is determined by maintaining a 3.0 cumulative grade point average (GPA) in upper level business courses and one of the following:

- a. 3.0 cumulative GPA in all classes attempted at LSU, or
- b. 3.25 GPA on the last thirty (30) hours attempted at LSU

## SECTION 2.

General good standing is defined as the following:

- a. Attend a minimum of eight (8) hours of professional meetings, a minimum of four (4) hours of which must be sponsored by Phi Chapter.
- b. Attend a minimum of six (6) hours of community service activities, a minimum of three (3) hours of which must be sponsored by Phi Chapter.
- c. Attend an additional six (6) hours of either professional or community service activity.
- d. Actively participate on at least one committee.

All good standing requirements are on a per semester basis.

## **Article XVII: Authority**

This Constitution/by-laws shall be the principal governing document of the Phi Chapter of Beta Alpha Psi. This Constitution/by-laws will be subordinate to the International Constitution and Bylaws of Beta Alpha Psi. Any provision of this document that conflicts with the International Constitution and Bylaws of Beta Alpha Psi that is currently in effect will be rendered null and void.

## **Article XVIII: Dissolution**

Upon dissolution of the Phi Chapter of Beta Alpha Psi, any assets will be distributed as follows:

- a. If a succeeding student accounting organization exists, the assets will be transferred to that organization;
- b. If no succeeding student accounting organization exists, the procedures are as follows:
  - a. All liabilities and obligations will be paid, then
  - b. Any remaining assets will be transferred back to the Department of Accounting in the E. J. Ourso College of Business at LSU.

## **Article XIX: Registration Renewal**

Phi Chapter will apply to Campus Life for registration on an annual basis two weeks after Phi Chapter's new officer elections.