

Theta Psi Chapter of Beta Alpha Psi
Northern Colorado

CONSTITUTION AND BYLAWS

Preamble

Believing that a professional chapter among all people is valuable both in school and afterwards, we, the members of Beta Alpha Psi do associate ourselves for the purpose of maintaining a professional and honorary organization. Our organization will strive to promote professionalism, scholarship, sociability, and interest, with an emphasis in the area of accounting, finance, or computer information science. To attain these goals, we do hereby establish these bylaws.

Article I - Name of the Organization

The name of the organization shall be the University of Northern Colorado Theta Psi Chapter of Beta Alpha Psi.

Article II - Purpose

The purpose of this organization shall be to instill in its members desire for self-improvement; to foster high moral and ethical standards in its members; to encourage and recognize scholastic and professional excellence; to cultivate a sense of responsibility and service in its members; to promote the collegiate study of accountancy; and to provide progressive opportunities for its members, faculty, and guests.

Article III - Membership

Section 1 - Classes of Membership

Classes of membership will include: Student, Faculty, Alumnus, and Honorary.

A. Student Membership and Maintenance of QM Standing

1. Eligibility - A member in good standing shall:
 - a. Be registered as a student at the University of Northern Colorado
 - b. Pay dues within the time specified by the officers of the organization
 - c. Each semester be active in organizational activities, meetings, social events, fundraising, and community service. The minimum level of activity

necessary will be set forth by the officer team and communicated at every semester social.

1. Members may use two verified recorded meetings to help meet the professional hours requirement.

2. There are two categories of student members: Pledge and Active.

3. Requirements

- a. Pledge - First Semester Membership. A pledge:

1. Must have declared a concentration in accounting, finance, or information systems (or have begun the process of declaration).
2. Must have completed at least two years of collegiate courses (or currently completing the 60th credit hour).
3. Must have a minimum 300-400 emphasis-level GPA of at least 3.0 AND met any of the following requirements:
 - i. Attained a cumulative GPA of at least 3.00
 - ii. Attained a cumulative GPA of at least 3.25 on the most recently completed 30 semester hours
4. Must consent to have his or her grade information made available to an officer of the Chapter for the purpose of verifying the grade point requirement.
5. Must attend the initiation ceremony during their pledge semester.
6. May be put on probation, and thereby removed from the chapter if they fail to meet minimum level of participation necessary for the semester.

7. Initiation of pledges

- i. Candidates for membership must be present for the initiation ceremony.
- ii. To be initiated a pledge must meet the following:
 1. The requirements stated in Article III, §1(A)(1)(c)
 2. Pay dues

- b. Active - Second and Remaining Semesters of Membership

1. Must have been successfully initiated in prior semester.
2. Must continue to attend the minimum number of functions as established in Article III, §1(A)(1)(c)
3. Must pay yearly dues.

4. Certification - An officer of the organization will be responsible for certifying that prospective members meet or maintain membership requirements.

B. Faculty

1. Members of the accounting faculty of UNC shall be eligible for membership in the chapter.

C. Alumni

1. Members of the Chapter who were once classified as student or faculty members and who are no longer associated with UNC shall be designated as alumni members.

D. Honorary

1. Persons exhibiting those qualities that Beta Alpha Psi fosters and who have achieved prominence in the field of accounting or have contributed significantly of their time and talent to fraternity or its local chapters are eligible for election as an honorary member.

Section 2 - Classes of Membership

The officers shall determine dues and communicate the value at each semester social. All pledges and active members must pay dues.

Article IV - Officers

Section 1 - List of Officers

The elected officers shall be President, Vice President, Reporting Secretary, and Treasurer.

Section 2 - Duties of Officers

A. President

1. Preside at all meetings and special events; must delegate another officer to preside in the event of absence or incapacity
2. Determine that all officers perform their duties
3. Assist the Vice President with the management of activities and officers.
4. Be responsible for creating a schedule of events for each semester's activities; must attend the Colorado-chapter roundtable in the summer.
5. Act as a liaison with all external organization contacts, such as the Accounting Department, the Chair of the School of Accounting and Computer

- Information Systems, any Business Faculty, the Advisory Board, Beta Alpha Psi contacts, and all other external contacts.
6. Serve on the COBA Student Representative Council (CSC)
 7. Take an active role in developing all of the activities of the Chapter.

B. Vice President

1. Assist the President in the performance of duties, and act in the president's stead in the event of absence or incapacity
2. Maintain communications between pledges, members and officers.
3. Act as an internal coordinator for the chapter: make sure all events are being carried out by designated officers, assist in giving directions when needed, be sure officers follow through with all duties assigned.
4. Responsible for pledge initiation and any special considerations necessary relating to initiation conditions.
5. Responsible for election of officers, which includes organizing the nominations, communication of nominations, and the organization of election-day activities.
6. Take an active part in developing the activities of the Chapter

C. Reporting Secretary

1. Prepare Beta Alpha Psi activity reports according to Beta Alpha Psi expectations
2. Present to President any reports on any members whose activity may be too low.
3. Periodically present to the officer team a progress report on the chapter's progression towards chapter status designations (Distinguished, Superior, etc.) with the Program of Chapter Activities.
4. Keep up-to-date records of per-member activities for reporting on internal systems such as Blackboard.
5. Take an active part in developing the activities of Beta Alpha Psi

D. Treasurer

1. Collect the revenues owed to the Chapter
2. Disburse money for authorized purposes
3. Maintain appropriate financial records
4. Reconcile the Chapter account balances

5. Prepare one year budget for the Advisory Board approval at the beginning of each semester
6. Prepare Student funding request forms and all other financial reports required by the Student Senate
7. Maintain a record of membership dues paid
8. Be responsible for all funding campaigns
9. Take an active part in developing the activities of the Chapter

E. Other Officers

1. All other officers will be appointed by chapter vote to fulfill duties as needed. These positions will be modified, added, or removed on an as-needed basis, with their availability being communicated with the call for nominations.
2. In the event of vacant positions after elections, the officer team will elect late-entry positions with a vote.

F. Faculty Advisor

1. Act as official adviser for the fraternity
2. Counsel and assist the officers and committees
3. Act as official parliamentarian
4. Verify the reports going to the national Beta Alpha Psi office as required by the Program of Chapter Activities
5. Assure the continuity of the fraternity, and act as a liaison with the Accounting Faculty and the Dean's Office

Section 3 - Eligibility

All student officers must be pledges or active members and be a member in good standing of the chapter during the semester in which their office begins.

If a pledge who is elected to President, Vice President, Reporting Secretary, or Treasurer does not meet the requirements to become initiated as an active member, they agree to resign from their elected position and the remaining officers shall select a replacement member.

The Faculty Adviser must be a full time Accounting faculty member who is willing to put forth considerable effort.

Section 4 - Nominations, Elections, Terms of Offices, Installations of Officers, Vacancies and Removals, and Scholarship Section

A. Nominations

Nominations shall be taken at least one week preceding the election of officers. Other names will also be accepted for nomination at the time of the election.

B. Elections

The Chapter officers shall be elected by a vote of its members on a date determined by holding the office at the time of the elections. Voting shall be secret, no proxies will be allowed, and the President shall vote only in cases of ties. The Faculty Advisor does not vote.

C. Terms of Office

All of the executive officers shall be elected for a term of one full academic year beginning with the spring semester as a transition period.

D. Installation of Officers

Chapter officers-elect shall be officially installed at the end of the previous officers' final term of office; the retiring officers and/or Faculty Adviser shall conduct the installation; outgoing members shall assist as much as possible in a smooth transfer of responsibility to the new officers during the spring semester.

E. Vacancies and Removals

In the event of vacancy, the officers may appoint a replacement with a vote.. The officers, in consultation with the Faculty Adviser, may remove an officer for continued absence or failure to administer the duties of office.

F. Scholarship Selection Process

All monies received by the Chapter for the purpose of scholarships for Superior Chapter, or for any other relevant reason, will be distributed to members based on the consensus of the chapter's Faculty Adviser, past Faculty Adviser, if applicable.

Article V- Committees

The officers and the Faculty Adviser may create committees as they determine necessary for carrying on the activities of the Chapter. Committee Chairs may be appointed by the officers or may be elected by the membership.

Article VI- Governing Laws

- I. The bylaws and amendments of this Chapter shall constitute the laws governing the activities of the Chapter.
- II. The National Constitution and Bylaws of Beta Alpha Psi are considered part of the Petitioning Chapter's Bylaws.
- III. Chapter officers may adopt standing rules at the beginning of each semester to supplement these bylaws.

Article VII- Adoption and Amendments

After consultation with the Faculty Adviser, these bylaws may be amended by a vote of two-thirds of the members in good standing and present at the prescribed meeting, providing the amendments were submitted to the membership in writing at least one week in advance of meeting. ("Submitted in writing" for the purpose of the section can mean individual notification, posting the written amendments on the Accounting Department bulletin board, or whatever means deemed appropriate by the officers.)

Article VIII- Equal Opportunity Statement

The Theta Psi Chapter of Beta Alpha Psi at the University of Northern Colorado does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs or activities.