Bylaws

Beta Alpha Psi at San Diego State University

Beta Eta Chapter

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ARTICLE I - NAME OF ORGANIZATION

ARTICLE I NAME OF ORGANIZATION

Section 1. The name of this organization shall be Beta Alpha Psi (BAP) – Beta Eta chapter at San Diego State University. BAP Beta Eta Affiliates(s), Candidates(s), and Member(s) are collectively referred to as BAP Beta Eta Participants.

ARTICE II PURPOSE

Section 1 The purposes of this organization are to engage with BAP Beta Eta Participants, professionals, and educational institutions to support the following:

Academic Excellence. To motivate, recognize, and celebrate academic excellence.

Professional Development. To facilitate workplace readiness, employment, credentialing, mentoring, networking, and lifelong learning.

Responsible Practices. To foster a commitment to ethics, service, belonging, and environmental, social, governance-responsible practices.

Advocacy. To advocate for the benefits of education, practice, credentialing and partnering associated with the BAP Professions.

Shaping. To support the shaping of the relevant and successful evolution of education, practice and credentialing associated with the BAP Professions.

Section 2 The mission of BAP, the premier international honor and service organization for financial and business information students and professionals, is to inspire and support excellence by building the following:

Community. We know it's hard out there: maintaining your grades, getting a job, and finding your place. We recognize that, which is why we create a culture of collaboration, service, and support. BAP is dedicated to paying it forward, and because of this, we actively serve the community and give our participants the resources and support they need to thrive.

Careers. BAP gets people jobs. That has always been our purpose. We know that our members are ambitious academically and professionally. At BAP, we promise to help and inspire your future career path by expanding your

network, deepening your knowledge, and providing the support you need to continue to dream big.

Professionalism. BAP is an internationally recognized accounting honors organization, and its reputation speaks to the quality of its members. Through our "pay it forward" culture, we foster lifelong ethical, social, and public responsibility. Employers can be confident they're getting good people who care about their work, their grades, and their community.

ARTICLE III SDSU AUTHORITY STATEMENT

Section 1 This organization is a recognized student organization at San Diego State University and adheres to all campus policies as set forth in the *Recognized Student Organization Handbook*

Section 2 This organization is affiliated with BAP International and adheres to the BAP's National Constitution and Bylaws.

Section 3 This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 4 The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE IV OPEN MEMBERSHIP AGREEMENT

Section 1 Membership in the organization shall be open to those regularly-enrolled San Diego State University students who meet BAP Beta Eta's membership requirements as defined on BAP Beta Eta's website.

Section 2 Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color,

age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

ARTICLE V OFFICERS

Section 1 The officers of the organization shall be the President, Treasurer, Vice President of Reporting, Vice President of Communications and Vice President of Career Readiness. . The President-Elect position will be available when the incoming President is serving a one-semester term or will be entering their second semester of a two-semester term. The BAP Beta Eta officers shall be known collectively as the BAP Executive Board.

Section 2 Powers and Duties of Officers:

a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall have such further powers and duties as may be prescribed by the organization.

b. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.

c. The Vice President of Reporting shall maintain attendance records for all scheduled BAP Beta Eta chapter activities, and prepare and submit on time the required BAP Beta Eta chapter activities reports to the National BAP Secretary.

d. The Vice President of Communications shall maintain and update the BAP Beta Eta website, handle all marketing and promotional activities for BAP Beta Eta, and maintain all marketing and informational communications to BAP Participants.

e. The Vice President of Career Readiness shall handle all programs and directives to advance the career readiness of the participants of BAP Beta Eta. This includes but is not limited to a comprehensive mentorship and mock interview program.

Section 3 Qualifications necessary to hold office in this organization are as follows: California State University policies require that to be eligible for office, one must be in good standing and a regularly enrolled student at San Diego State University. Additionally, to be eligible for the BAP Executive Board, the BAP Participant must meet all qualifications to be a BAP Member during the semester they will serve on the BAP Executive Board.

California State University policies require that the President and Treasurer maintain a minimum overall 2.0 grade point average each term and not be on probation of any kind. The President and Treasurer must be enrolled in at least six units (three units for graduate and credential students) each semester while holding office. Undergraduate students with over 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater, or graduate and credential students with over 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater, are ineligible to hold the office of President or Treasurer.

Section 4 The following Vice President positions are available to be appointed by the President as necessary: Vice President of Volunteer Events, Vice President of Socials, Vice President of Formal Events, Vice President of Internal Audit, and Vice President of Firm Relations.

Section 5 An officer may be discharged if he/she is not carrying out the duties of the office or not participating as a member of the BAP Executive Board. An officer may be discharged by a majority vote (excluding the faculty advisor's vote), or the equivalent proportion of all eligible BAP Executive Board members in the case of suspensions or other disqualifying events. An officer may appeal the decision to the BAP Executive Board at which time the BAP Executive Board would take a second and final vote.

Any discharge, loss, or resignation of an officer during the current semester will result in the appointment of an Acting Officer by the BAP Executive Board. The Acting Officer will assume the duties of the respective office until a new officer is elected at the regularly scheduled election. The Acting Officer will have all the rights, responsibilities and privileges afforded to other officers of the Executive Committee including an initiation ceremony consistent with Article VIII, Section 6 at the earliest practical date following appointment of said acting officer(s).

ARTICLE VI SELECTION OF OFFICERS

Section 1 The BAP Executive Board is elected each semester. Elections are held at the end of each semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.

Section 2 Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members or Candidates may nominate themselves for an office.

Section 3 The officers shall be elected in this order: President, President-Elect (If applicable), Treasurer, Vice President of Reporting, Vice President of Communications, and Vice President of Career Readiness

Section 4 Officers shall be elected by majority vote. If no nominee receives a majority vote, a runoff election shall be held between the two nominees receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.

Section 5 Votes shall be cast by secret ballot; however, when there is only one nominee for an office, a motion may be made to elect the nominee by acclamation.

Section 6 BAP Executive Board may identify additional officer positions in order to meet the needs of BAP Beta Eta, and shall seek as soon as practicable a vote of ratification from the membership to approve the position. Upon affirmative ratification the position is duly established. The BAP Executive Board shall be responsible for all aspects of the election of officers, including the tallying and verification of results in a chapter election.

Section 7 The term of office for student officers shall be one semester with the following exceptions:

a. **The President has the option of serving 2 terms (Fall and Spring)**
b. The President-Elect shall become the President in the subsequent semester and is thereby elected for at minimum 2 consecutive semesters.
c. The Treasurer shall hold their respective office for the duration of one academic year. The term of office for Treasurer shall align with BAP's fiscal year. Additional officer positions and their established respective

terms may be determined in accordance with Article VIII, Section 4 to meet the needs of BAP Beta Eta.

d. The Faculty Advisor will remain in office until such a time as the Faculty Advisor resigns or a new appointment is made by the BAP Executive Board.

ARTICLE VII BAP PARTICIPANTS

Section 1 In addition to meeting all requirements for membership specified in the National Constitution and Bylaws, each BAP Participant shall meet the requirements of this Article. Participants fall under either the category of Affiliate, Candidate, or Member.

Section 2 **Affiliates.** Each undergraduate Affiliate must, at a minimum:

a. Not be enrolled or have completed Accounting 331 (if Accounting major) or if Finance or MIS major must not be enrolled in 3 units of courses required for the major beyond those courses required by all Business majors (i.e., Accounting 201 & 202, BA 323 and MIS 301 and/or 331).
b. Have an overall GPA of 3.00.
c. Affiliates are not eligible to become National Members of Beta Alpha Psi International. Graduate students cannot be Affiliates.

Section 3 **Candidates.** Each undergraduate Candidate must, at a minimum:

a. Be enrolled in an upper division course such as Accounting 331 (if Accounting major). If a Finance or MIS major, they must be enrolled in 3 units of courses required for the major beyond those courses required by all Business majors (i.e., Accounting 201 & 202, BA 323 and MIS 301 and/or 331).
b. Have declared or intend to declare a concentration in Accounting, Finance, or Information Systems.
c. Have completed at least one year of collegiate courses.
d. Have an overall GPA of 3.25

Each graduate Candidate must, at a minimum:

a. Have been accepted and matriculated into a master's degree level Accounting, Finance or Information Systems programs, or is taking courses as a non-degree post-baccalaureate student and has a stated interest in Accounting, Finance or Information Systems (IDS) programs.

b. Have completed or are enrolled in at least 6 units of study at SDSU beyond those courses equivalent to the MSA/MBA core courses in their area of emphasis. For a student with an accounting emphasis, this would require completing or currently taking 6 units of study in ACCTG courses numbered 500 and above.
c. Have, on a 4.0 scale, a cumulative grade average of at least 3.00 in all Accounting, Finance, or Information Systems (IDS) courses related to their emphasis beyond the core business classes taken while a graduate student at SDSU. For purposes of this calculation, students with accounting emphasis would only consider ACCTG courses; finance emphasis FIN; etc. If it were the student's first semester, they would have no cumulative GPA requirement.

Students may continue as Candidates for no longer than twelve months, so long as they have at least the equivalent of one academic year remaining prior to graduation, remain active in their chapter, meet the GPA requirements for membership and uphold the purposes or interests of BAP Beta Eta.

Section 4 **Members.** A Member is a student that has completed a semester as a Candidate, meets the GPA requirements, and met the requirements laid out in the Agenda of Attendance of Chapter Activities as set forth by the BAP Executive Board in the beginning of the semester.

Each undergraduate Member must, at a minimum:

a. Have completed an upper division course such as Accounting 331 (if Accounting major). If a Finance or MIS major, they must be enrolled in 3 units of courses required for the major beyond those courses required by all Business majors (i.e., Accounting 201 & 202, BA 323 and MIS 301 and/or 331).
b. Have declared or intend to declare a concentration in Accounting, Finance, or Information Systems.
c. Have completed at least one year of collegiate courses.
d. Have an overall GPA of 3.25 and a GPA of 3.00 in their major.

Each graduate Member must:

a. Have completed at least 6 units of Master course study at SDSU, defined as courses numbered 500 and above.
b. Have, on a 4.0 scale, a cumulative grade average of at least 3.00 in all Accounting, Finance, or Information Systems (IDS) courses related to

their emphasis beyond the core business classes taken while a graduate student at SDSU. For purposes of this calculation, students with accounting emphasis would only consider ACCTG courses; finance emphasis FIN; etc.

c. Cumulative averages of at least 3.25 in all units of study while a graduate student at SDSU.

Section 5 All BAP Participants shall have on-line access to the BAP National Constitution and Bylaws. BAP Participants shall affirm they will abide by the BAP National Constitution and Bylaws and Chapter Bylaws at the Initiation Ceremony.

Section 6 Member Initiation Requirements.

a. No student shall be initiated to Member status until after having paid the initiation fees and chapter dues.
b. No student shall be initiated who is not enrolled during the semester of initiation at San Diego State University.
c. With the exception noted in the requirement following this, no student shall be initiated who has not met the Member GPA requirements, upheld the purposes or interests of Beta Alpha Psi and complied with the Agenda of Attendance of Chapter Activities as set forth by the Executive Committee. The Agenda of Attendance of Chapter Activities shall always include, but is not limited to a major Fall and/or Spring Event as specified by the Executive Committee each semester. The Member Initiation Ceremony will occur during the semester.
d. A Candidate who has missed one event required for Member initiation may petition the Executive Committee in writing within one week of the absence for an "excused" absence. A quorum of the Executive Committee may "excuse" the absence or require the absence to be "made-up" with an activity deemed acceptable by the Executive Committee.

Section 7: Maintaining Active Member Status.

a. All BAP Participants shall comply with the Agenda of Attendance of Chapter Activities as set forth by the BAP Executive Board.
b. Members are required to be in Good Standing to vote at chapter elections. Good Standing is defined as having paid all dues by the due date and fulfilling the minimum requirements of the Agenda of Attendance of Chapter Activities, as specified by the Executive

Committee each semester. Additionally, all Beta Eta Participants are expected to uphold the purposes and interests of BAP.

ARTICLE VIII MEETINGS

Section 1 Regular meetings shall be scheduled weekly during the academic year.

Section 2 Special meetings may be called by the President or a majority of the BAP Executive Board. All BAP Participants must be given a minimum of 24 hours notice prior to the meeting time.

Section 3 Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as at least one-third of the voting membership.

Section 4 All business meetings shall be conducted in accordance with generally accepted standards of parliamentary procedure. Business cannot be conducted unless a quorum of the membership is present. A quorum is defined as 30 percent of the student members (excluding Affiliates and Candidates). Motions at business and Executive Committee meetings must have a 2/3 vote to pass. Local chapter voting members include current Beta Alpha Psi student members and Beta Alpha Psi faculty members.

ARTICLE IX ADVISOR(S) CLAUSE

Section 1 The organization shall appoint an individual employed as a faculty or staff member by San Diego State University to serve as the university advisor to this organization as required by the California State University. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the *SDSU Student Organizations Handbook*. Advisors shall serve on an academic year basis or until their successor has been selected.

ARTICLE X BAP EXECUTIVE BOARD

Section 1 The BAP Executive Board shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).

Section 2 The BAP Executive Board shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the BAP Executive Board. All members must be given 24 hours notice of the meeting. A quorum shall consist of a majority of the BAP Executive Board members.

Section 3 When necessary, BAP Executive Board business can be conducted via email or via online meetings.

Section 4 The BAP Executive Board shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 5 The BAP Executive Board shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the BAP Executive Board may be rescinded or modified by the membership by a majority vote.

ARTICLE XI STANDING AND AD HOC COMMITTEES

Section 1 The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 2 The BAP Executive Board shall appoint the chairpersons and members of all committees.

ARTICLE XII FINANCES CLAUSE

Section 1 Each student shall pay to the chapter Treasury:

a. The National Initiation Fee: This fee is collected during the student's first Candidate semester ONLY. This fee includes the Beta Alpha Psi insignia.
b. The chapter participant dues. Each set of dues is decided by the organization at the beginning of the semester.

Section 2 Participant dues shall be paid on a per semester basis. Each set of dues is decided by the organization at the beginning of each semester and will not be changed for the entirety of the semester. The due amount and due deadline can be found on the BAP Beta Eta website.

Section 3 Upon the approval by the BAP Executive Board (including the chapter Faculty Advisor), individual special assessments concerning dues may be requested of the BAP Executive Board on or before the dues deadline. The Executive Committee may review the request.

ARTICLE XIII DISCIPLINE OF BAP PARTICIPANTS

Section 1 When a BAP Participant believes that another participant has engaged in conduct that is detrimental to the organization, a written charge may be filed with the BAP Executive Board. The BAP Executive Board shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the BAP Executive Board shall conduct a hearing on the matter. The participant alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the BAP Executive Board shall determine whether misconduct occurred. If it determines that misconduct did occur, BAP Executive Board shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section 2 The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 3 The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 4 By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

ARTICLE XIV MORAL AND SCHOLASTIC REQUIREMENTS

Section 1 At the time of initiation each Beta Alpha Psi candidate "promises to maintain the highest moral and scholastic standing and always to foster the ideals and purposes of Beta Alpha Psi."

Section 2 If the Faculty Advisor has been notified of a complaint against a Beta Eta Participant alleging either (a) a violation(s) of Section 41301 of Title 5 of the California code of Regulations or (b) other conduct detrimental to the purposes or interests of Beta Alpha Psi, the following sanctions will be immediately imposed, including all of the following:

a. If the complaint is in regard to a violation(s) of Section 41301 of Title 5 of the California code of Regulations and filed by a faculty member, then:
    - The Center for Student Rights and Responsibilities will review alleged offenses and coordination of disciplinary procedures, if any. Each Beta Eta Participant shall be suspended for a period not to exceed the longer of: (i) resolution of the complaint by the issuance of a final decree by judicial affairs; and (ii) resolution of any appeals processes that may be afforded to such parties according to the rules and regulations as specified in Section 41301 of Title 5 of the California code of Regulations (the "Complaint Period"). If a party is an officer or incumbent officer, an Acting Officer will be appointed per Article VI, Section 6 to serve during the complaint period. Suspended members may continue to attend chapter meetings and list their affiliation until the end of the complaint period or panel hearing, whichever is longer. If a Beta Eta Participant is found NOT responsible for the allegations, he/she will be reinstated to prior standing for the remainder of the term.
    - At the end of the complaint period if a participant is rendered a decision other than not responsible for the initial allegation(s) the following actions will be taken by the Faculty Advisor and a ranking executive officer: (i) appointment of an independent disciplinary review committee ("Panel") consisting of 3 professors and/or professional staff (not including the faculty advisor), one of which must be a current or past member of Beta Alpha Psi to consider the facts and circumstances of the matter with the express purpose of rendering a final decision of whether to expel the member from the BAP chapter or not initiate the candidate. The panel may decide to expel or not initiate by majority vote, or suggest an alternative sanction(s) to the faculty advisor.
    - If the Panel recommends expulsion, the rules and procedures documented in the Policies and Procedures manual of Nationals will be followed.
    - If the Panel does not recommend expulsion, they may recommend other sanctions to the Faculty Advisor, which will be followed.

b. If the complaint is in regard to other conduct detrimental to the purposes or interests of Beta Alpha Psi, the following sanctions will

be immediately imposed, including all of the following:

- An independent disciplinary review committee ("Panel") appointed by the faculty advisor and a ranking executive officer consisting of 3 professors and/or professional staff (not including the faculty advisor), one of which must be a current or past member of Beta Alpha Psi will review the alleged offenses and coordination of disciplinary procedures, if any.
- Each participant shall be suspended until the Panel makes their recommendation. If a participant is an officer or incumbent officer, an Acting Officer will be appointed per Article VI, Section 6 to serve during the complaint period. Suspended Beta Eta participants may continue to attend chapter meetings and list their affiliation until the end of the complaint period or panel hearing, whichever is longer.
- If the Panel recommends expulsion, the rules and procedures documented in the policies and procedures manual of Nationals will be followed.
- If the Panel does not recommend expulsion, they may recommend other sanctions to the Faculty Advisor, which will be followed.
- If a Beta Eta participant is NOT responsible for the allegations, he/she will be reinstated to prior standing for the remainder of the term.

c. The Beta Eta Chapter has the expectation that a participant would self-report activities of conduct detrimental to the purposes of Beta Alpha Psi to the Faculty Advisor within an appropriate period of time. The Executive Committee recognizes each participant's right to privacy and will treat every instance with confidentiality and on a strictly need-to-know basis.

ARTICLE XV GENERAL PROVISIONS

Section 1 These Bylaws may be amended by a 2/3 vote at any duly called and constituted business meeting or by a special meeting of the Executive Committee as allowed under Article VIII, Section 2 provided that notice of such amendment shall have been circulated to the membership via electronic email and posted in a prominent position on the Chapter's Web Site at least one week in advance, and where the Faculty Advisor is consulted on such amendment(s) and where all reasonable attempts were made to announce such changes at a previous meeting. Unless otherwise agreed to prior to the vote, all such amendments are to be effective immediately upon their passage.

Section 2 A copy of the Chapter By-laws with a descriptive heading and date of last amendment shall be maintained on-line for all Participants, students, and faculty members following the adoption of any amendment.

These bylaws were adopted on April 26th, 2023 and most recently revised on April 26th, 2023.