CONSTITUTION OF BETA ALPHA PSI & ACCOUNTING SOCIETY
CALIFORNIA STATE UNIVERSITY, LONG BEACH (CSULB)

Article I. Name of Organization: The name of this organization shall be *Beta Alpha Psi & Accounting Society (BAP&AS)*.

Article II. Statement of Purpose:

Section 1. We, the members of Beta Alpha Psi & Accounting Society, in our mission to be responsive to the needs of the dynamic accounting profession, shall encourage and foster the ideals of professional excellence in the field of accountancy.

Section 2. To promote ethical leadership and academic achievement, and to cultivate civic responsibility.

Section 3. To provide students opportunities for association and interaction with the faculty and administration of CSULB and with the members of the community.

Article III. Authority:

Section 1. This organization is a recognized student organization at California State University, Long Beach and is bound by all campus policies as set forth in the CSULB Campus Regulations (www.csulb.edu/regs).

Section 2. This organization is affiliated with the national accounting honors organization, Beta Alpha Psi.

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 this constitution and bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum of the voting membership is present (advance notice is not required). The organization's Student Life & Development Advisor shall be consulted with regarding Standing Rules. Standing Rules shall be added as an addendum to these Constitution and Bylaws.

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. See your Student Life & Development Advisor for Robert's Rules of Order material.

Article IV. Membership:

Section 1. Eligibility for appointed/elected student officer positions and membership shall not be limited on the basis of race or ethnicity (including color, caste, and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including nonbinary or transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability (physical or mental).

Section 2. The organization shall have no rules, policies, or practices that discriminate on the basis of the categories listed in Section 1.

Section 3. Membership in this organization shall be open to all CSULB students currently enrolled in at least one unit (excluding students enrolled in programs through the College of Professional and Continuing Education). Each member has equal rights and privileges.

Article V. Officers:

Section 1. The elected officers of the Executive Board shall be:

- President
- Vice President
- Director of Records
- Treasurer
- Director of Professional Development
- Director of Accounting Society
- Director of Correspondence
- Associate Treasurer

Section 2. Qualifications necessary to hold office in this organization are as follows:

To be eligible for and to hold any organization officer position, candidates must meet the minimum requirements stated in the CSULB Campus Regulations (www.csulb.edu/regs).

Students enrolled in programs through the College of Professional and Continuing Education are not eligible to be voting members or officers of student organizations.

A candidate for office must be carrying a minimum of six (6) undergraduate units or three (3) graduate units of regular university credit per semester at CSULB.

All student representatives must be matriculated at the university, maintaining a minimum overall, on-campus cumulative 2.5 grade point average (GPA) at all times, and a 2.5 GPA in every semester while in office, and in the semester prior to running for office, and not be on probation of any kind.

Undergraduate students 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 students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units are not eligible.

Article VI. Meetings:

Section 1. Regular meetings shall be scheduled at least twice a week by the executive board with feedback from the membership.

Section 2. Special meetings may be called by the President or a member. All members must be given a minimum of 48 hours notice, weekends and holidays excluded, prior to the meeting time.

Section 3. Official organization meetings must be held on campus or virtually.

Section 4. Business cannot be conducted unless quorum of the voting membership is present.

Article VII. Executive Board:

Section 1. The elected officers shall constitute the Executive Board of the organization and each shall have one vote.

Section 2. The advisor(s) shall be ex-officio, non-voting member(s).

Section 3. The Executive Board shall meet no less than once a month during the academic year. Meetings of the board shall be open to any member.

Section 4. All members/officers who plan on purchasing supplies or services (any monetary amount) must receive prior approval for the transaction and subsequent reimbursements at least 48 hours in advance. All transactions over $50 must receive prior approval from the President at least 48 hours in advance. Transactions in the amounts of $50 or less must receive prior approval from the Associate Treasurer.

Section 5. The Executive Board shall serve as a planning committee to organize and execute events, activities, meetings, and other items to further the mission of the organization.

Article VIII. Succession & Vacancies of Executive Officers:

Section 1. In the event that an elected officer is unable to fulfill their term of office due to resignation or removal from office, the line of temporary succession shall be as follows:

- President
- Vice President
- Director of Records
- Treasurer
- Director of Professional Development
- Director of Accounting Society
- Director of Correspondence
- Associate Treasurer

Section 2. Upon the vacancy of the Presidency, the Vice President shall permanently resume the position.

Section 3. Upon the vacancy of the Treasurer, the Associate Treasurer shall resume the position if they have BAP member status. If the Associate Treasurer is currently a BAP candidate, a BAP member shall be nominated and elected to the Treasurer position.

Section 2. Upon the vacancy of any office, a new candidate will be elected at the next regular meeting or at a special meeting. Any eligible member, including those already holding office, may be nominated for a vacant office. However, an executive officer may hold only one position at a time.

Article IX. Code of Conduct for All Members & Officers:

Section 1. This organization shall comply with Title 5, Section 41301, Standards for Student Conduct, as stated in the CSULB Campus Regulations (www.csulb.edu/regs)

Section 2. The Code of Conduct also applies to off-campus activities.

Article X. Hazing Prohibition:

Section 1. This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Section 2. "Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.

Article XI. Mandatory Annual Registration:

Section 1. Student organizations must complete the annual registration process through the Office of Student Life & Development to remain active, have access to booking space for events/meetings, have access to organization funds through the ASI Business Office, and have access to funding opportunities.

Section 2. Student organizations must have at least 5 officer positions to meet the minimum annual registration requirements.

Section 3. All listed officers must meet the eligibility requirements as listed in the Campus Regulations (www.csulb.edu/regs).

Section 4. All listed officers must complete the Officer Orientation Training through the Office of Student Life & Development.

Article XII. Method to Amend and Renew the Constitution:

Section 1. Approval by the University through the Office of Student Life and Development is needed to amend the constitution to ensure

compliance with Chancellor Office, campus, and legal requirements.

Section 2. Proposed amendments made by a member shall be presented to the Executive Board.

Section 3. Executive Board shall work with their Student Life & Development Advisor to review and update proposed amendments.

Section 4. After receiving pre-approval of amendments from the Student Life & Development Advisor, proposed amendments shall be presented to the voting members of the organization, in writing, one meeting before it may be voted upon.

Section 5. Approval by two-thirds of the voting membership shall pass a proposed amendment with the exception that, if a proposed amendment is related to membership standards for Beta Alpha Psi, then only the Beta Alpha Psi members will vote on the amendment.

Section 6. Voting of amendments cannot be conducted unless quorum of the voting membership is present.

Section 7. Any changes/amendments must be submitted to their Student Life and Development Advisor within 30 days.

Section 8. Constitutions must be renewed with the University every 5 years or when mandated by the Office of Student Life & Development.

BYLAWS OF BETA ALPHA PSI & ACCOUNTING SOCIETY
CALIFORNIA STATE UNIVERSITY, LONG BEACH (CSULB)

Bylaw I. Membership:

Section 1. There shall be three types of membership in the organization: Beta Alpha Psi candidate, Beta Alpha Psi member, and Accounting Society member.

Section 2. To become a Beta Alpha Psi candidate, the student must pay the candidate dues and meet the following minimum requirements:

- have declared a concentration in accounting, finance, or information systems (or have stated an intention to declare a concentration in accounting, finance, or information systems);
- have completed, in addition to two years of collegiate courses, at least one upper level course beyond the business core (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 attained at least a 3.25 cumulative grade average on the most recently completed 30 semester hours;
- BAP Candidates must complete the minimum of participation hours as listed in the BAP Candidate Contract. Minimum participation hours are based on the minimum amount of participation required to meet the BAP National Superior Chapter Award membership requirement. Requirements shall be reviewed and approved by the BAP Executive Board per semester based on the BAP National Superior Chapter Award requirements.

Section 3. Membership in Beta Alpha Psi shall be limited to those persons of good moral character who have achieved scholastic excellence in the fields of accounting, finance, or information systems; who have been initiated according to the official membership ceremony; and who are in good standing.

Section 4. To become an Accounting Society member, a student shall complete the Membership Application Form, join the Beta Alpha Psi & Accounting Society BeachSync page, and submit the semester dues.

Section 5. Any member of the CSULB faculty and staff who has rendered outstanding service to the organization may be conferred with honorary membership by receiving a majority vote of the organization. Honorary members are ex-officio, non-voting members.

Bylaw II. Voting Membership:

Section 1. Voting members are required for quorum and voting purposes.

Section 2. Voting members confer the right to vote on matters pertaining to this organization. A member is no longer a Voting Member if:

- They have not completed the membership process as stated in Bylaw I,
- They are students enrolled in programs through the College of Professional and Continuing Education,
- They are enrolled in less than 1 unit,
- They have attended less than 20 hours of the organization's regularly scheduled meetings for the current semester, or
- They fail to abide by the Code of Conduct for All Members & Officers stated in Beta Alpha Psi & Accounting Society Constitution Article IX.

Section 3. Members who are not in good standing as a voting member will have their voting membership status reinstated at the start of the next semester and must maintain all voting membership requirements.

Bylaw III. Dues:

There shall be specific membership dues for Beta Alpha Psi Candidates, Beta Alpha Psi Members, and Accounting Society Members. Membership dues shall be recommended by the Executive Board and voted upon by the membership. Dues shall be collected according to methods approved by the Office of Student Life and Development.

Bylaw IV. Discipline of Members:

Section 1. In the event that a member is suspected of misconduct and/or is suspected by violating the terms of the Constitution and Bylaws of this organization, the organization may initiate an internal process to suspend, terminate, or continue membership of the accused.

Section 2. Notice of misconduct or violation must be submitted in writing to the Executive Board and signed by at least 5 voting members.

Section 3. The member in question shall be given written notice at least 72 hours prior to a meeting with at least 3 members of the Executive Board, and advisor (if available).

Section 4. After meeting with the member in question, the same Executive Board officers that met with the member in question shall determine an appropriate sanction – suspension of membership, termination of membership, or no sanction needed.

Section 5. It is strongly recommended that the Executive Board seek advising from the Faculty/Staff Advisor, Student Life and Development Advisor, and/or the Office of Student Conduct and Ethical Development.

Bylaw V. <u>Officers:</u>

Section 1. The President shall preside at all meetings of the organization. They shall be the official spokesperson of the organization, representing policies, views, and opinions of the organization in its relations with the campus and community at large. They shall have such further powers and duties as may be prescribed by the organization.

Section 2. The Vice President shall preside at the organization meetings in the absence of the President. They shall perform all legal duties assigned to them by the President. They shall notify all members of the organization meetings. The Vice President is responsible for scheduling the Speaking Engagement presentations and Firm Tours throughout the semester.

Section 3. The Director of Accounting Society shall be in charge of the semester's major events, such as Meet the Firms and Awards & Initiation Banquet.

Section 4. The Treasurer shall handle all financial affairs and budgeting of the organization, maintaining all necessary accounting records. Said records shall be maintained in accordance with generally accepted accounting principles. They shall maintain bank accounts in the organization's name, requiring signatures of the Treasurer and

President for authorized disbursements. Accounting Society does not maintain a separate bank account.

Section 5. The Associate Treasurer shall assist the Treasurer in their duties in preparation to be ready if elected as Treasurer in the following semester. The Associate Treasurer is primarily responsible for organizing food and beverages for the organization's events and meetings throughout the semester.

Section 6. The Director of Records shall take minutes at all meetings of the organization, keep these on file and submit required copies to all organization members. They shall keep a record of attendance at all organization events. They shall also act as historian and shall maintain all records of the organization.

Section 7. The Director of Correspondence shall ensure the organization maintains good relations with professionals and alumni. They shall update and maintain an alumni database and create a monthly alumni newsletter.

Section 8. The Director of Professional Development shall create workshops and other events to provide resources to students in gaining professional soft skills.

Section 9. Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of voting members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote of the voting membership is required to remove an officer.

Section 10. Officers shall assume office at the Awards and Initiation Banquet. The term of office for the officers of the organization shall be for one academic semester. No officer is allowed to hold the same office for more than two consecutive terms.

Bylaw VI. <u>Faculty/Staff Advisors:</u>

Section 1. Each officially recognized student organization must have a university advisor who is either a faculty member or professional staff member who is an employee of the CSU or one of its auxiliaries. Advisors may be part-time faculty or professional staff. Student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Faculty/Staff

Advisor Acceptance of Responsibility Form. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 2. Advisors take on different responsibilities depending on the needs of their organization. Advisors are not administrators, executive officers, or leaders of the organization. Some common roles of the advisors are as a mentor, team builder, motivator, role model, educator, institutional policy interpreter, source of information and ideas, and liaison between the organization and university administration.

Section 3. The CSULB Vice President of Student Affairs or designee may remove an advisor from their student organization-related responsibilities as needed to ensure that the educational purpose of student organizations is met, or in the interests of student health, safety, and welfare.

Section 4. The advisors shall serve a term of one year and will be appointed by the organization at the same time as the officers of the organization.

Section 5. The advisor(s) shall be ex-officio, non-voting member(s).

Bylaw VII. Ad Hoc Chairs / Committees

Section 1. The Executive Board shall have the authority to establish ad hoc chairpersons and/or ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 2. The Executive Board shall appoint the chairpersons of any Ad Hoc committee.

Section 3. Term of Ad Hoc committee chairpersons shall be one semester and may be extended for an additional semester within the academic year.

Section 4. Ad Hoc Chair shall appoint their committee members.

Section 5. Ad Hoc Chairs are not part of the Executive Board.

Bylaw VIII. Quorum

Section 1. The percentage of voting members that constitutes a quorum shall be fifty percent plus one.

Section 2. There must be a quorum in order for any official vote or election to occur.

Bylaw IX. Voting and Elections

Section 1. Elections will be held once each academic semester. The date of the election will be established by the President.

Section 2. A special nomination meeting, which may be part of a regularly scheduled chapter meeting, will be held for the purpose of the nomination of nominees for officer positions. Notice must be given to all members at least one week before officer nominations are to be held. It is highly recommended that nominees be present to accept their nomination. In the event that an interested candidate cannot attend the nomination meeting, they must provide a handwritten note to the current President to confirm their interest in which specific position(s). This candidate must still be nominated by someone present at the nomination meeting.

Section 3. The officer nominees will each be required to

1. Interview the current officer that holds the position for which they are running,
2. Discuss why they are running and what they would like to accomplish with the current President,
3. Write a one-page essay outlining why they are running and what they would like to accomplish, and
4. Make a campaign speech on Election Day.

Section 4. All nominees must be able to attend Election Day and the Awards & Initiation Banquet. If a nominee is unable to attend Election Day due to a medical emergency or death in the family, they will be allowed to submit a video speech (waist and above). If an officer is unable to attend the Awards & Initiation Banquet due to a medical emergency, death in the family, or other unexpected emergencies, they will be initiated at a special meeting (members and alumni will be invited) called upon by the current/outgoing Executive Board. All evidence (i.e., doctor's notes, death certificates or funeral pictures, accident pictures, etc.) must be provided in writing to the current President prior to the nomination meeting or as soon as possible.

Section 5. Current Accounting Society members are only eligible to run for Director of Correspondence and Director of Accounting Society. For those current Accounting Society members who will be pledging in the next semester, they will be eligible also to run for Director of Professional Development and Associate Treasurer. All

Beta Alpha Psi members and Beta Alpha Psi candidates are eligible to run for all officer positions.

Section 6. Accounting Society members may vote only for the officer positions held by Accounting Society members: Director of Accounting Society, Director of Correspondence, and Associate Treasurer. The Associate Treasurer may be a member of Accounting Society, but must be at least a candidate of Beta Alpha Psi to be eligible for nomination.

Section 7. Beta Alpha Psi members and Beta Alpha Psi candidates that will be initiated at banquet are eligible to vote for all officer positions.

Section 8. In person, elections and voting must be done on campus. Voting ballots or show of hands are permissible. Ballots and votes must be handled and counted by at least 2-3 individuals who are not running for any elected positions. If available, the Advisor may assist or take over in the management, handling, and counting of ballots and votes. Ballots must be kept and made available for at least 2 weeks prior to disposal.

Section 9. Online voting may be conducted only with the use of BeachSync, a web-based platform approved by the Office of Student Life and Development. The online ballot information will be sent via email to the email addresses of eligible voting members according to the organization's records and shall include:

1) Online Voting instructions.
2) Offices which candidates are seeking, and the number of vacant positions open for that office.
3) Names of candidates listed and the office for which they are running.
4) Candidate photos and statements, if provided by candidates. No changes will be made to photos or statements once the voting begins.

Online voting via BeachSync may also be used to conduct voting of matters other than officer elections, and which are consistent with the Constitution and Bylaws of this organization.

The amount of submitted online votes must meet quorum requirements.

Online voting must be administered and managed by at least 2-3 individuals who are not running for an elected position.

If available, the Advisor may assist or take over in the management, handling, and counting of ballots and votes through BeachSync.

Section 10. There must be a quorum in order for any official vote or election to occur.

Section 11. For elections, a simple majority (more than 50%) of all votes cast in the election shall be necessary to elect. If no candidate receives a majority, a run-off election shall be held between the two candidates receiving the largest number of votes.

Section 12. For other matters, a simple majority (more than 50%) of all votes shall be necessary to approve. A re-vote may be conducted if there is no simple majority regarding the matter being voted upon.

Bylaw X. <u>Method to Amend and Renew the Bylaws:</u>

Section 1. Approval by the University through the Office of Student Life and Development is needed to amend the bylaws to ensure compliance with Chancellor Office, campus, and legal requirements.

Section 2. Proposed amendments made by a member shall be presented to the Executive Board.

Section 3. Executive Board shall work with their Student Life & Development Advisor to review and update proposed amendments.

Section 4. After receiving pre-approval of amendments from the Student Life & Development Advisor, proposed amendments shall be presented to the voting members of the organization, in writing, one meeting before it may be voted upon.

Section 5. Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.

Section 6. Voting of amendments cannot be conducted unless quorum of the voting membership is present.

Section 7. Any changes/amendments must be submitted to their Student Life and Development Advisor within 30 days.

Section 8. Bylaws must be renewed with the University every 5 years or when mandated by the Office of Student Life & Development.

Standing Rules

As mentioned in the Constitution and Bylaws, this organization may establish Standing Rules to govern administrative and procedural matters that do not conflict with the provisions stated in the Constitution and Bylaws.

Changes to these Standing Rules must be made by the Executive Board with consultation with the organization's Student Life & Development Advisor.

Current and updated Standing Rules must be publicized and made available to all members of the organization.

Standards of Conduct & Discipline

The following guidelines are to help officers and members understand and apply expected professional and personal conduct. This document shall also explain the discipline process for officers.

Expected Professional Conduct

Punctuality

- All officers are expected to be on time to all mandatory meetings (general and officer).
- Officers may be excused by sending written communication to the President or President's designee prior to scheduled meeting.
- Officers may be excused by written communication sent to the President or President's designee after scheduled meeting for emergencies and unforeseen situations.
- Tardiness is defined as arriving after the first 10 minutes of a mandatory meeting.

Technology

- Technology for the organization, meetings, and activities should only be used for organization matters (not for personal use).
- All officers and members are expected to represent the organization in the most professional manner, including on all forms of social media and other forms of communication (i.e., text messaging, discord, etc.).
- Any access to email, social media, or other accounts given at the beginning of the officer's term must be transferred to the new officer at the end of the outgoing officers' term of office.

Communication

- All types of communication among members and officers are expected to be done in a professional manner.

- Written communication (email) is required for any and all official organization matters (i.e., excused absences, discipline, event planning, etc.) to ensure documentation and record.
- All officers, members, and other meeting attendees are expected to respect speaking turns
    - No one shall interrupt a person who has been granted the time to speak,
    - The President or Vice President shall give verbal warnings to any persons who interrupts or fails to respect speaking turns,
    - After two verbal warnings, a third infraction will result in the person's removal from the meeting.
- Officers must consult with their faculty/staff advisor, Student Life & Development Advisor, the Office of Student Conduct & Ethical Development, and/or Office of Equity & Diversity immediately for advice and guidance on any concerns/situations regarding conduct of members and/or officers.

Interpersonal Conduct

- All officers, members, and guests of the organizations shall conduct themselves in a positive, respectful, ethical, and collegial manner.
- There shall be no tolerance for the following behaviors:
    - Verbal or physical abuse
    - Offensive comments (indirect and direct)
    - Passive aggressive behaviors
    - Harassment (online, physical, sexual, verbal, etc.)
    - Discrimination against protected identities (i.e., gender expression, age, religion, etc.). Refer to open member statement in your Constitution and Bylaws.
    - Harassment (online, physical, sexual, verbal, etc.).
    - Engaging in potentially illegal activities (i.e., fraud, theft, illegal drug use, etc.).
- Any conduct that violates campus policies/procedures, state laws, and/or federal laws (i.e., Title IX) shall be communicated with the appropriate campus resources, such as Office of Equity & Diversity, Office of Student Conduct & Ethical Development, etc.

<u>Officer Discipline</u>

- The student organization officers must consult with the SLD Advisor and/or the Office of Student Conduct & Ethical Development immediately for additional advice and recommendations.
- It is highly recommended that warnings shall be made in writing (email or formal letter) from the President to the officer in question prior to engaging in the Officer Recall Process (See Bylaw V).
- After 3 written warnings, the officer in question may be subject to Officer Recall Process (see Bylaw V).
- Each of the following issues shall be a basis for one warning.
    - Missing two mandatory meetings without a valid communicated excuse.
    - Being tardy to 4 mandatory meetings without a valid communicated excuse.
        - Tardiness is defined as arriving after the first 10 minutes of a mandatory meeting.

- Sharing any confidential information.
- Unprofessional behavior that does not positively represent the organization.
- Unprofessional and/or disrespectful behavior to any member, officer, advisor, guests, and/or professional staff.
- Repeatedly missing assigned deadlines and/or failing to complete assigned tasks/responsibilities.