

CHAPTER BY-LAWS

Theta Phi Chapter of Beta Alpha Psi Western Washington University

ARTICLE I. GENERAL

A. Name

Section 1. The name of this organization shall be the Theta Phi Chapter of Beta Alpha Psi at Western Washington University.

B. Objective

Section 1. Beta Alpha Psi is an international honorary organization for Financial Information students and professionals. The primary objective of Beta Alpha Psi is to encourage and give recognition to scholastic and professional excellence in the business information field. This includes promoting the study and practice of accounting, finance and information systems; providing opportunities for self-development, service and association among members and practicing professionals, and encouraging a sense of ethical, social, and public responsibility.

C. Applicability

Section 1. The By-Laws of this chapter are subordinate and in all ways subject to the International Constitution and By-Laws of Beta Alpha Psi.

Section 2. The By-Laws of this chapter affirm its knowledge of and adherence to all applicable University regulations.

Section 3. The By-Laws will be the governing principles of the Theta Phi Chapter, thus nullifying any previous By-Laws.

Section 4. The By-Laws are subject to change by amendment which requires a two-thirds vote by the membership present at a chapter meeting to be passed.

D. Definitions

Section 1. Definition of Quorum. A Quorum shall generally be defined as twenty-five percent of the active membership. A meeting of the Executive Committee shall be considered to constitute a quorum of the membership, if at least seventy-five percent of the Executive Committee is in attendance.

ARTICLE II. MEMBERSHIP

A. Qualifications of Membership

Section 1. Beta Alpha Psi will not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status, disability, or veteran status.

Section 2. Student voting members must be undergraduates or graduates enrolled in the College of Business and Economics at Western Washington University with the following attributes:

Undergraduates must have declared a concentration in accounting, finance, or information systems (graduate students must have a stated interest in accounting, finance, or information systems), *and*

Completed at least two years of collegiate business and non-business courses, *and*

Completed at least one upper level (300 level) course in their declared area of concentration at Western Washington University, *and*

Attained a cumulative grade point average in upper level courses, in their declared area of concentration of at least 3.0, *and*,

Attained *either*:

a. at least a cumulative grade point average (overall) of 3.0, *or*

b. at least a cumulative grade point average of 3.25 of the most recent 45 quarter hours.

Section 3. Transfer students from other schools are subject to the same requirements as other students.

Section 4. All prospective candidates seeking membership into Beta Alpha Psi must first serve as candidates. While undergoing this candidateship, candidates are required to serve the organization in an activity as directed by the Executive Committee. Other attendance and service requirements for candidates are to be set by the Executive Committee. Prospective candidate members must meet the academic requirements of Section 2 above prior to initiation into Beta Alpha Psi. These academic requirements shall be checked and verified by the Faculty Advisor and/or the Reporting Secretary.

Section 5. Transfer members registered at Western Washington University and possessing evidence of active membership in another chapter of Beta Alpha Psi will be admitted to the Theta Phi Chapter upon two-thirds vote of the Executive Committee.

Section 6. Full time members of the accounting, finance, or information systems faculty at Western Washington University shall be accepted, at their request, as faculty members of the Theta Phi Chapter with voting privileges.

Section 7. Honorary members may be elected to membership by a two-thirds vote of the Executive Committee. They shall have been considered because of outstanding contributions in the field of accounting, finance, or information systems.

B. Initiation Ceremony

Section 1. Candidates for membership must be present for the initiation ceremony. Initiation in absentia will not be permitted under any circumstances. The official initiation ritual shall be used.

C. Attendance and Conduct

Section 1. Attendance. Members are expected to attend a majority of Beta Alpha Psi meetings and other functions, and continue to actively participate in chapter activities.

Section 2. Conduct. A member may be expelled from Beta Alpha Psi for conduct detrimental to the purposes or interests of the organization. Charges of such conduct must be made in writing to the Faculty Advisor and signed by a member of the chapter. The Faculty Advisor shall make certain the accused is given proper notice of the charges and given an opportunity to be heard concerning the charges.

Section 3. A committee of Chapter members, including at least two faculty members (exclusive of the Faculty Advisor) of the chapter, shall be selected by the Faculty Advisor and ranking chapter officer to investigate the charges and make a determination as to whether or not the accused member should be expelled. If expelled, the member may request a hearing before the entire local chapter in a special meeting called for that specific purpose. A two-thirds majority vote of the chapter may reverse the committee's findings.

ARTICLE III. OFFICERS

A. Qualification for Office

Section 1. Any active student member in good standing shall be qualified for an office in this chapter. Members in good standing are those who maintain their membership by payment of dues and/or otherwise comply with these By-Laws and the regulations of the Chapter as recorded in the minutes of the meetings of the Executive Committee and/or membership.

B. Nomination to Office

Section 1. There will be open nominations at least one week prior to the election of the officers. Members can nominate themselves by signing up for the appropriate office. Nominations may also be accepted from the floor during the meeting designated for election of officers.

C. Election to Office

Section 1. The election of officers shall be held at a meeting at least one week following the opening of nomination of officers. All votes for a candidate will be cast by silent vote or secret ballot and the candidate shall be elected by a majority of the votes cast.

Section 2. The President (or the President's designate) shall conduct the election in the following manner:

- Each position will be voted upon separately.
- The President position will be voted upon first followed by the Vice-President, the Reporting Secretary, and so forth.
- Candidates for each office will be given an opportunity to make a brief speech on their own behalf.
- After all candidates for a particular office have had a chance to speak they will be asked to leave the room.
- Members will then be asked to make positive statements about each candidate. This will give voting members a chance to learn more about the candidates.
- Next, a silent vote or secret ballot will be conducted for the particular office.
- The votes will be counted and the candidates will be asked to return to their seats.
- The new officer will then be announced.
- In case of a tie, the voting process will be repeated by asking for more positive statements about each candidate.
- After the election for each office, nominations shall be reopened for the next ranking office. A candidate defeated for any office is eligible for any of the remaining offices.

D. Election to Fill a Vacant Office or Newly Created Office

Section 1. Nominations shall be opened at the first regular chapter meeting after the vacating of an office or the creation of a new office. Elections shall be held during the following meeting as stipulated in Article III, Part C, Sections 1 and 2.

Section 2. Temporary vacancies, not to exceed one academic quarter, may be filled in the manner deemed appropriate by the Executive Committee.

E. Removal from Office

Section 1. The chapter shall have the power to remove an officer for continued absence or failure to administer the duties of his/her office properly, and to elect another member to fill the vacancy thus created in accordance with the procedures set forth in ARTICLE III, D.

Section 2. Charges against any officer are to be made in writing and presented to the Executive Committee who will in turn present the charges to the officer. A committee of Chapter members, including at least two faculty members of Beta Alpha Psi, shall be selected by the Faculty Advisor and ranking chapter officer to investigate the charges and make a determination as to whether or not the accused officer should be removed from office. If removed from office, the officer may request a hearing before the entire local chapter in a special meeting called for that specific purpose. At this time the person(s) who brought the initial charges shall present their case for removal of the officer. Then the officer charged shall have an opportunity to defend himself/herself against the presented charges. A two-thirds majority vote of the chapter may reverse the committee's findings.

F. Term of Office and Installation of Officers

Section 1. The term of office shall normally be one year in length. The term of office shall begin April 1 of the year elected and run until March 31. It is implicitly understood that the previous year's officers will be available at all times for consultation with the newly-elected officers to facilitate the smooth transition to office. Installation of officers will be held at the meeting in which the officers have been elected.

G. Powers and Duties of Officers

Section 1. The President:

- a. Executive powers: The President shall be the chief executive officer of the chapter and at all times represent and act for the chapter in all matters by and with the advice and consent of the Executive Committee. The President shall also have the power to appoint and remove members to and from any committee except the Executive Committee.
- b. Judicial powers: The President shall have the power to decide all controversies of any nature. Such decisions are subject to appeal to the Executive Committee.

Section 2. Vice-President: In case of absence, inability, or refusal of the President to act, the Vice-President shall perform all duties of the President. At all other times, the Vice-President shall perform such duties as delegated to him or her by the President or the Executive Committee. The Vice-President shall be in charge of the tutoring center and the Volunteer Income Tax Assistance Program.

Section 3. Reporting Secretary: The Reporting Secretary shall keep, prepare and submit all reports to Beta Alpha Psi International.

Section 4. Secretary: The Secretary shall be responsible for keeping an up-to-date list of members, handle all correspondence to members, and shall be responsible for the bylaws passed by the chapter, and shall keep an accurate and complete record of the proceedings of the chapter and executive committee meetings.

Section 5. Treasurer: The Treasurer shall maintain the financial records of the chapter and supervise collection and disbursement of chapter funds. He or she shall arrange for the audit (by an independent auditor or by a Chapter Audit Committee) and shall provide statements at the request of the President or the Executive Committee. In addition, the Treasurer will be responsible for such duties as assigned by the President or the Executive Committee.

Section 6. Other Officers: Additional officers may be elected to meet the needs of the chapter.

Section 7. Faculty Advisor: The Faculty Advisor shall serve as the advisor of this chapter. The Faculty Advisor shall:

- a. Counsel and advise the chapter officers and various committees
- b. Assist the officers to develop skills of leadership and communication
- c. Facilitate and promote communication between:
 1. the accounting faculty, and
 2. the members and officers of the chapter
- d. Promote harmonious relations among the chapter officers and members, and
- e. Review the appropriate reports bound for Beta Alpha Psi International, unless such responsibility is properly delegated to the President.

H. **Executive Committee**

Section 1. The officers of this chapter shall constitute the Executive Committee. Active members, faculty members, honorary members, and alumni members may attend any meetings of the Executive Committee, and participate in any discussion at such meeting.

Section 2. A simple majority of officers shall constitute a quorum of the Executive Committee.

Section 3. A majority vote of the officers present at an Executive Committee meeting shall be sufficient for action of the Executive Committee to take place, provided a quorum exists.

Section 4. Powers: The Executive Committee shall have responsibility, concurrent with that of the President, for the direction and administration of the activities of the chapter. It shall have the power to handle such administrative details and organizational functions as reasonable and precedent dictates to such a Committee.

Section 5. Meetings of the Executive Committee:

Meetings of the Executive Committee may be called by the President on one day's notice (but preferably one week's notice) to the other officers and the Faculty Advisor. All actions taken by the Executive Committee shall be reported to the members at the next regular chapter meeting.

ARTICLE IV. FINANCES

A. Fiscal Year

Section 1. The fiscal year shall begin May 1 and end April 30.

B. Expenditures

Section 1. All purchases made from chapter funds will be accounted for by itemized vouchers and/or receipts. All expenditures over \$250 must receive prior approval by the President and Vice-President.

C. Budget

Section 1. The Treasurer, in consultation with the Executive Committee, will prepare a budget for the fiscal year incorporating all foreseeable revenues and operating expenses of the chapter.

D. Banking and Accounting

Section 1. All monies of the chapter shall be maintained in a checking account in a Bellingham bank selected by the Treasurer, and approved by the Executive Committee.

Section 2. All financial transactions shall be recorded on the accrual basis in accordance with Generally Accepted Accounting Principles. The annual financial statements shall be audited by a qualified CPA or a Chapter Audit Committee who is/are selected/appointed by the Executive Committee.

E. Dues for Members and Candidates

Section 1. Dues for members and candidates shall be established by the Executive Committee each year.