

Beta Alpha Psi

Honors Organization for Financial Information Professionals

Alpha Pi Chapter Official Bylaws

Article 1: Name of the organization

The name of this organization shall be the Alpha Pi Chapter of Beta Alpha Psi at The University of Iowa.

Article 2: The objectives and purposes of the chapter

Beta Alpha Psi (BAP) is the national honors organization for financial information professionals. Its stated purpose includes recognition of academic excellence; promotion of interaction among students, faculty, and professionals; and encouragement of lifelong growth, service and ethical conduct.

The objective of the Alpha Pi Chapter of Beta Alpha Psi is to cultivate an increased interest and awareness of the accounting field, both in its members and in the other students at the University of Iowa. We hope to instill in its members a desire for continuing self-improvement, high moral and ethical standards, a sense of responsibility and service, and a respect of professionalism. We promote the collegiate study of accounting and encourage and recognize scholastic and professional excellence. The fellowship and ideas exchanged through the association among its members and practicing accountants will help us in reaching these goals.

Article 3: Membership

A. Honorary (nominated by faculty)

B. Faculty (25% vote of active members and pledges required)

C. Active

1. To become an active member, the student must meet the National Bylaw's requirements; plus the student must have been initiated into BAP.
2. To remain active, a member must complete 25 professional hours, 15 service hours, and participate in one committee per academic year.
3. Members may miss no more than one unexcused meeting per semester. An excused absence consists of an exam or a job interview.
4. Members should not schedule classes during the BAP meeting time (defined in Article 4, below). Unavoidable course conflicts must be approved in advance by the faculty advisor.
5. The Executive Committee shall determine the Active-Inactive status of each member.
6. All active pledges and members must attend the annual Spring BAP Initiation Banquet.
7. Members on campus for only one semester need to fulfill only 50% of the required hours in C(2) above.
8. Upon determination that the member has not been active, the member will be asked to forfeit his membership status.
9. Missing more than one unexcused meeting per semester will place the member on the inactive list. Such members will be asked to withdraw from BAP.
10. Members who have been moved to Inactive status may request to be re-activated. The Executive Board will review each request to make a determination.
11. If the Executive Board decides to grant an inactive member's request to be re-instated, such member must pay a \$25 re-activation fee.

- D. Removal of a member for any act deemed to discredit to the fraternity requires a 50% vote of the Executive Committee.
- E. Pledge Program
 - 1. Eligibility
 - a) Must be a declared accounting major.
 - b) Must have a cumulative GPA of 3.25.
 - 2. Pledge Period
 - a) Up to three semesters
 - b) Remain a pledge until the formal requirements to activate have been met.
 - c) If the formal requirements have not been met after three semesters, the person shall forfeit his pledge status and be moved to the Inactive list.
 - 3. Pledge Fee is \$85 (a one-time fee) and must accompany a completed application/disclosure form.
 - 4. Prior to pledging, students must read the Chapter Bylaws and the Pledge Orientation Packet.
 - 5. Pledges must submit a signed Application Form, along with the pledge fee.
- F. Requirements for a Pledge to be initiated
 - 1. Must meet the formal grade requirements (see G below).
 - 2. Must review the bylaws of the Alpha Pi Chapter of Beta Alpha Psi.
 - 3. May miss no more than one meeting per semester, unless excused in advance by the faculty advisor. In general, excused absences consist of taking an exam or going to a job interview.
 - 4. Must have successfully completed at least two upper-level accounting classes.
 - 5. Must meet the annual 25 professional hours, 15 service hours, and committee participation requirements.
 - 6. Must attend the Spring BAP Initiation Banquet.
 - 7. Prior to initiation, new members must pay a refundable deposit of \$100. Members in good standing may request the \$100 refund at the end of their last semester. Officers are not required to pay the \$100 deposit.
- G. Formal grade requirements to be activated
 - 1. After successfully completing at least two upper-level accounting classes, the pledge must satisfy a) and b) below:
 - a) Obtain a 3.0 accounting GPA
 - b) Maintain a 3.0 overall cumulative GPA.
 - 2. M.Ac. students do not have GPA requirements.
- H. Professional Hours – 25 hours required per academic year
 - 1. Meetings – mandatory; may miss no more than one meeting per semester.
 - 2. At least half of the 25 hours must be BAP-sponsored professional hours.
 - 3. An hour is defined as fifty minutes.
- I. Service Hours – 15 hours required per academic year
 - 1. At least half of the hours must be BAP-sponsored events.
 - 2. “No-shows” lose 1 hour for each session missed.
 - 3. Students who are more than 10 minutes late for a session earn no hours for that session.
 - 4. An hour is defined as fifty minutes.
- J. Committee Membership
 - 1. Each member and pledge must participate in at least one committee each academic year.

Article 4: Meetings for the conduct of business

- A. General Membership Meetings will be held on Tuesdays beginning at 5:30.

- B. Members and pledges must complete a time sheet at each meeting for any activity since the previous meeting.
- C. Procedure:
1. President calls meeting to order.
 2. Announcements are made.
 3. President introduces guest speaker(s).
 4. President closes meeting by thanking guest speaker(s).
- D. Quorum is 50% of active member and pledges. No vote shall take place without a quorum.
- E. Active members and pledges may vote.
- F. Executive Meetings
1. Are held once a week. Meetings can be cancelled if there is no business to be conducted.
 2. Are open to all members
 3. Quorum is 75% of all officers.

Article 5: Student officers

A. Elected officers

President

- Executive position
- Two-semester term; VP in first semester
- Responsible for planning and organizing Tuesday Meeting Schedule (planned in previous semester while VP, executed in current semester while President)
- Responsible for planning and organizing Meet the Firms Night and Mock Interviews (Fall semester President)
- Responsible for planning and organizing Spring Initiation Banquet (Spring semester President)
- Responsible for making sure there is a BAP representative attending Tippie President's meetings and Leadership Council
- Meets with Faculty Advisor before each weekly and executive meeting
- Conducts executive and Tuesday meetings
- Responsible for introducing and thanking speakers at each meeting
- Writes thank-you notes to all speakers
- Attends all executive meetings
- Attends all meetings and receptions
- Arrives at meetings 15 minutes early
- Attends BAP National Meeting and Regional Meeting

Vice President

- Executive position
- Two-semester term; President in second semester
- Steps in for the President, if needed
- Responsible for facilitating participation at meetings
- Monitors National Office web site for notices and deadlines
- Monitors Tippie website for notices and deadlines
- Attends all executive meetings
- Attends all meetings and receptions
- Arrives at meetings 15 minutes early
- Attends BAP National Meeting and Regional Meeting

Vice-President of Reporting

- Executive position
- Two-semester term; Assistant in first semester
- Trains and assists Assistant V-P Reporting
- Reviews Local Chapter Workbook before submitting to Faculty Advisor and subsequently to National Office
- Responsible for submitting nominations and other reports to National Office and Tippie College
- Monitors required hours for members/pledges; prepares list of initiates before initiations
- Responsible for newsletter
- Attends all executive meetings
- Attends all meetings and receptions
- Unlocks meeting rooms at least 15 minutes before each meeting
- Attends BAP National Meeting and Regional Meeting

Assistant to V-P of Reporting

- Executive Position
- Two-semester term; V-P Reporting in second semester
- Records the minutes of all executive meetings
- Records the minutes of all professional meetings
- Records hours awarded by the National Office
- Monitors meeting attendance, professional hours, service hours, and committee membership
- Prepares and updates the Annual Plan of Activities
- Attends all executive meetings
- Attends all meetings
- Attends BAP National Meeting and Regional Meeting

Vice President of Treasury

- Executive position
- Two-semester term; Assistant in first semester
- Trains and assists Assistant Treasurer
- Responsible for preparing and following the budget
- Responsible for planning and organizing fundraising events
- Submits end of year statements to Faculty Advisor for approval; files statements with the National Office
- Prepares monthly bank reconciliation
- Attends all executive meetings
- Attends all meetings and receptions
- Attends BAP National Meeting and Regional Meeting

Assistant V-P of Treasury

- Executive position
- Two-semester term; Treasurer in second semester
- Checks the BAP mailbox at least twice a week for checks and other mail.
- Deposits and writes checks
- Maintains Chapter financial records
- Submits lists of paid pledges (and paid initiates) to the Faculty Advisor
- Orders pizza and buys soda for each meeting
- Sets up tables for the pizza receptions
- Attends all executive meetings
- Attends all meetings

Vice President of Community Service

- Executive position
- Two-semester term; elected in late spring
- Responsible for planning community service events each semester (Ronald McDonald House, Dance Marathon, Bingo, etc.)
- Responsible for recruiting and training volunteers
- Sets up and monitors tutoring and grading sessions
- Attends all executive meetings
- Attends all meetings

Vice President of VITA Programming

- Executive position
- Two-semester term; elected in late spring
- Schedules VITA sessions (with public libraries and other locations as necessary)
- Contacts the IRS and the Iowa Dept. of Revenue for training and forms
- Responsible for promoting and advertising VITA activities to target filers
- Responsible for recruiting and training volunteers
- Assists VP of Community Service in Fall semester
- Attends all executive meetings
- Attends all meetings

VP of Communications

- Executive position
- Two-semester term; elected in late spring
- Responsible for maintaining communication with pledges, members, and alumni
- Evaluates effectiveness of communication methods and recommends changes
- Updates and maintains pledge recruitment material including Powerpoint slides and brochures
- Responsible for developing and maintaining alumni network
- Attends all executive meetings
- Attends all meetings

Vice President of Social Activities

- Executive position
- Two-semester term; elected in late spring
- Responsible for planning and organizing chapter social events each semester
- Attends all executive meetings
- Attends all meetings

B. Elections

1. Every active member and pledge can vote.
2. Officers count the ballots.
3. Paper ballots must be used.
4. Numbers are not disclosed after the votes have been counted.
5. A majority vote of members attending the election is needed to win any office.
6. If no majority vote, the top two vote-getters will have a run-off.
7. In the event of a tie, the faculty advisor votes to break the tie.

- C. Resigning from office
 - 1. If an officer for any reason feels he is unable to perform his duties, he should resign his office.
 - 2. Officers who will not be on campus (for example, due to an internship), must resign their offices as soon as they know they will not be on campus.

- D. Procedure to fill a vacated office
 - 1. If the President's office is vacated, the Vice-President moves up to President.
 - 2. If the Vice-President's office is vacated:
 - a. An election will be held to fill the office.
 - b. The newly elected Vice-President will serve the remainder of the semester in that capacity and will become the President the following semester.
 - 3. If any other office is vacated:
Follow the same steps for filling the vacated office of the Vice-President.

- E. Removal of any officer or chair person
 - 1. By a 50% vote of the other officers.
 - a. The officer being removed cannot vote.

- F. Executive Council voting
 - 1. Need 50% of all officers to constitute a quorum.
 - 2. Need a majority of those present to pass any resolution.

Article 6: Fiscal year

The Fiscal Year of the Chapter will end on April 30.

Article 7: Authority

These bylaws shall be the principal governing document of the Alpha Pi Chapter of Beta Alpha Psi.

These bylaws will be subordinate to the National Constitution and Bylaws of the Beta Alpha Psi Fraternity. Any provision of this document that conflicts with the National Constitution and Bylaws of the Beta Alpha Psi Fraternity that is currently in effect will be null and void.

Article 8: Requirements for amendment to the bylaws

Requires a 60% vote of the Executive Board of Officers.



Last Revision April 11, 2006