

BYLAWS

BETA ALPHA PSI FRATERNITY

IOTA TAU CHAPTER # 226

KENNESAW STATE UNIVERSITY

ARTICLE I. IDENTIFICATION

SECTION 1. The name of this organization shall be:

Iota Tau Chapter 226 of Beta Alpha Psi Fraternity

Kennesaw State University

ARTICLE II. PURPOSE

SECTION 1. The objective of this fraternity shall be to encourage and give recognition to scholastic and professional excellence in the fields of accounting, finance and information systems. This objective includes, but is not limited to, the following sub objectives: to promote the study and practice of accounting, finance and information systems; to provide opportunities for self-development and association among members and practicing professionals; and to encourage a sense of ethical, social, and public responsibility.

ARTICLE III. AUTHORITY

SECTION 1. These Bylaws are subordinate to and in all ways subject to the National Constitution and Bylaws of Beta Alpha Psi Fraternity and hereby reaffirm the purposes, policies, and principles contained therein. Any provision of this document, which conflicts with the existing National Constitution and Bylaws, shall be null and void.

SECTION 2. These Bylaws shall be the principal governing document of the Iota Tau Chapter 226 of Beta Alpha Psi.

SECTION 3. The Iota Tau Chapter 226 affirms its knowledge of and adherence to all applicable University regulations.

SECTION 4. At least three copies of the National Constitution and Bylaws and of the Chapter Bylaws shall be maintained at all times. One copy shall be placed in the Chapter's portfolio record. One copy shall be in the custody of the Faculty Advisor. A third copy shall be placed so as to be

readily accessible at all times to members of the Chapter. Each new initiate is to be provided a copy of the Chapter Bylaws.

SECTION 5. Should any manual of Chapter Operations be prepared, it shall be considered as an Appendix to these Bylaws; and therefore subject to the same provisions covering Amendments to the Bylaws.

ARTICLE IV. MEMBERSHIP

A. Categories of Membership

SECTION 1. Members of the Chapter enrolled as accounting, finance or information systems students at Kennesaw State University (hereafter KSU) shall be designated as student members.

SECTION 2. Members of the Chapter who are on the instructional, research, or administrative staff of KSU shall be designated as faculty members.

SECTION 3. Members who at the time of their initiation are neither students nor faculty at KSU shall be designated as honorary members.

SECTION 4. Members once classified as student or faculty members who are no longer associated with KSU shall be designated as alumni members.

B. Pledge Candidate Eligibility

SECTION 1. Undergraduate students at KSU shall be eligible to pledge membership after they:

(A) Have declared a concentration in accounting, finance, or information systems, or stated, in writing, an intent to declare such major (such intent can be made by declaring an interest in accounting, finance or information systems with the Registrar's Office);

(B) Have completed at least thirty semester hours of undergraduate study;

(C) Have achieved a cumulative grade point average of at least 3.0, without rounding, in all courses taken while enrolled in at KSU;

(D) Faculty Vice President and Accounting Department Chairperson may raise GPA requirements in part (C) to maintain honorary status of the Fraternity.

SECTION 2. Graduate (MPA, MACC, MBA, MS, PhD) students at KSU shall be eligible to pledge membership after they:

(A) Have stated interest in, declared a concentration in, or are majoring in accounting, finance or information systems;

(B) Have completed at least one semester of graduate study; and

(C) Have achieved a cumulative grade point average of at least 3.0, without rounding, in all courses taken while enrolled at KSU.

SECTION 3. Transfer students at KSU shall be eligible to pledge membership after they:

(A) Have declared a concentration in accounting, finance or information systems;

(B) Have completed at least thirty semester hours of undergraduate study;

(C) Must have taken two courses at KSU before applying for membership.

(D) Have achieved a rank within the top 35% of their class in general scholarship after completing two years of an undergraduate program or one year of a graduate program, other grade point requirements apply as listed above.

(E) Transfer grades:

(i) A letter grade stands regardless of plus or minus suffixes. (For example, B+ and B- are both considered B's)

(ii) Each course waived at KSU will receive a grade equivalent to the average grade of the courses used to waive that course for the purpose of determining eligibility requirements. Grades will not be rounded.

SECTION 4. Members of the faculty at KSU shall be eligible to pledge membership.

SECTION 5. Persons who have achieved prominence in the field of accounting, finance, information systems and who possess those qualities that Beta Alpha Psi fosters, may be considered for honorary membership.

C. Candidates for Membership

SECTION 1. Students who meet the eligibility requirements, as defined in Article IV (B) of these Bylaws, will be allowed to pledge membership in the fraternity provided:

(A) During the pledge period, i.e. from date of acceptance as a pledge until the date of initiation, all pledges must attend more than 50% of the designated fraternity functions and complete the three-hour service requirement.

(i) Exceptions to the 50% requirement might be made in cases where pledges are confronted with extenuating circumstances.

(ii) Any such extenuating occurrence must be reported to the fraternity members acting as, President and Faculty Advisor.

(iii) Students who according to their time commitments would be unable to meet pledge and/or member in good standing (as defined in Article IV (D)) activity requirements should not apply for membership in the fraternity.

(B) Payment of pledge dues and initiation fees made before the announced date.

(C) Declared major in accounting, finance or information systems.

(D) Completion of at least 60 semester hours.

(E) Completion of at least one upper level course in major.

(F) Overall GPA of at least 3.0, and GPA in upper division courses of stated major of at least 3.0.

(G) Those pledges not meeting these requirements shall not be accepted for membership.

SECTION 2. Faculty pledge candidate responsibilities include:

(A) Attend 50% of designated fraternity function during the pledge period; and

(B) Attend the initiation ceremony.

SECTION 3. All candidates for membership must be present for the initiation ceremony. Initiation in absentia shall not be permitted. The official ritual must be used at the initiation ceremony.

SECTION 4. Initiation shall be held twice in each academic year, once in the Fall, and again in the Spring, and reported according to the National Constitution and Bylaws, and Chapter Activity Program.

D. Member in Good Standing

SECTION 1. To be a member in good standing, during the previous semester a member must have:

(A) Attended at least 50% of the technical meetings, and completed the mandatory three-hour service requirement during the previous semester;

(B) Paid their dues in accordance with the provisions of Article IX (2) of these Bylaws.

SECTION 2. A member in good standing will be recognized as a distinguished member if during the previous semester they paid their dues in a timely manner and completed either of the following:

(A) Attended all technical meetings and completed at least five hours of community service, or

(B) Attended all but one of the technical meetings and completed at least six hours of community service.

SECTION 3. At the end of each semester, a list of members in good standing and distinguished members will be posted to the KSU Beta Alpha Psi web page and published in a Beta Alpha Psi newsletter to be circulated to interested persons. Those individuals not considered members in good standing shall be placed on probation and subject to probation as defined in Article V of these Bylaws. Members who are not in good standing who wish to have their names not appear as such on the above-mentioned list must surrender their membership certificates and resign from the

Fraternity by notifying, in writing, both the Faculty Advisor and Chapter President.

ARTICLE V. PROBATION, RESIGNATION AND EXPULSION

SECTION 1. Any member not in good standing shall be placed on probation.

SECTION 2. Members not in good standing shall be taken off probation by the end of the next semester if/when their participation in fraternal activities merits member in good standing consideration. (See Article IV (1) (A))

SECTION 3. A member who has been placed on probation for non-payment of dues shall be reinstated only upon full payment of his account.

SECTION 4. A member may resign or be expelled from the Chapter, following the procedure outlined in the National Constitution and Bylaws. A two-thirds (2/3) majority of all active student members shall be necessary to accept the resignation or to expel a member from the Chapter. The President shall have the responsibility for proposing the expulsion of a member, specifying in writing to each Chapter member the reason for the proposed action. A vote on the proposal may be held no earlier than two weeks after the written proposal is tendered.

ARTICLE VI. MEETINGS

A. Time

SECTION 1. Business Meetings should be held at least three times during each semester of the school year, unless otherwise approved by a majority of the Executive Committee.

(A) Notice must be given one week prior to a scheduled meeting.

SECTION 2. Emergency meetings may be called by the President or by a majority of the Executive Committee providing that the Faculty Advisor does not dissent from such action.

(A) Notice of emergency meetings must be given forty-eight (48) hours in advance to all members who, at the time, are in the local area.

(B) Chapter business may be conducted at an emergency meeting.

SECTION 3. A mandatory, bi-weekly, Executive Committee meeting with the Faculty Advisor must be held.

B. Rules and Regulations

SECTION 1. A quorum for a business meeting and/or emergency business meeting shall consist of 50% of all current members in good standing. All action of such quorum shall be legal and binding upon the Chapter and its members.

SECTION 2. A business meeting shall be defined as a meeting open to active membership at which Chapter business may be transacted or discussed. Such business meetings shall be duly called and conducted under proper parliamentary procedure.

SECTION 3. All members in good standing present at a business meeting shall have full and complete voting power at such a meeting.

SECTION 4. A quorum for an Executive Committee meeting shall consist of at least 50% attendance of the Executive Committee. All action of such a quorum shall be legal and binding upon the Chapter and its members.

SECTION 5. The Executive Committee shall be defined as including appointed and elected officers.

SECTION 6. All elected officers of the Executive Committee shall have full and complete voting powers at such meetings.

SECTION 7. Alumni, honorary members, and faculty shall be permitted to attend business and/or Executive Committee meetings; participate in all discussions, offer suggestions at such meetings and serve on committees; but shall not have the right to vote.

ARTICLE VII. NOMINATIONS, ELECTIONS, AND RULES OF ORDER

A. Nominations for Officers: Elections and Installations

SECTION 1. The Chapter program for each academic year shall designate two meetings each year for, but not limited to, the nomination and election of Chapter officers.

SECTION 2. Nominations shall be held during the meetings designated for this purpose, and from the floor during the meetings designated for election of officers.

SECTION 3. The election for the individual offices shall be voted upon separately. Officers shall be elected in the following order: President, Executive Vice-President, President-Elect, Vice-President of Membership and Vice-President of Reporting and any other office created by amendment to these Bylaws. Voting shall be by secret ballot.

SECTION 4. After the election for each office, the election shall be held for the next ranking office; a candidate defeated for any office shall be considered eligible for any of the remaining offices.

SECTION 5. Candidates for office shall have the opportunity to briefly address the membership, should the candidate so desire.

SECTION 6. Any member in good standing shall be eligible for any office. Members who are not in good standing are not eligible for any office.

SECTION 7. The candidate receiving a majority of votes on the first ballot for an office shall be declared elected to that office. In the event of a non-majority or first place tie, subsequent ballots shall be cast by the members in attendance for the top two and/or tied candidates until one candidate receives a majority.

SECTION 8. Installation of officers shall be held late in the Spring semester of the academic year. The term of office shall be from June 1 to May 31 of the next year.

SECTION 9. In the event a new office is created, or a vacancy occurs in an existing office, a special election will be held at a business meeting.

B. Rules of Order

SECTION 1. The Parliamentarian shall be the Faculty Advisor and he/she shall settle any dispute concerning rules of order or other related technicalities.

ARTICLE VIII. DUTIES OF OFFICERS AND CHAPTER ORGANIZATION

A. Elected Officers

SECTION 1. The President shall:

- (A) Be responsible for and have authority over the planning and conducting of the affairs of the Chapter;

(B) Have such power and responsibility as precedent and reason dictate for the presiding officer of a fraternal organization.

(C) Serve as ex-officio member of all delegated committees.

SECTION 2. The Executive Vice President shall:

(A) Assist the President and preside over meetings in his/her absence;

(B) Serve as ex-officio members of all delegated committees and report to the Executive Committee concerning the progress being made by such committees; Upon the President's resignation from office the Executive Vice Presidents shall be eligible to run in a special election to fill the vacancy, and shall preside as President concurrently until the election;

(C) Prepare reports of the Chapter objectives for submission to the National Office.

SECTION 3. The President-Elect shall:

(A) Assist the President and Executive Vice-President in the planning and conducting of the affairs of the Chapter;

(B) Take over the responsibilities of President the semester following their term as President-Elect.

SECTION 4. The Vice-President of Reporting shall:

(A) Assume responsibility of acquiring and keeping all National report forms, and submitting these forms promptly as designated by the Chapter activity program;

(B) Assume responsibility for the articles being written and forwarded to the Beta Alpha Psi Newsletter;

(C) Assume responsibility for reporting the names of all the new initiates and new officers to the National Office with all required information, including the appropriate verifications and fees;

- (D) Assist other officers with such correspondences as is necessary for the administration of the Fraternity.
- (E) Keep an accurate and complete record of the proceedings of the Chapter meetings and attendance at all events, and be prepared to report such information to the membership;
- (F) Maintain a complete file of all committee reports and other material designated to be kept by said officer on the order of the President;
- (G) Maintain a complete list of all active members with a breakdown by class, section, and date of initiation; such record shall be revised at least twice in each year, as close to the previous initiation as reasonably possible;
- (H) Keep records of all correspondence in appropriate files;
- (I) Bring to the attention of the Chapter the members who are no longer in good standing, and/or those whose period of probation is expiring;
- (J) Distribute a monthly Calendar of Events to all active members, faculty, and interested persons;
- (K) Maintain the Chapter's bulletin boards;
- (L) Distribute all correspondence to members;
- (M) Serve as ex-officio member of all delegated committees.

SECTION 5. The Treasurer shall:

- (A) Bill and collect all dues, initiation fees, dinner fees, and other necessary items;
- (B) Pay all bills and reimbursements of the Chapter;
- (C) Receive and reconcile the bank statements, maintain current and accurate records of the financial position of the Chapter and prepare all reports required by the National Office, or that he/she may feel necessary in order for a complete and accurate record of the Chapter's financial position to be ascertained at all times;

(D) Report on the financial position of the Chapter at all business meetings unless this is waived by the Executive Committee;

(E) Prepare the Financial Statements and be present to assist the auditor during the year end audit;

(F) Bring to the attention of the Vice-President of Reporting those members who have not paid their dues on time and are thus no longer members in good standing.

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SECTION 6. Vice President of Membership shall:

(A) Serve as Pledgemaster

(B) Maintain a current membership list, with email addresses, telephone numbers, and home addresses

(C) Send the email newsletter prior to the meeting

SECTION 7. Any deviations from the duties described above shall be determined by the President, subject to the approval of the Executive Committee, and shall terminate with the term of office of the President.

SECTION 8. The Chapter shall have the power, by a majority vote of those student members present in any regular or emergency meeting, to declare any office vacant on account of graduation, withdrawal, continued absence or inability or incapacity of any officer to administer properly the duties of the office, and shall have the power to elect new officers to fill such vacancies. In the event an office is filled under this Section, the normal procedures for election are superseded and temporarily suspended, and the office shall be filled by nomination, open election, and installation during the same meeting.

B. Appointed Officers

SECTION 1. The faculty Advisor shall be appointed by the Director of Accounting Programs and shall serve an indefinite term.

SECTION 2. The Faculty Advisor shall:

(A) Act as the official Faculty Advisor for the Chapter;

- (B) Counsel and assist the officers and various committees;
- (C) Act as the Official Parliamentarian as set forth in Article VII (B) (1);
- (D) Verify the appropriate reports going to the National Office, as required by the Chapter Activity Program;
- (E) Assure the continuity of the Chapter, and act as a liaison with the accounting faculty and the advisory board, keeping them informed of the Chapter's activities;
- (F) Not concurrently serve on the National Council;
- (G) Be an ex-officio member of all committees.

C. Appointed Committees

SECTION 1. Committee members and chairpersons may consist of active members, faculty members, honorary members, alumni and officers of the Chapter; the President, Faculty Advisor, student Vice Presidents, and the Corresponding Secretary are ex-officio members of all committees.

SECTION 2. FUND RAISING

In order to avoid burdening the members with excessive dues as well as allowing the Chapter to contribute to the financial well-being of charitable organizations, the Committee on Fundraising will be engaged in programs that will generate revenue for the fraternity. In addition to providing funds for use in other functional areas of the fraternity, the group may also participate in fundraisers for regional or national charitable organizations for the sole benefit of said organizations.

SECTION 3. SOCIAL

The Committee on Social Activity will have the distinct responsibility of cultivating the non-accounting interaction of Chapter members.

SECTION 4. PROFESSIONAL PROGRAMS

The Committee on Professional Programs will be engaged in planning and implementing technical and non-technical seminars. The Chapter will present six (6) technical and four (4) non-technical programs that will aid in the professional development of its members by introducing them to various business topics. This committee will be working closely with large and medium sized

firms in producing professional programs which will be of interest to the fraternity, faculty, and outside accounting professionals.

SECTION 5. COMMUNITY RELATIONS

The Committee on Community Relations will be working outside the University in establishing programs that will enrich the lives of the surrounding area.

SECTION 6. CAMPUS RELATIONS

The Committee on Campus Relations will serve as the liaison between the Chapter and various business groups on campus. The main function of this group will be to coordinate joint sponsored events as well as helping other groups within the fraternity avoid scheduling conflicts.

SECTION 7. PUBLICATIONS

The Committee on Publications will be involved in producing our Chapter Newsletter, Information Handbook, Placement Directory, and Local Firm Profile. Additionally, the group will be instrumental in reviewing papers for submission to the Regional and National Chapter Newsletters and Manuscript Contests.

SECTION 8. TUTORING

The Committee of Tutoring will be responsible for designing an organizational plan for tutoring and then implementing that plan. The plan must include a set schedule of dates, times, locations, and staffing.

SECTION 9. The Executive Committee may form; from time to time as may be deemed necessary, any other committees as may be required for the administration and organization of the Chapter. Normal approval of all such appointments must be obtained by a majority vote of the Executive Committee.

ARTICLE IX. FINANCE AND DUES

SECTION 1. Initiation fees shall be \$50, which must be paid by the announced date. Initiation fees do not include regular membership dues.

SECTION 2. Student membership dues are \$30 per semester. Dues may be paid at the beginning of each semester, or may be paid in the Fall semester for the full year, \$60, and must be paid on or before the announced date. (Exceptions will be made in the case of mid-year graduate.)

SECTION 3. Dues may be increased or decreased without amendment hereto, provided such an increase or decrease is

approved by the Chapter membership on or before the last business meeting of the academic year preceding the academic year during which such increase or decrease shall be in effect.

SECTION 4. Any special assessment or refund of dues must be approved by the Chapter membership at a Chapter business meeting at least fourteen (14) days preceding the date on which the dues shall be assessed or refunded in full or in part.

ARTICLE X. AMENDMENTS

SECTION 1. These Bylaws may be amended, or suspended, by a two-thirds (2/3) vote of the student members in good standing, providing the proposed amendment is published one week prior to its being voted on.

SECTION 2. In the case of amendments to the Chapter Bylaws, all members in good standing shall have the right to vote.

SECTION 3. Any amendments to the Bylaws must be appended to the three (3) copies noted in Article III (4).

SECTION 4. No amendment shall be effective until a copy of the amendment or a copy of the amended Bylaws are transmitted to and filed by the Vice-President of Reporting of the Fraternity.