

**GAMMA SIGMA  
BETA ALPHA PSI  
UNIVERSITY OF NEW ORLEANS  
CHAPTER BY-LAWS  
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**ARTICLE I  
IDENTIFICATION**

Section 1. Name: The name of this honorary honors organization shall be the Gamma Sigma Chapter of Beta Alpha Psi.

Section 2. Location: The Gamma Sigma Chapter of Beta Alpha Psi is located at the University of New Orleans.

Section 3. This organization is a non-profit organization.

Section 4. Fiscal Year: The fiscal year of the Gamma Sigma Chapter of Beta Alpha Psi runs from May 1 through April 30.

**ARTICLE II  
PURPOSE AND OBJECTIVES**

Beta Alpha Psi is an honorary honors and professional organization for students of accountancy. The purposes and objectives of the Gamma Sigma Chapter of Beta Alpha Psi include the following:

Purposes:

1. to recognize outstanding academic achievements in the field of accounting
2. to promote the study and practice of accounting
3. to provide opportunities for self-development and association between members, pledges, faculty, and practicing accountants
4. to instill an understanding of ethical, social, and public responsibilities
5. to encourage social and civic participation

6. to engage in other activities that advance the above purposes

Objectives:

1. to timely file all reports without errors
2. to increase the attendance percentage at professional meetings
3. to provide activities which involve all of our members and promote a professional attitude among members
4. to have at least two officers attend the Regional and National Meetings
5. to encourage and give recognition to scholastic and professional excellence in the field of accounting
6. to conduct two initiations each year
7. to maintain an alumni database
8. to increase local professional participation in the chapter
9. to conduct various fund-raising activities to increase cash flows
10. to promote accounting in minority programs
11. to organize and implement an accounting tutoring lab for accounting students
12. to schedule and encourage attendance at two annual socials
13. to provide services to the community
14. to undertake the rewriting of the chapter by-laws

**ARTICLE III  
MEMBERSHIP**

Gamma Sigma Chapter of Beta Alpha Psi categories and requirements of membership are as follows:

Section 1. Undergraduate Student Pledges – undergraduate students who have met the following criteria:

- A. Anticipated that the final graduation date is at least one year from the time the pledging process would begin
- B. Declared a major in accounting at the University of New Orleans
- C. Have completed six (6) hours of accounting courses (for transfer students: the most recent qualifying course must be at the initiating institution or another AACSB accredited institution)
- D. Have attained a cumulative grade point average (GPA) in upper level accounting courses of at least 3.0 (where an “A” is equal to 4.0) or the equivalent, and one of the following:
  - 1) 3.0 cumulative GPA in all classes attempted at the University of New Orleans, or
  - 2) 3.25 GPA on the last thirty (30) hours attempted at the University of New Orleans
- E. Submitted a completed application for membership to the Executive Board
- F. Paid pledge dues in the semester which the pledging process occurs. Dues are payable on or before the third meeting for the fall semester (August – December) and are payable on or before the third meeting for the spring semester (January – April), whichever corresponds to the semester which the pledging process occurs. There are no dues payable during the summer semester since the pledging process will not occur during the summer semester.
- G. Maintained good standing in the Gamma Sigma Chapter of Beta Alpha Psi as defined in Article XIV, Sections 1 and 2.

Section 2. Graduate and Post-Baccalaureate Student Pledges – graduate students will be allowed to begin the pledging process only if following conditions are met:

- A. Anticipated that the final graduation date is at least one year from the time the pledging process would begin
- B. Declared a concentration in accounting. This concentration is met by one of the following; 1) enrollment as a student in the Department of Accounting at the University of New Orleans in the Masters Program, 2) enrollment as a student in the Department of Accounting at the University of New Orleans in the Pre-CPA Program, or 3) enrollment as a student at the University of New Orleans in the MBA program, if the Undergraduate degree was obtained in Accounting at the University of New Orleans (for transfer students: the Undergraduate in Accounting must have been earned at another AACSB accredited institution.)
- C. Have completed six (6) hours of accounting courses (for transfer students: the most recent qualifying course must be at the initiating institution or another AACSB accredited institution)
- D. Have attained a cumulative grade point average (GPA) in upper level accounting courses of at least 3.0 (where an “A” is equal to 4.0) or the equivalent, and one of the following:
  - 1) 3.0 cumulative GPA in all classes attempted at the University of New Orleans, or
  - 2) 3.25 GPA on the last thirty (30) hours attempted at the University of New Orleans
- E. Submitted a completed application for membership to the Executive Board
- F. Paid pledge dues in the semester which the pledging process occurs. Dues are payable on or before the third meeting for the fall semester (August – December) and are payable on or before the third meeting for the spring semester (January – April), whichever corresponds to the semester which the pledging process occurs. There are no dues payable during the summer semester since the pledging process will not occur during the summer semester.
- G. Maintained good standing in the Gamma Sigma Chapter of Beta Alpha Psi as defined in Article XIV, Sections 1 and 2.

Section 3. Undergraduate Student Members – undergraduate students who have met the following criteria:

- A. Declared a major in accounting at the University of New Orleans
- B. Fulfilled all the requirements of the pledging process determined by the Executive Board and Article III, Section 1
- C. Maintained a cumulative grade point average (GPA) in upper level accounting courses of at least 3.0 GPA and one of the following:
  - a. 3.0 cumulative GPA in all classes attempted at the University of New Orleans, or
  - b. 3.25 GPA on the last thirty (30) hours attempted at the University of New Orleans
- D. Submitted a completed application for membership to the Executive Board
- E. Initiated into the Gamma Sigma Chapter of Beta Alpha Psi by the proper initiation process as defined in Article 7.
- F. Paid pledge dues in the semester which the pledging process occurs. Dues are payable on or before the third meeting for the fall semester (August – December) and are payable on or before the third meeting for the spring semester (January –

April), whichever corresponds to the semester which the pledging process occurs. There are no dues payable during the summer semester since the pledging process will not occur during the summer semester.

- G. Maintained good standing in the Gamma Sigma Chapter of Beta Alpha Psi as defined in Article XIV, Sections 1 and 2.

Section 4. Graduate and Post-Baccalaureate Student Members – graduate students who have met the following criteria:

- A. Declared a concentration in accounting. This concentration is met by one of the following; 1) enrollment as a student in the Department of Accounting at the University of New Orleans in the Masters Program, 2) enrollment as a student in the Department of Accounting at the University of New Orleans in the Pre-CPA Program, or 3) enrollment as a student at the University of New Orleans in the MBA program, if the Undergraduate degree was obtained in Accounting at the University of New Orleans (for transfer students: the Undergraduate in Accounting must have been earned at another AACSB accredited institution.)
- B. Fulfilled all the requirements of the pledging process determined by the Executive Board and Article III, Section 1
- C. Maintained a cumulative grade point average (GPA) in upper level accounting courses of at least 3.0 GPA and one of the following:
  - a. 3.0 cumulative GPA in all classes attempted at the University of New Orleans, or
  - b. 3.25 GPA on the last thirty (30) hours attempted at the University of New Orleans
- D. Submitted a completed application for membership to the Executive Board
- E. Initiated into the Gamma Sigma Chapter of Beta Alpha Psi by the proper initiation process as defined in Article 7.
- F. Paid pledge dues in the semester which the pledging process occurs. Dues are payable on or before the third meeting for the fall semester (August – December) and are payable on or before the third meeting for the spring semester (January – April), whichever corresponds to the semester which the pledging process occurs. There are no dues payable during the summer semester since the pledging process will not occur during the summer semester.
- G. Maintained good standing in the Gamma Sigma Chapter of Beta Alpha Psi as defined in Article XIV, Sections 1 and 2.

Section 5. Method of Pledge Selection

Within one week of the member application deadline each semester, as established by the Executive Board, and having been fully communicated to new, prospective members, the Faculty Advisors shall determine those eligible for membership as designated in Section 1 of this Article. Those students meeting the overall grade point average requirements will be notified, explaining to them the purpose of Beta Alpha Psi, the operation of the Chapter, the fees and dues involved, and the duties and responsibilities of membership.

Those students meeting the course requirements, the overall grade point average requirement, the accounting grade point average, and desiring membership shall constitute the pledges/prospective initiates each semester.

Section 6. Alumni Members

Alumni members - previous undergraduate or graduate members of the Gamma Sigma Chapter of Beta Alpha Psi that have graduated from the University of New Orleans and are not currently enrolled full time at the University of New Orleans in any other discipline of accounting, and those members who have honorably withdrawn from the college. Previous members who have graduated and are enrolled full time in an accounting discipline would be classified as graduate members, subject to graduate member requirements. Alumni are not required to participate and, as such, do not have dues requirements. However, alumni members shall have the privilege of attending all meetings and functions. They shall have full voice at these meetings and functions but shall be disqualified from voting and/or holding office.

#### Section 7. Honorary Members

Honorary members may be proposed for membership by any member of the Gamma Sigma Chapter of Beta Alpha Psi at any meeting with such proposal to be voted upon at the next regular meeting. Honorary Members are practicing accountants or other upstanding members of the community who have shown an interest in the Gamma Sigma Chapter of Beta Alpha Psi. Such individuals become honorary members by a majority vote of the membership of the Gamma Sigma Chapter of Beta Alpha Psi in attendance at the meeting which the vote occurs provided there are no more than two dissenting votes on a secret ballot. Any person proposed for honorary membership may be offered membership in the organization after the aforementioned vote. No separate initiation ceremony is required for honorary members, and honorary members are not subject to dues or participation requirements.

#### Section 8. Pledge and Member Qualifications for Active Membership

An active member must maintain the prerequisites of membership as set forth in Article III, Sections 1 through 4. All Gamma Sigma Chapter Activities will be measured by the hour, where a 50 minutes equals one hour towards a member's or pledge's quota. All Non-Beta sponsored activities will be measured by the hour, where 60 minutes equals one hour toward the member's or pledge's quota. It is the sole responsibility of the member to keep track of their hours and accumulate enough hours to be considered active. New members will also have the responsibility of earning active status.

Each semester an active member and initiate must:

1. Attend 8 hours of professional meetings, 2.5 hours of which may be non-Beta sponsored.
2. Attend 8 hours of community service activities, 2 hours must be served in the accounting tutoring lab. These hours in the tutoring lab will count towards your community service hours. Additional hours in the tutor lab will count towards your community service hours as long as there is 4 hours of community service outside the tutor lab and 2.5 hours of which may be non-Beta sponsored activities. Amendment A 8/2010 EK
3. Attend an additional 4 hours of either professional or community service activity.
4. Actively participate on at least one committee.

Initiates are required to earn their hours before they are initiated.

Section 9. Resignation of Members

A member may resign from the Gamma Sigma Chapter of Beta Alpha Psi by notifying the President or Faculty Advisors in writing describing the reason and circumstances of resignation. The resignation letter must state the effective date of resignation. If the effective date of resignation is not specified, the resignation will be effective upon receipt of the letter.

Section 10. Expulsion of Pledges and Members

Expulsion of a pledge or member of the Gamma Sigma Chapter of Beta Alpha Psi is a very serious matter and, as such, is not entered into lightly. A pledge or member may be expelled only if the Executive Board agrees the member's actions warrant expulsion and a majority vote of members in good standing in attendance at the next regular meeting is reached.

Reasons to warrant expulsion include, but are not limited to, academic dishonesty, such that the member was found to have cheated, plagiarized, tampered with academic records and/or examinations, falsified identity, and/or was an accessory to acts of academic dishonesty.

In addition, when a member knowingly falsifies Beta hours and/or non-Beta hours (professional and community service, including Tutoring Lab and ISTA hours) in order to achieve, or maintain, active status within the Gamma Sigma Chapter of Beta Alpha Psi, such acts also warrant expulsion.

**ARTICLE IV  
MEETINGS**

Section 1. Professional, Business, and Executive Board Meetings.

A. The professional meetings of this Chapter shall be held at least eight (8) times during the regular school year.

B. The business meetings of the Chapter shall be held at least two (2) times during the regular school year. A minimum of 50 percent of the membership must be present to constitute a quorum.

C. Executive Board meetings may be called at the discretion of the President. Two-thirds (2/3) of the elected officers and one faculty advisor must be present at the meeting to constitute a quorum (Amended 9/9/1999).

Section 2. Notice of Meetings.

Written notice shall be given of scheduled meetings as determined by the scheduling committee. In addition, notice will be posted in a conspicuous place.

Section 3. Special Meetings.

Special meetings may be called at the discretion of the President upon the approval of the Faculty Advisor. The nature of special meetings shall be posted in several conspicuous places at least one day prior to the time set for the meeting.

**ARTICLE V  
DUTIES AND RESPONSIBILITIES OF OFFICERS**

Section 1. President

A. General Responsibility

The President sets goals and manages the chapter in pursuit of those goals and represents the chapter locally, regionally, and nationally. The President must

make sure all activities are sufficiently planned and encourage, motivate, and increase member and pledge participation.

#### B. Specific Duties

1. Serve as President of the Executive Board (all elected officers)
2. Call a meeting of the Executive Board within one month of installation as President to discuss planning of chapter activities
3. Know duties, responsibilities, and activities of all the officers
4. Keep informed of all rules and regulations of Beta Alpha Psi
5. Act as point of contact
6. Propose revisions to the by-laws to the Executive Board
7. Plan chapter's activities with members of Executive Board
8. Manage the chapter toward its goals
9. Meet with the officers as a group and chair the meetings
10. Meet with the officers one on one as needed
11. Represent the chapter at all events
12. Maintain the morale of the chapter
13. Work with professionals, UNO administration, and UNO faculty
14. Do all things necessary to promote the chapter
15. Chair the initiation ceremonies
16. Meet with the faculty advisors
17. Report on individual activities relative to the chapter's goals
18. Attend/present at national, regional conferences and other events
19. Work with other local chapters
20. In conjunction with the Treasurer, develop an annual budget and present it for approval to the Executive Board
21. Prepare the non-financial portion of the year-end report
22. Ensure all reports are filed in an accurate and timely manner
23. Consistently brainstorm ways to improve the chapter
24. Call attention to the Executive Board about areas that need to be improved
25. Delegate duties to officers and chairpersons by using deadlines and other management efforts to ensure that all delegated duties are performed in an accurate and timely manner
26. Perform other duties as needed

#### C. General Qualifications

1. Committed to the purpose of Beta Alpha Psi

2. Willing and able to devote a significant amount of uncompensated time in the pursuit of goals for an entire academic year (high degree of motivation)
3. Strong organizational skills
4. Able and willing to organize committees, delegate authority, and follow-up on committee progress
5. Excellent communication skills, including effective public speaking capabilities (able to speak to large groups)
6. Able to liaise with professional persons in pursuit of common goals
7. Able and willing to travel to conferences/conventions, etc.
8. Outgoing and flexible personality

D. Preferred Qualifications

1. Prior leadership experience of large groups
2. Ability to plan several months ahead and multi-task
3. Expert knowledge of Microsoft Word, Excel, PowerPoint, Adobe Acrobat, and QuickBooks Pro

Section 2. First Vice President

A. General Responsibility

The 1<sup>st</sup> Vice President is responsible for organizing weekly chapter meetings and all chapter-sponsored professional activities.

B. Specific Duties

1. Service as a voting member of the chapter's Executive Board
2. Using guidance from the President, draft a program of professional activities and present it to the President and the Executive Board for approval
3. Arrange for rooms, speakers, media equipment, etc., necessary to carry out the approved professional program. This will normally require significant involvement with professional firms and industry companies well in advance, as well as throughout the semester
4. Organize professional events
5. Perform other duties as assigned by the president

C. General Qualifications

1. Committed to the purpose of Beta Alpha Psi
2. Willing and able to devote a significant amount of uncompensated time in the pursuit of goals for an entire academic year (high degree of motivation)
3. Strong organizational skills



4. Able and willing to organize committees, delegate authority, and follow-up on committee progress
5. Excellent communication skills, including effective public speaking capabilities (able to speak to large groups)
6. Able to liaise with professional persons in pursuit of common goals
7. Able and willing to travel to conferences/conventions, etc.
8. Outgoing and flexible personality

#### D. Preferred Qualifications

1. Prior leadership experience
2. Professional communication skills
3. Ability to plan several months ahead and multi-task
4. Proficient knowledge of Microsoft Word, Excel, PowerPoint, and Adobe Acrobat

### Section 3. Second Vice President

#### A. General Responsibility

The 2<sup>nd</sup> Vice President is responsible for finding, organizing, and conducting all chapter-sponsored service activities, including the ISTA program. He/She may also assist in finding individual service projects for members who desire such service. He/She also coordinates with the professionals and plans social events for BAP. This usually entails 1-2 social events per semester involving planning, securing a location, making food arrangements, informing professionals and members, and cleaning up after the event. This officer also oversees all committees.

#### B. Specific Duties

1. Service as a voting member of the chapter's Executive Board
2. Using guidance from the President, draft a program of service activities and present it to the Executive Committee for approval
3. Search out opportunities to provide chapter-sponsored service to persons/organizations in need. This will normally require significant involvement with private, not-for-profit, and professional firms.
4. Arrange for rooms, transportation, etc, necessary to carry out the approved service program
5. Act as the chapter's primary representative at service events and coordinate the service provided
6. Using guidance from the President, draft a program of social activities and present it to the Executive Committee for approval.
7. Search out opportunities to provide interactive and enjoyable chapter sponsored activities. This will normally require involvement with private, not-for-profit, and professional firms.

8. Arrange for rooms, transportation, etc, necessary to carry out the approved social program
9. Act as the chapter's primary representative at social events and coordinate the socials provided
10. Form committees and/or task groups (selected from members) to help coordinate major events
11. Track and accumulate member and pledge hours throughout the semester
12. Distribute member and pledge hours for review and accuracy at least three times per semester
13. Perform other duties as assigned by the president

#### C. General Qualifications

1. Committed to the purpose of Beta Alpha Psi
2. Willing and able to devote a significant amount of uncompensated time in the pursuit of goals for an entire academic year (high degree of motivation)
3. Strong organizational skills
4. Able and willing to organize committees, delegate authority, and follow-up on committee progress
5. Excellent communication skills, including effective public speaking capabilities (able to speak to large groups)
6. Able to liaise with professional persons in pursuit of common goals
7. Able and willing to travel to conferences/conventions, etc.
8. Outgoing and flexible personality

#### D. Preferred Qualifications

1. Prior leadership experience
2. Prior experience with community service
3. Prior event planning of large functions
4. Professional communication skills
5. Ability to plan several months ahead and multi-task
6. Expert knowledge of Microsoft Word and Excel
7. Upbeat and cheerful attitude

### Section 4. Treasurer

#### A. General Responsibility

The Treasurer is responsible for preparing, presenting, and maintaining the annual budget, recording all financial activities, timely processing of payments and deposits, preparing and presenting financial reports,

coordinating the internal audit, and ensuring all relevant stakeholders have timely access to financial information.

#### B. Specific Duties

1. In conjunction with the Chapter President, develop, present, and maintain an annual budget of receipts and disbursements
2. Throughout the year, deposit cash receipts and disburse chapter funds
3. Reconcile all monies received to its respective copy of issued receipt
4. File copies of all checks, deposit slips, invoices, and receipts into Financial Binder
5. Assist other officers and committee members in coordinating the financial aspects of activities and events
6. Record transactions, events, and circumstances in a timely manner using QuickBooks. The transaction register should be accessible by the Faculty Advisor or President at any time. Review transactions and balances with the Faculty Advisor or President periodically
7. Prepare budget to actual comparisons and financial statements; present that information at any scheduled meeting of the Executive Committee or to the Faculty Advisor upon request
8. Prepare the financial portion of the year-end report
9. Coordinate bi-semester internal audits with Audit Committee (Amended April 24, 2014)
10. Forward all initiation fees to national office within ten (10) days following initiation
11. Perform other duties as assigned by the president

#### C. General Qualifications

1. Committed to the purpose of Beta Alpha Psi
2. Willing and able to devote a significant amount of uncompensated time in the pursuit of goals for an entire academic year (high degree of motivation)
3. Strong organizational skills
4. Able and willing to organize committees, delegate authority, and follow-up on committee progress
5. Excellent communication skills, including effective public speaking capabilities (able to speak to large groups)
6. Able to liaise with professional persons in pursuit of common goals
7. Able and willing to travel to conferences/conventions, etc.
8. Outgoing and flexible personality

#### D. Preferred Qualifications

1. Expert knowledge of QuickBooks Pro
2. Professional communication skills
3. Excellent organizational skills

#### Section 5. Corresponding Secretary

##### A. General Responsibility

The Corresponding Secretary is responsible for handling correspondence with membership, faculty, and alumni. He/She also collects and records all fees received from members and pledges, and money received at all chapter events.

##### B. Specific Duties

1. Service as a voting member of the chapter's Executive Committee
2. Write thank you e-mails to all speakers, professional, and faculty attendees
3. Send weekly e-mail to the BAP membership and faculty regarding the upcoming meeting .
4. Design newsletters, fliers, posters, and brochures as needed for the chapter
5. Collects all money, records in receipt book, and issues all receipts
6. Stamps all checks with "For Deposit Only" Gamma Sigma stamp
7. *Makes a copy of each and every check* (Deleted. Amended April 24, 2014)
8. Transfers all cash, original checks, check copies, and copy of each receipt to Treasurer
9. Perform other duties as assigned by the President

##### C. General Qualifications

1. Committed to the purpose of Beta Alpha Psi
2. Willing and able to devote a significant amount of uncompensated time in the pursuit of goals for an entire academic year (high degree of motivation)
3. Strong organizational skills
4. Able and willing to organize committees, delegate authority, and follow-up on committee progress
5. Excellent communication skills, including effective public speaking capabilities (able to speak to large groups)
6. Able to liaise with professional persons in pursuit of common goals
7. Able and willing to travel to conferences/conventions, etc.
8. Outgoing and flexible personality

##### D. Preferred Qualifications

1. Has the creative ability to design publications/flyers

2. Proficient using word processing and PageMaker (or similar) software
3. Excellent coordination skills and the ability to multi-task

#### Section 6. Reporting Secretary

##### A. General Responsibility

The Reporting Secretary is responsible for handling correspondence between the chapter and nationals.

##### B. Specific Duties

1. Service as a voting member of the chapter's Executive Committee
2. Liaison between chapter and nationals
3. Collect, enter and update membership/pledge biographical information into chapter database; maintains a local roster of members and pledges (including email addresses)
4. Collect, enter and update membership/pledge information and enter that information into national online database
5. Prepares a record of all chapter sponsored national/regional, professional, and service events
6. Keeps minutes at officers' meetings
7. Keeps minutes at all chapter meetings
8. Keeps a record of attendance at all chapter-sponsored events for 2<sup>nd</sup> Vice President
9. Make available for review in a timely manner, official copies of the minutes of meetings of the Gamma Sigma Chapter of Beta Alpha Psi and the Board to any member of the Chapter upon reasonable request
10. Maintain such reports as shall be filed with him or her
11. Perform other duties as assigned by the President

##### C. General Qualifications

1. Committed to the purpose of Beta Alpha Psi
2. Willing and able to devote a significant amount of uncompensated time in the pursuit of goals for an entire academic year (high degree of motivation)
3. Strong organizational skills
4. Able and willing to organize committees, delegate authority, and follow-up on committee progress
5. Excellent communication skills, including effective public speaking capabilities (able to speak to large groups)
6. Able to liaise with professional persons in pursuit of common goals
7. Able and willing to travel to conferences/conventions, etc.

## 8. Outgoing and flexible personality

### D. Preferred Qualifications

1. Proficient knowledge of Microsoft Word and Excel
2. Prior leadership experience

### Section 7. Faculty Advisors

- A. For the purposes of the Gamma Sigma Chapter of Beta Alpha Psi, there shall be two (2) Faculty Advisors.
- B. The Faculty Advisors serve as advisors to the chapter and a point of contact for the Beta Alpha Psi National Office..
- C. The Faculty Advisors may be selected by the Chapter or appointed by the Chairperson of the Department of Accounting.
- D. The Faculty Advisors have the responsibility of verifying the accuracy of reporting and academic good standing of members and pledges. The Faculty Advisors shall:
  1. be an active member of the University of New Orleans, Department of Accounting
  2. be a member of the Executive Board with all voting privileges

### Section 8. Executive Board

The Executive Board consists of the elected officers of the Gamma Sigma Chapter of Beta Alpha Psi and two (2) Faculty Advisors. The President is the Chairperson of the Executive Board. The Executive Board's authority and duties are described as follows:

1. The Executive Board is responsible for assisting the chapter President in the development of the organizational plan and budget, approving the organizational plan and budget, and for monitoring the attainment of the plan and budget over the course of the year
2. Voting all Executive Board members shall have the right to vote except for the President and the faculty advisors. The President shall have the right to vote in the case of tie. The faculty advisors shall have no right to vote. However, they can veto any action of the Executive Board if they unanimously elect to do so (i.e., it takes both advisors to veto an action)
3. The Executive Board must approve the organizational plan and budget prior to presentation to the chapter as a whole. Approval requires a simple majority of voting members of the committee.
4. Changes to the organizational plan over the course of the year require approval by the Executive Board
5. The Executive Board is the authority of the Chapter for any matters not otherwise established
6. The Executive Board has the power to expedite decisions of the Chapter in order to promote efficiency without infringing upon members' rights and privileges

7. The Executive Board has the responsibility to report to members at the next regular business meeting any decisions made or actions taken  
In the instance that an elected office becomes vacant upon the graduation, resignation or other ineligibility of an officer during the year, the Executive Board shall hold a special election to fill such office
8. The Executive Board has the power to amend the by-laws, but any changes must be accepted by a two-thirds (2/3) vote at the next regular business meeting
9. The Executive Board has the power to assess members' good standing
10. Any decisions made by the Executive Board can be overturned by a majority vote of members present in good standing at the next regular business meeting
11. The Executive Board has the power to form committees to complete tasks not assigned to officers

## **ARTICLE VI ELECTION AND INSTALLATION OF OFFICERS**

### **Section 1.** Nominations

An 'active member' shall be deemed eligible for nomination to any office. Members may accept nomination to any office. Members who are not elected to their first chosen office may run for other offices that are open. (Amended August, 2003). Nominations for any office may be made by any member and seconded by any additional member.

Initiates may be nominated to an office of Beta Alpha Psi provided the ACTIVE Initiate is initiated into membership prior to taking office. (Amended November 12, 1987) Nominations for Chapter offices shall be made at least one meeting and at least one week prior to the election of officers. Upon graduation, resignation or other ineligibility of an officer during the year, a special election shall be held to fill such office.

### **Section 2.** Voting Procedure

All voting is to be by secret ballot. Such ballots shall be distributed by the Secretary to the members immediately prior to taking of the vote. The Faculty Advisor shall be in charge of the counting of the votes. The voting shall continue by secret ballot until a majority vote is obtained for each office.

If a majority vote is not obtained on one ballot for any or all offices, the results of the ballot shall be announced, the nominee receiving the lowest number of votes is stricken from the ballot, and the voting shall continue until a majority vote shall be obtained for each office.

### **Section 3.** Election of Officers

Elections of officers are held in the spring and fall semesters. Elections are conducted at the last general membership business meeting of the semester and prior to the initiation ceremony.

### **Section 4.** Installation of Officers.

Chapter officers-elect shall be installed at the initiation ceremony. This initiation ceremony shall be held within one week following the last general membership meeting of the academic term in which the election was held, with retiring Chapter officers or faculty members conducting the installation.

Elected officers of Beta Alpha Psi will hold office for the term of one academic year. Wherein an officer elected in the spring vacates his/her office upon graduation or resignation at the end of the fall term, elections will be conducted in November to fill said vacancy. The newly elected officer shall serve the Chapter for the remainder of the original officer's term of office, not to extend beyond the end of the spring semester. Elections will be held each Spring and they will start their term of office at the last meeting each May. (Amended November 12, 1987) Officers elected in the spring begin their term June 1 and end May 31. Outgoing officers are to complete all necessary reports filed with Nationals no later than June 1.

## **ARTICLE VII INITIATION**

### Section 1. - Time and Place of Initiation

The initiation of those students eligible for membership shall take place at a time and location established by the Executive Board within a week following the final general meeting of the semester. The place shall be chosen by the Executive Board and announced to the membership in a timely fashion.

## **ARTICLE VIII STANDING COMMITTEES**

### Section 1. Accounting Lecture Series Committee (ALS)

The ALS committee is responsible for organizing the annual CPE program hosted by the Gamma Sigma Chapter each fall. The Chairman of this committee will oversee the following subcommittees:

- A.) Programs: This subcommittee is responsible for confirming speakers, specific topic and title of presentation, length of time required for each speaker, a short biography of each speaker, and all materials necessary for participant binders.
- B.) Promotions/Marketing: This subcommittee is responsible for printing, mailing, and/or emailing promotional materials to the local accounting community.
- C.) Registration: This subcommittee is responsible for receiving registration forms via mail, email and internet registration; maintaining an accurate log of registered participants; sending confirmations to every registrant; overseeing participant arrivals and sign-in on the day of the event; and distribution of all printed materials at the event.
- D.) Materials: this subcommittee is responsible for having all handouts from speakers printed, bound and transported to the location prior to the day of the event.

The ALS committee is active year round. The chairman of the committee reports to the Chapter President.

### Section 2. Initiate and Recruiting Committee

The Initiate/Recruiting committee is responsible for recruiting new members into the chapter; coordinating alumni for prospective members meeting; mentoring initiates during their initiation semester.



- A.) Initiate responsibilities: This committee is responsible for the initiate mentoring program. Each initiate is paired with one or more members that act as mentors throughout the initiation semester.
- B.) Recruiting responsibilities: This committee is responsible for coordinating and execution of recruiting efforts at the beginning of each semester. This includes visiting appropriate accounting classes to educate students about the benefits of Beta membership; arranging for and operating a table in the atrium during welcome week; arranging announcements to be displayed on LCD boards and published in The Driftwood and Campus News emails; placing and retrieval of recruiting signs; and handing out flyers.

The Initiate/Recruiting committee is active year round. The chairman of this committee reports to the Second Vice-President.

### Section 3. Social & Banquet Committee

The Social & Banquet committee is responsible for organizing social events and the initiation banquet.

- A.) Social responsibilities: This committee is responsible for planning and organization of social events including booking, food arrangements, transportation of Beta banner, and for operation of registration table at social events. This includes, but is not limited to, The Semi-Annual Volleyball Tournament; Meet the Firms; and Member Socials.
- B.) Banquet responsibilities: This committee is responsible for booking venue; planning menu and contracting caterers; music arrangements; transportation of Beta Banner; set-up and tear-down of decorations; and operation of registration table at the event.

All of the above activities are subject to budget constraints as set forth by the Treasurer. The chairman of this committee reports to the First Vice-President for Initiation Banquet and Meet the Firms, and to the Second Vice-President for Social events.

### Section 4. Programs & Food Committee

Given the calendar of events developed by the President and First Vice-President, this committee is responsible for:

- A.) Selecting and ordering food for appropriate events.
- B.) Securing any equipment or materials needed by the speaker for the event, and transporting these items to and from the meeting.
- C.) Set-up before and clean-up after the event, including inspection of the room.

All of the above activities are subject to budget constraints as set forth by the Treasurer. The chairman of this committee reports to the Corresponding Secretary.

### Section 5. Audit Committee

The Audit committee is responsible for auditing the chapter's financial documentation. The committee will test the accuracy of the chapter's financial state as well as the effectiveness of internal controls. This committee is responsible for:

- A.) Monthly audits of bank reconciliations performed by the chapter Treasurer.
- B.) End of semester audits of chapter financial records.
- C.) End of fiscal year audit of financial statements.

Any material findings will be reported to the President. Any findings related to fraud, regardless of magnitude, will be reported to the Faculty Advisors, as well as the President, unless the President is believed to be involved in the fraudulent activities. Certain situations may warrant the Audit Committee to investigate other areas of the Chapter, when deemed necessary by the Chairman of the committee. The Chairman of the committee reports to the President.

#### Section 6. ISTA Committee

This committee is responsible for coordinating and staffing the Volunteer Income Tax Assistance Program at the university. The chairman of this committee answers to the Second Vice-President.

#### Section 7. Alumni Committee

The alumni committee is responsible for updating the alumni list each semester. This includes adding recent graduates to the list, as well as updating any new information, such as changes of address or employment. This committee is also responsible for the preparation and distribution of alumni newsletters once each semester. The chairman of this committee answers to the Corresponding Secretary (Amended 9/9/1999).

#### Section 8. Web Site, Newsletter, Historian & Competition Committee

The web site portion of this committee is responsible for updating and/or changing the web site throughout each semester. The web site should include, but is not limited to include, things such as:

1. Current officers
2. Current members
3. Calendar of events
4. General info about organization
5. Finds and trains apprentice to take over the Gamma Sigma website

The newsletter portion of this committee is responsible for assimilation and publication of a Chapter newsletter to be published at least 3 times a semester.

The historian and competition portion of this committee is responsible for serving as the chapter historian. At least 1 member of this committee is required to attend every event (unless otherwise stated) to obtain photograph and/or video record the activities of each event. The committee is also responsible to verify that all documentation requirements are met for Beta Alpha Psi competitions and maintain a file for each competition. This documentation should include, but is not limited to:

1. Name of event

2. Name and contact information of organization & on-site coordinator
3. General information about the organization
4. Specific information about the event
5. Name and contact information of any persons appearing in the photographic documentation who is not a beta member, alumni, faculty member, or professional.

This committee is responsible for delivering a copy of all photographs and video footage to the web site committee for uploading to the chapter web site. The committee is also required, to work with officers and members to obtain photo/video documentation for presentation and competition preparation.

The chairman of this committee answers to the Second Vice-President.

(Amended April 24, 2014)

## **ARTICLE IX DUES AND FEES**

### Section 1. Pledge and Member Dues

All pledges and members shall pay the Corresponding Secretary (in conformity with the financial controls as set forth in Article 13, Financial Matters Pertaining to General Operating Funds) on or before the third meeting of the fall semester (August – December) and are payable on or before the third meeting of the spring semester (January – April). There are no dues payable during the summer semester.

### Section 2. – Amount of Dues

The amount of dues shall be set by the Executive Board and approved by a majority vote of members in attendance at the first available meeting. Dues are non-refundable after their due date.

### Section 3. - Special Assessments.

Special assessments may be made by the Chapter upon the recommendation of the Treasurer and such recommendation receiving a majority of the votes of those affected by the assessment.

## **ARTICLE X VOTING AND QUORUM**

### Section 1. Voting.

Voting rights are restricted to the members in good standing present at the time and place at which the voting occurs.

### Section 2. Quorum.

Unless otherwise specified, all votes require a majority in order to be considered affirmative. A quorum is defined as certain satisfactory level of attendance at meetings. Regular business meetings require that 50% of members and pledges are in attendance at that meeting in order for it to be considered a quorum. In circumstances where a quorum is not defined, a quorum would be a simple majority.

**ARTICLE XI  
AMENDMENTS**

Amendments to the Gamma Sigma Chapter of Beta Alpha Psi Constitution and By-laws are formulated by the Executive Board as needed or desired and require a two-thirds (2/3) vote at the next regular business meeting where two-thirds (2/3) of all active members are in attendance.

Amendments must be posted in advance of the vote and copies of the proposed amendments must be distributed to all members attending the meeting prior to which the vote occurs.

**ARTICLE XII  
ORGANIZATIONAL PLAN**

Section 1. Definition and purpose

The organizational plan is the document that outlines all of the chapter's activities for the upcoming year. The purpose of the plan is to determine what activities will be performed in reaching the chapter goal of attaining superior chapter status (Amended 9/9/1999).

Section 2. Responsibilities for Development of Organizational Plan

The ultimate responsibility for the development of the organizational plan lies with the chapter President. During the summer semester, the President, assisted by the Executive Committee, will develop and approve an organizational plan for the chapter for the upcoming year (Amended 9/9/1999).

Section 3. Presentation to the Membership

At the first business meeting of the fall semester, the President shall present the organizational plan to the membership, who shall vote upon its approval. A simple majority of the members present (assuming that a quorum is present) is required to approve the plan (Amended 9/9/1999).

Section 4. Monitoring

During the academic year, the President will monitor the chapter's success in complying with the organizational plan, and will make periodic reports to the chapter as to this success (Amended 9/9/1999) .

**ARTICLE XIII  
FINANCIAL MATTERS PERTAINING TO GENERAL OPERATING FUNDS**

Section 1. Financial Controls

1. Only the President, 1<sup>st</sup> Vice President, and Faculty Advisors will have signature authority for the checking account.
2. Two signatures are required for any and all Beta Alpha Psi checks issued.
3. The Treasurer shall maintain all records and copies of records in the Financial Binder.
4. Online account view function is granted to the President, Treasurer, and Faculty Advisors.
5. Online account transfer function is granted to the Treasurer and Faculty Advisors.

Section 2. Collection of money – Corresponding Secretary

1. Collect payment.

2. Issue receipt from Receipt Book.
3. If payment is made with a check, stamp check on back with "For Deposit Only."
4. Make a copy of the issued receipt.
5. Provide the money collected and copy of receipt to the Treasurer.

Section 3. Deposit of money – Treasurer

1. Reconcile the received monies collected to its respective copy of the issued receipt.
2. Deposit into checking account.
3. File the copy of the check and deposit slip into Financial Binder.

Section 4. Disbursements of money – Treasurer

1. The President, 1<sup>st</sup> Vice President, or a Faculty Advisor must initial any and all invoices received for payment and/or receipt for reimbursement.
2. Make a copy of the invoice and/or a copy of the receipt for reimbursement.
3. Issue check for invoice and/or receipt for reimbursement.
4. Attain required check signatures (see this Article, Sections 1 and 2, above).
5. Render payment.

**ARTICLE XIV  
GOOD STANDING**

Good standing is divided into two (2) categories: academic and general. Academic good standing is determined at the end of the fall and spring semesters by the Faculty Advisors. Pledges and members not remaining in good standing will be handled on a case-by-case basis by the Executive Board.

Section 1. Academic good standing is determined by maintaining a cumulative grade point average (GPA) in upper level accounting courses of at least 3.0 GPA and one of the following.

1. 3.0 cumulative GPA in all classes attempted at the University of New Orleans, or
2. 3.25 GPA on the last thirty (30) hours attempted at the University of New Orleans

Section 2. General good standing is determined by the Executive Board as follows:

1. Attend 8 hours of professional meetings, 4 hours of which must be sponsored by Beta.
2. Attend 8 hours of community service activities, 4 hours of which must be sponsored by Beta.
3. Attend an additional 4 hours of either professional or community service activity.
4. Actively participate on at least one committee.

All good standing requirements are on a per semester basis. (Amended April 24, 2014)

**ARTICLE XV  
AUTHORITY**

These by-laws shall be the principal governing document of the Gamma Sigma Chapter of Beta Alpha Psi. These by-laws will be subordinate to the International Constitution and Bylaws of Beta Alpha Psi. Any provision of this document that conflicts with the International Constitution and Bylaws of Beta Alpha Psi that is currently in effect will be rendered null and void.

## **ARTICLE XVI DISSOLUTION**

Upon dissolution of the Gamma Sigma Chapter of Beta Alpha Psi, any assets will be distributed as follows:

1. If there is a succeeding student accounting organization, the assets will be transferred to that organization;
2. If there is no succeeding student accounting organization, the procedures are as follows:
  - a) all liabilities and obligations will be paid
  - b) any remaining assets will be transferred back to the Department of Accounting at the University of New Orleans

## **FEES AND DUES**

### **Dues are as follows:**

Initiates \$120.00 (\$65.00 of which is a one-time fee sent to the national chapter)  
Members \$55.00 per semester (Amended April 24, 2014)

Should any member or initiate fail to meet the 'active participation' requirement and/or neglect to pay dues, they will be considered inactive. **Two inactive semesters will result in expulsion.**

For further information, please do not hesitate to contact any of the officers.