



# BETA ALPHA Ψ

Epsilon Chi Chapter  
California State University, Northridge

## CHAPTER CONSTITUTION

### ARTICLE I — CHAPTER NAME

Section 1: The name of this organization shall be: CALIFORNIA STATE UNIVERSITY, NORTHRIDGE EPSILON CHI CHAPTER, BETA ALPHA Ψ HONORARY ORGANIZATION

### ARTICLE II — AUTHORITY

Section 1: These Bylaws are subordinate to and in all ways subject to the National Constitution and Bylaws of Beta Alpha Psi, 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 principle-governing document of the California State University, Northridge Epsilon Chi Chapter of Beta Alpha Psi, and any Constitution or Bylaws previously existing are hereby superseded and are null and void.

Section 3: The California State University, Northridge Epsilon Chi Chapter affirms its knowledge of and adherence to all applicable University regulations.

Section 4: At least thirteen 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 minutes book or records. One copy shall be in the custody of the Faculty Adviser. A third copy shall be placed so as to be readily accessible at all times to members of the Chapter. Each new initiate shall be required to read the National Constitution and Bylaws, and the Chapter Bylaws. Ten copies shall be in the custody of the CSUN Constitutional Affairs Board via the Student Development Office.

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.

Section 6: The Epsilon Chi Chapter bylaws shall adhere to requirements set by the National Beta Alpha Psi bylaws. These bylaws must additionally be compliant with the policies set by the Associated Students of California State University, Northridge and the Leaders in Alliance of the David Nazarian College of Business and Economics. Any conflicts between these articles shall be superseded by the National bylaws.

### ARTICLE III — PURPOSES

The objective of this organization shall be to encourage and give recognition to scholastic and professional excellence in the field of accounting, finance, business analytics or digital

technology. This objective includes, but is not limited to, the following sub-objectives: to instill in its members a motivation for self-improvement; to foster high moral and ethical standards in its members; to cultivate a sense of responsibility and service in its members; to promote the collegiate study of professional accountancy, finance, business analytics or digital technology; and to provide opportunities for association among its members and professionals.

## **ARTICLE IV — MEMBERSHIP, PROBATION AND EXPULSION**

### **A. MEMBERSHIP**

Section 1: The membership of this Chapter shall consist of those individuals who are members as of the adoption of these Bylaws, and who are periodically admitted to membership in such manner and under such requirements as may be prescribed herein, as recorded in the minutes of the meetings of the Executive Committee and/or membership, or by the National Constitution and Bylaws.

Section 2: Membership in the Chapter shall be open to all persons, without discrimination, who are interested in the aims and purposes of the organization; who are willing to subscribe to its National Constitution and Bylaws and to this Chapter's Bylaws; and who are otherwise qualified under the provisions set forth in those documents. Membership and participation in Beta Alpha Psi shall not be abridged on the basis of race, color, sex, age, religion, disability, national origin, sexual orientation, or veteran status

Section 3: Membership in Beta Alpha Psi shall be limited to those persons of good moral character who have achieved scholastic and/or professional excellence in the fields of accounting, finance, business analytics or digital technology; who have been initiated according to the official membership ceremony; and who are in good standing. Categories of membership for Beta Alpha Psi is as follows:

Members of Beta Alpha Psi enrolled as accounting, finance, business analytics or digital technology students at an institution where there is a chapter shall be designated as Student members.

Candidates of Beta Alpha Psi are students who have declared a concentration in accounting, finance, business analytics or digital technology (or who have indicated an intention to concentrate in accounting, finance, business analytics or digital technology) but who have not yet met the requirements for the membership ceremony. Candidates must have at least one Fall or Spring semester after the initiation to be an eligible member.

Members of Beta Alpha Psi who are on the faculty of an institution where there is a chapter shall be designated as Faculty members.

Members of Beta Alpha Psi, once classified as Student members, who are no longer concentrating in accounting, finance, business analytics or digital technology or no longer

associated with a collegiate institution where there is a chapter shall be designated as Alumnus members.

Members of Beta Alpha Psi who, at the time of their membership ceremony, are neither students nor faculty at the institution where the initiating chapter is located shall be designated as Honorary members.

Section 4: Student members who have completed Candidacy requirements and are in good standing shall be entitled to hold office. Those who are Up for Membership and Initiated are eligible to vote. All members in good standing and initiates in good standing may enjoy the privileges of this organization. Members in good standing are those who maintain their membership by payment of dues and comply with these Bylaws and the regulations of the Chapter as recorded in the minutes of the meetings of the Executive Committee and/or membership. Initiates in good standing are those who maintain their initiate status by payment of dues and comply with these Bylaws and the regulations as recorded in the minutes of the meetings of the Executive Committee but have not been formally initiated into the Chapter.

Section 5: To be considered for membership as an undergraduate or graduate student, the candidate must have declared a concentration in accounting, finance, business analytics and/or digital technology and be matriculated students at the chapter university.

In addition, the candidate must:

- be enrolled in the respective first upper division major course (Accounting Major: ACCT 350, Finance Major: FIN 352, Information Systems Major: IS 312, MPAcc: ACCT 620A, MST: ACCT 520)
- have attained at least a cumulative major GPA of 3.50, **and;**
- an overall GPA of 3.50, **or** have attained at least a 3.50 cumulative grade average on the most recently completed 30 semester hours

**or**

- have successfully completed the first respective upper division major course (Accounting Major: ACCT 350, Finance Major: FIN 352, Information Systems Major: IS 312, MPAcc: ACCT 620A, MST: ACCT 520)
- have attained a major GPA of 3.30, **and;**
- have an upper division major **or** Masters GPA of at least 3.00, **and;**
- an overall GPA of at least 3.20, **or** have attained at least a 3.50 cumulative grade average on the most recently completed 30 semester hours

**or**

- have attained an honors distinction utilized by their institution deemed to be equivalent to the above by the BAP Executive Committee.

The determination of honors distinction of a nonmember must involve the nomination of a distinguished student whose professional service and involvement with the club has served the organization and community in extraordinary feats. The nominee must be voted in by the voting members of the Chapter with the approval of the Faculty Adviser.

For members that rescind their declaration in accounting and declare a concentration in finance and information systems as their primary major may qualify for membership with the Chapter. Refer to the Nationals bylaw Article IV, Section 1 for eligibility.

Graduate students enrolled in the chapter university's MST or MPAcc programs must adhere to the academic program's requirements to remain eligible as a member. This includes but is not limited to meeting the GPA requirements and academic assignments of the program. Depending on the enrollment status of the student (part-time or full-time), each Candidate will be assigned a project for the duration of their enrollment in the graduate program.

Section 6: To be considered for the Epsilon Chi Chapter candidate program, the Faculty Adviser will verify grade point averages. For purposes of computing these grade point averages, the Executive Committee shall define the computation procedure for accounting courses attempted. Specifically, courses which our Accounting Department does not transfer for full credit (such as Intermediate Accounting or Managerial Accounting taken at another school) will not be considered. Courses taken at another school, in which the course's unit value is higher than if it had been taken at CSUN will only count for the number of units which would have been received had the course been taken at CSUN. For example, if an elementary accounting class is taken at a junior college where the student receives five units, and the same class is worth three units at CSUN, only three units will be considered when computing the accounting GPA. The chapter will accept the lower of the overall grade point average or the CSUN grade point average, both as computed by the University Admissions and Records Office.

Section 7: A candidate period shall exist in order to acquaint prospective members with opportunities available in Beta Alpha Psi. This will be accomplished by an amount of required service and professional activities as set forth by the regulations of the Epsilon Chi Chapter.

Section 8: Members of Beta Alpha Psi are eligible to be initiated as Lifetime Members if they complete the following as undergraduate students:

### **Accounting**

- Successfully completed ACCT 352 **and**
- In good standing with their membership obligations (refer to the "CSUN BAP Points Protocol") **and** academic standing. Students who are elected to an executive position and meet the requirements for initiation may be initiated, with the approval of the majority of the Executive Committee and in contingency with the requirements aforementioned.

## **Finance**

- Successfully completed 5 upper-division Finance courses, including FIN 303 **and**
- In good standing with their membership obligations (refer to the “CSUN BAP Points Protocol”) **and** academic standing. Students who are elected to an executive position and meet the requirements for initiation may be initiated, with the approval of the majority of the Executive Committee and in contingency with the requirements aforementioned.

## **Business Analytics or Digital Technology**

- Successfully completed IS 431 and 435 (or any replacement courses for said courses) **and**
- In good standing with their membership obligations (refer to the “CSUN BAP Points Protocol”) **and** academic standing. Students who are elected to an executive position and meet the requirements for initiation may be initiated, with the approval of the majority of the Executive Committee and in contingency with the requirements aforementioned.

**Section 9:** Initiation ceremonies shall be held at least twice in each academic year (at the end of each semester), and reported according to the National Constitution and Bylaws, and Chapter Activity Program.

**Section 10:** Faculty of the Department of Accounting with three years or more of full-time service are eligible for membership. Such faculty shall have taught accounting courses at the upper division or graduate level. To be considered for membership, a prospective faculty member must submit an application to be reviewed and approved by the Faculty Adviser.

**Section 11:** Honorary members may be initiated by the unanimous vote of all members present at a Chapter meeting. A nomination by a chapter member or an officer shall be made to the Executive Committee. The honorary member should be considered for their outstanding personal and professional attainments in the field of accounting.

**Section 12:** Members of the Epsilon Chi Chapter once classified as a student or faculty member who are no longer associated with California State University, Northridge shall be designated as alumni members.

**Section 13:** Members of other Beta Alpha Psi Chapters who transfer to California State University, Northridge shall be accorded rights and privileges equivalent to those that members of the Epsilon Chi Chapter enjoy.

**Section 14:** All non-initiated members are expected to meet at least the minimum point requirement set forth in the “CSUN BAP Points Protocol.”

## **B. PROBATION AND EXPULSION**

Section 1: Any member whose dues remain unpaid after the required date as set forth more fully in Article VIII, Paragraph A, Section 1 and 2 shall be placed on probation. If such a member has already been initiated, then they will be classified as On Leave and/or Inactive for international reporting purposes. If such a member is already on probation, they will be expelled from the Epsilon Chi Chapter.

Section 2: A member who has been placed on probation shall be denied all privileges of the chapter and shall be reinstated after reversal of the offense.

Section 3: Any non-initiated member that is Up for Membership and on probation in the same semester must meet all criteria for initiation before becoming initiated. Failure to meet all criteria under these circumstances will result in expulsion from the Epsilon Chi Chapter.

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 majority of members in good standing 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 reasons for the proposed action. A vote on the proposal may be held no earlier than two weeks after the written proposal is tendered to each student member and the Faculty Adviser of the Chapter.

Section 5: Any non-initiated member that fails to meet the minimum point requirement as set forth in the "CSUN BAP Points Protocol" during any academic semester will be placed on probation for the following semester. Failure to meet the point requirement in the following semester will result in expulsion from the Epsilon Chi Chapter.

Section 6: Probation status is established when a member has insufficiently met the membership obligation of the Chapter and/or the academic requirements of the organization. This may also include lack of payment of dues after the set deadline. Probation status may lead to the expulsion of the member from the Epsilon Chi Chapter.

## **ARTICLE V — CHAPTER MEETINGS**

### **A. TIME**

Section 1: Admin meetings shall be held at least two times during each of the academic semesters of the school year, unless otherwise approved by a majority of the Executive Committee.

Section 2: Emergency meetings may be called by the presiding officer or by a majority of the Executive Committee providing that the Faculty Adviser does not dissent from such action. Following are some considerations with regard to emergency meetings:

- a. Notice of emergency meetings must be given forty-eight hours in advance to all active members who, at the time, are in the local area, or who reside full-time at a location other than in the University area.
- b. Chapter business may be conducted at an emergency meeting.

## **B. RULES AND REGULATIONS**

Section 1: A quorum shall consist of 20 percent of all members in good standing. All action of such quorum shall be legal and binding upon the Chapter and its membership pursuant to Article VI, Sections 2 and 3 of the Bylaws.

Section 2: An admin meeting shall be defined as a meeting open to the membership at which Chapter business may be transacted or discussed. Such business meetings shall be duly called and conducted under proper parliamentary procedure.

## **ARTICLE VI — VOTING, NOMINATIONS, ELECTIONS, AND RULES OF ORDER**

### **A. VOTING**

Section 1: All Up for Membership and Initiated members in good standing present at a Chapter meeting (or virtually) shall have full and complete voting power at such a meeting on matters brought before the membership.

Section 2: In the case of revisions of, or amendments to the Chapter Bylaws, all members in good standing, as defined in Article IV, Paragraph A, Section 3, shall have the right to vote.

Section 3: Bylaws may be revised or amended only by an affirmative vote of at least two thirds of the voting members.

Section 4: Alumni shall be permitted to attend meetings, participate in all discussions, offer suggestions at such meetings; but shall not have the right to vote.

Section 5: Voting for officers shall be by secret ballot (or virtually).

### **B. NOMINATIONS FOR OFFICERS: ELECTIONS AND INSTALLATIONS**

Section 1: The Chapter program for each semester shall designate two Chapter meetings for, but not limited to, the nomination and election of Chapter officers.

Section 2: Those members in good standing desiring to run for office shall submit candidacy applications to the Vice President of Membership by the specified date. The Vice President of Membership shall review the candidacy applications, prepare a ballot, and submit the ballot to the members in good standing for voting. If the Vice President of Membership is running for an executive position and will be involved in the voting process, an executive who is not running

must take over. If applications are not submitted for each officer position, the Vice President of Membership is responsible for managing the ballot to ensure the continuity of the Chapter.

Under certain circumstances, a nominating committee shall be appointed to carry out these functions.

Nominating committee procedures and composition are described as follows:

1. The nominating committee will be composed of five members in good standing. The President, if appropriate will chair the nominating committee and appoint four nominating committee members from the membership. Nominating committee members may not run for any office.
2. The nominating committee will review applications for each office individually. Each nominating committee member may vote for four applicants per office. The applicants are then ranked by total number of nominating committee votes, from high number of votes to low number of votes. The four top ranking applicants for each office will be presented on the ballot to the membership for voting. This procedure may be suspended by unanimous vote if a limited number of applications are submitted.
3. If applications are not submitted for each officer position, the nominating committee is responsible for managing the ballot to ensure continuity of the Chapter. The nominating committee may seek applications prior to the election, or permit the office to be filled after the election in a manner specified in Article VI. Paragraph B. Section 9.

Section 3: The election for the individual offices shall be voted upon separately. Officers shall be elected in the following order: President, Vice-President of Activities, Vice-President of Membership, Vice-President of Operations, Controller, Treasurer, Technology Administrator, and Recording Secretary.

Following are some guidelines for the election:

- a. If the candidate elected President is also on the ballot for other offices, that candidate's name shall be stricken from the ballot for the other offices. The next highest-ranking applicant for those offices affected shall be added to the ballot.
- b. If the candidate elected Vice-President is also on the ballot for other offices, that candidate's name shall be stricken from the ballot for the other offices. The next highest-ranking applicant for those offices affected shall be added to the ballot.
- c. If the candidate elected Controller is also on the ballot for other offices, that candidate's name shall be stricken from the ballot for the other offices. The next highest-ranking applicant for those offices affected shall be added to the ballot.
- d. If the candidate elected Treasurer is also on the ballot for other offices, that candidate's name shall be stricken from the ballot for the other offices. The next highest-ranking applicant for those offices affected shall be added to the ballot.



- e. If the candidate elected Technology Administrator is also on the ballot for other offices, that candidate's name shall be stricken from the ballot for the other offices. The next highest-ranking applicant for those offices affected shall be added to the ballot.

Section 4: After the election for each office, voting shall be held for the next ranking office. A candidate defeated for any office shall not be considered ineligible for any of the remaining offices if the candidate indicated an interest in these remaining offices on his/her application.

Section 5: A candidate for office shall have the opportunity to briefly address the membership, should the candidate so desire.

Section 6: Any members in good standing shall be eligible to hold a directorship position upon the completion of the candidate program. Initiates in good standing shall be limited to a directorship position. Any member who held a directorship position shall be eligible to run for an executive position. Deviations from this procedure shall be determined by the regulations as recorded in the minutes of the meetings of the Executive Committee.

Section 7: The candidate receiving a plurality of votes on the first ballot for an office shall be declared elected to that office. In the event of a tie, subsequent ballots shall be cast by the members in attendance until one candidate receives a plurality.

Section 8: Installation of officers shall be held late in the Fall semester and late in the Spring semester of each academic year.

Section 9: In the event a new office is created, or a vacancy occurs in an existing office, a special election may be held at a Chapter meeting in which a quorum is present.

## **ARTICLE VII — 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 powers and responsibilities as precedent and reason dictate for the presiding officer of an organization; and
- c. Supervise the appointment of directors.

Section 2: The Faculty Adviser shall:

- a. Act as the official Faculty Adviser for the Chapter;
- b. Counsel and assist the officers and directors;
- c. Verify the appropriate reports going to the National Office as required by the Chapter

- Activity Program;
- d. Ensure the continuity of the Chapter, and serve as the liaison between the Chapter and the Accounting Faculty, keeping them informed of the Chapter's activities.
  - e. The Faculty Adviser shall not concurrently serve on the National Council.

Section 3: The Vice-President shall:

- a. Serve as an assistant to the President, presiding in the President's absence and succeeding the President upon resignation from office; and
- b. Supervise all assigned directorships and report to the Executive Committee concerning the progress being made by such directorships.
- c. Assume responsibility for reporting the names of all new members and officers to the National Office with all required information, including the appropriate verification and fees.

Section 4: The Controller shall:

- a. Prepare the financial statements, arrange for their audit, and send to the National Office the Chapter's audited financial statements by the date designated in the National Constitution and Chapter Activity Program;
- b. Assist the treasurer in the preparation of the financial budgets, reports and statements.
- c. Bill and collect, dinner fees, sponsorship commitments and other necessary items;
- d. Report on the financial position of the Chapter at all business meetings unless this is waived by the Executive Committee.

Section 5: The Treasurer shall:

- a. Receive and reconcile the bank statement; maintain current and accurate records of the financial position of the Chapter; and prepare all reports required by the National Office; or reports the presiding officer requests the Treasurer to keep, in order that a complete and accurate record of the Chapter's financial position may be ascertained at all times;
- b. Send to the National Office the national initiation fee and appropriately completed supporting documents for each active, honorary, and faculty-initiated member within ten days after the initiation ceremony;
- c. Bring to the attention of the Chapter those members whose period of probation has expired.
- d. Collect membership dues.

Section 6: The Recording Secretary shall:

- a. Assume responsibility for acquiring and keeping all National report forms, and submitting these forms promptly as designated by the Chapter Activity Program; Assume responsibility for the articles written and forwarded to the Beta Alpha Psi

- National Newsletter;
- b. Assist other officers with such correspondence as is necessary for the administration of the organization;
  - c. Keep records of all correspondence in appropriate files;
  - d. Keep an accurate and complete record of the proceedings of the Chapter meetings and attendance at such meetings. He/she should be prepared to report such information to the membership, should he/she be ordered to do so, either by the presiding officer or by request from the floor if such request is seconded;
  - e. Maintain a complete file of all directorship reports and other material designated to be kept by said officer on the order of the presiding officer;
  - f. Take responsibility for retrieving and distributing all Chapter mail and checking voicemail messages.

Section 7: The Technology Administrator shall:

- a. Maintain the club website and update as necessary with information from executives.
- b. Update Canvas, learning management system, by uploading documents, maintaining member points, and updating the calendar.
- c. Creating and maintaining club documents including the Chapter's constitution.
- d. Assist the Recording Secretary with member attendance information to be reported to the National Office intranet.

Section 8: Any deviation from the duties described above shall be determined by the President; shall terminate with the term of office of the President; and is subject to the approval of the Executive Committee.

Section 9: In the event the President is unable to fulfill their role, the Executive Committee shall meet and discuss a contingent plan for executive leadership. This may include but not be limited to voting for a new President or assigning a member of the board as President.

## **B. DIRECTORSHIPS**

Section 1: The following directors shall be appointed to report to the President: Executive Adviser and Executive Coordinator.

Section 2: The following directors shall be appointed to report to the Vice-President of Activities: Technical Meetings Director, Meet the Firms Director, Awards Banquet Director and Community Service Director.

Section 3: The following directors shall be appointed to report to the Vice-President of Membership: Candidates Director, Tutoring Director, Mentor-Mentee Director, and Alumni Relations Directors.

Section 4: The following directors shall be appointed to report to the Vice-President of Operations: Weekend Seminar Director, Professional Development Director, Social Events Director, and Firm Tours Director.

Section 5: The Executive Committee may appoint members or initiates as directors.

Section 6: The President or Executive Committee may form, as deemed necessary, such other directorships or committees for the administration of the Chapter.

Section 7: The Executive Committee shall determine the rules for and recipients of any awards the membership shall establish.

Section 8: The following director shall be appointed to report to the Treasurer and Controller: Financial Services Director.

Section 9: The following director shall be appointed to report to the Technology Administrator: Multimedia & Technology Director.

Section 10: The following director shall be appointed to report to the Recording Secretary: Publicity Director.

### **C. EXECUTIVE COMMITTEE**

Section 1: The Executive Committee shall be composed of the President, Vice-Presidents, Treasurer, Controller, Technology Administrator, Recording Secretary, and such other Officers who may be appointed or elected under the creation of any future office. Over fifty percent of the committee shall be considered a quorum.

Section 2: The Executive Committee shall have responsibility, concurrent with that of the President, for the direction and administration of the activities of the Chapter. They shall have the power to handle such administrative details and organizational functions as reason and precedent dictate to such a committee.

Section 3: Decisions reached by the Executive Committee shall be by the majority vote of its members with the exception of the Faculty Adviser. Members in good standing, faculty members, honorary members and alumni may attend any meeting of the Executive Committee and participate in any discussion at such meeting, but have no voting powers.

## **ARTICLE VIII — FINANCES AND DUES**

### **A. DUES**

Section 1: Dues for the first semester during which a student is a candidate are a designated amount which are payable by a specified date set by the Executive Committee in the semester in which they are applicable (\$100).

Dues for student members and initiates shall be a designated amount payable by the date specified by the Executive Committee, in the semester in which they are applicable (\$40).

Section 2: Dues may be increased or decreased without amendment, provided such an increase or decrease is approved by the Chapter membership on or before the date of the last business meeting of the academic year preceding the academic year during which the increase or decrease is to take effect.

Section 3: Any special assessment or refund of dues must be approved by the Chapter membership at a Chapter business meeting at least fourteen days preceding the date on which the dues shall be assessed or refunded in full or part.

## **ARTICLE IX — AMENDMENTS**

Section 1: These Bylaws may be revised, amended, suspended, added to or stricken by a two-thirds vote of the voting members as defined in Article IV, Paragraph A, Section 3 and Article VI, Paragraph A, Section 1, providing that the proposed amendment is published one week prior to its being voted on.

Section 2: Revisions of or amendments to these Bylaws shall be transmitted to the appropriate University officials and mailed to and filed by the National Secretary of the organization.

Section 3: Any revised or amended Bylaws will replace any previous versions. Copies must be appended to the three copies noted in Article II, Section 4.

## **ARTICLE X — MISCELLANEOUS**

Section 1: Although students are highly encouraged to vote in person, our chapter recognizes that certain events, such as interviews, may preclude a student's attendance at an election. If attendance in person is not possible, a member may submit a signed and dated proxy (which may either be general or specific) to an officer. The proxy must be submitted to an officer personally.

Section 2: Beta Alpha Psi will work in a spirit of cooperation with the California State University, Northridge Accounting Association, MISA, and ALPFA to provide services for accounting students and the community.

Last updated on Saturday, September 19, 2020.