



BYLAWS
of the
Epsilon Psi Chapter of Beta Alpha Psi
California State University, East Bay

Article I. NAME

The name of this organization shall be the Epsilon Psi Chapter of Beta Alpha Psi at California State University, East Bay.

Article II. PURPOSE AND MISSION

Section 2.01 *Purpose*

The purposes of Beta Alpha Psi shall be to:

- (a) Recognize outstanding academic achievements in the fields of accounting, finance and areas related to business analytics or digital technology;
- (b) Promote the study and practice of professional fields related to these disciplines;
- (c) Provide opportunities for self-development and association among members and practicing financial professionals;
- (d) Encourage a sense of ethical, social, and public responsibilities.

Section 2.02 *Mission Statement*

The mission of Beta Alpha Psi, the premier international honor and service organization for financial and business information students and professionals, is to inspire and support excellence by: encouraging the study and practice of accountancy, finance, areas related to business analytics or digital technology; providing opportunities for service, professional development, and interaction among members and financial professionals; and fostering lifelong ethical, social, and public responsibilities.

Article III. MEMBERSHIP REQUIREMENTS

Section 3.01 *Initiating - Student Members*

All student members of the Chapter shall fulfill the initiating requirements specified in Article IV prior to being elected to membership and initiated as members.

Degree seeking undergraduate and non-degree post-baccalaureate students at CSU, East Bay shall be eligible for membership and be classified as Student Members when they:

Section 3.02 *Membership - Undergraduate & Non-degree Post-Baccalaureate*

- (a) Have declared a concentration in accounting, finance, or areas related to business analytics or digital technology;
- (b) Have completed one and one half years of collegiate courses;
- (c) Have completed at least one upper level course beyond the business core (for transfer students, the most recent qualifying course must be at the initiating institution or another AACSB or EQUIS accredited institution);
- (d) Have completed or are taking a major course in accounting, finance or areas related to business analytics or digital technology;
- (e) Have attained a grade point average of 3.2 in their declared area of concentration (accounting, finance, and/or ITM)
- (f) Have attained at least a cumulative grade average of 3.0 in overall coursework.

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- (f) Non-degree post-baccalaureate students may remain members as long as they continue work toward their accounting program.

Section 3.03 Membership - Graduate Students

Degree seeking graduate students at CSU, East Bay shall be eligible for membership and be classified as Student Members when they have been accepted and matriculated into a masters' degree level accounting program. Graduate students at CSU, East Bay who were members as undergraduates may elect to continue or renew their affiliation.

Section 3.04 *Relocating Student Membership*

Student members of Beta Alpha Psi who relocate from another institution, either to complete an undergraduate program or to pursue a graduate degree, may become Student Members of the Epsilon Psi Chapter provided they:

- (a) apply for membership and
- (b) meet all membership requirements for the Epsilon Psi Chapter.

Section 3.05 *Continuing Student Members*

In addition to the requirements above, to remain eligible, all continuing Student Members of the Epsilon Psi Chapter currently enrolled at CSU, East Bay as full-time or part-time undergraduate, post-baccalaureate, or graduate students are required to:

- (a) Attend a minimum of 3/4 of each semester's events;
 - i. Members cannot miss three consecutive technical seminars. Members who miss three consecutive technical seminars will be subject to disqualification of membership and may be required to fulfill special programs as designated by the Executive Committee to maintain or regain membership.
- (b) Attend all qualified major events each semester;
- (c) Maintain minimum grade point averages as outlined by Section 3.02 (d)(e)(f);
- (d) Exemption - The continuing member requirements in this section do not apply to:
 - i. Students who are not considered "in-residence" (officially enrolled at CSU, East Bay campus) by the University due to full-time internships, work-study programs, study abroad programs, or other approved programs.
 - ii. Students who are on an approved leave from CSU, East Bay
- (e) All members of Beta Alpha Psi must be enrolled and in good standing, at the University. Any student who is on disciplinary/judicial probation for violation(s) of the Standards for Student Conduct (California Code of Regulations, Title 5, Section 41301) is automatically disqualified from membership in Beta Alpha Psi. Any and all benefits and privileges accruing to members of Beta Alpha Psi automatically cease. Members are deemed to be aware of the disqualifying event, and therefore formal written notice to the student, of disqualification from membership is not required. Members are expected to self-identify to the executive board when they are placed on disciplinary/judicial probation. Members or Candidates are also aware that verification of disciplinary/judicial probation status will

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become a part of membership in Beta Alpha Psi and therefore waive the confidentiality of that proceeding.

- (f) Resignation - Any members unable to adhere to the continuing student requirements as stated in this section will be asked to resign their membership in the Epsilon Psi Chapter.
- (g) Disqualification – As of September 10, 2020, the disqualification of members of Beta Alpha Psi is NULL and VOID. Once a member of Beta Alpha Psi, always a member of Beta Alpha Psi.

Section 3.06 ***Candidates of Beta Alpha Psi***

Eligible Candidates of Beta Alpha Psi are students who have:

- (1) completed a candidate application,
- (2) declared an option in accounting, finance, or areas related to business analytics or digital technology (or who have indicated an intention to concentrate in accounting, finance, or areas related to business analytics or digital technology), and
- (3) have met the minimum grade point averages as specified by Section 3.02 (d)(e)(f).
- (4) In order to fully benefit from Beta Alpha Psi (BAP) activities, students seeking to be BAP candidates may declare their candidacy as early as their first year at their enrolled institution. A student may remain a candidate for no more than one semester following completion of required major courses prior to induction as a full member; exceptions for special circumstances may be made only with approval of the chapter's faculty advisor.

Section 3.07 ***Membership – Faculty***

Full-time members of the accounting, finance, and areas related to business analytics or digital technology faculty at CSU, East Bay are eligible to become, and shall be classified as Faculty members.

Section 3.08 ***Membership – Alumnus***

(a) Members of Beta Alpha Psi, once classified as Student members, who are no longer students of accounting, finance, or areas related to business analytics or

digital technology, or who are no longer associated with CSU, East Bay shall be designated as **Alumnus** members.

- (b) Members of Beta Alpha Psi, once classified as Faculty members, who are no longer associated with CSU, East Bay shall be designated as **Alumnus** members.

Section 3.09 ***Membership - Honorary***

- (a) Persons exhibiting those qualities that Beta Alpha Psi fosters and who have achieved prominence in the field of accounting, or have contributed significantly of their time and talent to Beta Alpha Psi or its local chapters are eligible to become and shall be classified as **Honorary** members.
- (b) An individual may be initiated once as a member of the national organization (Beta Alpha Psi) and may be an **honorary** member of multiple chapters.

Section 3.10 ***FISA Members***

An individual who has expressed an interest in accounting, finance, or areas related to

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business analytics or digital technology and is a student at CSU, East Bay and has applied
for membership and paid the required fees shall be designated as a FISA member. These
students will have equivalent **honorary** status to members for most chapter activities.

Article IV. MEMBERSHIP REQUIREMENTS

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Section 4.01 *Candidate Requirements*

In addition to being eligible for membership as defined in Article III, prospective members must also meet the following criteria during the initiating period as set forth by the Executive Committee:

- (a) Attend Semesterly Events
 - i. During the initiating period, candidates must attend the minimum number of events (major events, social events, service events, and professional events) as approved by the Executive Committee, which shall not be less than the requirements for a continuing member.
- (b) Attend Candidate Meeting
 - i. Candidates must attend one candidate orientation meeting or make arrangements for a separate meeting with the Vice President of Candidates
- (c) Release of Transcripts
 - i. Candidates must provide a copy of their transcripts to the Chapter Faculty Advisor.
- (d) Candidate Fee
 - i. Candidates must pay a candidate fee, for the first semester the student is classified as a Candidate.
 - ii. The Candidate Fee is set semesterly by the Executive Committee based on the cost to register a new candidate with the National Office of Beta Alpha Psi
- (e) Promote Beta Alpha Psi
 - i. Candidates must promote Beta Alpha Psi in a way to be determined by the Executive Committee each semester.
- (f) Variable Candidate Requirements
 - i. In addition to the above requirements, candidates will be required to attend additional events and/or perform other functions as may be outlined by the Executive Committee prior to the start of the semester. The specific requirements for prospective candidates will depend on the prospective events and activities outlined for the semester and will be available by the semester's first candidate orientation meeting.
- (g) Second Phase Requirements
 - i. Candidates have to maintain an active status as a candidate and fulfill requirements listed on Section 4.01 subsections (a) – (h).

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Section 4.02 *Initiation Requirements*

- (a) Initiation Fee
 - i. Candidates must pay a one-time initiation fee to be determined by the Executive Committee based on the cost to initiate a member.
- (b) Completion of Chapter Candidate Requirements
 - i. Candidates must have satisfied all candidate requirements as stated in Section 4.01.
- (c) Completion of Chapter Membership Requirements.
 - i. Satisfaction of all requirements as outlined in Article III, Section 3.02-3.03. Candidates who fail to meet the requirements of Article III, Section 3.023.03 will remain in Candidate status until all conditions are satisfied.
- (d) Election to Membership
 - i. Each candidate will be considered for initiation based upon satisfactory completion of the preceding requirements outlined in Article IV, as well as any other requirements as mandated by the officers prior to initiation. All candidates will be required to fulfill these requirements on an equal basis. The Executive Committee shall have the power to modify these requirements in light of special circumstances as long as all candidates have completed a substantially equal candidate program.
- (e) Initiation Ceremony
 - i. Each candidate to be initiated must attend the Initiation Ceremony, to be held as prescribed by the Executive Committee.

Section 4.03 *Membership Requirements*

Prospective members must satisfy all the requirements for Continuing Student Membership as stated in Article III, Section 3.05 in the quarter after initiation. If the Chapter is inactive in a semester, the semester after the inactive semester will satisfy the requirement. Students that were not enrolled during one semester may be allowed to skip that semester and complete membership requirements in the following semester. Students who have applied to graduate at the end of a particular semester will not be allowed to pledge in that semester.

Article V. MEETINGS FOR THE CONDUCT OF BUSINESS

Section 5.01 *Actions Requiring Vote of Membership*

General administrative functions (e.g., scheduling and number of events, types of events, etc.) of the chapter are the responsibility of the Executive Committee and are at the discretion of the Executive Committee as to whether or not a vote of the membership should be sought. However, any vote of the members at a general meeting is binding on the executive committee. Meetings of the membership of this Chapter are referred to as “general meetings.” The following actions **require** a vote of the membership:

- (a) Amendments to the Constitution and Bylaws

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- (b) Nomination, Election, and Removal of Officers and Faculty Advisors
- (c) Expulsion of Members pursuant to Article IX.

Section 5.02 ***Required Meetings***

(a) Election of Officers

- i. There shall be a general meeting to elect new officers during Spring semester or whenever a vacancy requires such a meeting. Such a meeting shall be announced at least one week in advance. All members and candidates in good standing are entitled to vote for all offices, including an office for which they are standing for election, if they are eligible for such position.

Section 5.03 ***Eligibility to Vote at Meetings***

(a) Categories of Membership:

- i. Only Student and Faculty members, and first and second phase candidates in good standing of the Epsilon Psi Chapter are entitled to vote at chapter meetings. Honorary members and Alumni members are not permitted to vote at meetings.

(b) Dues Paid:

- i. In order to vote, a Student member shall have paid his or her dues in the current semester at least one week prior to any vote.

Section 5.04 ***Call of Meetings***

A meeting may be called at any time by 50 % of the membership without any advance notice required.

Section 5.05 ***Place of Meetings***

Chapter meetings may be held at any place that has been designated in the notice of meeting or, if not stated in the notice or there is no notice, designated by resolution of the Officers, and if not so designated, then at the office of the chapter as existing on the campus of CSU, East Bay.

Section 5.06 ***Notice of Meetings***

Whenever reasonably possible at least 48 hours' notice of the meeting shall be given by any method (e.g. Phone or e-mail message, posters, etc.).

Section 5.07 ***Waiver of Notice***

The transactions of any meeting of members, however called and noticed and wherever held, are as valid as though made at a meeting duly held after regular call and notice, if a quorum is present either in person and if, either before or after the meeting, each of the persons entitled to vote, not present in person, signs a written waiver of notice, or a consent to the holding of the meeting, or an approval of the minutes of the meeting. All waivers, consents,

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and approvals must be filed with the chapter records or made a part of the minutes of the meeting.

Attendance by a person at any meeting also constitutes a waiver of notice to that person if he or she fails to object at the beginning of the meeting to the transaction of business because the meeting was not lawfully called or convened, but attendance does not constitute a waiver of the right to object to the consideration of matters required to be included in the notice but not so included if the objection is expressly made at the meeting.

Section 5.08 *Quorum*

A quorum shall exist for the conducting of any and all business when 25 % of the membership of the Epsilon Psi Chapter is present.

Section 5.09 *Transactions at Meeting*

Except as otherwise provided in these Bylaws, every act or decision done or made by a majority of members present at a meeting duly held at which a quorum is present is the valid and binding act of the chapter.

Section 5.10 *Withdrawal of Quorum*

Any meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of members, if any action taken is approved by at least the percentage required for the particular motion to pass of the required quorum for the meeting (A majority of the required quorum for majority votes, and 2/3 of the required quorum for 2/3 votes).

Section 5.11 *Adjournment*

A majority of the members present, whether or not a quorum is present, may adjourn any meeting to another time and place.

Section 5.12 *Notice of Adjournment*

If the meeting is adjourned for more than 24 hours, however, notice of the adjournment to another time or place must be given prior to the time of the adjourned meeting to the members who were not present at the time of the adjournment.

Section 5.13 *Conduct of Meeting*

At every meeting of the chapter, the President or, in the President's absence, the Executive Vice President, or, in their absence a chairperson chosen by a majority of the members present shall preside. In the event the National Reporting Officer is absent from any meeting, the President may appoint any person to act as secretary of the meeting.

(a) Parliamentary Procedure:

- i. Chapter meetings will be conducted in accordance with the parliamentary procedures as outlined in Robert's Rules of Order.

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Section 5.14 ***Telephone Participation***

Members of the chapter may participate in any meeting through the use of conference telephone, electronic video screen communication, or other communications equipment, whenever the Executive Committee authorizes this type of participation by adopting a resolution.

The resolution must require that the chapter:

- (a) Identify Member Participating Electronically
 - i. Verify the identity of any member communicating by telephone, electronic video screen, or other communication equipment and that member's right to participate in the meeting.
- (b) Verify Statements Made by a Member Directly
 - i. General verification
 - 1. Verify that all statements, questions, actions, and votes made by telephone, electronic video screen, or other communications equipment were made by that member and not by someone not permitted to participate as a member.
 - ii. Telephone conference participation
 - 1. Participation in a meeting through the use of conference telephone pursuant to this paragraph constitutes presence in person at the meeting as long as all members participating in the meeting are able to hear one another.
 - iii. Other electronic participation
 - 1. Participation in a meeting through the use of electronic video screen communication or other communications equipment (other than a conference telephone) pursuant to this Paragraph constitutes presence in person at the meeting if all the following are true:
 - a. Concurrent communication
 - i. Each member participating in the meeting can communicate with all of the other members concurrently
 - b. Everyone provided means to participate in all matters
 - i. Each member is provided the means of participating in all matters before the board, including the capacity to propose, or interpose an objection, to a specific action to be taken by the chapter.
 - c. Resolution adopted pursuant to paragraph.

Section 5.15 ***Action without Meeting***

Any action required or permitted to be taken at a general meeting may be taken without a meeting, if all members of the chapter individually or collectively consent in writing to the action. The written consent or consents must be filed with the minutes of the proceedings of

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the chapter meetings. Action by written consent has the same force and effect as a unanimous vote of the membership.

Article VI. EXECUTIVE COMMITTEE

Section 6.01 *Scope of Authority*

(a) Actions of Executive Committee

- i. The Executive Committee shall have the power to act in all matters except those reserved for the membership in Article V. The Executive Committee shall report to the members on their actions since the last general meeting at all meetings for the conduct of business.

(b) Composition of Executive Committee

- i. The voting members of the Executive Committee shall be the officers (President, Executive Vice-President, Vice President of Candidates, Vice President of Professional Development, Vice President of Events, Chief Financial Officer, Chief Information Officer and National Reporting Officer) of the Epsilon Psi Chapter and the Faculty Advisor(s). Other members or persons may be invited to join Executive Committee meetings but are not entitled to vote.

Section 6.02 *Call of Meetings*

A meeting may be called at any time by 50 % of the membership of the executive committee without any advance notice required.

Section 6.03 *Place of Meetings*

Committee meetings may be held at any place within or outside of California that has been designated in the notice of meeting or, if not stated in the notice or there is no notice, designated by resolution of the membership, and if not so designated, then at the office of the chapter as existing on the campus of CSU, East Bay.

Section 6.04 *Notice of Meetings*

Whenever reasonably possible at least 48 hours' notice of the meeting shall be given by any method (e.g. phone or e-mail message, posters, etc.).

Section 6.05 *Waiver of Notice*

The transactions of any meeting of the Executive Committee, however called and noticed and wherever held, are as valid as though made at a meeting duly held after regular call and notice, if a quorum is present either in person and if, either before or after the meeting, each of the persons entitled to vote, not present in person, signs a written waiver of notice, or a consent to the holding of the meeting, or an approval of the minutes of the meeting. All waivers, consents, and approvals must be filed with the chapter records or made a part of the

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minutes of the meeting.

Attendance by a person at any meeting also constitutes a waiver of notice to that person if he or she fails to object at the beginning of the meeting to the transaction of business because the meeting was not lawfully called or convened, but attendance does not constitute a waiver of the right to object to the consideration of matters required to be included in the notice but not so included if the objection is expressly made at the meeting.

Section 6.06 ***Quorum***

For actions of the Executive Committee, a quorum will exist when at least 50 % of the membership of the Executive Committee is present.

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Section 6.07 *Transactions at Meeting*

Except as otherwise provided in these Bylaws, every act or decision done or made by a majority of committee members present at a meeting duly held at which a quorum is present is the valid and binding act of the Executive Committee.

Section 6.08 *Withdrawal of Quorum*

Any meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of committee members, if any action taken is approved by at least a majority of the required quorum for the meeting.

Section 6.09 *Adjournment*

A majority of the committee members present, whether or not a quorum is present, may adjourn any meeting to another time and place.

Section 6.10 *Notice of Adjournment*

If the meeting is adjourned for more than 24 hours, however, notice of the adjournment to another time or place must be given prior to the time of the adjourned meeting to the committee members who were not present at the time of the adjournment

Section 6.11 *Conduct of Meeting*

At every Executive Committee Meeting, the President, or, in the President's absence, the Executive Vice President, or, in the absence of the President and Executive Vice- President, a chairperson chosen by a majority of the members present shall preside. In the event the National Reporting Officer is absent from any meeting, the person presiding may appoint any person to act as secretary of the meeting.

Executive Committee meetings will be conducted in accordance with the parliamentary procedures as outlined in Robert's Rules of Order.

Section 6.12 *Telephone Participation*

Committee members may participate in any meeting through the use of conference telephone, electronic video screen communication, or other communications equipment, whenever the other members of the Committee authorizes this type of participation by adopting a resolution.

The resolution must require that the committee:

- (a) Identify Member Participating Electronically
 - i. Verify the identity of any member communicating by telephone, electronic video screen, or other communication equipment and that member's right to participate in the meeting, and
- (b) Statements Made by a Member Directly

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- i. General verification
 1. Verify that all statements, questions, actions, and votes made by telephone, electronic video screen, or other communications equipment were made by that member and not by someone not permitted to participate as a member.
- ii. Telephone conference participation
 1. Participation in a meeting through the use of conference telephone pursuant to this Paragraph constitutes presence in person at the meeting as long as all members participating in the meeting are able to hear one another.
- iii. Other electronic participation
 1. Participation in a meeting through the use of electronic video screen communication or other communications equipment (other than a conference telephone) pursuant to this Paragraph constitutes presence in person at the meeting if all of the following are true:
 - a. Concurrent communication
 - i. Each member participating in the meeting can communicate with all of the other members concurrently.
 - b. Everyone provided means to participate in all matters
 - i. Each member is provided the means of participating in all matters before the board, including the capacity to propose, or interpose an objection, to a specific action to be taken by the chapter.
 - c. Resolution adopted pursuant to paragraph.

Section 6.13 *Action without Meeting*

Any action required or permitted to be taken by the Executive Committee may be taken without a meeting, if all members of the Executive Committee individually or collectively consent in writing to the action. The written consent or consents must be filed with the minutes of the proceedings of the Executive Committee. Action by written consent has the same force and effect as a unanimous vote of the executive committee.

Section 6.14 *Committees*

Committees will be created by the Executive Committee as needed.

Section 6.15 *Committee Director*

The committee director will be appointed by the Executive Committee. Unless otherwise designated by the Executive Committee, the term of the committee director shall coincide with the term of the officers.

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Section 6.16 *Committee Membership*

Committee membership will be open to any voting members or Accounting Association members, unless otherwise designated by the Executive Committee.

Section 6.17 *Permanent Committees*

Permanent committees may be defined as needed by the Executive Committee.

Article VII. OFFICERS

Section 7.01 *Eligibility*

A nominee for an elected office must have met the requirements for membership in the affiliated organization, Beta Alpha Psi. The nominee need not be a current member of the Epsilon Psi Chapter, provided that before they start their term in office they will be a valid (initiated) member of Beta Alpha Psi.

Section 7.02 *Election*

A nominee will be elected to office on a majority vote of the eligible voters present at the date and time of elections. All members and candidates in good standing are entitled to vote for all offices, including an office for which the member is standing for election, if qualified.

(a) Order of Elections

- i. When an election for more than one office is being held in any semester, elections shall proceed in the following order: Faculty Advisor, President; Executive Vice-President; Chief Financial Officer; Vice President of Events; Vice-President of Professional Development; Chief Information Officer; Vice-President of Candidates, and National Reporting Officer.

(b) Nominations

- i. Nominations for an office may be made any time after the time and date of the election has been announced up until balloting has begun for that office.

(c) Secret Ballot

- i. Elections shall be held by anonymous ballot.

(d) Counting of Ballots

- i. Members of the Executive Committee who are not running for an office shall be responsible for counting ballots. Any person who is a candidate for election may not be involved in counting ballots.

(e) Second Round of Voting

- i. In the event that no candidate in an election receives a majority of the votes cast, a runoff election will be immediately held between the two candidates receiving the most votes.

(f) Announcement of results

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- i. Results shall be announced immediately for each office; before nominations and balloting for the next office begin (i.e. the President shall be announced before Executive Vice-Presidential nominations are closed, and so on).

(g) Tie Vote

- i. In the case of a tie vote for an officer position, the position shall go to the nominee receiving the majority vote of the members of the Accounting Association (including Beta Alpha Psi candidates) present at the date and time of elections.

Section 7.03 *Term of Office*

The term of office for any officer shall be from the beginning of the Summer Semester through the end of the Spring Semester (including the subsequent break) at CSU, East Bay.

Section 7.04 *Designated Officers*

(a) Faculty Advisor

- i. The faculty advisor serves as the advisor to the chapter and when requested to do so by the National Board attests to the chapter's compliance with specified provisions of the National Constitution, Bylaws, and Program for Chapter Activities.

(b) President

- i. The President will be chief administrator and representative for the association. The President will be primarily responsible for executing the policies of the association. The President:
 1. presides at meetings of the chapter and of the executive committee,
 2. appoints such committees as the bylaws, or vote of the chapter shall provide,
 3. determines that all reporting responsibilities and other duties of the vice- presidents, national reporting officer, chapter recording officer, and treasurer are performed in accordance with the International Constitution and Bylaws and Chapter Constitution and Bylaws, 4. seeks to promote the welfare of the chapter and Beta Alpha Psi.
 5. Carry out all other duties assigned by the Executive Committee and/or enumerated in this constitution and bylaws.

(c) Executive Vice-President

- i. The Executive Vice-President will carry out all duties assigned by the President and/or Executive Committee and/or enumerated in this constitution and bylaws. The Executive Vice-President:
 1. assists the President in the performance of the prescribed duties,

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2. acts in the President's place in the event of absence or incapacity,
3. oversees all major events of the chapter,
4. oversees the publicity chair to promote chapter,
5. updates the chapter Bylaws and ensure all chapter activities correspond to Beta Alpha Psi's National Constitution and Bylaws In the event the office of President is vacant, the executive vicepresident shall assume the duties and responsibilities of the President.

(d) Vice-President of Events

- i. The Vice-President of Events will carry out all other duties assigned by the President and/or Executive Committee and/or enumerated in this constitution and bylaws. The Vice-President of Events:
 1. Coordinates scheduling of semester calendar with the Vice President of Professional Development,
 2. schedules and oversees all social and community service events

(e) Vice-President of Professional Development

- i. The Vice-President of Professional Development will carry out all duties assigned by the President and/or Executive Committee and/or enumerated in this constitution and bylaws. The Vice-President of Professional Development:
 1. Coordinates scheduling of semester calendar with the Vice President of Events,
 2. schedules and oversees all technical seminars, mock interviews, and office visits

(f) Vice-President of Candidates

- i. The Vice-President of Candidates will carry out all duties assigned by the President and/or Executive Committee and/or enumerated in this constitution and bylaws. The Vice-President of Candidates:
 1. plans, organizes, and executes the Chapter's initiation process,
 2. updates and prepares the initiation materials,
 3. plans the initiation meeting,
 4. reviews the completed candidate packets,
 5. coordinate with the Faculty Advisor to review the academic standing of candidates

(g) Chief Financial Officer

- i. The Chief Financial Officer will carry out all other duties assigned by the President and/or Executive Committee and/or enumerated in this constitution and bylaws. The Chief Financial Officer:
 1. Carries out the duties as describes in Article XI of these bylaws,
 2. collects money owed to the chapter,

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3. disburses funds for authorized purposes,
4. maintains appropriate financial records,
5. arranges and participates in the Chapter audit/review,
6. prepares the Chapter's tax return,
7. submits monthly bank reconciliation to Faculty Advisors

(h) Chief Information Officer

- i. The Chief Information Officer will carry out all duties assigned by the President and/or Executive Committee and/or enumerated in this constitution and bylaws. The Chief Information Officer:
 1. heads the information technology within the Chapter,
 2. updates and maintains the chapter's website,
 3. develops and maintains the Chapter's database.

(i) The National Reporting Officer:

- i. The National Reporting Officer will carry out all other duties assigned by the President, Executive Committee and/or enumerated in the constitution and bylaws. The National Reporting Officer:
 1. strives to report all events in a concise and complete manner,
 2. becomes knowledgeable and review the National BAP reporting criteria to help ensure the Chapter achieves "Superior" status reports events honestly and to the best of his/her ability,
 3. keeps minutes of all meetings of the organization,
 4. keeps an up-to-date membership roster,
 5. transmits to the National Office a completed member data request form for each initiate, accompanied by a remittance for the initiation fees and/or pledge fees, within fourteen (14) days following the initiation,
 6. transmits to the National Office a list of chapter officers within fourteen (14) days of their installation,
 7. prepares and transmits such other reports as required by the Board and the Program for Chapter Activities,
 8. provides semesterly report on national reporting requirements for superior chapter.

(j) Choice of Division

- i. The Executive Committee will decide the manner in which the required position of Secretary should be divided amongst the authorized positions of Vice President of Operations and National Reporting Officer.

Section 7.05 ***Resignation***

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Any officer may voluntarily resign their position by providing written notice of their decision to the other officers and the Faculty advisor, unless the notice specifies a later time for the effectiveness of the resignation it will be deemed effective immediately. If the resignation is effective at a future time, a successor may be elected to take office when the resignation becomes effective.

Section 7.06 *Removal*

If an officer fails to attend more than two consecutive executive committee meetings without providing a valid reason, he/she could be put onto the following executive committee meetings agenda for a recall from the position. Such recall could be possible by a 2/3 majority of the voting members at an executive committee meeting.

Section 7.07 *Vacancies*

A vacancy occurs when any r e q u i r e d position of officer is not filled by a duly elected officer, whether caused by resignation, removal, or otherwise.

(a) Timing - When Vacancy Should be Filled

i. Start of Term

1. If an officer position has not been filled by the start of the Fall semester, a new nomination and election for the respective position shall be called.

ii. Start of Second Semester (Fall Semester)

1. If an officer position has not been filled, or becomes vacant during the Fall semester, a new nomination and election for the respective position shall be called.

iii. Ending Semester (Spring Semester)

1. If an officer position has not been filled, or becomes vacant during the Spring semester, the position may be filled by special election or left vacant by a decision of the Executive Committee; such decision shall be based on an evaluation of the duties of the respective position for the remaining term against the efficient operation of the chapter.

(b) Method - Special Election

- i. Vacancies shall be filled by the Executive Committee by calling for a special election to nominate and elect a member to serve the position's remaining term of office. Such an election shall be held in a timely manner.

(c) Reallocation of Duties Amongst Remaining Officers

- i. For as long as an officer position remain vacant, the remaining officers shall allocate the duties and/or responsibilities of the vacant position(s) amongst themselves with the advice and consent of the Faculty Advisor(s).

Article VIII. RESIGNATION OF MEMBERS

Section 8.01 *Written Notice*

A member or pledge may resign from Beta Alpha Psi by notifying in writing the Faculty Advisor and local chapter president.

Section 8.02 *Surrender of Certificate & Insignia*

The resigning member shall surrender the membership certificate and other Beta Alpha Psi insignia to the local chapter. The local chapter must forward the membership certificate to the National office. Initiation fees and Candidate fees are nonrefundable.

Article IX. EXPULSION OF MEMBERS

Section 9.01 *Serious Matter*

Expulsion is a serious matter. The chapter has the right to expel a member provided the procedures set forth in these Bylaws are strictly followed and immediately communicated to the National Office.

Section 9.02 *Basis - Detrimental Conduct*

A member may be expelled for conduct detrimental to the purposes or interests of Beta Alpha Psi. Charges of such conduct must be made in writing to the faculty advisor and signed by a member of Beta Alpha Psi.

Section 9.03 *Notice & Opportunity for Hearing*

When such charges have been made against a member, the faculty advisor must make certain that the accused member is given notice and an opportunity to be heard concerning the charges. Notice must be given to the accused member by certified mail at least thirty days before the hearing, and such notice shall include:

- (a) a copy of the charges made against the member;
- (b) the time, date, and place of the hearing;
- (c) an explanation of the expulsion procedures which include automatic review by the National Board.

Section 9.04 *Hearing Board Committee*

A Hearing Board committee of chapter members, including at least two CSU East Bay faculty members (exclusive of the faculty advisor), is to be selected by the faculty advisor and ranking chapter officer to investigate the charges and make a determination as to whether or not the accused member should be expelled. The Hearing Board committee's findings should be based on the presentation of the charges by the accusing member, where the accused member has the opportunity to appear and explain the actions in question.

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Section 9.05 *Hearing Before Entire Chapter*

If expelled, the member may request a hearing before the entire Epsilon Psi chapter in a special meeting called for that specific purpose. A majority vote of the chapter may reverse the committee's findings.

Section 9.06 *Decision Forwarded to National Office*

If the chapter's decision is to expel the member, details of the procedures followed, the evidence submitted, and the action taken shall be forwarded immediately to the National Office.

Section 9.07 *Review of Decision by National Office*

The chapter's decision will be reviewed at the next regular meeting of the National Board. The National Director of Administration shall notify both the chapter and the accused member in writing of the approval or disapproval of the expulsion.

Section 9.08 *Surrender of Certificate & Insignia*

If expelled by the Epsilon Psi chapter, the member must surrender the membership certificate and other Beta Alpha Psi insignia to the chapter. The chapter shall forward the membership certificate to the National Office.

Section 9.09 *Termination of Candidates*

Candidates may be terminated for reasons enumerated in Article IV. If a Candidate is terminated the chapter shall notify the National Office within fourteen (14) days of the termination.

Article X. AUTHORITY & AMENDMENT

Section 10.01 *Authority of Constitution and Bylaws*

This Constitution and Bylaws shall be the principal governing document of the Epsilon Psi Chapter of Beta Alpha Psi.

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

Section 10.02 *Violations*

Any Member or Candidate who feels that this Constitution and Bylaws are not being properly followed may make this fact known to any member of the Executive Committee, including the Faculty Advisor(s). If the Executive Committee is unable to resolve the

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problem, the problem will be added to the agenda of the next general meeting. A resolution passed by a vote of a majority of members shall be final and binding on the chapter.

Section 10.03 *Amendment*

These bylaws may be amended by a majority vote of the entire membership in a special meeting called for the purpose of amending the bylaws. The proposed bylaws shall be introduced to the membership a minimum of two weeks before the special meeting.

Section 10.04 *Fiscal Year* The fiscal year of the Epsilon Psi Chapter will be from May 1st to April 30th.

Article XI. FUNDING AND BUDGETING POLICIES

Section 11.01 *Mission Statement*

The purposes of funding and budgeting shall be to:

- (a) operate Beta Alpha Psi as a non-profit organization within the guidelines of the national office;
- (b) secure sufficient funding through sponsors and fees to cover annual operating activities; except in unusual circumstances, every effort shall be made to break even each year
- (c) establish a restricted fund to hold Epsilon Psi funds, in excess of a minimum cash balance, to handle what is needed to operate the chapter on a daily basis

Section 11.02 *Primary Banking Accounts Functions*

As part of the budgeting process, the Executive Committee shall:

- (a) institute a yearly budget with quarterly review, taking into account any excess expenses over revenues from the preceding fiscal year
- (b) ensure that treasury and financial affairs of Beta Alpha Psi are conducted with integrity and prudence in an environment of good internal controls

Section 11.03 *Restricted Funds*

Epsilon Psi Chapter shall establish a restricted fund to hold Epsilon Psi funds in excess of the minimum cash balance, to handle what is needed to operate the chapter on a daily basis.

This restricted fund shall be managed in the following manner:

- (a) funds shall be invested in interest bearing accounts to maximize interest earned annually,
- (b) annually, interest earned on said funds shall be transferred to the operating fund to be used solely for scholarships,

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- (c) annually, up to \$3000 may be transferred to the operating fund to be used to fund regional and national meeting costs,
- (d) any excess revenues over expenses in any given year shall be transferred to the restricted fund,
- (e) any other use of restricted funds must be approved by two-thirds of the officers and meet the approval of the faculty advisor(s)

Section 11.04 Online Banking Internal Controls

Epsilon Psi shall establish internal controls for all online banking transactions. These controls shall be managed in the following manner:

- (a) CFO will be the only officer who has login/access information for the online bank accounts.
- (b) When an online transaction takes place, the CFO must share screen through Zoom so that either the President or Executive Vice President can see the transaction taking place.
- (c) A screen shot of the confirmation must be taken by all parties and uploaded to the shared drive upon completion.

Section 11.05 Online Candidate Dues Internal Controls

Epsilon Psi shall establish internal controls for all online candidate dues transactions. These controls shall be managed in the following manner:

- (a) Candidates will send dues to the VP of Candidates Venmo account.
- (b) Candidates will then send their Venmo confirmations to the CFO as receipt of their transaction.
- (c) To transfer funds from VP of Candidates Venmo account to Epsilon Psi's bank account, online bank internal controls need to be followed as outlined in Section 11.04.

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