

# Beta Alpha Psi Gamma Xi Chapter



## Chapter Bylaws

Version 10

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**Beta Alpha Psi  
Gamma Xi Chapter**

**Bylaws**

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**Article I:  
Organization**

Section 1. Name

This organization shall be known as the Gamma Xi Chapter of Beta Alpha Psi, hereinafter called the Chapter.

Section 2. Establishing Authorities

The Chapter is established at San Jose State University, hereinafter called SJSU, under the authority of the National Council of Beta Alpha Psi, hereinafter called the National Council, and the SJSU Associated Student Council and the San Jose State Student Involvement office.

Section 3. Jurisdiction of Establishing Authorities

These bylaws for the government of the Chapter recognize the jurisdiction of the establishing authorities and shall not conflict with their constitutions and subordinate regulations.

**Article II:  
Membership**

Section 1. Classes of Membership

The four classes of membership in the Chapter shall be student, faculty, honorary, and alumni.

Section 2. Eligibility Requirements for Undergraduate Students

Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on discrimination on the basis of gender does not apply to social fraternities or sororities or to other university living groups (Title 5, California Code of Regulations, Section 41500)

No member of this organization shall engaged in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution. (California Education Code, Article 8, Sections 10851 - 10853).

The minimum eligibility requirements for student membership shall be:

- A. Have declared a concentration in accounting, finance, or areas related to business analytics or digital technology (or have stated an intention to declare a concentration in accounting, finance, or areas related to business analytics or digital technology)

- B. Are matriculated students at the chapter university, **and;** have completed one and one half years of collegiate courses and at least one major course (accounting, finance, business analytics or digital technology or corresponding to major area) beyond the principles or introductory level (for transfer students, the most recent qualifying course must be at the initiating institution or another AACSB or EQUIS accredited institution **or** for those institutions offering 3-year programs, have completed one year of collegiate courses and at least one major course (accounting, finance, business analytics or digital technology, or corresponding to major area) beyond the principles or introductory level (for transfer students, the most recent qualifying course must be at the initiating institution or another AACSB or EQUIS accredited institution);
- C. Have attained a cumulative grade point average in all major concentration coursework of at least 3.0 (on a 4.0 scale). Classes counting towards major coursework are defined in Appendix I.
- D. Have attained a cumulative grade point average of 3.0 in all college course work attempted, (as included in the computation of GPA under the directives of the California State University and College System), or have attained at least a 3.25 cumulative grade point average on the most recent 30 semester hours.
- E. Have a minimum of two semesters remaining before graduation.
- F. A student may pledge without the upper division accounting course but will not be initiated until an upper division accounting course is completed. Therefore, a student could remain as a pledge for two semesters before being initiated as a member.

### Section 3. Eligibility Requirements for Graduate Students

The minimum eligibility requirements for student membership for graduate students shall be:

- A. Have declared a concentration in Master of Science in Accountancy or, Master of Science in Taxation.
- B. Have completed or be currently in the process of completing at least one semester of graduate accounting study.

### Section 4. Candidate Requirements

Students who have met the minimum eligibility requirements for student membership, as set forth in [Article II, Section 2](#) of these bylaws, and graduate students who have met the minimum eligibility requirements for student membership, as set forth in [Article II, Section 3](#) of these bylaws, shall be deemed enrolled for membership in the Chapter and classified as National Candidates upon completion of the following requirements:

- A. Submission of a completed National Candidate application before any deadline set by the Chapter's Executive Committee.
- B. Submission of proof of minimum eligibility as required in [Article II, Section 2](#) of these bylaws or as required in [Article II, Section 3](#) of these bylaws before any deadline set by the Chapter's Executive Committee.
- C. Payment of the required dues and fees before any deadline set by the Chapter's Executive Committee.
- D. Acceptance as a candidate for membership by the Chapter's Executive Committee.

Subsection 4-1. Attendance at all Chapter Formal Meetings and the Initiation and Awards Ceremony shall be mandatory for candidates to be initiated during the semester. Exceptions for absence at one Formal Meeting during the semester may be given by the Chapter's Executive Committee as defined in [Article III, Section 9](#) of these bylaws.

Subsection 4-2. The Chapter's Executive Committee, at the beginning of each semester, shall determine which participation requirements, other than those defined in [Article II, Subsection 4-1](#) of these bylaws, candidates must satisfy under [Article III](#) of these bylaws to be initiated during the semester. All candidates must meet these additional participation requirements in order to be initiated during the semester.

Subsection 4-3. Four to seven days before the Initiation and Awards Ceremony, the Chapter's Reporting Secretary shall submit to the Chapter's Executive Committee a list of names of candidates who have satisfied the requirements for initiation during the current semester and are thus eligible for initiation. This list shall also contain the names of continuing student members from the previous semester or semesters who are eligible for good standing and all student members or candidates eligible for gold membership. All names on this list must be approved by a majority vote of the Chapter's Executive Committee.

Subsection 4-4. All Candidates and Members must meet the required internal points in order to be initiated and maintain membership. Exceptions to be discussed and approved by Executive Committee. These exceptions include but are not exclusive, to the member's position and their substantial contribution and value to the integrity of the Chapter.

#### Section 5. Faculty Membership

Members of the accounting faculty at SJSU shall be eligible for initiation into faculty membership of the Chapter upon nomination by the Chapter's Executive Committee.

#### Section 6. Honorary Membership

Persons who have achieved prominence in the field of accounting and who possess those qualities that Beta Alpha Psi fosters shall be eligible for initiation into honorary membership of the Chapter upon nomination by the Chapter's Executive Committee.

#### Section 7. Initiation

All persons eligible for initiation and approved by the Chapter's Executive Committee as described in [Article II, Subsection 4-3](#), [Section 5](#), or [Section 6](#) of these bylaws by the time of the Initiation and Awards Ceremony held during the semester must attend such ceremony, where they will be initiated into membership in the Chapter upon a majority vote of the National Student Members present.

Subsection 7-1. All students eligible for initiation who have met all the requirements set forth in [Article II, Section 4](#) of these bylaws, shall be classified, upon initiation, as National Student Members in Good Standing.

Subsection 7-2. All graduate students eligible for initiation who have met all the requirements set forth in [Article II, Section 4](#) of these bylaws, shall be classified, upon initiation, as National Student Members in Good Standing.

#### Section 8. Alumni Membership

Student members of the Chapter, upon graduation from SJSU, shall automatically be removed from student membership and become inactive alumni members of the Chapter. Upon paying alumni dues and submitting a completed alumni application during a semester, they shall become active alumni members of the Chapter for that semester, with all the rights, privileges, and responsibilities described in [Article II, Section 10](#) of these bylaws.

#### Section 9. Alpha Eta Sigma

In honor of Alpha Eta Sigma, the accounting honor society at SJSU for thirty years prior to the formation of the Chapter, all alumni members of Alpha Eta Sigma shall be designated inactive alumni of the Chapter, with all the rights and privileges described in [Article II, Section 8](#) of these bylaws.

#### Section 10. Active Alumni Benefits

Active alumni of the Chapter shall have the right to receive any publications the Chapter publishes for its student members and for distribution to the public at large. Active alumni of the Chapter shall also have any other rights, privileges, and responsibilities the Chapter's Executive Committee wishes to grant them each semester.

#### Section 11. Dues Payment Delinquency

Upon admission into membership, National Candidates become National Student Members in Good Standing. Should such members, during the semesters following their initiation, fail to satisfy parts [A](#) and [B](#) of [Article II, Section 12](#) of these bylaws before any deadline set by the Chapter's Executive Committee without graduating from SJSU, they will be classified as inactive alumni of the Chapter.

Subsection 11-1. Inactive alumni members described in [Article II, Section 11](#) of these bylaws shall not be allowed to become active alumni members of the Chapter as described in [Article II, Section 8](#) of these bylaws until they have graduated from SJSU.

Subsection 11-2. Inactive alumni members described in [Article II, Section 11](#) of these bylaws may have their membership status changed from inactive alumni to National Student Member. Such alumni members may effect this change in the semester following the semester they were classified as inactive alumni by satisfying parts [A](#) and [B](#) of



Article II, Section 12 of these bylaws before any deadline set by the Chapter's Executive Committee.

#### Section 12. Membership in Good Standing

National Student Members who wish to retain the status of member in good standing must meet the following requirements during each semester they remain at SJSU:

- A. Must submit a completed continuing National Student Member application before any deadline set by the Chapter's Executive Committee.
- B. Must pay the required fees for National Student Membership before any deadline set by the Chapter's Executive Committee.
- C. Must attend all Chapter Formal Meetings and the Initiation and Awards Ceremony. Exceptions for absence at one Formal Meeting during the semester may be given by the Chapter's Executive Committee as defined in Article III, Section 9 of these bylaws.
- D. Must fulfill any additional participation requirements under Article III of these bylaws as specified by the Chapter's Executive Committee at the beginning of the semester.
- E. Must be approved by the Chapter's Executive Committee as described in Article II, Subsection 4-3 of these bylaws.
- F. Must maintain the grade point averages required for membership as listed in Article II, Section 2, parts C and D of these bylaws.

Subsection 12-1. National Student Members who do not complete all of the requirements set forth in Article II, Section 12 of these bylaws but complete at least parts A and B will continue to be considered National Student Members, but shall not be in good standing.

#### Section 13. Gold Membership

All persons who are student members of the Chapter or enrolled for such membership may attain an honorary gold membership each semester and be recognized as such during that semester's Initiation and Awards Ceremony by meeting the requirements for gold membership as set forth in Article II, Section 13 of these bylaws.

Subsection 13-1. At the beginning of each semester, the Chapter's Executive Committee will determine the participation requirements which must be satisfied under Article III of these bylaws for gold membership. All student members and candidates must satisfy these requirements to attain gold membership. There shall be no exceptions to this rule.

Subsection 13-2. National Student Members may attain gold membership if they meet all the requirements for good standing as set forth in Article II, Section 12 of these bylaws and the requirements for gold membership as set forth in Article II, Subsections 13-1 and 13-2 of these bylaws.

Subsection 13-3. National Candidates may attain gold membership if they meet all the requirements for initiation into National Student Membership as set forth in Article II of these bylaws and the requirements for gold membership as set forth in Article II, Subsections 13-1 and 13-2 of these bylaws.

Subsection 13-4. All candidates for gold membership must be approved by the Chapter's Executive Committee as described in Article II, Subsection 4-3 of these bylaws.

Section 14. Banquet and Regional Meeting Seating

Should the Chapter's Initiation and Awards Ceremony be held in the form of a banquet or should the Chapter host a Beta Alpha Psi Regional Meeting the following rules shall guide the seating of student members and candidates:

- A. Officers and Directors of the Chapter shall be given the priority for seating.
- B. National Student Members shall be given the second priority for seating.
- C. National candidates shall be given the third priority for seating.

Section 15. Site Visit and Field Trip Seating

During the Chapter's site visits or field trips to organizations described in Article III, Subsection 10-2, part C of these bylaws, should there be restrictions of any kind on the number of participants allowed, the following rules shall guide the determination of who is allowed to participate:

- A. Members currently without standing offers for employment shall be accommodated first.
- B. Candidates currently without standing offers for employment shall be accommodated second.
- C. All other individuals who have a standing offer with the event host shall be accommodated third.
- D. All other individuals shall be accommodated forth.

Note: The Executive Committee can change the priority at their discretion on a per visit basis.

Section 16. Resignation of Members

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

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 Executive Office. Initiation fees and Candidate fees are nonrefundable.

Section 16-1.Demotion and Expulsion

Any member of the Chapter may be demoted or expelled according to the rules set forth in [Article II, Section 16](#) of these bylaws.

Subsection 16-2. Before demotion or expulsion, a member must be given a hearing before the Chapter's Executive Committee where any person, including the member in question, may be called to testify on or against the member's behalf. The Executive Committee has the right to schedule the hearing date, time and location.

Subsection 16-3. National Student Members may be demoted to inactive status as defined in [Article II, Section 11](#) of these bylaws by a two-thirds vote of the Chapter's Executive Committee. Members so demoted may change their membership status from inactive alumni to National Student Member. They may effect this change in the semester following demotion by satisfying parts [A](#) and [B](#) of [Article II, Section 12](#) of these bylaws before any deadline set by the Chapter's Executive Committee.

Subsection 16-4. National Student Members may be expelled from the Chapter by a unanimous vote of the Chapter's Executive Committee. The procedures for such expulsion must conform to those set forth in the Constitution and Bylaws of the National Fraternity of Beta Alpha Psi. (ARTICLE XVII of National Bylaws)

The following are procedures that detail demotion or expulsion procedures:

- 1.** 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.
- 2.** 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 email to the member's designated email address (preferably a university email account) at least thirty days before the hearing, and such notice shall include: (1) a copy of the charges made against the member; (2) the time, date, and place of the hearing; (3) an explanation of the expulsion procedures which include automatic review by the Board.
- 3.** A committee of chapter members, including at least two faculty members (exclusive of the faculty advisor) of Beta Alpha Psi, 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 findings should be based on a presentation of the charges by the accusing member and the accused member can appear and explain the actions in question.

4. If expelled, the member may request a hearing before the entire local chapter in a special meeting called for that specific purpose. A majority vote of the chapter may reverse the committee's findings.
5. If the local 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 Executive Office.
6. The local chapter's decision will be reviewed at the next regular meeting of the Board. Both the local chapter and the accused member shall be notified in writing by the Director of Administration of the approval or disapproval of the expulsion.
7. If expelled by the local chapter, the member must surrender the membership certificate and other Beta Alpha Psi insignia to the local chapter. The local chapter shall forward the membership certificate to the Executive Office.

Subsection 16-4. Alumni members who were previously National Student Members may be expelled according to the rules set forth in Article II, Subsection 16-2 of these bylaws. Faculty members and honorary members may be expelled in the same manner.

Subsection 16-5. Any member who is demoted or expelled may request a special hearing before the Chapter's membership in a special meeting called for that specific purpose, where the decision of the Chapter's Executive Committee to demote or expel may be reversed by a majority vote of the National Student Members present, provided all student members and candidates receive notice of the meeting at least seven days prior to it being held.

### **Article III: Internal Point System**

#### Section 1. Purpose

There shall exist an internal point system in the Chapter for the purposes of determining, in any given semester, the following status of student members and candidates:

- A. Which candidates are eligible for initiation, and consequently good standing.
- B. Which student members are eligible to be in good standing.
- C. Which student members or candidates are eligible for gold membership.
- D. Who is the Most Active National Student Member.
- E. Who is the Most Active National Candidate.

#### Section 2. Reporting Secretary

The Chapter's Reporting Secretary shall oversee the internal point system as well as the determination of status as defined in [Article III](#) of these bylaws. Decisions made by the Reporting Secretary pertaining to the internal point system or determination of member status may only be overridden by a majority vote of the Chapter's Executive Committee.

Section 3. Categories and Points

The internal point system shall utilize categories of activities as defined in [Article III](#) of these bylaws and any other categories the Chapter's Executive Committee shall deem necessary to create. Student members and candidates will be awarded points in each category of activity they participate in by officers and directors of the Chapter.

Subsection 3-1. Points will only be accumulated for the period of one semester at a time. Points for any sort of participation must be awarded by the officer or director who is in charge of such participation. Assistant directors may not award points of any kind to anyone.

Section 4. Point Assignments

At the beginning of each semester, the Chapter's Executive Committee will decide how many points will be assigned to specified amounts of participation in each category of activity. Should the Executive Committee fail to make this decision, it shall be assumed that the point assignments used in the previous semester will be in effect.

Section 5. Point Requirements

At the beginning of each semester, the Chapter's Executive Committee will decide how many points in each category of activity are required for determining membership status as defined in parts [A](#), [B](#), and [C](#) of [Article III, Section 1](#) of these bylaws. Decisions pertaining to deadlines for when points must be accumulated by student members and candidates will also be made by the Executive Committee at this time. Should the Executive Committee fail to make these decisions, it shall be assumed that the point requirements and deadlines of the previous semester will be in effect.

Subsection 5-1. Attendance at all Chapter Formal Meetings and the Initiation and Awards Ceremony shall always be required for determining membership status as described in [Article III, Section 1](#) of these bylaws, with the exception that determination of membership status defined in parts [A](#) and [B](#) shall take into account [Article III, Section 9](#) of these bylaws.

Section 6. Membership Status Committee

A Membership Status Committee consisting of the Chapter's President, Reporting Secretary, Points Director, and Membership Director shall convene five to ten days prior to the Initiation and Awards Ceremony to determine the status of the Chapter's student members and candidates as described in [Article III, Section 1](#) of these bylaws.

Subsection 6-1. The Chapter's President and Reporting Secretary may together allow small exceptions to point requirements that allow candidates to attain student membership and student members to attain membership in good standing, subject the following conditions:

- A. These exceptions must be small in relation to the total point requirements required.
- B. These exceptions do not pertain to the determination of gold membership or who is the Most Active National Student Member or who is the Most Active National Candidate.
- C. These exceptions do not pertain to Formal Meeting and Initiation and Awards Ceremony Requirements, as set forth in [Article III, Subsection 5-1](#) of these bylaws.
- D. The Chapter's entire Executive Committee and the student with which the exception pertains to must be notified of these exceptions in writing and noted on the final reporting sheet.
- E. Should the Chapter's Executive Committee at any point during the semester decide what specifically the exceptions defined in [Article III, Subsection 6-1](#) of these bylaws will be or that no such exceptions will exist for the current semester, such decision will override any decisions of the President and Reporting Secretary in this regard.

Section 7. Most Active National Student Member

The Most Active National Student Member for a semester shall be that National Student Member who has satisfied the following requirements:

- A. Has met the requirements for membership in good standing as defined within these bylaws.
- B. Has met the requirements for gold membership as defined within these bylaws.
- C. Is not currently an officer of the Chapter.
- D. Has accumulated more points than any other National Student Member meeting the requirements in parts [A](#), [B](#), and [C](#) of [Article III, Section 7](#) of these bylaws.

This Most Active National Student Member will be recognized as such during the Chapter's Initiation and Awards Ceremony that semester.

Section 8. Most Active National Candidate

The Most Active National Candidate for a semester shall be that National

Candidate who has satisfied the following requirements:

- A. Has met the requirements for initiation into National Student Membership as defined within these bylaws.
- B. Has met the requirements for gold membership as defined within these bylaws.
- C. Has accumulated more points than any other National Candidate meeting the requirements in parts [A](#) and [B](#) of [Article III, Section 8](#) of these bylaws.

This Most Active National Candidate will be recognized as such during the Chapter's Initiation and Awards Ceremony that semester.

#### Section 9. Making Up a Formal Meeting

Should a student member or candidate fail to attend a Chapter Formal Meeting as required under these bylaws, that member or candidate may petition the Chapter's Executive Committee in writing to allow him or her to make up the points missed.

Subsection 9-1. Upon review of the written petition mentioned in [Article III, Section 9](#) of these bylaws, the Executive Committee may allow the member or candidate to earn the equivalent amount of points given for attendance at one Formal Meeting by participating in another category of activity chosen by the Executive Committee. The decision of the Executive Committee must be in writing.

Subsection 9-2. Upon earning the equivalent amount of points described in [Article III, Subsection 9-1](#) of these bylaws, a member will be allowed to continue his or her eligibility for good standing and a candidate will be allowed to continue his or her eligibility for initiation into student membership.

Subsection 9-3. Upon being granted the privilege of [Article III, Section 9](#) of these bylaws, a member or candidate will no longer be eligible to become the Most Active National Member or become the Most Active National Candidate as defined within these bylaws.

Subsection 9-4. Only one Formal Meeting may be made up in the manner prescribed by [Article III, Section 9](#) of these bylaws. No other exceptions may be given to the Formal Meeting attendance requirement mentioned in these bylaws.

#### Section 10. Description of Point Categories

This section and its subsections pertain to the categories of activities for which student members and candidates may be awarded points for participating in.

Subsection 10-1. Members and candidates shall receive points for each Chapter Formal Meeting they attend and for attending the Chapter Initiation and Awards Ceremony, provided they sign the attendance

sheets provided at such events.

Subsection 10-2. Members and candidates shall receive points for each Technical Event they attend, provided they sign the attendance sheets provided at such events. Technical events are defined as the following:

- A. Professional programs other than Formal Meetings and the Initiation and Awards Ceremony.
- B. Panel discussions on accounting-related or professional topics.
- C. Chapter site visits or field trips to organizations.
- D. Any other events so defined by the Chapter's Executive Committee or Reporting Secretary.

Subsection 10-3. Members and candidates shall receive points for participating in Community Service activities. Community service activities are defined as the following:

- A. Nonaccounting-related assistance to campus or community organizations.
- B. Accounting or accounting-related assistance to campus or community organizations.
- C. Educational tutoring.
- D. Accounting-oriented presentations to high schools, community colleges, and non-accounting students.
- E. Presentations during Chapter recruiting drives.
- F. Other activities as defined by the Chapter's Executive Committee or Reporting Secretary.

Subsection 10-4. Members and candidates shall receive points for participating in Fundraising activities. Fundraising activities are activities where money is being raised for the Chapter, as defined by the Chapter's Executive Committee or Reporting Secretary.

Subsection 10-5. Members and candidates shall receive Assistance points for assisting an officer or director of the Chapter.

Officers may not receive assistance points for being or assisting directors or assistant directors, or holding a second officer position, or assisting another officer.

Directors may not receive assistance points for being or assisting officers or assistant directors, or holding a second directorship, or assisting another director.

Assistant directors may not receive assistance points for being or assisting officers or directors, or holding a second assistant directorship, or assisting another assistant director.



In addition, assistant directors may not award points of any kind to anyone.

Student members and candidates, who are not currently officers, directors, or assistant directors may receive points for assisting officers or directors in the performance of their duties, and such points will be awarded based upon the Executive Committee's assignment of assistance points to each amount of time spent assisting as defined in [Article III, Section 4](#) of these bylaws.

Subsection 10-6. Members and candidates shall receive points for attending Social Events, provided there is some record of their attending such events. Social events are defined as the following:

- A. Parties hosted, cosponsored, or formally attended by the Chapter.
- B. Picnics hosted, cosponsored, or formally attended by the Chapter.
- c. Formally planned and announced Chapter informal meetings where the motive is primarily social in nature.
- D. Athletic events hosted, cosponsored, or formally attended by the Chapter.
- E. Other events as defined by the Chapter's Executive Committee or Reporting Secretary.

#### **Article IV: Officers and Directors**

##### Section 1. Executive Committee

The Executive Committee of the Chapter shall consist of the President and the elected officers of Executive Vice President, two Vice-Presidents, National Secretary, Chapter Secretary, and Treasurer, all of whom shall be National Student Members, and the elected officer of Faculty Advisor, who shall be a Faculty Member. Honorary members, candidates, and Alumni members are not permitted to hold officer positions (Article XIII, Section 1 of National Bylaws)

The Executive Committee shall have power to act in all matters except revision of the chapter constitution and bylaws; election, initiation, or expulsion of members; and nomination and election of officers. All actions taken by the executive committee shall be reported to the members at the next regular chapter meeting. (Article XIII, Section 9 if National Bylaws)

The Faculty Advisor shall be allowed to vote concerning decisions of the Executive Committee only in case of a tie vote amongst the committee's other officers.

No member of the Chapter may hold the title of more than one officer position during a semester.

Subsection 1-1. The duties of the President shall be to call and preside at meetings of the Chapter and the Executive Committee, appoint such ad hoc committees as needed to administer to special needs of the Chapter, determine that all responsibilities of all other Chapter officers and directors are carried out, serve on the Membership Status Committee as defined in [Article III, Section 6](#) of these bylaws, oversee all directors under his or her command, and seek to promote the welfare of the Chapter and the Beta Alpha Psi Fraternity generally.

Subsection 1-2. The duties of the Executive Vice President shall be to assist the President in the performance of duties, oversee all directors under his or her command, and seek to promote the welfare of the Chapter and the Beta Alpha Psi Fraternity generally in preparation for automatically assuming the role of President the following semester. The office of Executive Vice President allows for a smooth transition between changes in presidency each semester.

Subsection 1-3. The duties of the two Vice-Presidents shall be to assist the President in the performance of duties, close all meetings of the Chapter, and oversee all directors under each of their respective commands.

Subsection 1-4. The duties of the Reporting Secretary shall be to oversee the Chapter's records of all members, candidates, and other persons, oversee the internal point system and determination of status described in [Article III](#) of these bylaws, prepare and transmit all necessary documents to the fraternity's national administrator, oversee the Points Director and Membership Director, oversee all other directors under his or her command, and have all of the Chapter's directors report to him or her in writing periodically on their progress and when what he or she deems individual activities are conducted.

It shall be strongly recommended that the Reporting Secretary oversee the Hospitality Director.

It shall be strongly recommended that the Reporting Secretary not oversee any directorships other than those of Points, Membership, and Hospitality.

Subsection 1-5. The duties of the Chapter Secretary shall be to record the minutes of the meetings to the Chapter and the Executive Committee, maintain permanent master copies of the constitutions and bylaws of both the Chapter and the national fraternity, maintain a permanent record of all of the Chapter's events, and oversee all other directors under his or her command. The Chapter Secretary shall

also be responsible for the planning of Community Service events for the Chapter membership.

Subsection 1-6. The duties of the Treasurer shall be to maintain the financial records of the Chapter, prepare the Chapter's budget for the year during the Fall semester and for the semester during the Spring semester, collect and disburse all Chapter funds, brief the Executive Committee on the Chapter's financial status periodically and upon request from any of the Chapter's officers, oversee all other directors under his or her command, and submit to the fraternity's National Administrator by June 1 (or the required due date for submission to the National Administrator, if earlier) each year the Chapter's financial statements and if applicable, in accordance with National guidelines, an audited report for the fiscal year and any Chapter tax returns.

Furthermore; the treasurer, disburses money for authorized purposes, maintains appropriate financial records, arranges for the audit, if one is required by the Executive Office or if one is desired by the local chapter, and is responsible for ensuring the preparation of the local chapter's tax return. Another officer or designated member should collect and receipt all cash. A third officer or designated member should prepare and write deposits as well as sign all checks. Another officer or designated member should reconcile the bank statements of the chapter. This section is not applicable to chapters who do not have financial officers because of university requirements.

The treasurer shall be required to gain approval for all disbursements made from the Chapter's treasury, by having the Chapter President initial all checks prior to disbursement.

The treasurer shall be required to gain approval from a Faculty Advisor for all disbursements that individually are equal to or greater than \$500 by having a Faculty Advisor initial all checks meeting this threshold prior to disbursement.

Subsection 1-7. The duties of the Faculty Advisor shall be to serve as advisor to the Chapter and, when requested to do so by the fraternity's national administrator, attest to the Chapter's compliance or non-compliance with specified provisions of the Beta Alpha Psi National Constitution and National Program for Chapter Activities as well as any and all requirements mandated by SJSU for official school recognition of the Chapter.

The Faculty Advisor may only vote as described in [Article IV, Section 1](#), second paragraph of these bylaws.

## Section 2. Directors

### Current Director Positions under Officer Cabinets

#### Presidential Cabinet

- Administrative Director
- Bylaws Director
- Internal Controller

#### Executive Vice President

- Alumni Director
- Newsletter Director
- Social Media Director

#### Vice President of Careers

- Careers Director
- Database Director

#### Vice President of Activities Cabinet

- Activities Director
- Recruiting Director

#### National Reporting Secretary Cabinet

- Membership/Hospitality Director
- Points Director
- Tutorial Center Director

#### Chapter Secretary Cabinet

- Community Service Director

#### Treasurer Cabinet

- Assistant Treasurer
- Fundraising Director
- Scholarship Director

As well as any others positions that the Executive Committee deems fit to create, including positions not listed but described in the following paragraphs.

Eligibility Requirements for Director Positions in the organization will not be denied to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Subsection 2-1. At the beginning of each semester, the officers of the Chapter shall decide amongst themselves which of the Chapter's directorships they each wish to oversee, with the exceptions that the Reporting Secretary must oversee the Points Director and Membership Director, and the Treasurer must oversee the Fundraising Director and Assistant Treasurer.

It shall be strongly recommended that the Reporting Secretary oversee the Hospitality Director.

It shall be strongly recommended that the Reporting Secretary not oversee any directorships other than those of Points, Membership, and Hospitality.

If no formal decision is made as to which each officer will oversee directors, it will be assumed that the control structure in place the previous semester will continue.

The oversight of directors will be reflected on the Chapter website. Any changes made to the command structure of the Chapter will be amended on the website.

Subsection 2-2. The Executive Committee shall appoint one or two of the Chapter's student members or candidates to each of the Chapter's directorships. Each officer shall have the authority to veto the Executive Committee's appointment for any directorship he or she oversees.

Should the Executive Committee appoint a candidate to a directorship and that candidate fail to attain membership in the Chapter by the Chapter's Initiation and Awards Ceremony that semester, that candidate will not be recognized as a director.

Subsection 2-3. Each director may, with the approval of his or her overseeing officer, appoint a student member or candidate of the Chapter as an assistant director to assist in the performance of duties.

Should a director appoint a candidate to an assistant directorship and that candidate fail to attain membership in the Chapter by the Chapter's Initiation and Awards Ceremony that semester, that candidate will not be recognized as an assistant director.

Subsection 2-4. No director of the Chapter may hold more than one directorship simultaneously during a semester. No officer may hold the titles of both officer and directorship or both officer and assistant director simultaneously during a semester. However, Officers must take on the responsibilities of Director positions under their cabinet if they are unable to fill that position for the period; without claiming title. No director may hold the titles of both director and assistant director simultaneously during a semester. No assistant director may hold more than one assistant directorship simultaneously during a semester.

Subsection 2-5. All directors shall be required to report to the Reporting Secretary in writing their plans and progress at intervals determined by the Reporting Secretary. All directors shall also be required to report to the Reporting Secretary in writing whenever they coordinate what the Reporting Secretary defines as a separate activity.

All such reports submitted by the directors to the Reporting Secretary must contain documentation as required by the Reporting Secretary.

### Section 3. Description of Director Duties

This section and its subsections pertain to the descriptions of the duties of individual directors.

Subsection 3-1. The duties of the Tutoring Center Director shall be to organize, oversee, and publicize all of the Chapter's educational tutoring of SJSU students, submit a tutoring schedule at the beginning of the semester to the Reporting Secretary, keep written records of the Chapter's tutoring sessions as required by the Reporting Secretary, and submit to the Reporting Secretary at the end of the semester a report of these tutoring sessions in summary form.

Subsection 3-2. The duties of the Activities Director shall be to organize, oversee, and publicize the Chapter's social events during the semester. Such social events shall be those described in [Article III, Subsection 10-6](#) of these bylaws.

Subsection 3-3. The duties of the Administrative Assistant shall be to assist the President in the performance of duties and, upon the President's request, to assist other officers of the Chapter in the performance of duties.

Subsection 3-4. The duties of the Alumni Director shall be to forward changes in the individual records of the Chapter's alumni members to the Points Director, recruit inactive alumni members who have graduated from SJSU to submit alumni applications and pay alumni dues so as to become active alumni members, transmit all Chapter correspondence with alumni members, and organize, oversee, and publicize any Chapter events or activities which alumni members are invited to attend.

Subsection 3-5. The duties of the Careers Director shall be to organize, oversee, and publicize the Chapter's site visits and field trips to organizations and any Chapter activities or professional programs which are of a nature where Chapter members and candidates interact with professionals, invite professionals to attend Chapter activities and events, and forward any changes to the Chapter's records of professional contacts to the Points Director.

The duties of the Careers Director shall further include confirming participants for site visits and field trips in accordance with [Article II, Section 15](#) of these bylaws as well as any requirements from the Chapter's Reporting Secretary and reporting confirmed members and candidates who fail to appear at site visits or field trips to the Chapter's Reporting Secretary and MIS/Points Director.

Subsection 3-7. The duties of the Database Director shall be to organize any and all contact information for the chapter, including, updating member, candidate, and alumni contact information each semester, updating contact information for professional organizations, frequently used vendors, and community service organizations frequented by the Chapter, as necessary.

Subsection 3-8. The duties of the Community Service Director shall be to organize, oversee, and publicize the Chapter's accounting, accounting-related, and nonaccounting-related assistance to campus or community organizations, educational tutoring other than that of SJSU students, and accounting-oriented presentations to high schools, community colleges, and non-accounting students.

Subsection 3-9. The directorship of Bylaws shall be held by a Beta Alpha Psi National Member, who has been actively involved in the Chapter for at least one year. It is preferred to have a graduating senior, however, if no graduating senior is available, the president shall choose a responsible person to hold this position. The duties shall be to update the Chapter's constitution and bylaws for any changes effected during the semester and organize, oversee, and publicize the Chapter's officer elections in compliance with [Article VII](#) of these bylaws. The Elections and Bylaws Director is not eligible to run in the elections that he/she will oversee.

Subsection 3-10. The duties of the Fundraising Director shall be to organize, oversee, and publicize all Chapter fundraising events and activities and forward all funds raised to the Chapter's Treasurer.

The Fundraising Director shall always be overseen by the Chapter's Treasurer.

Subsection 3-11. The duties of the Historian shall be to maintain a chronology of the Chapter's activities and events over the course of the semester. Such chronology will include photographs with descriptive captions, copies of any publications issued during the semester, and any other material deemed necessary by the Chapter's Executive Committee.

Subsection 3-12. The duties of the Hospitality Director shall be to organize and oversee a committee of Chapter members and candidates which, during the Chapter's Formal Meetings, Initiation and Awards Ceremony, and other professional programs, greets all participants, checks all participants to see if they have paid student member or candidate dues or are professional and faculty representatives, has participants who are neither professional and faculty representatives nor dues-paying Chapter student members and candidates pay any attendance fees, makes sure all professional and faculty representatives as well as dues-paying Chapter members and candidates have signed their names on the appropriate Chapter sign-in sheets, issues name tags to all participants, distributes any informational material, and collects name tags at the end of the programs.

It shall be strongly recommended that the Hospitality Director be overseen by the Chapter's Reporting Secretary.

Subsection 3-13. The duties of the Points Director shall be to maintain the Chapter's records on all members, candidates, professional contacts, and other persons, maintain the records of the participation points of the Chapter's student members and candidates in accordance with [Article III](#) of these bylaws, produce periodic lists of these participation point records for public display and other Chapter uses, serve on the Membership Status Committee as defined in [Article III, Section 6](#) of these bylaws, and produce mailing labels and other lists of records as required by the Chapter's officers and directors and authorized by the Chapter's Reporting Secretary.

The Points Director shall always be overseen by the Chapter's Reporting Secretary.



Subsection 3-14. The duties of the Internal Auditor shall be to ascertain the validity and reliability of information provided in the financial statements as well as the tax return filed annually by the chapter. This director shall and also provide an assessment of the effectiveness of the internal control systems in place. Assessments of both compliance to bylaws and SJSU policy as well as efficiency of Chapter processes and procedures shall be performed as needed.

Subsection 3-15. The duties of the Membership Director shall be to review the applications and transcripts of the Chapter's National Candidates for the minimum eligibility requirements of [Article II, Section 2](#) and [3](#) of these bylaws, submit to the Reporting Secretary a summary of the grade and accounting coursework qualifications of all National Candidates along with their applications and transcripts, and serve on the Membership Status Committee as defined in [Article III, Section 6](#) of these bylaws.

The Membership Director shall always be overseen by the Chapter's Reporting Secretary.

Subsection 3-16. The duties of the Newsletter Director shall be to organize and oversee production of the Chapter's newsletter and distribute this newsletter.

Subsection 3-17. The duties of the Candidate Director shall be to organize, oversee, and publicize the Chapter's candidate recruiting presentations and candidate orientation meetings and to refer candidates who have questions regarding the Chapter to the appropriate Chapter officers or directors.

Subsection 3-18. The duties of the Social Media Director shall be to organize and oversee the Chapter's dissemination of information on its events and activities, including posting of announcements on classroom chalkboards, on posters around the SJSU campus, in glass cases, and wherever needed. These duties shall also include making arrangements for Chapter announcements and news releases in the SJSU campus and community newspaper, television, radio, or social media platforms.

Subsection 3-19. The duties of the Scholarship Director shall be to organize and oversee the Chapter's scholarship program for monetary awards to successful applicants, who must be accounting majors, keep any special scholarship bylaws for this program, and work with the Chapter's Scholarship Board of Trustees in raising scholarship funds and determining scholarship winners.

Subsection 3-20. The duties of the Assistant Treasurer Director shall be to assist the Chapter's Treasurer in the performance of duties.

The Assistant Treasurer shall always be overseen by the Chapter's Treasurer.

Section 4. Term of Office for Officers

Per guidelines added by the school, as of July 9, 2018: All officers of this organization must be matriculated, currently enrolled students at San Jose State University. The President and Treasurer of this organization must maintain a minimum overall 2.0 grade point average, must be enrolled in at least 6 units, may not have over 150 semester units of undergraduate work accumulated towards their degree, or 50 semester units at the graduate level for graduate students, and must be in good standing with San Jose State University during their term in office.

The President, Treasurer and Advisors of this organization are required to complete an Alcohol Education Training, a Sexual Violence prevention training as well as any other required trainings offered by Student Involvement and/or their designee.

The term of office of all student officers of the Chapter elected during the SJSU Spring semester shall commence on June 30 of the same year and end on the day before the start of the following SJSU Spring semester.

The Executive Vice President elected during the SJSU Spring semester shall be Executive Vice President during the Fall semester and President the following Spring semester.

The term of office of all student officers of the Chapter elected during the SJSU Fall semester shall commence on the first day of the following SJSU Spring semester and end on June 30 of the same year. The Executive Vice President elected during the SJSU Fall semester shall be Executive Vice President during the Spring semester and President the following Fall semester.

Transition of duties and communication of current Chapter deficiencies from graduating President to newly transitioned President and elected Executive Vice President, shall be required in order to take appropriate actions for next operating semester. Meeting of officers must take place before next operating semester; location and time of such meeting will be determined by participating parties.

Transition procedures include but not exclusive to:

- List of current officers and directors.
- Understanding of Chapter responsibilities to relevant officers.

- Deficiencies and/or lack of adherence to national and chapter bylaws during previous operating semester.
- Access to the edit Chapter website.
- Communicate with AS General Services to update names on Chapter Bank Account.

Section 5. Term of Office for Directors

The term of office of all directors of the Chapter except the VITA Director shall commence on the day the term of the officers who appointed them commences and end on the day the term of the officers who appointed them ends.

The term of office of the VITA Director shall begin on the first day of the SJSU Fall semester and end on June 30 of the following year.

Section 6. Actions of Newly Elected Officers and their Directors  
After ceremonial installation at the Chapter's Initiation and Awards Ceremony as described in Article VII, Section 7 of these bylaws, the newly elected officers of the Chapter's Executive Committee may begin to appoint directors and coordinate and plan for the term during which they will govern, but these newly elected officers and their appointed directors shall not have any power to govern or act on behalf of the Chapter until the term during which they will govern commences.

Section 7. Removal of Directors

Any director may be removed from office by a two-thirds vote of the Chapter's Executive Committee.

Any assistant director may be removed from office by his or her appointing director's overseeing officer.

Any assistant director may be removed from office by a two-thirds vote of the Chapter's Executive Committee.

Section 8. Authority of Officers

Any officer shall have the authority to stop, change, or delay the actions of any director or assistant director, whether overseen by that officer or not, where such officer is justified in doing so.

Section 9. Removal of Officers by the Executive Committee

The Executive Committee of this chapter has the power to remove an officer for continued absence or failure to properly administer the duties of the office. (Article XIII, Section 10 of National Bylaws) Any officer may be removed from office by a unanimous vote of the Chapter's Executive Committee not including the officer in question.

### **Impeachment of Office**

- An officer may be removed from office for failure or refusal to perform their assigned duties or for conduct detrimental to the purposes or interests of the chapter including;
  - Is not carrying out the duties of the office; or
  - Is not participating as a member of the Executive Committee; or
  - Is not adhering to the high moral and ethical standards of Beta Alpha Psi; or
  - Does not meet the requirements for membership as outlined in Article IV.
  - Participation of Chapter Activities measured by lack of points awarded per activities.

Furthermore, charges of such conduct must be made in writing to the faculty advisor or co-advisors and signed by a member of the chapter. When such charges have been made against an officer, the faculty advisor or co-advisors must make certain that the accused member is given notice and an opportunity to be heard concerning the charges.

A committee [number and more detailed rules of how selected should be added] of chapter members is to be selected by the Faculty Advisor or co-advisors and ranking chapter officer to investigate the charges and make a determination as to whether or not the accused officer should be impeached.

Notice must be given to the accused officer at least two weeks before the committee meeting. Such notice shall include:

- A copy of the charges made against the officer.
- The time, date, and place of the committee meeting; and
- An explanation of the impeachment procedures.
- The findings of the committee should be based on a presentation of the charges by the accusing member. The accused member has the opportunity to appear and explain the actions in question. The officer shall be impeached with a 2/3 vote of the committee.
- If impeached, the officer may request a hearing before the entire local chapter in a special meeting called for that specific purpose; a 2/3 of the chapter may reverse the committee's findings.

An officer so removed may request a special hearing before the Chapter's membership in a special meeting called for that specific purpose, where he or she may be reinstated to his or her office by a majority vote of the National Student Members present, provided all student members and candidates receive notice of such meeting at least 14 days prior to it being held.

Hearings regarding removal of officers, shall be held in a special meeting, in which it's date, time, and location will be decided by Faculty Advisor with the coordination of Chapter officers. Decisions and actions taken will be communicated to members via formal communication and during Chapter Meetings.

#### Section 10. Removal of Officers and Directors by Recall

Any officer, director, or assistant director may be removed from office at any meeting of the Chapter's membership by a two-thirds vote of recall of the National Student Members present, provided all student members and candidates received notice of the attempted recall at least fourteen days prior to such meeting.

## Section 11. Vacancy of Leadership Positions

In the event of a vacancy in any leadership position, the following procedures shall be used for each position vacated:

Subsection 11-1. The Executive Vice President shall be first in line to act in the President's stead in the event of absence or incapacity. The First Vice President to succeed EVP shall be determined by vote during a special meeting of officers called upon Faculty Advisors. The newly voted VP shall act in the President's stead in the event of absence or incapacity of the Executive Vice President. In the event of the absence or incapacity of the First Vice-President, the other Vice-President shall act in the President's stead.

If the incapacity or vacancy is permanent, the Executive Vice President or Vice-President's position as President shall be subject to ratification by a majority vote of the Chapter's Members present at the next Chapter Formal Meeting. If no ratification takes place, Special Elections will be called to elect a new President. These elections shall follow the same rules as described in Article VII of these bylaws, with the exception that this election takes place at the next formal Chapter Meeting.

Subsection 11-2. In the event of the vacancy or incapacity of a student officer other than the Chapter's President, the Executive Committee shall appoint a provisional replacement from among the Chapter's National Student Members. It is strongly recommended that this appointment be the person second in command to the officer position recently vacated. This appointment shall be subject to ratification by a majority vote of the Chapter's National Student Members present at the next Chapter Formal Meeting.

Subsection 11-3. In the event of the vacancy or incapacity of a student director, the Student Officer overseeing the position recently vacated shall appoint a replacement from among the Chapter's National Student Members. This appointment shall be announced formally at the next Chapter Formal Meeting.

## Section 12. Officer and Director Protocol Files

Each officer and director shall maintain a protocol file on his or her position, to include duties, procedures, guidelines, reference material, personal contacts, and general information that may aid both the present and future holder of the position in the conduct of his or her duties.

Outgoing officers shall transfer their protocol files to their corresponding incoming officers, as well as to a Faculty Advisor, who will maintain current copies of the protocol files and ensure that they meet SJSU and BAP National Policies.

Outgoing directors shall submit their protocol files to the outgoing Executive Committee, which shall submit them to the incoming Executive Committee to distribute to its incoming directors as well as to a Faculty Advisor, who will maintain current copies of the protocol files and ensure that they meet SJSU and BAP National Policies.

Section 13. Committees

Officers and directors shall be authorized to organize committees of any and all of the Chapter's members and candidates necessary to aid in carrying out their assigned duties and any other appropriate functions.

Section 14. Points

A set number of points for being an officer, director or assistant director shall be determined by the Chapter's Executive Committee as described in [Article III, Section 4](#) of these bylaws. Officers, directors, and assistant directors will receive Spirit points for their service. The Reporting Secretary will award such points towards the end of the semester, before the determination of member status described in [Article III, Section 6](#) of these bylaws.

**Article V: Meetings**

Section 1. Professional Programs

Professional programs shall be defined as events hosted by the Chapter which student members and candidates as well as professional and faculty representatives are invited to attend and where professional topics are discussed. The Chapter shall host at least four professional programs during each school semester. Of these programs, three shall be Formal Meetings and one shall be the Initiation and Awards Ceremony.

Subsection 1-1. The Chapter's Executive Committee shall determine the fees which persons who are neither dues-paying student members and candidates nor faculty and professional representatives must pay to attend each of the Chapter's professional programs conducted after the First Formal Meeting. These fees shall be collected by the Hospitality Director as described in [Article IV, Subsection 3-13](#) of these bylaws and remitted to the Chapter's Treasurer.

Subsection 1-2. Should the Initiation and Awards Ceremony be held in the form of a banquet, the Chapter's Executive Committee shall determine the fees which student members and candidates, faculty and professional representatives, and any other persons must pay to attend such banquet.

Subsection 1-3. It shall be recommended that active alumni members of the Chapter, as described in [Article II, Section 10](#) of these bylaws, not be made to pay fees to attend each of the Chapter's professional programs, but be made to pay fees to attend the Chapter's Initiation and Awards Banquet.

Subsection 1-4. During the Initiation and Awards Ceremony, the formal initiation of new National Student Members and the ceremonial installation of newly elected Chapter officers shall be conducted. In addition, awards and recognition for achievement and activity shall be bestowed, including those for gold membership, the Most Active National Student Member, and the Most Active National Candidate. **29**



Section 2. Executive Committee Meetings

The Chapter's Executive Committee shall meet when necessary and call any persons, including the Chapter's directors, to its meetings as it deems necessary.

Section 3. Special Meetings

A special meeting of the chapter's membership may be called by the Chapter's Executive Committee or by petition of at least one-fourth of the Chapter's National Student Members, provided notice of the proposed meeting and its agenda is communicated to the Chapter's student members and candidates at least seven days prior to the day of the meeting. Notification must be posted or verbally communicated to the membership.

Section 4. Quorum for Transacting Business at Meetings

A quorum for the transaction of business shall be three Chapter officers at any Executive Committee meeting and two-thirds of the Chapter's National Student Members at any meeting of the Chapter's membership. Parliamentary procedure shall be Robert's Rule of Order and shall be observed at all meetings unless waived by majority vote.

Student and faculty members of local chapters are entitled to vote at Chapter Meetings. Honorary members, Candidates, and Alumni members are not permitted to vote at chapter meetings. (Article XIII Sec. 1 of National Bylaws)

**Article VI: Fiscal Matters**

Section 1. Fiscal Year

The Chapter's fiscal year shall begin on May 1 of each year.

Section 2. Financial Records

Such financial records of the Chapter shall be maintained as are dictated by the National Council and by generally accepted accounting principles.

If the chapter generates *revenues in excess of an amount designated by the Board*, it must have financial statements examined by an independent auditor licensed by the state of California or by the Chapter Audit Committee. The Audit Committee must consist of not less than three chapter members and they cannot have served as chapter officers during the fiscal period to be audited. The Audit Committee will conduct an audit of the chapter's financial statements in compliance with generally accepted auditing standards except for the requirement of independence. (Article XIII, Section 6 of National Bylaws)

Section 3. Budget

The Chapter's budget for the fiscal year shall be approved by a majority vote of the Chapter's National Student Members present at the First Formal Meeting of the Fall semester. This budget may be modified during the Spring semester by a majority vote of the Chapter's National Student

Members present at the First Formal Meeting of that semester.

Subsection 3-1. The budget shall contain appropriations for specific disbursements in general categories.

Subsection 3-2. The budget shall fix the source of the Chapter's receipts, including the amount of dues to be collected from members and candidates.

Section 4. National Candidate Dues

Students pledging to become National Student Members shall pay Chapter dues for such membership, any dues required to be submitted by such new members to the National Council, and, should the Initiation and Awards Ceremony be held in the form of a banquet, fees to attend such banquet.

Section 5. National Student Member Dues

National Student Members shall pay Chapter dues for such membership and, should the Initiation and Awards Ceremony be held in the form of a banquet, fees to attend such banquet.

Section 6. Authority to Determine Dues

The chapter's Executive Committee shall determine the amount of dues or fees to be collected for National Student and active alumni membership, attendance at the Initiation and Awards Banquet, and attendance or participation at any event which it deems necessary to charge dues or fees for. The Executive Committee shall have the power to charge any person, whether a member of the Chapter or not, for attendance or participation at any of the Chapter's events, including professional programs as described in [Article V, Section 1](#) of these bylaws.

## **Article VII: Elections**

### Section 1. Elections and Bylaws Director and Assistants

The Elections and Bylaws Director, a graduating senior, may appoint assistants to help him or her administer the election process. These assistants must be graduating seniors who are student members of the Chapter and are not currently officers, directors, or assistant directors of the Chapter.

### Section 2. Nominations

National Student Members shall make nominations for officer positions beginning at the Second Formal Meeting up to the time of the election. The election shall be held during the Third Formal Meeting. Candidates and Members shall be nominated for officer positions other than President and Faculty Advisor, and they may each be nominated for up to two positions; provided one of the nominations is for Executive Vice President, otherwise it will be limited to one nomination. Candidates or Members nominated for Executive Vice President must have a minimum of two semesters remaining before graduation. Any candidate or member elected to an officer position must complete point requirements before being installed into their office. Candidates must first be initiated as members before being installed as an officer.

### Section 3. Faculty Advisor Election

The organization must have a University advisor. This person must hold at least a bachelor's degree and be employed as a faculty or staff member by San Jose State University. The advisor shall be a non-voting member of the organization.

The election for the office of Faculty Advisor shall be held once each year during the Third Formal Meeting of the Spring semester. Only faculty members of the Chapter shall be nominated for this office.

### Section 4. Campaigning

Before an election, a nominee shall be allowed to publicize his or her candidacy in the Chapter's newsletter and any other Chapter publications as well as post announcements of its activities. Should any nominee be allowed to address the Chapter event or function, all other nominees must be allowed to do so as well.

### Section 5. Election Procedures

Elections shall be by secret ballot. Before the Awards Ceremony, the Elections and Bylaws Director shall obtain from the Points Director the most current points list of all the points earned by the Chapter's student members and candidates up to the Awards Ceremony. During the Third Formal Meeting, the Elections and Bylaws Director shall give one ballot to each student member who wishes to vote and is in good standing. The requirements for good standing status is stated in [Article II, Section 12](#) of these bylaws. Before the end of the Third Formal Meeting, the Director shall collect all of the ballots, check off each one as it is received,

and have the voters sign on the appropriate space beside their names on the most current points list of the Chapter's student members. After receiving all of the ballots, the Elections and Bylaws Director shall count the number of votes for each nominee in the presence of one other member.

Section 6. Determination of Election Winners

A majority vote of those cast for an office shall be required for election to office. In the event of a plurality, a runoff election by secret ballot shall be held between the two nominees who have received the largest number of votes for such undecided office. Such runoff election shall be conducted in the same manner described in [Article VII, Section 5](#) of these bylaws. Before the end of the Third Formal Meeting, the Elections and Bylaws Director shall submit a certified list of the newly elected officers to the Chapter's current President, who shall announce the election results during the Third Formal Meeting.

Section 7. Installation of Newly Elected Officers

The newly elected officers shall be ceremonially installed during the Chapter's Initiation and Awards Ceremony during the semester in which they were elected. The term of office for such officers shall commence as dictated by [Article IV, Section 4](#) of these bylaws.

## **Article VIII: Suspensions and Amendments**

### Section 1. Suspensions

Any of the provisions of these bylaws, except [Article IV, Subsection 1-1](#), second paragraph and [Section 7, 8, 9 and 10](#); [Article VI](#) in entirety; and [Article VII](#) in entirety may be suspended by a three-fourths vote of the Chapter's Student Members present at any Chapter Formal Meeting or special meeting. Such suspension shall be for action on only one item of business, after which the bylaw provision so affected shall continue in force.

Should a special meeting be called for this purpose, all of the Chapter's student members and candidates must be notified of this meeting and its agenda at least seven days prior to the meeting being held.

### Section 2. Amendments

Any and all of the provisions of these bylaws may be amended by a two-thirds vote of the Chapter's National Student Members present at any Chapter Formal Meeting provided the proposed amendment is communicated to all student members and candidates at least fourteen days prior to consideration.