

# **Constitution of the Xi Eta Chapter of Beta Alpha Psi at the University of North Florida**

## **Article I – Organization**

### **Section 1: Name, Purpose, and Mission**

- A. The name of this organization will be the Xi Eta Chapter of Beta Alpha Psi at the University of North Florida.
- B. The purpose of the Xi Eta Chapter of Beta Alpha Psi is to exist as an honors society for accounting and financial information students and professionals and promote the pursuits of its members.
- C. The mission of the Xi Eta Chapter of Beta Alpha Psi is to recognize academic excellence and complement members' formal education by providing interaction among students, faculty, and professionals, and foster lifelong growth, service, and ethical conduct.

### **Section 2: Composition**

- A. The Xi Eta Chapter of Beta Alpha Psi (henceforth BAP) will be composed of the following:
  - i. The Board and its Committees;
  - ii. Officers;
  - iii. Student Members;
  - iv. Alumni Members;
  - v. Honorary Members;
  - vi. Candidates;
  - vii. Faculty Members; and
  - viii. The Faculty Advisor.

### **Section 3: The Board**

- A. The Board will be responsible for:
  - i. Amending the Constitution as necessary;
  - ii. Meeting regularly to discuss and vote on business and hear reports from officers;
  - iii. Filling vacancies of officer positions before the next regular election; and
  - iv. Removing officers as necessary.
- B. The Board will abide by Robert's Rules of Order when conducting business.
- C. All Board meetings will be noticed at least one (1) week in advance by email and other communications as necessary. A tentative agenda and all relevant documents for the meeting will be released at least forty-eight (48) hours in advance of the meeting.
- D. Quorum will be established at the beginning of every meeting. Quorum will be defined as more than half of the Board's membership (vacancies do not count). No decisions will be made without a quorum present, however the attending members may still discuss business.
- E. The Board will be composed solely of those individuals listed in Section 5 of this article.
- F. Under no circumstances may Board members be allowed to vote by proxy.
- G. The Board may consent to vote on a specific issue, by electronic means, if the issue is time-sensitive. Such a vote must be announced and take place within at least forty-eight (48) hours before the issue is considered settled, unless the vote is conducted through a teleconference.

#### **Section 4: Committees**

- A. The Board will have three (3) standing committees as described in this section. Each standing or ad hoc committee will consist of at least two (2) student members or recognized candidates selected by the President and one (1) chairperson to be determined in a manner consistent with this section.
- B. The Special Events Committee will be responsible for organizing events that are large in nature. The Chairperson of the Special Events Committee will be the Vice President. The Vice President will include any updates from the Committee in their report to the Board at every meeting.
- C. The Governance Committee will be responsible for amending the Constitution and reviewing any matter related to BAP, as instructed by the Board or pursuant to this Constitution. The Chairperson of the Committee will be elected by the Board and cannot be the President or Vice President. The Chairperson will provide any updates to the Board at every meeting.
- D. The Community Outreach Committee will be responsible for assisting the Director of Community Outreach with carrying out service and reaching-out activities. The Chairperson of the Committee will be the Director of Community Outreach. The Director will provide updates from the Committee as part of their report to the Board.
- E. The President may create ad hoc committees as necessary. The President will select a chair and the members. Ad hoc committees will not have the authority to issue binding decisions. The Chairperson of each ad hoc committee will provide any updates from their committee to the Board at every meeting.
- F. The Board may alter the number of members of the standing committees as necessary, provided the number does not fall below what is mandated by this section. The President may alter the number of members of any ad hoc committee as necessary, provided the number does not fall below what is mandated by this section.

#### **Section 5: Officers**

- A. The officers will be composed of the following:
  - i. President;
  - ii. President-Elect;
  - iii. Immediate Past President;
  - iv. Vice President;
  - v. Director of Programming;
  - vi. Director of Recruitment;
  - vii. Director of Recruitment-Elect;
  - viii. Director of Marketing;
  - ix. Director of Information Technology;
  - x. Director of Community Outreach;
  - xi. Treasurer;
  - xii. Secretary;
  - xiii. Reporter;
  - xiv. Historian; and
  - xv. Two (2) At-Large Board members.
- B. The President will be responsible for the following:

- i. Noticing and chairing meetings of the Board;
  - ii. Supervising all BAP operations;
  - iii. Maintaining BAP's external relationships, assisted by the Faculty Advisor;
  - iv. Meeting regularly with the Faculty Advisor; and
  - v. Providing a report to the Board at all meetings.
- C. The President-Elect will be responsible for the following:
- i. Meeting regularly with the President and Faculty Advisor;
  - ii. Preparing to accept the duties of the President;
  - iii. Developing a budget proposal for the next fiscal year; and
  - iv. Providing a report to the Board as necessary.
- D. The Immediate Past President will be granted full voting rights on the Board. Duties may be assigned by the Board.
- E. The Vice President will be responsible for the following:
- i. Fulfilling the duties of the President in the event of their absence, resignation, or removal from office;
  - ii. Acting as a liaison to outside organizations;
  - iii. Serving as Chairperson for the Special Events Committee; and
  - iv. Providing a report to the Board at all meetings.
- F. The Director of Programming is responsible for the following:
- i. Organizing all BAP functions except for Board meetings, candidate orientations, recruiting events, special events, and community outreach activities; and
  - ii. Providing a report to the Board at all meetings.
- G. The Director of Recruitment is responsible for the following:
- i. Directing all candidate orientations and recruitment events;
  - ii. Communicating regularly with candidates; and
  - iii. Providing a report to the Board at all meetings.
- H. The Director of Recruitment-Elect is responsible for the following:
- i. Meeting regularly with the Director of Recruitment;
  - ii. Preparing to accept the duties of the Director of Recruitment; and
  - iii. Providing a report to the Board as needed
- I. The Director of Marketing is responsible for the following:
- i. Maintaining BAP's social media;
  - ii. Communicating information to the interested public; and
  - iii. Providing a report to the Board at all meetings.
- J. The Director of Information Technology is responsible for the following:
- i. Maintaining BAP's website;
  - ii. Maintaining BAP's Canvas page;
  - iii. Noticing all meetings and BAP events on Canvas and the website;
  - iv. Providing an attendance report to the Director of Recruitment on a weekly basis; and
  - v. Providing a report to the Board as needed.
- K. The Director of Community Outreach is responsible for the following:
- i. Serving as Chairperson of the Community Outreach Committee;
  - ii. Submitting a proposed list to the Board of community outreach activities to be conducted throughout the upcoming academic year by the end of March;
  - iii. Serving as the coordinator of each activity; and
  - iv. Providing a report to the Board at all meetings.

- L. The Treasurer is responsible for the following:
  - i. Recording all revenues and expenses;
  - ii. Preparing BAP’s financial statements, including a Statement of Activities and Statement of Net Position, and updating them as needed;
  - iii. Preparing and submitting all financial reports to Beta Alpha Psi International;
  - iv. Preparing a schedule of dues from members and communicating to members their status and deadline to pay; and
  - v. Providing a report to the Board at all meetings, including the current balance of all accounts and percent of the budget expended.
- M. The Secretary is responsible for the following:
  - i. Preparing minutes for all Board meetings and sending them to the Director of Information Technology to be uploaded; and
  - ii. Updating all BAP documents as they are amended by the Board and sending them to the Director of Information Technology to be uploaded.
- N. The Reporter is responsible for the following:
  - i. Gathering data and information to be reported to Beta Alpha Psi International;
  - ii. Preparing and submitting all non-financial reports to Beta Alpha Psi International;
  - iii. Gathering other data and information the Board deems necessary;
  - iv. Updating the roster of members and candidates; and
  - v. Providing a report to the Board as necessary.
- O. The Historian is responsible for the following:
  - i. Taking pictures of BAP functions;
  - ii. Maintaining the club board located in the Coggin College of Business, 2<sup>nd</sup> floor;
  - iii. Maintaining a list of alumni members, including names, contact information, graduation term and year, and employer; and
  - iv. Serving as the liaison with alumni members.
- P. At-Large Board members are responsible for the following:
  - i. Representing the interests of student members and candidates at Board meetings; and
  - ii. Assisting the other officers in their duties as needed.
- Q. All officers must be student members. If at any time an officer is no longer a student member, they must resign their position.
- R. An individual may serve in two positions so long as one of them is President-Elect or Immediate Past President. An individual with two positions will be referred to as “President-Elect” or “Immediate Past President” but will be responsible for fulfilling the duties of both positions served.
- S. With the exception of the President-Elect, Immediate Past President, and At-Large Board Members, all officers are required to maintain a transition guide for future officers.

**Section 6: Student Members**

- A. Student members are those who have met the requirements for membership listed in Article II and paid their dues. They are entitled to all rights and benefits of membership.
- B. No student member may have their membership revoked. However, a student member may elect (in writing) to withdraw their membership, at which time they will be reclassified as an alumni member. This election is irrevocable.

- C. A student member may elect to take a leave of absence for one (1) semester for an internship or study abroad program. The participation requirements of membership and dues will be waived for that semester. A student member must make a request in writing to the President for a leave of absence before the semester requested.

### **Section 7: Alumni Members**

- A. Alumni members are former student members who have graduated.
- B. BAP may host functions for the benefit of alumni members. Such events must be open to all student members and candidates and be noticed in the same manner as all other events.

### **Section 8: Honorary Members**

- A. Honorary members are those persons who BAP wishes to recognize for exhibiting the qualities BAP fosters and who have achieved prominence in the fields of accounting or finance and/or have contributed significantly to BAP.

### **Section 9: Candidates**

- A. Candidates are students actively seeking student membership. To be considered actively seeking, a student must submit an application and all other required materials by the deadline set by the Board.
- B. Candidates who have successfully met the requirements of membership and have yet to be inducted will be considered recognized candidates until the induction ceremony. They will be granted all rights and benefits of membership in the semester after pledging.

### **Section 10: Faculty Members**

- A. Faculty members are instructors or professors of the University of North Florida Accounting and Finance Department who meet one of the following conditions:
  - i. BAP wishes to recognize them for their contributions to the Chapter; or
  - ii. Are alumni members of another university's BAP chapter.

### **Section 11: Faculty Advisor**

- A. The Faculty Advisor is a full-time instructor or professor of the University of North Florida Accounting and Finance Department who is charged with advising the Board, BAP members, and candidates.
- B. The Faculty Advisor is responsible for receiving academic and other protected information from students and verifying all academic conditions are met.
- C. The Faculty Advisor may meet with university officials to discuss BAP matters and will discuss with the President the result of those meetings before the next Board meeting.
- D. In the event the Faculty Advisor retires, resigns, or is otherwise unable to serve, the President and the Chair of the Accounting and Finance Department will discuss options to fill the position.

## **Article II – Membership Requirements**

### **Section 1: Character**

- A. Membership in BAP will be limited to those persons of good moral character who have achieved scholastic and/or professional excellence in the fields of accounting and/or finance.

### **Section 2: Academics**

- A. Students must meet the following conditions before applying for membership:
  - i. Have been admitted as a degree-seeking or post-Baccalaureate student of the University of North Florida;
  - ii. Have attained a cumulative grade point average (GPA) of at least 3.0;
  - iii. Be a currently enrolled, Activity and Service (A&S) Fee-paying student.
- B. Candidates must meet all of the following conditions to become members:
  - i. Declared a concentration in accounting, finance, or business information systems; and
  - ii. Have completed forty-five (45) college credit hours and at least one major requirement beyond the principles or introductory level.

### **Section 3: Participation**

- A. Candidates must attend a set number of events and Board meetings during the semester of candidacy, to be determined by the Board.
- B. Members and recognized candidates must attend at least fifty (50) percent of events to be considered active members.

### **Section 4: Other Requirements**

- A. A student may be a candidate for no more than one (1) semester. If the student fails to qualify for membership after the semester, they will not be allowed to apply again for membership. Exceptions for special circumstances may be considered by the Board. Such exceptions must receive approval from the Faculty Advisor to be final.
- B. Candidates must meet all other requirements as set forth by the Board. These requirements must be established in writing by the Board before the first day of the semester.

## **Article III – Elections**

### **Section 1: Fall Election**

- A. In the first Board meeting of the Fall semester, nominations will be accepted by the Board for President-Elect and Director of Recruitment-Elect. In the second Board meeting, all nominees for President-Elect will address the Board for three (3) minutes, and all nominees for Director of Recruitment-Elect will address the Board for two (2) minutes. All nominees for both positions will answer all questions from the Board.”
- B. The student members in attendance, excluding officers, will vote by ballot and the results will be confirmed by the Faculty Advisor and an officer (one who has not been nominated).

- C. For the President-Elect, the nominee with a majority vote will be referred to as the President-Elect. In the event no nominee receives a majority, a runoff will be held between the top two (2) nominees (or more if there is also a tie). The nominee with a majority vote will be referred to as the President-Elect and take the office of President at the end of the last Board meeting of the Fall semester
- D. For the Director of Recruitment-Elect, the nominee with a plurality vote is declared the winner and will take office at the end of the Board meeting in which the election takes place. The nominee elected will be referred to as the Director of Recruitment-Elect and take the office of Director of Recruitment at the end of the last Board meeting of the Fall semester.

## **Section 2: Spring Election**

- A. In the first Board meeting of the Spring semester, nominations will be accepted for all positions except President-Elect and Director of Recruitment-Elect. In the second Board meeting, all nominees will address the Board for two (2) minutes and answer all questions from the Board.
- B. The student members and recognized candidates in attendance, excluding the officers, will vote by ballot and the results will be confirmed by the Faculty Advisor and an officer (one who has not been nominated).
- C. The nominee that receives a plurality takes office at the end of the Board meeting in which the election takes place.
- D. Positions up for election will be voted on in the order listed in Article I, Section 5.

## **Section 3: Special Circumstances**

- A. In the event of a tie between two (2) nominees, all officers, except the President, will cast a vote. If the tie remains, the President will vote.
- B. In the event of a vacancy of an officer position, a special election will be held. The special election will be added to the agenda of the next Board meeting and the Board will hear from and vote on all nominees. The nominee elected will take office immediately. Special elections may not be held within four (4) weeks of the next general election for that position.
- C. In the event there is only one nominee, that nominee is elected by acclamation.
- D. In the event there is no nominee for an office other than President-Elect, nominations for the office will be held immediately after the election has concluded. The Board may ask the nominees questions. Afterwards, the Board will vote. If there are none, nominations will be held at each Board meeting until there is at least one. If there is more than one (1) nominee, the Board will vote.
- E. In the event there is no nominee for President-Elect, nominations will be held at each Board meeting until there is at least one. If there is more than one (1) nominee, the Board will vote.

## **Section 4: Additional Provisions**

- A. No individual may serve more than two (2) terms in the same position. Time served as a result of being elevated through the line of succession will not count.

- B. In the event an officer is a nominee, they may cast a vote. However, they may not participate in questioning the other nominees for that position. They are not allowed to vote in the event of a tie.
- C. In order for an election to be valid, more than twenty-five (25) percent of student members and recognized candidates must vote (excluding officers not nominated). The Faculty Advisor and one officer (one who was not nominated) will confirm if the election is valid. This confirmation must be made for the election of each position. If an election is invalid, the Board will vote on the nominees.

## **Article IV – Removal and Resignation of Officers**

### **Section 1: Removal**

- A. An officer may be removed if they:
  - i. Fail to adequately fulfill their duties;
  - ii. Fail to maintain regular attendance and/or communication with the Board;
  - iii. Fail to maintain the high moral and ethical standards of BAP; or
  - iv. No longer meet the requirements for membership as outlined in Article II.
- B. The President will decide if an officer has met one of the conditions for removal and recommend to the Board for approval. A two-thirds (2/3) vote is required for the officer to be removed. Removing the officer has no effect on the person's membership status.
- C. In the event the President meets one of the conditions for removal, the Board will consider their removal and vote. The same threshold is needed for approval.
- D. The officer considered for removal will not vote and will not be counted toward the vote threshold needed for approval.

### **Section 2: Resignation**

- A. Officers wishing to resign from their position must submit written notice to the President and Faculty Advisor stating the effective date and reason for resigning. In the event the officer resigning is the President, the President will submit written notice to the Faculty Advisor and the officer next in the order of succession. Their successor will become the Acting President for the remainder of their term as of the effective date.
- B. The President must inform the Board immediately upon receipt of the letter of resignation.

## **Article V – Line of Succession**

- A. In the event the President is unable to fulfill their duties, the Vice President will assume the role as Acting President until the President-Elect assumes office.
- B. In the event the Vice President is unable to assume the office, the President-Elect will assume the office and serve the remainder of the outgoing President's term in addition to their elected term.
- C. In the event the Vice President is unable to assume the office, and the office of President-Elect is vacant, a special election will be held to choose the next President. The nominee elected will take office immediately.



## **Article VI – Finances, Fiscal Year, and Budget**

### **Section 1: Finances**

- A. Dues for candidates in the amount of \$120 are required by the deadline set for submission of all application materials. Dues for members are required by the last business day of January or September, whichever applies. Members may pay either \$30 for each semester or \$50 for one (1) year.
- B. Dues will be charged for fall and spring semesters. No dues will be charged for summer semesters. Discounts may be offered by the Board to candidates and/or members if specific requirements are fulfilled. Such requirements must be provided to all candidates and members in writing.
- C. Dues for members who take a leave of absence will be waived.
- D. The Board may accept sponsorships or donations. Sponsorships are defined as an exchange of financial benefits to BAP for specific non-financial benefits to be provided to the sponsor. Donations are defined as non-exchange transactions where BAP is the beneficiary of financial or non-financial benefits.
- E. BAP may request funding from Student Government only for events that are open to all UNF students. Any request submitted to Student Government or its agencies must be approved by the Board.
- F. BAP may sell merchandise for the purpose of promoting the Chapter. Such merchandise must be sold at-cost or provide an immaterial profit in aggregate.
- G. All financial revenues must be deposited with BAP's Community First account or with the Foundation. The Faculty Advisor, President, and Treasurer will have signature authority over the account.
- H. All revenues and expenses, whether financial or non-financial, must be valued and recorded in a Statement of Activities. All assets, whether financial or non-financial, all liabilities, and net assets must be valued and recorded in a Statement of Net Position. Such statements must be in conformity with Generally Accepted Accounting Principles.
- I. All requests for reimbursement must be submitted to the President. A request must contain a receipt and the purpose must be clear. The President will approve the request, if valid, by signing the receipt and forwarding to the Treasurer, who will write a check for the expense. If the request is not valid, the President will forward the receipt to the Faculty Advisor and Treasurer for further review.

### **Section 2: Fiscal Year**

- A. The fiscal year of BAP will end on April 30<sup>th</sup>.

### **Section 3: Budget**

- A. The President-Elect will submit an annual budget to the Board by no later than the first Board meeting of the Spring semester. The Board will consider, amend, and approve the budget at the next Board meeting. The budget will be adopted for the following fiscal year. The Treasurer and Faculty Advisor will advise the President-Elect and the Board during this process.

## **Article VII – Anti-Discrimination, Anti-Hazing, and Ethics**

- A. No person with any affiliation to BAP will engage in discrimination or harassment on the basis of genetic information, race, color, creed, religion, age, sex, gender identity/expression, sexual orientation, marital status, parental status, national origin, disability, veteran status, or any combination thereof.
- B. No person with any affiliation to BAP will plan, direct, or otherwise engage in hazing or any act that causes or is likely to cause bodily danger, physical harm, mental harm, personal degradation, or disgrace to anyone. Hazing is defined as any action/activity of any organization, group, or individual which 1) recklessly, or intentionally, endangers the mental or physical health or safety of a person, and 2) is committed for the purposes of initiation, admission, affiliation, or some other related purpose.
- C. No person with any affiliation to BAP will engage in any activity that violates the university code of conduct.
- D. No person with any affiliation to BAP will engage in unprofessional or unethical behavior as prescribed by the guidelines of the accounting profession and university regulations.
- E. All violations of this Article will result in the offender's automatic suspension from BAP activities and will be adjudicated by the appropriate authority.

## **Article VIII – Authority**

- A. This Constitution will be the principal governing document of BAP. It is subordinate to the National 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.
- B. BAP is subject, as a registered student organization, to the rules, regulations, and policies of UNF and the laws of the State of Florida. The rules, regulations and policies of UNF shall hold precedence over any and all rules, regulations, and policies applying to BAP, including those of national organizations with which BAP is associated.
- C. The Board may establish, enact, and amend other rules so long as they are written and made accessible to all members, recognized candidates, and candidates. Such rules are subordinate to this Constitution. Any rule that conflicts with this Constitution, or any other superior authority, will be null and void. In the event a member, recognized candidate, or candidate challenges a rule, the Governance Committee will decide if a rule conflicts with the Constitution or another authority.
- D. No provision of this document will be suspended or circumvented unless expressly allowed within that provision.

## **Article IX – Amending the Constitution**

- A. This Constitution may be amended by a two-thirds (2/3) vote of the Board and a majority vote of all voting student members and recognized candidates. Any member or recognized candidate may propose an amendment to the Governance Committee, which will then review the proposal and make a recommendation to the Board.
- B. An amendment to this Constitution will be voted on by the student members and recognized candidates at the next general election.

- C. All amendments will take effect on January 1<sup>st</sup> of the year following approval. The effective date of an amendment may be altered by unanimous approval of the Board if the amendment is time-sensitive.

**Document History**

January 18, 2018 – Bylaws created by the Chapter

September 19, 2019 – Amended by the Chapter

August 20, 2020 – Amended by the Chapter (Amendment 2020-01)