

Constitution of the Beta Alpha Chapter of Beta Alpha Psi

Indiana University's Beta Alpha Chapter of Beta Alpha Psi is part of an honorary organization for Financial Information students and professionals. The primary objective of Beta Alpha Psi is to encourage and give recognition to scholastic and professional excellence in the business information field. This includes promoting the study and practice of accounting, finance and information systems; providing opportunities for self-development, service and association among members and practicing professionals, and encouraging a sense of ethical, social, and public responsibility.

Article I: Membership

Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. [Section I.D.3(c).]

In order to achieve membership, interested parties must first complete a semester as a Beta Alpha Psi Candidate. Additionally, those parties must be Kelley graduate students or undergraduates with at least junior class standing (56 credit hours) and must be majoring in accounting, finance, or information systems by the completion of their candidate semester. Following the completion of candidacy professional, community service, and social event hour requirements, candidates are required to sign the organization's contract, pay the current national dues, and attend a formal semester-end banquet.

Once a candidate completes these steps, he/she becomes a full member of Beta Alpha Psi. Full members are still required to complete a specified number of professional, community service, and social event hours each semester, but no further payments or dues are required from members. Assuming the completion of the required hours each semester, membership in the organization continues until disenrollment or graduation, where the members transitions into alumni membership with the national office.

Students that are not eligible for full membership due to not having enough credit hours are still invited to complete the candidacy requirements, but their full membership in the organization will not become active until they meet the credit hour requirements. These 'Affiliate' members will still receive the same membership benefits as full members, but may not be recognized as official members of Beta Alpha Psi. Additionally, these members are still expected to complete the semester hour requirements during their time as an Affiliate member.

The current President has the option to implement a membership status and reward program if he/she feels that it will improve membership attendance during the current semester. One possible example of this program would be platinum, gold, silver membership rankings with incentives to achieve each level. The levels are based on incremental improvements over the minimum semester hour requirements for professional, community service, and social events. This program should be discussed with the faculty advisor, and the officer board can adjust this program as they see fit.

The organization reserves the right to inactivate members and suspend membership privileges for any member that does not sufficiently complete the semester requirements. The only exception to that rule would be members with deemed appropriate excuses (discretion of the National Reporter), including medical leaves, internships, or study abroad programs.

Article II: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

Officer selections take place at the completion of each fall semester. With the exception of the VITA Manager (one academic year), positions last for one calendar year. The outgoing president invites current officers to apply for the following year's president position, and the president then works with the faculty advisor to select the new president. The incoming and outgoing presidents then work together to accept application from members for the remaining officer positions. Outgoing officers are required to reapply for any positions. After an interview with each candidate, a member is placed into each officer position, effective at the fall membership banquet.

Officer positions are hierarchical with Executive Vice Presidents (EVPs) reporting directly to the President. Vice Presidents and Managers report directly to their respective EVPs. Finally, general members may apply to be placed on various committees in the organization, and those committees also report to their respective EVPs. These EVPs reserve the right to create, use, or disband these committees however he/she sees fit. The following is an explanation of the current officer positions; however, the President ultimately reserves the right to create or remove officer positions as necessary:

President

Overall, the president's responsibilities revolve around making sure the other officers are meeting their deadlines and are on track with all their responsibilities. The president must be up-to-date at all times with the activities of all the officers. You must be ready to fill in for other officers when they are not able. You should set an example by helping with different responsibilities of each of the officers. The president will be contacted by many different companies and student groups. You must respond to these within a reasonable amount of time and follow-up with any necessary parties. The president is responsible for making sure the officers are comfortable with their responsibilities and the direction that BAP is going. Include the officers in most, if not all, of the decision making. Ultimately, you provide support for all officers and for BAP in general.

EVP, National Reporter

Apart from acting as a liaison between the nationals and the local chapter, the reporter is also responsible for reporting chapter activities, planning and membership and ensuring that the chapter is on the right track for national distinctions. The reporter is responsible for measuring the chapter's performance and influence planning of chapter activities in order to achieve this distinction. As a member of the executive board, the reporter is involved in determining the direction this chapter will take. Furthermore, the reporter manages the communication and website board which consists of VP of Communication and the Webmaster. The reporter's role here is to ensure that all forms of communications are effective and aligned with the objectives and that the reporting function is also working in order. The EVP National Reporter is second in the succession order if the President is unable to complete his/her duties.

EVP of Internal Affairs

Executive responsibilities include attending weekly executive board meetings, obtaining a vision of not only your own functional area but help shape the vision of others on the board. You will be responsible for communicating the activities and thoughts of internal affairs to the executive committee. As with any of the executive positions it is imperative that you don't sit around and wait to be told what to do, you need to step up and tell the other EC members what you plan on doing and then execute.

You will coordinate the efforts and responsibilities of the VP's of membership and pledge development. Making sure each of these areas are functioning properly and helping when necessary is required. You are primarily responsible when things go wrong within pledge and membership development and your VP's get credit and are primarily responsible when things go right. The EVP of Internal Affairs is first in the succession order if the President is unable to complete his/her duties. This officer has the ability to implement and oversee an Internal Affairs Committee that will function in a support role for the Internal Affairs department.

VP of Membership Development

This position involves setting up social events for the members of Beta Alpha Psi throughout the semester. In the past this has included events with professionals and recurring weekly events to get as many members involved as possible. This position is very important to BAP and requires a lot of time and effort, but is very rewarding.

VP of Publicity

This vice president is responsible for advertising events for Beta Alpha Psi throughout the semester. This includes creating posters to advertise the Call-Out Meeting and professional events, and developing slides that will be displayed on the LCD monitors in the business school. The vice president of publicity position is relatively new, and therefore, the next officer has many opportunities to further the responsibilities of this position.

VP of Alumni Relations

This position entails developing a list of BAP alumni contacts and communication with those contacts. The coordination of alumni events, etc. is up to this VP's discretion. This is a new position that has not really been developed yet, so there are many directions it can take.

VP of Pledge Development

This position is responsible for the recruitment and retention of candidates. Organize classroom presentations, call-out meetings and mentor program. Help ensure candidates meet membership requirements (professional events, community service events, and social event). Work with the candidate class president to help acquaint candidates with Beta Alpha Psi and encourage involvement.

EVP of Treasury

The EVP of Treasury is one of six members on the Beta Alpha Psi Executive Board. The treasurer will attend weekly executive board meetings and as such will have input on organizational decisions. Although the treasurer's main input will be on cash fundraising and cash expenditures. The main task for the treasurer will be in carrying out various financial activities of the organization. Such activities include depositing checks, collecting receipts for member reimbursements, and issuing payments on a weekly basis. Since the nature of Beta Alpha Psi cash flows are very cyclical proper budgeting will be imperative.

EVP of Communications

As an EVP, the EVP of communications will attend weekly board meetings and have input on all decision making processes. In addition to general EVP responsibilities, the EVP of communications will be responsible for communications between the BAP executive board and the BAP members. He/she will also be responsible for maintaining the website. More specifically, the EVP of Communications is responsible for the weekly email to BAP Members and Candidates, regularly checking and replying to the emails sent to the BAP account, managing and updating the BAP Website on regular basis, and managing the online signup for BAP Professional Events.

EVP of Professional Events

When people think of professional events with Beta Alpha Psi they think of our Wednesday night presentations. This is a big part of professional events and the EVP oversees this aspect of professional events. Aspects of professional events are what the EVP looks over and coordinates, often times the EVP will develop a committee to help coordinate these events. The EVP of Professional Events is primarily responsible to schedule the Wednesday night presentations (particularly for the Fall semester). The other aspect of the EVP position is to represent the questions and interests of the professional events committee as a member of the Executive Committee of Beta Alpha Psi. You are partly responsible for the majority of the decisions that are made within the chapter and for the events that the organization is going to put on, as well as, the direction in which the chapter is going to proceed. This officer has the ability to implement and oversee a Professional Events Committee that will function in a support role for the Professional Events department.

VP of Professional Events

Primary responsibilities include assisting the EVP of Professional Events as necessary. These responsibilities often include arranging professional presentations throughout the semester, contacting firms and set up date as well as presentation topic, running weekly BAP meetings/presentations with introductions and wrap-ups, and ordering food for these presentations.

VP of Special Events

You will be primarily responsible for arranging the BAP career fair while, you will also be responsible for special events. Special events include arranging presentations to introduce new companies or office visits. We would prefer someone who will be in Bloomington over the summer but that is not a must. You will be provided information about contacts at different companies. This position is extremely unique due to the kind of responsibility you will have to take. You will be representing not only BAP but the university as a whole. We compete with other career fairs on campus and have set a precedent of growing faster and bigger than them. Therefore, we want someone who is highly motivated and enthusiastic about organizing and planning a very successful career fair next year. This will be an excellent learning opportunity while it will also be a great résumé builder.

EVP of Community Service

Executive Responsibilities include attending weekly Executive Board meetings where you participate in Chapter Decision making. Exposure as an Executive gives you opportunity to make Chapter policy changes and participate in the development of events outside of Community Service. Community Service also has a per semester budget to allocate for events and event promotions.

Outside the board room you coordinate all VP's of Community Service which includes uploading Events and Announcements on the Website and coordinate Special Community Service Events (VITA, AFF, Habitat for Humanity House build, Parks & Rec). Just like any of the Community Service board member you can develop and organize your own events. This officer has the ability to implement and oversee a Community Service Committee that will function in a support role for the Community Service department.

VP of Community Service - Tutoring

VP of Community Service works alongside the EVP of Community service to help coordinate events, including BAP tutoring. BAP provides "Super Sessions" for students enrolled in A100 and A201. This event is held four times per semester and is primarily focused on serving students around midterm and final exam weeks. For this event, a larger room needs to be reserved.

VP of One-Time Community Service

This position includes the coordination of community service events that happen once during the year or periodically during the semester. You are in charge of finding the events, communicating with the volunteer coordinator, and providing details to the members of BAP. Most of the time this consists of figuring out how many BAP members will be volunteering during the event and then providing the names and email addresses to the host. Many times the host will email the further details to the members, but if not you are in charge of doing so.

VP of Accounting for the Future (AFF)

This officer is the community service department's representative and administrator for the Accounting for the Future Case Competition with local high schools. This person will be responsible for developing, organizing, and editing the annual case. All logistics, volunteers, and professional representatives should be organized by this officer. This person should work closely with the EVP of Community Service to ensure that this large project remains focused and on-track.

VP of VITA

This person is in charge of our Volunteer Income Tax Assistance program that we organize with the Law School every year. This includes recruiting and training volunteers, publicizing the program to the public, and actually running the site with the law school VITA coordinator.

Article IV: Advisor

The main function of the Faculty Advisor is in an advisory role for the President and officer board. Any issues or new projects can be discussed with him/her to help understand a different viewpoint on the issue. The Advisor also acts as the final approver of the beginning-of-year and end-of-year reports to the national office. These reports and financial statements must be reviewed, and the Advisor should work with the Treasurer and National Reporter to ensure that these important reports are completed in a timely manner. Finally, the Advisor will act as a deciding vote in situations where the officer board becomes gridlocked with a decision.

Article V: Meetings

Officer meetings are traditionally conducted weekly before the general member meetings. These meetings typically take place on Wednesday evenings. Officer meetings are conducted by the President, where he/she makes general announcements and asks each officer for updates on his/her position. Officers that are not able to attend these meetings must inform the President by the evening before the meeting to avoid any disciplinary action. Emergency officer meetings can be called by the President, EVP of Internal Affairs, or the Faculty Advisor. Officers should be given at least 24 hour notice by email for these meetings.

General member meetings take place weekly and are professional events where representatives from varying companies come to speak to our members. These meetings are usually conducted and planned with the Student Accounting Society (SAS). Attendance is recorded at these meetings, and these attendance hours are counted towards the semester hour requirements for each member. Members have the freedom to pick and choose which of these professional events will be attended each semester.

Finally, new member meetings are also traditionally conducted on Wednesday evenings before the professional events. These meetings are conducted by the VP of Pledge Development, and attendance is mandatory for new members. The VP organizes these meetings and determines the specific subject matters throughout the semester.

Article VI: Elections

As mentioned in Article III, officer positions are not determined through an election process. The outgoing President selects the incoming President among all remaining officer board members. Then, the two Presidents accept applications, conduct interviews, and place members into the various officer positions.

Article VII: Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article VIII: Dues & Budgets

The national dues (\$55 currently) are collected from each member in the semester that the join Beta Alpha Psi. No further dues are collected from members and membership in BAP remains active as long as they continue to complete the required minimum hours. New members that do not pay their national dues by the announced deadline will not be invited to join BAP in the current semester. The VP of Pledge Development will collect these dues from the members, and he/she will turn this money over to the EVP of Treasury so the full amount can be paid to the national BAP office.

The EVP of the Treasury works with the Faculty Advisor to maintain and update the annual budget. The budget is revised each year, but the budget for the immediately preceding year should be used as a general outline. The full-year budget It is important that the organization operate on a balanced budget for the full year, but it likely not possible to operate on a balanced semester budget, because the cash inflows and outflows are not evenly distributed throughout the year.

Article IX: Finances

The EVP of the Treasury is in charge of financial affairs for the organization. He/she will also be responsible for maintaining the Student Organization Account (SOA). The usage of this account will be done in accordance with the Student Organization Accounts office policies and procedures. In the case of dissolution, any remaining money in the account should be used to develop a scholarship account for future accounting students at the Kelley School of Business.

Article X: Personal Gain Clause

Personal Gain Clause: This organization shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit ventures or partnerships if acting as a representative of a student organization.

Article XI: Amendments

Future proposed amendments to this Constitution may be discussed at any of the regularly scheduled officer meetings. Officers should be notified in advance that a Constitutional Amendment vote will be taking place at the meeting. A simple majority of the total number of officers (present and absent) will be required to pass an amendment.

Article XII: Programs Involving Children

This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy.

Article XIII: Ratification

A simple majority of the total number of current officers (present and absent) was required to ratify this Constitution. Similarly, the same procedure would need to be followed in the event that a new Constitution is ratified to replace this document.

This Constitution was approved by the 2019 Beta Alpha Psi officer board at the Kelley School of Business in Bloomington, IN on June 13th, 2019 via online communication with approval by a majority of the total number of officers.