



Zeta Phi Chapter 159 Bylaws

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Zeta Phi Chapter Bylaws

Article I. Name of the Organization

The name of this organization shall be known as the Zeta Phi Chapter of Beta Alpha Psi at Tennessee Technological University located in Cookeville, Tennessee.

Article II. Statements of Purpose

Organization. Beta Alpha Psi is an international honors organization for accounting, finance and information systems majors. Its stated purpose includes recognizing scholastic and professional excellence in the fields of accounting, finance, or information systems with the provision of opportunities for self-development and association among members and practicing business professionals; and encouragement of a sense of ethical, social, and public responsibility.

Mission. The purpose of the Zeta Phi Chapter is to further enhance the comprehensive collegiate experience of those students who have chosen to become financial information professionals by exemplifying the ideals of professionalism, service, and innovation for which Beta Alpha Psi stands.

Vision. The Zeta Phi Chapter strives to maintain Superior Chapter status by becoming the superlative source for professional, academic, and personal growth of those students at Tennessee Tech who have chosen a career as financial information professionals.

Objectives. The chosen objectives of the Zeta Phi Chapter are to provide opportunities for: professional growth through networking; academic advancement through recognition; personal growth through community service; and association through peer support.

Values. The values for which the Zeta Phi Chapter stands include integrity, charity, community, and excellence.

Article III. Members and Pledges

Requirements for membership in the chapter

Section 1. Degree seeking undergraduate students and non-degree Post-Baccalaureate students at institutions in which a chapter is located shall be eligible for election to membership after having:

- (a) declared a concentration in accounting, finance, or information systems; and
- (b) completed, in addition to two years of collegiate business and non business courses (junior-level status), at least one upper level course in the chosen major (numbered 3000 and above, for transfer students the most recent qualifying course must be at the initiating institution or another AACSB accredited institution); and
- (c) attained a cumulative grade average in upper level courses in the chosen major of at least 3.0 (where A is equal to 4.0) or the equivalent; and
 1. having attained at least a cumulative grade average of 3.0, or
 2. having achieved a rank within the top 35% of their university class, or
 3. having attained at least a 3.25 cumulative grade average on the most recent 30 semester hours.

Section 2. Degree seeking graduate students (e.g., MPA, MACC, MBA, MS, PhD, etc.) at institutions in which a chapter is located shall be eligible for membership if majoring, concentrating, or have stated an interest in accounting, finance or information systems.

Section 3. Full-time members of the accounting, finance, or information systems faculty at institutions in which a chapter is located are eligible for election as faculty members.

Section 4. Persons exhibiting those qualities that Beta Alpha Psi fosters and who have:

- (a) achieved prominence in the fields of accounting, finance, or information systems.
- (b) contributed significantly of their time and talent to the organization or its local chapters are eligible for election as honorary members.

[Requirements for entering into and satisfactorily completing pledge status.](#)

Section 1. Any individual with an interest in pledging the chapter must make his or her intention known in writing prior to the 1st meeting in October for fall pledges or prior to the last meeting in February for spring pledges.

Section 2. All pledges (hereafter referred to as chapter affiliates) are required to sign an authorization form stating that:

- (a) the Chapter Bylaws have been read;
- (b) the requirements for initial and continuing membership in Beta Alpha Psi are understood;
- (c) there is an ongoing awareness that the faculty advisor will be reviewing their transcripts to ensure eligibility.

Section 3. To complete pledge status and be initiated, chapter affiliates must earn hours by attending and participating in designated Beta Alpha Psi functions including attending the required number of weekly meetings (see [Article IV](#)). Any affiliate who does not meet the requirements will be moved from active to inactive status, and the affiliate will not be included in the ongoing operation of the chapter and its activities.

Section 4. A chapter affiliate who fails to accumulate the required number of hours during the pledge semester will not be initiated.

Section 5. A chapter affiliate who fails to accumulate the required number of hours but has exemplified the ideals for which the organization stands will be allowed to begin the membership process again the following semester.

Section 6. The executive committee can grant waivers of the hour requirement only in special circumstances.

[Requirements for initiation into the chapter](#)

Section 1. Any chapter affiliate with an interest in becoming a member of the Zeta Phi Chapter of Beta Alpha Psi must make his or her intention known in writing at least one week prior to the Tuesday before Thanksgiving for fall initiation or the Tuesday before April 15th for spring initiation.

Section 2. Any chapter affiliate with an interest in becoming a member must be in good standing with the University, the College of Business, and the Zeta Phi Chapter.

Section 3. Active members are required to vote for or against each chapter affiliate under consideration for membership in the Zeta Phi Chapter of Beta Alpha Psi (see [Article IV](#)).

Section 4. The vote is to be scheduled on the Tuesday before Thanksgiving for fall initiates and on the Tuesday before April 15th for spring initiates.

Section 5. A formal initiation for approved Chapter Affiliates shall be held by the last Friday of each semester (exclusive of finals week) at which time each Chapter Affiliate shall be presented with a Certificate of Membership and an insignia pin.

[Fees and continuing dues.](#)

Dues must be paid on or before the close of business on the 1st Tuesday in October for the fall semester and on or before the close of business on the last Tuesday in February for the spring semester. Pledge (chapter affiliate) dues shall consist of a one-time national fee, determined by the organization, and of the required semester fee for members. The one-time national fee includes lifetime membership in Beta Alpha Psi.

[Placing a member on probation.](#)

Section 1. If any member fails to maintain his or her GPA at the level required for initiation, then that member shall be placed on probation by the faculty advisor(s). The member will have until the end of the following semester (this time will be known as the probationary semester) to raise his or her GPA to the minimum required. If an appropriate level of effort is not perceived from the member, then the faculty advisor(s) shall move the member from active to inactive status, and the member will not be included in the ongoing operation of the chapter and its activities.

Section 2. If any member fails to attend the required number of meetings as determined by a vote of the members (see Article IV), then he or she will be placed on probation by the faculty advisor(s). If an appropriate level of effort is not perceived from the member, then the faculty advisor(s) shall move the member from active to inactive status, and the member will not be included in the ongoing operation of the chapter and its activities.

Section 3. If any member fails to earn the required number of hours as determined by a vote of the members (see Article IV), then he or she will be placed on probation by the faculty advisor(s). If an appropriate level of effort is not perceived from the member, then the faculty advisor(s) shall move the member from active to inactive status, and the member will not be included in the ongoing operation of the chapter and its activities.

[Method for termination of membership by action of a member or the chapter.](#)

Section 1. Expulsion of a member is a serious matter. The chapter has the right to expel a member provided the procedures set forth in the following section are strictly followed and immediately communicated to the National Office.

Section 2. A member may be expelled for conduct detrimental to the purposes or interests of the organization. Charges of such conduct must be made in writing to the faculty advisor and signed by a member of the chapter.

Section 3. When such charges have been made against a member, the faculty advisor must make certain that the accused member is given notice and an opportunity to be heard concerning the charges. Notice must be given to the accused member by certified mail at least thirty days before the hearing, and such notice shall include:

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

Section 4. A committee of chapter members, including at least two faculty members (exclusive of the faculty advisor) of the chapter, 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 has the opportunity to appear and explain the actions in question.

Section 5. 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.

Section 6. 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 National Office.

Section 7. 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.

Section 8. If expelled by the local chapter, the member must surrender the membership certificate and other organization insignia to the local chapter. The local chapter shall forward the membership certificate to the Director of Administration.

Article IV. Meetings for the Conduct of Business

Actions requiring a vote by the members.

The following items require a vote by the members in order to be considered valid:

- (a) changes that affect the membership dues
- (b) changes that affect the required number of hours
- (c) meeting attendance requirement
- (d) decisions to participate in the Best Practices competition
- (e) election of officers and chairs
- (f) fulfillment of vacancies
- (g) formation of committees
- (h) initiation of chapter affiliates
- (i) changes in faculty advisors
- (j) amendments to the chapter bylaws (see [Article XI](#))
- (k) any other matter that will impact the membership in its entirety

Notification of agenda.

Section 1. Active members in good standing and faculty members may vote on any matter concerning the chapter.

Section 2. Members must be notified in writing or by email within 72 hours of a scheduled vote:

- (a) a minimum of 3/4 active members must be present to constitute a quorum;
- (b) a minimum of 2/3 votes is required for any item on the agenda to pass; and
- (c) no member shall be permitted to vote by proxy.

The voting process.

Section 1. Members shall be presented with a ballot containing the agenda:

- (a) the vote shall be conducted as a secret ballot;
- (b) each member shall mark or indicate YES or NO for each issue addressed on the ballot;
- (c) the ballots shall be collected from the members in a face down fashion;
- (d) no member shall be required or coerced to disclose the contents of his or her ballot.

Actions requiring a vote by the executive committee.

Section 1. The following items require a vote by the members of the executive committee before the item is presented to the members via ballot or memorandum:

- (a) the approval of the chapter budget
- (b) any changes in the hour requirements
- (c) what constitutes a chapter hour
- (d) any changes in member dues
- (e) decisions to participate in the Best Practices competition
- (f) any matters concerning the faculty advisor(s)

Section 2. The executive committee shall be comprised of the following officers:

- (a) President;
- (b) Director;
- (c) Vice President of Professional Activities;
- (d) Vice President of Service Activities;
- (e) Controller;
- (f) Treasurer; and
- (g) Reporter.

Section 3. The executive committee members must be notified in writing or by email within 72 hours of a scheduled vote:

- (a) all executive members must be present to constitute a quorum;
- (b) a minimum of 2/3 votes is required for any item on the agenda to pass (i.e. 3/5, 5/7, 7/9);
- (c) no member shall be permitted to vote by proxy.

Memorandums to the members.

Any subject matter not stipulated in the Chapter Bylaws must be presented to the chapter in the form of a memorandum at the beginning of each semester or as the facts of these matters become apparent. These issues include (but are not limited to):

- (a) honors recognition upon graduation
- (b) changes in member dues
- (c) changes in the hours required including what constitutes a chapter hour
- (d) decisions to participate in the Best Practices competition
- (e) decisions to attend/conduct National/Regional Activities

Article V. Committees Other than the Executive

Any officer, chair, member, or pledge can request that a committee be formed for any purpose approved by the chapter president. The committee and its composition must be voted on by the members before being allowed to undertake its given task (see [Article IV](#)). Examples of such committees are as follows:

- (a) an audit committee
- (b) a Meet-the-Firms committee
- (c) an initiation committee
- (d) a newsletter committee
- (e) a golf tournament committee
- (f) any committees formed for special occasions
- (g) any committees formed for special projects

Article VI. Chapter Governance

Student officers.

Section 1. The Office of the Presidency shall:

- (a) seek to promote the image and welfare of the chapter and the organization at all times;
- (b) secure a room within Johnson Hall for the conduction of meetings throughout the semester;
- (c) present the membership with the objectives and initiatives for the period;
- (d) arrange and preside over all meetings of the executive committee and over all meetings on behalf of chapter maintenance;
- (e) appoint committees to undertake certain tasks as allowed by the Chapter Bylaws and as approved by a vote of the chapter members;
- (f) take under consideration the recommendation that the president should attend the regional or annual meeting scheduled during his or her term in office;
- (g) remain separated from the office of director;
- (h) fulfill any and all other duties ordinarily associated with the concept of representation.

Section 2. The Office of the Director shall:

- (a) be knowledgeable of the International Constitution and Bylaws and of the Zeta Phi Chapter Bylaws;
- (b) determine that all activities conducted by the chapter and in the name of the organization exemplify the high standards for which Beta Alpha Psi stands;

- (c) determine that all actions of the chapter are conducted in accordance with the Chapter Bylaws in place at that time;
- (d) determine that all activities conducted by the chapter for the purpose of satisfying the hours requirements comply with the guidelines as set forth by the Program for Chapter Activities (PCA);
- (e) research and determine activities that will satisfy the National and Regional Activity (NRA) requirement as set forth by the PCA;
- (f) secure a copy of the Chapter Hours-Earned Worksheet so as to ensure the chapter's award-seeking status by making the executive committee aware of where the chapter stands in its pursuit for superior status;
- (g) compile all information and documentation required to be included in the permanent record;
- (h) take under consideration the recommendation that the director should attend the regional or annual meeting scheduled during his or her term in office;
- (i) remain separate from the office of president; and
- (j) fulfill any and all other duties ordinarily associated with the concept of compliance.

Section 3. The Office of the Vice President of Professional Activities shall:

- (a) be knowledgeable as to what constitutes a professional activity as set forth by the PCA;
- (b) schedule professional speakers for any available weekly meetings in which chapter maintenance or service is not being conducted;
- (c) present the speaker with a variety of topics in which the chapter is involved or interested and secure a topic for the meeting;
- (d) gather the necessary information and draft a brief biography and possible photo of speaker to be displayed by the Chair(s) of Fundraising and Public Relations for the chapter prior to the meeting;
- (e) arrange for parking and curbside escort of the speaker on his or her scheduled day;
- (f) assist in the organization and conduction of the Meet-the-Firms Night and the Bean-Counter Scramble;
- (g) secure additional opportunities for the chapter to earn professional hours on and off campus;
- (h) request the formation of additional committees to assist in large projects as allowed by the Chapter Bylaws (see [Article IV](#)) ;
- (i) take under consideration the recommendation that the vice presidents should attend the regional or annual meeting scheduled during his or her term in office; and
- (j) fulfill any and all other duties ordinarily associated with the concept of promoting careers in accounting.

Section 4. The Office of the Vice President of Service Activities shall:

- (a) be knowledgeable as to what constitutes a service activity as set forth by the PCA;
- (b) secure the days of the week, times, and location of the accounting lab as well as a minimum of one volunteer as a tutor for each scheduled day;
- (c) assist in organization and conduction of the VITA Program as requested by the Internal Revenue Service contact;
- (d) organize and conduct open donations (food, toys, etc.) for legitimate causes;
- (e) secure additional opportunities for the chapter to earn service hours on and off campus;
- (f) request the formation of additional committees to assist in large projects as allowed by the Chapter Bylaws (see [Article IV](#)) ;

- (g) take under consideration the recommendation that the vice presidents should attend the regional or annual meeting scheduled during his or her term in office; and
- (h) fulfill any and all other duties ordinarily associated with the concept of serving the community.

Section 5. The Office of the Controller of the Budget shall:

- (a) be knowledgeable of what constitutes an acceptable use of chapter funds as described in the Financial Reporting Guide and the PCA as well as memos released by the organization;
- (b) draft the proposed budget for the upcoming semester based on the previous semesters' expenses (see [Article VIII](#));
- (c) approve the disbursement of chapter funds through the use of chapter requisition forms for purchases and reimbursements (see [Article VIII](#));
- (d) file the appropriate applications in conjunction with the faculty advisor, director, and the treasurer to request funds from the SMAC/Chapter 606 Committee;
- (e) present the chapter's case for funds along with the Treasurer to the SMAC/Chapter 606 Committee at the scheduled meetings and secure these funds for the chapter;
- (f) in the interest of implementing and maintaining internal controls of cash;
 - i. secure and examine the appropriate financial records;
 - ii. perform a secondary inventory to verify count at the beginning and end of every semester;
 - iii. arrange for any audit of chapter funds (see [Article VIII](#)); and
 - iv. prepare IRS Form 990 for the chapter's Year-End Report;
- (g) take under consideration the recommendation that the controller should attend the regional or annual meeting scheduled during his or her term in office; and
- (h) fulfill any and all other duties ordinarily associated with the concept of controlling the use of monetary funds.

Section 6. The Office of the Treasurer shall:

- (a) be knowledgeable of the amounts and purposes for chapter funds as included in the chapter budget (see [Article VIII](#));
- (b) collect, record, and secure all forms of payment due the chapter and issue receipts for all such transactions (see [Article VIII](#));
- (c) see that all financial documents are received by the controller;
- (d) disburse funds to approved parties for authorized purposes as included in the chapter requisition forms;
- (e) keep detailed records of all cash inflows and outflows to be submitted to the controller;
- (f) take under consideration the recommendation that the treasurer should attend the regional or annual meeting scheduled during his or her term in office; and
- (g) fulfill any and all other duties ordinarily associated with the concept of the proper utilization of a bank account.

Section 7. The Office of the Reporter and Secretary shall:

- (a) be knowledgeable of what constitutes an activity that satisfies the hours requirement and complies with the guidelines as set forth by the PCA;
- (b) be knowledgeable of the BAP Intranet Reporting Guide and the applications required within the reporting intranet;

- (c) ensure that the chapter information contained on the intranet is current and accurate including the Chapter Bylaws;
- (d) report to the organization Executive Office via the reporting intranet the installation of officers within fourteen days of the appointments to office;
- (e) complete the Chapter Beginning-of-Year (BOY) and Year-End Report (YER) in a timely manner as required by the organization with the assistance of and documentation provided by the controller, treasurer, and faculty advisor;
- (f) maintain an accurate Intranet Member/Pledge Base with the assistance of the Chair(s) of Recruitment/Social Activities;
- (g) enter pledges into the Intranet Member/Pledge system, generate an invoice for the one-time pledge association fees, and remit the invoice to the controller for payment by the treasurer;
- (h) request and collect the necessary documentation from the chapter members and affiliates in order to give credit to the chapter for hours earned as outlined in the PCA;
- (i) calculate the correct number of hours earned for each member and affiliate using the documentation collected , and enter information into the Chapter Hours-Earned Worksheet to be transmitted via the Reporting Intranet by the deadlines specified on the Intranet;
- (j) upload the appropriate documentation to the Reporting Intranet Document Library to support any activity for which the chapter may receive National/Regional Activity (NRA) credit;
- (k) see that the director receives an updated copy of the Chapter Hours-Earned Worksheet after any and all changes and/or inclusions are made;
- (l) take copious notes during any meeting to be presented to the chapter webmaster(s) for posting on the chapter's webpage (it is the responsibility of the reporter to make arrangements if not an attendance);
- (m) take under consideration the recommendation that the reporter should attend the regional or annual meeting scheduled during his or her term in office; and
- (n) fulfill any and all other duties ordinarily associated with the concept of creating for and filing reports with an Executive Office.

Student chairs.

Section 1. The Chapter Webmaster(s) shall:

- (a) secure the password and access to the webpage;
- (b) be able to design and/or redesign the chapter webpage in a manner that is appropriate in both design and content;
- (c) coordinate his or her efforts with those of the other officers and chairs so that the information contained therein is both accurate and up-to-date;
- (d) maintain a file of information that contains anything pertinent to the success of the succeeding chair; and
- (e) fulfill any and all other duties ordinarily associated with the concept of creating and maintaining a webpage.

Section 2. The Chair(s) of Fundraising and Public Relations shall:

- (a) be knowledgeable either through experience or research of fundraisers and projects that will generate revenue and or donations for the chapter;
- (b) coordinate all efforts to generate funds for the chapter;

- (c) have approved by the Dean of the College of Business and the appropriate Department Chairs any and all fundraisers conducted on campus;
- (d) keep a detailed record of all fundraisers attempted, contacts made, and revenues generated so as to ease the transition from one chair to the next;
- (e) maintain the window display in a manner that is pleasing, informative, and current;
- (f) be responsible for notifying the students and general public of any upcoming event through the use of:
 - i. flyers;
 - ii. links;
 - iii. radio;
 - iv. newspaper
- (g) request the formation of additional committees to assist in large projects as allowed by the Chapter Bylaws (see [Article IV](#)) ; and
- (h) fulfill any and all other duties ordinarily associated with the concept of fundraising and the media.

Section 3. The Chair(s) of Recruiting and Social Activities shall:

- (a) be the liaison between the chapter affiliates and the chapter;
- (b) make presentations to the classes held within the College of Business during the first few weeks of classes in an effort to inform the students of the chapter existence and purpose;
- (c) gather current information on the chapter affiliates to be sent to the chapter reporter;
- (d) shall make a presentation to the members regarding the efforts and conduct of each chapter affiliate up for initiation;
- (e) coordinate and schedule the initiation ceremony at the end of every semester;
- (f) organize at least 2 social events that involve the members of the chapter;
- (g) request the formation of additional committees to assist in large projects as allowed by the Chapter Bylaws (see [Article IV](#)) ; and
- (h) fulfill any and all other duties ordinarily associated with the concept of recruiting and organizing social events.

Section 4. The Chair(s) of Consumption and Replenishment shall:

- (a) know the budget available for each meeting;
- (b) requisition and secure the funds necessary for the purchase of food and supplies;
- (c) arrange for the set-up and clean-up of each meeting;
- (d) keep a record of which members and chapter affiliates assisted with these matters;
- (e) secure accurate and detailed receipts to be submitted to the Treasurer for filing or reimbursement;
- (f) conduct a periodic inventory of all beverages and paper products and request funds for their replenishment as needed;
- (g) conduct an inventory of these items at the beginning and at the end of every semester to be evaluated by the Controller;
- (h) request the formation of additional committees to assist in large projects as allowed by the Chapter Bylaws (see [Article IV](#)) ; and
- (i) fulfill any and all other duties ordinarily associated with the concept of providing food and drink for an event.

[The nomination process.](#)

Section 1. The election process shall be conducted in the manner outlined in [Article IV](#):

- (a) all active members in good standing with the chapter may run for any office;
- (b) it is recommended but not required that the nominees for the offices that constitute the executive committee (see [Article IV](#)) have attended an Annual or Regional meeting prior to being nominated for said office; and
- (c) if no one nominee receives a clear majority of the membership votes than the nominees who have earned at least 1/4 of the votes available shall compete in an additional run-off election to be conducted in the manner outlined in [Article IV](#).

Section 2. The membership shall be presented with a ballot containing the names and identifying numbers of all eligible candidates for each office on the agenda:

- (a) the nomination process shall be conducted in the manner outlined in [Article IV](#);
- (b) the member nominated has the right to accept or decline any office for which he or she is nominated;
- (c) should a member choose, a speech may be given to the membership as to why he or she is qualified for the position in question; and
- (d) the other nominees for said office may choose to leave the room during said nominees speech.

[Timing of elections.](#)

Elections for office and chair positions shall be held by the Tuesday before Thanksgiving Day for fall elections and the Tuesday on or before April 15th for spring elections.

[Term of office.](#)

Section 1. The terms for all office and chair positions shall be set at one academic semester with the exception of officers and chairs elected during the spring semester. These individuals shall also be responsible for the duties of these offices during the summer semester.

Section 2. An officer or chair may run for reelection only once. An officer or chair must put his or her office on the ballot for nominations at the next election in order to allow the membership an opportunity to make its opinion known.

[Resignation, removal, and vacancies.](#)

Section 1. Any officer or chair has the right to resign his or her position at any point within the term. The procedure for which is described below:

- (a) said officer or chair must notify the faculty advisor when considering such a decision in order to offer the faculty advisor the chance to counsel him or her on any issues that may be in dispute;
- (b) once the decision to resign has been made, the officer or chair must present the faculty advisor with a written notification of resignation; and
- (c) the officer or chair in question must present to the membership the reason(s) for the resignation although the reason(s) need only be given in general terms (i.e. personal,

professional, medical, or academic). Should the officer or chair prefer, the faculty advisor make said presentation.

Section 2. An officer or chair may be removed from his or her position for the reasons listed below:

- (a) excessive absenteeism
- (b) neglect that leads to other members having to substitute
- (c) actions in violation of stated purpose of chapter
- (d) abuse/misuse of power
- (e) dereliction of duty that has caused/may cause the chapter reprimand

Section 3. A written description of the facts leading up to this decision along with any evidence must be presented to the faculty advisor:

- (a) the request for removal must be signed by at least 1/4 active members;
- (b) the faculty advisor shall schedule a meeting with the officer or chair within 72 hours of receipt of the request for removal;
 - i. if the officer or chair in question fails to meet with the faculty advisor or make other arrangements than this shall be seen as a voluntary resignation of duties;
 - ii. if said officer or chair pleads no contest to the charges presented during the meeting then this too shall also be seen as a voluntary resignation of duties;
 - iii. if said officer or chair pleads innocent to the charges presented during the meeting then the faculty advisor will be required to call a meeting for the conduct of business as outlined in [Article IV](#);
- (c) the faculty advisor must read the written documentation to the membership in order to protect the identities of the accusers;
- (d) the officer or chair in question will have the right to address the membership before a vote is conducted (see [Article IV](#)); and
- (e) this article does not refer to the removal of persons from membership in Beta Alpha Psi. (see [Article III](#)).

Section 4. If an office or chair position is vacated, other than the position known as director, then the president shall fulfill the duties of that position until a new vote has been conducted (see [Article IV](#)).

Section 5. If the office of director is vacated, then the reporter shall fulfill the duties of that position until a new vote has been conducted (see [Article IV](#)).

Section 6. In the case of vacancy within the presidency, the vice president of professional activities will preside over the chapter until a new vote has been conducted (see [Article IV](#)).

Article VII. [Faculty Advisor\(s\)](#)

[Duties and responsibilities.](#)

The position of faculty advisor to the chapter is one that is critical to the success of the chapter in its pursuit to achieve the mission and meet the objectives outlined in the sections above (see [Article II](#)). Therefore, the faculty advisor shall:

- (a) serve as the liaison between the powers that be and the members of the chapter;

- (b) be available to assist and guide the chapter executive committee, chairs, and student members in the operation of the chapter;
- (c) comply with all requirements for reporting that are handed down by the organization; and ensure that the chapter is in compliance with the International Constitution and Bylaws;
- (d) be expected to encourage both the professional and administrative growth of the chapter by allowing the members to take the responsibility for any and all tasks for which they are capable of executing by only offering assistance if and when it is required and/or requested;
- (e) be required to keep a permanent record of certain documents at the chapter's request in order to facilitate the transition from one executive committee to the next;
- (f) be required to approve the appointee to the position of Treasurer as a means of enforcing the internal controls of the cash account (see [Article VIII](#));
- (g) be required to approve the requisition of funds in excess of \$100 (see [Article VIII](#));
- (h) be required to approve funds requisitioned when a budget is not in place regardless of the amount in question (see [Article VIII](#));
- (i) be required to sign all checks in keeping with the internal control of cash (see [Article VIII](#));
- (j) be expected to attend as many chapter functions as is feasible;
- (k) be expected to attend as many chapter functions as is feasible; and
- (l) encourage the attendance of the departmental faculty in order to show support for the chapter's achievements.

[Implementation.](#)

The decision to implement a faculty member as chapter co-faculty advisor shall be decided by a vote of the chapter members to be conducted as outlined in [Article IV](#). In keeping with these guidelines, if at any time the faculty advisor chooses to step-down from his or her position, he or she should consult with the Department Chair and chapter members in finding a suitable replacement and a vote of the chapter members shall be conducted as outlined in [Article IV](#). The candidate for faculty advisor shall:

- (a) be a member of the faculty in good standing with Tennessee Technological University and the College of Business;
- (b) be a full-time faculty member from the Department of Accounting, Finance, or Information Systems and qualified to instruct Upper Division Courses within that department; and
- (c) be a member in good standing of Beta Alpha Psi. If not a member then the selected advisor should be initiated at the next meeting after being selected.

[Grievances.](#)

The executive committee shall act as the liaison between the individual chapter members and the faculty advisor. It is the responsibility and the right of the chapter members to hold accountable the faculty advisor and rectify any and all deviations from the behaviors and actions deemed appropriate as outlined in the Chapter Bylaws before such time that said behaviors and actions are called upon for explanation by the members of the International Board of Beta Alpha Psi. The procedure for filing any grievance shall be set forth as follows:

- (a) a written grievance signed by at least 1/4 active members shall be submitted to the executive committee;

- (b) the executive committee shall present the grievance to the faculty advisor for his or her acknowledgement;
- (c) the factory advisor will file a written response to said grievance with the executive committee;
- (d) the executive committee will communicate this response to the initiating members. A copy of the grievance and response shall remain in the permanent record of the chapter; and
- (e) if, at any time, the members of the chapter deem the faculty advisor to be operating beyond the scope of the Chapter Bylaws and all efforts to correct the behaviors and actions have been exhausted, then, in the interest of preservation, the chapter shall take the responsibility upon itself to place before the members a motion for the dismissal and removal of said individual from the position known as chapter faculty advisor (see [Article IV](#)).

Article VIII. [Financial Policies](#)

[The fiscal budget.](#)

The chapter budget shall be created by the controller as soon as is feasibly possible:

- (a) the budget shall be drafted on a semester by semester basis to include the summer semester;
- (b) the budget shall be based upon historical financial data;
- (c) the budget shall encompass all activities planned for the semester in question;
- (d) the budget must be approved by the executive committee (see [Article IV](#));
- (e) the budget must be in written form and presented to the director for inclusion in the permanent record (see [Article VI](#)); and
- (f) if funds are requisitioned before any budget is in place then the faculty advisor shall be required to approve the requisition regardless of the amount (see [Article VII](#)).

[The internal controls of cash.](#)

In the interest of maintaining internal controls of the cash account:

- (a) the duties of the controller and the treasurer must remain separate;
- (b) the faculty advisor must approve the nominee for the office of the treasurer (see [Article VII](#));
- (c) the signature card for the chapter account shall be updated before the end of each semester;
- (d) the signature card must indicate a two-person signature requirement. Persons eligible to sign are the treasurer, president, and faculty advisor;
- (e) proper procedures and documentation are required in the requisition and acquisition of chapter funds to include the completion of a requisition form and the copying of all monetary collections as a backup to the issuing of receipts (in the case of cash; a hand written "copy" on 8.5X11 paper shall be required to include the name of payee, amount, purpose, and signature of treasurer);
- (f) any member can request an external audit be performed by a member of the faculty (not to include the faculty advisor) and an audit committee (see [Article V](#));
- (g) the controller is responsible for the approval of payments based on budget determinations (see [Article VI](#));

- (h) the treasurer is responsible for obtaining adequate documentation/receipts for all disbursements of chapter funds or resources (see [Article VI](#)); and
- (i) an inventory shall be taken at the beginning and end of every semester and at various intervals throughout the semester to ensure the proper use of Zeta Phi resources and supplies (see [Article VI](#)).

Article IX. [Fiscal Year](#)

The fiscal year of the chapter will end on April 30th.

Article X. [Authority](#)

Section 1. These bylaws shall be the principal governing document of the Zeta Phi Chapter of Beta Alpha Psi.

Section 2. These bylaws will be subordinate to the International Constitution and Bylaws of the Beta Alpha Psi Organization. Any provision of this document that conflicts with the International Constitution and Bylaws of the Beta Alpha Psi Organization that is currently in effect will be null and void.

Article XI. [Amendments](#)

[Presentation.](#)

Any active member in good standing has the right to draft and present before the membership an amendment to the Chapter Bylaws.

[Notification.](#)

Members must be notified in writing or by email within one week of a scheduled vote:

- (a) a minimum of 3/4 active members must be present to constitute a quorum;
- (b) a minimum of 2/3 votes are required for any amendment to pass; and
- (c) no member shall be permitted to vote by proxy.

[Documentation.](#)

Documentation of the amendment process is to be included in the permanent record (see [Article VI](#)) and is to include such items as:

- (a) a list of members present;
- (b) a copy of the proposed change or addition including justification; and
- (c) details of the results of the voting process.

Contact information:

Tennessee Tech University • College of Business Administration
Department of Accounting and Business Law
Box 5024 • Cookeville, TN 38505-0001
(931) 372-3358 • Fax (931) 372-6249