

**BYLAWS of the
ALPHA ZETA CHAPTER of BETA ALPHA PSI
at the UNIVERSITY OF DENVER**

Article 1 Name of the Organization

Section 1 The name of this organization shall be the Alpha Zeta Chapter of Beta Alpha Psi at the University of Denver.

Article 2 The Objectives and Purposes of Beta Alpha Psi

Section 1 Beta Alpha Psi is an honorary and professional organization for students for financial information professionals including students of accountancy, finance, or information technology. Its stated purpose includes recognition of outstanding academic achievements in the field of accounting; promotion of the study and practice of accounting; provision of opportunities for self-development and association among members and professionals in the finance information fields; and encouragement of a sense of ethical, social, and public responsibility. Each year the officers will develop chapter-specific goals.

Article 3 Membership

Section 1 Requirements for membership in the chapter:

Section 2 Undergraduate Students: Full-time or part-time undergraduate students pursuing a major or minor in accounting, finance, or information technology and electronic commerce are eligible if:

- (a) A cumulative B average (3.0 on a 4.0 scale) is maintained.
- (b) A cumulative grade point average in upper level accounting, finance, or information technology and electronic commerce courses of at least 3.0 (on a 4.0 scale) or the equivalent is maintained and
- (c) have attained at least a cumulative grade average of 3.0 or
- (d) have achieved a rank within the top 35% of their University class or
- (e) have attained at least a 3.25 cumulative grade point average on the most recent 45 quarter hours.
- (f) Four hours of upper-level accounting, finance, or information technology and electronic commerce courses have been completed or are in progress.

Section 3 Transfer students: Transfer students from accredited colleges

and universities shall be eligible for membership under the same qualifications as regular undergraduates or graduates. Grade point requirements and course requirements shall be measured after conversion to the University of Denver system.

Section 4 Graduate students: Graduate students are eligible when they have been accepted and matriculated into a master's degree level accounting, finance, or information technology and electronic commerce program.

Section 5 Honorary members: Honorary membership may be appointed (by majority vote of members present) to any practicing accountant who has made outstanding contributions to the field of accounting.

Section 6 All persons seeking membership in Beta Alpha Psi must submit a current application. Applications for membership in the current quarter shall be due on the date designated and made public knowledge by the Vice President of Membership. After the application deadline, applicants will be notified of their acceptance into candidate status. Soon thereafter, a candidate orientation meeting will be held. Attendance by all candidates is required.

Section 7 Upon receipt of applications, the Vice President of Membership shall investigate the qualifications of the candidates to determine that they meet the standards as set forth by the organization both before acceptance into the candidate process and prior to acceptance for membership.

Section 8 Membership fees and continuing dues will be determined by the officer team.

(a) There shall be no refund of dues except during the initial 3 weeks of the first quarter of candidacy.

Section 9 A member of the Alpha Zeta chapter who participates in the School of Accountancy internship program shall be deemed a member in good standing regardless of the number of chapter activities attended during the quarter the member is an intern, given that the student is in good standing prior to leaving for the internship.

Section 10 A member of the Alpha Zeta chapter shall be considered to be a member in good standing provided that said member attends the minimum number of activities as specified by the Vice President of Membership.

Section 11 Suspension and Expulsion: All members will be reviewed annually by a Conduct Review Committee for evaluation of good member status and conduct; appropriate recommendations may be made for suspension and/or expulsion of members. The committee will consist of two members, appointed by a majority of the Executive Committee, and chaired by the Vice President of Membership.

Article 4 Meetings for the Conduct of Business

Section 1 Meetings for the conduct of business require two weeks notice. A quorum shall be any number exceeding 50 percent of the membership in good standing. Proxy voting is disallowed. Actions requiring a simple majority of at least 50 percent of the quorum present include officer elections and amendments to the chapter Bylaws. Membership in good standing shall be evaluated as of the end of the quarter preceding the scheduled meeting as scheduled by the University.

Article 5 Student Officers

Section 1 The officer team will consist of persons in eight positions, in order of precedence:

- (a) President
- (b) Vice President of Reporting
- (c) Vice President of Programming
- (d) Vice President of the Treasury
- (e) Vice President of Membership
- (f) Vice President of Community Service
- (g) Vice President of Professional Development, and
- (h) VITA Co-Directors, two

Section 2 The duties of each position include:

- (a) President: The President shall be the chief executive officer of this organization and shall at all times represent and act for the organization in all matters; by and with the advice and consent of the Executive Committee. He/she shall have the power to appoint and remove members of any committee except the Executive Committee and to appoint special committees not provided for elsewhere in these Bylaws. He/she shall also manage and update the website including a calendar, officer contact information, and proper information as needed by members.
- (b) Vice President of Reporting: The Vice President of Reporting shall work with the president in communicating with other chapters and the International Executive Office. He/she shall report all meetings and chapter activities to the International Executive Office, and perform any other duties the President assigns to the office. He/she shall post all Executive Committee minutes at a predetermined place within one week of the Executive Committee meeting. He/she shall communicate via e-mail biweekly to the membership all upcoming event information.
- (c) Vice President of Programming: In addition to assisting the President, the Vice President of Programming and Alumni Relations is responsible for coordinating professional programs for the organization and maintaining a positive working relationship within the professional community. Also, he/she will communicate with other campus organizations and Beta Alpha Psi alumni. He/she shall perform all public relation tasks for the chapter and any other duties that the President assigns to the office.
- (d) Vice President of the Treasury: The Vice President of the Treasury shall have charge of all organization funds. He/she shall keep an accurate account of the finances as well as submit a Financial Report at the conclusion of his/her tenure in office. If gross revenue exceeds \$100,000 he/she will also facilitate the auditing of that financial statements. He/she shall also submit any other reports when called upon by the Executive Committee, and shall pay out monies only when itemized vouchers are received and approved. He/she shall maintain the books of the organization using fund accounting in accordance with SFAS 116, 117, and 119 as promulgated by the Financial Accounting Standards Board.
- (e) Vice President of Membership: In addition to assisting the President, the Vice President of Membership is responsible for coordinating and monitoring the candidate and new membership procedures and chairing the Conduct Review Committee and any other duties that the President assigns to the office.

- (f) Vice President of Community Service: In addition to assisting the President, the Vice President of Community Service is responsible for relations within the University and its community. This may include professional accounting services to the community and professional and academic services to the University. He/she shall preside over all community service events and prepare enough events for the involvement of members and pledges and any other duties that the President assigns to the office.
- (g) Vice President of Professional Development: In addition to assisting the President, the Vice President of Professional Development will be in charge of all competitions that Alpha Zeta participates in throughout the year. He/She will be responsible for ensuring that our chapter has competitors and for forming committees for each competition. He/She will also be in charge of the communication and logistical planning of the weekly Professional Meetings and BAP Masters Meetings and any other duties that the President assigns to the office.
- (h) VITA Director: The Volunteer Income Tax Assistance (VITA) Director is responsible for managing the operations of the VITA site. This includes all duties necessary for planning, operating, and following up the operations of the site. Planning duties include, but are not limited to, obtaining all necessary materials from the Internal Revenue Service (IRS), recruiting and training volunteers, scheduling the dates and times during which the site will be open, securing a location for the site, and obtaining tax preparation software. Operating duties include, but are not limited to, scheduling volunteers and clients, acting as site manager during hours of operation, and recording all relevant site data. Follow up duties include, but are not limited to, evaluating filing season, providing the IRS with feedback to improve operations, and attending a closeout meeting with the IRS contact. The VITA Director will be responsible for selecting the new VITA Director with assistance and approval of the Faculty Advisor.

Section 3 Candidates will self-nominate. Elections will be held at a special meeting with no firm members present. The date and time of the special meeting shall be made known to the entire membership one month prior to the meeting. Each member running for office must submit a letter of intent detailing their qualifications prior to elections. Each member is entitled one vote per office. Terms of office will officially begin once inaugurated into office at the School of Accountancy Spring Awards Ceremony, normally held in mid-May. After this time, the executive team will be fully responsible for the duties of their respective offices.

Section 4 If an officer cannot fulfill his/her duties, he/she shall provide written notification to the Executive Committee. If an officer fails to fulfill his/her duties, the officer may be removed by a majority vote of the Executive Committee. The participation in a Winter Quarter internship by a member of the Executive Committee will be reviewed and approved/prohibited by the current executive committee. Vacancies in the Executive Committee will be filled by a majority vote of the Executive Committee with the approval of the Faculty Advisor.

Section 5 The executive team may appoint committees or chairs as necessary during the academic year, this process will involve a discussion and decision in an executive team meeting when all

officers are present.

Article 6 Faculty Advisor

Section 1 New faculty advisors are selected by recommendation of the accounting department chair.

Section 2 The faculty advisor(s) shall:

- (a) Provide counsel and assistance to the chapter, its officers, its Executive Committee, and other committees;
- (b) Verify the appropriateness of the content of reports submitted to the International Executive Office;
- (c) Serve as liaison with the International Executive Office;
- (d) Serve as liaison with the administration of the University, college of business, and school of accounting;
- (e) Assure continuity of the chapter;
- (f) Attend all professional meetings held by the chapter;
- (g) Perform proper role in new member initiation; and
- (h) Attend quarterly planning meetings with the officer team;

Article 7 Committees other than the Executive Committee

Section 1 The Conduct Review Committee shall operate as outlined in Article 3.

Section 2 If the gross receipts for the chapter exceed \$100,000, an internal audit committee will be appointed by the Executive Committee, which will consist of three members (excluding officers) in good standing, one of which is the Audit Committee Chairperson. It is recommended that a faculty member, other than the faculty advisor, be selected to assist the committee.

Section 3 Other committees (e.g., budget committee) may be appointed at the discretion of the Executive Committee.

Article 8 Fiscal Year

Section 1 The fiscal year of the chapter will end on April 30.

Article 9 Authority

Section 1 These Bylaws shall be the principal governing document of the Alpha Zeta Chapter of Beta Alpha Psi at the University of Denver.

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 10 Notification of Events

Section 1 All students, faculty, and honorary members shall be notified of meetings and functions of the Alpha Zeta chapter at least one week prior to the event, unless otherwise specified in these Bylaws.

Article 11 Requirements for Amendment to the Bylaws

Section 1 Amendments to the Bylaws require a simple majority vote of the membership (in good standing) present in an official meeting made publicly known to all members at least two weeks in advance.