

ETA CHI CHAPTER #183

BETA ALPHA PSI

MONTANA STATE UNIVERSITY – BOZEMAN



Chapter Handbook

Revised - Fall 2016

OFFICERS

2016-2017

Co-Presidents:

Madison Hauck
Suzanne George

Treasurer:

Kelby Janicek

Reporting Officer:

Michelle McDowell

Faculty Advisor:

Steve Ault

WELCOME

By showing an interest in Beta Alpha Psi (BAP), you have taken a step towards becoming a financial information professional. This handbook explains the history of Beta Alpha Psi and the Eta Chi Chapter, our chapter's mission, and candidacy and membership requirements. Your involvement in BAP will provide you with opportunities to improve and strengthen your leadership skills and professionalism.

ABOUT THE NATIONAL ORGANIZATION

Beta Alpha Psi has been growing since its inception in 1919. Currently, there are over 300 chapters at accredited schools in the U.S. In the past, BAP was known as the scholastic and professional organization for accounting students. In 1999, the national organization expanded its membership eligibility to include finance and information systems students.

The purpose of Beta Alpha Psi is to:

- recognize outstanding academic achievements in the field of accounting, finance, and information systems
- promote the study and practice of professional fields related to these disciplines
- provide opportunities for self-development and association among members and practicing financial professionals
- encourage a sense of ethical, social, and public responsibilities

ETA CHI CHAPTER

After completing a three-year petitioning process, the Montana State University chapter of Beta Alpha Psi was accepted by the national organization. The Eta Chi Chapter was installed and charter members initiated on April 27, 1991. Currently we belong to Beta Alpha Psi's Rocky Mountain Region, which includes the chapters from Colorado, Idaho, Montana, New Mexico, Utah, and Wyoming. Our annual regional meetings alternate between Denver and Salt Lake City.

In addition to achieving the goals of Beta Alpha Psi, our chapter seeks to provide an inclusive environment to all students interested in accounting and financial information. All activities sponsored by Beta Alpha Psi are open to members of the Accounting Club except initiation ceremonies, BAP conferences, and officer positions. On an operational basis, the Accounting Club and Beta Alpha Psi function as a single organization.

Our chapter's mission is to help students discover accounting-related career paths, develop as future professionals, and build a collegial community. Our meetings include speakers from different business backgrounds and workshops focused on essential business skills. We also host socials to foster relationships between students, professors, and alumni and provide opportunities for involvement in service activities.

MEMBER AND CANDIDATE EXPECTATIONS

Maintaining a chapter in good standing with the national organization is the responsibility of each candidate and member. The National Program for Chapter Activities requires the chapter to conduct particular types of activities. The participation of each candidate and member in these activities contributes to the overall evaluation of the chapter. If you do accept the honor of becoming affiliated with Beta Alpha Psi, please also accept your part of the responsibility for maintaining our good standing.

Dedicated officers are also an important part of our success. Officers are rewarded by having further developed their leadership, interpersonal, and professional skills. Please consider serving as an officer when you are eligible.

The remainder of this handbook outlines candidate and member requirements and participation guidelines. If you have any questions, please contact the club at mclub.actgclub@gmail.com.

BETA ALPHA PSI CANDIDATE REQUIREMENTS

One must be a **Candidate** of the Eta Chi Chapter of Beta Alpha Psi for a minimum of one semester prior to being initiated as a Member. To become a Candidate, one must meet both the national and local chapter requirements described below.

- Be enrolled at Montana State University - Bozeman as one of the following:
 - An undergraduate student in the accounting or finance option and have completed at least one year of collegiate courses (30 semester hours)
 - A post-baccalaureate student in the accounting or finance option (one who has previously earned a degree in some other field)
 - A graduate student provisionally or officially accepted in the Master of Professional Accountancy program
- **For Accounting Students:**
 - Be currently enrolled in or have completed ACTG 327 or higher
 - Overall GPA of at least 3.000 **or** have attained at least a 3.250 cumulative grade average on the most recent 30 semester hours
 - Option GPA of at least 3.000 (Calculate GPA based on grades earned in any accounting courses, including ACTG 201, ACTG 202, ACTG 223, and upper-division ACTG rubric courses)
- **For Finance Students:**
 - Be currently enrolled in or have completed BFIN 322 or higher
 - Be currently enrolled in or have completed ACTG 327 or higher
 - Overall GPA of at least 3.000 **or** have attained at least a 3.250 cumulative grade average on the most recent 30 semester hours
 - Option GPA of at least 3.000 (Calculate GPA based on grades earned in any finance and accounting courses, including ACTG 201, ACTG 223, and upper-division ACTG and BFIN rubric courses)
- **For Transfer Students:** Check with the faculty advisor and Beta Alpha Psi National Handbook at www.bap.org

- **For Graduate Students:** Check with the faculty advisor and Beta Alpha Psi National Handbook at www.bap.org
- Submit a properly completed Membership Application
- Pay the appropriate candidate fees:
 - \$40 annual local chapter dues
 - \$65 one-time, nonrefundable National Candidate fee

To remain a **Candidate in Good Standing** (Continuing Candidate) of the Eta Chi Chapter of Beta Alpha Psi, one must meet both the national and local chapter requirements described below.

- Be an active participant in Beta Alpha Psi (as described in the Participation Guidelines)
- Pay semester dues on a timely basis; failure to pay semester dues will result in loss of candidate status
- Maintain the GPA requirements described above
- Uphold the national constitution and by-laws
- Applicants will lose Candidate status if they do not qualify to be initiated once the upper-division option area course requirement above has been completed
- Applicants will also lose Candidate status if they do not remain active in the local chapter, or if they are no longer enrolled in an accounting or finance option

BETA ALPHA PSI MEMBERSHIP REQUIREMENTS

To become a **Member** of the Eta Chi Chapter of Beta Alpha Psi, one must meet both the national and local chapter requirements described below.

- Have been a Candidate in Good Standing for a least one semester
- Be committed to remaining active once initiated as a member
- Have paid annual local chapter dues of \$40 (\$20 if initiated in spring semester)
- Meet the national requirements for membership as described below:

If you are a degree-seeking undergraduate student or a non-degree post-baccalaureate student, you must:

- Overall University GPA: Have attained at least a cumulative GPA of 3.000 **or** have attained at least a 3.250 cumulative grade average on the most recent 30 semester hours
- Have attained a cumulative upper division grade average of at least 3.000 in your accounting or finance option upper division courses (i.e., ACTG or BFIN 300 and 400 level courses counted toward your degree option)

If you are a degree-seeking graduate student, you must: be officially accepted and enrolled in the Master of Professional Accountancy program. If so, you qualify for membership without GPA requirements. If you are **provisionally** accepted, you must meet the GPA requirements above.

PARTICIPATION GUIDELINES FOR MEMBERS & CANDIDATES

The information below will familiarize you with how the national organization of Beta Alpha Psi evaluates the participation of our chapter as a whole and your role as an individual candidate or member.

To meet annual participation requirements:

- 1 BAP hour = 50 minutes
- At least **32** total BAP hours of professional and service activities (this averages out to about 50 minutes a week)
- Minimum 12 professional BAP hours + 12 service BAP hours
- Additional 8 BAP hours required may be any combination of professional or service activities
- You may earn hours by participating in activities sponsored by Beta Alpha Psi, individual activities, and activities sponsored/presented by other organizations
- At least 22 hours must be from BAP affiliated events/activities
- You may report certain non-BAP sponsored activities
 - up to 5 BAP hours of **professional** activities of your choice
 - up to 5 BAP hours of **service** activities of your choice

Examples of Professional Activities:

- Accounting Club/BAP meetings and speakers
- Accounting Club/BAP-sponsored socials
- Speakers hosted by other clubs or organizations both on- or off-campus
- Seminars or workshops both on- and off-campus
- Professional organization meetings (e.g., AICPA, MSCPA)
- Field trips to relevant firms or governmental agencies
- Attendance at BAP regional and/or national conferences
- Participation in BAP regional and/or national Best Practices Competition
- Recruiting events
- Professional networking events

Examples of Service Activities:

- Service activities sponsored or promoted by the chapter (e.g., Bowl for Kids' Sake, VITA, or tutoring)
- Individual service activities (e.g., volunteering at an elementary school or nursing home, Service Saturdays)
- Service to the chapter as officer, committee member, event coordinator, etc. (limited to 10 hours per person & 100 hours total for the chapter)
- Note: If you receive compensation for time spent on a professional or service activity it cannot count towards your member requirements

If you are unsure whether an activity qualifies for reporting purposes, please consult the faculty advisor or an officer.

How does the national office evaluate our chapter at year-end?

We report the number and types of activities our chapter participates in at the local, regional, and national level. We also report the number of participation hours earned by each member for each activity. The national office uses that information to assess the chapter's achievement level as either Mission-Based, Distinguished, or Superior based on the total chapter hours earned. For example, if we have 20 members and candidates for the entire school year, we should earn 640 total hours (20 members/candidates x 32 hours) to achieve Superior status.

What happens if I am a candidate or member for the entire school year and only earn 20 hours?

Other candidates/members must earn the additional 12 hours.

How does the national office know how many hours each member earned?

Our reporting officer submits biannual reports to the national office. You must sign in at all Beta Alpha Psi events so they can report who was present. If you participate in a non-BAP activity, you must keep track of the event (time, date and minutes) and submit that information to our reporting officer at the end of each semester. A form will be distributed for you to complete and submit.

The hours you earn will also be evaluated by our chapter:

- To determine which candidates/members are in good standing
- To determine if a candidate qualifies to be initiated as a member of Beta Alpha Psi
- To determine which candidates/members may use chapter funds to subsidize the cost of attending regional and national meetings