

ETA CHI CHAPTER #183

BETA ALPHA PSI

MONTANA STATE UNIVERSITY - BOZEMAN



**CHAPTER HANDBOOK &
CANDIDATE AND MEMBER REQUIREMENTS**

Revised Fall 2008

The mission of the Eta Chi Chapter of Beta Alpha Psi is to prepare students to participate successfully in the professional business environment by providing exposure to current accounting and business issues, technical applications, community involvement, and social activities.

BETA ALPHA PSI NATIONAL HOME PAGE

<http://www.bap.org>

ETA CHI CHAPTER HOME PAGE

<http://www.montana.edu/acct/club.html>

**BETA ALPHA PSI
AND ACCOUNTING CLUB OFFICERS**

2008-2009

President:	Tiffany Cuerth
Treasurer:	Britney Jones
Reporting Officer:	Larene Newman
Professional Programs:	Shardae Johnson
Service & Socials:	Kile Patrick
Recording Officer:	Joey Ottoy
Publicity:	Whitney Griffin
Faculty Advisor:	Robyn Jarnagin

CONGRATULATIONS!!!

By showing an interest in Beta Alpha Psi (BAP), you have taken a step towards becoming a financial information professional. As you will learn in the following information, membership in BAP is not meant to be resume filler, but rather a resume builder. 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 200 chapters at accredited schools in the U.S. In the past, BAP was known as the scholastic and professional organization for accounting students. After a lengthy strategic planning process, in 1999, it seemed clear that the national organization should align itself with emerging trends in business education and professional careers. It broadened its mission and expanded its membership eligibility to include not only accounting students, but also finance and information systems students.

MISSION

As the premier professional business financial information organization, Beta Alpha Psi recognizes academic excellence and complements members' formal education by providing interaction among students, faculty, and professionals, and fosters lifelong growth, service and ethical conduct. Its purpose is to encourage and recognize scholastic and professional excellence in the fields of accounting, finance, and information systems.

HISTORY OF THE ETA CHI CHAPTER AT MSU

Our involvement with Beta Alpha Psi began in the spring of 1988, with the filing of our petition to become part of the national organization. After completing the three-year petitioning process, we were accepted as the Eta Chi chapter of Beta Alpha Psi, and the chapter was installed and charter members initiated on April 27, 1991. In January, 1992, we changed our regional membership status to Rocky Mountain Region, which includes the chapters from Utah, Colorado and Wyoming.

Almost all activities sponsored by Beta Alpha Psi are open to all members of the Accounting Club and other students (except candidate and initiation ceremonies, BAP conferences, and certain officer positions). On an operational basis, the Accounting Club and Beta Alpha Psi function as a single organization.

Involvement in the national organization has been very positive. Members have had opportunities to attend regional and national meetings and leadership conferences, and meet students from around the country to exchange ideas. Some members have written and presented manuscripts at regional meetings, many of whom received recognition for outstanding work. Others have participated in the National Student Seminar and Graduate Case Seminar programs sponsored by the national organization, to further their professional knowledge on current accounting issues.

The requirements for reporting our activities to the national office have also allowed the club to program a variety of events to educate our members about various aspects of the accounting profession. These programs include site visits to accounting firms and governmental agencies to learn about accounting careers, presentations by area professionals covering accounting topics,

ethics, technical writing, resumes and interviewing, and social events that promote friendship and camaraderie within the organization.

The chapter also participates in campus and community service activities including the Career Fair and Volunteer Income Tax Assistance (VITA). The chapter is responsible for preparing a financial budget and plan of activities. Activities are reported monthly to the national office, and at year-end a comprehensive report is also submitted. The report includes the financial statements and internal audit report, tax return, and an evaluation of the attainment of the chapter's goals and objectives. The audit is completed by members of our chapter under the supervision of a faculty member.

Our relatively young chapter has made big strides since our installation in 1991. In 1993-94 we earned Chapter of Merit status. In 1994-95, we were a Distinguished Chapter. For the 1995-96 year, we finally reached the highest distinction of being a **Superior Chapter**, and have done so each year since then! Each year our chapter earns Superior Chapter recognition, we receive a monetary award funded by the KPMG Foundation.

During the 1996-97 year, our chapter hosted its first Rocky Mountain Regional Meeting, with record attendance of over 170 participants from 12 universities and 9 members of the national council. Lisa Bidwell, the 1996-97 President was appointed to serve as only one of two alumni members on the National Board of Directors. Christie Johnson, our previous faculty advisor, was also recognized by the national organization in 1997 as an Outstanding Faculty Advisor, for which she received a cash award funded by the Arthur Andersen Foundation. We hope you will join us in continuing this tradition of excellence!

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, and the extent of candidate/member participation in certain of those activities are used to evaluate 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 status.

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

The remainder of this handbook will acquaint you with information about our chapter activities and how we earned Superior Chapter status; the reason for our candidate and member standards; and local and national requirements for candidates and members. If you have questions, please contact our president or faculty advisor.

We look forward to your involvement this year!!!

HOW WE HAVE EARNED SUPERIOR CHAPTER IN THE PAST

**Superior Chapters are recognized at the national meeting
and receive a monetary award funded by the KPMG Foundation.**

Each activity sponsored by our chapter is reported to the National Office, as well as the professional and service activities of each individual member. The level of participation of Beta Alpha Psi members and candidates is important in the evaluation of our chapter's activities. Below is an overview of what we have done in the past to be recognized as a Superior Chapter:

- Beginning of year planning & year end reports
 - Goals & Objectives
 - Plan of Activities
 - Budget, year-end financial statements, and tax return
- Professional Meetings with speakers
- Field Trips
- Service Activities
 - Big Brothers and Sisters Bowl for Kids' Sake
 - College of Business Phonathon
 - Tutoring Sessions - 2 times a week all year
 - Assistance to MGMT 101 Freshman Seminar
 - VITA - Volunteer Income Tax Assistance
 - Co-Sponsoring a CPE course for CPAs in Montana
 - Minority recruitment presentation to Native American students
 - MSU Orientation
 - Fundraising to contribute \$500 to COB Scholarship Fund
 - Longfellow School Carnival
 - Gallatin Valley Food Bank
 - Montana Special Olympics
- Regional & National Activities
 - National Meeting
 - National Leadership Seminar
 - National Service Day
 - Regional Meeting
 - Manuscript and Case Presentations at Regional Meetings
 - National Student Seminar for Undergraduates
 - Graduate Case Seminar
- Other Activities
 - Initiations
 - Recruiting Socials
 - Social Activities
 - "Bean Counter Chronicles" newsletter, alumni database

And much more...

WHY DO WE HAVE CANDIDATE STANDARDS?

- To achieve the objectives established by the national organization
- To achieve our chapter's goals and objectives
- Many hands make light work! Everyone's effort counts!
- Candidate standards also help you see that you are making progress toward meeting the national requirements to be initiated as a member and indicate your level of commitment to Beta Alpha Psi.

Beta Alpha Psi candidate Requirements

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

- Be enrolled at Montana State University - Bozeman as one of the following:
 - An undergraduate student in the accounting, finance or information systems option and have completed at least one year of collegiate courses [30 semester hours]
 - A post-baccalaureate student in the accounting, finance or information systems 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.
- Have completed at least the equivalent of Principles of Accounting I (Bus 221) and be currently enrolled in Acct 223 (accounting option students) or Bus 222 (finance or information systems option students) or higher.
- Meet the applicable GPA requirements: General rules for undergraduates, second degree, or provisionally accepted graduate students:
 - Accounting GPA of at least 3.000 (Based on grades earned in any accounting courses you were enrolled in, including Bus 220, Bus 221, Bus 222, Acct 223 and upper-division Acct rubric courses.)
 - If you are a Finance or Information Systems option student, you must *also* have an option area GPA of 3.000. (Finance: based on grades earned in Bus 351 and any Fin rubric courses. Information Systems: Based on grades earned in Bus 311 and any IS-related courses).
 - Overall GPA of at least 3.000 (all students).
 - GPA Rule Exceptions: Have earned an Accounting GPA of at least 3.250 on the most recent accounting course enrolled in OR have earned an Accounting GPA of 3.000 in *upper-division* accounting courses, if higher (300-level and above courses).
 - If Finance or IS student: Have earned Finance or IS option GPA of at least 3.250 on the most recent finance or IS courses enrolled in. Have earned an Overall GPA of at least 3.250 during the most recent full-time semester.
 - Graduate students *officially* accepted and enrolled in the Masters' of Professional Accountancy program are considered to have met the GPA requirements. Those *provisionally* accepted must meet GPA requirements above until officially accepted in the masters' program.
 - Transfer students may become a candidate in their first semester at MSU based on transfer grades but must demonstrate that they have met the GPA standards based on MSU grades during the first semester.
- Submit a properly completed Candidate Application and have paid the appropriate candidate fees: \$20 annual local chapter dues and a \$55 one-time, nonrefundable National Candidate fee (all sent to national office, none kept by our chapter)
- Be present at the candidate initiation ceremony.

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.
- Submit a Continuing Candidate Application and 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, including the requirements for continuing candidate status: One may remain a candidate as long as you remain active in the local chapter [see above] and until you have completed two years of collegiate courses (60 semester hours) and at least one upper-level course in accounting, finance, or information systems, beyond the business core. This means:
 - Accounting option students: May remain a National Candidate until Acct 327 - Intermediate Accounting I is completed. If you became a candidate *after* you had already completed Acct 327, then you can remain a candidate until you have completed another upper-division accounting course.
 - Finance option students: May remain a National Candidate until Bus 351 - Finance and one *additional* upper division finance course is completed.
 - Info systems option students: May remain a national candidate until Bus 311 - Information Systems and one *additional* upper division information systems course is completed.
 - ***Candidate status will be terminated if a candidate does not qualify to be initiated once the upper-division option area course requirement above has been completed.*** Candidate status will be also be terminated if you do not remain active in the local chapter, or if you are no longer enrolled in the accounting, finance, or information systems option.

5. Beta Alpha Psi Member 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 for a least one semester.
- Have been an active participant in Beta Alpha Psi during the candidate period and are committed to remaining active once initiated as a member.
- Submit a properly completed Member Application and pay the appropriate fees: \$20 annual local chapter dues (\$10 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:

- Have declared a concentration in accounting, finance, or information systems.
- Have completed, in addition to two years of collegiate courses [60 semester credits], at least one upper level course *beyond the business core* (for transfer students the most recent qualifying course must be at the initiating institution or another AACSB or IAME accredited institution). This means at least *junior standing and completion of*:
 - Accounting option students: Acct 327 - Intermediate Accounting I or higher.
 - Finance option students: An *additional* upper division finance course beyond Bus 351 - Finance.

- Information system students: An *additional* upper division information systems course beyond Bus 311 - Information Systems.
- Option GPA: Have attained a cumulative grade average in upper level courses, *in their declared area of concentration, beyond the business core* of at least 3.000, where A is equal to 4.000, **and**
- Overall GPA: Have attained at least a cumulative grade average of 3.000, or have achieved a rank within the top 35% of their university class, **or** have attained at least a 3.250 cumulative grade average on the most recent 30 semester hours.
- For computation of Option GPA above (accounting, finance or information systems), cumulative grade averages shall be computed using all grades earned in upper level option area courses, including transfer grades. [300-level and above, excludes Bus 220, Bus 221, Bus 222, Acct 223, Bus 351, Bus 311]

OR

If you are a degree-seeking graduate student, you must: have been accepted and matriculated into a master's degree level accounting program. This means **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.

BETA ALPHA PSI - ETA CHI CHAPTER PARTICIPATION GUIDELINES FOR MEMBERS AND CANDIDATES

The information below will acquaint 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.

If you are a candidate or member of our chapter you need to earn:

- 40 hours of professional and service activities (an average of 5 hours per month)
- Minimum 15 professional hours + 15 service hours from BAP affiliated events/activities
- Other 10 hours must be 5 professional and 5 service from non BAP affiliated events
- It is not very difficult to earn 40 hours in a year! You may earn hours by participating in: activities sponsored by Beta Alpha Psi, individual activities, activities sponsored/presented by other organizations
- At least half the hours you earn must be Beta Alpha Psi sponsored activities
- 50 minutes = 1 hour.
- If you are away from campus one semester (internships, etc.), in general, you would only need to earn 20 hours.

Examples of Professional Activities: BAP meetings and speakers, Speakers at other clubs, Campus/college speakers, Off-campus speakers, Seminars/workshops on and off-campus, Attending professional organization meetings, Field trips, Attending BAP regional/national conferences, Making presentations at BAP regional/national conferences, Recruiting events And much more!

Examples of Service Activities: Service activities our BAP chapter usually does, such as COB Golf Tournament, MSU Career Fair, Big Brothers & Sisters Bowl for Kids' Sake, VITA, etc. Service you might do individually, like volunteering at elementary schools, nursing homes, College of Business things, anything! Service to the chapter as chairperson, officer, event coordinator, etc. (however, the national office limits this to 10 hours per person and 100 hours total for the chapter). Note: If you receive compensation for time spent on a professional or service activity it does not count towards your member requirements.

How does the national office evaluate our chapter at year-end? By the number and types of activities our chapter participates in at the local, regional and national level, and ... By the total number of hours of professional & service activities earned by our members and candidates. For example, if we have 30 members and candidates for the entire school year, we should earn 1,200 total hours (30 members/candidates x 40 hours). At the end of the year, our chapter is allowed an adjustment to the total hours if a small percentage of the members do not earn enough hours (but if a large number of members do not earn enough hours, we will not earn the Superior Chapter award).

What happens if I am a candidate or member for the entire school year and only earn 30 hours? In general, other candidates/members must earn the additional 10 hours.

How does the national office know how many hours each member earned? Our reporting officer submits monthly reports to the national office. You must sign in at all Beta Alpha Psi events so he/she 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 month. A form will be distributed for you to complete and submit.

The hours you earn will also be evaluated by our chapter in these ways: Awards will be presented to the most active member and candidate at the end of each semester and names will be published in our newsletter. Determining which candidates/members are in "good standing". Determining if a candidate qualifies to be initiated as a member of Beta Alpha Psi. Determining which candidates/members may use chapter funds to subsidize the cost of attending regional and national meetings.