

**CONSTITUTION  
of the  
BETA MU CHAPTER, DELTA PI EPSILON  
CENTRAL CONNECTICUT STATE UNIVERSITY**

**ARTICLE I – NAME**

This chapter is designated as Beta Mu by the National Delta Pi Epsilon office.

**ARTICLE II – PURPOSE**

This organization, a chapter of a national honorary professional graduate society, will strive to improve business education by:

1. developing leadership in the field,
2. fostering and encouraging appropriate research in education,
3. being of service to the profession,
4. promoting a spirit of cooperation and friendly association among its members.

**ARTICLE III – MEMBERSHIP**

Section 1. Eligibility

1. Any person who meets the following minimum qualifications shall be eligible for candidacy to membership in this Society:
  - A. The holding of a bachelor's degree from a regionally accredited institution;
  - B. The completion of 9 semester hours of graduate work in business education at CCSU with a least a grade point average of 3.20 in the graduate courses.

OR

  - C. The holding of a master's degree with a 3.20 average from an institution which is accredited by the Regional Accrediting Agency of the Commission on Higher Education and three years of successful experience in the teaching, supervision, or administration of business-related subjects.

OR

  - D.
    - i. The holding of a bachelor's degree in business from an accredited institution;
    - ii. completion of 15 semester hours, with a 3.20 grade point average, of graduate work in professional education, vocational-technical education, business education, marketing education or other related business disciplines in an institution that is accredited by the Regional Accrediting Agency of the Commission on Higher Education;
    - iii. and either three years of successful experience in the teaching, supervision, or administration of business related subject, or three years of successful business work experience.
2. Any regular members of the CCSU Business Education instructional and supervisory staff are eligible for candidacy.
3. Outstanding leaders in education and in business are eligible for honorary membership in this Chapter, subject to any conditions prescribed in the National Bylaws.

## Section 2. Classification

Membership is classified as follows:

1. Active Membership. Any duly initiated member who has paid national and local dues for the current fiscal year shall be classified as an active member. Any duly classified member who has paid national and local dues for the preceding fiscal year, but not for the current one, will remain classified as an active member through March 31 of the current fiscal year, pending payment of his or her dues.
2. Honorary Membership. As provided for in Section 1, Subsection 3 of this Article, honorary members are not required to pay dues or other assessments but are entitled to all rights and privileges of active membership, except the right to hold office.
3. Life Membership. Any active member initiated on or after July 1, 1950 who has paid both national and local dues for 30 years is entitled to life membership. A life member will have all rights and privileges of active membership and will not be required to pay any further dues or assessments.
4. Inactive Membership. Any active member whose national and local dues for the current fiscal year have not been paid on or before March 31 of that year will be reclassified as an inactive member. The right to vote and the right to hold office are denied to inactive members. Any inactive member may regain active status by paying national and local dues for the current fiscal year.
5. Affiliate Membership. Any active member of another chapter may be invited to affiliate with Beta Mu, receiving all rights and privileges of active membership on local matters and paying local dues. The member would, in addition, continue to pay both national and local dues of the chapter in which said member holds active membership, and all contacts with the National Office would be maintained through this Chapter.

Section 3. The annual membership dues will be the amount set by the National Executive Board plus local dues as determined by the Beta Mu Executive Board.

1. Dues are due and payable January 1 of each year.
2. An inactive member will receive national and local publications until March 31 of the year in which said member is classified as inactive.

Section 4. An initiate shall not be assessed chapter and/or national dues for the fiscal year in which the initiation occurs.

1. An initiation fee of \$6 will be assessed.

Section 5. Membership cards will be sent by the National Office directly to each member in good standing.

Section 6. The fiscal year for the Society and Beta Mu Chapter will run from January 1 to December 31.

Section 7. Beta Mu must hold at least one initiation ceremony each year. Initiates must participate in the formal initiation ceremony.

1. A special initiation may be held at the discretion of the Executive Board.

#### **ARTICLE IV—OFFICERS**

- Section 1. The officers of the Chapter will be a President, a Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Faculty Sponsor.
- Section 2. The Chapter officers are to be elected at the annual business meeting of the Chapter.
1. They will take office at the beginning of the ensuing calendar year and will serve for a period of one year.
    - A. The term of the Treasurer shall be for a period of two (2) years and may be elected to be his/her own successor.
  2. Any member of the Society in good standing will be eligible for election to a chapter office.

#### **ARTICLE V—EXECUTIVE BOARD**

- Section 1. The Executive Board of Beta Mu Chapter will consist of all the officers enumerated in Article IV, Section 1, and the immediate Past President, National Council Delegate, Newsletter Editor, and Service Coordinator.
- Section 2. The Executive Board has the responsibility of planning activities deemed worthy of an organization committed to professional leadership in business education.
- Section 3. A quorum for Executive Board meetings consists of a majority of the members of the Board.

#### **ARTICLE VI—MEETINGS**

- Section 1. At least one regular meeting of the Chapter will be held each year.
- Section 2. The Executive Board will have regularly scheduled board meetings.
- Section 3. Special meetings of the Chapter membership or the Executive Board may be held at any time and place deemed necessary by the Executive Board.
- Section 4. Robert's Rules of Parliamentary Procedure will serve as the frame of reference for the conduct on any business of the Chapter which is not provided for in the Constitution and Bylaws.

#### **ARTICLE VII—AMENDMENTS**

- Section 1. Any member of Beta Mu Chapter may propose an amendment to this Constitution. Such proposal must bear the signature of ten members of the Chapter and must be submitted to the Executive Board.
- Section 2. The proposed amendment will then be submitted to the Chapter membership in writing at least 30 days prior to a scheduled business meeting. A majority vote of the members present is required to amend the Constitution.

**BYLAWS**  
**of the**  
**BETA MU CHAPTER, DELTA PI EPSILON**

**ARTICLE I—DUTIES OF OFFICERS AND OTHER MEMBERS OF  
THE EXECUTIVE BOARD OF THE BETA MU CHAPTER, DELTA PI  
EPSILON**

Section 1. Duties of the President

The President of the Chapter has the overall responsibility for the activities of the Chapter. The President will preside at all regular and special meetings of the Chapter and of the Executive Board, appoint all committees not otherwise provided for, see that all rules and regulations of the National Office and the Chapter are enforced and executed, and perform such other duties as pertain to the office.

The President will co-sign, with the Treasurer, vouchers exceeding \$100.

The President will perform all duties in accordance with the regulations prescribed in the National Handbook for Chapter Officers.

Section 2. Duties of the Vice-President

The Vice-President will serve in the absence or disability of the President and will perform such duties as may be assigned.

The Vice-President will perform all duties in accordance with the regulations prescribed in the National Handbook for Chapter Officers.

The Vice-President will keep a historical account of the activities of the Chapter and will send an annual report of the activities of the Chapter to the National Office.

Section 3. Duties of the Recording Secretary

The Recording Secretary will keep a record of all proceedings of the Chapter and of the actions of the Executive Board and will arrange for the appropriate distribution of the minutes of these meetings.

The Recording Secretary will perform all duties in accordance with the regulations prescribed in the National Handbook for Chapter Officers.

Section 4. Duties of the Corresponding Secretary

The office of the Corresponding Secretary is the liaison between the Executive Board for the Chapter and its members and between the Chapter and the National Office.

The Corresponding Secretary handles matters of correspondence that pertain to the Chapter as a whole.



The Corresponding Secretary will keep an accurate and up-to-date directory of members, including the designation of inactive members, will notify the membership of all Chapter meetings, and will send a report of the annual election of Chapter Officers to the National Office and the National President within one week following the elections.

In the absence of the Recording Secretary, the Corresponding Secretary will keep a record of all proceedings.

The Corresponding Secretary will perform all duties in accordance with the regulations prescribed in the National Handbook for Chapter Officers.

#### Section 5. Duties of the Treasurer

The Treasurer is the authorized custodian of the funds of the Chapter. In performing the role of financial officer of the Chapter, the Treasurer will:

1. Co-sign with the Chapter President all financial contracts of the Chapter;
2. Deposit all funds entrusted in an insured bank to the credit of Beta Mu Chapter/DPE;
3. Maintain an accurate accounting record of all monies received and distributed by the Chapter in accordance with the rules and regulations prescribed by the National Office;
4. Submit a written report of the Chapter's current financial status for each Executive Board meeting;
5. Prepare financial statements at the end of each calendar year;
6. Submit all records for an audit when directed to do so by the Executive Board.

#### Section 6. Duties of the Faculty Sponsor

The function of the Faculty Sponsor is primarily advisory. The Faculty Sponsor will serve as a member of the Executive Board of the Chapter and assists the Executive Board in the development of Chapter policies. In addition, the Faculty Sponsor is a member of the Membership Committee concerning prospective initiates and honorary members. The Faculty Sponsor is responsible for maintaining a relationship of mutual service and esteem between the Chapter and Central Connecticut State University.

#### Section 7. Duties of the Immediate Past President

The Immediate Past President is a member of the Executive Board of the Chapter, serves as Chairperson of the Nominating Committee, and assists the President. The Immediate Past President represents the Chapter on the State Advisory Board of Business Education.

#### Section 8. National Council Delegate or Alternate

The National Council Delegate is appointed by the Executive Board of the Chapter and represents the Chapter at the Biennial National Council meeting and serves on any national committee to which he/she may be appointed by the National President.

The National Council Delegate will serve a term of four years but is not eligible to serve two consecutive terms. The National Council Delegate is responsible for making a full report of the National Council meeting to the Executive Board and members of the Chapter.

The National Council Delegate will perform all duties in accordance with the regulations prescribed in the National Handbook for Chapter Officers.

Section 9. Duties of the Newsletter Editor

The Newsletter Editor is appointed by the Executive Board of the Chapter and is charged with the responsibility of publishing a newsletter, the general form of which is determined by the Board.

The Newsletter Editor works with national and local officers toward implementing the ideals of the Society and the specific objectives of the Chapter.

The Newsletter Editor may appoint an assistant if necessary. The Assistant Editor will be an ex-officio member of the Board with no voting rights.

The Newsletter Editor will perform all duties in accordance with the regulations prescribed in the National Handbook for Chapter Officers.

Section 10. Duties of the Service Coordinator

The Service Coordinator is appointed by the Executive Board of the Chapter. The Coordinator will serve as Chairperson/Coordinator of such service projects as may be designated by the Executive Board/President and will coordinate and oversee any activities which may be undertaken by the Chapter. Such designated projects may be:

1. Lectureship
2. Workshops
3. Annual Meeting
4. Special Service Projects as defined by the National Director
5. Interchapter Activities—The Coordinator will notify the National Director of Interchapter Relations of such activities.

The Service Coordinator will be responsible for coordinating, issuing, and distributing CEUs (Continuing Education Units) as specified by the Connecticut State Department of Education.

The Service Coordinator will perform all duties in accordance with the regulations prescribed in the National Handbook for Chapter Officers.

## **ARTICLE II—COMMITTEES**

Section 1. Standing Committees

The President with the approval of the Executive Board will appoint the following standing committees:

1. Membership Committee
2. Nominating Committee
3. Auditing Committee
4. Chapter Bylaws Committee

Section 2. Special Committees

Other special committees as deemed necessary may be appointed by the President with the approval of the Executive Board.

**ARTICLE III—DUTIES OF COMMITTEES**

Section 1. Membership Committee

The Membership Committee consists of the Vice President as the Chairperson, the Sponsor, and two other members. The Committee will receive nominations for membership, investigate such nominees, and present to the Chapter a list of prospective initiates.

An annual report of the Committee activities will be submitted to the Executive Board.

Section 2. Nominating Committee

The Nominating Committee will be appointed at least three months before the date set for the election of officers. The Committee will consist of the Immediate Past President as Chairperson and two members.

The Nominating Committee will select nominees for office who are members in good standing; in addition, the nominee for President will be selected from the existing Executive Board.

An annual report of the Committee activities will be submitted to the Executive Board.

Section 3. Auditing Committee

The Auditing Committee will be appointed biannually at the end of each year to audit the Treasurer's books and will present a biannual audit report to the Executive Board.

Section 4. Chapter Bylaws Committee

The Chapter Bylaws Committee will be appointed to study the Chapter Bylaws and make necessary revisions to meet the needs of the Chapter and to conform to the National Constitution and Bylaws.

A report of the Committee activities will be submitted to the Executive Board.

Section 5. Special Committees

Any Special Committee will perform such duties as assigned.

**ARTICLE IV—FINANCES**

The primary source of income is the individual membership dues. The annual dues will be determined by the Executive Board. Other income may be derived from such additional sources as authorized by the Executive Board.

## **ARTICLE V—AMENDMENTS**

- Section 1. Any member of Beta Mu Chapter may propose an amendment to these Bylaws. Such proposal must bear the signature of ten members of the Chapter and must be submitted to the Executive Board.
- Section 2. The proposed amendment will then be submitted to the Chapter membership in writing at least 30 days prior to a scheduled business meeting. A majority vote of the members present is required to amend the Bylaws.

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