Emerging Scholars Chapter Petitioning Application

How to submit

1. Complete every section of this application.
2. Save the completed application as a PDF.
3. Upload the PDF using the ES Application Submission form.

Petition checklist

Required item	Complete
I. Statement of Objectives	☐
II. Planned Activities for Two Semesters	☐
III. Proposed Emerging Scholars Chapter Bylaws	☐
IV. Administrative and Faculty Support	☐
a. Statement from Faculty Advisor	☐
b. Letter(s) of Support from School Administrator	☐
V. Business Majors, Minors, and Certificate Holders	☐
VI. List of Initial Emerging Scholars	☐

I. Emerging Scholars Statement of Objectives - Sample

Please complete the Statement of Objectives for your Emerging Scholars chapter.

The XXX school petitioning chapter of Emerging Scholars adopts the mission statements and objectives of XXX school, as well as the objectives of Emerging Scholars XXX School creates a collegial atmosphere that fosters freedom of inquiry and expression, increases awareness of cultural diversity, provides broad learning opportunities, encourages flexibility and innovation, and fosters student development in and out of class. XXX School also encourages life-long learning and provides leadership in selected areas of distinction. The mission of the XXX school is to prepare students for successful professional careers by offering high-quality business programs in a student-centered learning environment, and as a teaching institution, the School seeks to excel in teaching, enriched by scholarship and service.

The objectives of the XXX School Emerging Chapter are:

1. To develop and deliver high-quality sessions to promote professional development;

2. To provide a culture of intellectual inquiry that promotes effective learning.

3. To educate students with knowledge and skills necessary for successful entry to and advancement in their professional careers.

4. To promote effective interaction between the School and community.

II. Planned Activities for Two Semesters

List the activities your petitioning chapter plans to complete during the two-semester petitioning period. The examples below may be replaced with your own activities.

Activity	Month / Year	How the Requirement Will Be Met
Professional Activities		
Professional meeting		Invite a local business professional to speak on a career topic. (example)
Professional meeting		Host a virtual meeting with a business professional. (example)
Reaching Out Activities		
Beta Alpha Psi virtual webinar		Attend a BAP Virtual online session. (example)
Transfer-student event		Invite transfer administrators to meet with students. (example)
Service Activities		
Service activity		Participate in VITA. (example)
Service activity		Complete a community service project. (example)
Reporting Activities		
Beginning of Year Report		File by October 15.
End of Year Report		File by June 1.
Other Activities		
Recognition ceremony		Recognize emerging scholars who meet all requirements. (example)

III. Proposed Emerging Scholars Chapter Bylaws

Attach your proposed chapter bylaws to this petition.

Before finalizing this application, confirm that the current approved sample or required bylaws language is available and include the completed bylaws as an attachment.

Emerging Scholars Chapter Bylaws

Sample

[Two-Year School or Community College Name]

Article I – Name

The organization is the Emerging Scholars Chapter of [School Name].

Article II – Objectives and Purpose

Emerging Scholars is an honorary and professional organization for business students at accredited, not-for-profit, two-year schools and community colleges. The chapter develops professionalism through career, social, service, recreational, and cultural activities. It also promotes kindness within [School Name] and the surrounding [Community Name] community.

Article III – Membership

A student may become a member after successfully completing a semester as a candidate and meeting the chapter's academic requirements.

Article IV – Candidate Requirements

To qualify for Emerging Scholars membership, a candidate must:

- Pay the one-time Emerging Scholars membership fee to Beta Alpha Psi within 60 days after candidate approval.
- Be enrolled in business courses at an accredited, not-for-profit, two-year school or community college.
- Have a cumulative GPA of at least 3.0 on a 4.0 scale.
- Complete the professional, service, or other requirements established by the chapter.
- Participate in the Recognition Ceremony, subject to the faculty advisor's review and approval of academic standing.
- Be a person of good moral character.

Article V – Meetings

The chapter sets its own meeting schedule but must hold at least two meetings each semester.

Article VI – Student Officers

Officer terms begin when officers are sworn in at the start of the fall semester. Elections are held during the preceding spring semester. One meeting must be designated for nominations.

Members or candidates may nominate individuals, but only confirmed Emerging Scholars may serve as officers or vote. Each confirmed scholar casts one vote. The outgoing president collects the ballots, and the president and faculty advisor count the votes. A candidate receiving a majority wins. An unsuccessful candidate may choose to be considered for the next office in the election sequence.

Election order: President, Vice President, Reporter, Treasurer.

President

- Keep the bylaws current.
- Set chapter goals and prepare the activity budget for the coming academic year.
- Plan fall and spring semester schedules.
- Reserve meeting space and select meeting topics.
- Contact speakers and presenters.
- Maintain the chapter contact list.
- Make sure officers perform their duties.
- Open, conduct, and close chapter meetings.

Vice President

- Assist the president.
- Contact professionals who will conduct interviews.

Reporter

- Prepare and submit required reports to the Beta Alpha Psi Executive Office, including chapter activity reports, Recognition Ceremony reports, and changes in faculty advisor or student officers.
- Maintain an updated list of associate graduates and transfer students.

Treasurer

- Oversee and account for all chapter financial activity.
- Collect, deposit, and document cash receipts and maintain the Cash Receipts Journal.
- Prepare and document cash disbursements and maintain the Cash Disbursement Journal.
- Prepare financial statements.

Article VII – Faculty Advisor

The chapter must have a faculty advisor. The advisor must be a professor, instructor, or staff member at [School Name]. The advisor should attend at least one chapter meeting each semester and meet with chapter officers once each semester to review the organization's status. The advisor should support the chapter's commitment to kindness.

Article VIII – Expulsion from the Chapter

A member may be expelled for conduct that is harmful to the purposes or interests of Beta Alpha Psi. The process is:

4. Written charges must be submitted to the faculty advisor and signed by an Emerging Scholars chapter officer.
5. The accused member must receive notice by email at least 30 days before the hearing. The notice must include the charges, the hearing date/time/place, and an explanation of the expulsion process, including automatic review by the Board.
6. The faculty advisor and highest-ranking chapter officer select an investigating committee that includes at least two faculty members other than the chapter faculty advisor. The committee hears the charges and gives the accused member an opportunity to respond before deciding whether expulsion is appropriate.
7. If expelled, the member may request a hearing before the full local chapter at a special meeting, or the Beta Alpha Psi Board of Directors via a virtual meeting. A majority vote of the chapter or board of directors may reverse the committee's decision.

Article IX – Removal of Officers

An officer may be removed for failing to perform the duties of the office, failing to participate as an engaged officer, or no longer meeting the membership requirements in Article III.

Removal requires a majority vote of the other Emerging Scholars officers, excluding the faculty advisor and co-faculty advisor. The officer may appeal to the Emerging Scholars officers or the Beta Alpha Psi Board of Directors , who will take a second and final vote.

Article X – Fiscal Year

The chapter's fiscal year ends April 30.

Article XI – Authority

These bylaws are the principal governing document of the Emerging Scholars Chapter at [School Name]. They are subordinate to the current International Constitution and Bylaws of Beta Alpha Psi. Any conflicting provision in these chapter bylaws is null and void.

Article XII – Amendments

These bylaws must comply with the Chapter Organization Manual. Amendments may be proposed by chapter officers or scholars. An amendment passes when a majority of the chapter's scholars vote in favor of it.

IV. Administrative and Faculty Support

A. Faculty Advisor Statement — Sample

I, [Name], have been appointed as the first Faculty Advisor for the [College Name] Emerging Scholars petitioning chapter. I will provide oversight for the petitioning chapter and help ensure that annual reporting requirements are completed.

[Optional additional comments]

Faculty Advisor Signature: _____ Date: _____

College Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

B. Administrator Support Letter — Sample

[Date]

[Full Name]
[Title]
[College Name]
[Street Address]
[City, State ZIP]

To the Executive Office of Beta Alpha Psi:

The [Department Name] at [College Name] supports the petition for an Emerging Scholars Chapter Charter. The purpose of an Emerging Scholars chapter aligns with the mission of our department.

As [Title], I fully endorse this petition and recognize that a successful chapter requires a meaningful commitment of faculty time, energy, and resources. We support the mission of an Emerging Scholars chapter and the work required to sustain it.

[College Name] will provide the financial support needed for the installation fee and annual maintenance fee.

We look forward to the professional, service, and learning opportunities an Emerging Scholars chapter will provide our students.

Sincerely,
[Name]
[Title]

V. Business Majors, Minors, and Certificate Holders

Provide the approximate number of students in each category.

Student Category	Approximate Number
Majors	
Minors	
Certificate Holders	
Total	

VI. List of Initial Emerging Scholars

List the students who will form the initial Emerging Scholars group.

First Name	Last Name	Major, Minor, or Certificate

Final Review Before Submission

☐ All placeholders (such as [College Name], [Name], and [Title]) have been replaced.

☐ All six petition sections are complete.

☐ The proposed chapter bylaws are attached.

☐ Faculty advisor statement is signed and dated.

☐ Administrator support letter is complete and signed.

☐ Student counts and initial Emerging Scholars list are complete.

☐ The final application has been saved as a PDF.

☐ The PDF is ready to upload to the ES Application Submission form.