



AGS Constitution

CONSTITUTION OF THE ALPHA GAMMA CHAPTER  
OF  
ALPHA GAMMA SIGMA  
Santa Monica College Honor Society  
As Amended in Spring 2014

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**Article I: Name and Mission**

- SECTION I    Name  
This chapter shall be known as the Alpha Gamma chapter of Alpha Gamma Sigma, the California Community College Honor Society (herein after referred to as AGS).
- SECTION II    Mission  
The purpose of the chapter shall be to foster, promote, maintain, and recognize scholarship among the students of Santa Monica College; to develop programs offering cultural, social, or enrichment experiences; to promote service to the college and community; and to emphasize the development of leadership, character, and judgment.

**Article II: Emblem and Newsletter**

- SECTION I    Emblem  
The chapter emblem shall be a torch and flame behind a shield. The shield shall have open book with the words “HONOR SOCIETY” on its pages.
- SECTION II    Newsletter  
The chapter shall have a newsletter.

**Article III: Membership**

- SECTION I    Application for Membership
- A. Applications must be filed by the eighth week of the semester.
  - B. Applicants must provide their name, phone number, mailing address, official school email address, cumulative grade point average (G.P.A.) and completed units.
  - C. All applications are subject to approval of the Executive Board and the Faculty Adviser(s).
  - D. The Executive Board shall exercise authority to limit the membership capacity. number shall be determined by the Executive Board.
  - E. Applications will be accepted until the predetermined membership number is attained or the eighth week deadline has been reached, whichever stipulation is reached first.

SECTION II Initial Membership

- A. A person may attain initial membership by completing 12 semester or 18 quarter in a maximum of 3 semesters or 5 quarters at any recognized institution of higher education and has a cumulative G.P.A. of at least 3.00.
- B. No units acquired more than two years prior to application for initial membership be used prohibitively.

SECTION III Temporary Membership

- A. All life members of the California Scholarship Federation and those who graduated with a minimum G.P.A. of 3.50 at the high school level shall be invited to become temporary members during their first semester in a community college.
- B. Temporary members shall have, upon payment of dues, all the privileges membership except that of holding state elective office.

SECTION IV Continuing Memberships

- A. An initial or temporary member may attain continuing membership by
  - 1. Achieving, for the previous semester or quarter not less than a 3.00 G.P.A. in courses of recognized college standing, AND
  - 2. Maintaining a cumulative G.P.A. of 3.00 or better in courses of recognized college standing.
- B. Continuing members must reapply for membership each semester.
- C. Continuing members will receive one semester or quarter's grace period for every semester or quarter of earned continuing membership if the member's G.P.A. falls below 3.00. There shall be no two consecutive grace periods. In the event that a student takes all classes credit/no credit, then that semester will count as the grace period if they continuing member.
- D. Continuing members are entitled to wear the officially adopted silver pin of organization.

SECTION V Permanent Membership Recognition

- A. Permanent Membership is not granted automatically. Student members must apply for this status through their chapter advisor(s) who determine(s) the eligibility applicants.
  - 1. Permanent Membership applications must be filed by the eighth week of the spring semester.
- B. Student members may apply for permanent membership during the semester in which they complete a minimum of 60 semester or 90 quarter units in degree appropriate courses, with at least half of them completed at a community college. Applicants with few as 54 semester or 81 quarter degree appropriate units may be eligible for permanent membership provided they have enough units graded CR to make up the required with a qualifying G.P.A. determined as follows:
  - 1. The member has maintained a cumulative G.P.A. of 3.50 or better in all recognized college work and has been certified as a member of AGS for at least one term, OR:

2. The member has maintained a cumulative G.P.A. of 3.25 or better in all recognized college work and has been certified as a member of AGS for at least two terms.
- C. In determining eligibility, units must be counted beginning with those most recently completed and going back chronologically until the number of units needed is reached. All units in graded courses on any intervening transcripts must also be entered into calculation of the G.P.A. If any units from a semester (or quarter) are used to establish eligibility, all units from that semester (or quarter) must be included in computing G.P.A.
- D. Any courses completed two years or more prior to application for Permanent Membership, whether at a community college or other institution, shall not be used to prohibit any person from becoming a permanent member, provided these units not used to meet the minimum number of required units.
- E. Permanent members shall be entitled to wear the officially adopted gold pin of organization.
- F. Only persons who qualify for Permanent Membership shall be entitled to receive Alpha Gamma Sigma Permanent Certificate.
- G. Continuing members with permanent membership status will not be expected to state membership dues.

#### SECTION VI Probationary Membership

- A. Members will be granted a one semester grace period for every semester they maintain continuing membership. This grace period will be considered academic probation.
- B. Probation is granted when a continuing member's G.P.A. falls below 3.00 but remains above a 2.50.
- C. Consecutive grace periods will not be permitted.
- D. Probationary members will be eligible for all the privileges of the organization, but may not hold office.

### **Article IV: Membership Requirements**

#### SECTION I Community Service Hours

- A. All members are to complete a total of 20 hours of community service.
  1. A minimum of 10 of the 20 required hours must be AGS sponsored events.
  2. AGS sponsored events are all those events or activities which have been approved by the Executive Board as group events and in which the entire membership is encouraged to participate.
  3. Members may only earn community service hours credit for the hours worked at each AGS sponsored event they attend. In order to receive credit, the member must remain at the event for its entire duration.

4. It is the responsibility of each member to keep track of their service hours and to check with the Hours Secretary to see that they are recorded properly.
5. Ten additional hours must be earned by completing other AGS sponsored events or by completing 10 hours of independent volunteer opportunities.
6. An AGS Board approved list of independent volunteer opportunities will be provided online each semester for members to choose from.
7. To get an independent hours opportunity approved one must submit a signed letter printed on organization letterhead and stating the following: name of the student, name of supervisor and contact information, address of volunteer activity, duties of volunteering as well as any other pertinent information.
8. An independent hours opportunity will only be approved by the Executive Board if and only if:
  - a. one is not receiving credit for anything else by doing this community service. This includes, but is not limited to, if the independent hours opportunity is an internship, requirement for a class, or if one is being paid for this.
  - b. the opportunity is open for all AGS members.
9. Independent hours must be logged on the "Independent Hours Sheet" provided on the AGS SMC website.
10. Hours Secretary and Assistant Hours Secretary shall be responsible for keeping all independent hours' related paperwork in a designated file for record.

B. All members attending volunteer events are required to abide by the disciplinary guide.

1. Shall comply to instructions given by the header(s) and/or Adviser(s) present
2. Shall actively participate in the volunteer event.
3. Demonstrate a positive attitude.
4. Shall behave mannerly and respectfully at all times.
5. Shall avoid disruptive behaviors including, but not limited to: excessive use of mobile phone, smoking on site, socializing with other members in a manner that interferes with the volunteer assignment.
6. Shall meet at Pearl Street Bus Stop (PBS) at a predetermined time to check in with the event header. Members arriving more than 15 minute late shall be excluded from the event and issued a (1) negative one hour on their community service record.
7. Members arriving at the volunteer site without checking in at PBS shall be turned away and issued a (1) negative one hour on their community service record.

8. Shall meet at PBS wearing event appropriate attire. Members that do not meet this requirement shall be excluded from the event and issued a (1) negative one hour on their community service record.

C. Dropping of Events

1. If a member drops an AGS sponsored event within less than 72 hours (3 days) notice before the event, the member will receive (1) hour community service credit deduction from their record. As a courtesy, the member shall contact the event header to notify them of their absence.
2. Members may drop an event online at the Events Calendar with at least 72 hours' notice without penalty
3. A total of three minus ones (where each 1 incurs a 1 hour towards the member's volunteer hours) will disqualify member(s) for a transcript notation.

D. Cancellation of Events

1. If an AGS sponsored event is cancelled by AGS, members should not expect to get any hours. This includes if the event was cancelled within 24 hours prior to the event, although the members should be given proper notification not to show up to PBS by the header.
2. If an AGS sponsored event is cancelled by the organization, AGS members will not receive any hours if the event is cancelled 24 hours prior to the scheduled start of the event. If the event is cancelled within 24 hours of the event scheduled start time and the members are not given proper notification, then members may be granted volunteer hours pending Executive Board approval. This shall not exceed more than two hours.
3. If upon arrival to a volunteer event, volunteers signed up for the event are turned away because there is not enough volunteer work for all AGS members, then it is the header's responsibility to petition the board for volunteer hours. If the header cannot attend board meetings because of scheduling conflicts, it is the header's responsibility to present case to the Events Secretary or the Assistant Events Secretary so that they may present the case to the board.

SECTION II Meetings

- A. All members are required to attend at least 6 general meetings and are expected arrive within the first 15 minutes and remain for the entire meeting.
- B. It is each member's responsibility to provide proof of attendance. No proof attendance will be issued to members arriving after the first 15 minutes of a meeting.

SECTION III Committee Participation/Fundraising

- A. Each member is required to participate in at least one AGS committee or fundraising activities.



1. A member who misses a fundraiser activity in which the member was suppose to participate will receive a minus one (1) fundraiser credit.

**SECTION IV Social Events**

- A. Each member is required to attend at least one (1) AGS sponsored social event.
- B. Members who fail to attend a scheduled social event or fail to cancel in predetermined time frame shall forfeit the money paid toward the event and will not allowed to sign up for other socials with the exception of the Banquet.
- C. If a member drops an AGS sponsored social event within less than 72 hours' notice before the event, the member will receive (1) hour community service credit deduction from their record. As a courtesy, the member shall contact the event header to notify them of their absence.
- D. All members attending a social event shall:
  1. Conduct themselves in a socially courteous and responsible manner.
  2. Adhere to the rules and regulations stipulated by the establishment hosting the AGS sponsored event.
  3. Abide by the Alpha Gamma chapter rules and regulations.
  4. Refrain from acting in a reckless manner that may jeopardize the safety others.
  5. Refrain from acting in a manner that may compromise the integrity of organization's reputation and values.

**Article V: Academic Recognition**

**SECTION I Certificate of Recognition and Transcript Notation**

Only members meeting all requirements shall be entitled to receive the official certificate recognition and transcript notation of AGS participation.

**Article VI: Executive Board**

**SECTION I Officers**

- A. The elected officers of this organization shall be the following:
  1. President
  2. Internal Vice President
  3. Assistant External Vice President (two semester commitment required)
  4. Assistant Treasurer (two semester commitment required)
  5. Assistant Hours Secretary (two semester commitment required)
  6. Assistant Events Secretary (two semester commitment required)
  7. Recording Secretary
  8. Publicity Officer
  9. InterClub Council Delegate
  10. Associated Students Representative

11. Newsletter Chief Editor
- B. The appointed officers of this organization shall be the following:
1. External Vice President
  2. Treasurer
  3. Hours Secretary
  4. Events Secretary
  5. Student Relations Officer
  6. Website Coordinator
  7. Constitution and Policy Student Advisor
- C. All Executive Board Members must meet the following criteria:
1. Must be a current member in good standing with a G.P.A. of 3.00
  2. Must be enrolled in at least 6 units at SMC.
- D. If the Presidency becomes vacant the order of succession shall be the following:  
External Vice President, Internal Vice President, Treasurer, Hours Secretary,  
Recording Secretary.
1. In the case that a position is not filled by the order of succession a  
general election shall be held.

## SECTION II General Elections

- A. The election of officers shall be held during the thirteenth week of each semester  
secret ballot.
- B. The nominee receiving the majority of votes cast by the members present will  
elected.
- C. In the event of a tie, the matter can be taken upon a vote by the Executive Board under  
the direction of the faculty advisers.
- D. The Executive Board shall have the power to change the dates of the election  
necessary. This shall be done only with the consent of the Faculty Adviser(s).
- E. Candidates running for office must meet the following requirements:
1. Must be a member in good standing with a G.P.A. of 3.00.
  2. Cannot be a member of the Election/Nominating Committee.
  3. To run for the positions of President, candidates must have served on  
the Executive Board a prior semester. To run for the position of Vice  
President, candidates must attend all board meetings following  
nominations. In addition, to run for the position of Internal Vice  
President the candidate must have either served on the Executive Board  
a prior semester or must have attended at least three Executive Board  
meetings the semester in which the candidate is running prior his/her  
nominations. If and only if there is no candidate running for the  
Presidency from a prior Executive Board, then candidate(s) from  
General membership may run for the Presidency. Such candidate must  
attend at least three Executive Board meeting the semester in which the  
candidate is running prior his/her nominations. If and only if there is no  
candidate running for the Presidency from a prior Executive Board,

then candidate(s) from General membership may run for the Presidency. Such a candidate must attend at least three Executive Board meetings the semester in which the candidate is running prior his/her nomination.

4. Members who wish to serve on the Executive Board shall be in good standing which includes completing transcript notation requirements in the current semester. These potential Executive Board members must have received a transcript notation the previous semester. Shall not apply to members who applied under initial membership or temporary membership who were not part of AGS the previous semester.

### SECTION III Appointed Positions

- A. The President may nominate an applicant to fill an appointed position to be voted on the executive board within one week.
- B. If a vote of confidence by the Executive Board is not made within one week of nomination, the Executive Board shall hold interviews to fill the position(s).

### SECTION IV Terms of Office

- A. The term of an Elected Officer shall be from the end of the semester in which elected until the end of the semester served.
- B. An Elected Officer may be elected to the same office for a maximum of two semesters.
- C. No member may serve on the Executive Board for more than 4 semesters. This includes partial terms served if the vacancy is filled within the first 8 weeks of a semester.
- D. The term of office of any Elected Officer shall be subject to termination after unexcused absences from both Executive Board meetings and General meetings, of which a maximum of 3 absences is tolerated from the Executive Board meetings. An officer be excused if he/she has to attend events such as the EOPS, transfer and scholar workshops. The President shall have authority to approve an excused absence for other reasons. As a courtesy, the absent officer should give a 24 hour notice to the Recording Secretary and President. The recommendation for termination must be submitted to Executive Board and the Faculty Advisor(s) for approval.
- E. Missing thirty (30) minutes of an Executive Board meeting or General meeting is classed as an absence.
- F. Missing fifteen (15) minutes of an Executive Board meeting or General meeting considered a tardy. Two of these tardies are considered an absence.
- G. Executive Board members shall receive transcript notation based on the successful completion of their responsibilities.

### SECTION V Partial Term of Office

- A. A member who fills a vacancy in an office (less than one semester) shall be considered a partial term officer.

1. A partial term officer may be elected to a full term of that same position for a maximum of one more term if they fill a vacancy within the first 8 weeks of a semester.
2. A partial term officer may be elected to a full term of that same position for a maximum of two more terms if they fill a vacancy after the first 8 weeks of a semester.

#### SECTION VI Vacancy

- A. If a vacancy occurs during the semester, the President shall have one week to nominate an applicant to fill that vacancy.
- B. If a vote of confidence by the Executive Board is not made within one week of nomination, the Executive Board shall hold interviews to fill that position.
- C. Vacancies that occur before the beginning of the semester shall be treated as appointed positions.

#### SECTION VII General Duties

##### All Board Members:

- A. Shall attend all Executive Board meetings.
- B. Shall attend either the day or night general meetings each week.
- C. Shall be responsible for submitting a timely weekly committee report to the Internal Vice President. The report must specify the committee's activities for the previous week.
  1. A committee report shall include the committee's: objective, requirements, members, and weekly updates.
  2. Three special reports must be submitted by board members.
    - a. The initial report must outline requirements for each committee.
    - b. The second report shall include comments and suggestions, and serve as guidance for the future Executive Board members.
    - c. The final committee report shall include the names of all committee members who successfully completed all committee requirements, also the names of those members who did not satisfy committee requirements.
    - d. Shall consult their respective Adviser prior to turning in their committee requirements their first committee report.

#### SECTION VIII Responsibilities

##### A. President

1. Shall be the official representative of the chapter.
2. Shall preside over all meetings of the chapter and the Executive Board.
3. May, with approval of the Faculty Adviser(s), call special meetings when it is deemed necessary or desirable.
4. Shall see that the chapter constitution is brought into conformity after each state convention.

5. Appoints all special committee chairpersons, with the approval of the Executive Board. The President shall be ex officio member of all committees except the Election/Nominating Committee.
6. Shall nominate applicants to fill vacancies.
7. Shall vote in an Executive Board meeting only in the case of a tie.
8. Shall provide a detailed agenda for both Executive Board meetings as well as general meetings.
9. Shall be the head of at least two (2) events within the first 8 weeks of the term.
10. Shall have the power to form special committees as deemed necessary and proper to efficiently carry out the responsibilities and duties of the Office of President with the consent of the Executive Board.

B. Internal Vice President

1. Shall preside at meetings in the absence of the President and the External Vice President.
2. Shall perform such other duties as requested by the President.
3. Shall be ex officio member of all committees (except the Election Committee if running for Office).
4. If the appointed chairperson is unable to perform the required duties, the Internal Vice President shall act as that chairperson until a new chairperson can be appointed.
5. Shall be responsible for ensuring the efficiency of committees by mandating and reviewing a weekly written committee report from all committee chairpersons. In addition, shall be responsible for providing a committee report template to be used by all Executive Board members.
6. Shall provide a hard copy of constitutional duties and responsibilities to each respective Executive Board officer at the first Executive Board meeting or the first board meeting at which a newly appointed officer attends.
7. Shall insure newly elected AGS Board members create a designated AGS email address and provide personal contact information.
8. Shall be the head of at least two (2) events within the first 8 weeks of the term.
9. Shall serve as chairperson of the Banquet Committee.

C. External Vice President

1. Shall preside at meetings in the absence of the President.
2. Shall perform such other duties as requested by the President.
3. Succeeds to the office of President should that office become vacant.
4. Shall be responsible for finding and posting AGS sponsored volunteer events online.
5. Shall coordinate all of the community service events with the Events Secretary.

6. Shall be responsible for contacting approved independent hours organizations to check whether they will be working and accepting AGS volunteers for independent hours. This information is to be sent to the Hours Secretary and the Assistant Hours Secretary for the purpose of updating the independent hours' records, and the Website Coordinator for the purpose of updating the independent hours' information on the chapter's website.
7. Shall fully train the Assistant External Vice President.
8. Shall be the head of at least two (2) events within the first 8 weeks of the term.
9. Shall serve as chairperson of the Community Service Committee.

D. Assistant External Vice President

1. Shall fully assist/train under the current External Vice President in preparation to assume the role of the External Vice President the following semester.
2. Shall become familiar with guidelines in finding and coordinating volunteer events.
3. Shall actively seek and book volunteer events during the offseason (winter/summer) prior to serving as External Vice President.
4. Shall also assist the External Vice President in finding volunteer events throughout the semester.
5. Shall update independent volunteer opportunities for the club.
6. Shall be the head of at least two (2) events within the first 8 weeks of the term.
7. Shall serve as vice chairperson of the Community Service Committee.

E. Treasurer

1. Shall keep a record of all financial accounts (obtained from the college and by careful accounting procedures).
2. Shall receive all monies during the chapter meetings and record the name and amount on a collection sheet.
3. Shall file the money and the receipt report in the Auxiliary Services Office immediately after the meeting.
4. Shall report the financial status of the organization at each Executive Board meeting. Weekly report must include the balance amount of the Special Account.
5. Shall assist Executive Board members with issues involving the budget of an AGS endeavor of any sort approved by the Executive Board.
6. Shall fully train the Assistant Treasurer in all club financial matters.
7. Shall be the head of at least two (2) events within the first 8 weeks of the term.
8. Shall serve as chairperson of the Finance Committee.

F. Assistant Treasurer

1. Shall fully assist/train under the current Treasurer in preparation to assume the role of Treasurer the following semester.
2. Shall make the final treasury report at the end of the semester.
3. Shall present the final treasury report to the Executive Board upon becoming the Treasurer.
4. Shall be the head of at least four (4) events.
5. Shall serve as chairperson of the See's Candy Committee.

#### G. Hours Secretary

1. Shall record hours for each member in the AGS database.
2. Shall record the committee/fundraising participation of each member.
3. Shall prepare a list of all members who qualified for genemraembership.
4. Shall process all membership applications received during the semester.
5. Shall hold all chapter member information strictly confidential.
6. Shall do statistics on volunteer hours completed by members once per semester, and present this report to the Executive Board after the 12th week.
7. Shall be responsible for keeping all independent hours' related paperwork in a designated file for record.
8. Shall fully train the Assistant Hours Secretary.
9. Shall be the head of at least two (2) events within the first 8 weeks of the term.
10. Shall serve as co-chairperson of the Driver's Committee.

#### H. Assistant Hours Secretary

1. Shall fully assist/train under the current Hours Secretary in preparation to assume the role of the Hours Secretary the following semester.
2. Shall be the head of at least two (2) events within the first 8 weeks of the term.
3. Shall serve as co-chairperson of the Driver's Committee.

#### I. Recording Secretary

1. Shall record the minutes of the meetings of the chapter and the Executive Board.
2. Shall keep an active role of the attendance at all meetings.
3. Shall provide a copy of the minutes to the President at least 48 hours prior the next Executive Board meeting and at each Executive Board meeting.
4. Shall enforce all time restrictions, as necessary.
5. Shall inform the President of officer absenteeism
6. The Officer shall be subject to dismissal if he/she fails to produce minutes more than two (2) times.
7. Shall report and conduct chapter correspondence, including the writing of all special and official invitations.
8. Shall keep a copy of the Constitution in the Secretary's book.

9. Shall check the AGS official club email account [question4ags@gmail.com](mailto:question4ags@gmail.com) on a regular basis in the absence of the Student Relations Officer.
10. Shall update the Executive Board applications to reflect the most current version of the Constitution.
11. Shall be the head of at least two (2) events within the first 8 weeks of the term.
12. Shall serve as chairperson of the Elections Committee.

#### J. Events Secretary

1. Shall train Executive Board members and committee members to become successful headers.
2. Shall have the responsibility of assigning headers to each AGS event.
3. Shall be responsible for maintaining header signups online.
4. Shall do statistics of event heading requirements of the Executive Board members.
5. Shall submit misconduct reports from volunteer events to the Executive Board.
6. Shall issue written notices of misconduct to such members under question.
7. Shall fully train Assistant Events Secretary.
8. Shall be the head of at least four (4) events, two (2) of which are to complete within the first 8 weeks of the term.
9. Shall serve as the chairperson of the Event Headers Committee.

#### K. Assistant Events Secretary

1. Shall fully assist/train under the current Events Secretary in preparation to assume the role of Events Secretary in the following semester.
2. Shall maintain an accurate history of the chapter's activities including organized digital albums filled with pictures of all events to be uploaded on the chapter's Facebook page and also kept as record for the future. The albums are also to be sent to the Website Coordinator, to be used for the chapter's official website, and the Newsletter Editor, to be used for the chapter's Newsletter.
3. Shall be responsible for taking board pictures, which are to be sent to Website Coordinator for update on the AGS website and the Publicity officer for update on the Chapter's Facebook page.
4. Shall coordinate with the Newsletter Chief Editor by, but not limited to, providing pictures for the Newsletter.
5. Shall be responsible for providing pictures and/or videos to be presented to General members at different occasions as requested by the President.
6. Shall perform such other duties as requested by the Event Secretary.



7. Shall be the head of at least four (4) events, two (2) of which are to be complete within the first 8 weeks of the term.
8. Shall serve as the chairperson of the Historian Committee

L. Publicity Officer

1. Shall publicize chapter events and promote chapter awareness on the campus, in the campus newspaper, and in the community newspaper when possible. Items publicized must be approved by the Executive Board and Advisor(s).
2. Shall be responsible for weekly email updates to the general members in regards to official chapter business.
3. Shall decorate and update the AGS glass display case at least once monthly.
4. Shall work with the President to manage and update official chapter's Facebook account and Youtube channel on a routinely basis.
5. Shall actively recruit new members keeping in mind the application deadline.
6. Shall work with the I.C.C. Delegate during Club Row to recruit new members and/or publicize AGS.
7. Shall be responsible for creating name tags for every board member.
8. Shall be the head of at least two (2) events within the first 8 weeks of the term.
9. Shall serve as chairperson of the Publicity Committee.

M. InterClub Council Delegate

1. Shall attend all InterClub Council (ICC) meetings.
2. Shall represent the Chapter and vote on items that have been approved by the Chapter.
3. Shall report back to the Chapter all events and items discussed at the ICC meetings.
4. Shall provide a summary of the ICC meeting and submit copies of the ICC agenda and minutes to the Recording Secretary.
5. Shall notify the President immediately of any ICC meeting that the ICC Delegate cannot attend.
6. Shall ensure the timely completion and submission of all necessary paperwork for Club Row participation.
7. Shall be the head of at least two (2) events within the first 8 weeks of the term.
8. Shall serve as the chairperson of the Club Row Committee.

N. Associated Students Representative (1)

1. Shall attend all Associated Students (A.S.) Government meetings.
2. Shall report back to the chapter all events and items discussed.
3. Shall provide a summary of the A.S. meeting and submit copies of the A.S. agenda and minutes to the Recording Secretary.

4. Shall notify the President immediately of any A.S. meetings that the A.S. Representative cannot attend.
5. Shall ensure the timely completion and submission of all necessary paperwork for T.V. Taping attendance.
6. Shall be the header of all T.V. Taping events.
7. Shall serve as the chairperson of the T.V. Taping Committee.

O. Newsletter Chief Editor

1. Shall publish a minimum of three (3) newsletters reporting the activities of the chapter. Should present the newsletters to the Faculty Advisor(s) for feedback.
2. Shall provide copies of articles that may be submitted to the Publicity Officer for potential publishing in the campus/community newspaper.
3. Shall be the head of at least two (2) events within the first 8 weeks of the term.
4. Shall serve as chairperson of the Newsletter Committee.

P. Student Relations Officer

1. Shall attend both the day and evening meetings.
2. Shall act as the liaison and first point of contact between the Executive Board and general members.
3. Shall address issues relating to AGS brought forth by the general members. He/she shall submit a report of these issues during the board meetings. If these issues cannot be resolved by the Student Relations Officer, the general member can present his/her issue during the board meetings.
4. Shall check the AGS official club email account [question4ags@gmail.com](mailto:question4ags@gmail.com) and [agsmathtutors@gmail.com](mailto:agsmathtutors@gmail.com) on regular basis.
5. Shall check the AGS mailbox in the Cayton Center on a regular basis.
6. Shall be responsible for issuing proof of attendance to members at the day and evening general meetings.
7. Shall perform such other duties as requested by the President.
8. Shall be the head of at least two (2) events within the first 8 week of the terms.
9. Shall serve as chairperson of the Tutoring Committee.

Q. Website Coordinator

1. Shall update and maintain the chapter web site including keeping downloadable forms and approved independent hours' page up-to-date, assuring pictures and contact information of officers are updated, amongst other duties.
  - a. All revisions must be approved by the Executive Board and Faculty Adviser(s).
2. Shall be the head of at least two (2) events within the first 8 weeks of

the term.

3. Shall serve as chairperson of the Website Committee.
4. This position shall be temporarily appointed by the AGS President only when assistance with website revisions is deemed necessary

R. Constitution and Policy Student Advisor

1. Shall be responsible for analyzing and presenting possible constitution revisions to the Executive Board in order to maximize the efficiency of the club.
2. Shall perform such other duties as requested by the President.
3. Shall serve as chairperson of the Constitution Committee.
4. Shall be the head of at least two (2) events within the first 8 weeks of the term.
5. This position shall be temporarily appointed by the AGS President only when constitutional amendments are deemed necessary.

**Article VII: Standing Committees**

SECTION I Banquet Committee

The Internal Vice President shall serve as chairperson of the Banquet Committee. Committee shall coordinate the end of semester Awards, Recognition, and Officer Installation Banquet Ceremony.

SECTION II Club Row Committee

The I.C.C. Delegate shall serve as chairperson of the Club Row Committee. The committee shall organize all activities in preparation for the Club Row booth.

SECTION III Community Service Committee

The External Vice President shall serve as chairperson of the Community Service Committee. The Assistant External Vice President shall serve as vice chairperson of the Community Service Committee. This committee will be responsible for finding volunteer sponsored events.

SECTION IV Driver's Committee

The Hours Secretary and Assistant Hours Secretary shall serve as co-chairpersons of Driver's Committee. This committee will provide transportation for AGS sponsored events and social events. Members must become verified drivers and shall submit one photocopy of their valid driver's license and current vehicle insurance card.

SECTION V Election Committee

The Recording Secretary shall serve as chairperson of the Election Committee. This committee shall encourage nominations for chapter offices, and shall report to the chapter qualified candidates who have consented to run for office. Shall also be responsible preparing a ballot and counting the votes cast.

SECTION VI Event Headers Committee

The Events Secretary shall serve as chairperson of the Event Headers Committee. This committee shall consist of general members trained by the chairperson, under the direction the Executive Board, to lead events.

SECTION VII Finance Committee

The Treasurer shall serve as chairperson of the Finance Committee. The duties of committee are to plan, organize, and conduct fundraising activities. This committee shall organize and coordinate the production of AGS clothes and apparel to be sold. The final designs for the clothes and apparel must be approved by the Executive Board and the Faculty Adviser(s) before the final production.

SECTION VIII Historian Committee

The Assistant Event Secretary shall serve as chairperson of the Historian Committee. This committee shall attend volunteer/social opportunities and coordinate the photography of the AGS event.

SECTION IX Newsletter Committee

The Newsletter Chief Editor shall serve as chairperson of the Newsletter Committee. Upon the guidance of the Faculty Advisor(s), the newsletter shall be published and distributed members. This committee shall aid the Newsletter Chief Editor in publishing the newsletter providing articles for the newsletter as directed by the Newsletter Chief Editor.

SECTION X Publicity Committee

The Publicity Officer shall serve as chairperson of the Publicity Committee. This committee shall publicize activities of the chapter on the campus, in the campus newspaper, display and in the community newspaper when possible. The primary efforts of this committee be to seek new members to the Alpha Gamma chapter. Items publicized must be approved by the Executive Board and Adviser(s).

SECTION XI See's Candies Committee

The Assistant Treasurer will serve as chairperson of the See's Candies Committee. He/she will coordinate the distribution of the products, and the collection of money. Members serving in this committee will need to sell a set number of products. This number shall be determined by the Executive Board and the Faculty Adviser(s).

SECTION XII Tutoring Committee

The Student Relations Officer shall serve as chairperson of the Tutoring Committee. This committee shall report directly to the Faculty Adviser in charge of the Tutoring Committee, and obey all instructions given.

SECTION XIII TV Taping Committee

The AS Representative shall serve as the chairperson of the TV taping committee. This committee shall organize the TV tapings, and ensure that all necessary field trip

forms attend these events are completed and submitted to the A.S. office in a timely manner. This committee shall also ensure that all of the scheduled TV tapings will be attended by members who have been scheduled for it; at least 1 chairperson shall be in attendance at T.V. taping.

#### SECTION XIV Special Committees

- A. When necessary, new committees shall be formed if they are approved by the majority of the Executive Board at a meeting in which the Faculty Adviser(s) is/are present.
- B. The Website Committee  
The Website Coordinator will serve as chairperson of the Website Committee. This committee shall organize and coordinate activities necessary for the updating and maintenance of the chapter's website. Any revisions must be approved by the Executive Board Faculty Adviser(s).
- C. The Constitution Committee  
The Constitution and Policy Student Advisor shall serve as chairperson to the Constitution Committee. He/she shall form a committee to review and update the By-Laws of the Alpha Gamma Chapter to conform to changes in the Alpha Gamma Sigma State Constitution. Committee will also coordinate any necessary changes needed to amend the constitution reflect and best serve the needs of the Chapter. This committee will be temporarily formed when necessary.

### **Article VIII: Meetings**

#### SECTION I Regular Chapter Meetings

- A. Shall be held once a week.
- B. Faculty Adviser(s) must be present at all meetings.
- C. An emergency meeting may be called by the President with the approval of the Faculty Adviser(s).

#### SECTION II Executive Board Meetings

- A. Shall be held once a week.
- B. Faculty Adviser(s) must be present at all meetings.
- C. An emergency meeting may be called by the President with the approval of the Faculty Adviser(s).

#### SECTION III Quorums

Twenty five percent of the membership shall constitute a quorum for a chapter meeting. Quorums shall be achieved with the combined attendance of the day and evening meetings must be achieved on meetings that voting occurs. For Executive Board meetings, the majority of the members of the Executive Board shall constitute a quorum.

SECTION IV Committee Meetings

Committee meetings shall be held as deemed necessary by the Chairperson and shall be scheduled to meet the needs of the majority of its Committee Members. The Committee meetings shall be for the following purposes:

- A. Members of Committees shall meet to plan, organize, promote or staff their assigned duties.
- B. Committee chair(s) shall submit a weekly written report to the Internal Vice President on the activities of their committee.

**Article IX: Finances**

SECTION I Dues

Dues are set by the State Organization, which charges each chapter a flat fee plus an additional fee per member per semester. Application for AGS Membership will only be accepted upon payment of dues. Permanent members are exempt. In accordance with Associated Students policy no additional fees may be charged by the chapter.

SECTION II AGS Special Account

Funds equal to start up costs shall be left in the special account at the end of each semester use during the following semester. This amount shall be determined by each Executive Board the end of the semester.

SECTION III Allocation of Funds

Any and all funds allocated must be approved by the majority of the Executive Board meeting in which the Faculty Adviser(s) is/are present. No retroactive funding will be paid member who spends out of pocket funds.

**Article X: Legislative Initiatives**

SECTION I Initiative

Any rule or regulation may be initiated by the members by filing with the Recording Secretary a petition signed by one half of the membership. Any initiative or referendum dealing with financial matters must have the amount specified. Unless otherwise noted, referendums and initiatives shall be voted on at the next general election.

SECTION II Impeachment

- A. An Executive Board member may be impeached for:
  - 1. Dereliction of duty.
  - 2. Misuse of funds.
  - 3. Abuse of authority.
  - 4. Executive Board member's actions that violate any superseding rules of this campus.

5. Disregard of the Alpha Gamma chapter's By-Laws as stated in the Constitution.
  6. As deemed necessary to preserve the integrity of the organization's reputation and values.
- B. Grounds for impeachment shall be reviewed by a Special Committee, appointed by the Faculty Adviser(s). A four fifths concurrence vote is required to sustain impeachment proceedings.

### SECTION III Recall

- A. Petitions for recall may be filed by any member in good standing, against any elected office holder.
1. Petitions are filed with the Faculty Adviser(s) and must indicate reason(s) for the proposed recall.
  2. Only one person may be named on a petition.
  3. Petitions must be circulated to AGS members at a general meeting for signatures.
  4. Petitions signed by a twothirds majority of those present will warrant a recall of the office holder.
  5. In the case of recall, a new election shall be held to fill that position.

### SECTION IV Amendments

- A. All proposed amendments to the constitution must be submitted in writing to the Executive Board.
- B. All proposed amendments to the constitution must be approved by a two thirds vote of the Executive Board prior to presentation to the general membership.
- C. Notice of amendments that have been approved by the Executive Board must be given one week prior to presentation of such amendments to the general membership. Notice shall be interpreted as written publication in the college newspaper, Executive Board minutes, or as announced at general chapter meetings.
- D. Any amendment which meets the requirements of A, B, and C of Article X, Section IV may be voted on at any general meeting, and passed with a two thirds majority vote of members present.

### SECTION V Ratification

This Constitution shall require a twothirds affirmative vote of all votes cast in any chapter election, and upon ratification this Constitution shall become effective 14 days thereafter.

## **Article XI: Operating Procedures**

### SECTION I Alpha Gamma Sigma Property

Any forms, photographs, fliers, sign in sheets, T-Shirt designs, or anything else done the name of Alpha Gamma Sigma within the SMC community becomes the property of the Alpha Gamma chapter of AGS.

SECTION II Election Code

An election code shall be formulated by the Election Committee and approved by Executive Board.

SECTION III Rules of Order

The most current issue of Robert's Rules of Order shall be the final authority questions of parliamentary procedures.

**Article XII: Discipline**

SECTION I Basis of Discipline

- A. AGS membership may be suspended for the remainder of the semester or terminated for improper conduct.

SECTION II Valid Cause

- A. Willful or excessive violation of the Alpha Gamma Chapter Bylaws.
- B. Willful disregard of decisions made or instructions given by the executive board or Adviser(s).
- C. Disclosing of confidential information on chapter business.
- D. Unwarranted attacks on any member or refusal to cooperate with a member or Adviser(s).
- E. Misrepresentation of the chapter or any of its officers.
- F. Contributing to the creation of a hostile environment within the chapter.
- G. Grave misconduct at chapter activities (social events, general meetings and volunteer events) is grounds for immediate termination of club membership.
  - 1. Zero tolerance to showing up intoxicated (drugs or alcohol) or becoming intoxicated while participating at an AGS Event.
- H. Membership obtained through false premise.
  - 1. Including but not limited to obtaining membership by cheating, falsifying records, lying, stealing or deceit of any kind.
- I. Any violation of SMC's Student Code of Conduct, as defined in the SMC Catalog.

SECTION III Procedure

- A. If misconduct at an AGS event is witnessed or reported, the member under question is to be approached directly by the event header and given verbal counsel on site. The header shall report the incident in writing and submit it to the Event Secretary President. A misconduct report may be presented to the Executive Board at following Board Meeting.
- B. If the member under question is said to have participated in misconduct, a written notice shall be delivered by the President and/or Event Secretary. The written notice shall include the alleged violation and the course of action to be taken thereafter. The notice shall be issued by the Events Secretary, President, and an Adviser.



- C. After the matter has been established, and if the offending member refuses comply, the issue can be brought before the Executive Board. A termination membership shall be issued to the member under question upon a two thirds vote of board. Effective immediately until such time that ample demonstration of restoration the member's offense is presented.
- D. Faculty Advisers shall oversee any appeal process initiated for the chapter to restoration of the member. Advisers shall give the final approval of suspension termination.
- E. Incidents that violate SMC's Student Code of Conduct shall be reported by Faculty Advisers to the SMC campus disciplinarian.