



AGS Constitution



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CONSTITUTION OF THE ALPHA GAMMA CHAPTER
OF
ALPHA GAMMA SIGMA
Santa Monica College Honor Society
As Amended in Spring 2007

Article I: Name and Mission

SECTION I Name

This chapter shall be known as the Alpha Gamma chapter of Alpha Gamma Sigma, Inc., 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 the 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 an 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, 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 Advisor(s).

SECTION II Initial Membership

A. A person may attain initial membership by completing 12 semester or 18 quarter units 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 shall 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 of membership except that of holding state elective office.

SECTION IV Continuing Membership

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, OR
2. Maintaining a cumulative G.P.A. of 3.00 or better in courses of recognized college standing.

B. Continuing members will 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.

D. Continuing members are entitled to wear the officially adopted silver pin of the 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 of 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 as 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 total 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 the 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 of the 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 be used to meet the minimum number of required units.

E. Permanent members shall be entitled to wear the officially adopted gold pin of the organization.

F. Only persons who qualify for Permanent Membership shall be entitled to receive the Alpha Gamma Sigma Permanent Certificate.

G. Continuing members with permanent membership status will not be expected to pay 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 will receive community service hours for each AGS sponsored event they attend. In order to receive full 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 each semester for members to choose from.

B. Cancellation of Events

1. Members shall notify the event head 48 hours prior to the event of any cancellation in order to avoid deduction of one hour from the record.

2. Members may drop an event on-line at the Events Calendar with at least 24 hours notice.
3. A total of three minus one's (-1 hour) disqualifies members for a transcript notation.

SECTION II Meetings

- A. All members are required to attend at least 6 general meetings and are expected to 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 of attendance will be issued 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 two fundraising activities.

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

- B. Members can receive credit for committee participation by organizing and heading an AGS sponsored event.

1. A member who heads an event must present a report to the Executive Board both before and after the scheduled AGS event.

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 of 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. External Vice President
4. Assistant Hours Secretary
5. Recording Secretary
6. Assistant Treasurer (two semester commitment preferred)
7. Inter-Club Council Representatives (2)
8. Associated Students Representatives (2)
9. Publicity Officer
10. Newsletter Chief Editor

- B. The appointed officers of this organization shall be the following:

1. Evening Member Representative
2. Historian
3. Student Relations Officer (2) - must never have previously held office.
4. Treasurer
5. Web Site Coordinator
6. Events Secretary
7. Hours Secretary

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:

Internal Vice President, External Vice President, Hours Secretary,
Recording Secretary, Treasurer.

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 by secret ballot.
- B. The nominee receiving the majority of votes cast by the members present will be elected.
- C. In the event of a tie, the Faculties of Advisors will have the discretionary power to decide a course of action.
- D. The Executive Board shall have the power to change the dates of the election if necessary. This shall be done only with the consent of the Faculty Advisor(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 or Vice President candidates should attend all board meetings following nominations.

SECTION III Appointed Positions

- A. The President may nominate an applicant to fill an appointed position to be voted on by the executive board within one week.
- B. If a vote of confidence by the Executive Board is not made within one week of the 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 4 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 may be excused only if he/she has to attend events such as the EOPS and UC scholars' workshop. 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 the 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 is considered a tardy. Two of these tardies is 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 may 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 the 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 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 Advisor(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 standing committee and 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. If the appointed chairperson is unable to perform the required duties, the President shall act as that chairperson until a new chairperson can be appointed.
7. If an Executive Board position becomes vacant during the semester, the President shall have one week to nominate an applicant to fill the said vacancy.
8. Shall vote in an executive board meeting only in the case of a tie.
9. Shall serve as chairperson of the Social Events Committee.
10. Shall be the head at least two (2) events.

B. Internal 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 office of President should that office become vacant.
4. Shall be ex officio member of all committees (except the Election/ Nomination Committee if running for Office).
5. 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.
6. Shall be responsible for ensuring that committees are running smoothly.
7. Shall serve as chairperson of the Banquet Committee.
8. Shall be the head of at least two (2) events.

C. External Vice President

1. Shall preside at meetings in the absence of the President and Internal Vice President.
2. Shall perform such other duties as requested by the President.
3. Shall coordinate all of the events with the Events Secretary.
4. Shall serve as chairperson of the Club Row Committee.
5. Shall be responsible for all external club activities.
6. Shall be the head of at least two (2) events.
7. Shall organize the AGS-sponsored events and independent volunteer opportunities for the club.

D. 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 general membership.
4. Shall process all membership applications received during the semester.
5. Shall hold all chapter information strictly confidential
6. Shall be the head of at least one (1) event.

E. Assistant Hours Secretary

1. Shall assist/train under the current Hours Secretary in preparation to be Hours Secretary the following semester.
2. Shall serve as chairperson of at least one (1) committee.
3. Shall be the head of at least two (2) events.

F. Recording Secretary

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

G. Treasurer

1. Shall keep a record of all financial accounts (obtained from the college or by careful accounting procedures).
2. Shall report the financial status of the organization at each Executive Board meeting.
3. Shall receive all monies during the chapter meetings and record the name and amount on a collection sheet.
4. Shall file the money and the receipt report in the Business Enterprise office immediately after the meeting.
5. Shall provide for expedient results in obtaining chapter monies, as appropriate.
6. Shall attend all necessary SMC Finance Committee meetings.
7. Shall fully train the Assistant Treasurer in all club financial matters.
8. Shall serve as chairperson of the Finance Committee.
9. Shall be the head of at least two (2) events.

H. Assistant Treasurer

1. Shall assist/train under the current Treasurer in preparation to be Treasurer the following semester.
2. Shall serve as chairperson of at least one (1) committee.
3. Shall be the head of at least two (2) events.

I. Inter-Club Council Representatives (2)

1. Shall attend all Inter-Club Council (ICC) meetings and all necessary SMC Finance Committee 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.
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 Representative(s) cannot attend.
6. Shall serve on the Club Row Committee.
7. Shall serve as chairperson of at least one (1) committee.
8. Shall be the head of at least two (2) events.

J. Associated Students Representatives (2)

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(s) cannot attend.
5. Shall serve as chairperson of at least one (1) committee.
6. Shall be the head of at least two (2) events.

K. Publicity Officer

1. Shall publicize all activities of the chapter on the campus, in the campus newspaper, and in the community newspaper when possible. Items publicized must be approved by the chapter.
2. Shall serve as chairperson of the Publicity Committee.
3. Shall be the head of at least two (2) events.

L. Newsletter Chief Editor

1. Shall publish a minimum of three (3) newsletters reporting the activities of the chapter. These newsletters should be presented to the Executive Board and the Faculty Advisor(s).
2. Shall serve as chairperson of the Newsletter Committee.
3. Shall be the head of at least two (2) events.

M. Evening Member Representative

1. Shall attend all general meetings and preside over all evening member meetings.
2. Shall serve as chairperson of at least one (1) committee.
3. Shall be the head of at least two (2) events.
4. Shall take the attendance of board members during the evening meetings if the Recording Secretary fails to attend.

N. Historian

1. Shall maintain an accurate history of the chapter including creating historical albums filled with articles, newsletters, calendars, and pictures of all events.
2. Shall act as Recording Secretary in the Secretary's absence.
3. Shall serve on the Newsletter Committee.
4. Shall serve as chairperson of the Historian's Committee.
5. Shall be the head of at least two (2) events.

O. Student Relations Officers (2)

1. Shall maintain order during general meetings
2. Shall address problems/issues relating to AGS brought forth by the general members. He/she shall submit a report of these problems/issues during the board meetings. If these problems/issues cannot be resolved by the student relation officers, the general member can present his/her problem/issue during the board meetings.
2. Shall serve as chairperson of at least one committee.

3. Shall perform such other duties as requested by the President.
4. Shall be the head of at least four (4) events.

P. Web Site Coordinator

1. Shall update and maintain the chapter web site.
 - a. All revisions must be approved by the Faculty Advisor(s).
2. Shall serve as chairperson of at least one (1) committee.
3. Shall be the head of at least two (2) events.

Q. Events Secretary

1. Shall provide a list of upcoming events to general members.
2. Shall be responsible for preparing event signup sheets and/or maintaining event sign-up online.
3. Shall check the AGS hotline and the AGS mailbox on a regular basis.
4. Shall serve as chairperson of at least one committee.
5. Shall be the head of at least two (2) events.

Article VII: Standing Committees

SECTION I Social Events Committee

The President shall serve as chairperson of the Social Events Committee. The duties of this committee shall be to develop a calendar of social events that provides a balanced program of social, enrichment, and cultural activities. The committee shall see that all necessary arrangements are completed one week prior to each event. The President shall poll the membership at the end of the semester to ascertain program suggestions for the next semester.

SECTION II Club Row Committee

The Vice President shall serve as chairperson of the Club Row Committee. The ICC Representatives shall serve on this committee.

SECTION III Finance Committee

The Treasurer shall serve as chairperson of the Finance Committee. The duties of this committee are to plan, organize, and conduct fund-raising activities.

SECTION IV Newsletter Committee

The Newsletter Chief Editor shall serve as chairperson of the Newsletter Committee. Upon the approval of the Faculty Advisor(s), the newsletter shall be published and distributed to all members.

SECTION V Election/Nominating Committee

This committee shall encourage nominations for chapter offices, and shall report to the chapter all qualified candidates who have consented to run for office.

SECTION VI Banquet Committee

This committee shall coordinate the end of semester awards banquet.

SECTION VII Conference Committee

This committee shall coordinate the preparations necessary for attendance at the AGS Fall and Spring Conferences.

SECTION VIII Historian's Committee

This committee shall coordinate the photography of each AGS event.

SECTION IX Event Headers Committee

This committee shall consist of general members trained to lead events under the direction of the Executive Board.

SECTION X Display Case Committee

This committee shall coordinate activities necessary for the decoration of the display case located in the Business Building.

SECTION XI Publicity Committee

The Publicity Officer will serve as chairperson of the Publicity Committee. This committee shall publicize all activities of the chapter on the campus, in the campus newspaper, and in the community newspaper when possible. Items publicized must be approved by the chapter.

SECTION XII Eco-Action Committee

This committee shall organize events and activities relating to the environment.

SECTION XIII TV-Taping

This committee will organize the TV-tapings and attend these events. This committee shall also ensure that all of the scheduled TV-tapings will be attended by all members who have been scheduled for it.

SECTION XIV T-Shirt Committee

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 Advisor(s) before the final production.

SECTION XV 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 and the Faculty Advisor(s).

SECTION XVI 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 Advisor(s).

SECTION XVII Movie Night Committee

This committee will organize and coordinate the scheduled Movie Nights. This will include setting up the event and cleaning up afterwards.

SECTION XX 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 Advisor(s) is/are present.

B. The constitution committee will coordinate any necessary changes needed to amend the constitution. 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 Advisor(s) must be present at all meetings in which voting takes place.

C. An emergency meeting may be called by the President with the approval of the Faculty Advisor(s).

SECTION II Executive Board Meetings

A. Shall be held once a week.

B. Faculty Advisor(s) must be present at all meetings.

C. An emergency meeting may be called by the President with the approval of the Faculty Advisor(s).

SECTION III Quorums

Twenty five percent of the membership shall constitute a quorum for a chapter meeting. For Executive Board meetings, the majority of the members of the Executive Board shall constitute a quorum.

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 for use during the following semester. This amount shall be determined by each Executive Board at 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 at a meeting in which the Faculty Advisor(s) is/are present. No retroactive funding will be paid to any 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, all 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. Where the Executive Board member's actions have violated any superseding rules of this campus, OR
5. As deemed necessary to preserve the organization's good name.

B. Grounds for impeachment shall be reviewed by a Special Committee, appointed by the Faculty Advisor(s). A four-fifths concurrence vote is required to sustain impeachment proceedings. A two-thirds vote of the general membership shall be required for a conviction.

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 Advisor(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 two-thirds 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 should 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 two-thirds affirmative vote of all votes cast in any chapter election, and upon ratification this Constitution shall become effective 30 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 in the name of Alpha Gamma Sigma becomes the property of the Alpha Gamma chapter of AGS.

SECTION
II Election Code

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

SECTION
III Rules of Order

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

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