*Proposed Revisions to the Bylaws of AGS*

**Sigma phi chapter bylaws**

**Alpha gamma sigma**

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**Rio Hondo College**

**ARTICLE I NAME AND PURPOSE**

**Section 1** The Rio Hondo Chapter of Alpha Gamma Sigma shall be known as the Sigma Phi Chapter of Alpha Gamma Sigma, incorporated, the California Community College Honor Society.

**Section 2** The purpose of this organization is to foster, promote, maintain, and recognize scholarship among its members and other students. It aims to develop programs offering cultural, social, and enrichment activities as part of the total college experience. It seeks to promote service to the college and the community.

**ARTICLE II MEMBERSHIP**

**Section 1** Initial Membership: A person may attain initial membership if the person has completed 12 semester units of college work in a maximum of 2 semesters at any recognized institution of higher education and has a cumulative grade point average of 3.0

No units acquired more than two years prior to application for initial membership shall be used prohibitively.

**Section 2 Temporary Membership**: All life members of the California Scholarship Federation, and those who graduated with a minimum GPA of 3.5 at the high school level, shall be invited to become temporary members during their first semester in the community college and shall have, upon payment of dues, all the privileges of membership except that of holding office.

**Section 3 Continuing Membership**: An initial or temporary member may obtain a continuing membership by:

1. Achieving for the previous semester not less than a 3.0 GPA in courses recognized in college standing, **OR**…
2. Maintaining a cumulative GPA of 3.0 or better in courses of recognized college standings.
3. If the continuing member’s GPA falls below 3.0 but remains at 2.5 or above, he/she may maintain continuing membership. Continuing members will receive one semester grace period of every semester of earned continuing membership. There shall be no two consecutive grace periods.

**Section 4 Permanent Membership:** A permanent member is any person who has completed a minimum of 60 semesterunits of recognized college courses, with a minimum of 30 unitscompleted at a community college. A member could apply for permanent membership and meet either of the following requirements:

1. Has maintained a cumulative GPA of 3.5 or better and has been a member of Alpha Gamma Sigma, incorporated for at least one semester.
2. Any continuing member who has maintained a cumulative GPA of 3.25 or better, in all recognized college work and has been a member of Alpha Gamma Sigma, incorporated for at least two semesters**.**
3. Any courses completed two years or more prior to application for permanent membership, whether at a community college or other institution, shall be used to prohibit any person from becoming a permanent member, provided that these units not be used to meet the minimum requirement of 60 semester units.
4. Permanent membership applications are accepted in the fall & spring semesters.

**Section 5** Alumnus Member:Any permanent member shall be considered an Alumnus.

**Section 6** Upon submitting an application, $20.00 membership fees are due.

1. Used for statewide dues and to cover other club activities such as AGS State Conference
2. All members have to pay their college service fees prior to the application deadlines

**Section 7** Membership fees are non-refundable-

1. However, if it is determined if an individual is ineligible upon initial verification of GPA requirements, and then their fees will be refunded upon request.

**Section 8** Members are required to earn points as outlined in the Point

Policy.

**ARTICLE III SERVICE POINTS AND DUES**

**Section 1 Service Points:** It is the active members’ responsibility to complete a minimum of **16** service points in order to have their AGS membership recorded on transcripts for the semester. **Four** of these points (sub-points) must be obtained from **on-campus AGS events**, not including meetings. In addition, **four** service points (sub points) must be obtained from **off-campus activities**. The remaining points can be a combination of any of the above points, including meetings. Service point due dates are approximately 3-6 weeks before the end of the semester. Members must check with current officers or members for exact date. If fulfilling these specific sub-points requirements does not permit a member from accomplishing the 16 service points, it is the duty of that general member to address this issue to the advisor and the president of the club. In other words, the general member, advisor, and president have to come to a reasonable agreement at the beginning of the semester. So that the general member can satisfy the 16 service points by other means if they cannot complete the 4 points on and off-campus under extreme circumstances.

1. To qualify for AGS scholarships, the minimum service points required are **16**.
2. Permanent members are required to earn service points to be eligible for AGS scholarships.
3. Scholarships will be managed by the president, treasurer, and fund coordinator(s), with the approval of general members.
4. Only the Points Coordinator, AGS Executive Officers, and AGS sub committee chair members appointed by the President will be able to sign point’s slips.
5. In case an AGS member would obtain service points off campus, he or she needs a handwritten or typed letter with contact information necessary to confirm service points to the Points Coordinator.

**Section 2** Membership Dues: Members must remit $20.00 membership dues each semester.

1. Membership dues are non-refundable.

\*Refer to Article II; Section 7

1. Permanent members are required to pay membership dues during the semester they become eligible for permanent membership.

**ARTICLE IV PRIVILEGES AND HONORS**

**Section 1 Graduation with Honors:** Permanent members who graduate may graduate with honors and are entitled to wear the Alpha Gamma Sigma gold cords on the graduation robes.

1. Sashes and Cords may be worn at graduation by permanent members.
2. Non-permanent members wear sashes only

**Section 2 Official Gold Seal:** Upon graduation, permanent members shall have the official gold seal embossed on their diplomas.

**Section 3 Official Pin:** Any initial or continuing member shall be entitled to wear the officially adopted silver pin of the organization. Any permanent member shall be entitled to wear the officially adopted gold pin of the organization.

**ARTICLE V ELECTION AND TERMS OF OFFICERS**

**Section 1** The officers of this chapter shall consist of a President, Vice President, 2nd Vice President(optional), Secretary, Public Relations Secretary, Service Points Coordinator, Treasurer, Inter-Club Council Representative, Inter-Club Council Representative Alternate, Historian, Funds Coordinator, Co-Funds (optional), and Website Coordinator.

**Section 2** Officers shall be elected during the last month of each semester serve during the succeeding semester.

1. Only members in “good standing” (is defined as students that are not under grace period) shall be eligible for office.
2. Meeting for the election of officers shall take place a minimum one week of advance notice.
3. Only members who are present shall be allowed to vote and run for office.
4. Nominations shall be made from the floor.
5. The President shall vote only in case of a tie.

**Section 3** Officers shall be elected for a term of one academic year or until their successors are duly qualified for office. They shall assume the duties of their respective offices immediately upon election.

**Section 4** Vacancies that may occur in any office during the academic year semester are to be filled by appointment by the Executive Board and ratified by the majority vote of the general membership.

**Section 5** **Recall of Officers**: In case any executive board member does not fulfill his or her duties steps will be taken to remove such an officer from office.

1. A majority of the other executive board must warn the officer once in writing that s/he is not fulfilling his/her duties.
2. There shall be a special election to fill the vacant office at the next special or regular meeting.
3. If the officer still fails to perform his/her duties on a consistent basis, the president may discharge the duties and responsibilities of an executive board member from their position, with the approval of the advisor(s) and by a simple majority vote from the executive board members. If the discharged executive board member wants to appeal this decision, they must advise the president and advisor(s) in a reasonable amount of time. Meaning, within a week span but not less than 24 hours prior to the next general meeting. A vote will take place during the up-coming meeting. As a result, all members shall be notified. This issue must be listed as an item on the agenda. In order to overturn this decision, a 2/3 vote of the members present of such meeting shall grant this executive board member’s recall.
4. If the president does not fulfill his/her duties, he/she may be discharged by a 2/3 vote of the members present during a notified meeting to all members.
5. A recalled officer shall not be eligible to hold and elected or appointed position within the chapter thereafter.

**ARTICLE VI DUTIES OF OFFICERS**

**Section 1** Duties of the officers shall be as follows

1. **President**

* Shall be presiding officer at all regular and special meetings.
* Shall be the Chairperson of the Executive Board
* Shall coordinate the functions of the Chapter, its officers, and its committees
* Shall serve as ex-officio member of all committees
* May delegate or appoint committee chairpersons
* Shall coordinate with the treasurer in allocating and distributing funds
* Shall have other such powers necessary for the fulfillment of duties of this office consistent with the provisions of the AGS state constitution
* Need to maintain a mandatory sign-in sheet for executive board members, which the advisor has to sign-off
* At the end of the academic year, he/she has to write a one-paragraph summary about their experiences in their positions

1. **Vice President**

* Shall perform the duties of the President when he/she is unable to
* Shall act as the Nomination and Election Chair
* Shall coordinate and work with the secretary, and shall function as such when necessary ( in the event the Secretary is unable to fulfill the duties of his office)
* Shall serve as an ex-officio member of the following committees:
* Publicity/Newsletter Committee
* Conference Committee
* Communication Committee
* Student Awards Committee
* At the end of the academic year, he/she has to write a one-paragraph summary about their experiences in their positions

1. **2nd Vice President**

* Shall perform the duties of the President and /or 1st Vice President when he/she is unable
* Shall preside over the evening meetings
* Shall coordinate and work with Public Relations Officer
* Shall serve as ex-officio member of the following committees:
* Christmas Drive Committee
* Membership Committee
* Faculty Appreciation Committee
* At the end of the academic year, he/she has to write a one-paragraph summary about their experiences in their positions

1. **Public Relations Officer**

* Shall assist and work with the 2nd Vice President in coordinating committees
* Shall perform functions within the Publicity/Newsletter/ Website committee
* Shall design flyers/ invites to distribute/ post for special events and announcements.
* At the end of the academic year, he/she has to write a one-paragraph summary about their experiences in their positions

1. **Secretary**

* Shall keep record of all agendas and minutes of all AGS executive, general, special , and regular meetings
* Shall provide the Student Activities Office with and up-to date copy of the AGS agenda and minutes
* Shall assist and work with the 1st Vice President in coordinating committees
* Shall take the minutes for the evening meetings
* Shall coordinate functions with the Public Relations Officer and Secretary shall act as such when necessary (in the even the Public Relations Officer is unable to fulfill the duties of this office)
* Public Relations shall work with the website Coordinator to post agendas and minutes
* Work with the Web Master to post the minutes and agendas on the website
* At the end of the academic year, he/she has to write a one-paragraph summary about their experiences in their positions

1. **Treasurer**

* Shall transact all financial business for the Chapter with the aid approval of the President and the Faculty Advisor
* Shall maintain the AGS account and the petty cash account
* Shall give a weekly update of the account status to the general membership
* Shall provide a current and detailed report of the nature and extent of all income, withdraw, and expenses (past and anticipated) to the executive board.
* At the end of the academic year, he/she has to write a one-paragraph summary about their experiences in their positions

1. **Service Points Coordinator**

* Shall provide each member with Service Points Obligations keeps members informed of service opportunities
* Shall collect and maintain service points sheets and verify accuracy for Chapter records
* Shall inform Public Relations and Website Coordinators
* Only the Points Coordinator, Executive board members, and AGS sub committee chair members appointed by the President will
* At the end of the academic year, he/she has to write a one-paragraph summary about their experiences in their positions

1. **Inter-Club Council Representative**

* Shall be the AGS representative to the Inter-Club Council
* Shall keep AGS informed of all current and upcoming ASB events
* Shall attend the weekly Inter-Club Council meetings
* At the end of the academic year, he/she has to write a one-paragraph summary about their experiences in their positions

1. **Inter-Club Council Representative Alternate**

* Shall perform the duties of the Inter Club Council Representative when he/she is unable to
* At the end of the academic year, he/she has to write a one-paragraph summary about their experiences in their positions

1. **Historian**

* Shall chair the Publicity/Newsletter Committee
* Shall keep a record/journal of all AGS events and other current activities
* Shall provide a weekly update to the Chapter
* Shall announce accepted new members and mail them their acceptance letter
* At the end of the academic year, he/she has to write a one-paragraph summary about their experiences in their positions

1. **Funds Coordinator**

* Shall raise funds for AGS Honor Society
* Shall organize, plan, and coordinate fundraising events
* Shall chair of funds committee
* At the end of the academic year, he/she has to write a one-paragraph summary about their experiences in their positions

1. **Co-Funds Coordinator**

* Shall assist Funds Coordinator, and assume the responsibilities in the absence of the Funds Coordinator
* Shall be the co-chair to funds committee
* Shall chair the social events committee
* At the end of the academic year, he/she has to write a one-paragraph summary about their experiences in their positions

1. **Website Coordinator**

* Shall maintain the AGS website giving the information regarding volunteer opportunities and scholarships.
* Shall post current and past minutes, agendas, photos on website
* Shall work along side with Public Relations, Points Coordinator, Historian, and any other board member with useful information relevant for the club.
* At the end of the academic year, he/she has to write a one-paragraph summary about their experiences in their positions

**ARTICLE VII MEETINGS**

**Section 1** The chapter shall hold at least two regular meetings per month

**Section 2** A special meeting may be called at any time by the President and/or the Faculty Advisor

**Section 3** All major decisions which effect the club as a whole, such as change of structure, nature of scholarship program, fund raising project, and banquets plans, shall be presented for membership approval at general meetings

**Section 4** All motions must be made by official members in “good standing” only

**Section 5** Official meetings must have an advisor present

**ARTICLE VIII** **ESTABLISHMENTS AND AMENDMENTS**

**Section 1** Bylaws may be established or revised as necessary to conduct the chapters business.

**Section 2** Amendments to these bylaws may be proposed by the affirmative vote of a majority of members at any general meetings.

**Section 3** Proposed amendments shall be voted on at the next special or regular general meeting.

**Section 4** If ratified by at least 2/3 of the members present, the amendments so proposed shall become part of these bylaws.

**Section 5** The Secretary shall have an amended copy of the bylaws prepared for the Sigma Phi Chapter’s records.