



# ALPHA GAMMA SIGMA HONOR SOCIETY

*Las Positas College*



## Constitution and Bylaws of the Alpha Gamma Sigma Honor Society Sigma Theta Chapter Las Positas College

### **ARTICLE I: NAME AND PURPOSE OF THE CLUB**

**Section I:** This organization shall be known as the **Sigma Theta Chapter of Alpha Gamma Sigma, the California Community College Honor Scholarship Society.**

**Section II:** The club is an honorary society. The mission of the organization shall be to foster, promote, maintain and recognize scholarship. To develop programs offering cultural, social, or enriched experiences as a part of the total experience of the college. To promote civic responsibility, meet new friends and establish life-long friendships. To promote service to the college and to the community; to emphasize the development of organizational, team-work, leadership skills, character and good judgment

### **ARTICLE II: REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**

**Section I:** Participation in this club shall be open to any student at Las Positas College on the basis of race, creed, religion, gender, political affiliation, sexual orientation, or physical handicap.

Because this honorary society is a chapter of the Alpha Gamma Sigma State Honor Scholarship Society (AGS), membership to the state organization must follow guidelines set forth by AGS.

a. Temporary Membership

All life members of the California Scholarship Federation or those who graduated with a minimum cumulative GPA of 3.5 at the high school level may apply to become temporary members during the first semester the community college and shall have all the privileges of membership except that of holding a state or chapter office. Temporary members shall be considered initial members once they have met the qualifications of Initial Membership. Temporary members must achieve a GPA of 3.0 or above each semester they are temporary members.

b. Initial Membership

A person may attain initial membership if the person has completed twelve (12) semester units in a maximum of three (3) semesters or five (5) quarters at any recognized institution of higher education, and has a cumulative GPA of 3.0 or higher at the end of the semester that they apply for membership. They shall have all the privileges of membership. No units acquired more than two years prior to application for initial membership shall be used. They must also be currently enrolled in at least one (1) class at Las Positas College.

c. Continuing Membership

An initial member may attain continuing membership by one of the following:

1. Achieving for the previous semester no less than a cumulative 3.0 GPA in courses of recognized college standing.
- OR --
2. Maintaining a cumulative GPA of 3.0 or better in courses of recognized college standing.

Continuing members will receive one semester grace period for every semester of earned continuing membership if the member's cumulative GPA falls below a 3.0. There shall be no consecutive grace periods.

d. Permanent Membership

A permanent member is any member who has completed a minimum of sixty (60) semester units of college courses, with a minimum of thirty (30) units completed at a community college. A member must apply for permanent membership at the beginning of the applicable semester and meet either of the following requirements:

1. A member who has maintained a cumulative GPA of 3.5 or better in all recognized college work and has been a member of AGS for at least two (2) consecutive semesters.
- OR --
2. A continuing member who has maintained a cumulative GPA of 3.25 or better in all recognized college work and has been a member for at least three (3) consecutive semesters.

Permanent Members are entitled to have their service pins and gold stoles paid for by the chapter.

**Section III:** Application and Dues

a. Application for Membership

Applications must be filed by the tenth week of the current semester. No applications will be accepted after the tenth week, for any reason. All applications are subject to the approval of the Executive Board and Faculty Advisor.

b. Dues

All applicants to the state AGS honor society, excluding Alumni members, shall pay dues in the amount of \$15 by the tenth week of the semester. No dues will be accepted after the tenth week of the semester, for any reason. Dues are non-refundable. Dues are submitted to AGS, Inc. at the end of the academic year along with the membership list.

**Section IV:** Recognition

a. Certificate

All qualifying members, as described by their participation in Article II, Section V and VI, shall be entitled to receive the official certificate of the organization.

b. Transcripts

All qualifying members, as described by their participation in Article II, Section V and VI, shall have their transcripts noted as provided by the college.

c. Official Pins

The silver and gold pins will be the officially adopted pins of the organization.

1. Silver

A continuing member shall be entitled to wear a silver pin if the member has completed thirty (30) units of college courses and has volunteered at least (20) service hours each semester during the membership period. The eligible member shall purchase pins. If the member becomes disqualified for membership, they are no longer eligible to wear the pin.

2. Gold

A permanent member shall be entitled to wear a gold pin if the member has completed sixty (60) units of college courses and volunteers at least (20) service hours each semester during the membership period. The chapter shall purchase the pin for the eligible members. If the member becomes disqualified for membership, they are no longer eligible to wear the pin.

d. Graduation

All members with two (2) or more semesters of membership may receive special recognition at the college graduation in accordance with college policy. Members shall be entitled to wear gold stoles during the commencement ceremony. Permanent members may have their stoles paid for by the chapter.

**Section V:** Service Points and Community Service Hours

All members must obtain at least twelve (12) service points per semester to qualify for membership. Of the twelve (12) points: four (4) need to be from general chapter meetings, four (4) need to be from community service events, and four (4) need to be from fundraising events. Points are not given for any activities or events not pre-approved, adopted or sponsored by the chapter, unless agreed upon in advance by the Executive Board and Advisors. Points will be submitted electronically through Canvas. Service points will be used to determine eligibility for membership and as the basis for awards, scholarships and selection for other AGS events.

**Section VI:** Attendance and Participation

a. Meetings

All members are required to attend at least four (4) general meetings per semester and are expected to remain for the duration of the meeting. Members shall receive one (1) service point for each meeting attended. If a member cannot attend the regular meetings, they may make up for their attendance by reading the agenda and meeting minutes posted on Canvas and the Club website. The member shall receive 0.5 service points for reading the minutes of one meeting. The member has two (2) weeks after the meeting to read the minutes.

b. Community Service Events

All members are required to attend at least two (2) chapter approved community service events (either on-campus or off-campus) per semester to qualify for membership. Members shall receive one (1) service point for every one (1) hour of time spent volunteering at the event. A total of four (4) points or four (4) hours is required to meet the minimum Community Service requirement. Community service hours are the hours volunteered by a member and which benefit a community event. This includes volunteering in hospitals, coastal clean-up, feeding the homeless, tutoring and clothes or food donations.

c. Fundraising Events

All members are required to earn a minimum of four (4) points per semester by attending at least two (2) different chapter-approved fundraising events per semester to qualify for membership.

**Section VII:** Voting membership is limited to enrolled students at Las Positas College.

**Section VIII:** Any member may be suspended or expelled from the club for conduct contrary to the Constitution of the club or for conduct, which impairs the rights of the members to enjoy the benefits of the club. The offense must be in writing and submitted by a club member. After the offense is submitted to the club, the offending member has the right to a twenty- four (24) hour notice of a hearing before their peers at a regular meeting and the offending member may be suspended or expelled by a two-thirds (2/3) affirmative vote of the voting members present. Suspended or expelled club members may exercise due to process through the college's grievance procedure.

### **ARTICLE III: OFFICERS**

**Section I:** The elected officers of the club shall be the President, Vice President, Treasurer, Secretary, ICC Representative. Other officers include Historian/Public Relations Chair, Membership Chair, Webmaster, Community Service Chair. These officers are known as the Executive Board. Only continuing and permanent members, both in good standing and enrolled at this chapter's college, shall be eligible to serve as president. Any member may be elected for the remaining officer positions.

**Section II:** Terms of Office

The term of an elected officer shall be for one academic year. An elected officer may not be re-elected to the same position the following academic year. The term of office of any Elected Officer shall be subject to termination after four (4) unexcused absences of general meetings during a semester. An excused absence is any absence for which the chapter President has received prior notification and for which it is reasonable to expect an inability to attend. The recommendation for termination must be submitted to the Executive Board and the Faculty Advisor for approval.

**Section III:** Vacancy

A member who fills a vacancy in an elected office for a partial term (less than one semester) shall not be barred from being elected to a full term of that office. No person shall be consecutively appointed to the same office unless the second appointment occurs after the office has been submitted to the chapter membership in a general election.

**Section IV:** Appointments

Any officer may nominate an eligible member to fill a vacancy. However, if a vote of confidence by the Executive Board is not made, that is two (2) consecutive ballots fail to confirm the nomination, the Executive Board shall accept applications for the vacant position from the chapter membership.

**Section V:** Powers and Duties of Officers:

**Clause I:** The President

1. The President shall be the official representative of the chapter.
2. The President shall preside over all meetings of the chapter and the Executive Board; shall call special meetings when deemed necessary or desirable (with the approval of the Faculty Advisor); shall be responsible for preparing the meeting agenda.
3. After each State Convention, it shall be the responsibility of the President to see that the chapter Bylaws and Constitution are brought to conformity.
4. The President shall appoint all standing committee chairpersons and special committee chairpersons, with the approval of the Executive Board.
5. Shall vote only in the case of a tie.
6. Shall attend all Associated Student Government meetings whenever possible or choose a responsible representative to take their place.
7. Shall represent this chapter and vote on items that have been approved by the chapter.
8. Shall report back to the chapter all events and items discussed.
9. Shall provide a summary of the meeting, including copies of associated Student Government agenda and minutes, for the Executive Board.
10. Shall keep organized records of all agendas and necessary paperwork associated with AGS.

**Clause II:** The Vice President

1. The Vice President shall preside at meetings in the absence of the President.
2. Shall serve as Chairperson of the Ways and Means Committee, coordinating all fundraising events on and off campus.
3. Shall assume all the responsibilities of the President in the event that a vacancy should occur in the office of President until a new President is elected to fill the remainder of the vacated term.
4. Shall maintain a calendar of events.

**Clause III:** The Secretary

1. The Secretary 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 an active roll of the membership attendance at the executive and chapter meetings.
4. Shall provide a typed copy of the minutes and post them on Canvas and provide the Webmaster with a copy to post on the website.

**Clause IV:** The Treasurer

1. The Treasurer shall keep a record of all financial accounts of the chapter. Chapter records shall be carefully balanced with the assistance of the financial statement provided by the college.
2. Shall present a typed report of the financial status of the organization at each chapter meetings.
3. Shall collect any and all dues from the members during the chapter meetings and record the name and amount on a collection sheet.
4. Shall provide for the expedient disbursement of chapter funds for such things as paying club dues.
5. Shall be responsible for collection, recording, and depositing any and all money received from any AGS income events.
6. Shall attend the Student Government Finance Committee meetings.

**Clause V:** The ICC Representative

1. Is responsible for attending all ICC meetings.
2. Shall serve as the primary contact for the club and votes on the club's behalf for Inter-Club Council business.
3. Shall be responsible for communicating information and decisions shared during the ICC meetings.
4. The ICC Representative may also serve as any of the Officers listed in Article III., Section I.

**Clause VI:** Historian/Public Relations Chair

1. Shall maintain an accurate history of the chapter, including creating historical online albums filled with articles, newsletters, calendars, and pictures of all events.
2. Shall aid in the development in the chapter newsletter and calendar.
3. Shall act as Secretary in the Secretary's absence.
4. Shall act as Co-Chairperson of the Communications Committee.

**Clause VII:** Membership Chair

1. Shall maintain and tally point submissions through Canvas.
2. Shall maintain a list of approved activities for membership
3. Shall be the primary contact for membership questions or concerns.

**Clause VIII:** Webmaster

1. Shall maintain and update the AGS Sigma Theta website as necessary.
2. Shall assist with decisions on technology for the club.

**Clause IX:** Community Service Chair

1. Shall maintain a list of approved community service activities and organizations for volunteering.
2. Shall decide with the assistance of the Executive Board, the community service drives each semester.
3. Shall decide, with assistance of the Executive Board, on a club-sponsored community service event at least once per academic year.
4. Shall coordinate the AGS State Community Service Project each year and Sigma Theta's contributions to the project. Shall report out at the state convention Sigma Theta's contributions.

**Section VI:** Officer Qualifications

**Clause I:** Must be a currently enrolled credit student in good standing at Las Positas at the time of appointment/election and throughout their officer term.

**Clause II:** Must be a voting member of the club for one semester.

**Clause III:** Must be enrolled in a minimum of one (1) credit course a semester at Las Positas College and have a cumulative grade point average of no less than 2.0.

## **Section VII: Elections**

**Clause I:** The election of officers shall be held at the second to last meeting of the Spring semester by secret ballot, and a majority of votes cast shall be necessary for election. The newly elected officers will take office at the end of the Spring semester and will be assistants to the current officers. The Executive Board shall have the power to change the dates of the elections if unforeseen circumstances make the action necessary. This shall be done only with proper notices to, and consent of, the Faculty Advisor. At least one (1) week's notice will be provided for any meeting at which an election is held.

### **Clause II: Candidates**

1. Must be a member in good standing.
2. Cannot be a member of the Election/Nominating Committee.
3. Must be either a continuing or permanent member to run for President or Vice President.
4. Cannot run for the same position as the previous school year.

**Section VIII:** Petition by 1/3 of the total number of members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to the club, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election." Recall requires an affirmative vote of 2/3 of the total voting membership.

**Section IX:** In the event an elected officer is unable to fulfill their term of office, there will be a "Special Election." Any eligible member, including those already holding office, can be nominated for a vacated officer position.

## **ARTICLE IV: MEETINGS**

**Section I:** Regular meetings shall be held once every two (2) weeks as approved by the Executive Board, the Faculty Advisor, and as provided by the college.

**Section II:** Special Meetings are called by any elected officer or by 5% of the voting members of the club. All members must be given a minimum of forty-eight (48) hours (working days) prior to the Special Meeting time.

**Section III:** Business cannot be conducted unless a quorum of the membership is present, and an Advisor is present. Ten (10) percent of the membership and at least half of the members of the Executive Board and Faculty Advisor shall constitute a quorum for a regular chapter meeting.

**Section IV:** Executive Board Meetings shall be held as deemed necessary by the President.

## **ARTICLE VI: ADVISORS**

**Section I:** An individual employed by Las Positas College will serve as advisor to this club.

**Section II:** The role of the advisor is to ensure Sigma Theta Chapter of AGS is upholding the rules and regulations of the Inter-Club Council of Las Positas College, all Las Positas College policies, and the policies set forth by Alpha Gamma Sigma, the California Community College Honor Scholarship Society. The advisor is also a member of the State Advisory Board of Alpha Gamma Sigma, and shall attend state meetings to maintain Good Standing with Alpha Gamma Sigma.



## **ARTICLE VII: LEGISLATIVE INITIATIVES**

**Section I:** The members may initiate any rule or regulation by filing with the 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 notes, all referendums and initiatives shall be voted on at the next general election.

**Section II:** Amendments to this constitution and bylaws must be approved by a two-thirds (2/3) vote by both the Executive Board and the general membership, providing notice of such amendment has been given three (3) weeks prior to the election. Notice shall be interpreted as written publications in the chapter newsletter, Executive Board minutes, or as announced at the general chapter meeting.

**Section IV:** A copy of this constitution/bylaws and/or amendments to this constitution must be filed in the Student Life Office at Las Positas College.

**Section V:** Impeachment

An Executive Board member may be impeached for:

- a. Dereliction of duty
- b. Misuse of funds
- c. Abuse of authority
- d. Where the Executive Board member's actions have violated any superseding rules of this campus.
- e. As deemed necessary to preserve the organization's good name.

A Special Committee, appointed by the Faculty Advisor, shall review ground for impeachment. A four-fifths (4/5) concurrence vote is required to sustain impeachment proceedings. Conviction shall be two-thirds (2/3) vote of the general membership.

## **ARTICLE VIII: COMMITTEES**

**Section I:** Ways and Means

The Vice President shall be chairperson of the Ways and Means Committee. The duties of this committee are to plan, organize, and conduct fundraising events on behalf of the chapter's special account.

**Section II:** Membership

The Membership Chair shall form a committee to be responsible for promoting membership recruitment; shall process each membership application, verifying eligibility, accuracy, and completeness, including payment of dues by the specified deadline; shall send a confirmation letter to eligible members as appropriate, whose dues are paid; and shall be responsible for keeping accurate records of all member's point cards/sheets in a neat, legible and typed format.

**Section III:** Communications

The Public Relations Officer shall be Chairperson of Communications; shall form a committee for regular contact with the members and shall maintain any communication system, as appropriate.

#### **Section IV: Elections**

The Elections chairperson shall serve as chairperson of the nominating committee and encourage nominations for chapter offices. The report of the nominating committee shall be published in the newsletter. The Elections committee shall report to the Chapter, and in the Chapter newsletter, all qualified candidates who have consented to serve.

#### **Section V: Newsletter and/or Calendar**

The Newsletter chairperson shall serve as editor and shall publish a newsletter, upon approval of the Faculty Advisor, and distribute it to all members. It is at the discretion of the chairperson to decide whether the newsletter shall be printed bi-monthly or monthly. A copy shall be filed in the AGS Binder in the Library. The newsletter must also include a calendar of events that provides accurate dates, times and locations of the chapter's social events, community service events, fundraisers, general or committee meetings or student government activities.

#### **Section VI: Scholarship Selection**

This committee shall be chaired by the Faculty Advisor and shall meet to determine the winners of the appropriate local AGS scholarships. This special committee shall consist of the Faculty Advisors and two (2) other faculty or classified staff. The scholarship presentation shall be made at an appropriate ceremony.

#### **Section VII: Special Committees**

Additional committees may be formed as directed by the President.

#### **Section VIII: Legislative Powers**

Committees shall be open to all members who wish to attend. Committee decisions may be overruled by two-thirds (2/3) of the general membership.

#### **Section IX: Committee Chairs**

If the appointed chairperson is unable to perform the duties mentioned herein, the President shall act as that chairperson until a new chairperson can be appointed.

### **ARTICLE VIII: FISCAL PROCEDURES**

#### **Section I: Chapter Special Account**

The Chapter's Special Account is an account that is separate from the college's account, merely by paperwork. That is, our funds co-mingle with the college's funds. It is the responsibility of the chapter's Treasurer to accurately track its account. That chapter should always leave money in the account for the next semester's chapter. A minimum of \$500.00 shall be the base amount.

#### **Section I: Deactivation**

In the event the Sigma Theta Chapter of Alpha Gamma Sigma should become deactivated, all assets will be turned over to the Las Positas College Inter-Club Council after the completion of the Academic Year as dictated in the ICC Bylaws.

## **ARTICLE IX: STATEMENT OF AFFILIATION**

**Section I:** This club is affiliated with Alpha Gamma Sigma, the California Community College Honor Scholarship Society. Due to this affiliation, membership requirements for the state organization will be adhered to each semester, as outlined in Article II.

**Section II:** A copy of the constitution/bylaws of Alpha Gamma Sigma, the California Community College Honor Scholarship Society is filed in the Student Life Office at Las Positas College. AGS Bylaws accompany this constitution.

## **ARTICLE X: RULES OF ORDER**

**Section I:** The most current issue of Robert's Rules of Order shall be the guideline in questions of parliamentary procedures.

**Section II:** Any issue not directly written in this document will be resolved by referring to the Rules of Order and in accordance applicable College and/or District policy, and any relevant Education Code regulations.

## **ARTICLE XI: APPROVAL**

**Section I:** This constitution was approved by the **Sigma Theta Chapter of Alpha Gamma Sigma, the California Community College Honor Scholarship Society** on *Month, Date, Year*.