

**THE BYLAWS OF GAMMA PHI CHAPTER
OF ALPHA GAMMA SIGMA, INCORPORATED**

September 2007 Revision

ARTICLE I -- NAME

- Section 1. The official name of the Cabrillo College chapter of Alpha Gamma Sigma shall be the "Gamma Phi Chapter of Alpha Gamma Sigma, Incorporated."
- Section 2. The organization may be referred to on the Cabrillo College campus as "Alpha Gamma Sigma" or by the initials "A.G.S." (AGS). At AGS State Conventions, Northern Regional Conferences and AGS State Advisory Board meetings it may be referred to as "Gamma Phi Chapter" or the "Cabrillo College Chapter." Off campus, but within the Cabrillo College community, the term "Cabrillo College Chapter of the Alpha Gamma Sigma Honor Society" shall be recommended.

ARTICLE II -- PURPOSES

The purposes of Gamma Phi Chapter shall be to foster, promote, maintain, and recognize academic excellence on the Cabrillo College campus and to perform services to the college and the community. The function of the chapter shall be to develop, within the chapter, or in cooperation with other chapters, programs offering cultural, social, or enrichment experiences as a part of the total experience of community college students. It is also a purpose of the chapter to offer monetary scholarship opportunities to members who have shown above and beyond dedication to forwarding chapter goals and events.

ARTICLE III -- MEMBERSHIP

- Section 1. INITIAL MEMBERSHIP. 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 having a cumulative grade-point average (G.P.A.) of at least 3.00. No units acquired more than two years prior to application for initial membership shall be used to keep prospective members from being eligible, provided those units are not being used to meet the minimum number of required units for membership.
- Section 2. TEMPORARY MEMBERSHIP. 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 and shall have, upon payment of dues, all the privileges of membership except that of holding state elective office.

Section 3. CONTINUING MEMBERSHIP. An initial or temporary member may obtain continuing membership the following semester by (a) achieving a semester G.P.A. of at least 3.00 or (b) maintaining a cumulative G.P.A. of 3.00 or better in courses of recognized college standing. Continuing members shall receive one semester's grace after a semester in which the member's cumulative G.P.A. falls below 3.00, but there shall be no two consecutive grace periods. A member granted a grace period shall not serve as an executive officer for that semester.

Section 4. PERMANENT MEMBERSHIP. Student members may apply for permanent membership during the semester in which they complete a minimum of 60 graded semester units in degree appropriate courses, with at least half of them completed at a community college. Applicants with as few as 54 degree appropriate semester units may be eligible for permanent membership provided they have enough units graded CR to make up the required total. Applicants must also meet the requirements of paragraphs "a" or "b" below:

- a. The applicant has maintained a cumulative G.P.A. of 3.50 or better in all recognized college work and has been a member of AGS for at least one semester, or
- b. The applicant has maintained a cumulative G.P.A. of 3.25 or better in all recognized college work and has been a member of AGS for at least two semesters.
- 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 enter into the calculation of the G.P.A. If any units from a semester are used to establish eligibility, all units from that semester must be included in computing 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 those units not be used to meet the minimum number of required units.
- e. Permanent membership is not granted automatically. Student members must apply for this status through the advisor(s) who determine(s) the eligibility of the applicants.

Section 5. All qualified applicants for membership shall submit a completed membership application form to the chapter's Membership Secretary at the beginning of each semester. If requested, they shall attach to the application form a copy

of their latest grade report (or other documentation) verifying their current cumulative G.P.A.

- Section 6. All members, except Permanent Members, shall pay membership dues each semester. Any change of membership dues shall be determined by the Executive Board and approved by the membership by a 2/3 vote of those present, after consideration of the budget as prepared and presented by the Budget Committee. Dues shall be submitted to the Membership Secretary no later than the next-to-the-last regular general meeting of each semester.
- Section 7. All members, shall be required to meet the service hour criteria as set forth in Article X—Service Hours.
- Section 8. Students who have academic records sufficient to qualify them as Initial, Temporary or Continuing members, who have applied for membership and participate in the chapter's activities shall be considered to be voting members. Such members whose dues are not paid or who have not met the service hour criteria set fourth in Article X by the next-to-the-last regular meeting of the semester, shall not have membership in Alpha Gamma Sigma recorded on their transcripts for that semester. Having missed the requirements, the ineligible member shall be notified by the membership secretary, by letter, before the last meeting of the semester.

ARTICLE IV -- OFFICERS AND ADVISORS

- Section 1. The elected officers of Gamma Phi Chapter shall be a President, a Vice-President of Community Service, a Vice-President of Fundraising, a Vice-President of Public Relations, a Treasurer, a Recording Secretary, a Membership Secretary, a Newsletter Editor, an Inter-club Council Representative, and a Webmaster.
- Section 2. No person shall serve as an elected officer of AGS who is at the same time an executive officer of the Student Senate. Only when necessitated by an insufficient number of eligible and willing members may one person perform simultaneously more than one of the offices and functions listed in Section 1 above.
- Section 3. Officers shall be elected at the general meeting two weeks before the last general meeting of the spring semester. The last general meeting shall be held on the regular meeting day immediately preceding the first day of final exams. Nominations shall be made from the floor at the general meeting three weeks before the last general meeting. Any members qualified and willing to hold any elective office in the chapter may nominate themselves. Further nominations may be made before the vote for each office.

Section 4. Officers shall serve until the end of the following spring semester unless they resign or are recalled earlier. Their successors shall take office as soon as the spring semester has ended. Vacant offices shall be filled by election of the general body as soon as possible. If, for any reason, nominations and elections are not held by the end of the Spring Semester, both nominations and elections shall be held at the first general meeting of the Fall Semester. In such a case, an interim committee chosen by the advisor(s) from among the previous semester's membership shall have the power and the authority to act as the Executive Board and take care of the chapter's business during the summer or until elections are held.

Section 5. Elected officers shall not resign without providing written notice to the president or an advisor at least five regular business days prior to the effective date of resignation.

Section 6. An elected officer may be removed from office by the executive board by a 2/3 vote for the following reasons:

- a. Missing three or more regularly scheduled Executive Board or General meetings during the semester without providing prior notice to the president or advisor(s), or that are otherwise unexcused absences. Determination of excused or unexcused is subject to the discretion of the President.
- b. Non-performance of duties as decided by a two-thirds vote of the membership present at any regularly scheduled meeting. The officer in question shall be notified no less than ten regular school days prior to the meeting at which the vote for removal from office is to be taken. Should the officer in question resign voluntarily before that meeting is held, the vote shall have become unnecessary.

Section 7. Gamma Phi Chapter shall have at least one Faculty Advisor who shall be chosen by the membership from among Cabrillo College faculty members who are willing to accept the responsibilities of the position. There is no limit to the number of Co-advisors the membership may choose. Retired Emeriti, and classified personnel may also serve as AGS advisors; but at least one advisor must be certificated and currently employed by Cabrillo College.

ARTICLE V -- DUTIES OF OFFICERS AND ADVISORS

Section 1. The PRESIDENT shall:

- a. Preside at general and Executive Board meetings of the chapter,
- b. Not vote on executive items except to break a tie,

- c. Oversee all activities consistent with the aims and purposes of the chapter,
- d. Appoint such special committees as may be necessary for the accomplishment of the chapter's aims,
- e. Assist Executive Board members, as necessary, to accomplish the purposes of the chapter, and
- f. Prepare a written report at the end of his/her term and submit copies of it to the advisor(s) and the incoming President.

Section 2. The VICE-PRESIDENT OF FUNDRAISING shall:

- a. Perform the duties of the President at the request of, or in the absence of the President,
- b. Oversee all fundraising activities,
- c. Chair the Fundraising Committee and co-chair the budget committee
- d. Suggest to the President the names of persons to chair committees appointed for fundraising activities, and
- e. Prepare a written report at the end of his/her and submit copies of it to the advisor(s), the incoming Vice-President of Fundraising, and the incoming President.

Section 3. The VICE-PRESIDENT OF PUBLIC RELATIONS shall:

- a. Perform the duties of the President at the request of, or in the absence of, the President and the Vice President of Fundraising,
- b. Be in charge of recruitment and publicizing AGS and the activities of the chapter throughout the Cabrillo College campus and Santa Cruz County,
- c. Chair the Publicity Committee and co-chair the budget committee,
- d. Provide a written report at the end of his/her term and submit copies of it to the advisor(s), the incoming Vice-President of Public Relations, and the incoming President.

Section 4. The VICE-PRESIDENT OF COMMUNITY SERVICE shall:

- a. Perform the duties of the President at the request of, or in the absence of, the President, the Vice President of Public Relations, and the Vice President of Fundraising,

- b. Oversee all community service activities,
- c. Chair the Community Service and Tutoring committees,
- d. Suggest to the President the names of persons to chair committees appointed for community service activities, and
- e. Prepare a written report at the end of his/her term and submit copies of it to the advisor(s), the incoming Vice-President of Community Service, and the incoming President.

Section 5. The TREASURER shall:

- a. Have charge of the funds of the chapter,
- b. Receive and deposit money to the college bank for dues collected by the Membership Secretary,
- c. Collect assessments and contributions for any special activities which further the purposes of the chapter,
- d. Make any payment of debts incurred by the chapter through the Cabrillo College Business Office within 10 days of the date of approval,
- e. Receive and deposit money collected through fundraising activities,
- f. Chair the budget committee,
- g. Give a Treasurer's report at all Executive Board meetings, at general meetings, and whenever requested to do so by a member,
- h. At the end of the semester prepare a final report of all collections and payments made during the semester and submit copies of it to the advisor(s), the incoming Treasurer, VP of Community Service, VP of Fundraising, VP of Publicity, and President, and
- i. Prepare a written report at the end of his/her term and submit copies of it to the advisor(s), the incoming Treasurer, and the incoming President.

Section 6. The MEMBERSHIP SECRETARY shall:

- a. Keep the membership records for the chapter,
- b. Collect membership dues from members and turn such money over to the Treasurer,

- c. Collect membership applications and G.P.A. verification documents *if needed* from all members and verify qualifications,
- d. Prepare and distribute a current list of all qualified and paid-up members at Executive Board meetings,
- e. Prepare a final membership list at the end of the semester and submit copies of it to the advisor(s),
- f. Turn all membership applications over to one of the advisor(s) at the end of the semester, and
- g. Prepare a written report at the end of his/her term and submit copies of it to the advisor(s), the incoming Membership Secretary, and the incoming President.

Section 7. The INTER-CLUB COUNCIL REPRESENTATIVE shall:

- a. Represent the Chapter at all Inter-club Council (ICC) meetings,
- b. Report and promote ICC activities at all Chapter meetings,
- c. Prepare a written report at the end of his/her term and submit copies of it to the advisor(s), the incoming Inter-club Council Representative, and the incoming President.

Section 8. The RECORDING SECRETARY shall:

- a. Record the minutes of all meetings and have copies ready for distribution within 5 business days after each meeting,
- b. Distribute copies of the minutes to all Executive Board officers, advisor(s) and the Coordinator of Student Affairs,
- c. Provide copies of the minutes of general meetings to members upon request,
- d. Post a copy of general meeting minutes on the club bulletin board, and
- e. Prepare a written report at the end of his/her term and submit copies of it to the advisor(s), the incoming Recording Secretary, and the incoming President.

Section 9. The NEWSLETTER EDITOR shall:

- a. Publish, in a public place, at least once per week, a newsletter covering topics current to the semester, and to AGS as a whole, and e-mail it to the Cabrillo College Administrators, and to our affiliates. There should also be an uploaded version on the website.
- b. The newsletter should be circulated at general meetings and emailed to AGS members on the mailing list.
- c. Prepare a written report at the end of his/her term and submit copies of it to the advisor(s), the incoming Newsletter Editor, and the incoming President.

Section 10. The WEBMASTER shall:

- a. Create and maintain the official website of the Gamma Phi Chapter of Alpha Gamma Sigma, Incorporated,
- b. Be in charge of posting information current to the semester and AGS as a whole on a weekly basis. The newsletter, meeting agendas, and meeting minutes shall be posted on the website.
- c. Inform the board of costs, and all relevant issues pertaining to the website.
- d. Be in charge of maintaining the integrity of the website by monitoring and editing content for offensiveness and profanity.
- e. Prepare a written report at the end of his/her term and submit copies of it to the advisor(s), the incoming Webmaster, and the incoming President.

Section 11. The ADVISORS shall share in carrying out the following duties:

- a. Make certain that all elected officers are acquainted with both these bylaws and the Bylaws of the state organization of Alpha Gamma Sigma, Incorporated,
- b. Arrange for a location where the chapter records can be kept, and receive and file the elected officers' final reports at the end of each semester,
- c. Attend general and Executive Board meetings and, whenever necessary, advise officers and members on ways of accomplishing the purposes of the chapter,

- d. Whenever possible, attend regularly scheduled meetings of the AGS State Advisory Board and report pertinent information from these meetings to the chapter's Executive Board and general membership,
- e. Share with chapter officers and members all pertinent communications received from the State Organization of Alpha Gamma Sigma, Incorporated,
- f. Make certain that all members of the Cabrillo College faculty and administration are aware of the activities of the Gamma Phi Chapter of Alpha Gamma Sigma on the Cabrillo College campus, and that they know of the purposes of the organization,
- g. Accompany student delegates to the Northern Regional Conference and the State Convention,
- h. Attend all activities of the chapter, including fundraising events and evening or weekend activities, as stated in the Cabrillo College Club Handbook,
- i. Collect applications for Permanent Membership from members, check the qualifications of each, and present an official certificate and gold pin to each one that qualifies,
- j. Make certain that all communications from the State Organization of Alpha Gamma Sigma, Incorporated, are shared with all co-advisors and are properly responded to whenever such response is required by the Bylaws of the State Organization,
- k. At the end of each semester, report to Admissions and Records the names and Student ID Numbers (or Social Security Numbers) of all members who met the qualifications for membership during the semester as well as the names of all new Permanent Members of Alpha Gamma Sigma so that such membership can be recorded on their transcripts, and
- l. Make certain that the chapter is never without at least one faculty advisor who is certified and is a current employee of Cabrillo College, and encourage members to aid in recruiting additional advisors.

ARTICLE VI -- MEETINGS

Section 1. GENERAL MEETINGS shall be held on Wednesdays of each week during the semester unless some other chapter activity is scheduled for the regular meeting time. Meeting time and place shall be determined by the Executive Board.

- a. The time and place of general meetings shall be properly publicized on campus for at least one week before they are held.
- b. The first general meeting of the semester shall be held no later than the second week.
- c. The last meeting shall be held before the first day of final exams.
- d. A quorum at a properly publicized general meeting shall consist of all those present who are voting members as defined in Article III, Section 8 of these bylaws.
- e. An advisor shall be present at all official meetings of the chapter.

Section 2. THE NORTHERN REGIONAL CONFERENCE. A Northern Regional Conference involving the Alpha Gamma Sigma chapters of community colleges in the northern part of California is held every fall on a Saturday in October or November. Notice of the date and location is mailed to the Advisor(s) early in the Fall Semester. As many members as wish to attend may do so provided a faculty advisor is available to accompany them.

Section 3. THE STATE CONVENTION. A State Convention of Alpha Gamma Sigma is held every Spring Semester in March or April. Notice of the dates and location are mailed to the faculty advisor(s) early in the Spring Semester. The number of delegates that attend from Gamma Phi Chapter shall depend partly on the ability of the chapter and individual members to pay the necessary expenses and partly on restrictions on the number of delegates per chapter that may be set by the AGS State Advisory Board. At least one advisor must accompany the chapter's delegation. Gamma Phi Chapter shall pay transportation and registration costs for any members chosen as candidates for any of the Alpha Gamma Sigma awards presented at the convention.

ARTICLE VII -- THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers of the chapter.

Section 2. The Executive Board shall hold a regular meeting at least once a week during the semester unless the regular meeting day falls on a holiday. The day, time and place of meetings shall be determined by the Executive Board.

Section 3. A quorum shall consist of one-half plus one of the elected officers.

Section 4. At least one advisor shall be present at all official meetings of the Executive Board.

Section 5. The EXECUTIVE BOARD shall:

- a. Plan activities consistent with the accomplishment of the purposes of the chapter,
- b. Approve all expenditures of funds necessary to further the purposes of the chapter before such expenditures have been made,
- c. Grant initial, temporary and continuing membership to those who qualify under Article III of these bylaws,
- d. Deny or revoke membership to anyone who acts in a manner inconsistent with the spirit and purposes of Alpha Gamma Sigma or Gamma Phi Chapter,
- e. Determine and publicize the various ways in which members may earn their service hours, and
- f. Choose and invite faculty and staff members to serve as advisors to Gamma Phi Chapter.

Section 6. The President may call special meetings of the Executive Board between semesters as well as during the semester on any day, including weekends, provided an advisor is available to attend.

ARTICLE VIII -- COMMITTEES

Section 1. The standing committees shall be:

- a. A Community Service Committee chaired by the Vice-President of Community Service,
- b. A Fundraising Committee chaired by the Vice-President of Fundraising,
- c. A Publicity Committee chaired by the Vice-President of Public Relations,
- d. A Tutorial Committee, chaired by the VP of Community Service,
- e. A Telephone Committee
- f. A Donations/Refreshments Committee, and
- g. A Budget Committee, chaired by the Treasurer, the VP of Fundraising, and the VP of Public Relations.

Section 2. The President shall be ex officio member of all standing committees.

Section 3. The President, with the aid of the Executive Board, shall appoint special committees as the need for them arises.

ARTICLE IX -- RULES OF ORDER

Section 1. The latest edition of *Robert's Rules of Order Newly Revised (RONR)*, shall be the parliamentary authority in all cases to which it is applicable. Gamma Phi's copy of this book shall be passed on from each President to his or her successor at the end of their term.

Section 2. As long as the President is able to keep order in debate without using the "regular rules" of order designed for large assemblies, the procedure described as "informal consideration" in the latest edition of RONR, will be used without the necessity of anyone's moving to do so.

ARTICLE X -- SERVICE HOURS

Section 1. All service hours shall be consistent with the purposes of the Society.

Section 2. Members are responsible for reporting service hours that they have completed on hours logs provided by AGS within three weeks of date of service. They should report the number of hours completed to the Membership Secretary who may require evidence to support the claim. All hours must be signed off by the appropriate board member(s) or advisors. All hours must be completed and reported to the Membership Secretary by the due date predetermined by the executive board of The Gamma Phi Chapter of AGS.

Section 3. Service hours completed after the next-to-the-last regularly scheduled meeting of a semester shall be credited to the following semester for continuing members.

Section 4. All Temporary, Initial, and Continuing members are required to complete fifteen service hours of AGS sponsored activities, which may be earned in the following ways:

- a. By participating in AGS activities at the chapter, regional, or state level, including community service and fundraising events.
- b. Five of the initial 15 hours may be earned by attending the chapter's general or executive board meetings. After the initial 15 hours have been completed, all hours acquired from meetings in addition to the original five may also be counted towards total service hours.

Section 5. Additional hours, hours from activities that are not AGS sponsored, may be counted as additional hours once the initial 15 AGS hours for membership have been earned. Such activities are to be presented to the executive board in the form of a short written description of the activity(s) along with the name and contact information of an appropriate contact. Activity approval is subject to the Executive Board.

ARTICLE XI -- AMENDMENT OF BYLAWS

Section 1. Amendments to these bylaws may be proposed by any two members or by any two advisors.

Section 2. For a proposed amendment to become part of the bylaws, the following steps must be taken:

- a. STEP ONE: Copies of the amendment shall be distributed to members of the Executive Board at one of their regular meetings; at the following meeting of the board, the amendment shall be discussed, perhaps amended, and then voted on; a majority vote of the entire elected board shall be required for board approval.
- b. STEP TWO: Copies of the amendment as approved by the Executive Board shall be distributed to the membership at a regularly scheduled general meeting; at the next such meeting, the amendment shall be discussed, perhaps further amended, and then voted on by ballot; this time a two-thirds vote of the members present shall be required to ratify the amendment.

Section 3. Advisors may speak for or against a proposed amendment at each of the two steps, but only the members may vote.

Non-bylaw Policy Records of the Gamma Phi Chapter of Alpha Gamma Sigma

Unknown date of action **Double Dipping Policy:**

Double Dipping is strictly prohibited; it is the claiming of activity points which benefit you financially, scholastically or in other ways beyond participation in the chapter. An example of double dipping would be claiming points for a beach cleanup which was sponsored for *extra-credit* in your marine biology class.

Enacted May 8 2007, May 22 2007 **AGS Officers' Implied Scholarship:**

In recognition for the above-and-beyond dedication required by the officers of the executive board of the Gamma Phi Chapter of Alpha Gamma Sigma, and in recognition of the hidden expenses often incurred by those officers in the fulfillment of their duties,

A \$50 non-application-based end-of-semester scholarship shall be awarded to all officers who have fulfilled the duties of their position, as were stated in the Bylaws of the Gamma Phi Chapter of Alpha Gamma Sigma, Inc.

Enacted October 9 2007

Student Senate Bridge Policy

Whereas, the Gamma Phi Chapter of Alpha Gamma Sigma, Inc. understands the logistic difficulties of fulfilling membership duties of Alpha Gamma Sigma and the Student Senate in tandem,

Whereas, Student Senators will be unable to collect AGS hours during those events sponsored by both the Student Senate **and** the Gamma Phi Chapter of Alpha Gamma Sigma, in accordance to the strict double-dipping policy of the Gamma Phi Chapter of Alpha Gamma Sigma,

Whereas, the above factors cause an inordinate challenge toward Student Senators who wish to obtain membership in the Gamma Phi Chapter of Alpha Gamma Sigma,

The Gamma Phi Chapter of Alpha Gamma Sigma hereby awards all Student Senators **seven (7)** hours of **AGS-certified community service** for their dedication to the students of Cabrillo College, upon submission of an AGS membership application.

This compromise overrides any previous rules regarding the members of the Gamma Phi Chapter of Alpha Gamma Sigma, who are also Cabrillo College Student Senators. Policy in effect as of **January 01, 2008**

Enacted May 13 2008

Outside Points Policy:

- a. Any community service activity external to, but deemed by the executive board to be within the purpose of the Gamma Phi Chapter of Alpha Gamma Sigma, may be used for activity point credit at a rate of one (1) point per hour for a maximum of ten (10) points toward membership within the chapter
- b. Further points may be counted toward scholarship credit within the chapter, at a rate of one (1) point per hour
- c. Applicants must submit a document including supervisor signature and contact information, along with a description of their duties and hours accumulated in order to obtain credit
- d. No activities partaken prior to the first day of the present semester may be submitted for approval

Enacted May 13 2008 Standardized Bake Sale Food Consumption Policy:

No person shall consume any food having been delivered to a bake sale without paying the sale price of the item until the conclusion of the sale series