

Alpha Gamma Sigma
Omega Chapter Bylaws
Revised May 2005

Article I. Name and Purpose

Section 1: This organization shall be known as the Omega Chapter of Alpha Gamma Sigma, the California Community College Honor Scholarship Society.

Section 2: The purpose of the organization is to foster, promote, maintain, and recognize scholarship. It is the additional goal of this society to develop programs offering cultural, social and enrichment experiences as part of the total experiences of City College students to emphasize the development of leadership, character and judgment of members and to promote service to the college and community.

Section 3: These bylaws supersede any and all previous constitutions or bylaws of the Omega Chapter of AGS.

Section 4: These bylaws may not conflict with the state Constitution or Bylaws of AGS.

Article II. Meetings

Section 1: There shall be at least one meeting of the Board of Directors and one meeting of the General Membership per month during the fall and spring semesters.

Section 2: Unless otherwise directed by these bylaws or the standing rules, meetings shall be conducted according to Robert's Rules of Order. Section 3: Voting shall not be conducted without the presence of a quorum.

1. A quorum for a general meeting shall be those in attendance.

2. A quorum for a Board of Directors meeting shall be a simple majority of all voting board members.

Article III. Membership

Section 1: Initial Membership: A person may attain initial membership if the person has completed twelve semester units of college work within three semesters at a recognized institution of higher education and has a cumulative grade average of 3.0 or higher.

Section 2: Temporary Membership: Life members of the California Scholarship Federation and those who graduated with a minimum grade point average of 3.5 or higher at the high school level shall be

invited to become temporary members during their first semester at CCSF and shall have all the privileges of membership.

Section 3: Continuing Membership: An initial or temporary member may attain continuing membership by.

1. Achieving for the previous semester not less than a 3.0 grade point average in courses of recognized college standing or maintain a cumulative of GPA of 3.0 for such course.
2. Must comply with service requirements as stipulated in the standing rules.
3. If a continuing member's cumulative GPA falls below 3.0 but remains above 2.5, the member may apply for a one-semester grace period.

Section 4: Permanent Membership: any continuing member who has completed a minimum of sixty units of recognized college courses with a minimum of thirty units at CCSF who applies for membership on this basis and who meets the following requirements shall become a permanent member:

1. A cumulative GPA of 3.25 or higher in all recognized college courses and has completed forty service hours may apply after their second semester in AGS.
2. Once permanent membership has been granted no further service hours are required unless the member is applying for a chapter scholarship.

Section 5: Membership is subject to standing rules.

Section 6: A member in good standing shall have completed the service requirements, met GPA requirements, and paid all dues.

Article IV. Officers

Section 1: The Board of Directors, henceforth referred to as "the Board", shall consist of Elected Officers, Appointed/Elected Committee Chair(s), and the Chapter Advisor(s).

1. Voting members shall be all those above except the advisor or advisors.

Section 2: The elective officers shall be President, Vice-President, Secretary, Treasurer, and others as deemed necessary by the Board.

Section 3: In addition to the elected officers there shall be appointed or elected committee chairs who are appointed by the President and an advisor and ratified by the Board or elected by the general membership at the end of the preceding year. The duties of such committee chairs shall be specified by the President or found in the Bylaws at the time of appointment. Appointed/elected committee chairs shall include Webmaster, Public Relations Chair, and others as deemed necessary by the Board.

Section 4: Officer Qualifications:

- a. Cumulative GPA of 3.0 or higher.
- b. Must have been a member of AGS for at least one semester

Section 5: Duties of Officers

1. President: The President shall be the official representative of the Omega Chapter and shall host activities of the Omega Chapter of AGS.
 - a. The President shall preside at all Omega Chapter meetings, and shall call special meetings when it is deemed necessary or desirable with the advisor's approval.
 - b. The President shall establish procedures for all meetings.
 - c. The President shall appoint all standing and special committee chairpersons,

with the approval of the board, and shall be an ex-official member of all committees. The President shall make an end-of-semester report to the advisor(s).

d. The President shall maintain a bi-weekly, updated chapter directory of all members of AGS.

e. The President shall be responsible for maintaining and posting once a month up-to-date tally of all members' service hours.

f. The President is responsible for notifying members whose membership may be in jeopardy due to insufficient service hours.

g. The President shall submit a final tally of members' service hours to the advisor with a separate list of members eligible for Special Recognition.

h. The President, with an advisor's consent, may delegate any responsibilities deemed necessary.

2. Vice-President:

a. The Vice-President shall assume the duties of the President in the absence of the President.

b. The Vice-President shall perform the duties designated by the President.

c. The Vice-President shall become President if the elected President is unable to perform his or her duties for an extended period of time or a vacancy should occur in the office of the President.

a. The Vice-President shall be responsible for collecting archival materials file any and all permanent records etc. from the club officers at the end of each term.

b. The Archivist shall be responsible for maintaining the Chapter display case in the Science Building.

3. Secretary:

a. The Secretary shall record and make available by the next meeting the minutes of all AGS general and board meetings.

b. The Secretary shall present all the minutes from the meetings at the end of the semester, in complied form.

c. The Secretary shall conduct and report Chapter correspondence.

d. The Secretary shall keep a current copy of the state and Omega Chapter Bylaw and Standing Rules.

e. The Secretaries shall perform other duties designated by the President or board.

4. Treasurer:

a. The treasurer shall be in charge and supervise all incomes and expenditures of the Omega Chapter.

b. The Treasurer shall make a budget for the Omega Chapter and submit it to the Board.

c. The Treasurer shall submit a report of financial status of the Chapter at each Board Meeting.

d. The treasurer shall maintain current itemized financial records of the Chapter.

e. The Treasurer shall verify all moneys from all events, and handle all business with the student banks.

f. The Treasurer shall make a closing report to the Board and advisor(s).

g. The Treasurer shall submit a year-end statement to the archivist.

5. Publicity Chairperson: The Publicity shall publicize Chapter activities as directed by the President or the Board by any means both available and desirable.

6. ICC Representative: The ICC Representative shall be the President unless otherwise

delegated to another club member. The ICC Representative shall be present at ICC meetings and shall inform the Board of matters directly concerning or related to the Chapter.

11. Members at Large:

- a. Members at Large shall have been continuing or permanent members and must have served as board members.
- b. Members at Large shall advise the Board, and have Board membership for the semester.

Section 6 Removal of Officers: Any officer who fails to execute his or her duties as outlined in the Bylaws may be removed from office.

1. Formal Removal Method:

- a. A petition signed by at least 51% of the membership.
- b. Presentation of a list of grievances to the officer at a specially convened general meeting.
- c. The officer will be given an opportunity to respond at a general meeting one week later.
- d. The issue of removal must be presented to the general membership and requires a majority vote of those present or voting with absentee ballots.

2. Informal Removal Method:

- a. Presentation of a list of grievances to the officer at a specially convened Board meeting.
- b. The officer will be given an opportunity to respond at a Board meeting one week later.
- c. At the same Board meeting the issue will be put to a vote requiring a two-thirds majority vote for removal.

Section 7: Filling Office vacancies: With two-thirds vote of the Board, the president in consultation with an advisor shall bring forward a name to fill a vacant office.

Article V. Standing Rules and Amendments

Section 1: Standing Rules: Guidelines for Chapter operation.

1. All Standing Rules will be attached to a copy of the Bylaws.
2. Decisions reached by a simple majority vote at a Board Meeting shall be considered a standing Rule.
3. Once passed, these shall be the official acts of the Omega Chapter of AGS.

Section 2: Amending Procedure of these Bylaws:

1. An amendment may be proposed in writing by fifteen members, or by a two-thirds majority of the Board.
2. Proposed amendments to the Bylaws must be mailed or given to all members at least one week before the desired voting day at a general meeting. Accompanying the proposed amendment will be notice of the day, date, time, and place that the amendment will be voted upon. It shall include an absentee ballot form.
3. Amendments to the Bylaws shall require a two-thirds affirmative consensus of those voting on the appointed day at the meeting or by absentee ballot submitted by that day.

Article VI. Special Recognition

Section 1: Seal of Merit: The Special Recognition (in the form of a seal of Merit duly noted on the student's transcript) shall be granted to Chapter members who:

1. Have completed at least two semesters of AGS membership.
2. Must have completed a total of at least sixty service hours.
3. Have completed sixty units of the college credits.
4. Must have a cumulative GPA of 3.25 or greater.

Section 2: Seal of Membership: Seal of Membership is duly noted on the student's transcript by meeting the following requirements:

1. Must have met membership requirement for at least one semester.
2. Must have completed a total of at least thirty service hours.
3. Must have a cumulative GPA of 3.0 or greater.

STANDING RULES

OMEGA CHAPTER OF ALPHA GAMMA SIGMA The California
Community College Honor Society Revised Summer 1995

SECTION 1. MEMBERSHIP

Any courses completed two years prior to application for membership, whether at CCSF or any other institution of higher learning, shall not be used prohibitively.

2. Dues shall be twelve dollars (\$12.00) per semester.
3. Membership must be renewed each semester.
4. Applications for membership must be filed and dues paid (except for permanent members) prior to the beginning of finals. Exceptions to be considered individually an advisor.
5. Service hour postponement by reason of extenuating circumstances for a period may be allowed by decision of the advisor.
6. To remain in good standing, members must perform a minimum of fifteen service hours per semester or thirty service hours in a two-semester period. Ten of the fifteen service hours each semester must be completed on-campus through AGS activities, while the other five service hours may be completed off-campus through other non-profit organizations.
7. It is the duty of the president to keep an updated listing of all permanent members.
8. Permanent members are required to pay the initial permanent membership dues but are exempt from paying future membership dues.

SECTION II ELECTIONS

1. The term of office shall be one academic year (Fall & Spring).
2. The election of officers shall be held by secret ballot over days and each member shall have the opportunity to vote by absentee ballot.
3. After securing each candidate's acceptance of nomination, the Secretary shall present a list of eligible candidates for the elections to the board and inform the membership through the chapter's newsletter or other means.

SECTION III. GENERAL PROCEDURES

1. All questions concerning the interpretation of the Bylaws or Standing Rules shall be brought to the board for interpretation.
2. For General Meetings' times and dates shall be determined by the incoming board.
3. Board meetings shall be held as deemed necessary by the President.
4. All members of AGS are welcome to attend board meetings but only board members can vote at said meeting
5. The board shall have the power to make all rules and regulations governing the society within the framework of the Bylaws, Standing Rules, and Constitution of the state organization.
6. The duties of the board shall be to develop a calendar of events that provides a balanced program of social and cultural enrichment, to serve between semesters, to plan for the next semester, and to carry on programs of Alpha Gamma Sigma.
7. All expenditures greater than fifty dollars must have prior board approval.
8. The Secretary shall provide to the Advisors, President, and Vice-President(s), and the telephone tree chairperson, the chapter directory, which includes the names. Addresses and telephone numbers of all members in alphabetical order.
9. The Secretary shall post the minutes of the Chapter[s meetings on the AGS bulletin board by room 207 of the Science Building no more than a week after the meeting.
10. The Publicity Chairperson shall provide the Guardsman's "Up and Coming" column, and the Faculty News with advertisements of Chapter events.
11. All board members must attend all board meetings.