

Saddleback College

**BY-LAWS OF THE  
ALPHA GAMMA SIGMA HONOR SOCIETY**

**Sigma Epsilon Chapter**

**ARTICLE I. NAME AND MISSION**

**Section 1. Name.** The Saddleback chapter is known as the Sigma Epsilon chapter of Alpha Gamma Sigma, Inc., the California Community College Honor Society (hereinafter "AGS").

**Section 2. Mission.** The purpose of the chapter is to:

- develop leadership, character, and judgment;
- foster, maintain, and recognize scholarship;
- promote service to the college and the community; and
- offer cultural, social, and enrichment experiences.

**ARTICLE II. MEMBERSHIP**

**Section 1. Qualifications.** Any Saddleback College student who has completed at least twelve (12) semester units within the past two academic years and maintains a cumulative GPA of 3.0 or higher is eligible to join Alpha Gamma Sigma Honor Society. G.P.A. is based on the two most recent years of academic work.

**Section 2. Member in Good Standing.** Students must fulfill all of the following requirements to be in good standing:

- A. Paid current membership dues;
- B. Not be under any organizational disciplinary action;
- C. Not be under any college disciplinary action;
- D. Be currently enrolled in at least nine semester units; and
- E. Fulfill all Alpha Gamma Sigma (AGS) Membership obligations for both the current and past semesters, as defined in Article II of the *Bylaws of Alpha Gamma Sigma* (AGS), Incorporated.

**Section 3. Service Requirements.** Members must complete twenty (20) service units during the concurrent Fall or Spring semester. Fifteen (15) of these units must be

dedicated specifically to outside community service or contributing to Alpha Gamma Sigma, known as AGS hours. Active members may apply for Alpha Gamma Sigma (AGS) scholarships and vote for office. In addition, continuing active members are eligible for preferred registration. Furthermore, officers must complete twenty-five (25) service units during the semester in which they hold office.

#### **Section 4. Membership Classes.**

A. **Temporary Membership.** Students entering their first semester of community college who either are lifetime members of the California Scholarship Federation (CSF) or have graduated a U.S. high school with a GPA of at least 3.5 are invited to become Temporary members during their first semester in a community college. Temporary members have, upon payment of dues, all the privileges of membership except for holding elective office. Temporary members may advance to Initial membership in a subsequent term provided they achieve minimum GPA and semester unit requirements.

B. **Initial Membership.** Students are eligible to become Initial members who have at least twelve (12) semester units of college courses and maintain a cumulative GPA of at least 3.0 in all college coursework going back up to two (2) years.

#### **C. Continuing Membership.**

1. **Qualification.** Qualifying Initial members who were in AGS for at least one semester may apply for Continuing membership if they maintain a 3.0 GPA either while enrolled in at least twelve semester (12) units in the preceding semester, or in all college coursework going back up to 2 years.

2. **Silver Pin.** Continuing members with at least 30 semester units may wear the silver  $\text{AG}\Sigma$  pin.

3. **Grace Periods.** Continuing members will receive one semester's grace period if the member's GPA falls below 3.0. One grace period is accumulated for every earned semester of membership. A Continuing member cannot have two grace periods consecutively.

#### **D. Permanent Membership.**

1. **Qualified Continuing Members** may apply for Permanent Membership by submitting an application for Permanent Membership during the semester in which they:

a) Complete 60 semester units in degree-appropriate college courses, of which at least 54 units are for a grade (not as CR/No Credit);

b) Have completed at least 30 of these units at the Community College level;

c) Are currently registered as a Continuing Member; and

d) Meet one of the following criteria:

i) A student in the 2nd semester of AGS membership completes the semester with a cumulative 3.50 GPA or higher in all recognized college courses; or

ii) A student in the 3rd semester of AGS membership or more completes the semester with a cumulative GPA of at least 3.25 in all recognized college courses.

2. Permanent membership applications must be filed by the twelfth week of the semester.

3. Permanent members may apply for an Alpha Gamma Sigma Permanent Certificate. Permanent members may also wear the gold ΑΓΣ pin and the distinguished gold stole.

4. All future membership dues are waived for Permanent members.

### **ARTICLE III. MEMBERSHIP REQUIREMENTS**

#### **Section 1. Transcript Notation.**

A. Members who maintain eligibility and successfully complete all requirements may receive a transcript notation of AGS participation.

B. Students upon graduating from Saddleback College who have a transcript notation of AGS membership may request an Alpha Gamma Sigma Gold Seal for their diploma.

**Section 2. Meetings.** Members must attend at least three meetings per semester. Members must arrive on time and stay until the meeting is adjourned to receive credit for attendance at a meeting. The Secretary shall note only members who are in attendance on time and for the entire meeting in the minutes of the meeting.

#### **Section 3. Grade Point Average Eligibility.**

A. The GPA after final grades are submitted in a semester is the determining factor in judging fulfillment of membership requirements.

B. In determining GPA eligibility, units must be counted beginning with those most recently completed and going back chronologically. If any units from a semester are used to establish eligibility, all units in graded courses on that and all intervening transcripts must enter into the calculation of the GPA. If any units from a semester are used to establish eligibility, all units from that semester must be included in computing the GPA.

C. Any course completed two years or more prior to application, whether at a community college or other accredited institution, shall not be used to prohibit any person from achieving membership, provided that such units are not used to meet the minimum number of required units.

**Section 4. Other Requirements.**

A. Member applications and dues must be submitted together. Applications must be received no later than the 5 pm on the Friday of the fourth week of any semester which the applicant desires to join. All membership dues are non-refundable.

B. Each member must reapply for membership each semester. Permanent members must reapply in order to be eligible for scholarship consideration or if serving on the executive board.

C. All members must remain enrolled in twelve (12) or more units. The President may grant hardship exceptions due to limited course offerings by the college, classes being cancelled with no suitable replacements available, or similar extenuating circumstances not due to the lack of a good faith effort by the student to remedy.

D. Service must be performed during the semester for which credit is earned. Required service hours must be completed by the end of the 15<sup>th</sup> week of the semester.

**ARTICLE IV. EXECUTIVE BOARD**

**Section 1. Officers.**

A. A member must have at least one semester of membership in good standing to run for an elected office.

B. A board member must be a current member in good standing during their term of service.

C. The following offices are elected positions:

- President
- Vice-President
- Inter-Club Council Representative
- Treasurer
- Secretary

D. The following offices are appointed by the President:

- Community Service Director
- Activities Director
- Marketing Director

- Administrative Director
- Correspondence Director

D. The president may nominate appointments to fill a vacant position, as the need arises.

E. If the presidency becomes vacant the order of succession shall be the following:

- Vice President,
- Inter-Club Council Representative,
- Secretary,
- Treasurer.

F. If no person who is qualified for office is available for an office, the one semester of prior membership requirement may be suspended.

G. Any action taken in good faith by a person serving as an officer shall stand despite in technical disqualification which may subsequently be determined.

## **Section 2. Terms of Office.**

A. Officers for the Fall term take office the day after Graduation Day. Officers for the Spring term assume office January 1.

B. The number of semesters a member may serve on the executive board is limited to four (4) terms. A semester counts as a term in office if the person took office before the ninth week of the semester.

## **ARTICLE V. DUTIES OF OFFICERS**

**Section 1. In General.** Officers will uphold the State AGS By-laws and the By-laws of the Sigma Epsilon Chapter.

### **Section 2. President.**

A. Lead the Alpha Gamma Sigma (AGS) Cabinet in all its endeavors.

B. Call and preside over all General and Cabinet Meetings.

C. Administer the Cabinet's duties.

D. Work closely with the Advisor(s).

E. Coordinate Alpha Gamma Sigma (AGS), Sigma Epsilon Chapter attendance at State and Regional Conventions.

F. Uphold the laws of the Constitution and By-laws of the Sigma Epsilon Chapter of Alpha Gamma Sigma (AGS).

G. Maintain a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.

H. Organize the End of the Semester Awards Ceremony within a budget defined by the cabinet.

I. Appoint committees and committee chairs as necessary.

J. Prepare the agenda for each meeting in cooperation with the secretary.

**Section 3. Vice President.**

A. Increase chapter awareness of beneficial Saddleback College campus events and activities.

B. Increase campus awareness of Alpha Gamma Sigma Honor Society, through Club Rush and primary fundraising events on campus.

C. Coordinate all academic and social events in cooperation with the Activities Director and Marketing Director.

D. Coordinate all fund raising events.

E. Assume the duties of president in the absence of the latter.

**Section 4. Inter-Club Council Representative.**

A. Attend all Inter-Club Council meetings, or notify the president in a timely manner whenever unable to be at an ICC meeting;

B. Become familiar with student club rules and current Student Affairs issues and report on them, to foster a well-informed and rule-abiding chapter.

C. Assist the president with re-chartering the chapter each semester and with applying for SSF and ICC funding grants by the given deadlines.

D. Serve as advocate and liaison for AGS to Student Affairs, following up as directed by the board on submitted Activity Request Forms, and reporting in a timely manner to the board on opportunities to serve at Saddleback College student and campus events.

**Section 5. Treasurer.**

- A. Prepare a cash box and receipt book in advance of campus fundraising events.
- B. Document chapter deposits accurately, and pay bills for AGS in a timely manner.
- C. Become familiar with non-profit organization IRS charitable giving guidelines, and issue receipt letters to monetary and scholarship donors.
- D. Fulfill related duties and obligations as assigned by the President and Advisor(s).
- E. Report to the President and Advisor(s) and support the President and the Vice Presidents in all activities related to AGS.

**Section 6. Secretary.**

- A. Keep accurate written minutes of Cabinet Meetings.
- B. Distribute typewritten copies of the minutes from the previous Cabinet Meeting at the beginning of each Meeting.
- C. Call role at each Meeting, keep attendance records of all Cabinet Members, and submit a written notice of any unexcused absence to the President and Advisor(s).
- D. Keep a record of General Member's service hours for active Membership and Scholarship eligibility.
- E. Submit a list of active Members who have not completed their required number of service hours to the President and Advisor(s) by a deadline established by the Cabinet.
- F. Fulfill related duties and obligations as assigned by the President and Advisor(s).
- G. Report to the President and Advisor(s) and support the President and the Vice Presidents in all activities related to AGS.
- H. Prepare the Agenda for each meeting in cooperation with the president.
- I. Uphold the laws of the Constitution and By-laws of the Gamma Chapter of Alpha Gamma Sigma (AGS).
- J. Maintain a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.

**Section 7. Activities Director.**

- A. Plan and publicize chapter social and academic events in cooperation with the Vice President.
- B. Become familiar with and adhere to Student Affairs guidelines in coordinating events, on and off campus, both in season and during the off-season.
- C. Fulfill related duties and obligations as assigned by the President and Advisor(s).
- D. Report to the President and Advisor(s) and support the President and the Vice Presidents in all activities related to AGS.

**Section 8. Community Service Director.**

- A. Plan and publicize charitable service activities in cooperation with the Marketing Director.
- B. Fulfill related duties and obligations as assigned by the President and Advisor(s).
- C. Report to the President and Advisor(s) and support the President and the Vice Presidents in all activities related to AGS.

**Section 9. Marketing Director.**

- A. Promote Alpha Gamma Sigma (AGS) activities and Meetings using emails, banners, fliers, posters. \* K S B R  
\* Lariat
- B. Fulfill related duties and obligations as assigned by the President and Advisor(s).
- C. Report to the President and Advisor(s) and support the President and the Vice Presidents in all activities related to AGS.

**Section 10. Administrative Director.**

- A. Keep a record of General Member's service hours for active Membership and Scholarship eligibility.
- B. Submit a list of active Members who have not completed their required number of service hours to the President and Advisor(s) by a deadline established by the Cabinet.
- C. Fulfill related duties and obligations as assigned by the President and Advisor(s).
- D. Report to the President and Advisor(s) and support the President and the Vice Presidents in all activities related to AGS.

**Section 11.** Correspondence Director.

- A. Document all chapter flyers and newspaper clippings, collect and assemble video at all semester events and photographs of members.
- B. Write letters and correspondence on behalf of the chapter.
- C. Maintain/update any changes in chapter By-laws.

**ARTICLE VI. ATTENDANCE OF OFFICERS**

**Section 1.**

- A. It is the duty of each officer to attend Cabinet Meetings and all relevant Committee Meetings.
- B. After three unexcused absences, an Officer shall forfeit their office.
- C. An absence shall be defined as not being present once the meeting is called to order.
- D. An absence may be excused for good cause. The President shall determine if good cause is present for officers. The Adviser shall determine if good cause is present for the President.
- E. In no event shall more than three excuses be allowed in any one semester, including for tardiness.
- F. A request for an excused absence must be in writing and submitted within one week of the occurrence.

**Section 2.** Officers are expected to fulfill their duties and support Alpha Gamma Sigma (AGS) activities and events.

- A. At least one (1) Officer must be present at every Alpha Gamma Sigma (AGS) sponsored event.
- B. If an Officer should fail to fulfill their duties, they may be dismissed from office by the joint action of the Cabinet and Advisor(s), according to procedures prescribed in Article X, Section 3.
- C. If an Officer should fail to support Alpha Gamma Sigma (AGS) activities and events, they may be subject to disciplinary action as decided by the Cabinet and Advisor(s).

## ARTICLE VII. MEETINGS

### Section 1. Parliamentary Authority.

The most current edition of *Roberts Rules of Order* will be the guideline in all instances in which they are not inconsistent with the *Bylaws of Alpha Gamma Sigma (AGS)*, Incorporated.

### Section 2. General Meetings.

A. All members (except Permanent Members) must attend at least four (4) General or Planning meetings during a semester.

B. All officers must attend at least eight (8) General or Planning meetings during a semester

C. General meetings commence following Club Week in the semester and are held on Mondays at 3 pm. The meeting time, day, and frequency may be changed by majority vote for the balance of the year.

D. At least one Advisor must be present.

## ARTICLE VIII. COMMITTEES

**Section 1.** Types of Committees. There shall be two types of committees in the Alpha Gamma Sigma (AGS) structure: Standing Committees and Special Committees. Each committee shall have a Chairperson appointed by the President and approved by the cabinet.

### Section 2. Chairperson Duties.

A. Calling and presiding over all meetings of the committee.

B. Attending Cabinet meetings as requested by the Cabinet or the advisor(s).

C. Submitting a written report of the proceedings of each Standing Committee meeting that which chair to the Secretary by the Monday following the meeting,

D. Fulfilling related duties and obligations as assigned by the Cabinet and/or Advisor(s).

### Section 3. Standing Committees.

A. The Standing Committees shall include the Recruitment Committee and the Community Service Committee with the approval of the President and the Cabinet.

- B. The term of the Standing Committee Chair shall be one semester.
- C. The Chairperson of the Standing Committee shall appoint members to their committee.
- D. The Standing Committee Chairs report to the Director of Publicity.

**Section 4. Recruitment Committee.** The Recruitment Committee shall have a chairperson appointed by the President and approved by the Cabinet. The Recruitment Committee duties shall include:

- A. Maintaining and providing applications for Alpha Gamma Sigma (AGS) during meetings and in the Student Center.
- B. Organizing and maintaining a table for Alpha Gamma Sigma (AGS) recruitment during Club Week.
- C. Fulfilling related duties and obligations as assigned by the President.
- D. Reporting to the Cabinet and Advisor(s) and support the President and the Vice Presidents in all activities related to AGS.
- E. Upholding the laws of the Constitution and By-laws of the Gamma Chapter of Alpha Gamma Sigma (AGS).
- F. Maintaining a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.

**Section 5. Community Service Committee.** The Community Service Committee shall have a chairperson appointed by the President and approved by the Cabinet. The Community Service Committee duties shall include:

- A. Research and Report upcoming Community Service opportunities.
- B. Research and report available internships and scholarships outside of Alpha Gamma Sigma (AGS)
- C. Fulfilling related duties and obligations as assigned by the President and Advisor(s).
- D. Reporting to the Cabinet and Advisor(s) and support the President and the Vice Presidents in all activities related to AGS.
- E. Upholding the laws of the Constitution and By-laws of the Gamma Chapter of Alpha Gamma Sigma (AGS).

F. Maintaining a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.

**Section 6. Special Committees.**

- A. Special Committees may be established by simple majority vote of the Cabinet.
- B. Committee duties shall be assigned at the time of the creation of the committee.
- C. Committee membership will consist of all interested past and present AGS members.
- D. Only current AGS committee members in good standing shall be eligible to vote.
- E. Committee chairperson shall be chosen by the majority vote of the members in that committee, with the approval of the Advisor(s),
- F. Special Committees shall dissolve upon the completion of their assigned task.

**ARTICLE IX. ELECTIONS**

**Section 1. Election Code.**

- A. Officer elections for the next semester shall be held in the twelfth week of the semester.
- B. All Active members are eligible to vote at the meeting when elections are held. Votes must be cast in person. No proxies may be used.
- C. Contested offices are conducted by secret ballot, tallied by Advisor(s). Uncontested elected offices are decided by voice vote (verbal acclamation).
- D. Elections are determined by a simple majority of Active member votes cast. In case of no candidate for an office or an office become vacant during the semester, such vacancy may be filled by appointment of the president. If the Presidency becomes vacant, then the order of succession in Article IV, Section 1, paragraph D shall be followed. If there is an unfilled vacancy in the office of the President and no successor available, the Faculty Advisor(s) may appoint a replacement.
- E. In case of a tie vote except for the office of President, the President shall break the tie. Faculty Adviser shall break the tie. In case of a tie vote for the office of President, the Faculty Adviser shall break the tie.

**Section 2. Qualification for Office.**

A. Any member in good standing on election day with less than four (4) terms served on board may run for office.

B. Candidates are invited to give a speech not to exceed five (5) minutes on election day and to answer questions, as time allows.

C. A candidate for office may not use contact information gained through access to an AGS membership list for campaigning purposes.

**ARTICLE X. SERVICE POINTS**

**Section 1. Service Points.**

A. Service points earned by members must be done so during that semester. Points cannot be earned for activities done in previous semesters.

**Section 2. Approved Activities.**

A. A list of approved activities will be available by the first general meeting of the semester.

**Section 3. Cabinet Discretion.**

A. The Cabinet has the right to amend the list of approved activities at their discretion during the semester.

**ARTICLE XI. REMOVAL**

**Section 1. Basis of Removal**

An officer may be removed from office for improper conduct or neglect of duty.

**Section 2. Valid Cause**

A. Willful or excessive violation of the Alpha Gamma Sigma, Sigma Epsilon Chapter By-laws.

B. Willful disregard of decisions made by the executive board.

C. Failure or refusal to disclose necessary information on matters of chapter business.

- D. Unwarranted attacks on any officer or refusal to cooperate with an officer.
- E. Misrepresentation of the chapter or any of its officers.
- F. Contributing to the creation of a hostile environment within the chapter.
- G. Violation of Saddleback College's Standards of Student Conduct, as defined in the Saddleback College Catalog.
- H. Violation of Saddleback College's Board Policies or Administrative regulations.

### **Section III**     Procedure

A. An Officer charged with improper conduct or neglect of duty as defined by Article X, Section 2, Parts A, B, C, D, E, and F, shall be subject to removal through the following procedure:

- 1) The individual bringing charges against an Officer of Alpha Gamma Sigma must present a written, signed statement detailing the charges along with any supporting documentation to support the claims made against the officer to the Advisor(s).
- 2) If the Advisor(s) deem the case presented as substantial and probably true, the accused Officer shall receive written notice from the Advisor(s), sent through mail or by email, detailing the charges brought against them at least five (5) days prior to the Cabinet meeting. The date, time, and location of the meeting must be included in the letter or email.
- 3) The Cabinet shall meet at the specified date, time, and location and hear both the accused and accuser's cases.
- 4) The Cabinet shall vote by anonymous ballot to determine whether the Officer is guilty of the charges brought forth and whether they shall be removed.
- 5) A majority vote is needed to remove an Officer.
- 6) Failure to appear at a mutually agreed upon time and place shall result in immediate removal from office, unless detained by an emergency that can be verified.

B. An Officer charged with improper conduct or neglect of duty as defined by Article X, Section 2, Parts G and II, shall be subject to removal through the Saddleback Community College District Administrative Regulation 5420.

**Section 4.** Subjugation of Disciplinary Action. Proceedings for violation of Student Conduct at the Student Affairs level or higher supersede any actions taken by the Alpha Gamma Sigma chapter.

## **ARTICLE XII. SUSPENSION OR REVOCATION OF MEMBERSHIP**

**Section 1.** Basis of Discipline. AGS Membership may be suspended or revoked for improper conduct.

### **Section 2.** Valid Cause

A. Willful or excessive violations of the Alpha Gamma Sigma (AGS), Gamma Chapter Constitution or By-Laws.

B. Willful disregard of decisions made by the Cabinet or Advisor(s).

C. Willful disregard of instructions given by the Cabinet or Advisor(s).

D. Failure or refusal to disclose necessary information on matters of organizational business.

E. Unwarranted attacks on any Officer or member.

F. Refusal to cooperate with any Officer or Advisor(s).

G. Misrepresentation of the organization or any of its Members.

H. Contributing to the creation of a hostile environment within the organization.

I. Disruption of organization activities.

J. Violation of Saddleback College's Standards of Student Conduct, as defined by the Saddleback College Catalog.

K. Violation of Saddleback College's Board Policies or Administrative regulations.

### **Section III.** Procedure

A. Any individual bringing charges of improper conduct as defined by Article XI, Section 2, Parts A, B, C, D, E, F, G and H, shall be subject to removal through the following procedure:

1) The individual who is bringing charges against a member of Alpha Gamma Sigma (AGS) must present a written, signed statement detailing the charges along

with any supporting documentation to support the claims made against the officer to the Advisor(s).

2) If the Advisor(s) deem the case presented as substantial and probably true, the accused Officer shall receive written notice from the Advisor(s), sent through mail or by email, detailing the charges brought against them at least five (5) days prior to the Cabinet meeting. The date, time, and location of the meeting must be included in the letter or email.

3) The Cabinet shall meet at the specified date, time, and location and hear both the accused and accuser's cases.

4) The Cabinet shall vote by anonymous ballot to determine whether the Membership should be suspended or revoked.

5) A majority vote is needed to decide the course of action.

6) Should the decision be suspension of Membership, a majority vote is needed to decide the length of time. Term of suspension begins immediately.

7) Should the decision be revocation of Membership, Membership termination is immediate and final.

8) Failure to appear at a mutually agreed upon time and place shall result in immediate revocation of Membership, unless detained by an emergency that can be verified.

B. A Member charged with improper conduct as defined by Article XI, Section 2, Parts J and I, shall be subject to removal through the Saddleback Community College District Administrative Regulation 5420.

### **ARTICLE XIII. AMENDMENTS**

#### **Section 1. Initiative.**

A. An amendment to the By-laws may be proposed by written request of ten percent of Active members and must be approved by a two-thirds vote of the executive board prior to presentation to the general membership.

B. Notice of proposed amendments must be given in executive board minutes or announced at a General meeting at least one week before the desired voting day at a General meeting, along with notice of the date and place of the General membership vote.

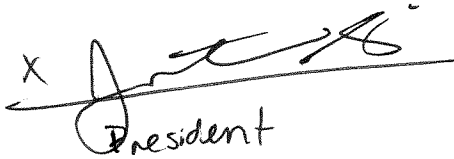
#### **Section 2. Ratification.**

A. The general membership vote on proposed amendments is by secret ballot and tallied by the Advisor(s).

B. Amendments voted by the General membership are passed with a majority affirmative vote. Amendments go into effect upon approval.

**Bylaws reviewed by the cabinet on 11/28/07**  
**Bylaws completed on 11/30/07**  
**Bylaws ratified on 12/3/07**

1/4/10

X   
President

9/17/2010.  
Date.