



Pasadena City College

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

**Alpha Chapter**

**ARTICLE I: NAME AND MISSION**

**Section I Name**

The Pasadena chapter is known as the Alpha chapter of Alpha Gamma Sigma, Inc., the California Community College Honor Society (hereafter referred to as AGS).

**Section II Mission**

The purpose of this chapter is to:

- develop leadership, character, and judgment among the students of Pasadena City College;
- foster, maintain, and recognize scholarship;
- promote service to the college and the community; and
- develop programs offering cultural, social, and enriching experiences.

**ARTICLE II: MEMBERSHIP**

**Section I Qualifying for Membership**

Any PCC student who:

- has completed 12 college units;
- maintains a cumulative college GPA of 3.0 or higher; and
- is currently enrolled in 9 college units is eligible to join Alpha Gamma Sigma Honor Society.

Any incoming student who:

- has a high school GPA of 3.5 and above; and
- is currently enrolled in 9 units at Pasadena City College is eligible to join Alpha Gamma Sigma Honor Society.

Any international student who:

- can fulfill membership requirements, as defined in Article II, Section IV, Item D of the By-laws.

**Section II Member in Good Standing**

A. A student who has paid membership dues for the current semester by the deadline defined by the Recording Secretary;

- B. A student who is not under any organizational disciplinary action;
- C. A student who is not under any college disciplinary action;
- D. A student who remains enrolled in the required minimum units for satisfactory academic progress of an Honor Society member;
- E. A student who has fulfilled all Alpha Gamma Sigma (AGS) Membership obligations for both the current and past semesters, as defined in Article II, Section I; and
- F. A student who is qualified to run for a board position, apply for scholarships, and receive transcript notation.

### **Section III Two Classes of Member Status**

- A. Active Members must complete a minimum of 20 (twenty) total service hours during the current Fall or Spring semester. 6 (six) of these twenty hours must be dedicated specifically to fundraising for or contributing to Alpha Gamma Sigma, known as AGS hours. Active members may apply for Alpha Gamma Sigma (AGS) scholarships, run, and vote for office.
- B. Inactive Members must complete a minimum of 9 (nine) hours of service during the current Fall or Spring semester. 2 (two) hours must be AGS hours. Inactive Members may not apply for Alpha Gamma Sigma scholarships nor can they vote or run for office.
- C. All membership status is non-transferable after payment of dues and all dues are non-refundable.
- D. Members may choose to change their status from Active to Inactive only up until the application deadline.

### **Section IV Four Types of Membership**

#### Temporary Membership

- A. 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 qualified to become Temporary members during their first semester.
- B. First-semester students in Fall who are recipients of the PCC Honors-at-Entrance scholarship are eligible to join as Temporary members for the remainder of the semester.
- C. Temporary members have, upon payment of dues, all the privileges of membership except for holding elective office.
- D. Pertaining to incoming international students, their eligibility to join AGS will be determined based on a midterm GPA of 3.0. Upon applying to be an AGS member and meeting the requirement of being enrolled in at least 9 units, they will be placed on a probationary period until midterm grades are received. Mid-semester grades are to be submitted by the application deadline to the Recording Secretary and signed off by PCC faculty staff members.

#### Initial Membership

- A. Students are eligible to become Initial members after completing at least 12 semester units of college courses and with a cumulative GPA of at least 3.0, in all college coursework going back up to 2 years.

#### Continuing Membership

- A. Initial members who were in AGS for at least one semester may apply for Continuing membership if they have and maintain a 3.0 GPA, in all college coursework going back up to 2 years, and are enrolled in at least 9 units.
- B. 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 continuing membership. A continuing member

cannot have two grace periods consecutively and any member who fails to maintain satisfactory academic progress will lose their membership with AGS Inc.

C. A grace period does not grant the member a transcript notation. The grace period gives the member a chance to preserve their status as a continuing member, which would count towards applying for permanent membership.

#### Permanent Membership

A. Permanent Membership is granted to Continuing Members. Students are eligible to petition by application for Permanent Membership during the semester in which they

1. Complete 60 semester units in degree-appropriate college courses, of which at least 54 units are for a grade (not as CR/No Credit or Pass/No Pass);
2. Complete at least 30 of these units at the Community College level;
3. Are currently registered as a Continuing Member; and
4. Meet one of the following criteria:
  - A student in the second semester of AGS membership completes the semester with a cumulative 3.50 GPA or higher in all recognized college courses; or
  - A student in the third semester of AGS membership or more completes the semester with a cumulative GPA of at least 3.25 in all recognized college courses.

B. Permanent membership applications must be filed by the established due date, commonly at minimum one week beyond the final day to apply for chapter membership in the semester.

C. Permanent members are entitled to receive the Alpha Gamma Sigma Permanent Certificate. They may also wear the distinguished gold stole.

D. For Permanent members, all future membership dues are waived. However, Permanent members are not automatically entitled to a transcript notation every semester.

### **ARTICLE III: MEMBERSHIP REQUIREMENTS**

#### **Section I Transcript Notation**

A. Only applicants meeting all membership requirements may receive a transcript notation of AGS participation.

B. Transcript notation is granted to members in Good Standing.

C. Members must achieve a semester GPA of 3.0 or higher in order to receive notation.

D. Students upon graduating or finishing PCC with transcript notations of AGS membership are entitled to receive the Alpha Gamma Sigma Gold Seal for their diploma or other document of their choosing.

#### **Section II Meetings**

A. All members must attend at least 6 (six) General or Planning meetings during a semester.

B. Members may attend 1 (one) social in lieu of one of the 6 meetings they must attend.

C. Members are expected to arrive within the first 15 minutes and must stay until the last 10 minutes of the meeting hour to count towards meeting attendance.

D. Each member is responsible to provide proof of attendance. No proof of attendance will be issued after the first 15 minutes of a meeting, except by variance of the Recording Secretary. If the Recording Secretary is absent from the meeting, any board member present can verify their attendance.

E. Members who have regular class or job conflicts with the scheduled meeting may request to be exempted from Rule C of this section by submitting a copy of their class schedule taken from the Pasadena City College Website or an official copy of their work schedule verified by their supervisor along with a contact number for verification purposes. Being a part of student organizations or a part of any other PCC organization other than AGS such as Associated Students or clubs on campus does not grant a member or board officer to be exempted from meetings. Meeting requirement is mandatory to earn end of the semester notation. Granting special exemption for meetings will be presented by a member during weekly planning meeting and will be put to a vote.

### **Section III Grade Point Average Eligibility**

A. The GPA after final grades are submitted in a semester is the final 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.

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

### **Section IV Other Requirements**

A. Member must submit unofficial transcripts to the Recording Secretary and membership dues to the Treasurer. Applications must be received no later than the established due date. All membership dues are non-refundable. Dues for a Fall or Spring semester shall not change during the application window for that term.

B. All members are required to 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 9 or more units. Exceptions to enroll in fewer units are for members graduating or in their final semester, for appointed officers on the executive board, for members experiencing limited course offerings by the college, or for members facing similar challenges, as granted by variance of the board.

D. Service time benefiting the community and promoting the Alpha Gamma Sigma PCC chapter is valid toward achieving membership only when done during the current Fall or Spring semester. The member commits to completing the prescribed service time requirements of his member status – Active / Inactive – by the established due date.

## **ARTICLE IV: EXECUTIVE BOARD**

### **Section I Officers**

A. All board members must have at least one semester of experience in AGS. During their term, board members must maintain the status of an Active member.

B. Appointed offices stipulate prerequisite knowledge and are the following:

- President
- Treasurer
- Publicity Art Director
- Technology Coordinator

- Assistant Technology Coordinator

C. The following elected offices do not requiring prerequisite knowledge:

- External Vice President
- Internal Vice President
- Recording Secretary
- Corresponding Secretary
- Inter-Club Council Representative
- Fundraising Coordinator
- Market Coordinator
- Activities Coordinator

D. The Executive Board may nominate members to fill a vacant position as outlined in Section B, if the need arises to do so.

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

- External Vice President,
- Internal Vice President,
- Activities Coordinator
- Treasurer

## **Section II Terms of Office**

A. Officer terms are year long, effective from Fall to Spring every calendar year. All elected Board members are to take office in the Summer Semester and assume their assigned duties. President has the right to schedule informal, closed planning meetings in preparation for the upcoming school year.

B. A board member may serve on the executive board for a maximum of 2 (two) full semesters. Short semesters like Summer and Winter semester do not count as one of the two full semesters. A semester counts as a term in office if the board member is instated before the fifth week of the semester.

C. It is mandatory for all Board members to attend both the Planning Meetings and the General meetings, on Tuesdays and Thursdays, respectively. Board members will be deemed absent if they are more than thirty minutes late for weekly meetings. A pattern of unexcused truancy may lead to disciplinary action by the current Board. All absences require prior arrangement with the Executive Board members. No member of the Executive Board, including the President, can excuse another board member from any mandatory weekly meetings. Failure to follow the rules may result in suspension, disqualification or impeachment. All suspension, disqualification and impeachment require a unanimous vote from all Board members. A board member may not abstain from voting.

D. All board members must attend at least 80% of the planning meetings held during a semester. Unexcused absences are included in establishing the completion of this board qualification. Board members are strongly recommended to attend general meetings as well.

E. If an officer should fail to qualify and/or maintain the conditions of their membership of Alpha Gamma Sigma (as outlined in Article II) during their term in office, this will result in an automatic suspension of the position and the board member may no longer continue in office.

## **ARTICLE V: DUTIES OF OFFICERS**

### **Section I General Office Duties**

Officers will:

- A. Uphold the State AGS By-laws and the By-laws of the Alpha Chapter;
- B. Maintain a binder with relevant information pertaining to their position, which is turned over to the Advisor(s) at the end of the term in office.
- C. Maintain member privacy by preventing all persons except board members and advisors from having access to sensitive information such as members' phone numbers, email addresses, PCC ID numbers, and social security numbers.
  - 1. No sensitive data shall be submitted online by board members unless the data is encrypted.

### **Section II Specific Duties by Office**

Chapter President

- A. Administer the Cabinet's duties and prepare meeting agendas;
- B. Be the communication liaison to PCC college institutions and neighboring AGS chapters;
- C. Coordinate Alpha Chapter attendance at the Fall Regional Conference and Spring State Convention;
- D. Work closely with the Advisor(s).

Internal Vice President

- A. Increase chapter awareness of beneficial PCC campus events and activities;
- B. Increase campus awareness of Alpha Gamma Sigma Honor Society, through Club Week and primary fundraising events on campus;
- C. Inspire and excite chapter spirit and advocate Spirit Day;
- D. Oversee election and voting process in coordination with the External Vice President;
- E. Assume the duties of President in the absence of the latter.

External Vice President

- A. Solicit scholarship sponsors, monetary donations, and opportunity drawing prizes for AGS;
- B. Perform follow-up correspondence and other duties appropriate to external business relations;
- C. Assist the Fundraising Coordinator in fundraising events;
- D. Oversee election and voting process in coordination with the Internal Vice President;
- E. Oversee partnerships with organizations such as American Red Cross and its relevant committees;
- F. Assume the duties of the president in the absence of the President and Internal Vice President, and succeed to the office of President should that office become vacant.

Recording Secretary

- A. Process and review member applications and build a chapter roster.
- B. Keep record of members' service time and meeting attendance;

C. Provide Advisors current service time sheets in a timely manner for scholarship evaluations;

D. Prepare a list of all members qualifying for membership, pending semester final grades.

#### Corresponding Secretary

A. Document all chapter flyers and newspaper clippings, collect and assemble video at all semester events and photographs of members;

B. At meetings:

1. Ensure an Advisor is present;
2. Make member applications available;
3. Record accurate minutes, and have these minutes publicly available in a timely manner;

C. Write letters and correspondence on behalf of the chapter;

D. Maintain/update any changes in chapter By-laws;

E. The Corresponding Secretary will assist the Recording Secretary with processing and keeping record of members' service time and meeting attendance;

F. Handle newsletter publications in conjunction with the Assistant Technology Coordinator.

#### 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. Report the amount that the Scholarship Advisory Committee has the discretion to award toward scholarships and to the chapter Endowment fund.

#### Inter-Club Council Representative

A. Attend all Inter-Club Council meetings, or notify the president in a timely manner whenever unable to attend 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 PCC student and campus events.

#### Fundraising Coordinator

A. Plan and publicize fundraisers for Alpha Gamma Sigma;

B. Work with the Treasurer to prepare a cash box in advance of campus fundraising events, and keep track of AGS's fundraising money;

C. Become familiar with and adhere to Student Affairs guidelines in coordinating fundraising events, on and off campus, both in season and during the off- season;

D. Submit records of volunteer service time to the recording secretary, within the time limit as determined

by the board;

E. Plan and organize TV tapings;

1. Serve as advocate and liaison for AGS to Studio Audience agencies, planning and publicizing with the technology coordinator AGS participation in TV taping fundraisers;
2. Become familiar with and adhere to Student Affairs guidelines in coordinating TV tapings, both in season and during the off-season;
3. Ensure AGS receives timely payment for audience participation.

Marketing Director

- A. Plan and publicize chapter participation at the PCC Flea Market;
- B. Assist the treasurer with same-day Flea Market deposits. The Marketing Director can never take cash box proceeds home overnight. Also assist the treasurer with Flea Market deposit receipts from the bank.
- C. Become familiar with and adhere to Student Affairs guidelines for coordinating Flea Market participation, both in season and during the off-season;
- D. Become familiar with Flea Market service time and donation guidelines, and submit records of volunteer service time to the recording secretary, within the time limit as determined by the board.

Publicity Art Director

- A. Publicize chapter events and promote chapter awareness on campus, by means of banners, flyers, the Courier, weekly publications, classroom announcements, announcements at the Academic and Classified Senate meetings, the college electronic daily bulletin, the PCC web site, and the marquee board at Colorado & Hill through Public Relations;
- B. Chair a publicity committee and coordinate with the internal vice president during Club Week to solicit new members;
- C. Coordinate the AGS glass display case and return the issued key in a timely manner to the Advisor(s) at the end of the term;
- D. Oversee, with the advice of the Cabinet, all publicity and design aspects promoting the chapter, including, as necessary, T-shirts, polo shirts, sweatshirts, embroidered items, jackets, officer name badges, banners, newspaper advertisements, and the Awards Ceremony program, as well as guest invitations.

Activities Coordinator

- A. Plan and publicize chapter social events and charitable service activities;
- 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. Work with the publicity art director to plan all aspects of the semester's Awards Ceremony;
- D. Submit records of volunteer service time to the recording secretary, within the time limit as determined by the board.

Technology Coordinator

- A. Update and maintain the chapter web site, and keep AGS technologically current;
- B. Promote awareness of AGS activities and beneficial campus events;
- C. Implement the FERPA privacy act, upholding online security and member confidentiality;



- D. Process online member applications.
- E. Maintain a backup of all AGS electronic files.
- F. Train the other board members in using any applications related to AGS business.
- G. Provide direction and training to the Assistant Technology Coordinator to ensure his or her readiness to handle all duties of the Technology Coordinator.
- H. Ensure that any new technology is functional, useful to all members, and that behavior of its participants reflects the values of AGS.

#### Assistant Technology Coordinator

- A. Assist the Technology Coordinator in all of his or her duties as stated in the By-laws;
- B. Implement the FERPA privacy act, upholding email security and member confidentiality;
- C. Maintain a chapter email list and send weekly electronic newsletters about AGS events.
- D. Work with the Technology Coordinator to announce the AGS chapter member of the month (any member not holding office);
- E. Credit service time for submitted photography and newsletter articles, and submit record of this service time to the recording secretary, within the time limit as determined by the board.

## **ARTICLE VI: MEETINGS**

### **Section I Planning Meetings**

- A. Cabinet members and Advisor(s) meet once a week at a predetermined time.
- B. Planning meetings are open-session meetings, except those times in the agenda when the Chair calls a closed session with only board and Advisor(s), for discussing issues of a more sensitive nature.
- C. No final decisions can be voted or reached without a quorum or an attending Advisor.
- D. Members may be credited with meeting attendance for attending a Planning meeting.

### **Section II Quorum**

- A. A quorum of a majority of executive board members with at least one Advisor attending is needed to hold a Planning meeting. Without quorum, only an informal meeting can be held for which present members will not receive AGS hours.

### **Section III Parliamentary Authority**

- A. Standard rules of parliamentary procedure will be the guideline in all instances in which they are not inconsistent with the By-laws of Alpha Gamma Sigma (AGS), Incorporated.

### **Section IV General Meetings**

- A. General meetings commence following Club Week in the semester and are held on Thursdays, at a predetermined time.
- B. At least one Advisor must be present.

## **ARTICLE VII: ELECTIONS**

### **Section I Election Code**

A. Officer elections for the succeeding term are held near the week of the service time submission deadline, and at least one week before the Awards Ceremony.

B. All Active members are eligible to vote if present and voting at the meeting when elections are held. As the election process digitizes, board members must ensure that only those present at the meeting vote by working in conjunction with the Recording Secretary to verify voter presence.

C. Uncontested elected offices are voted on by the current Executive Board members.

D. Elections are determined by a majority of Active member votes cast. In case of no candidate for an office or in case of a tie, offices are filled by appointment by the current Board.

### **Section II Qualification for Office**

A. Any member in good standing on election day with less than 3 terms served as a local chapter board member may run for office.

B. Candidates are invited to give a timed speech on election day and to answer questions, as time permits.

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

## **ARTICLE VIII: IMPEACHMENT**

### **Section I Basis of Impeachment**

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

### **Section II Valid Cause**

A. Willful or excessive violation of the Alpha Gamma Sigma, Alpha 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 PCC's Standards of Student Conduct, as defined in the PCC Catalog;

H. Violation of PCC's Board Policies or Administrative regulations.

### **Section III Procedure**

The intention of the following steps, at all stages, is to ensure the officer in question is made accountable for their actions, and to ultimately arrive upon a decision that is appropriate in accordance to their actions.

A. At the first indication of improper conduct, the officer under question is to be approached directly.

B. If the officer under question does not listen, the individual with charges is to seek reconciliation in the presence of the President and a chapter Advisor.

C. If the matter has been established, and if the offending officer refuses to listen, the issue can be brought before Executive Board and upon a unanimous vote, the chapter can seek restorative justice against the officer.

D. After this stage, the board votes by anonymous ballot whether to remove the officer. A 3/5 vote will suffice. The officer upon removal loses membership for the current term, but is not barred from membership in the future.

However, they are ineligible to run for office in the future.

**Section IV 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 IX: DISCIPLINE**

**Section I Basis of Discipline**

AGS membership may be suspended or revoked for improper conduct not befitting an honors society member.

**Section II Valid Cause**

- A. Willful or excessive violation of the Alpha Gamma Sigma, Alpha Chapter By-laws;
- B. Willful disregard of decisions made by the executive board or Advisor(s);
- C. Willful disregard of instructions given by the executive board or Advisor(s);
- D. Failure or refusal to disclose necessary information on matters of chapter business;
- E. Unwarranted attacks on any member or refusal to cooperate with a member or Advisor(s);
- F. Misrepresentation of the chapter or any of its officers;
- G. Contributing to the creation of a hostile environment within the chapter;
- H. Disruption of chapter activities;
- I. Violation of PCC's Standards of Student Conduct, as defined in the PCC Catalog;
- J. Violation of PCC's Board Policies or Administrative regulations.

**Section III Procedure**

The intention of the following steps, at all stages, is to ensure the member in question is made accountable for their actions, and to ultimately arrive upon a decision that is appropriate in accordance to their actions.

- A. At the first indication of improper conduct, the member under question is to be approached directly by a board member.
- B. If the member under question does not listen and continues upon their misconduct, the individual is to seek reconciliation in the presence of one officer and a chapter Advisor.
- C. If the matter has been established, and if the offending member refuses to listen, the issue can be brought before Executive Board and upon a unanimous vote, the chapter can seek restorative justice against the member.
- D. After this stage, the board votes by anonymous ballot whether to revoke membership. A 3/5 vote will suffice. Membership termination is immediate and final, or until the Executive Board decides the offender has shown ample remorse.

**Section IV Subjugation of Disciplinary Action**

A. Proceedings for violation of Student Conduct at the Student Affairs level or higher supersede any actions taken by the Alpha Gamma Sigma chapter.

## **ARTICLE X: AMENDMENTS**

### **Section I 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 to the Executive Board or announced at a General meeting at least one week before the desired voting day, along with notice of the date and place of the General membership vote.

### **Section II 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.

## **ARTICLE XI: SCHOLARSHIPS AND AWARDS**

### **Section I Endowment Fund**

Beginning in Fall 2006 with an initial gift of \$2,000, an AGS endowment fund exists, held in 15 trust by the Student Business Services (Student Bank), to which successive iterations of the chapter should contribute at, as a suggestion, a minimum of \$1 per member from the Scholarship Account.

- A. The amount contributed is a decision of the Scholarship Advisory Committee.
- B. Upon the principal attaining the minimum balance required to convert to a viable Endowment Fund, administered by the PCC Endowment Office, the intent is to have scholarship awards funded by the accumulated accrued interest, while contributions continue into the Endowment Fund principal.

### **Section II Scholarships**

At the end of the Fall and Spring semesters, Alpha Gamma Sigma holds an Awards Ceremony.

- A. At this ceremony, scholarship awards are presented by the Advisors.
- B. Scholarship recipients and award amounts are determined by the Scholarship Advisory Committee comprised of the chapter Advisors, and selected among those scholarship applicants completing the eligibility requirements by the established due date.
- C. No applicant qualifies to receive more than one scholarship per semester up to a maximum of two scholarships in their lifetime, unless there are not sufficient applicants to a particular scholarship.
- D. Cabinet Certificates, Awards of Recognition, introduction of the new board, and the Charge of Office are also announced at this time.

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