

Alpha Gamma Sigma Sigma Phi Chapter

Rio Hondo Community College Constitution and Bylaws

Preamble

We the united members of Alpha Gamma Sigma - Sigma Phi Chapter, and subscribing to the policies and regulations of Rio Hondo Community College District, in order to establish a constituency that shall embody scholastic ideals and aspirations, foster humanitarianism through community service, and promote the common good, under the rule of equality and fellowship, do hereby ordain and promulgate this Constitution.

ARTICLE I NAME AND PURPOSE

- Section 1** The Rio Hondo Chapter of Alpha Gamma Sigma (AGS) shall be known as the Sigma Phi Chapter of Alpha Gamma Sigma, Incorporated, the California Community College Honor Society.
- Section 2** The purpose of this organization is to foster, promote, maintain, and recognize scholarship among its members and other students. It aims to develop programs offering cultural, social, and enrichment activities as part of the total college experience. It seeks to promote service to the college and the community.

ARTICLE II STRUCTURE

- Section 1** Alpha Gamma Sigma (AGS) - Sigma Phi Chapter shall be a non-profit, non-union, non-partisan, and non-sectarian organization whose members shall have the right to govern and control its activities through its duly elected officers and advisor(s).
- Section 2** Robert's Rules of Order (ROR), revised, is the parliamentary authority for all matters of procedures of this club/organization, not otherwise covered by this constitution.
- Section 3** This club/organization shall conform to the policies and regulations established for the supervision of all approved student organizations at Rio Hondo College.
- Section 4** Regular meetings of the club/organization shall be held as provided in the By-Laws at a time and place to be designated by the officers and shall conform to the regulations governing all student organizations.
- Section 5** Any and all official meetings are always under the supervision of the Advisor(s).

ARTICLE III

MEMBERSHIP

Section 1 **Application:** An application is required to be completed each semester. Membership fees are due upon submission.

Section 2 **Classification/Status:**

- A. Active:** Must complete 30 cumulative service points during the current semester applied for with 8 points dedicated to AGS functions and events.
- B. Inactive:** Must complete 10 service points during the current semester applied for; with a minimum of 4 service points devoted to AGS functions and events; the remainder to be either all on or off-campus volunteer time contributed. Further, inactive members are ineligible to apply for any AGS scholarships, nor attend the regional and/or state conference; as well as forfeit their right to vote or run for any leadership position.
- C.** A request to change membership classification or status will be accepted by the Advisor, only within 14 days of submission of application; after which it shall remain so for the remainder of the current semester. No further changes will be made thereafter.

Section 3 **Types:**

- A. Initial Membership:** Completed 12 semester units of college work in a maximum of 2 semesters at any recognized institution of higher education and with a 3.0 cumulative GPA. No units acquired more than two years prior to application for initial membership shall be used prohibitively.
- B. Temporary Membership:** All life members of the California Scholarship Federation (CSF), and graduated with a minimum GPA of 3.5 at the high school level, shall be invited to become temporary members during their first semester in the community college and shall have, upon payment of dues, all the privileges of membership including that of holding office in the absence of any qualified active, continuing member.
- C. Continuing Membership:** An initial or temporary member may obtain continuing membership by achieving for the previous semester not less than a 3.0 GPA in courses recognized in college standing, or maintaining a cumulative GPA of 3.0 or better in courses of recognized college standing.
- D. Permanent Membership:** Completed a minimum of 60 semester units of recognized college courses, with a minimum of 30 units fulfilled at a community college. A member could apply for permanent membership if either of the following requirements is met:
 - 1. Has maintained a cumulative GPA of 3.5 or better and has been a member of AGS for at least one semester
 - 2. 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 that these units are not used to meet the minimum requirement of 60 semester units.

3. Any continuing member who has maintained a cumulative GPA of 3.25 or better in all recognized college work and has been a member of AGS for at least two semesters.
4. Permanent Membership Applications are to be submitted and accepted in the Fall semester only and to be awarded at the end of the academic year.

Section 4 **Grace Period:** In the event that the continuing member's GPA falls below 3.0 but remains at 2.5 or above, he/she may maintain continuing membership. Continuing members will receive one semester grace period of every semester of earned continuing membership. There shall be no two consecutive grace periods.

Section 5 **Alumni:** Any permanent member shall be considered an Alumnus.

ARTICLE IV

MEMBERSHIP DUES

- Section 1** Dues must be remitted upon submission of membership application each semester. Applications will not be accepted without remittance of proper membership dues.
- A. ALL membership dues are NON-REFUNDABLE.
 - B. Permanent members are required to pay membership dues during the semester they become eligible and/or confirmed as a permanent member; thereafter exempt for the duration.
 - C. Active members are required to pay \$20.00 membership dues upon submission of application.
 - D. Inactive members are required to pay \$30.00 membership dues upon submission of application.

ARTICLE V

SERVICE POINTS and SCHOLARSHIPS

- Section 1** **Service Points:**
- A. Active members need to complete a minimum of 30 service points. These points may be obtained cumulatively by on and off-campus events with 8 points dedicated to AGS functions and events. There is no minimum or maximum amount of points one can obtain in either of these two categories. There will be no deviation unless the minimum points for each have been exceeded; or risk forfeiture of membership documentation for the semester.
 - B. Inactive members need to complete a minimum of 10 service points. Four (4) of which must be garnered specifically from any AGS event or activity. The remainder could be from either on or off-campus community service.
 - C. The Points Coordinator, respective official Committee Chair, or E-Board member in attendance at the particular event and/or Advisor(s) are able to sign or initial point slips/cards.

- D. If obtaining service points off-campus, a handwritten or typed letter of verification from the supervising individual with their necessary contact information is required.
- E. The amount of point(s) awarded is generally one (1) per activity or per hour of service; however it may vary depending on the type of event and/or activity as approved by the Advisor.
- F. ALL service points are due two weeks before the end of the semester. Members must check with current officers for the exact date. In the event that certain extenuating circumstances and/or situations have precluded a member from accomplishing/completing the required service points, it is his/her express duty to address this issue with the Advisor for resolution before such due date commences.
- G. Signing up for a committee or an event constitutes a commitment. Failure to complete this obligation without proper notification to the respective Committee Chair or Advisor earns a member two (-2) "flake-off points".

Section 2

Scholarships:

- A. Any "Active," participating member who has completed the required minimum 30 service points is eligible to apply for AGS scholarships.
- B. Scholarships are managed by the President, Treasurer, and Advisor(s).
- C. Chapter scholarships are awarded as chapter funds allow and will be stipulated at the beginning of the appropriate semester.
- D. Recipients of chapter scholarships are selected by a designated committee under the direction of the Advisor(s).

ARTICLE VI

PRIVILEGES and HONORS

Section 1

Transcript Notation: ALL members who have completed the obligatory membership requirements attain the AGS Honors Membership notation on their transcript for the semester. For permanent members, no further transcript notation will occur when permanent membership has already been recorded and designated.

Section 2

Graduation with Honors: ALL graduating members graduate with honors and may wear the distinguished AGS stole; while graduating permanent members are also entitled to wear the prominent AGS gold cord.

Section 3

Official Gold Seal: Upon graduation, permanent members shall have the official AGS gold seal embossed on their diplomas.

Section 4

Official Pin: Any active initial or continuing member is entitled to wear the officially adopted silver pin of the organization; while a permanent member is privileged to wear the officially adopted gold pin of the organization.

ARTICLE VII

ELECTION and TERMS OF OFFICERS

Section 1 **Executive Board:** The Executive Board (hereinafter referred to as E-Board) / officers of this chapter shall consist of a President, 1st Vice President, 2nd Vice President (optional), Secretary, Treasurer, Fundraising Director(s), Public Relations Officer, Service Points Coordinator, Historian, Inter-Club Council Representative, Inter-Club Council Representative Alternate, Website Manager and Parliamentarian.

Section 2 **Nominations:**

- A. Nominations are made from the floor.
- B. Only “Active” members in good standing are eligible for office.
- C. Any “Active” eligible member is permitted to run for more than one position available. Should the voting results yield this member victorious in more than one position, the option is afforded toward the preferred seat of office. The next candidate in rank with the most votes thereafter moves up to assume the available position.

Section 3 **Elections and Term:**

- A. Officers are elected during the 12th week of the Spring semester, at the last general meeting in the month of April, to serve for a term of one academic school year.
- B. Only “Active” members present at the general meeting when elections are held are eligible to vote.
- C. Voting is done via secret ballot, to be tallied by the President and Advisor.
- D. The President shall only vote in case of a tie. E. Election results for officer positions are determined by a simple majority of votes cast by present “Active” members at the designated general meeting. In the absence of a candidate for a particular position, the outgoing E-Board has the ability to fill the vacant office by appointment.

Section 4 **Vacancy:** Any vacancies that may occur in any office during the academic year/semester are to be filled by appointment by the E-Board and ratified by the majority vote of the general membership.

Section 5 **Recall of Officers:** Should any member of the E-Board fail to fulfill their duties as entrusted to them by the membership, proper measures will be taken; from attempts to restoring that integrity up to and including removal from office.

- A. At first indication of any improper conduct giving rise to offense, the E-Board shall issue a written warning to the officer in question.
- B. If the officer in question continues along the problematic path, the executive board shall bring the matter up to the Advisor’s attention for mediation. The President may discharge the duties and responsibilities of the officer in question with the Advisor’s approval and by a simple majority vote from the E-Board.
- C. If the discharged E-Board member wishes to appeal this decision, notice must be given to the President and Advisor in a reasonable amount of time. This would be within a week span but not less than 24 hours prior to the next general meeting where voting will occur.

As a result, all members shall be notified. The issue must be listed as an item on the agenda and a 2/3 vote of the members present is needed to overturn the decision.

- D. Should the discharge decision be overturned, the officer in question shall be restored to his/her former position; however should the recall prevail, and a vacancy occurs as a result, a special election may be held to fill this vacant seat at the next special or regular meeting.
- E. Should the President fail to fulfill his/her duties as so entrusted, he/she may be discharged by a 2/3 vote of all the “Active” members present during a notified meeting.
- F. A recalled officer shall be deemed further ineligible and barred from holding any elected or appointed position within the chapter thereafter.

ARTICLE VIII

DUTIES OF OFFICERS

Section 1

Duties of the officers shall be as follows:

A. President:

- The presiding officer at all General, E-Board and Special meetings.
- The Chairperson of the E-Board.
- Liaison to ICC (Inter-Club Council), AS (Associated Students) and college administrators.
- Work closely with the Advisor(s) in coordinating the functions of the chapter, its officers, and its committees.
- Coordinate with the Treasurer and Advisor(s) in allocating and distributing funds.
- Serve as ex-officio member of all committees and may delegate or appoint committee chairpersons as necessary.
- Organize and arrange chapter attendance at the Fall Regional Conference and Spring State Convention.
- Have other such powers necessary for the fulfillment of duties of this office consistent with the provisions of the AGS state constitution.

B. 1st Vice President:

- Assume duties of the President in the event he/she is unable to do so.
- Perform the duties of the Nomination and Election Chair
- Functions as the secretary when necessary.
- Serve as an ex-officio member of the following committees: Membership Committee, Outstanding Students Awards Committee.

C. 2nd Vice President (optional):

- Perform the duties of the President and /or 1st Vice President in their absence.
- Preside over the evening meetings when such is slated for the semester.
- Shall serve as Co-Chair of the following committees: Banquet Committee and Faculty and Staff Appreciation Committee along with a volunteer or appointed designee.

D. Secretary:

- Take and keep accurate record of all agendas and minutes of all AGS executive, general, special, and regular meetings.
- Assists the President in developing meeting agendas.
- Maintains all member attendance records of all meetings held.

- Ensure member applications are on hand and available at meetings and other designated locations.
- Coordinate functions with the Public Relations Officer (PRO) and act as such when necessary.
- Shall Co-Chair the Social Committee along with a volunteer or appointed designee

E. Treasurer:

- Manage all financial business for the chapter with the aid and approval of the President and the Advisor.
- Document all financial transactions and submit these records when called upon for an audit.
- Provide a current and detailed report of the nature and extent of all income, withdrawal, and expenses (past and anticipated) to the E-Board on a regular basis.
- Collect and keep track of all membership dues to be deposited to the chapter account.
- Establish and maintain a budget for the chapter as approved by the President and Advisor.
- Deposit all monies earned from any and all fundraising events within 72 hours of its conclusion as mandated by college policy.

F. Fundraising Director(s):

- Responsible for organizing, planning and coordinating fundraisers.
- Solicit scholarship sponsors, monetary donations and opportunity drawing prizes in conjunction with any raffle or event that the chapter may hold.
- Serve as liaison to studio audience agencies in planning and coordinating TV taping fundraisers.
- Shall Co-Chair the Ways and Means Committee along with a volunteer or appointed designee

G. Public Relations Officer (PRO):

- Publicize ALL chapter events and activities.
- Promote chapter awareness both on and off-campus through banners, posters, flyers, promotional items and classroom announcements.
- Communication liaison to other entities on campus such as the Academic Senate, CSEA (Calif. School Employees Assoc.), and El Paisano.
- Responsible for maintaining the AGS display case.
- Oversee any and all publicity via press releases, newspaper articles, the college electronic marquee, including the design aspects of chapter shirts for both members and those for promotional purposes.
- Coordinate duties and functions with the Secretary.
- Shall Co-Chair the Publicity/Newsletter Committee along with a volunteer or appointed designee.

H. Service Points Coordinator:

- Keep a current record and track of members' service points and hours.
- Provide current service time sheets to the Advisor in a timely manner for scholarship evaluations.
- Submit a final list of all members with their accurate service points at the last meeting of the semester for proper transcript notation.

I. Historian:

- Maintain a record/journal of all AGS events and activities.
- Preserve chapter memoirs through pictures, articles and keepsakes by putting a scrapbook or album together.
- Work closely together with the PRO in sustaining chapter awareness and publicizing AGS events and activities.

- Responsible for maintaining the member roster of the current semester and archiving previous members contact information.
- Shall Co-Chair the Alumni Advocate Committee with a volunteer or appointed designee

J. Website Manager:

- Update and maintain the chapter website.
- Retain a chapter email list and responsible for sending notifications and reminders to members on all current events and activities.
- Maintain a back-up of all related electronic files such as but not limited to emails, contacts and sign-ups submitted via the website.
- Ensure complete website functionality; to reflect the chapter tenets and be aesthetically engaging to both members and site visitors.
- Coordinate with the E-Board and Advisor(s) on website content.

K. Inter-Club Council (ICC) Representative:

- Attend all ICC meetings and notify ICC Alternate if unable to do so.
- Serve as official AGS representative, advocate and liaison to ICC.
- Keep the membership informed of all current ICC news, events and activities.
- Shall Co-Chair the Membership Committee with the ICC Alternate Representative

L. Inter-Club Council (ICC) Alternate Representative:

- Attend the ICC meeting when the ICC Representative is unable to do so and likewise, notifies the President if unable to attend the meeting.
- Serve as the official AGS representative, advocate and liaison to ICC in the absence of the ICC Representative.
- Shall Co-Chair the Membership Committee with the ICC Representative

M. Parliamentarian:

- May either be voted in or appointed by the President or Advisor. Must be familiar with Parliamentary Procedure.
- Ensures the orderly conduct of all meetings; advises the presiding officer on all points of order.
- Speaks to the assembly as requested to clarify parliamentary procedures on matters affecting the good of the order.

Section 2

All members of the E-Board are expected to be familiar with and strictly adhere to the operating guidelines, policies and procedures set forth by the Office of Student Life and Leadership. Attendance to any scheduled workshop or that which includes Parliamentary Procedures Training is required and mandatory.

Section 3

At the conclusion of their term, ALL officers must transcribe a one-paragraph summary on any notable experience or words of wisdom that may provide encouragement to the successor; to be submitted to the Historian for inclusion in the chapter's semester records.

ARTICLE IX

STANDING COMMITTEES

Section 1

There shall be the following standing committees:

- A. Membership Committee** - develop and implement a membership marketing strategy, charged with member recruitment, identifying membership opportunities and facilitate a New Member Orientation

- B. Publicity/Newsletter Committee** - market, publicize and promote chapter activities via press releases, articles and photos; creates the chapter newsletter
- C. Ways and Means Committee** - plan and coordinate fundraisers
- D. Social Committee** - establish and maintain camaraderie among members by arranging both internal and external events (includes the end-of-year chapter banquet)
- E. Alumni Advocate Committee** - establish and sustain communication and interaction with alumni; promote strong alumni networking
- F. Conference Committee** - charged with coordinating attendance and all the necessary paperwork for both Regional and State Conference
- G. Banquet Committee** - plan, organize, manage and coordinate the end-of-year chapter banquet
- H. Faculty and Staff Appreciation Committee** - organize and manage the annual event
- I. Outstanding Students Award Committee** - collaborate with the Foundation, President's Office and Office of Academic Affairs in governing the logistics of this annual event
- J. Better World Books Committee** - manage the entire donation campaign
- K. T-Shirt Committee** - solicit designs and arrange for producing the chapter shirts for both members and those to be sold at conferences

Section 2 The manner of selection of Chairperson unless already established, may either be on a volunteer basis or by appointment of the President or Advisor. Likewise, the members of each committee may either be on a volunteer basis or by appointment by any member of the E-Board or Advisor.

Section 3 Committees may be established or created as needed and remain open for membership throughout the course of the semester.

Section 4 Each active committee is expected to give a detailed report to the general membership at every general meeting.

ARTICLE X

MEETINGS

Section 1 The chapter shall hold at least two regular meetings per month. Meetings will take place on a bi-weekly basis.

Section 2 A special meeting may be called at any time by the President and/or the Advisor(s).

Section 3 All major decisions which affect the club as a whole, such as change of structure, nature of scholarship program, fund raising project, and banquet plans, shall be presented for membership approval at general meetings.

Section 4 All motions must be made by any official "Active" members in "good standing" only.

Section 5 The Advisor must be present at any and all official meetings.

ARTICLE XI

DISCIPLINE

Section 1 AGS members are expected to carry themselves with the level of grace, edge and decorum befitting that of the values of the organization. It is the duty of each member to uphold the standards of the Rio Hondo College community at large as well as the integrity of this constitution and the code of conduct that is expected of each member individually and collectively.

Section 2 AGS membership may be suspended and/or revoked for improper conduct via judgment jointly rendered by the E-Board and the Advisor(s).

Section 3 Valid causes for disciplinary action is inclusive but not limited to:

- A. Willful contempt and violation of the AGS, Inc. Bylaws and Sigma Phi Chapter Constitution and Bylaws
- B. Deliberate disregard of decisions and instructions made and given by the E-Board and/or Advisor(s)
- C. Malicious acts, which include but not limited to bullying, impertinence and sedition
- D. Misrepresentation of Alpha Gamma Sigma, Sigma Phi Chapter and any of its officers
- E. A calculated display of insolence, insubordination and disrespect for the Advisor(s)
- F. Callously creating a “hostile environment” within the chapter
- G. Malevolent disruption of any chapter activity
- H. Violation of RHC Student Code of Conduct
- I. Violation of RHC AS/ICC Policies
- J. Violation of the RHC Board Policies and/or Administrative Policies

Section 4 **Disciplinary Procedure:** The following steps aim to be fair and consistent, however different types of infringements and violations as well as the degree and nature of offence warrant appropriate disciplinary and corrective measures be taken. In general, the following is intended to set and place accountability to the offending member.

- A. At first indication of any improper conduct giving rise to the offense, the member is directly approached and verbally issued a cautionary statement by any officer present.
- B. Should the offending member remain non-compliant, the matter is then referred to the Advisor(s) for conciliation.
- C. A meeting will follow with the E-Board and Advisor and a decision will be made as to the fate of the offending member. Should the offending member wish to appeal this decision, notice must be given to the President and Advisor within seven (7) days. The matter will then be referred to a properly authorized designee from the Office of Student Life and Leadership for adjudication.
- D. Should the discipline decision be overturned, the offending member shall be restored to his/her former status. However, should the current decision prevail, it shall be effectively immediately. Membership termination is final.

Section 5 **Subjugation of Disciplinary Action:** Proceedings for any violation of the RHC Student Code of Conduct at the Office of Student Life and Leadership level or higher supersede any actions taken by Alpha Gamma Sigma – Sigma Phi Chapter.

ARTICLE XII

ESTABLISHMENTS AND AMENDMENTS

- Section 1** Bylaws may be established or revised as necessary to conduct the chapters business.
- Section 2** Amendments to these bylaws may be proposed by an affirmative vote of a majority of “Active” members present at any general meetings.
- Section 3** Proposed amendments shall be voted on at the next special or regular general meeting.
- Section 4** If ratified by at least 2/3 of the “Active” members present, the amendments so proposed shall become part of these bylaws.
- Section 5** The Secretary shall have an amended copy of the bylaws prepared for the Sigma Phi Chapter’s records.

ARTICLE XIII

ENABLING CLAUSE

This Constitution and Bylaws shall go into effect immediately after it has been ratified by the members of the Rio Hondo College - Alpha Gamma Sigma, Sigma Phi Chapter, voted and approved by a two-thirds majority of those voting upon it. This Constitution and Bylaws shall replace and render null any and all previous constitutions, bylaws, procedures, practices and precedents for this society.

*Revised 04/06/2017