

# **Alpha Gamma Sigma: Gamma Iota Chapter By-Laws**

## **Article I Name**

This organization shall be known as the Gamma Iota chapter of Alpha Gamma Sigma, Inc., the California Community College Honor Scholarship Society.

## **Article II Purpose**

The purpose of this organization shall be to recognize scholarship; to develop programs offering cultural, social or enrichment experiences as part of the total experience of the college; to promote service to the college and the community; and to emphasize the development of leadership, character, and judgment.

## **Article III Membership**

### *Section 1. Initial Membership*

1. A person may attain initial membership by meeting the following requirements: completing at least 12 semester units of college work at any recognized institution of higher education, having a cumulative grade point average of at least 3.0, and being currently enrolled at West Valley College.
2. Units completed two years or more prior to application for initial membership shall not be used to prohibit any person from becoming an initial member, provided that these units are not used to meet the minimum requirement of 12 semester units. If any units from a particular semester are used in determining eligibility, all units from that semester shall be included in calculating the cumulative GPA

### *Section 2. Temporary Membership*

All life members of the California Scholarship Federation and those who have graduated with a minimum GPA of 3.5 at the high school level shall be invited to become temporary members during their first semester at West Valley College and shall have, upon payment of dues, all the privileges of membership except that of holding office. This category of membership may be used for only one semester.

### *Section 3. Continuing Membership*

1. An initial member may attain continuing membership by maintaining a cumulative GPA of 3.0 or better in courses of recognized college standing.
2. Continuing members will receive one semester grace for every active semester of earned membership if the member's GPA falls below 3.0. Members may not use two consecutive grace periods. A member may not serve as an officer during a grace period.

### *Section 4. Permanent Membership*

1. Members may apply for permanent membership during the semester in which they complete a minimum of 60 semester units in degree appropriate courses, with a minimum of 30 units completed at a community college. Applicants with as few as 54 degree

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appropriate units may be eligible for permanent membership if they have enough units graded CR to make up the required total. A member must apply for permanent membership and meet either of the following requirements:

1. Maintain a cumulative GPA of 3.5 or better in all recognized college work and be a member of Alpha Gamma Sigma for at least one semester.
2. Maintain a cumulative GPA of 3.25 or better in all recognized college work and be a member of Alpha Gamma Sigma for at least two semesters.
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 a person from becoming a permanent member, provided these units are not used to meet the minimum requirement of 60 units.
3. In determining eligibility, units must be counted beginning with those most recently completed and going back chronologically until the number of units is reached. If any units from a semester are used to establish eligibility, all units in graded courses on that and all intervening transcripts must be used in the calculation of the GPA.
4. Any person applying for permanent membership must be enrolled in West Valley College and be a member of the Gamma Iota chapter at the time of application.

### *Article 5. Club/Non-Active Membership*

All those who wish to participate in the various activities of Alpha Gamma Sigma without official membership may apply for this category. The following limitations apply:

- (1) Such members may not hold office in any capacity;
- (2) Such members may not be members of committees;
- (3) Such members shall not receive transcript notation;
- (4) Such members are not required to meet any GPA eligibility criteria;
- (5) Such members shall not be considered members of AGS or this chapter for the purposes of points, placement on a roster, or the ability to attend AGS state organization events.
- (6) Such members shall not be eligible for any AGS state organization benefits, including, but not limited to: awards, honors, or scholarships.

### *Section 6. Alumnus Member*

1. Any permanent member shall be considered an alumnus member.
2. Alumnus members shall be eligible for office in Alpha Gamma Sigma no more than one time after the semester in which they attain the alumnus membership status and may apply for scholarship money from the chapter no more than one time after the semester in which they attain the alumnus membership status.  
Alumnus members may have AGS membership designated on their transcripts for any semester during which they fulfill the standard point requirements.

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### *Section 7. California Community College Credit Requirement*

For all categories of membership, except for Permanent & Continuing Permanent membership, members will be required to show proof of enrollment of at least six (6) units in California Community Colleges.

### *Section 8. The Official Certificate*

Only permanent members shall be entitled to receive the official certificate of the state organization.

### *Section 9. The Official Pin*

A continuing member shall be entitled to wear the officially adopted silver pin of the organization. Any permanent member shall be entitled to wear the officially adopted gold pin of the organization.

### *Section 10. Applications*

Applications for membership must be filed by the due date specified on the application form, and dues paid. Grade documentation must also be provided with each application. The dollar amount of dues shall be determined by vote of the membership with the approval of the advisor.

### *Section 11. Active Status*

1. Active status shall be determined based on the current point system requirements, and upon completion of 6 units in that semester. In addition, students must maintain a cumulative 3.0 GPA.
2. Only active membership shall be noted on the member's transcript.
3. Since votes are taken during the semester, when final determination of active status has not been made, for voting purposes the active members shall include all members who have earned more than one activity point at the time the vote is taken. The number of members who meet this qualification shall be supplied by the Points Secretary and shall be used to determine what constitutes a majority vote.

## **Article IV Officers and Elections**

### *Section 1. Officers*

1. The Elective Officers: The elective officers shall be President, Vice President, Points Secretary, Recording Secretary, and Treasurer.
2. Nominations and Elections
  1. Officers may apply for election every semester, and may nominate themselves for each election.
  2. The elections shall be held during the last meeting of each semester. Elections for an office with more than one candidate shall be by secret ballot; if there is only one candidate, a verbal vote may be conducted.

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3. In order for a candidate to win an election, the candidate must receive a majority of votes cast.
  4. No person shall be qualified to apply for the officer position unless that person has been a member for at least one full semester. If no qualified member is willing to run for office, this rule may be suspended by the advisor(s). No person using a grace semester may run for or hold office even if this rule is suspended.
  5. Any person running for the office of treasurer must have completed at least a one-semester class in accounting on either the high school or college level or have the equivalent in work-related experience. If no one meeting this qualification wishes to run, this rule may be suspended by the advisor.
  6. The elective officers during each semester shall retain authority until the conclusion of the semester for which they were elected. Newly elected officers shall gain authority upon the conclusion of the semester in which they were elected.
3. Term: The term of office shall be one semester. An officer may be re-elected to the same office for one additional term.
  4. Recall: Any member of the Executive Committee may be recalled by a petition started by any member of the chapter. The petition must be physically signed by 10% of the chapter membership. The fulfillment of the petition will initiate a recall election. Recall shall require a majority vote of the active members. The Recall petition must include a valid reason for recall. Valid reasons are restricted to malfeasance, gross mismanagement, and misfeasance.

### *Section 2. Duties of Officers*

1. President: The President shall be the official representative of the chapter in the state activities of Alpha Gamma Sigma, Inc.
  1. The President shall preside at all meetings of the chapter and the Executive Committee; shall call special meetings when it is deemed necessary or desirable (with the approval of the advisor); and shall perform all other duties pertaining to the office.
  2. After each State Convention, it shall be the responsibility of the President, working with the Advisor, to see that the chapter By-Laws are brought into conformity with the State By-Laws if any changes have been made.
  3. The President shall appoint all standing committee chairpersons and special committee chairpersons with the approval of the Executive Committee and shall be an ex-officio member of all committees.
2. Vice President: The Vice President shall preside at meetings in the absence of the President; shall perform such other duties as requested by the President; and shall assume

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all the responsibilities of the President if a vacancy should occur in the office of President until a new President is elected to fill the unexpired term.

3. Points Secretary: The Points Secretary shall provide each member with a copy of the Schedule of Points; shall record points of members; shall provide a list of points to date at least once each month for the information of members; and shall make a list of active chapter members, to be given to the chapter advisor by the last day of regular classes each semester.
4. Recording Secretary: The Recording Secretary shall record the minutes of the meetings of the chapter and shall post a copy of the minutes of each meeting by Friday morning of each week in the designated location in the Student Center; shall report correspondence; shall conduct chapter correspondence; shall keep a copy of the By-Laws and the standing rules in the Secretary's Book; and shall, if requested provide a copy of the minutes for the President and the advisor.
5. Treasurer: The Treasurer shall keep a record of all financial accounts; shall report the financial status of the organization at the end of each month; shall receive all moneys during the chapter meetings and issue receipts where necessary; shall file the money and the receipt report with the appropriate Student Activities staff member as soon as possible after the meeting; and shall provide the points secretary with a list of all members as soon as possible after the membership deadline has passed.

### *Section 3. Vacancy of Office*

1. A vacancy of office may be declared when any elected officer has three unexcused absences from weekly meetings; vacancy shall be established by a majority vote of the active members.
2. A vacancy in a chapter office, other than the office of President, shall be filled by a majority vote of the active membership.
3. If the office of President becomes vacant the Vice President shall become acting President. After two weeks, the chapter membership shall vote to appoint the Vice President to the office of President; election shall require a majority of the votes cast. If there is not a majority vote, or if the Vice President declines the appointment to President, other members of the club may then apply for the position.; election shall be by a majority of the votes cast.

## **Article V Coordinators**

### *Section 1. Coordinator Roles*

Every semester of operation, the following coordinator positions shall be appointed by the Executive Committee:

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1. The Activities Coordinator
2. The Fundraising Coordinator
3. The Publicity Coordinator
4. The Community Service Coordinator

Coordinators shall be appointed by the Executive Committee on an application basis.

### *Section 2. Coordinator Duties & Responsibilities*

1. The Activities Coordinator
  - a. Shall work to create ice-breaker activities for the club meetings;
  - b. Shall be responsible for post-meeting & weekend activities;
  - c. Other duties as directed by the officer assigned to overseeing the role;
2. The Fundraising Coordinator
  - a. Research means of fundraising
  - b. Host fundraising events
  - c. Determine the potential earning of fundraisers
3. The Publicity Coordinator
  - a. Works to promote Alpha Gamma Sigma, Gamma Iota Chapter through methods including, but not limited to, posters, flyers, and social media.
4. The Community Service Coordinator
  - a. Maintains a list of agencies (along with their contact information) in need for volunteers in the South Bay Area;
  - b. Shall assist in organizing group volunteering events throughout the semester;

### *Section 3. Coordinator Special Committee*

The coordinators shall comprise the Coordinating Special Committee, which shall be a forum for discussion for the Coordinators. The Coordinator Special Committee may pass resolutions by a majority vote to send to the Executive Committee for final approval. Such legislation may only concern actions pertaining directly to the affairs and dealing of the committee or any specific member thereof so long as those actions are in the jurisdiction of Alpha Gamma Sigma.

## **Article VI Meetings**

### *Section 1. Regular chapter Meetings*

Chapter meetings shall be at regularly scheduled times weekly; times of meetings shall be established for each school year prior to the beginning of the fall semester, in consultation with the advisor.

### *Section 2. Executive Committee Meetings*

Executive Committee meetings shall be held as deemed necessary by the President.

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### *Section 3. Standing Committee Meetings*

As deemed necessary by the Executive Committee, standing committees may hold meetings to discharge the purpose of the committee. The committee meetings shall be chaired by the chairperson as appointed in Article IV section 2. In the absence of the chairperson, the Executive Committee shall select an individual to act as the chairperson in any meetings.

Standing committee chairpersons shall report in writing to the Executive Committee before and after each committee meeting with information pertaining to the meeting including, but not limited to, the agenda, minutes, and any consensus reached during the meeting.

### *Section 4. Coordinator Special Committee Meetings*

The Coordinator Special Committee meetings shall be held regularly, as per the schedule of the coordinators. In the absence of the President, Vice President, or Treasurer, the Coordinator who reports to the President shall chair the committee meetings.

### *Section 5. Quorum*

- 1) Ten percent plus one (10% + 1) of the membership shall constitute a quorum for a chapter meeting.
- 2) A majority of the members of the Executive Committee (>50%) shall constitute a quorum for an Executive Committee meeting.
- 3) No club meeting held without an Advisor present shall be able to vote on measures affecting the club; such meetings shall be for information purposes only.
- 4) Standing Committees shall achieve a quorum when a majority of members are present at the meeting (50% + 1)
- 5) Coordinating Special Committee meetings shall reach a quorum at 50% + 1 members present.

## **Article VII Order of Chairpersonship**

### *Section 1. Order of Chairpersonship*

1. If the President cannot chair the chapter meeting, or if the President passes the gavel for discussion purposes, the Vice President shall chair the meeting.
2. The chain of command is as follows: President, Vice President, and Treasurer.
3. The acting President shall be defined as the person carrying out all the duties and responsibilities of the chapter President in the absence of the President or vacancy of the office of President.

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### **Article VIII Committees**

#### *Section 1. Executive Committee*

The Executive Committee shall be composed of the elected officers. It shall carry on the business of the chapter in conformity with the policies and programs of Alpha Gamma Sigma.

#### *Section 2. Other Standing Committees (if deemed necessary)*

Standing committees may be created by a majority vote of the Executive Committee. The general membership of committees shall be determined by a majority vote of the Executive Committee, and shall not exceed five (5) members at any time. Examples of standing committees include:

1. Fund Raising
2. Community Service
3. Activities
4. Publicity and Newsletter

#### *Section 3. Special Committees*

Additional committees may be formed as directed by the Executive Committee. Membership of special committees shall solely be determined by the Executive Committee, and may never exceed five (5) individuals at any time.

#### *Section 4. Coordinator Special Committee*

As described in Article V section 3, the Coordinator Special Committee shall comprise all the appointed coordinators of AGS. The Committee shall meet regularly and shall report to the Executive Committee after every meeting.

In the event that the Coordinator Special Committee passes a resolution which conforms to the guidelines set out in Article V, the chairperson shall present the resolution to the Executive Committee on a regular meeting day of the Executive Committee for final approval.

#### *Section 5. Formation of Committees*

Committees shall not be codified in the bylaws of this chapter, and shall exist until the end of the semester in which they were created. Committees may be created by direction of the Executive Committee, at any time during their term.



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### **Article IX Grievances**

#### *Section 1. Grievances*

1. In the event of a possible violation of these By-Laws by a chapter member, including the officers, written notification shall be sent to the involved member stating the alleged violation and requesting a written response from the member by a required date as determined by the chapter advisor.
2. Grievances during an election shall be arbitrated by the advisor. If reparation is in question, the grievance may be presented for a final determination by the chapter membership.

### **Article X Review Board**

#### *Section 1. Review Board*

1. If at any time, any member of the chapter feels that a certain chapter decision was unwarranted or improperly conducted for any reason, that person may submit a written request to the chapter advisor for the establishment of a Review Board.
2. The Review Board shall consist of three members of the faculty and/or staff, to be appointed by the advisor(s). The Review Board shall investigate the allegations made and decide how the conflict should be resolved. The decision must be made within one month of the date that the written request was made.
3. The decision of the Review Board is final.

### **Article XI Parliamentary Authority**

The rules contained in Robert's Rules of Order, Newly Revised, or the current edition, shall govern this organization in all parliamentary procedures in which the rules are not inconsistent with these By-Laws.

### **Article XII Conflicts of Interest**

#### *Section 1. Official, Defined*

For the purposes of this article, the term "official" shall refer to any individual, appointed or elected, with the power to vote, influence, or otherwise alter the outcome of a vote or other club matter. Officials shall not include the general membership of this organization who do not hold office in any capacity.

#### *Section 2. Conflicts of Interest Policy*

No officer, coordinator, committee chairperson, other official representative, or any other office holder of this chapter shall make, participate in making or in any way attempt to use his or her official position to influence a chapter decision in which he or she

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knows or has reason to know he or she has a financial interest or other personal gains.

### *Section 3. Enforcement*

All applicable officials of this organization must self-report their possible conflicts of interest, even if they are unsure if a conflict exists, to the members of the meeting present. The chairperson shall determine all conflicts of interest except those regarding his or her own conflicts.

If the chairperson has a possible conflict of interest, he or she must report their conflict to the meeting members, who shall determine if a conflict exists through a majority vote.

A member who knowingly and willfully fails to report a conflict of interest in the appropriate manner shall be considered guilty of malfeasance, and may be removed from the office which he or she holds by the Executive Committee, the advisors, or both.

## **Article XII Amendments**

1. By-Laws are not governed by Alpha Gamma Sigma, Inc. However, articles such as membership requirements, which are determined by the State By-Laws, may not be amended by the local chapter in any way which contradicts or alters state requirements, or which would affect the local chapter's ability to remain in good standing with the state organization.
2. By-Laws may be amended at any regular meeting of the chapter by a majority vote of the active membership, provided that notice of the proposed amendment has been presented in writing at least 30 days before the meeting at which the proposed amendment is to be voted upon and the proposed amendment has been announced

## **Article XIII Record Keeping**

### *Section 1. Definition*

Records, for the purpose of this article, shall refer to volunteering records (including organizations and hours) as well as chapter records (including status as an officer or coordinator) and any award or recognition received through the chapter or the state organization.

### *Section 2. Membership Records*

It shall be the responsibility of the executive committee to maintain the records of each member's volunteering service using the form provided in Appendix A as the template. The record is permanent, and no changes may be made to entries made in prior semesters without explicit written approval from the advisors on grounds of errors.

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### *Section 3. Sending Membership Records*

The Executive Committee shall send records of membership on request by students to the students and/or any individuals the student wishes to share records with. The Executive Committee shall do so free of charge, and shall send a copy of the hours certification letter in addition to the report when sending to third parties. An official template is provided in Appendix B.

### *Section 4. Standardization*

The aforementioned appendices A and B shall contain the official version of the documents in question to ensure standardization across AGS semesters. Any edits to the documents shall require an amendment to these bylaws except such edits which change template information, such as areas with blanks ("Name: ", "Student ID#: ", etc.) or areas where an official is to sign.

### *Section 5. Failure to maintain records*

Failure to maintain records shall be a breach of the Executive Committee's duties, and shall be considered malfeasance for the purpose of recall.

## **Article XIV Outside Community Service Hours**

### *Section 1. Definition*

Outside Community Service Hours shall be defined as any hours completed outside of the chapter and submitted for application towards completing the chapter's community service requirement.

### *Section 2. Acceptance*

The Points Secretary shall accept outside community service hours and apply them towards the community service requirement of the submitting member provided that the correct procedure was followed, and proof of the service was provided.

### *Section 3. Records*

All records of outside hours shall be maintained, including the forms submitted for approval of outside hours (an official form is provided in Appendix C). Records shall be maintained in accordance with Article XIII and appear on the official membership record if accepted.

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## APPENDIX A: OFFICIAL MEMBERSHIP RECORDS DOCUMENT

*Official Membership Report document which shall be used by the Executive Committee to provide members with the information about their volunteering and membership history. The names, dates and information unique to an individual may be changed by each subsequent Executive Committee*



### OFFICIAL MEMBERSHIP REPORT

The Alpha Gamma Sigma Honors Society, Gamma Iota Chapter

This report serves as an official record of community service for the named Alpha Gamma Sigma, Gamma Iota Chapter member. The chapter maintains a record of all community service hours conducted through the chapter as well as outside hours submitted to the chapter.

This report is a permanent record of volunteering service and club membership information. This report also serves as proof of membership in the chapter and contains annotations and notes about the member this document is being issued for. The document is organized by the term the hours were completed - the total hours (For all terms the individual was a member) are available at the end of the document.

For any questions concerning this report, feel free to reach out to the president at [president@agswestvalley.com](mailto:president@agswestvalley.com). If your question concerns the contents of this document, please reach out to [points@agswestvalley.com](mailto:points@agswestvalley.com). Hours were logged starting on the Fall semester of 2022.

NAME:

STUDENT ID#:

TERM OF MEMBERSHIP:

Hours for the {Insert first term here}:

Volunteering Organization

Volunteering Hours

AGS Requirements

**All chapter members are required to obtain at least (Insert total here) volunteering hours each semester. These hours may be completed through the chapter or an outside organization.**

**TOTAL SEMESTER HOURS: \_\_\_\_\_**

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TERM	NUMBER OF HOURS

TOTAL HOURS (FULL MEMBERSHIP): \_\_\_\_\_

*Special Annotations | Awards & Recognitions | Notes*

Awards & Recognitions:

Special Annotations & Notes:

Signed:

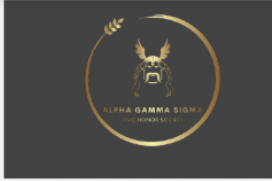
Full name  
*Points Secretary, Alpha Gamma Sigma, Gamma Iota Chapter*

Full name  
*President, Alpha Gamma Sigma, Gamma Iota Chapter*

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### APPENDIX B: SENDING MEMBERSHIP RECORDS LETTER

*All information unique to an individual, such as name and contact information may be changed by future Executive Committee Members.*



## ALPHA GAMMA SIGMA HONORS SOCIETY GAMMA IOTA CHAPTER

DATE: 12 APRIL / 2021

TO WHOM IT MAY CONCERN:

This letter is to certify that {Insert Name Here}, a member of the Alpha Gamma Sigma Honors Society, Gamma Iota Chapter at West Valley Community College, has completed a total of {Insert hours number here} community service hours. A copy of the individual's membership report is attached for your reference.

Alpha Gamma Sigma maintains documents pertaining to the completion of these volunteering hours and can certify that these hours were completed by the named individual.

If you have any questions, please feel free to reach out to us via email.

*Sincerely*

Signature

Full Name

*President, Gamma Iota Chapter*



A: 14000 Fruitvale Avenue, Saratoga California

W: [agswestvalley.com](http://agswestvalley.com)

E: [president@agswestvalley.com](mailto:president@agswestvalley.com)

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### **APPENDIX C: Official Outside Volunteering Hours Submission Form** *This form is the official form to submit outside volunteering hours to AGS.*

#### **OUTSIDE COMMUNITY SERVICE HOURS SUBMISSION FORM**

**The Alpha Gamma Sigma Honors Society, Gamma Iota Chapter**

NOTE: Use this form to submit any community service hours conducted outside of Alpha Gamma Sigma for review. This form DOES NOT need to be filled out if the hours you would like to have reviewed were conducted through AGS.

Please have the supervisor of your volunteering work sign the form and/or attach photographs as proof of service.

**SUBMIT HERE:** <https://forms.gle/eXKLMDuUUKHXsJus8>

\_\_\_\_\_  
**Name:** \_\_\_\_\_

**Student ID#** \_\_\_\_\_

Date	Organization	Number of Hours	Signature of Supervisor

**SIGNATURE OF STUDENT:** \_\_\_\_\_

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**NOTE: All documents depicted in the appendices shall be provided to each Executive Committee in an editable format. The format of these documents shall not be changed without an amendment to these bylaws to preserve the integrity of Community Service Records.**