

# Alpha Gamma Sigma Omega Chapter Bylaws

Reformatted September 2022

## Article I

### Name and Purpose

- Section 1: This organization shall be known as the Omega Chapter of Alpha Gamma Sigma, the California Community College Honor Scholarship Society.
- Section 2: The purpose of the organization is to foster, promote, maintain, and recognize scholarship. It is the additional goal of this Society to develop programs offering cultural, social, and enrichment experiences as part of the total experiences of City College of San Francisco students to emphasize the development of leadership, character, and judgment of members and to promote service to the College and community.
- Section 3: These bylaws supersede any-and-all previous constitutions or bylaws of the Omega Chapter of AGS.
- Section 4: These bylaws may not conflict with the state Constitution or Bylaws of AGS.

## Article II

### Meetings

- Section 1: There shall be at least one meeting of the Board of Directors and one meeting of the General Membership per month during the Fall and Spring semesters.
- Section 2: Unless otherwise directed by these bylaws or the standing rules, meetings shall be conducted according to Robert's Rules of Order.
- Section 3: Voting shall not be conducted without the presence of a quorum.
- Section 4: A quorum for a general meeting shall be those in attendance.
- Section 5: A quorum for a Board of Directors meeting shall be a simple majority of all voting board members.

## Article III

### Membership

- Section 1: Initial Membership: A person may attain initial membership if the person has completed twelve semester units of college work within three semesters at a

recognized institution of higher education and has a cumulative grade average of 3.0 or higher.

Section 2: Temporary Membership: Life Members of the California Scholarship Federation and those who graduated with a minimum grade point average of 3.5 or higher at the high school level shall be invited to become temporary members during their first semester at CCSF and shall have all the privileges of membership.

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

Achieving for the previous semester not less than a 3.0 grade point average in courses of recognized college standing or maintain a cumulative of GPA of 3.0 for such course.

Must comply with service requirements as stipulated in the standing rules.

If a continuing member's cumulative GPA falls below 3.0 but remains above 2.5, the member may apply for a one-semester grace period.

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

A cumulative GPA of 3.25 or higher in all recognized college courses and has completed forty service hours may apply after their second semester in AGS.

Once permanent membership has been granted no further service hours are required unless the member is applying for a chapter scholarship.

Section 5: Membership is subject to standing rules.

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

## **Article IV**

### **Board of Directors**

Section 1: The board of Directors, henceforth referred to as "the Board," shall consist of Elected Officers, Appointed Officers, Members at Large, and the Chapter Advisor(s).

Voting members shall be all those above except the advisor(s).

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

Section 3: In addition to the elected officers there shall be appointed officers who are appointed by the President and an advisor and ratified by the Board. The duties of such officers shall be specified by the President or found in the Bylaws at the time of appointment.

Appointed officers shall include Treasurer, Timekeeper, and others as deemed necessary by the Board.

Section 4: Officer Qualifications:

Cumulative GPA of 3.0 or higher.

Must have been a member of AGS for at least one semester

Section 5: Duties of Officers:

President:

The President shall be the official representative of the Omega Chapter and shall host activities of the Omega Chapter of AGS.

the President shall preside at all Omega Chapter meetings and shall call special meetings when it is deemed necessary or desirable with the advisor's approval.

The President shall establish procedures for all meetings.

The President shall appoint all standing and special committee chairpersons, with the approval of the board, and shall be an ex official member of all committees.

The President shall make an end of semester report to the advisor(s).

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

Vice-President:

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

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

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

The Vice-President shall be responsible for collecting archival materials from the committees to present to the archivist.

Secretaries:

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

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

The Recording Secretary shall conduct and report Chapter correspondence.

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

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

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

**Treasurer:**

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

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

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

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

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

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

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

**Timekeeper:**

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

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

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

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

**Telephone Chairperson:** The Telephone Chairperson shall form a committee and insure telephone contact with Chapter.

**Newsletter Editor:** The Newsletter Editor shall be responsible for the regular publications of the Chapter, following guidelines dictated by the Board.

**Archivist:**

The Archivist shall maintain the past records and examples of posters, newsletters, phones, etc. for the Chapter.

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

The Archivist shall collect and file any and all permanent records etc. from the club officers at the end of each term.

**Student Council Representative:**

The Student Council Representative shall be present at Associated Student Council meetings and shall inform the Board of matters directly concerning or related to the Chapter.

**ICC Representative:**

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

**Members at Large:**

Members at Large shall have been continuing or permanent members and must have served as board members.

Members at Large shall advise the Board, and have Board membership for the semester.

Members at Large shall be appointed by the President and or Advisor(s).

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

**Formal Removal Method:**

A petition signed by at least 51% of the membership.

Presentation of a list of grievances to the officer at a specially convened general meeting.

The officer will be given an opportunity to respond at a general meeting one week later.

The issue of removal must be presented to the general membership and requires a majority vote of those present or voting with absentee ballots.

**Informal Removal Method:**

Presentation of a list of grievances to the officer at a specially convened Board meeting.

The officer will be given an opportunity to respond at a Board meeting one week later.

At the same Board meeting the issue will be put to a vote requiring a two-thirds majority vote for removal.

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

## **Article V**

### **Standing Rules and Amendments**

Section 1: Standing Rules: Guidelines for Chapter operation.

All Standing Rules will be attached to a copy of the Bylaws.

Decisions reached by a simple majority vote at a Board Meeting shall be considered a standing Rule.

Once passed, these shall be the official acts of the Omega Chapter of AGS.

Section 2: Amending Procedure of these Bylaws:

An amendment may be proposed in writing by fifteen members, or by a two-thirds majority of the Board.

Proposed amendments to the Bylaws must be mailed or given to all members at least one week before the desired voting day at a general meeting. Accompanying the proposed amendment will be notice of the day, date, time, and place that the amendment will be voted upon. It shall include an absentee ballot form.

Amendments to the Bylaws shall require a two-thirds affirmative consensus of those voting on the appointed day at the meeting or by absentee ballot submitted by that day.

## **Article VI**

### **Special Recognition**

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

Have completed at least two semesters of AGS membership.

Must have completed a total of at least sixty service hours.

Have completed sixty units of the college credits.

Must have a cumulative GPA of 3.25 or greater.

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

Must have met membership requirement for at least one semester.

Must have completed a total of at least thirty service hours.

Must have a cumulative GPA of 3.0 or greater.

DRAFT