

College of the Redwoods

**ALPHA GAMMA SIGMA
HONOR SOCIETY**

Gamma Rho Chapter

BY-LAWS

ARTICLE I

NAME AND PURPOSE

Section 1: College of the Redwoods* chapter of Alpha Gamma Sigma, Incorporated (AGS); the California College Honor Scholarship Society, shall be known as the Gamma Rho Chapter.

Section 2: The purpose of this organization is to foster, promote, maintain, and recognize scholarship among its members and other students. We aim to develop programs offering cultural, social and enrichment activities as part of the total college experience. We seek to promote service to the college and the community.

*From this point forward, any reference made to College of the Redwoods will be inclusive of Del Norte, Eureka, Klamath/Trinity, and Mendocino Campuses and all respective branches, which fall under the jurisdiction of the Redwoods District.

ARTICLE II

MEMBERSHIP

Section 1: Temporary Membership (High School Students):

- a) All life members of the California Scholarship Federation (CSF) shall be invited to join AGS during their first semester at College of the Redwoods (CR).
- b) A high school student who does not qualify for membership under the CSF option may apply for temporary membership if he/she has completed at least six units of Advanced Placement (AP) coursework.
- c) Temporary membership will only apply during the first semester at CR, after which time the member must apply for initial membership.

Section 2: Initial Membership:

- a) A student may attain initial membership upon completion of 12 semester units in a maximum

of two semesters and a cumulative grade point average (GPA) of 3.3 at any accredited college.

- b) Units acquired more than two years prior to application for initial membership shall not be used prohibitively to prevent the student from attaining membership.

Section 3: Continuing Membership:

- a) An initial member may attain continuing membership by completing at least six units in the previous semester with a GPA of 3.3 and maintaining a cumulative GPA of 3.3 or better.
- b) Grace Period: A grace period is defined as the semester in which a member who has fallen below the membership requirements can still retain all the rights and privileges of membership. Members who do not fulfill the membership requirements during a grace period will no longer be eligible for membership and must reapply for membership another semester. Continuing members will receive only one semester's grace period.
 - i) A member shall be placed on a grace period if his/her course load falls below six units, but not less than three units, and he/she maintains a 3.5 GPA for the semester.
 - ii) A member shall be placed on a grace period if his/her semester/cumulative GPA falls below 3.3, but not less than 2.5.
 - iii) A member shall be placed on a grace period if he/she fails to acquire the necessary service points during a semester (refer to Article III, Section 1, Paragraph C).
- c) College Transcripts: Continuing members will receive the AGS notation on their CR transcript in their first semester as a continuing member. The AGS notation can be removed from a continuing member's transcript if he/she fails to renew his/her membership. AGS graduates must notify the 2nd Vice President in order to have the notation remain on their transcripts. Exceptions to removing the AGS transcript notation can be made at the discretion of the Executive Board on a case-by-case basis.
- d) Any student transferring from another accredited college with an AGS membership will be granted membership in the Gamma Rho Chapter upon completion of the application process.

Section 4: Permanent Membership:

- a) Any continuing member may attain permanent membership by:
 - i) Completing a minimum of 60 semester units of college courses, with a minimum of 30 units completed at a community college [college courses and non-traditional coursework must have a CR equivalent and be accepted by the advisor(s)].
 - ii) Maintaining a cumulative GPA of 3.5 or better in all recognized college work during their first semester as a continuing member **OR** maintaining a cumulative GPA of 3.3 or better in all recognized college work after their first semester as a continuing member.
 - iii) Petitioning to the advisor(s) for permanent membership by filling out the permanent member application. Advisor(s) must verify eligibility for permanent membership.

Section 5: Alumnus Membership: Any permanent member shall be considered an alumnus member.

ARTICLE III

SERVICE POINTS AND DUES

Section 1: Service Points: Active members must complete a total of 16 or 20 service points per semester.

- a) In order to maintain active membership status in AGS, each member will be required to earn at least 16 or 20 points per semester depending on the service point option the member chooses to follow. Initial members are required to earn 11 service points. Temporary members are required to earn five service points.
- b) If a member chooses to earn 16 points, four points must be earned by attending AGS meetings and 12 points earned by participating in AGS service projects.
- c) If a member chooses to earn 20 points, all 20 points must be earned by participating in AGS service projects. Under this option, a member will not be required to attend AGS meetings.
- d) Initial members can earn 11 points by attending meetings or participating in projects.
 - i) An initial member must earn all 11 points in order to become a continuing member.
- e) Temporary members can earn five points by attending meetings or participating in projects.
 - i) A temporary member must earn all five points in order to become an initial member.
- f) Points may be obtained in the following ways:
 - i) Attending AGS general, special, and/or executive meetings = 1 point
 - ii) One hour of work in AGS service activities = 1 point
 - iii) Holding an elected or appointed position = 5 points/semester
 - iv) Donate blood / be an organ donor = 1 point
 - v) Donate platelets = 2 points
 - vi) Writing an article for newsletter = 1 point
 - vii) Voting in A.S.C.R. or community election = 1 point
 - viii) Members may also have the opportunity to earn points by performing duties beyond the scope of their normal responsibilities.
 - ix) Points earned for holding an office or representative position will be applied towards AGS service projects.
 - x) Additional opportunities to earn points may vary per semester.
- g) A member who falls below the required 16 or 20 points in a semester, but attains at least 12 points, can remain a continuing member; however, that member will automatically be placed on a grace period.
- h) Members who fail to earn 16 or 20 points each semester (with the exception of those on a grace period) will be dismissed from AGS and denied the AGS notation on their transcript. Any appeals towards a dismissal may be heard and voted upon by the Executive Board, passing with a simple majority.

Section 2: Membership Dues: Members must remit \$25.00 membership dues (non-refundable) each academic year (August – July).

ARTICLE IV

PRIVILEGES AND HONORS

Section 1: Graduation with Honors: Permanent members who graduate are entitled to wear the AGS gold cords in addition to the CR honors cords.

Section 2: The Official Gold Seal: Permanent members shall be entitled to have the official gold seal embossed on their diplomas.

Section 3: The Official Certificate: Permanent members shall be entitled to receive the official certificate of the organization.

Section 4: The Official Pin:

- a) Any initial or continuing member shall be entitled to wear the officially adopted silver pin of the organization.
- b) Any permanent member shall be entitled to wear the officially adopted gold pin of the organization.

Section 5: Scholarships: All members shall be entitled to apply for AGS and Gamma Rho sponsored scholarships provided that the scholarship requirements are fulfilled.

ARTICLE V

ELECTIONS

Section 1: The officers of the chapter shall consist of the President, 1st Vice-President, 2nd Vice-President, Treasurer, and Secretary.

Section 2: Only active members in good standing shall be eligible for office.

- a) Nominations shall be made from the floor.
- b) All nominations shall have prior consent of the nominee.

Section 3: Officers shall be elected by secret ballot on the last meeting of the spring semester to serve during the succeeding academic school year.

- a) Meetings for the election of officers shall be announced one week in advance.
- b) Only members present shall be allowed to vote. Members who are not able to attend the election meeting can proxy their vote to an attending member for inclusion in the election.
- c) The President shall vote only in case of a tie.
- d) The advisor(s) will tally the votes.

ARTICLE VI

TERMS OF OFFICERS

Section 1: Officers shall be elected for a term of one academic year. They shall assume the duties of their respective offices immediately upon election.

Section 2: Vacancies that occur in any office during the academic year are to be filled by appointment by the Executive Board and ratified by majority vote of the general membership during a special election.

Section 3: If any officer does not fulfill his/her duties or violates CR's Student Code of Conduct, the following procedures shall be taken in order to remove such an officer from office.

- a) The officer must be warned by a majority of the other officers and at least one advisor as to the nature of the problem.
 - i) The warning will be issued in writing, signed by the Executive Board, and sent by certified mail to the last known address.
- b) If the officer still fails to perform his/her duties or continues to violate CR's Student Code of Conduct, the President shall call a special meeting of the membership. The membership shall be notified of a recall vote at least one week in advance. A 2/3 vote of the members present or proxies for the recall vote shall relieve that officer of his/her duties.
- c) There shall be a special election to fill the vacant office at the next general or special meeting.
- d) A recalled officer shall not be eligible to hold an elected or appointed position thereafter.

ARTICLE VII

DUTIES OF OFFICERS

Section 1: **PRESIDENT:**

- a) Shall be the presiding officer at all regular and special meetings
- b) Shall be the Chairperson of the Executive Board
- c) Shall coordinate the functions of the chapter, its officers, and its committees

- d) Shall serve as ex-officio member of all committees
- e) Shall coordinate with the Treasurer in allocating and disbursing funds
- f) Shall coordinate with the Inter-Club Council Representative and Webmaster
- g) Shall have other such powers necessary for the fulfillment of duties of this office consistent with the provisions of the AGS state constitution

Section 2: 1st VICE-PRESIDENT:

- a) Shall perform the duties of the president when he/she is not present
- b) Shall act as the Nomination and Election Chair
- c) Shall coordinate and work with the Secretary and Newsletter Editor and shall function as such when necessary
- d) Shall serve as Chairperson of the following committees: Publicity, Newsletter, and Fundraising

Section 3: 2nd VICE-PRESIDENT:

- a) Shall preside over meetings and functions in absence of the President and 1st Vice President
- b) Shall serve as Chairperson of Membership verifying eligibility and coordinating membership drives
- c) Shall coordinate and work with the Treasurer regarding membership

Section 4: TREASURER:

- a) Shall transact all financial business for the chapter with the aid and approval of the President and the Advisor(s)
- b) Shall maintain the AGS account and the Petty Cash account
- c) Shall verify dues and deposit funds in the account
- d) Shall give an update of the account status to the general membership at general meetings
- e) Shall provide a current and detailed report of the nature and extent of all income, withdrawals, expenses (past and anticipated) at the Executive Board meetings

Section 5: SECRETARY:

- a) Shall transcribe and keep a record of all agendas and minutes of all AGS executive, general, and special meetings
- b) Shall assist and work with the President and 1st Vice-President in coordinating committees
- c) Shall be responsible for the archive records

Section 6: EXECUTIVE BOARD:

- a) Is composed of the President, 1st Vice-President, 2nd Vice-President, Treasurer, and Secretary
- b) Shall promote and represent AGS on campus
- c) Shall maintain communication with A.S.C.R.
- d) Shall be in charge of presenting, creating, and coordinating student awards and scholarships
- e) Shall have the authority to delegate appointed positions and fill all vacant positions

- f) Shall work with the advisor(s) on planning membership recruitment, service projects, and social activities
- g) Shall decide on special issues not outlined in the bylaws
- h) All Executive Board Officers are required to attend all Executive Board meetings

ARTICLE VIII

APPOINTED POSITIONS

Section 1: Inter-Club Council (I.C.C.) Representative:

- a) Shall attend the I.C.C. meetings held by A.S.C.R. regularly
- b) Shall write an outline report of what occurred and include the date of the meeting
- c) Shall e-mail the report to the President designating which topics are 'Discussion Items', 'General Info.', and 'Comments'
- d) May adjust the report according to the President's comments/suggestions and e-mail the revised report to all AGS members and advisors for review and discussion at the next general meeting
- e) Shall present a report at each general meeting
- f) Shall report to the President

Section 2: Webmaster:

- a) Is required to demonstrate skills in website design and maintenance
- b) Shall maintain and update the Gamma Rho Chapter website
- c) Shall distribute website e-mail to appropriate people and post e-mail responses
- d) Shall report to the President

Section 3: Newsletter Editor:

- a) Shall oversee newsletter submissions and edit all submitted material as necessary
- b) Shall oversee newsletter distribution
- c) Shall report to the 1st Vice President

ARTICLE IX

ADVISOR

Section 1: The Executive Board may suggest appointment and replacement of any and all advisors to be voted upon by the general membership. If the advisory position becomes vacant or an advisor fails to perform his/her duties, the Executive Board shall call a Special Meeting of the membership. The membership shall be notified of a Special Meeting at least one week in advance. A 2/3 vote of the members present or proxies for the recall vote shall relieve that advisor of his/her duties.

Section 2: Advisors are expected to fulfill their duties as outlined in the AGS state bylaws:

- a) Shall attend the state advisors' meeting each fall and/or the state advisors' meeting at the State Spring Conference
- b) Shall facilitate the attendance of a student delegation to the state conference in the spring and/or the fall regional conference
- c) Shall work with the student treasurer in keeping club financial records accurate and up to date
- d) Shall facilitate the applications of one to three student candidates for state awards and honors to be presented at the state conference in the spring
- e) Shall be alert to the State Advisory Board requirements and deadlines in order to keep the chapter in good standing
- f) Shall be present at chapter meetings and activities or designate a faculty or staff member to represent the advisor
- g) Shall facilitate paperwork required by the college
- h) Shall determine eligibility of potential AGS members and recruit members
- i) Shall keep accurate records of student membership

ARTICLE X

ESTABLISHMENT AND AMENDMENTS

Section 1: By-Laws may be established or revised as are necessary to conduct the chapter's business.

Section 2: Amendments to these by-laws may be proposed by the affirmative vote of a majority of members present at a general meeting.

Section 3: Proposed amendments shall be voted on at the next special or general meeting.

Section 4: If ratified by at least 2/3 of the members present, the amendments so proposed shall become part of these by-laws.

Section 5: The Secretary shall have an amended copy of the by-laws prepared for recording purposes and access by the general membership.

(Revised August, 2002 by the Gamma Rho Chapter Executive Board)
(Revised October, 2002 by the Gamma Rho Chapter)
(Revised August, 2003 by the Gamma Rho Chapter)