



Constitution

Alpha Gamma Sigma

IOTA Chapter

Article I

Name and Purpose

- Section 1. This organization shall be known as Alpha Gamma Sigma, IOTA Chapter, the California Community College Honor Society of Citrus College.
- Section 2. The purpose of the chapter shall be to foster, promote, maintain, and recognize scholarship among the students of Citrus College; to develop programs offering cultural diversity, social, or enrichment experiences; to promote service to the college and the community; and to emphasize the development of leadership, character, and judgement.

Article II

Membership

- Section 1. Any member of the Associated Students of Citrus Community College shall be granted the privilege to be considered for membership in this chapter.
- Section 2. Members shall comply with the requirements of the state constitution and by-laws and the chapter constitution and by-laws.

Article III

Officers and Qualification

- Section 1. The elected officers of this chapter shall be the President, Vice-President, Secretary, Treasurer, Activities Director, Public Relations Director, Community Service Director, Fundraising Director, Historian.
- Section 2. The term of office for all officers shall be one academic year, July 1-June 30.
- Section 3. Qualifications to hold office:
- a. To be eligible a candidate must be an active member.
 - b. An officer must carry a minimum of 6 units in the current semester
- Section 4. Duties of the chapter officers:
- a. All chapter officers shall uphold the AGS constitution at all times.

- b. The President, Vice President, Secretary, Treasurer, Activities Director, Public Relations Director, Community Service Director, Fundraising Director, Historian, and the chapter adviser(s) shall compose the Executive Board of the IOTA Chapter.
- c. The duties of the **President** shall be to preside over all meetings of the chapter; to call a stated meeting once a week and/or previously planned and other meetings whenever the President deems it advisable or necessary; to perform all executive duties of the chapter. The President will act as the *Inter-Club Council* representative and be responsible for appointing a representative in the event they are unable to attend. They are responsible for working with the other board members to make sure all duties and responsibilities are fulfilled. The President will work with the Secretary to ensure agenda and event calendar are updated and shared in a timely manner.
- d. The duties of the **Vice President** shall be to perform all duties of the President in the President's absence. At the President's request; the Vice-President is to have charge of programs and events. They will be responsible for membership updates, to keep the membership information current. The Vice-President shall receive the service hour logs on the first Friday of every month, they will tally the hours and provide an updated report to the Advisors on the second week of the month with the all original hour logs.
- e. The duties of the **Secretary** shall be to record the minutes of all meetings and to carry on all correspondence. They will work with President to create the meeting agenda and the event calendar with Advisor consultation. The agenda will be posted three days prior to the meeting.
- f. The duties of the **Treasurer** shall be to take care of all of the chapter's financial matters. They will keep record of the ongoing budget with the advisor (s) and fiscal liaison.
- g. The duties of the **Activities Director** shall be responsible to find and organize all club activities and submitting the forms to the college, along with an advisor(s) assistance.
- h. The duties of the **Public Relations Director** shall be responsible for all Alpha Gamma Sigma publicity, i.e. marketing events, newsletter and membership promotion.
- i. The duties of the **Community Service Director** shall be to find and organize community service activities. The Community Service Director shall collaborate with the Activities Director to ensure all forms are submitted to the college prior to event(s).
- j. The duties of the **Fundraiser Director** shall be to find and organize fundraising activities. The Fundraiser Director shall collaborate with the Treasurer to ensure money submission and record keeping are accurate.
- k. The duties of the **Historian** shall be to keep a pictorial record and/or scrapbook of all AGS functions, and to present an electronic and printed record at the last regular meeting of the year.
- l. All positions are required to attend all official and board meetings and to report at official meetings.

Section 5. In addition to the regular chapter officers, a member of the Citrus College faculty shall sponsor the chapter's activities and act in the capacity of advisor. An Advisor shall attend all official meetings and functions.

Article IV Election of Officers

Section 1. Elections shall be held on the last regularly scheduled meeting of the spring semester.

Section 2. The chapter officers shall be nominated from the floor and elected by ballot. A majority vote shall be necessary to elect a candidate. When there is only one nominee for an office, they may be elected by voice vote.

Section 3. All AGS members will strive to adhere to the following:

1. uphold the fundamentals of morality and ethics;
2. demonstrate honesty and reliability;
3. show courtesy, concern, and respect for all others;
4. take feedback willingly and accept recommendations graciously;
5. exemplify desired qualities of behavior such as positive attitude, poise, stability, etc.;
6. realize that their personal appearance and manner of dress reflects upon the organization and their respective constituencies; when in doubt, members should dress business casual at all sponsored events unless otherwise noted.

All AGS members are held to the same standards as the general student body of Citrus College as outlined in the Standards of Student Conduct in the college catalog and class schedules.

All CCSG members will comply in good faith with all the requirements contained within the AGS Bylaws and Constitution and any other referenced documents established by the AGS Executive Board and/or Faculty Advisors.

Ethics Enforcement of the AGS Code of Ethics will be monitored by the AGS Faculty Advisors with consultation from the Student Life Supervisor and/or the Dean of Students. Violation of any of the AGS Code of Ethics may result in but not limited to removal from the organization, suspension and/or expulsion.

Article V Membership Requirements

Section 1. A **guest** is any attendee who is not able to become a temporary member and wishes to attend meetings and unofficial events on campus, until they are able to apply for temporary membership. A guest may not attend official events off campus and or vote.

Section 2. All members of AGS are "**Temporary Members**", until they have fulfilled the requirements and applied for Permanent Membership. Neither temporary nor permanent membership in AGS is "automatic".

Temporary member may be applied for each semester if the student meets the following requirements:

- a. For a full-time student in the previous semester:
 - i. Twelve or more units completed the previous semester
 - ii. No less than a 3.0 gpa with no grade lower than a "C"
- b. For a part-time student in the previous semester:
 - i. Six to 11 ½ units completed the previous semester
 - ii. No less than a 3.25 gpa with no grade lower than a "C"
- c. Associate Temporary
 - i. During their first semester at Citrus, life members from high school California Scholarship Federation, National Honor Society or has a 3.5 non weighted may join as a temporary member

Section 3. **Permanent membership** in Alpha Gamma Sigma is awarded to any student who has completed at least 60 units and one of the following options:

- a. A cumulative GPA of 3.25-3.49, with three semesters of AGS membership and 45 total service hours
 - i. 20 hours AGS related
 - ii. 15 hours community service related
 - iii. 10 hours optional (AGS or community service related)
- b. A cumulative GPA of 3.50 or better, with two semesters of AGS membership and 30 total service hours
 - i. 20 hours AGS related
 - ii. 10 hours community service related

Section 4. All permanent members who graduate may be said to graduate with honors and those with a 3.5 gpa average or better, may be listed on the Alpha Gamma Sigma Honor Roll at graduation.

Section 5. Associate temporary membership in the IOTA Chapter of Alpha Gamma Sigma is open to all life members of the California Scholarship Federation, National Honor Society or has a 3.5 non weighted may join as a temporary member during their first semester at Citrus College. They shall have all the privileges of regular temporary membership except that of voting and holding office.

Section 6. Only permanent members shall be entitled to receive the official gold seal of Alpha Gamma Sigma on their diploma and wear a gold stole at graduation. Exceptions can be made at the advisors' discretion.

Article VI **Service Hours**

Section 1. Purpose: The purpose of service hours is to provide the honor student with experience and knowledge not normally available through classroom teaching, thereby supplementing the student's formal education and assisting that student in becoming a well-rounded member of their community.

Section 2. Definition: Service hours are defined as any activity; function or responsibility the honor student takes

part in for which they are not compensated or otherwise required to perform. The executive Board has a recommendation list of worthwhile community or school activities, however the honor student is encouraged to volunteer for any activity they feel best serves their abilities and interest.

Section 3. All service hours shall be recorded in the service logs provided in writing, stating the activity and number of hours spent, and presented to the Vice- President on the first Friday of every month. They shall relate to service to Alpha Gamma Sigma, Citrus College, community activities, or as approved. However, 20 of the hours must be earned by participating in official Alpha Gamma Sigma activities.

Section 4. Exceptions: The honor student who is not able to perform the required service hours because of physical disability or extreme circumstances may petition the executive board for a reduction of the service hour requirement. To receive a service hour reduction under Section 4, the student must submit a letter of request for approval to the Executive Board no later than midway through the semester of Active membership.

Article VII **Meetings and Dues**

Section 1. A stated meeting shall be held at least once a month. Additional meetings may be held at the discretion of the Executive Board and or faculty advisor.

Section 2. Membership fees must be submitted every semester to the cashier's office by the tenth week of the semester. Refer to the application for additional information.

Article VIII **Special Assignment**

Section 1. The Executive Board may take the place of the general membership in cases requiring immediate action.

Article IX **Ratification**

Section 1. This constitution shall be ratified by a two-thirds vote of the chapter members at an official meeting.

Article X **Amendments**

Section 1. This constitution may be amended by two-thirds majority vote of chapter members at an official meeting.

Section 2. All proposed amendments shall originate with or shall be presented in writing by the Executive board to the chapter members for a vote. Proposed amendments shall be announced at least one week prior to the regular meeting.

Article XI

By-Laws

Section 1. By-laws to this constitution may be passed by a majority vote of the chapter members at the regular meeting

Section 2. By-laws added to this constitution will be in effect until rescinded.

Revised : 08/14/19

By-Laws
Alpha Gamma Sigma
IOTA Chapter

Article I
Rules of Order

Section 1. Robert's Rule's of Order shall govern the parliamentary procedures of this chapter as interpreted by the President.

Article II
Membership Fees

Section 1. Membership fees shall be controlled by the Executive Board and they shall not exceed a \$50.00 maximum while a \$25.00 base minimum shall be adhered to at all times.

Section 2. Spending of the Alpha Gamma Sigma account will be determined by the Executive Board, members with the guidance of the faculty advisors.

Article III
Qualifications

Section 1. Until such time as all service hour applications are due, all membership candidates who have paid their membership fees, shall bear all rights and privileges of regular temporary members.

Revised 08/14/19