

AGS Bylaws: Upsilon Chapter of Modesto Junior College

Last Revised and Approved 10-7-08

ARTICLE I: NAME

This organization shall be known as the UPSILON Chapter of Alpha Gamma Sigma, the California Community College Scholarship Society.

ARTICLE II: PURPOSE

The purpose of this organization shall be to:

Foster, promote maintain and recognize scholarship;

Develop programs offering cultural and social experiences as part of the total experience of the college; Promote service to the college and the community;

Emphasize the development of leadership, character, and judgment

ARTICLE III: MEMBERSHIP

Section 1 Each Member must earn club service points, attend club meetings, participate in club activities and fundraisers, perform community service, and pay club dues. The number of each required for active membership shall be determined at the beginning of each academic year in the fall. All membership requirements set by the board must comply with A through D:

A. Meet the minimum requirements of the state organization of AGS and

B. Meet the minimum requirements of ASMJC and

C. Be approved by the club advisors for that year and

D. Must be the same for the entire academic year, fall and spring.

AND

fall into one of the following categories:

Section 2 Initial Member

A person may attain initial membership by completing 12 semester or 18 quarter units in a maximum of 3 semesters or 5 quarters at any recognized institution of higher education and having a cumulative grade point average (G.P.A.) of at least 3.00. No units acquired more than two years prior to application for initial membership shall be used prohibitively.

Section 3 Temporary Member

All life members of the California Scholarship Federation and those who graduated with a minimum G.P.A. of 3.50 at the high school level shall be invited to become temporary members during their first semester in a community college and shall have, upon payment of dues, all the privileges of membership except that of holding state elective office.

Section 4 Continuing Member

An initial member may obtain continuing membership by:

- a. Achieving for the previous semester or quarter not less than a 3.00 G.P.A. in courses of recognized college standing, and
- b. Maintaining a cumulative G.P.A. of 3.00 or better in courses of recognized college standing.
- c. Continuing members will receive one semester or quarter's grace for every semester or quarter of earned continuing membership if the member's G.P.A. falls below 3.00. There shall be no two consecutive grace periods.

Section 5 Permanent Member

Must complete a minimum of 60 semester units with at least 30 from a community college, of which 15 units must have a course prefix/number of 100 or above.

No member shall be denied permanent membership for courses completed two years or more prior to application, provided the units are not required to obtain the 60 unit minimum.

AND must meet one of the following:

A. Cumulative 3.5 grade point average and member in good standing for at least one semester

OR

B. Cumulative 3.25 grade point average and member in good standing for at least two semesters.

Section 6 Alumnus Member

All permanent members shall be granted alumnus status.

Section 7 Permanent Member

Applications for permanent membership must be filed by the deadline given for each semester.

Special recognition shall be given to all candidates for permanent membership during the sophomore luncheon at the end of the school year.

Candidates may wear the white rope and/or gold sash at graduation.

Units and grade point average achieved will be verified as soon as that semester's information becomes available.

Permanent membership and honor roll certificates shall be mailed after confirmation.

Section 8

Applications for initial, temporary or continuing membership may be submitted up to the deadline announced for each semester. Active membership for the semester will be granted provided the requirements for club service points, meeting attendance, club activity participation, community service work and dues are met.

ARTICLE IV: BOARDS

Section 1 Executive Board

The Executive Board shall be defined as all elected officers and all faculty advisors.

Section 2 Board of Directors

The Board of Directors shall be defined as all elected officers, all standing chairpersons and all faculty advisors

ARTICLE V: MEETINGS

Section 1 Member Meetings:

Meetings shall be held at a regular time such that all executive board members can attend.

Section 2 Executive Board Meetings:

To be held weekly such that all executive board members can attend.

Section 3 Chairperson Reports:

Each Chair shall report verbally to the officer who is their mentor on a bi-monthly basis

Section 4 Board of Director Meetings:

To be held once a month.

ARTICLE VI: ELECTIONS

Section 1 The Elective Officers

The elected offices include:

President

Vice-President

Secretary

Treasurer

Section 2 Nominations

Officer positions shall be filled with continuing members when possible.

Nominations must be made at the third to the last club meeting.

Any continuing member may announce their intention to run.

Equal time shall be allowed each candidate to make a campaign speech during the second to the last club meeting.

Section 3 Elections

A. Ballots shall be distributed at the second to the last club meeting.

B. After voting, members shall drop ballots into a sealed ballot box upon leaving.

C. An advisor and the executive board shall then count the ballots and determine the new officers by majority vote.

D. The new officers shall be announced at the last club meeting, however, current officers may contact new officers in order to prepare them for their duties.

E. Any position not filled by continuing members shall be filled by election open to new members as soon as is possible.

Section 4 Terms

A. An elected term shall be defined as:

Internship begins the day the officer is elected, with active duty beginning at the end of the semester they were elected. Term ends after the last day of the semester of active duty upon completion of all work as outlined in Article VII.

Section 5 Failure of Officer to Complete Elected Term

An officer who fails to complete their term suffers the following consequences:

- A. Ineligible to run for office for one semester.
- B. Ineligible for local chapter scholarships awarded to members.
- C. Ineligible for points normally awarded officers.
- D. Exceptions may be approved by the executive board.

The President shall appoint the office to a suitable replacement without need of election but with the approval of the Executive Board.

Benefits to the Saint who fills the position:

- A. Undying gratitude of entire club.
- B. Receives full points normally awarded the office filled.

ARTICLE VII: OFFICERS

Section 1 Duties of Officers

A. All Officers

1. Shall mentor at least one chairperson.

Mentor shall guide the chair on how to specifically fulfill duties, offer advice and ensure that chair performs duties as outlined in Article IV. If chair fails in responsibilities assigned, officer shall notify Executive Board immediately and follow through with the chairs responsibilities until a suitable replacement can be appointed.

2. Shall keep a personal record of hours served and duties performed for the club to be made available to any officer or advisor upon request.
3. Shall attend the weekly board meeting and at least one weekly general membership meeting.
4. Shall relinquish within a reasonable amount of time after position duties end (through semester termination, officers termination as determined by the Executive Board, or officers resignation) all materials pertaining to their work with Alpha Gamma Sigma obtained during course of work as an officer. This includes bylaws, disks, officer position folders, receipts, applications, funds, correspondence, and any other items deemed property of Alpha Gamma Sigma by the Executive Board. Failure to do so will result in loss of all officers benefits including officers scholarship, points, and may result in termination of membership and loss of recognition as an officer of Alpha Gamma Sigma Upsilon Chapter during semester in question. A detailed report outlining job description and procedures followed to give to next officer to ensure continuity.

Section 2

B. President

1. Shall be the official representative of the chapter at state, regional, and local activities.
2. Shall always have new membership applications and sign in sheets.
3. Shall preside at all member meetings.
4. Shall appoint all standing chairperson positions, with approval of the Executive Board, as outlined in Article VIII.
5. May appoint any other functionaries as deemed necessary subject to the approval of the Executive Board.
7. Shall prepare an agenda of events for the term subject to the approval of the Executive Board.
8. Shall review chapter bylaws each semester, update if necessary and submit to the State and all chapter advisors subject to the approval of the Executive Board.
9. Shall fulfill the duties of any chair or officer should the position become vacant in mid term or until suitable successor is found and appointed by president subject to the approval of the Executive Board.
10. Shall present a written summary of club activities to all faculty advisors at the close of the semester.
11. Shall be available and accessible to all elected officers within reason.
12. Shall type up an agenda for each weeks meeting both executive and general as well as email to the club through the communications chair the day prior to meetings.
13. Make sure that every AGS sponsored event is well organized and runs smoothly. Regularly check the progress of all members who are assisting in the event. Check and double check all details.
14. Go to the AGS box two times a week and pick up everything there. Distribute to the appropriate executive board member as soon as possible.
15. If there is a new member application in the box, send the name and email address to the communications chair requesting an email greeting be sent to that person. Then give the new member application to the appropriate advisor.

C. Vice-President

1. Shall perform any duties of the president as needed including filling the office if it becomes vacant mid term.
2. Shall represent AGS at the monthly Inter-Club Council meetings. If unable to do so, the ICC rep shall be appointed by the board.
3. Perform such other duties as requested by the president.
4. Make sure all activity forms are properly filled out and get the required signatures in the required order on them.
5. Design, find materials for, and maintain the AGS display cases on the MJC campuses.
6. Post our calendars and change them as updates are made. They can be printed off the website. Make sure our website is advertised on display board.
7. Make sure our website is up to date.
8. At the beginning of every month school is in full session update the photo display. This means you will have to ask one of the advisors to give you a chip or email you the digital photos from current events about a week prior so you can get copies made.

9. Make sure that a current meeting flyer is displayed.

10. Update the flyer as events happen.

D. Secretary

1. Shall record minutes of all meetings and provide copies to the president and all advisors within three days of the meeting.

2. Shall handle all correspondence including letters of solicitation, invitation, thanks and any other letter required by any member of Board of Directors.

3. Shall keep records of members, their service points, and participation in club events.

5. Shall present a final membership list, all membership applications and minutes of all meetings to all faculty advisors at end of Alpha Gamma Sigma Upsilon Chapter term.

6. Make the monthly calendar of AGS meetings and events. Update as needed and email to an advisor.

7. Make sure every AGS organized event has an official sign in sheet and that all participating members have signed it.

E. Treasurer

Shall be held responsible for the integrity and balancing of two separate club accounts:

1. Scholarship Fund: Funds collected and used exclusively for scholarships to Upsilon Chapter members as outlined in Article IX
2. General Operations Fund: Funds to be collected from:
 - a. All fund raising activities
 - b. Membership dues
 - c. Inter-Club Council donations toward club activities
 - d. Members contributions toward Alpha Gamma Sigma road trips
 - e. Funds to be used as follows:
3. All funds generated by the chapter will be used to pay for club obligations including, but not limited to: State Chapter dues; state taxes; to fund volunteer and service projects; to fund road trips (including paying for one advisor to each State Convention and Regional Conferences); teacher appreciation dinner expenses; all basic needs including duplicating, postage and T-shirts or any other need as approved by the Executive Board and a faculty advisor. Any funds solicited directly for scholarship from businesses and/or personal donations will be placed directly into the scholarship account and not be used for general club expense.
4. Funds remaining in the account at the end of the spring semester, in excess of \$500 seed money for the new semester, may be transferred to the scholarship account.
5. All purchase orders shall have the signature of a member of the Executive Board and an advisor, or the signature of the Director of Student Services should an advisor be unavailable. All bills and receipts must be kept.

Additionally:

1. Shall collect, deposit to correct account and record:
 - a. membership dues,
 - b. scholarship donations and any other donations,
 - c. money paid for road trips,
 - d. any and all funds received from fund raisers.

2. Shall take appropriate actions to ensure a \$500.00 legacy in the General Fund to begin the next semester, if possible.
3. Shall make books available to any officer or advisor upon reasonable request.
4. Shall submit a summary of all collections and payments to general membership at club meetings and written report to advisors and the Executive Board at each meeting.
5. Shall also provide written report of semesters transactions to the Executive Board and all advisors at the end of each term.
6. Make photocopies of all deposits and check requests and file them by date in the binder.
7. Deposit money using only one type of deposit per slip. Have an advisor sign slip and take to cashier window in student center. After receiving blue deposit slip, staple it to photocopy. File in binder.
8. To make a check requires three items :
 - A. The minutes from the meeting where the club voted to pay for it
 - B. Purchase order request properly filled out
 - C. An original receipt
9. Always have a receipt book and write everyone who gives you money a detailed receipt. Record all money received in the ledger and write a deposit slip to get advisors signature.
10. At each meeting be sure to write up the Purchase Order Request and attach the original receipt for any item voted on at the meeting that needs to be paid. Record in ledger and when the secretary emails you the minutes get advisors signature and submit.
11. Always have plenty of deposit slips and check requests with you.

ARTICLE VIII: STANDING CHAIR POSITIONS

Section 1

The president shall appoint standing chair positions subject to the approval of the Executive Board.

Section 2

All chairpersons shall relinquish within a reasonable amount of time after position duties end (through semester termination, chair persons termination as determined by the Executive Board, or chairpersons resignation), all materials pertaining to their work with the Upsilon Chapter of Alpha Gamma Sigma obtained during course of work as a chairperson. This includes bylaws, disks, chairperson position folders, receipts, applications, funds, correspondence, and any other items deemed property of Upsilon Chapter by the Executive Board. Failure to do so will result in loss of all chairpersons benefits including scholarship eligibility, points, and may result in termination of membership and loss of recognition as a chairperson of Alpha Gamma Sigma Upsilon Chapter during semester in question. In addition a detailed report outlining procedures and steps taken in running event to be passed on to following semesters chairperson in order to provide continuity from semester to semester.

Section 3 Duties of Chairs

A. Communications Chair

1. Shall serve as the main central point for communications to all members of AGS.
2. Perform as main liaison between AGS members and executive board members.
3. Assist president in contacting any executive board member who does not attend an executive board meeting and keep them informed.
4. Keep informed of all meetings and events and communicate such activities to all AGS members.

B. New Member

1. Be knowledgeable of the function and purposes of Alpha Gamma Sigma.
2. Recruits new members on and off campus.
3. Prepares speeches to be presented during all guidance classes, tutoring seminars, orientations, and California Scholarship Federation meetings on local high school campuses.
4. Orchestrates Upsilon Chapter Alpha Gamma Sigma involvement in campus Club Fairs.
5. Be knowledgeable of membership requirements and the function and purposes of Alpha Gamma Sigma.
6. Keep roster of new members to make New Member certificates.
7. Maintain a professional appearance and manner when dealing with the general public on behalf of Alpha Gamma Sigma Upsilon Chapter.
8. Report to mentor as reasonably requested.
9. Attend all Board of Director meetings.

C. Scholarship

1. Be knowledgeable of the function and purposes of Alpha Gamma Sigma.
2. Prepare a presentation of Alpha Gamma Sigma purpose and function.
3. Solicit business community and all service groups, i.e. Lions, Rotary Clubs, Soroptomists, and others, for donations.
4. Give list of donations including names and addresses to secretary for thank you letters.
5. Maintain a professional appearance and manner when soliciting funds from the general public and other organizations on behalf of Alpha Gamma Sigma Upsilon Chapter.
6. Report to mentor as reasonably requested.
7. Attend all Board of Director meetings.

D. Public relations

1. Be knowledgeable of the function and purposes of Alpha Gamma Sigma.
2. Write press releases for each Alpha Gamma Sigma event and submit to the MJC Director of Marketing and Public Relations.
3. Give list of donations including names and addresses to secretary for thank you letters.
4. Maintain a professional appearance and manner when dealing with the general public on behalf of Alpha Gamma Sigma Upsilon Chapter.
5. Report to mentor as reasonably requested.
6. Attend all Board of Director meetings.

E. Fundraiser

1. Be knowledgeable of the function and purposes of Alpha Gamma Sigma.
2. Responsible for success of all fund raisers including but not limited to book drives, car washes, and entertainment book sales.
3. Duties Include:
 - a. Coordinating volunteers for all fund raising events so that adequate staff is present at all times,
 - b. Training volunteers as to their duties for each event,
 - c. Filling out Student Activity sheet for tables and other equipment needed for each event at least four weeks in advance of event,
 - d. Secure sites for fund raisers held off campus and arrange for all equipment needed.
 - e. Give a list of donations including names and addresses to secretary for thank you letters.
 - f. Maintain a professional appearance and manner when dealing with the general public on behalf of Alpha Gamma Sigma Upsilon Chapter.
 - g. Report to mentor as reasonably requested.
 - h. Attend all Board of Directors meetings.

F. Trips

1. Be knowledgeable of the function and purposes of Alpha Gamma Sigma.
2. Duties Include:
 - a. Organize Alpha Gamma Sigma road trips,
 - b. Confirm drivers with clean Department of Motor Vehicles reports and submit to school authorities,
 - c. Fill out requisitions for vans at least four weeks in advance,
 - d. Provide list of members going on trip to the MJC Facilities and Events Specialist, the highest ranking officer of the Upsilon Chapter also going, and the attending advisor,
 - e. Provide list of all members who attended trips and submit to secretary for points calculations,
 - f. Give a list of donations including names and addresses to secretary for thank you letters.
 - g. Maintain a professional appearance and manner when dealing with the general public on behalf of Alpha Gamma Sigma Upsilon Chapter.
 - h. Report to mentor as reasonably requested.
 - i. Attend all Board of Directors meetings.

G. Community Service

1. Be knowledgeable of the function and purposes of Alpha Gamma Sigma.
2. Provide a minimum of 4 community service opportunities per month.
3. Coordinate group volunteer efforts to make Alpha Gamma Sigma visible in the community subject to approval of the Executive Board.
4. Give a list of donations including names and addresses to secretary for thank you letters.
5. Maintain a professional appearance and manner when dealing with the general public and soliciting on behalf of Alpha Gamma Sigma Upsilon Chapter.
6. Report to mentor as reasonably requested.
7. Attend all Board of Directors meetings.

H. Poster

1. Be knowledgeable of the function and purposes of Alpha Gamma Sigma.
2. Design and construct posters for all Alpha Gamma Sigma functions.
3. Ensure posters are on both campuses for all Alpha Gamma Sigma functions.
4. Ensure that after events have occurred that all posters are promptly taken down and saved if necessary or disposed of properly.
5. Report to mentor as reasonably requested.
6. Attend all Board of Directors meetings.

ARTICLE IX: SCHOLARSHIPS

Section 1

Scholarships will be decided by a scholarship review committee of at least one advisor, at least one officer, and at least 50% made up on non-officer general members. The members of the Scholarship Committee will be determined by the Executive board. Minutes must be taken by an advisor.

Section 2

Members in good standing shall be awarded scholarships based on:

1. Availability of funds
2. Fall and/or Spring Membership. However, scholarships will only be paid out after the Spring Semester
3. Club Participation
4. Community Service
5. Service Points

6. Grade Point Average

Section 3

All decisions pertaining to the distribution of scholarship monies are to be decided upon by a Scholarship Committee. All scholarship funds will be dispersed after verification active membership following the posting of spring grades. Scholarships based solely on Fall semester are dispersed at the same time as those based on Spring semester.

ARTICLE X: SERVICE POINTS

Section 1

Service points shall be awarded in the following manner:

Point Value	Action/Service Performed
1	Bring a friend to an Alpha Gamma Sigma Upsilon Chapter meeting
1	A friend joins Alpha Gamma Sigma (paid dues, application with referral name)
1	Wear a purchased Alpha Gamma Sigma article of clothing (including hats) to any club event
1	Per item sold for a catalog fundraiser
1	Purchase of an MJC Activity Sticker
1	Each hour staffing of an Alpha Gamma Sigma club activity
1	Every \$10.00 solicited for the Alpha Gamma Sigma scholarship fund
1	Bring snacks to any Alpha Gamma Sigma meeting or event to share with members
2	Setting up 1 hour prior and cleaning up after a Alpha Gamma Sigma club event
4	Attending an Alpha Gamma Sigma all day activity in excess of 6 hours
4	Serving as an Alpha Gamma Sigma club committee member/per event
5	Donation of blood (with certificate of proof)
5	Certified CPR class completion during current semester
8	Attending AGS Fall Regional Conference
10	Serving as chair for a stand-alone AGS event (such as the Spring Fling)
15	Attending an Alpha Gamma Sigma State Convention
25	Serving as an Alpha Gamma Sigma Club Committee Chairperson/per semester
50	Serving as an Alpha Gamma Sigma Officer/per semester

Section 2

Any officer may put to vote of the executive board a motion to award a given number of points to any member for activities or services performed that are in keeping with the function or purpose of Alpha Gamma Sigma but are not outlined in Section 1.

Section 3

Service points for officer and committee positions shall only be awarded upon successful completion.

ARTICLE XI: IMPEACHMENT

Section 1

Impeachment of an officer can only be initiated by an advisor provided the officer fails to satisfactorily fulfill their duties of office as outlined in Article VII.

The impeachment will be effected if approved by a majority vote of the executive board.

ARTICLE XII: HONOR ROLL

Section 1

The state organization of Alpha Gamma Sigma will recognize at least two Upsilon Chapter honor roll students per academic year from its list of permanent member candidates, following the state organization bylaws. All members with a cumulative 4.0 GPA are recognized. If there are no 4.0 GPAs, members with the two highest cumulative GPAs will be recognized.

ARTICLE XIII: AMENDING CHAPTER BYLAWS

Section 1

All amendments to the bylaws shall follow the following procedure:

1. Form a committee with a least one officer on the committee.
2. 2/3 of the appointed committee members must be present at every meeting.
3. All proposed changes must be motioned, seconded, and voted on by the committee members.
4. All proposed amendments must be brought forth to a general membership meeting and voted on accordingly.
 - a) if 2/3 of the general membership agrees on the proposed amendment, it will be changed OR
 - b) if 2/3 of the general membership disagrees, it will be tabled back to the committee OR
 - c) if 2/3 of the general membership disagrees, changes may be made at that time and a new vote may be taken.