



ALPHA GAMMA SIGMA
THE CALIFORNIA COMMUNITY COLLEGE SCHOLASTIC HONOR SOCIETY
GAMMA CHI CHAPTER AT BARSTOW COMMUNITY COLLEGE



AGS By-Laws

Article I - Official Duties and Qualifications

Section 1: Qualifications

1. Must be a paid Member at time of nomination.
2. The President, Vice-President, Secretary, Treasurer, Historian, and ICC Representative must acknowledge that they have at least two hours per week available to fulfill their duties.
3. The Advisory shall have the power to verify grades of, and collect money from, membership applicants.
4. All officers are required to attend all general meetings and all AGS Executive Board Meetings.

Section 2: Duties of the President

1. The President shall preside over all Executive Board and Regular meetings. If deemed necessary, the President may designate another officer to preside over the said meeting.
2. The President shall serve as the link or appoint delegates to represent this organization.
3. The President, in accordance with the ASB Advisor shall approve minutes and agendas for all regular and Executive Board Meetings.
4. The President shall have the power to appoint members to standing committees.

Section 3: Duties of the Vice-President

1. The Vice-President, upon direction of the President, shall preside over all regular meetings.
2. The vice President shall fill in the role of the President in his/her absence or at the direction of the President. He/she shall also succeed as President, should the said office be vacant until general elections are held.
3. The vice-President shall be responsible for all the publicity of the club such as flyers, newsletters, emails,

etc. and is in charge of posting appropriate club information in the designated club board.

Section 4: Duties of the Secretary

1. The Secretary shall keep the minutes of all general and Executive Board meetings. He/she shall work with the Historian in keeping a permanent record of such meetings.
2. The Secretary shall ensure that copies of preceding minutes are provided for all members and that a word processed copy is given to the Web-master, AGS Advisor, and the President. The electronic file shall be given within a week after each meeting.
3. The Secretary shall conduct all official correspondence, and prepare necessary reports as directed by the President.
4. The Secretary shall compile a schedule (of classes, work, and office hours available) of all elected officers. He/she shall give a copy of this schedule to the AGS Advisor and President.

Section 5: Duties of the Treasurer

1. The Treasurer shall be responsible for all financial transactions of this organization, including: collection of membership dues, processing of purchase requisitions, collection of general funds, deposits of funds into AGS account, and payment of state dues and other chapter debts.
2. The Treasurer shall keep receipts and complete record of all financial transactions of this organization. He/she shall present a report of the chapter financial status at regular and Executive Board meetings, and at other such times as directed by the President.

Section 6: Duties of the Historian

1. The Historian shall record events/activities of the organization using photo, video, audio, newspaper articles, and other media.
2. The Historian shall be responsible to update the AGS photo and scrap album. This album may be paper or an electronic file. The Historian shall also work with the Web-master to place images online, upon direction of the President.
3. The Historian shall be responsible for keeping records of all members' service points.

Section 7: Duties of the Inter Club Council (ICC) Representative

1. The ICC Representative shall attend all ICC Meetings.

2. The ICC Representative shall represent AGS to the ICC.
3. The ICC Representative shall report to the AGS Executive Board of all ICC events and activities.

Section 8: Duties of the Advisor

1. The Advisor(s) must be present at all events, activities, and regular meetings of this organization in order to deem such transactions as legitimate.
 2. The Advisor(s) must be a current faculty and/or staff member of Barstow College.
 3. The Advisor(s) shall serve in an advisory, non-voting capacity.
 4. The advisor(s) shall be given the authority to veto any transactions by this organization.
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Article II - Service Points

Section 1: Participation

- A. Every active member must complete twelve (12) service points per month which can be obtained from: attendance at general meetings, community service hours, and service/activities directly for the club.
- B. Every applicant, no matter active or inactive shall have an eight-week grace period from the beginning of each semester to fulfill twelve (12) service points or forfeit membership.

Section 2: Community Service

Community service hours must have signed verification from the person in charge of the organization, service event, or from the AGS Advisor. Community service consists of tutoring as long as it's volunteered and unpaid, volunteer work on or off campus, and aiding handicapped students.

Section 3: AGS Service

a. Fundraising

1. purchasing of club apparel - 2 points per item
2. selling tickets - 2 point per 10 tickets sold
3. Bake Sales - 2 point per hour to prepare baked goods and 2 points per hourly sales
4. Candy Sales - 2 points per bag of candy

B. Government/Officers

The following will be added to the member's totals at the completion of the semester only:

1. President - 75 points per semester
2. Vice-President - 50 points per semester

3. Secretary - 25 points per semester
4. Treasurer - 25 points per semester
5. Historian - 25 points per semester
6. ICC Representative - 25 points per semester
7. Club Member - 10 points per semester
8. Purchase of ASB Sticker - 1 point per semester

C. Meetings/Conferences/Events

1. Attendance at meetings - 3 points per date
2. Attendance at Spring State Convention - 16 points per full day and 8 points per half day
3. Attendance at Fall Regional Conference - 16 points per full day and 8 points per half day
4. Attending AGS events/activities - 2 points per hour

D. Office Work

1. Typing/word processing/data entry - 2 points per hour
2. AGS Webmaster work - 2 points per hour

E. Publicity

1. Making publicity flyers or poster - 2 points per hour
2. Distributing flyers around campus - 2 points per 10 flyers
3. An active member who recruits a new member - 2 points per person

Section 4: Approval

All other service point areas not listed are determined by the Executive Board and must receive prior approval. Any and all service points awarded are subject to approval of the Executive Board then the Advisor.

Section 5: Good Standing

For a member to be considered in good standing, he/she must meet the minimum GPA requirements, have satisfied the service point requirements, and owe no money or dues.

Article III - Inactive Members

Section 1:

Members who do not receive the required number of service points per month shall be designated Inactive Members. Anything less than the minimum number of months required, to submit the appropriate number of service points shall be designated Inactive Members. Inactive Members shall receive none of the AGS Privileges during that semester such as Scholarship Eligibility from the local chapter, certificates of

membership, and the ability to wear the AGS Honors Stole at Graduation.

Article IV – Active Members

Section 1:

- A. Members who receive the required number of service points per month shall be designated Active Members. The minimum number of months required to submit the appropriate number of service points per semester is four (4), to be considered active.
- B. Active members are entitled to all of the AGS Privileges during the actual semester of active membership such as Scholarship Eligibility, Letters of membership and recommendation, and shall be entitled to wear the AGS Honors Stole at Graduation.

Section 2:

Active Members shall be entitled to wear the AGS Honors Stole at graduation only if they are active during the spring semester and in good standing, or have obtained permanent membership during the previous semester.

Article V – Membership Dues

Section 1:

All members must pay dues every semester to be considered members of the Gamma Chi Chapter of AGS. Dues for active members are \$15 and dues for inactive members are \$25 and subject to change upon approval of the AGS Executive Board, voting members, and AGS Advisor.

Adopted and revised May 2005.