

2023-2024 Student Organization Constitution (COPY)

1. Student Organization Name *

Please enter full name AND any acronyms.

Alpha Gamma Sigma Honor Society AGS

2. Organization Purpose *

The core values of the club are academics, community service, and leadership. We provide students with opportunities to provide for our community, increase their chances to lead projects, and be around link-minded people.

3. Membership Requirements (including any additional requirements for official voting members) *

Membership requirements may not discriminate against any protected class as defined by local, state, or federal regulation including but not limited to the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and the Rehabilitation Act of 1973.

- Must have a Chabot College gpa of 3.0 or higher or a highschool gpa of 3.5
- Must be in good standing in Chabot
- Be enrolled in a minimum of 5 units during the semester of membership
- Must meet the minimum of 20 service points during the semester that you are a member
- Pay \$10 membership dues
- Upload two enrollment forms to canvas

Duties of President and Financial Officer

4. Duties of Student Organization President *

- Be the official representative of the chapter in the state activities
- Give attention to club membership, member relations, public relations and support club functions
- Preside at all general and special meetings of AGS
- Maintain that the bylaws of the chapter are being followed
- Make final approval of vacant committee chair and executive officer positions
- Assume vacant positions
- Work closely with the secretary, marketing director, and club advisor
- Lead the spirituality committee

5. Duties of Financial Officer *

- Be responsible for and keep a record of all AGS financial accounts and transactions, including providing receipts
- Collect all money owed to AGS and issue receipts
- Make deposits and disbursements within the business office and complete the necessary documents
- Disburse scholarships in collaboration with the club advisor
- Be responsible for the AGS cash box during fundraisers
- Report the financial status of the club once a month during general meetings and remind members to pay dues

6. Does your club and any other officer positions other than President and Financial Officer *

- Yes, this student organization has additional officers
- No, these are the only officers for this student organization

Additional Officer #1

7. Title of Additional Officer #1 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Vice President

8. Duties of Additional Officer #1 *

- Resume all duties of the president in the president's absence
- Oversee all AGS committees, in order to assist the chairs
- Be responsible for members' service points, in the absence of a points secretary
- Take minutes during general and officer meetings in the absence of the secretary
- Assist the president in any and all duties of AGS
- Collect officer updates every 2 weeks and remind officers of due dates
- Provide and collect sign-in sheets for all events in the absence of an event lead
- Be responsible for upkeep of the academic honors board in the even that there is no committee chair for the academic honors board

9. Does your student organization have any additional officers? *

- Yes, I will add another officer
- No, I have already entered information for all of my officers

Additional Officer #2

10. Title of Additional Officer #2 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Marketing Director

11. Duties of Additional Officer #2 *

- Request on-campus space for all AGS recruitment events
- Coordinating member sign-up opportunities as well as overseeing of the set-up and clean-up for all recruitment events, including establishing follow-up contact with potential students
- Make available an adequate supply of all recruitment and promotional materials for all on-campus events
- Be responsible for the ordering, storage, and arrival of all shipments of products for AGS
- Oversee the making and posting of all flyers and posters for all AGS events
- Announce all upcoming recruitment events and chair the marketing committee

12. Does your student organization have any additional officers? *

- Yes, I will add another officer
- No, I have already entered information for all of my officers

Additional Officer #3

13. Title of Additional Officer #3 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Fundraising Director

14. Duties of Additional Officer #3 *

- Coordinate and execute fundraising projects and encourage other members to lead their own projects
- Coordinate member sign-up AGS fundraising events as well as overseeing the set-up and clean-up for all events
- Request all necessary on-campus space and materials of fundraising events
- Announce all upcoming fundraising events during general club meetings and chair the fundraising committee
- Work closely with the treasurer.

15. Does your student organization have any additional officers? *

- Yes, I will add another officer
- No, I have already entered information for all of my officers

Additional Officer #4

16. Title of Additional Officer #4 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Community Service Director

17. Duties of Additional Officer #4 *

- Be responsible for coordinating all on-campus and community service events for the semester
- Create a list of community service opportunities and make such a list available to the membership
- Establish contacts in the community as well as develop and maintain a working relationship with organizations to continue for future semesters
- Create an ongoing AGS community service resume to showcase past Sigma Rho community events
- Announce upcoming on-campus and community service events during general club meetings and chair the community service committee

18. Does your student organization have any additional officers? *

- Yes, I will add another officer
- No, I have already entered information for all of my officers

Additional Officer #5

19. Title of Additional Officer #5 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Secretary

20. Duties of Additional Officer #5 *

- Record and distribute information within the club
- Create the agenda and keep the minutes at all general and officer meetings. Email, or otherwise post, the agenda 72 hours before the meetings, and post the minutes after the weekly meeting
- Check-in with all of the officers to acquire any agenda items before the email is sent out to the club
- Maintain club records including updating the email list by checking sign-in sheets and enrollment forms. Must keep an updated record of AGS alumni
- Work closely with the president, treasurer, and club historian
- In the absence of a club historian, the secretary will keep club records

Officer Requirements

21. Officer Selection Procedures *

Please give a detailed description of the procedure for selecting of officers for your organization.

The officer selection process takes 3 weeks. First, the club announces the vacant positions and gives one week to decide if they would like to run. If the member does, they are to fill out an executive officer nomination form and upload it to Canvas. The next week, the nominees will announce during a general club meeting which officer position they will run for. Members have a week to check out the nomination forms. Then during the next general club meeting, the nominees give a 1-minute speech, then all present members vote on the officers.

22. Office Eligibility Criteria *

Please describe in detail, any criteria and/or requirements for being considered for an officer position in this student organization. Ex: member for one year, attended all meetings, nominated by a member, complete an application, etc.

Complete an executive officer nomination form, which can be found on the AGS website and the AGS canvas.

23. Officer Term *

How long is the term for officers. Ex: end of semester, end of academic year, etc.

End of one academic year

24. Officer Removal Process *

Please give a detailed description of the process for removing an officer?

If an officer cannot fulfill their duties, they have 1 week to prepare a statement informing the members of why they are seeking to continue holding the office. After statements are heard, qualified members are allowed to vote in favor of removing the members or allowing them to remain in office. This is determined by a majority vote. In the event of a tie, further statements may be made and followed by a re-vote.

Amendments

25. Process for Amending Student Organization Constitution *

Any correction in grammar, spelling or punctuation, that causes no change to the meaning of the statement being corrected, may be made to the bylaws of Sigma Rho without amendment when unanimously approved by the executive council. All amendments to the bylaws of Sigma Rho must first endure the following process in this written sequence:

1. All amendments shall be submitted in writing by one or more Sigma Rho members to the executive officers at an officer's or general meeting. The executive officers shall verify that the suggested amendment does not conflict with any bylaws/constitutions of the Student Senate Chabot College (SSCC) or Alpha Gamma Sigma, Inc.
2. Once approved for the proposal, the amendment shall be brought forth to the Sigma Rho members at the next general meeting. The member(s) proposing the amendment shall read the proposed amendment out loud at the general meeting.
3. After the proposed amendment is read, members will be given a chance to ask questions about and make statements for or against that proposed amendment.
4. At the approved time of voting the proposed amendment shall be read after which a vote by anonymous ballot shall be taken from all qualified members. The amendment shall only pass if approved by 2/3 majority, however, if the amendment has been approved by a simple majority that is less than 2/3 that amendment has not been overruled and will be considered an active proposal.
5. In the event of an active proposal a vote shall be retaken at the next general meeting following the same order as at the original approval time for voting. If the proposed amendment is never reconciled as a pass or fail, the amendment shall fail with the close of the semester but may be proposed again the following semester by the new semester's members.
6. A copy of the new amendment to the Sigma Rho's bylaws must be submitted to the SSCC and to Alpha Gamma Sigma, Inc.

26. Notification of Amendments to Constitution *

Please state how and when members of this organization will be notified of amendments to this constitution.

The members of the organization will be immediately notified of the amendments to the constitution once they have been passed.