

CONSTITUTION
AND
BY-LAWS OF
WEST LOS ANGELES
COLLEGE
ALPHA GAMMA SIGMA
HONOR SOCIETY
PSI LAMBDA KAPPA
CHAPTER

REVISED SEPTEMBER 4, 1997

**CONSTITUTION
OF
WEST LOS ANGELES COLLEGE
ALPHA GAMMA SIGMA HONOR SOCIETY**

Article I - Name and Purpose

- Section 1: This organization shall be known as the West Los Angeles College Alpha Gamma Sigma Honor Society (AGS). This organization is also the Psi Lambda Kappa Chapter of Alpha Gamma Sigma, Incorporated, the California Community College Honor Scholarship Society (a state charter honor society).
- Section 2: The purpose of this organization shall be to promote and to recognize scholastic achievement, cultural activities, leadership, scholarship, and to emphasize good character among the students of West Los Angeles College.

Article II - Membership

- Section 1: Application for membership will be accepted until the 15th week of each regular semester unless the Executive Council votes to extend the application period and with the approval of the advisor.
- Section 2: *Initial Membership.* A person may attain initial membership if the person:
- A. Completed 12 semester units (or quarter equivalent - 18 quarter units) in a maximum of three (3) semesters at any recognized institution of higher education; and
 - B. Has a cumulative grade point average (GPA) of 3.0 and the previous semester GPA of 3.0;
 - C. Is currently carrying a minimum of six (6) units; and
 - D. Pays dues.

Section 3: *Temporary Membership.* A person may attain temporary membership if the person:

- A. Is a life member of the California Scholarship Federation or has graduated with a minimum grade point average of 3.5 at the high school level. These persons shall remain temporary members during their first semester in a community college (WLAC);
- B. Is currently carrying a minimum of six (6) units; and
- C. Pays dues.

Section 4: *Continuing Membership.* An initial or temporary member may attain continuing membership by:

- A. Achieving for the previous semester not less than a 3.0 GPA in courses of recognized college standing;
- B. Maintaining a cumulative GPA of 3.0 or better in courses of recognized college standing;
- C. Currently carrying six (6) units; and
- D. Pays dues.

Section 5: *Permanent Membership.* A continuing member may attain permanent membership by:

- A. Having completed a minimum of 60 units of college courses, only six (6) of which may be credit (CR), with a minimum of 30 units completed at a community college;
- B. A member must apply for permanent membership with the State Chapter and must have either of the following requirements:
 - 1. A person who has maintained a cumulative GPA of 3.5 or better in courses of recognized college work, and has been a member of AGS for at least one semester.
 - 2. Any continuing member who has maintained a cumulative GPA of 3.25 or better in all recognized college work and has been a member for at least two semesters; and
- C. Paying dues.

- Section 6: *Alumnus Membership.* Any permanent member no longer enrolled shall be considered an alumnus member.
- Section 7: No units acquired more than two years prior to application shall be used prohibitively.
- Section 8: *Honorary Membership.* The AGS President can nominate any person as an honorary member of AGS with the unanimous approval of the Executive Council.
- Section 9: Individuals (except Alumnus and Honorary members) must request membership in AGS each semester by filing an application and, if approved for membership, paying required dues.
- Section 10: Dues are payable no later than the 15th week or upon receipt of application. Alumnus and Honorary members are exempt.
- Section 11: All AGS members (except Alumnus and Honorary members) must be paid ASO members.

Article III - Officers

- Section 1: The elected officers shall be President, Vice-President, Secretary, Treasurer, and Member-at-Large.
- Section 2: The auxiliary officers can be elected or appointed and shall be Inter-Club Council Representative, Membership Chairperson, Scholastic Chairperson, Fund-Raising Chairperson, Public Relations Chairperson, Activities Chairperson, Tutorial Director, Administrative Assistant, Phone Network Chairperson, Parliamentarian, and Historian.

Article IV - Elections

- Section 1: The election shall be conducted either by the Election Committee or by the organization Advisor.
- Section 2: Each successful candidate shall hold office for two semesters provided that they maintain the minimum membership requirements as set out in AGS criteria and receive a vote of confidence at the end of their first semester in office.

- Section 3: A vote of confidence shall be taken at the end of the elected officers' first semester by the membership at large. This vote of confidence shall determine whether or not an officer stays in elected position for the second semester.
- Section 4: In the event any elected officer does not receive a vote of confidence the Executive Council shall input Recall Procedures (see attached Appendix I).

Article V - Amendments and Ratification

- Section 1: To amend the Constitution or By-Laws it must be proposed, in writing, by a registered member of the Chapter.
- Section 2: Amendments so proposed shall require a simple majority affirmative vote of the members present at any meeting to be considered for ratification.
- Section 3: Proposed amendments must have a three (3) week waiting period to provide ample consideration before ratification.
- Section 4: Amendments having the above-stated vote of consideration will require a two-thirds (2/3) vote of the members present at a ratification meeting for the amendment to be adopted. Amendment adoption must be certified by the Advisor(s).
- Section 5: Each school year the Constitution needs to be ratified by two-thirds (2/3) vote of the members present at the second meeting of the school year and submitted to Inter-Club Council (ICC) of the Associated Students Organization (ASO).
- Section 6: When ratified and certified, this Constitution shall supersede any and all other previous documents pertaining to the West Los Angeles College Alpha Gamma Sigma Honor Society - Psi Lambda Kappa Chapter.
- Section 7: This Constitution and any amendments shall be in accordance with the minimum standards set forth by the State Constitution.
- Section 8: By-Laws shall be established by the society.

Alpha Gamma Sigma Honor Society
Psi Lambda Kappa Chapter
West Los Angeles College
4800 Freshman Drive
Culver City, CA 90230-3500

Dr. M.J. McMaster; B8-100G
Telephone: (310) 287-4219

Dr. Barbara Mathieu; B4-203M
Telephone: (310) 287-4225

BY-LAWS
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Article I - President's Committee

- Section 1:** The Executive Council shall be made up of the officers of the West Los Angeles College Alpha Gamma Sigma Honor Society -- Psi Lambda Kappa Chapter of the Alpha Gamma Sigma.
- Section 2:** This Council shall act on behalf of the members of West Los Angeles College Alpha Gamma Sigma Honor Society -- Psi Lambda Kappa Chapter of Alpha Gamma Sigma at appropriate times.

Article II - Offices

- Section 1:** The President shall:

Preside over the AGS meetings; be ex-officio member of all committees; be vested with the power to appoint and dissolve committees; appoint or remove committee chairperson(s); be responsible for calling and adjourning meetings; exercise general supervision over activities; affirm that officers fulfill their duties; have the power to ask for the resignation of any appointed member; and be responsible for initiating any and all programs.

- Section 2:** The Vice-President shall:

Preside over AGS meetings in the absence of the President; assume all presidential duties during the President's absence; be responsible for assisting AGS members to fulfill their ten (10) hours of duty; be an ex-officio member of all committees; and carry out such duties as the President assigns.

Section 3: The Secretary I shall:

Record the minutes of the AGS meetings during the day; keep an up-to-date record of AGS members; write and mail letters as needed for AGS business, assist as editor and writer of the AGS Newsletter and carry out such duties as the President assigns.

Section 4: The Secretary II shall:

The Secretary II shall record the minutes of the AGS meetings during the evenings; assist, when needed, as editor and writer of the AGS Newsletter and carry out such duties as the President assigns.

Section 5: The Treasurer shall:

Represent AGS in all financial matters; keep close records of all AGS expenditures; which includes purchase orders and supply orders; maintain an accurate, running balance; make an up-to-date financial report when requested by the AGS President, or 10% of AGS members; carry out such duties as the President assigns.

Section 6: The Member-at-Large shall:

Have responsibilities that will vary according to the changing needs of the society, but may include chairing special committees and filling in for officers who cannot be present at meetings or activities; promote the good will of the AGS on campus and off-campus; carry out such duties as the President assigns.

Article III - Auxiliary Officers

Section 1: The Inter-Club Council (ICC) Representative shall:

Provide a complete report concerning the ICC and the ASO; report on scheduled meetings he/she attends so that we, AGS, may be kept informed about other events and ideas which other groups or clubs express; carry out such duties as the President assigns.

Section 2: The Membership Chairperson shall:

Accept and review applications; review Dean's List for prospective members; write and mail letters of invitation to prospective members; write letters confirming membership; carry out such duties as the President assigns.

Section 3: The Scholastic Chairperson shall:

Assume responsibility for all relations concerning AGS, college authorities and honorary scholastic societies; inform students regarding scholastic awards and scholarships each semester; present AGS awards at the WLAC Scholarship Reception and carry out such duties as the President assigns.

Section 4: The Fund-Raising Chairperson shall:

Research, implement and promote fund-raising activities for the semester; be responsible for fund-raising activities and their set up; carry out such duties as the President assigns.

Section 5: The Activities Chairperson shall:

Plan and organize AGS events for the semester; plan and promote cultural activities; submit facilities requests for social events held on campus; carry out such duties as the President assigns.

Section 6: The Tutorial Director shall:

Be responsible for all educational programs involving AGS; organize and encourage tutors who meet the specific requirements to tutor students in various subjects; make evaluations of the performance of the tutoring program; carry out such duties as the President assigns.

Section 7: The Phone Network Chairperson shall:

The Phone Network Chairperson shall be responsible for updating members of upcoming events; informs night students of ways to earn service hours; oversees members of the Phone Network Committee; keeps track of committee members' service hours for phone calls; carry out such duties as the President assigns.

Section 8: The Parliamentarian shall:

Have a working knowledge of the AGS Constitution and Robert's Rules of Order; advise AGS on matters of procedure; carry out such duties as the President assigns.

Section 9: The Historian shall:

Assemble a scrap book, and/or permanent record of AGS activities by taking photos and cutting out various articles and so forth; be responsible for contacting and maintaining relations between Psi Lambda Kappa chapter and other chapters of AGS; carry out such duties as the President assigns.

Section 10: The Election Chairperson shall:

Be responsible for polling the ballots; be responsible for polling any and all results of the AGS elections under the supervision of the AGS Advisor and carry out such duties as the President assigns.

Section 11: The Publicity Chairperson shall:

Be responsible for publicizing all AGS activities on and off campus including printing and posting of meeting announcements; serve as editor and writer of the AGS Newsletter with the assistance of Secretary I; handle the publicity of the AGS organization by use of all campus communication outlets (i.e., campus newspaper, bulletins, etc.).

Section 12: The Scholarship Chairperson shall:

Be responsible for the investigation and report of available scholarships; work with the selected faculty and scholarship committee; carry out such duties as the President assigns.

Section 13: The Administrative Assistant shall:

Offer typing service and general editing for all written materials concerning AGS; Prepare correspondence and perform duties the Advisor assigns to be done; carry out such duties as the President assigns.

Article IV - Insignia and Entitlements

Section 1: *The Official Certificate.* Only permanent members shall be entitled to receive the official certificate of the organization. Temporary members shall be entitled to receive temporary membership certificates.

Section 2. *The Official Pin.* Any initial, temporary, or continuing member shall be entitled to wear the officially-adopted silver pin of the organization. Any permanent member shall be entitled to wear and be granted ownership of the officially adopted gold pin of the organization.

Section 3. Entitlements.

Only registered members who meet the requirements below are entitled to the Alpha Gamma Sigma stamp on their transcripts. (West Los Angeles College now posts grades by computer.)

- a. Cumulative GPA of 3.0 or better;
- b. Semester GPA of 3.0 or better;
- c. Completed 12 units by semester end to be posted;
- d. Carrying six (6) or more units;
- e. Pay dues (and have a clear account); and
- f. Submit service hours.

Article V - Election Committee

Section 1: The nominations of the officers of this organization shall be by the registered members and the elections shall be held at the last scheduled meeting of the academic school year and accepted by the Advisor.

Section 2: Each successful candidate shall hold office for two semesters and may be re-elected for succeeding semesters. (See Article IV.)

Section 3: No student may be elected for more than one office in the organization in any academic school year. In addition, no student may be appointed to more than two auxiliary offices (chairperson) in the organization in any one semester.

Section 4: No person shall be qualified to accept a nomination for office unless said person is a registered member for at least one previous semester.

Section 5: Initial members, temporary members, continuing members, and permanent members are classified as registered members.

Section 6: Only registered members in good standing can vote.

Article VI - Quorum

- Section 1: *Regular Meeting.* A quorum is one officer and four registered members, as well as the Advisor.
- Section 2: *Special Meetings.* A quorum is one officer and four registered members, as well as the Advisor.
- Section 3: *Executive Council.* A quorum is three officers, as well as the Advisor.
- Section 4: *Other Committee Meetings.* A quorum is a chairperson and two other members.
- Section 5: *Quorum.* If there is no quorum, those registered members present shall be permitted to accept or reject the minutes and to declare themselves an "Ad Hoc Committee" and to discuss the published agenda.

Article VI - Parliamentary Authority

- Section 1: The rules contained in the current edition of Robert's Rules of Order shall govern this society in all instances in which they are applicable and in which they are not inconsistent with these bylaws and constitution.
- Section 2: Rules of Order and Standing Rules shall be adopted by the society.

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Psi Lambda Kappa Chapter
West Los Angeles College
4800 Freshman Drive
Culver City, CA 90230-3500

Dr. M.J. McMaster; B8-100G
Telephone: (310) 287-4219

Dr. Barbara Mathieu; B4-203M
Telephone: (310) 287-4225

Appendix I

AGS Impeachment and Recall Procedures

revised September 4, 1997

AGS IMPEACHMENT AND RECALL PROCEDURES

Impeachment Procedures against an officer of AGS may proceed for the following reasons herein.

Clause 1

An Officer fails to abide by the job description for said position as prescribed by the Psi Lambda Kappa Chapter of Alpha Gamma Sigma Chapter By-Laws.

Clause 2

An Officer fails to conduct themselves in compliance with the Standards of Student Conduct and Disciplinary Action as established by the Board of Trustees of the Los Angeles Community College District, September 12, 1979.

Aforementioned Standards of Student Conduct and Disciplinary Action include the following:

1. Willful disobedience to directions of college officials in the performance of their duties.
2. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.
3. Dishonesty, such as cheating, or knowingly furnishing false information.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration, or misuse of college documents, records, or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
7. Theft of or damage to property belonging to the college, a member of the college community, or a community visitor.
8. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the college's primary educational responsibility or adversely affects a student's standing as a responsible member of the college community.

AGS IMPEACHMENT AND RECALL PROCEDURES

9. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

10. Use, possession, distribution, or presence on a campus while under the influence of alcoholic beverages, narcotics, or other dangerous drugs, such as marijuana, LSD, and cocaine, except as expressly permitted by law.

11. Possession, while on college campus or at a college sponsored function, of any of the following weapons: any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sandclub, sandbag, metal knuckles; any dirk, dagger, firearm (loaded or unloaded), as pistol, revolver, rifle, etc., any knife having a blade longer than five inches and switch blade longer than two inches, any razor with unguarded blade, any metal pipe or bar used or intended to be used as a club; or any item such as a chain, used to threaten bodily harm.

IMPEACHMENT AND RECALL PROCEDURES

Section 1: Impeachment Procedures for the AGS President or Recall of Officers must follow the procedures and rules listed herein.

Clause 1

For removal of President, a petition stating the charges with the signature of 10% active AGS members.

Clause 2

Petition must be approved as valid by Advisor of AGS, the Honors Program Chairperson and two Academic Administrations of Student Programs

Clause 3

The ICC (Inter-Club Council) will act as the jury of these proceedings. The ICC Chairperson will preside. The ICC Chairperson will serve as the Chief Justice over the impeachment hearings if impeachment petition is deemed valid according to Clause 2. The ICC will serve as the court deciding on the hearing date, time, admissible evidence and all rules concerning the hearings. An Academic Advisor, chosen by the AGS Advisor and approved by 10% of active AGS members, will review rules and procedures. Conviction must be made by a 2/3 vote of the court. If conviction occurs, the President must vacate office within 48 hours.

AGS IMPEACHMENT AND RECALL PROCEDURES

Clause 4

In case of impeachment, the Vice-president will assume the role of President.

Section 1: For Recall of Vice-president and Treasurer from office, a petition stating the charges with 10% of active AGS members' signatures. Petition must be approved as in Clause 2, Section 1, Article V. The ICC will act as the court and the AGS President will preside over the hearings for removal.

RECALL: Removal of officers must be made by a petition bearing 10% of active AGS member's signatures or at the AGS President's request.

Clause 1

Petition validity decided by the AGS Advisor and approval of 2/3 AGS members.

Clause 2

The Executive Council will serve as court and conviction must be made by 2/3 majority vote.

Clause 3

If conviction occurs the position must be vacated within 48 hours.

Clause 4

The vacant post will be filled by appointment by the committee with 2/3 approval of the Executive Council or by majority vote of active members.