

**BY-LAWS OF THE
GLENDALE COMMUNITY COLLEGE GAMMA CHAPTER OF
ALPHA GAMMA SIGMA**

ARTICLE I. AGS MEMBERSHIP

Sec.1. Any GCC student who has completed 12 units and has a cumulative GPA of 3.0 or better is eligible to join Alpha Gamma Sigma (AGS). New incoming students, who have graduated high school with a GPA of 3.5 or higher or who are members of California Scholarship Foundation may also join, provided they submit documentation to verify eligibility.

Sec.2. A "Member in good standing" shall be defined as:

- A. A student who has paid current Membership dues,
- B. A student who is not under any college disciplinary action,
- C. A student who is not under any organizational disciplinary action,
- D. A student who has fulfilled all Alpha Gamma Sigma (AGS) Membership obligations for both the current and past semesters as defined in Article II of the Bylaws of Alpha Gamma Sigma (AGS), Incorporated.

Sec.3. Active Members must earn one hundred (100) points by participating in Alpha Gamma Sigma (AGS) activities.

- Twenty-Five (25) of these points can be earned by providing proof of participation in a community service project that is pre-approved by the Cabinet and/or Advisor. Active Members may apply for Alpha Gamma Sigma (AGS) scholarships at the end of the year.

Inactive Members do not need to earn any points but are welcome to participate in any Alpha Gamma Sigma (AGS) sponsored or organized activities. Inactive Members cannot apply for Alpha Gamma Sigma (AGS) scholarships.

Sec.4. Membership Dues

- A. Dues for joining as an Initial Active Member will be Twenty dollars (\$20) and will include an Alpha Gamma Sigma (AGS) t-shirt.
- B. Dues for continuing Active Members will be \$15.
- C. Dues for joining as an Inactive Member will be Thirty-five dollars (\$35).

Sec.5. Applications must be submitted with required dues on or before a deadline specified by the Cabinet.

ARTICLE II. DUTIES OF OFFICERS

Sec.1. The President's duties:

- A. Lead the Alpha Gamma Sigma (AGS) Cabinet in all its endeavors,
- B. Call and preside over all General and Cabinet Meetings,
- C. Administer the Cabinet's duties,
- D. Work closely with the Advisor(s),
- E. Coordinate Alpha Gamma Sigma (AGS), Gamma Chapter attendance at State and Regional Conventions,
- F. Organize the End of the Semester Awards Ceremony within a budget defined by the Cabinet.

- G. Fulfill related duties and obligations as assigned by the Advisor(s),
- H. Uphold the laws of the Constitution and By-laws of the Gamma Chapter of Alpha Gamma Sigma (AGS),
- I. Maintain a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.
- J. Organize the End of the Semester Awards Ceremony within a budget defined by the Cabinet.

Sec.2. The Vice President of Fundraising's duties:

- A. Assume the President's duties in his or her absence,
- B. Coordinate all fund raising events,
- C. Fulfill related duties and obligations as assigned by the Advisor(s),
- D. Report to the President and Advisor(s) and support the President in all activities related to AGS,
- E. Uphold the laws of the Constitution and By-laws of the Gamma Chapter of Alpha Gamma Sigma (AGS),
- F. Maintain a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.

Sec.2. The Vice President of Academics Events' duties:

- A. Assume the President's duties in the absence of the President and the Vice President of Fundraising,
- B. Coordinate all Academic events,
- C. Fulfill related duties and obligations as assigned by the Advisor(s),
- D. Report to the President and Advisor(s) and support the President in all activities related to AGS,
- E. Uphold the laws of the Constitution and By-laws of the Gamma Chapter of Alpha Gamma Sigma (AGS),
- F. Maintain a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.

Sec.3. The Secretary's duties:

- A. Keep accurate written minutes of Cabinet Meetings,
- B. Distribute typewritten copies of the minutes from the previous Cabinet Meeting at the beginning of each Meeting,
- C. Call roll at each Meeting, keep attendance records of all Cabinet Members, and submit a written notice of any unexcused absence to the President and Advisor(s),
- D. Keep a record of General Member's points earned for active Membership and Scholarship eligibility,
- E. Submit a list of active Members who have not completed their required number of service points to the President and Advisor(s) by a deadline established by the Cabinet,
- F. Fulfill related duties and obligations as assigned by the President and Advisor(s),
- G. Report to the President and Advisor(s) and support the president and vice presidents in all activities related to AGS,
- H. Uphold the laws of the Constitution and By-laws of the Gamma Chapter of Alpha Gamma Sigma (AGS),
- I. Maintain a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.

Sec.4. The Treasurer's duties:

- A. Conduct all financial business sanctioned by Alpha Gamma Sigma (AGS),

- B. Keep accurate records of all finances, including deposits and withdrawals,
- C. Submit balance sheets of all accounts and a balance of the main AGS account, every other meeting.
- D. Prepare checks for Scholarships,
- E. Have a cash box available for all Alpha Gamma Sigma (AGS) fundraisers,
- F. Fulfill related duties and obligations as assigned by the President and Advisor(s),
- G. Report to the President and Advisor(s) and support the president and vice presidents in all activities related to AGS,
- H. Uphold the laws of the Constitution and By-laws of the Gamma Chapter of Alpha Gamma Sigma (AGS),
- I. Maintain a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.

Sec.5. The Director of Publicity duties:

- A. Promote Alpha Gamma Sigma (AGS) activities and Meetings using emails, banners, flyers, posters,
- B. Keep an up to date posting of all upcoming Alpha Gamma Sigma (AGS) events in the Alpha Gamma Sigma (AGS) glass case and the bulletin board,
- C. Chair a Publicity Committee that is comprised of four Standing Committees: Newsletter, Website, Recruitment, and Community Service.
- D. Appoint the Chairpersons of the four Standing Committees (Newsletter, Website, Recruitment, and Community Service).
- E. Fulfill related duties and obligations as assigned by the President and Advisor(s).
- F. Report to the President and Advisor(s) and support the president and vice presidents in all activities related to AGS,
- G. Uphold the laws of the Constitution and By-laws of the Gamma Chapter of Alpha Gamma Sigma (AGS),
- H. Maintain a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.

Sec.6. The Representative at Large's duties:

- A. Represent Alpha Gamma Sigma (AGS) at the Inter-Organizational Council (IOC) Meetings,
- B. Arrange and coordinate inter-organizational activities, whenever possible,
- C. Follow up and recruit additional existing members for events and provide the necessary information for their participation.
- D. Prepare Special Organizational Support (SOS) and Organizational Event Support (OES) applications as designated by the Cabinet,
- E. Fulfill related duties and obligations as assigned by the President and Advisor(s),
- F. Report to the President and Advisor(s) and support the president and vice presidents in all activities related to AGS,
- G. Uphold the laws of the Constitution and By-laws of the Gamma Chapter of Alpha Gamma Sigma (AGS),
- H. Maintain a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.

ARTICLE III. PARLIAMENTARY AUTHORITY

The rules contained in the current Sturgis edition of The Standard Code of Parliamentary Procedure shall govern the Gamma Chapter of Alpha Gamma Sigma (AGS) in all instances in which they are applicable and in which they are not inconsistent with the Alpha Gamma Sigma (AGS) Constitution or By-laws.

ARTICLE IV. ATTENDANCE OF OFFICERS

- Sec.1. All Officers shall attend Cabinet Meetings, and all relevant Committee Meetings, unless their duties dictate otherwise.
- A. Any Officer who is absent must contact the Advisor(s) or President before the day of the Meeting to explain the reason for the absence, unless detained by an emergency that can be verified.
 - B. An absence shall be defined as not being present ten (10) minutes after the completion of roll call.
 - C. After two unexcused absences, an Officer shall receive a written notice from the Advisor(s), at his or her discretion, that he/she shall be removed from office following a third unexcused absence.
 - D. A tardy shall be defined as not being present after the completion of roll call.
 - E. Being tardy three times constitutes one unexcused absence.
 - F. A tardy and/or an absence may be excused by writing a note to the Advisor(s).
- Sec.2. Officers are expected to fulfill their duties and support Alpha Gamma Sigma (AGS) activities and events.
- A. At least one (1) Officer must be present at every Alpha Gamma Sigma (AGS) sponsored event.
 - B. If an Officer should fail to fulfill their duties, they may be dismissed from office by the joint action of the Cabinet and Advisor(s), according to procedures prescribed in Article X, Section 3.
 - C. If an Officer should fail to support Alpha Gamma Sigma (AGS) activities and events, they may be subject to disciplinary action as decided by the Cabinet and Advisor(s).

ARTICLE V. MEETING PROCEDURES

- Sec.1. The Cabinet Members and Advisor(s) shall meet once a week at an agreed upon time.
- Sec.2. A quorum made up of a simple majority of the existing Cabinet is needed to hold a Cabinet Meeting. If a quorum is not present, an informal Meeting shall be held instead.
- Sec.3. Any of the Cabinet Officers, with the exception of the President, can vote during Cabinet Meetings.
- A. The President may vote in case of a tie.
 - B. Any Officer who is going to be absent from a Cabinet Meeting must contact the President or Advisor(s) before the start of that meeting,
 - C. For a motion to pass there must be more affirmative than negative votes cast by all present and voting Officers. Abstentions are not counted as votes.
- Sec.4. General Meetings shall commence no later than the fifth week of the semester and alternate every other week, excluding campus holidays. General Meetings shall be held on Thursdays, during the college hour.

ARTICLE VI. COMMITTEES

- Sec.1. There shall be two types of committees in the Alpha Gamma Sigma (AGS) structure. These committees include Standing Committees and Special Committees. Each committee shall have a Chairperson appointed by the Director of Publicity and approved by the cabinet.
- Sec.2. Chairperson duties for all committees include:
- A. Calling and presiding over all meetings of the committee.
 - B. Attending Cabinet meetings as requested by the Cabinet or the Advisor(s).
 - C. Submitting a written report of the proceedings of each Standing Committee meeting that which chair to the Secretary by the Monday following the meeting,
 - D. Fulfilling related duties and obligations as assigned by the Cabinet and/or Advisor(s).
- Sec.3. Standing Committees
- A. The Standing Committees shall include the Newsletter Committee, the Recruitment Committee, the Website Committee, and the Community Service Committee with the approval of the Director of Publicity and the Cabinet.
 1. The term of the Standing Committee Chair shall be one semester.
 2. The Chairperson of the Standing Committee shall appoint members to their committee.
 3. The Standing Committee Chairs report to the Director of Publicity.
 - B. Newsletter Committee
The Newsletter Committee shall have a chairperson appointed by the Director of Publicity and approved by the Cabinet. Newsletter Committee duties shall include:
 1. Publishing three (3) newsletters per semester.
 2. Distributing the newsletter to all Members at the General Meetings.
 3. Distributing two (2) copies of the Newsletter to all GCC Division Chairs.
 4. Fulfilling related duties and obligations as assigned by the Director of Publicity, President and Advisor(s).
 5. Reporting to the Cabinet and Advisor(s) and support the president and vice presidents in all activities related to AGS.
 6. Upholding the laws of the Constitution and By-laws of the Gamma Chapter of Alpha Gamma Sigma (AGS).
 7. Maintain a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.
 - C. Recruitment Committee
The Recruitment Committee shall have a chairperson appointed by the Director of Publicity and approved by the Cabinet. The Recruitment Committee duties shall include:
 1. Maintaining and providing applications for Alpha Gamma Sigma (AGS) during meetings and in the Student Center.
 2. Organizing and maintaining a table for Alpha Gamma Sigma (AGS) recruitment during Club Week.
 3. Fulfilling related duties and obligations as assigned by the Director of Publicity, President and Advisor(s).
 4. Reporting to the Cabinet and Advisor(s) and support the president and vice presidents in all activities related to AGS.
 5. Upholding the laws of the Constitution and By-laws of the Gamma Chapter of Alpha

Gamma Sigma (AGS).

6. Maintaining a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.)

D. Community Service Committee

The Community Service Committee shall have a chairperson appointed by the Director of Publicity and approved by the Cabinet. The Recruitment Committee duties shall include:

7. Research and report upcoming Community Service opportunities.
8. Research and report available internships and scholarships outside of Alpha Gamma Sigma (AGS).
9. Fulfilling related duties and obligations as assigned by the Director of Publicity, President and Advisor(s).
10. Reporting to the Cabinet and Advisor(s) and support the president and vice presidents in all activities related to AGS.
11. Upholding the laws of the Constitution and By-laws of the Gamma Chapter of Alpha Gamma Sigma (AGS).
12. Maintaining a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.)

E. Website Committee

1. The Website Committee shall have a chairperson appointed by the Director of Publicity and approved by the Cabinet. The Website Committee duties shall include:
2. Updating the Alpha Gamma Sigma Webpage weekly.
3. Posting the calendar, forms, news and any other information for Alpha Gamma Sigma (AGS) Members onto the website.
4. Verifying that all files are properly updated and formatted for viewing and printing.
5. Fulfilling related duties and obligations as assigned by the President and Advisor(s).
6. Reporting to the Cabinet and Advisor(s) and support the president and vice presidents in all activities related to AGS.
7. Upholding the laws of the Constitution and By-laws of the Gamma Chapter of Alpha Gamma Sigma (AGS).
8. Maintaining a binder with all relevant information pertaining to the position, which must be turned over to the Advisor(s) at the end of the term of office.)

Sec.4. Special Committees

- A. Special Committees can be established by the Cabinet with the approval of the Advisor(s),
- B. Committee duties shall be assigned at the time of the creation of the committee.
- C. Committee membership will consist of all interested AGS members.
- D. Committee chairperson shall be chosen by the majority vote of the members in that committee, with the approval of the Advisor(s),
- E. Special Committees shall dissolve upon the completion of their assigned task.

ARTICLE VII. ELECTIONS

Sec.1. All members, Active and Inactive are eligible to vote if present and voting at the meeting when the elections are held.

Sec.2. Any active Member in good standing may run for and hold an elected office.

- A. A term shall be defined as one (1) semester.

- B. A President's term is one (1) year.
 - C. The same cabinet position may be held by the same person for only two consecutive terms.
 - D. The President may only hold office for one term.
 - E. Cabinet Members have priority in eligibility to run for President.
 - F. In case there is no Cabinet Member who wishes to run for President, any Active General Member may run for President.
- Sec.3. Dates, times, and location for the Nomination Meeting and the Election Meeting will be determined by the Cabinet during the semester.
- A. At the Nomination Meeting, a detailed description shall be given of the duties for each position, elected and appointed.
 - 1. A potential candidate must be nominated, then the nomination seconded and accepted. Then, the candidate will be put on the ballot.
 - 2. Nominations shall be closed at the adjournment of the Nominations Meeting.
 - 3. A one-page Candidate Statement may be submitted following the Nomination Meeting.
 - B. At the Election Meeting, Candidates shall be presented and allowed to give a timed speech.
 - 1. Ballots will be available at the beginning of the Elections Meeting.
 - 2. Should time allow during the Elections Meeting, there will be a question and answer period for the Candidates before the ballots are cast.
- Sec.4. Officers are elected by anonymous vote, which is tallied by the Advisor(s).
- A. Cabinet positions shall be filled by the candidates who receive the plurality of tallied votes by those present and voting.
 - B. In case of a tie, a run off vote shall be held.
 - C. If a candidate is running unopposed for an office, then the Members either vote for the candidate or vote to oppose him or her. If the majority of the votes of those who are present and voting are opposing the candidate, the President may present a candidate, if approved by a majority vote of the Cabinet, that candidate shall take office.
 - D. If an office should fail to be filled at the regular election, the President, in consultation with the Advisor(s), may nominate candidates. The office shall be filled by the candidate receiving the most Cabinet Member votes.
 - E. The duties of current officers shall be complete at the end of the annual banquet. The newly elected officer shall assume the position of "elect" until that time.
 - F. If an Officer should fail to qualify for Alpha Gamma Sigma (AGS) during the semester of their term, they must resign, or will be removed from office by joint action of the Cabinet and the Advisor(s).
- Sec.5. No AGS candidate may use contact information gained through access to AGS membership list for campaigning purposes.

ARTICLE VIII. SERVICE POINTS

- Sec.1. Service points earned by members must be done so during that semester. Points cannot be earned for activities done in previous semesters.
- Sec. 2. A list of approved activities will be available by the first general meeting of the semester.
- Sec. 3. The Cabinet has the right to amend the list of approved activities at their discretion during

the semester.

Sec.4. Special Circumstances

- A. An Alpha Gamma Sigma (AGS) T-shirt worn to an Alpha Gamma Sigma (AGS) event or meeting shall earn additional points per Meeting or Event. Number of points earned will be decided by Cabinet each semester.
- B. A maximum of Twenty-Five (25) points per semester can be earned by showing proof of community service performed within that semester that is not related to a course, program or job.
- C. Community service activities must be performed at a non-profit organization and must be approved prior to start of service by Cabinet or Advisor(s).
- D. All Subcommittee Chairpersons shall automatically earn 50 points for their service for an entire semester.

Sec.5. Each Active Member must earn one hundred (100) service points by a deadline set by the Cabinet.

- A. Any Active Member who does not earn one hundred (100) service points shall receive notice that they must pay the difference between the active and inactive fee in order to become an Inactive Member.
- B. An Active Member who fails to earn one hundred (100) service points may switch to Inactive Membership by the specified deadline by paying the difference in fees.
- C. If an Active Member has not earned one hundred (100) service points or has not switched his or her status to Inactive Membership by the specified deadline, shall not be considered an Alpha Gamma Sigma Member (AGS) for that Semester. No refund of money shall be given in any case and no notation will be placed on the transcript for that semester.

ARTICLE IX. SCHOLARSHIPS AND AWARDS

Sec.1. Alpha Gamma Sigma (AGS) shall hold an Awards Ceremony at the end of each academic year.

- A. Scholarships shall be given out at this ceremony in the following categories: Academic, Tutorial, Service, and Community Service.
- B. Cabinet Certificates shall also be presented at this time.

Sec.2. Eligibility requirements for Scholarships are as follows:

- A. Academic Scholarships: applicants must have a minimum cumulative GPA of 3.5 with at least thirty (30) completed units. Applicants must also have a minimum of one hundred (100) Alpha Gamma Sigma (AGS) service points earned through Alpha Gamma Sigma (AGS) sponsored activities.
- B. Tutorial Scholarships: applicants must have at least seventy five (75) paid tutoring points or thirty (30) volunteer tutoring points through any official Glendale Community College Tutoring Program. Applicants must also have a minimum of one hundred (100) Alpha Gamma Sigma (AGS) service points earned through Alpha Gamma Sigma (AGS) sponsored activities.
- C. Service Scholarships: Applicants must have at least two hundred (200) points in direct support of Alpha Gamma Sigma (AGS) fundraisers, meetings, and service activities during that current year.
- D. Community Service Scholarships: Applicants must have at least one hundred fifty (150) points of community service not related to a course, ~~program~~, or job that has been pre-

approved by the Advisor(s). Applicants must also have a minimum of one hundred (100) Alpha Gamma Sigma (AGS) service points earned through Alpha Gamma Sigma (AGS) sponsored activities.

Sec.3. No one shall receive more than one of the four standard Scholarships each year

Sec.4. At the end of each academic year, Alpha Gamma Sigma (AGS) shall present a Humanitarian Award. The Award is open to the entire student body with the following requirements:

- A. GPA of 3.0 or better.
- B. Minimum of thirty (30) college units completed, with at least twelve (12) of those units completed at GCC.
- C. Completion of the Award application.
- D. A commitment to social issues.
- E. Community service performed within the past year that is not related to a course, or paid work.
- F. Involvement in campus activities such as student government, campus clubs, music, theatre, athletics, etc.
- G. Must not have any disciplinary action pending or any probation during the current year.

Sec.5. Scholarship recipients shall be decided by a Scholarship Committee at the end of each academic year.

- A. The Scholarship committee shall form in the Spring semester.
- B. The Committee shall dissolve after the completion of the End of Semester Awards Ceremony.
- C. The members of the Committee will be chosen by the Cabinet.

Sec.6. A Distinguished Faculty Member Award shall be given at the end of the academic year Award Ceremonies.

- A. Community and school service, concern for students, and popularity among students are criterion to be considered in choosing the Distinguished Faculty Member Award recipient.
- B. No Faculty Member may win this award in consecutive years.
- C. The recipient of the Distinguished Faculty Member Award shall be decided at the Election Meeting.

Sec. 7. Alex Silina Memorial Scholarship

- A. The Alex Silina Memorial Scholarship shall be presented annually through the Scholarship Office.
- B. The Alex Silina Memorial Scholarship shall be presented by a Member or Advisor of AGS.
- C. The recipient of the Alex Silina Memorial Scholarship shall be chosen by the AGS Cabinet and the Advisor(s).
- D. Requirements for the scholarship may be obtained through the Scholarship Office.
- E. The application for the Alex Silina Memorial Scholarship shall be the same as the general GCC scholarship application.

Sec.8. Deadlines for all Scholarship applications shall be set by the Cabinet each year.

Sec.9. An Advisor(s) Award shall also be given at the end of the year Awards Ceremony. The

Advisor(s) decide who shall receive this award.

ARTICLE X. DISCIPLINE

- Sec.1. Disciplinary action may be taken against any Officer or General Member of the Organization for Valid Cause,
- Sec.2. Valid Cause may include, but is not limited to:
- A. Violation of an important duty to the Organization,
 - B. Breach of a fundamental rule or principle of the Organization,
 - C. Any violation stated in the Bylaws,
- Sec.3. Disciplinary action may include:
- A. Suspension or expulsion as outlined in Article XII,
 - B. As stated in Article XII, or another form of discipline as appropriate for the action.

ARTICLE XI. REMOVAL OF OFFICERS

- Sec.1. An Officer may be removed from office for improper conduct or neglect of duty.
- Sec.2. Improper Conduct or Neglect of Duty includes:
- A. Willful or excessive violation of the Alpha Gamma Sigma (AGS), Gamma Chapter Constitution or By-Laws.
 - B. Willful disregard of decisions made by the Cabinet.
 - C. Failure or refusal to disclose necessary information on matters of organizational business.
 - D. Unwarranted attacks on any Officer or refusal to cooperate with any Officer.
 - E. Misrepresentation of the organization or any of its Officers.
 - F. Contributing to the creation of a hostile environment within the organization.
 - G. Violation of GCC's Standards of Student Conduct, as defined by the GCC Catalog.
 - H. Violation of GCC's Board Policies or Administrative regulations.
- Sec.3. Procedure for Removal of Officer:
- A. An Officer charged with improper conduct or neglect of duty as defined by Article X, Section 2, Parts A, B, C, D, E, and F, shall be subject to removal through the following procedure:
 - 1) The individual bringing charges against an Officer of Alpha Gamma Sigma must present a written, signed statement detailing the charges along with documentation to support the claims made against the officer to the Advisor(s).
 - 2) If the Advisor(s) deem the charges and the documentation as valid, the accused Officer shall receive written notice from the Advisor(s), sent through mail or by email, detailing the charges brought against them at least five (5) days prior to the Cabinet meeting. The date, time, and location of the meeting must be included in the letter or email.
 - 3) Cabinet shall meet at the specified date, time, and location and hear both the accused and accuser's cases.
 - 4) The Cabinet shall vote by anonymous ballot to determine whether the Officer is guilty of the charges brought forth and whether they shall be removed.
 - 5) A majority vote is needed to remove an Officer.
 - 6) Failure to appear at a mutually agreed upon time and place shall result

in immediate removal from office, unless detained by an emergency that can be verified.

- B. An Officer charged with improper conduct or neglect of duty as defined by Article X, Section 2, Parts G and H, shall be subject to removal through the Glendale Community College District Administrative Regulation 5420.

ARTICLE XII. SUSPENSION OR REVOCATION OF MEMBERSHIP

Sec.1. AGS Membership may be suspended or revoked for improper conduct.

Sec.2. Improper conduct includes:

- A. Willful or excessive violations of the Alpha Gamma Sigma (AGS), Gamma Chapter Constitution or By-Laws.
- B. Willful disregard of decisions made by the Cabinet or Advisor(s).
- C. Willful disregard of instructions given by the Cabinet or Advisor(s).
- D. Failure or refusal to disclose necessary information on matters of organizational business.
- E. Unwarranted attacks on any Officer or member,
- F. Refusal to cooperate with any Officer or Advisor(s),
- G. Misrepresentation of the organization or any of its Members.
- H. Contributing to the creation of a hostile environment within the organization.
- I. Disruption of organization activities.
- J. Violation of GCC's Standards of Student Conduct, as defined by the GCC Catalog.
- K. Violation of GCC's Board Policies or Administrative regulations.

Sec.3. Procedure for suspension or revocation of Membership:

- A. Any individual bringing charges of improper conduct as defined by Article XI, Section 2, Parts A, B, C, D, E, F, G and H, shall be subject to removal through the following procedure:
 - 1) The individual who is bringing charges against a member of Alpha Gamma Sigma (AGS) must present a written signed statement to the advisor detailing the charges along with documentation to support the claims made against the member.
 - 2) If the Advisor(s) deem the charges and the documentation as valid, the accused member shall receive written notice from the Advisor(s), sent through mail or by email, detailing the charges brought against them at least five (5) days prior to the Cabinet meeting. The date, time, and location of the meeting must be included in the letter or email.
 - 3) The Cabinet shall meet at the specified date, time, and location and hear both the accused and accuser's cases.
 - 4) The Cabinet shall vote by anonymous ballot to determine whether the Membership should be suspended or revoked.
 - 5) A majority vote is needed to decide the course of action.
 - 6) Should the decision be suspension of Membership, a majority vote is needed to decide the length of time. Term of suspension begins immediately.
 - 7) Should the decision be revocation of Membership, Membership termination is immediate and final.
 - 8) Failure to appear at a mutually agreed upon time and place shall result in immediate revocation of Membership, unless detained by an emergency that can be verified.

- B. A Member charged with improper conduct as defined by Article XI, Section 2, Parts J and I, shall be subject to removal through the Glendale Community College District Administrative Regulation 5420.

ARTICLE XIII. AMENDMENTS TO THE BYLAWS

1. An amendment to the bylaws may be proposed by written request to the cabinet.
2. If the majority of the Cabinet finds the need to amend, a Special Committee shall be formed to deliberate and act on any suggested changes to the Bylaws.
3. Proposed amendments to the Bylaws shall be available to all members at least one week before the desired voting day at a General or Special meeting.
4. Accompanying the proposed amendment will be a notice of the day, date, time, and place that the amendment will be voted upon.
5. Amendment to the Bylaws shall require a simple majority affirmative vote by those members present and voting on the advertised date and time of the meeting.

Revisions Completed and Approved by the Revision Committee on September 23, 2003

Approved by the Cabinet on October 7, 2003

Revisions Voted on and Defeated by the General Members on December 4, 2003

Revisions made and approved by the Revision Committee On May 3, 2004

Approved by the Cabinet with Recommended Changes on May 11, 2004

Cabinet Changes Approved by the Revisions Committee on May 12, 2004

Revision made and Approved by the General Members On May 13, 2004

Revision Made by the Cabinet on April 28, 2006

Approved by the Cabinet on May 2, 2006

Revision Approved by the General Members on May 4, 2006

Revisions Completed and Approved by the Revision Committee on May 5, 2007.

Approved by the Cabinet On May 9, 2007.

Approved by the General Members On May 10, 2007.