

ALPHA GAMMA SIGMA

Advisors' Handbook—A to Z

Alpha Gamma Sigma (AGS) is the state-wide honor scholarship society for students in the California community colleges. Its purpose is fostering, promoting, maintaining, and recognizing scholarship and encouraging service to AGS, the college, and the community. Its full name is Alpha Gamma Sigma, the California Community College Honor Scholarship Society.

The letters *AGS* represent the Greek words *arête*, *gnosis*, and *sophrosyne*. Traditionally *arête* has been defined as “good character” or “virtue,” but has been more recently defined as “excellence.” The traditional and recent definition of *gnosis* has been and remains “knowledge.” The term *sophrosyne* was traditionally defined as “good judgment” but has been more recently defined as “wisdom.” The Standing Rules attribute the traditional meanings, which remain acceptable, to the 1932 committee, but the more recent English equivalents of “excellence,” “knowledge,” and “wisdom” are the preferred interpretations (as voted October 6, 2001).

Sources for this Handbook include the Bylaws of Alpha Gamma Sigma, Incorporated (April 2002), the Alpha Gamma Sigma, Incorporated, Standing Rules, Established Procedures, and Special Rules of Order (April 2002), the earlier Advisors' Handbook, the AGS web site (www.ags-honor.org), many advisors' meetings, years of advising, and active advisors.

While this handbook is designed to be relatively brief and to the point, advisors should consult the Bylaws, the Standing Rules, the AGS Web Site, minutes from advisors' meetings, and mentor advisors for information useful to advisors. The handbook is organized alphabetically. The original idea of providing an index was dismissed because page numbers on electronic documents may vary.

ADVISORS

Advisors are vital to AGS and the students served by AGS. In two-year colleges where there may be a rapid turn-over of students, the advisors provide continuity and direction. The advisors of AGS oversee the activities of their chapters and also serve as the governing board of the state organization. Students in AGS may communicate with the state AGS organization only through their advisors, and advisors are responsible for following the state bylaws and keeping their chapters in good standing. Advisors also help the college administrators and staff know what an AGS chapter can do for the students and the college.

Qualifications and Recruitment

Obviously a chapter advisor must be interested in students, skilled in working with people, and able to dedicate the required time to the chapter. At least one chapter advisor

must be a full-time certificated college employee. Classified and part-time employees may advise in addition to the certificated advisor. When an advisor retires or leaves the chapter, ideally the retiring advisor finds a replacement and works with him or her before leaving. New advisors have been recruited in different ways—by other advisors, by members who ask those they respect to be advisors, and by appointment by a dean or other administrator. Instructors who have been AGS members may be good candidates for AGS advisors. Dedicated AGS members can be particularly persuasive in encouraging college staff members to advise AGS.

Responsibilities

- (1) Advisors need to be familiar with the AGS Bylaws, the Standing Rules, and the by-laws or constitution of the chapter itself. While chapters may have differing histories, emphases, and requirements, chapters must adhere to the basic rules and requirements of the state organization.
- (2) Advisors see that activities and recruitment get started each semester or quarter. (If members are already getting things started, good! If members need encouragement or guidance, the advisor helps.)
- (3) Advisors must check for eligibility for membership and eligibility for application for state awards. Privacy requirements make it impossible for students to check transcripts.
- (4) Advisors should make sure that chapter offices are clearly understood and that elections are fair. The advisor has the responsibility of making officers' duties clear to those elected. Sometimes the advisor needs to help an officer understand how his or her job is done. This gentle assistance should ideally occur before the elected officer gets in a bind or looks foolish to others.
- (5) Advisors should encourage participation in the activities of the chapter from as many members as possible. Success in small assignments promotes the confidence to take on and succeed in larger ones.
- (6) Always advisors should remember they are facilitators, not dictators.
- (7) Advisors are responsible for all communication with the state organization, including the submission of dues, permanent member lists, and Honor Roll names for the chapter by the required dates. The advisors need to be aware of due dates and the time required for mailings to meet those deadlines.
- (8) Advisors need to keep the college administration, staff, and public information office informed about AGS activities and successes (as well as about needs). Information about AGS should be available in the college catalog and other sources of information for students.
- (9) Advisors are responsible for chapter records—secretary's book, treasurer's book, historian's book, etc.—as well as bylaws, standing rules, chapter constitution, and membership lists—both for continuing and permanent members.
- (10) Advisors are responsible for securing a sufficient number of pins, seals, permanent member certificates, and honor roll certificates for members.
- (11) Advisors must keep the chapter in good standing by paying dues, submitting permanent member reports, and attending the State Advisory Board Meeting in the spring (also known as the Spring Convention) OR by attending BOTH the Fall Advisor's Meeting (the first Saturday each October) AND the Fall Regional Conference in your area.

(12) All of the above is possible when the advisors remember to enjoy working with students and observing what AGS can do for students and for the college.

AGENDAS

The agendas for State Advisory Board Meetings are usually available on the AGS web site before the date of the meeting. Usually chapter advisors are asked to submit additional concerns to the state chair for inclusion.

Agendas for chapter meetings provide planning opportunities for meetings that get things done and keep chapter meetings on track. A sample agenda follows:

- AGS Chapter ____
Agenda for _____ (date)
- I. Call to order (welcome, introductions, etc.)
 - II. Roll (sign-up is quickest)
 - III. Minutes of previous meeting
 - IV. Treasurer's report
 - V. Committee reports—standing committees, special committees
 - VI. Unfinished business
 - VII. New business
 - VIII. Announcements—next meeting date and time
 - IX. Adjournment

(Arabic numerals in agendas are easier to use than Roman numerals. Sometimes a simple list of items to be considered is all that is needed for an agenda. The planning is the thing.)

AWARDS FOR MEMBERS

Chapters in good standing may nominate members for certificates and monetary awards that are presented each spring at the State Convention. A limited number of candidates may be nominated by each chapter, as explained below.

The scholarships are funded from dues sent in by chapters and from the AGS funds managed by the Board of Trustees.

Materials and instructions for completing applications for awards will be available to chapters approximately three months before the State Convention. Currently those materials are made available on the AGS Web Site. The deadlines for completed award applications are determined each year by the Advisory Board and must be met for the applications to be considered.

There are two main categories of awards: service awards (not dependent on student's GPA) and academic awards (requiring a GPA of at least 3.75).

SERVICE AWARDS. In general, applications for the service awards must include multiple copies (exact number provided in the current instructions) of the following: (1) the AGS award application cover sheet with appropriate signatures of applicant and advisor and requested information, (2) the chapter advisor's letter of recommendation (no more than two pages on college letterhead), including verification of eligibility, with signatures of at least two chapter officers (other than the applicant), (3) a list (including semesters and dates) of the applicant's service to AGS, the campus, and the community, (4) a copy of the applicant's transcript(s) (official transcript not required), (5) a statement (no more than two pages double-spaced, in a 12 point or 10 cpi type face) describing the benefits that the applicant and chapter gained from the applicant's service.

Ed Walsh Outstanding Service Award—awarded to students who have served their chapters, campuses, and communities in outstanding ways. Each candidate must have been a member of AGS for the entire academic year. Each must have completed at least 15 semester units (or equivalent quarter units) and be enrolled in enough units to complete 30 semester units (or equivalent quarter units) by the end of spring term. Each chapter may nominate one candidate. (By exception, the chapter hosting the State Convention and/or the regional convention and the chapter doing registration for the convention may each nominate an additional candidate, giving each of those chapters two candidates. If one chapter both hosts and does registration, that chapter may submit two additional candidates (for a total of three).

Charles Bell Service Award—awarded to students who have provided outstanding service and who have received the highest ratings among the Walsh candidates of the given year.

ACADEMIC AWARDS. In general, applications for academic awards must include multiple copies (exact number provided in the current instructions) of the following:

(1) the AGS award application cover sheet with appropriate signatures of applicant and advisor and requested information, (2) the applicant's autobiographical essay that includes the applicant's academic goals; this is a two-page double-spaced essay typed in a 12 point or 10 cpi type face, signed by the applicant, (3) the applicant's transcript(s) of courses completed in college (official transcripts not required) that clearly indicate the G.P.A. either in the documents or as added and initialed by the advisor, (4) a printout of the applicant's courses in progress, (5) a letter of recommendation (no more than two pages on college letterhead) from the chapter advisor, which includes verification of applicant's eligibility to apply, (6) one non-academic reference letter that recognizes the applicant's achievements outside classes, (7) one academic reference letter that discusses the applicant's academic achievement and promise.

The applicants for the Loly Award that are also designated as Mantovani candidates must include information about their service and leadership as part of their essay. The advisor's letter must also tell how this applicant demonstrates outstanding leadership and service as well as scholarship. Again, the instructions in the application materials must be followed exactly.

Kathleen D. Loly Honor Scholarship Award—awarded to students who have outstanding scholastic achievement. Each candidate must have a cumulative grade point average of 3.75 or above and must have completed at least 60 semester units (or 90 quarter units) by the end of the spring term. (Because these awards are highly competitive, those with grade point averages above 3.75 have a better chance of winning.) Each chapter may nominate two members for this award. Only the last 60 semester units earned by the end of spring term may be counted. If any units from a semester are counted, all units from that term must be included in calculating the GPA.

Virginia Coffey Award—awarded to the top two Loly Award candidates whose outstanding scholastic achievements receive the highest ratings in that group.

Robert Mantovani Award—awarded to outstanding Loly Award applicants whose academic and scholastic achievements are matched by outstanding service and leadership to their chapters, campuses, and communities. One of the two Loly candidates nominated

by a chapter may be designated as a Mantovani candidate as well. Should the candidate receive the Mantovani Award, he or she will not be eligible for the Loly.

A student may apply for both a service and an academic award but may win only one award at a convention. If a student wins a Walsh award one year and applies for a Loly the next, he or she may win the Loly. No one may win the same award twice.

The Alpha Gamma Sigma Awards are named for outstanding AGS advisors.

Kathleen D. Loly, Pasadena City College, was one of the AGS founding advisors in 1926. She actively pursued scholarships for AGS students. After her death in 1956, Alpha Gamma Sigma received a bequest of \$30,000 to be invested and managed by the Board of Trustees to provide scholarships. The income from this gift provides some of the funds for the Loly Awards.

Virginia Coffey joined the Counseling Department at Mt. San Antonio College in the 1950's and was much involved in AGS at her college and in the state organization, where she was active on the Board of Trustees. During her retirement she donated funds for two academic scholarships named for her to AGS and at her death left a portion of her estate to AGS.

Ed Walsh, advisor to Sigma Chapter at Allan Hancock College, supported service and providing opportunities for AGS members. Believing that intellectual attainment is useless unless translated into constructive action, he originated the AGS Outstanding Service Award, which was later renamed in his honor.

Charles Bell, an advisor at Cabrillo College, worked tirelessly for AGS before and after his retirement as a teacher and advisor. Before his death in 2003, he put the Bylaws and Standing Rules for AGS in order, served with distinction as Advisory Board Secretary, and was himself an example of continuing and dedicated cheerful service to AGS.

Robert Mantovani, an advisor from Long Beach City College, was interested in the development of the whole person—combining outstanding leadership, scholarship, and service. A man of great energy, he was persuasive in getting people involved and encouraging their best efforts. After he died in a tragic accident in 1989, a group of advisors established this award in his memory.

Financial need is not a criterion for either the service or the academic awards. The amounts of the monetary awards are determined each year by the Awards Committee and are also affected by the funds available. In 2005 the service awards brought \$500 each, the Loly brought \$600 each, the Coffeys \$700, and the Mantovanis \$1,000 each. These amounts, however, may vary in different years.

Award candidates and their advisors must attend the State Convention at which the awards are presented. In case of an emergency absence, the chapter advisor must present the case to the Advisory Board, which will determine whether the candidate is still eligible to win an award.

Completed applications for the state awards must be mailed or delivered to the Scholarship Chair on time. Applications must follow the directions exactly as to order, number of copies, length of student and advisor papers, etc. Chapter advisors should do the mailing themselves or closely supervise the mailing. (A college mail room that doesn't understand the urgency of the schedule may without intention shoot down your candidates.)

The Scholarship Chair will send all the academic award applications to one set of six advisors who have volunteered to read academic applications and all the service award applications to a second set of six advisors who have volunteered to read service applications. The readers will be equally divided between chapters in the north and in the south. A reader will not rank a candidate from his/her own college. The rating sheets will be returned to the Scholarship chair, who tallies them, ranks them according to readers' rankings, and prepares the list for the Scholarship Committee, consisting of the readers who will determine at the Convention who the winners are. The names of chapters, colleges, or applicants are not given on the final ranking sheet.

The winners are announced and receive their checks at the Saturday banquet at the State Convention.

Individual chapters may also give awards according to their own determinations.

Awards for Advisors

The State Advisory Board voted in spring 2004 to establish an AGS Distinguished Service Award for past or present members of the Board of Trustees, executive board of the State Advisory Board, or Advisory Board members who have provided exceptional service to the organization. The Board also approved an Outstanding Advisor's Award.

BUDGET

The Standing Rules note that the state AGS has never had an "annual budget" prepared by a "budget committee" and approved by the State Advisory Board. If such a budget seems desirable, an AGS advisor or advisors should suggest the provision of an annual budget for consideration and insertion (if ratified) in Article VII of the Bylaws. State AGS receipts and expenditures are reviewed at Advisory Board meetings.

Chapter budgets may be required by an individual chapter's bylaws or may be prepared by members or chapter committees to support the activities and needs of each chapter. Some chapters may receive funds from student government or the college; others receive funds solely through chapter dues, donations, and fund-raising activities.

CHAPTER BUSINESS AND ACTIVITIES

Meetings

The number of meetings required for each chapter may be specified in the chapter bylaws. Rooms available for meetings may be limited at some college because of scheduled classes. It may be difficult or impossible to find a meeting time when all members may attend. If meeting places and times are limited, there should be an attempt to schedule meeting times and places so that all members may attend at least some chapter meetings, and the meeting schedule should be made available to all members. Minutes of all meetings may also be posted on a web site or bulletin board so that all members may know what is happening.

Meetings early in a semester will introduce new members to chapter purposes and activities and get the work of the chapter started. If the chapter elects officers at the end of a term, the officers may plan with the advisor the best ways to recruit members and plan the business of the first meetings of the next term. If the chapter elects at the beginning of a term, the outgoing officers and advisor may organize the first meeting and

election. If a chapter has service or activities that it regularly performs early in a term, those activities can be the focus as members work together to get the chapter going well.

Meetings may focus on chapter business—service opportunities, fund raising, participating in student body activities, membership and dues requirements, etc. Meetings may feature programs or speakers of interest to the members. A twenty-minute presentation on a topic of interest—stress management, test-taking skills, financial planning, career requirements, exercise, hobbies—from someone on campus may still leave time for a brief, focused business meeting within one hour. Meetings also help people get acquainted. Some chapters begin with brief self introductions. Of course, the size of the group determines what may be done. The best meetings provide chances to get acquainted, do chapter business, and enjoy working together. Setting chapter goals together is a good idea. Meetings require adequate planning and preparation by the officers and advisor.

Officers

The chapter officers and their duties should be described in the chapter bylaws. The minimum number probably includes a president, vice-president, secretary, treasurer, and chapter historian. Other possibilities are newsletter editor, publicity officer, web master, a representative to student government or a representative to a dean's committee. The chapter may have appointive officers as well as elected ones. The officers may serve as an executive committee to plan general meetings and activities.

The president presides over meetings and is assisted by the vice president, who may preside in the president's absence. The secretary keeps agendas and minutes for each meeting and keeps the attendance records. The treasurer receives the income from fund-raising and dues, keeps accurate records, and works with the advisor and the college financial office to oversee the money matters of the chapter. The chapter historian keeps records of the chapter activities in a scrapbook or written record. Auditors of the college books may ask to see that the secretary's record includes chapter action that results in chapter expenditures, which are, of course, recorded in the treasurer's books as well as in the records of the college financial office. All the records are important. The chapter defines the duties of its officers. The bylaws of the chapter include information about who is eligible for office and how officers may be replaced if necessary.

Committees

Each chapter may establish its committees to meet its own needs. **Standing committees** are appointed or volunteer to serve throughout a term or year. Possibilities might include a hospitality committee (greeting, planning refreshments, including newcomers), a service committee (planning chapter service activities and informing members of possibilities), or a mailing committee (preparing and mailing information to members). These are only examples. The chapter must decide what is needed. **Ad hoc committees** are appointed or volunteer to meet specific needs at a given time. Possibilities include the group organizing an end-of-year event, a committee to review and revise the by-laws, or those planning a chapter excursion.

Some committees should keep notes or minutes of their decisions, which should be included in the secretary's book. Obviously a mailing committee may not need notes, although information about how many notices are sent, etc., might be useful at another time.

Committee chairs or members should report at chapter meetings about their findings or action.

Communication

All methods to keep people informed should be considered: e-mail, newsletters, flyers posted in expected places on campus, postcard mailings, web site information, telephone trees (where members are divided among a dedicated phone committee so that everyone gets a call), word of mouth (“If you see AGS members, please tell them about the meeting!”) An active chapter requires members who know what’s happening and also know that officers, other members, and advisors know that the individual members exist and care about their involvement in AGS.

Ways and Means

Ideally the officers and advisors have an idea of their financial obligations to the state organization, the college, and members. They also can know the costs of special events and how much they want to contribute to service projects. A simple budget that looks forward to what the chapter can expect from the college, student government, and individual dues and estimates how much money they will need for conferences, activities, pins, and such can be invaluable. (Such a budget is not as easy to prepare as it sounds. Someone with experience in the chapter history and activities is invaluable.) Most chapters must also raise additional funds with activities from bake sales and car washes to more innovative methods. (Campus rules about activities like on-campus food sales or drawings for prizes have become more restrictive and should be investigated before the chapter gets into something not permitted.)

Service Activities

Service to the chapter, college, and community is an important part of AGS, but how much service is required to be an active member of an AGS chapter, the methods by which that service is reported and recorded, and the emphasis on such service is up to the individual chapter. The service point systems used by AGS chapters vary. Some chapters emphasize the quality of service and ask that active members achieve a certain minimum number of service points in various activities. Other chapters encourage members to achieve large point totals. An hour’s work at a homeless shelter may earn one point for a member of one chapter but five points for a member of another chapter. It is helpful if each chapter lists for its members the possible service opportunities and the points that may be earned. Service points may be granted for attendance at AGS events, committee work, or outreach to the community—serving as a chapter, serving in a small group from the chapter, or serving as an individual.

There seems to be no reason for all chapters to do exactly the same service for the same points. (Readers of applications of members for service awards can usually tell if the chapter uses few or many points to satisfy its service records.) The purpose probably remains the same for all: talented achievers have an obligation to serve others, and such service in turn helps those achievers learn, work together, and gain a greater sense of the world. Service projects are often fun as well.

Social Events

Again, the chapter determines its activities. Some meetings are social events—potluck dinners on Friday nights, excursions to a concert or museum together, hosting a lunch or dinner for honored staff, meeting for breakfast during finals week for sustenance

and reassurance. Social events probably need to be as inclusive and inexpensive as possible. If the chapter can raise the funds so that all members who wish may go bowling or be part of an art or garden or farm tour (for examples), that's a good idea. Sometimes social events are most successful when members may include friends or family members.

Ceremonies

Some chapters have formal initiation ceremonies or present permanent memberships at formal events. Others do not. Chapter traditions may provide valuable recognition to the recipients of honors. (However, recognition for some and not for others may be divisive.) Chapters and their advisors should be sensitive to their members' responses.

Pins and Badges

Continuing members of AGS may wear the silver pin, which not all chapters choose to use. Permanent members are eligible to wear the gold pin. Some chapters purchase gold pins for permanent members. Others have the members themselves pay for the pins which the chapter orders and presents. All AGS pins and certificates must be ordered by advisors, not student members. In addition to the official pin, there is a California pin, shaped like the state, with the letters AGS on it. This pin may be worn by members and also by those a chapter wishes to honor (the college president, for example) and by advisors or others who support AGS chapters. Other jewelry such as pendants or officers' guards may be ordered if available from the state organization. All jewelry and certificate orders must be paid in full by a school check, cashier's check, or money order. No private party checks will be accepted.

Archives and Files

Chapters should retain the history of the chapter and lists of members from each term in organized archives and files, preferably in chronological order. The names of permanent members and members on the honor roll should be kept safely in the chapter records. (These records are invaluable when some former student at the college, applying for graduate study or trying to convince a future employer that he or she was in the honor society, asks about being part of the chapter. Sometimes someone whose name was on the dean's list or who received an "eligibility for AGS" letter "remembers" AGS membership and wants you to prove it. The records save you.) The historian's books—whether narrative or scrapbook—should be archived, too. Future members will enjoy looking through them.

The State and Chapter Bylaws and the Standing Rules of AGS should also be part of the files and kept up to date.

CHAPTER HONORS

Individual chapters may choose to honor permanent members and other members with outstanding service or achievement in various ways—special events, ceremonies, teas, or banquets, for example. Chapter traditions for recognizing special contributions to AGS by staff or community members may be developed and enjoyed.

CHAPTER NAMES

The original plan for assigning names to chapters was to designate each by a letter of the Greek alphabet. When all twenty-four letters had been assigned, further chapter names were to be made up of two Greek letters, the first of which was to be alpha, gamma, or sigma. However, that plan was not followed consistently over the years; some

of the Greek letter names were assigned to two different chapters, some chapters took over the names of defunct chapters, and a few chapters chose entirely different names. The Alpha Gamma Sigma web site lists chapters alphabetically under college names in the “How to Join AGS” section. This listing is adapted and brought more closely up to date here. Lists prepared in 1996 (probably by Charles Bell) were also consulted. Colleges which had no chapter names are omitted. A number of colleges have chapter names but no chapter in good standing (or perhaps no chapter at all).

College Name	Chapter Name	Year Installed
Allan Hancock College Vandenberg Div.	Aquarius	1973
Allan Hancock College	Sigma	1926
American River College	Alpha Pi	1956
Antelope Valley College	Alpha Iota	1939
Bakersfield College	Lambda	1926
Barstow Community College	Gamma Chi	1962
Cabrillo College	Gamma Phi	1961
Cañada College	Delta Psi	1968
Cerritos College	Gamma Omicron	1958
Chabot College (evening)	Sigma Chi	1978
Chabot College	Sigma Rho	1961
Chaffey College	Beta	1926
Citrus College	Iota	1927
City College of San Francisco	Omega	1934
College of Marin, Indian Valley Campus	Sigma Nu	1980
College of Marin, Kentfield	Alpha Sigma	1948
College of San Mateo	Eta	1937
College of the Canyons	Sigma Kappa	1972
College of the Desert	Sigma Alpha	1962
College of the Redwoods	Gamma Rho	1962
College of the Sequoias	Xi	1939
College of the Siskiyous	Gamma Kappa	1960
Compton College	Tau	1927
Contra Costa College	Alpha Upsilon	1953
Crafton Hills College	Mu	1989
Cuesta College	Gamma Gamma	1959?
Cypress College	Sigma Psi	1965
DeAnza College	Sigma Delta Chi	1969?
Diablo Valley College	Gamma Psi	1957
East Los Angeles College	Alpha Lambda	1947
El Camino College	Alpha Phi	pre 1956?
Foothill College	Alpha Xi	1955
Fresno City College	Alpha Zeta	pre 1956?
Fullerton College	Epsilon	1926
Gavilan College	(Rho)Alpha Mu	1960
Glendale College	Gamma	1927

Golden West College	Sigma Pi	1963
Grossmont College	Sigma Xi	1972
Hartnell College	Nu	1938
Imperial Valley College	Gamma Delta	pre 1956?
Irvine Valley College	Omega Sigma (Rho)	?
Lake Tahoe College	Lambda Tau	1987
Laney College	Sigma Phi Upsilon	?
Las Positas College	Sigma Theta	1981
Lassen College	Alpha Delta	1940
Long Beach City College, LAC	Kappa	1927?
Long Beach City College, PCC	Delta Chi	1973
Los Angeles City College	Alpha Delta	?
Los Angeles Harbor College	Alpha Psi	pre 1956?
Los Angeles Mission College	Gamma Eta	1996
Los Angeles Pierce College	Pi	1959
Los Angeles Southwest College	Beta Kappa	1975
Los Angeles Trade-Technical College	Gamma Theta	1953
Los Medanos College	Gamma Epsilon	198_?
Merced College	Gamma Tau	1962
Merritt College	Gamma Upsilon	1958
Mira Costa College	Phi	1960
Mission College	Sigma Iota	1989
Modesto Junior College	Upsilon	1960
Monterey Peninsula College	Chi	pre 1956?
Moorpark College	Psi	1975
Mt. San Antonio College	Zeta	1947
Mt. San Jacinto College	Sigma Tau	1968
Napa Valley College	Alpha Omicron	1946
Ohlone College	Sigma Beta	1982
Orange Coast College	Alpha Kappa	pre 1956?
Oxnard College	Sigma Omega	1977
Palo Verde College	Gamma Omega	1957
Palomar College	Alpha Nu	pre 1960?
Pasadena City College	Alpha	1926
Porterville College	Alpha Rho	1957
Reedley College	Alpha Omega	1938
Reedley College North Centers: Madera, Clovis, and Oakhurst	Sigma Gamma	1999 or 2000?
Rio Honda College	Sigma Phi	1968?
Riverside Community College	Gamma Mu	?
Riverside Community College	Gamma Sigma	1948
Riverside Community College, Norco	Gamma Zeta	1995
Sacramento City College	Gamma Xi	1961
Saddleback College	Sigma Epsilon	pre 1973?
San Bernardino Valley College	Delta	1926

San Diego City College	Alpha Tau	pre 1956
San Diego Mesa College	Sigma Upsilon	1979
San Diego Miramar College	Sigma Delta	1979
San Joaquin Delta College	Alpha Beta	1938
San Jose City College	Gamma Omega	1954
Santa Ana College	Omicron	?
Santa Monica College	Alpha Gamma	1946
Santa Rosa Junior College	Theta	1928
Shasta College	Alpha Eta	pre 1956
Sierra College	Psi	?
Solano Community College	Alpha Theta	1947
Taft College	Rho	1927
Ventura College	Gamma Beta	pre 1956?
Victor Valley College	Gamma Lambda	1970
West Hills College	Alpha Chi	pre 1956?
West Los Angeles College	Psi Lambda Kappa	1963
West Valley College	Gamma Iota	1963
Yuba College	Alpha Epsilon	1942

When two chapters with the same Greek letter name exist, the one with the longest active chapter standing will be designated by its chartered Greek insignia. The other chapter will change its name. If one of these chapters has been inactive for more than two years, that chapter must change its name. Active chapters take priority in keeping the name.

CHAPTER OBLIGATIONS TO THE STATE AGS

Advisors' Responsibilities. The chapter advisor or advisors are responsible for meeting the requirements of the state organization. The chapters may amend their by-laws, vote to pay dues and assessments, decide on purchases of pins and certificates. The advisor sends the new bylaws or chapter constitution to the appropriate State Advisory Board officer, sees that college checks are cut and mailed to pay for pins and certificates, oversees award applications, mails in permanent member lists and honor roll names, and attends state meetings in order to retain the chapter's good standing.

Dues Each chapter must pay annual dues which consist of two amounts—(1) a fixed amount per chapter, regardless of membership count, and (2) an amount per chapter member per semester. The amounts are determined by the Advisory Board and shall be paid by each chapter to the Treasurer of the State Advisory Board by June 30th of each year. Membership counts shall include the total number of members enrolled in the chapter in the fall and spring of the academic year. There is a grace period of four months after June 30th during which chapters may pay their dues and still meet the criterion for the status of "good standing," but during that period the amount of the fixed sum per chapter is increased by twenty percent. Advisors and student members of chapters that fail to pay their dues by October 31st may participate in State meetings but are ineligible to submit candidates for AGS scholarships and awards the next spring.

Calendar of Events and Deadlines. For each academic year, the Secretary of the Advisory Board compiles a list of dates of AGS activities at the regional and state levels

along with the deadline dates for state dues and reports. This calendar should be distributed in the fall at the State Advisory Board meeting and also at the Northern and Southern Regional Conferences. It is also available on the AGS web site.

Convention and Conference Obligations. Chapter members and advisors are encouraged to attend the spring convention and the regional conferences and must complete registration applications in a timely manner. A chapter advisor is required to attend the fall or spring meeting of the Advisory Board or the advisors' gathering at the appropriate regional conference (if chapter is to retain good standing). Chapters are encouraged to participate in planning and/or arrangements for conventions or conferences. Conference burdens are really too heavy for a single chapter, and chapters working together provide more service and learning opportunities for members.

CHAPTER REACTIVATION

Once a year, the Secretary of Extension and Eligibility will send a letter to each inactive chapter to see if the chapter is interested in reactivation. A chapter that is interested will ask the Secretary of Extension and Eligibility for details of the reactivation process and for any application forms that are needed. The chapter and the Secretary will determine the time line for this process. A reactivation fee of \$70 (as of October 7, 2000) is required from any chapter reactivating after one year or more of inactivity. The amount may be changed by the Advisory Board.

CHARTERING A NEW CHAPTER

The AGS Bylaws state (Article III) that any accredited California community/junior college that grants Associate Degrees may apply for a campus charter for this society. A college wanting an AGS charter should form an honor society group of students who meet the AGS membership requirements (Article II, Section 1) of the State Bylaws. When that honor society group has organized, has enlisted an advisor, has studied the State Bylaws, and has written and ratified its own constitution/bylaws that are consonant with those of the State, a process that includes the college administration, the new advisor(s), the members, visiting representatives of active chapters, and the AGS Secretary of Extension and Eligibility takes place. The group that wants an AGS charter should consult with the Secretary of Extension and Eligibility early in the process to get the details in mind and the required forms in hand. Though this may sound tedious, new chapters are welcomed!

The initiation fee (currently \$70.00) is paid to the State AGS.

CONVENTIONS AND CONFERENCES

General Information

The Alpha Gamma Sigma State Convention is held every spring, usually alternately between the southern and northern parts of the state. This is the largest gathering of AGS members and advisors. The Convention begins Friday evening after dinner and concludes after breakfast on Sunday. Because of the distances that some chapters must travel and the expenses of a hotel, this is the most expensive AGS event and requires planning ahead to enable as many members as possible to attend. Information and registration

requests are available well ahead of the events, formerly by mail but now more frequently through the AGS web site, www.ags-honors.org

The state is divided into two regions, southern and northern, and each region holds a Fall Conference to which every chapter in the region is invited. This conference begins at 9:00 a.m. and concludes about 3:00 p.m. on a Saturday. Those hosting the regional conferences are encouraged to keep the registration fees as low as possible so that many can attend. The advisors meet at the fall conferences to share concerns and information, but that meeting is not an official State Advisory Board Meeting.

For both the convention and the conferences, specific registration procedures and forms are provided and required, and chapters must send in their college checks along with the forms. While the forms and the information needed to complete them remain very similar year after year, chapters should get the current forms from the web site (or mailing) to be sure of costs and deadlines. Host chapters may get mailing labels for all active chapters from the State Treasurer if they wish to send out information via the U. S. mail.

(Because some chapters have difficulties in getting college checks in a timely way to send in with reservation requests, the convention or conference organizer may extend the deadline for getting the money in a little—but don't count on it! If you need this flexibility, communicate with the advisor of the host chapter.)

Chapter advisors volunteer at the State Advisors' Meeting, usually two or more years ahead of the event, if their chapter wishes to organize and host the convention or conference. Chapters may work together in organizing and presenting a conference or convention. This partnership probably works best for chapters in the same geographic area, but some responsibilities such as getting materials printed or planning for contests, etc., can be met by chapters at some distance, and those chapters are then responsible for getting those materials to the conference in a timely way.

At both the convention and the conferences, student members and an advisor or substitute advisor must register at the same time. Student attendees and advisor(s) sign that they understand that an advisor will remain on site during the whole event.

The California Penal Code prohibits alcohol consumption during student organization meetings. At a convention or conference, advisors are responsible for their students through individual campus rules and regulations.

STATE CONVENTION

The State Convention provides opportunities to appreciate the size of the state organization and the talent and diversity of AGS members. Members may get acquainted with people from other colleges, share useful information to take back to their chapters, and learn from and be inspired by speakers. Members get better acquainted with those in their own chapters through traveling to and attending the convention, too.

Planning. The chapter or chapters which will host the convention begin planning at least a year in advance. The host chapter determines the theme, which leads to some of the topics of a variety of workshops to meet different member interests. While some workshops follow the theme, others deal with chapter activities and business. Some chapters are able to get some financial support for attendees if at least one workshop focuses on political participation and government.

General Schedule. The program for a State Convention includes some presentation or activity Friday night that is welcoming, entertaining, and breaks the ice. Saturday's

schedule begins with breakfast, a welcome and general session, a keynote speaker (which may be part of the general session or may come later), and workshop sessions, often repeated so that more members may attend. Whether two workshop sessions are scheduled before lunch or not depends on the time arranged for lunch. After lunch there may be another workshop session or two. (Usually a student may choose to attend three workshops on Saturday.) At some time during the Saturday meetings, certificates are presented to all candidates for Walsh, Loly, and Mantovani awards. (The top candidates for the Walsh award receive the Bell awards, and the top candidates for the Loly award receive the Coffey awards and the Mantovani awards). The certificate presentation has been at different times: usually after the luncheon or in the late afternoon before the banquet.

The Saturday banquet is the only event for which people dress up. The rest of the time dress is college casual. At the Saturday banquet, the winners of the name tag, newsletter, web site, and chapter cheer competitions are announced; the state award winners are announced and receive their checks; and the new officers of the State Advisory Board are introduced. Soon after that, the celebration accelerates.

Site. The site for the convention is chosen years ahead if possible. Site requirements include (1) a central check-in space for AGS registration (separate from the hotel check-in area); (2) at least 600 beds available; (3) a dining facility large enough to accommodate all attendees at one sitting; (4) a large hall (often the dining facility) that can seat all attendees for general sessions and keynote speeches and which may also be used for Friday and Saturday night socials; (5) seven to ten rooms for workshops (seating about 50 people); a large meeting room for the Advisory Board meeting (which may run through most of the workshop times); and a space for the marketplace in which chapters hold fund-raising sales of AGS shirts and other mementos.

Costs. The registration fee should cover the hotel costs for meals and lodging; the costs for lunch for the keynote speaker and workshop presenters; mailing costs; printing costs for mailings, programs, evaluation forms, and signage; folders for each attendee (unless donated); and entertainment. Donated pens or pencils, etc., help keep costs down.

Registration. The chapter doing registration needs to be in close touch with the convention site, arranging for rooms for all events and all delegates. This chapter will set the registration fees, see that all necessary forms are available on the web site or through mailings, and accept and acknowledge the completed forms and chapter checks. The registration process includes assigning hotel rooms for those attending, working with the hotel, coordinating meal arrangements, and running the registration desk at the convention itself. The registration materials (whether mailed or available on the web site) should include registration forms (including whether the chapter wants space at the marketplace), room assignment request forms, information about special needs or vegetarian meals, the advisor/student agreement form, information about air transportation, a map to the site (with hotel name, address, and phone number), and rules for the contests (name tag, newsletter, web site, chapter cheer). The materials will also include the general schedule and the requirement that all attendees wear name tags.

Options for attending the convention are usually (1) the whole convention, from Friday night through Sunday morning, with a dessert or snack on Friday night (optional), three meals on Saturday, and Sunday breakfast or (2) Saturday only with three meals. The host chapter may decide if they will accept reservations for the Saturday banquet only.

(All award candidates must attend the convention all day Saturday from the roll call, through the certificate ceremony and the Saturday banquet.) The costs for lodging in hotels depend on whether attendees will accept four people in a two-bedded room (sharing queen beds), two people in a two-bedded room, or a single room. The least expensive option is four people in one room.

At the convention, the chapter doing registration will hand out the packets, usually arranged by chapter and organized by college name and advisor's name. The packets will include the schedule of sessions and workshops with titles and rooms assigned, a map of the hotel (if that seems needed), note paper and pencil, meal tickets (if needed), an evaluation form to be completed at the end of the convention, etc. The advisor's packet should contain the ballots for the chapter's vote for the contests (one chapter vote/ballot per contest) and the receipt for each chapter's registration. (This vital receipt may be provided in some other reliable way if the registrars prefer.)

The registration desk should be open from at least 3:00 p.m. until 9:00 p.m. on Friday and from at least before breakfast until noon on Saturday. Information about where and how to pick up the packets should be posted for latecomers.

Some place near registration should be designated for the sign-in early Saturday for all award candidates. The place for setting up name tag and newsletter contest entries should be easily available to attendees as should the ballot box(es) for the chapter votes for the contests.

Contests. These contests provoke much spirited competition and chapter involvement. Each chapter may enter the nametag, newsletter, web site, and chapter cheer contests. The chapter cheers occur during the roll call of chapters present. Responses to the calling of the chapter name may be brief or more elaborate, and each attending chapter may vote. The name tag contest requires a sample nametag, and the newsletter contest requires three issues of the newsletter on display from Friday evening until Saturday afternoon (usually between 2:00 and 3:00) when the voting closes. If possible, the tags and newsletters remain on display until after winners are announced so that people may admire them. The web sites should be visited by chapter members before they come to the convention. A list of participating web sites should be sent to each chapter attending.

A chapter may enter all or only one of the contests (everyone answers the roll call). The basic requirements for the name tag contest follow. The newsletter contest is similar except for the three issues that are provided for the judging. All work should be student work!

Name Tag Contest

1. Each delegate and advisor of a participating chapter wears the name tag which has been designed by a chapter member or members.
2. Every name tag which is submitted for judging must have the college name, the chapter name, and a student's name or (for the contest) a generic name such as *Joe Student* to show exactly how the names are placed on the name tags which the members are wearing.
3. All chapter tags will be displayed (along with the contest rules).

4. Every chapter shall vote (one vote for the whole chapter) and each chapter shall decide if they should caucus to agree on their ballot or if they should appoint a representative or two to do the judging.
5. The chapter(s) running the contest shall arrange the name tag and rule display, describe the categories, prepare ballots, tally votes, and provide, complete, and present the certificates at the Saturday evening ceremony.
6. Any tag shall need at least two votes to stay in the running in any particular category.

This contest provides a way to have every person attending the convention wear a name tag, to encourage creativity and fun, and to let each chapter judge whether the name tags meet the criteria and which tags deserve the recognition and the certificates!

Record-keeping

Precise and complete records of convention costs, numbers attending, and moneys received, etc. must be kept. The chapter convention host reports to the State Advisory Board.

This section of the handbook does not include information about the necessary work with the AGS Treasurer, setting up an account for the convention, detailed contracts with the hotels, and many other vital details of putting on a convention. The records from the last few conventions and the advice from those who put them on should be a guide for anyone taking on this big but much appreciated chore!

REGIONAL CONFERENCES

The State Bylaws stipulate that northern and southern fall regional conferences be held each year, usually between the middle of October and first week in November. The conferences occur on a Saturday on the campus of a host chapter. Sometimes more than one chapter may plan and host the event, which begins with a light or continental breakfast at 7:30 or 8:00 a.m.

Because some chapters travel for hours to reach the conference site, the general session begins at 9:00 or later. At the general session there is a welcome (often from the college), a roll call, and a keynote speaker. Several workshops from which members may choose are scheduled before and after lunch, depending on the lunch schedule. Topics of workshops may develop the theme of the conference, focus on our perennial topics of chapter fund-raising, service, membership, and governance, or utilize the special talents of the staff from the hosting college. Sometimes there may be entertainment or active games toward the end of the conference, but usually the necessity of driving several hours to get home makes concluding the meeting at 3:00 p.m. or so desirable. Sometimes door prizes provided by local businesses are distributed by a drawing at the end of the conference.

A very important part of the fall conferences is the election of two student members of the Board of Trustees, one from the north and one from the south. Alternates are also elected in case the elected trustee cannot serve. Information about the election and the responsibilities of the elected student trustees should go out with the conference announcements and registration information. Each chapter may nominate a candidate for the student trustee position. The election, with each chapter having one vote, is held during the conference, often during the lunch period. Each nominated candidate should be prepared to tell the assembly why he or she should be elected. (In the past, the student

trustee position has not been fully understood by some candidates who explain their skill and interest in activities not part of the Board's work.)

The Board of Trustees oversees the AGS investments that provide money for AGS awards. The student trustees attend State Board of Trustee meetings, which occur on the same day as the Fall Advisor's Meeting (usually the first Saturday in October) and on the same weekend as the State Conference in the spring. Student trustees elected at the fall conference will attend the Board of Trustee meetings in the following calendar year. The student trustee's charge, briefly summarized here, is to participate in the Board of Trustees meeting in order to share and understand the Board's role in the investments that provide scholarship funds. The student trustees ask questions and vote as do all trustees. In return, the student trustee reports about the Board's action to the assembly at the fall regional conference and also speaks for the students during the Board of Trustees meetings.

The host chapter for a regional conference (1) chooses the theme and selects the date, (2) arranges with the site for a large assembly room (often a cafeteria or large group instruction room) and meeting rooms for workshops and for an advisors' meeting, (3) plans the program, including speaker(s) and workshop presenters, (4) assigns meeting rooms, (5) prepares materials advertising the conference and inviting chapters to participate, (6) prepares all registration materials and information and sees that they are e-mailed or mailed to all regional chapters, (7) arranges folders including a site map, program, and evaluation sheet for each participant, (8) makes arrangements for the breakfast and lunch, (9) prepares for the student trustee election, (10) provides a sound system for the large meetings, (11) works with presenters to insure they have the equipment they need, (12) encourages all local chapter members to help in some way, (13) receives all registration forms and checks, and (14) organizes the registration process so that folders, programs, name tags, lunch tickets (if needed), and other materials are ready as the chapters arrive. The host chapter may also decide to provide lunch for presenters or give them some other small thank-you gift. If there is to be a door prize drawing, students should collect gifts before the conference, and tickets should be distributed in the folders, with the stubs ready for the drawing.

Chapters that have hosted the regional conferences often find that doing so strengthens the local chapter immensely and everyone enjoys the experience.

GOALS AND PURPOSE

The introductory pages of this handbook present the Alpha Gamma Sigma purpose of fostering, promoting, maintaining, and recognizing scholarship and of encouraging service to chapter, college, and community. Through an organization like AGS, students who achieve well academically may meet others from across the campus who value learning. Together they can gain a sense of belonging to the college and being part of a very positive community as they work and serve together. When so many of us work on "commuter campuses," this opportunity to belong to a group coming from different places, having differing skills, but enjoying successful educational experience is very valuable. Providing opportunities for the leadership and coping skills that develop through a program of service along with the fun of working together are also goals for advisors to recognize.

“GOOD STANDING”

A chapter in good standing is eligible to nominate candidates for state awards and award permanent memberships. The Treasurer of the State Advisory Board and the Secretary of Extension and Eligibility certify as chapters in good standing all those that have met the following criteria:

- (1) The chapter has a charter and its bylaws on file with the Secretary of Extension and Eligibility.
- (2) The chapter has submitted a Permanent Membership Report for the previous academic year; the Permanent Membership Report lists those members who achieved permanent membership that year, their units completed and grade point average. If no permanent memberships are awarded in any academic year, the chapter must submit a report stating so.
- (3) If newly reactivated, the chapter has paid its reactivation fee.
- (4) The chapter has paid the annual dues for the previous academic year.
- (5) The chapter has paid all bills owed to Alpha Gamma Sigma, Inc.
- (6) The chapter has been represented by a member or members at either a Regional Conference or the State Convention during the past twelve months.
- (7) At least one of the chapter’s advisors or a proxy has attended the Fall Advisors’ Meeting or the immediately previous State Convention.

If, during the academic year, a chapter has been newly chartered or newly reactivated or if all its advisors have newly assumed this responsibility, the chapter shall be given a one-year grace period before being required to fulfill the criteria for good standing listed in items (2), (6), or (7) above. The Advisory Board may, by a majority vote, suspend the provisions of items (6) and (7) above where a chapter advisor presents to the Advisory Board good reasons that it would be temporarily impossible for the chapter to comply with these provisions. This rule shall not be suspended twice for the same chapter in any twelve-month period.

An “active chapter” is defined in the bylaws as any chapter that has a charter and its bylaws on file with the Secretary of Extension and Eligibility (item 1 above) and has fulfilled during the previous two years at least three of the additional six criteria for good standing that are listed above.

HISTORY OF THE ORGANIZATION (BRIEF)

Dr. William T. Boyce, in 1925 Head Administrator of Fullerton Junior College, is considered the man chiefly responsible for founding the California Junior College Honor Society that has become the Alpha Gamma Sigma we know. According to Dr. Boyce, the original constitution was adopted in 1926. In May, 1926, a special committee consisting of Dr. Albert M. Williams (Fullerton), chairman, Miss Kathleen D Loly (Pasadena), Miss Belle Collidge, Mr. W. W. Mather, and Mr. C. S. Morris was appointed to design and have the AGS pin made and to call meetings of the Advisory Board. This Board was to consist of faculty advisors of the local honor societies which met minimum requirements outlined in the constitution. Students requested that a Greek letter name be adopted. In 1932 a committee selected the motto “*Arete, Gnosis, and Sophrosyne*” and the initial letters of those three words, Alpha Gamma Sigma, as the name of the society.

In 1940 Alpha Gamma Sigma became incorporated under California law. The 1941 edition of The Torchbearer of Alpha Gamma Sigma reports that student members were present and active at a convention at Reedley Junior College, but World War II seems to have halted such student participation. The 1950 revision of the AGS constitution gave student members the authority to form their own organization, but nothing seems to have been done until 1953. Finally bylaws for the student organization were ratified by the Advisory Board (the advisors!) The AGS Constitution was amended in 1958, 1966, 1967, 1968, and 1969, each amendment giving the students more authority and responsibility. When a major constitutional revision was ready to present to the membership at the 1973 Spring Convention (on Catalina Island), the new constitution was ratified by the students. A constitution revision committee made up of advisors in 1984 decided that what had been called the AGS “constitution” was really the 1940 Articles of Incorporation. The 1984 Bylaws of Alpha Gamma Sigma, Inc. were written to provide a feasible structure for efficient functioning. Each chapter has its own set of bylaws which are consonant with those of the state organization. Under the urging of Charles Bell, the current bylaws were revised and eventually ratified by the chapters so that the bylaws are clear and reflect current practice. The Bylaws of Alpha Gamma Sigma, Inc. and the Alpha Gamma Sigma, Incorporated, Standing Rules, Established Procedures, and Special Rules of Order, updated in April, 2002, (again by Charles Bell) should be read by all advisors and kept for consultation whenever questions arise.

A more detailed history of Alpha Gamma is available in the old handbook, which is now retained as “history,” and on the web site.

INSIGNIA

The official badges (or pins) represent the torch aflame with a shield in front of it on which an open book is displayed with the words “honor society.” At the top of the shield are the Greek letters ΑΓΣ. The gold badge is reserved for permanent members. The silver badge may be worn by members. (The web site reports that continuing members with thirty completed units may wear the silver pin, but this information is not in the Bylaws or Standing Rules.) Various interpretations of this design may be seen on the tee shirts and other items offered for sale at AGS marketplaces during conferences and conventions.

MEMBERSHIP

Categories

The categories of membership are explained in Article II of the Bylaws. All potential members must apply for membership each term. There is no automatic membership granted based on grade point average. Active membership may be defined somewhat differently in different chapters; membership requirements of chapters as presented in their bylaws may differ somewhat from the state bylaws as long as they are not less rigorous. Most chapters require active members to apply for membership, to pay dues, and to meet service requirements set by the chapter.

Initial Membership. Initial membership requires a person to earn 12 semester units or 18 quarter units of credit in no more than three semesters or five quarters in any recognized institution of higher education, with a grade point average (GPA) of at least 3.00. No units acquired more than two years before the application for initial membership

may be used prohibitively. Probably most of those units should be graded units, not credit/no credit units.

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

Continuing Membership. After the initial membership semester or quarter, the initial member may achieve continuing membership by (1) achieving not less than a 3.00 GPA in courses of recognized college standing in the previous term and (2) maintaining a cumulative GPA of 3.00 or better in courses of recognized college standing. Continuing members may receive one semester or quarter's grace for every semester or quarter of earned continuing membership if the member's GPA falls below 3.00. There shall be no two consecutive grace periods.

Permanent Membership. Student members may apply for permanent membership during the semester in which they complete a minimum of 60 semester or 90 quarter units in degree appropriate courses with at least half of them completed at a community college. Applicants with as few as 54 semester or 82 quarter degree appropriate units may be eligible for permanent membership provided they have enough units graded CR to make up the required total. To be eligible for permanent membership, applicants who have been members of AGS for at least one term must have earned a cumulative GPA of 3.50 or better in all recognized college work; applicants who have been members of AGS for two or more terms must have earned at least a 3.25 GPA. To determine eligibility, units must be counted beginning with the most recently completed and then going back chronologically until the required number is reached. If any units from a semester or quarter are counted, all units from that term along with units from any intervening terms must enter into the calculation of the GPA.

Any courses completed two years or more prior to application for permanent membership shall not be used to prohibit any person from becoming a permanent member as long as these units are not used to meet the minimum number of required units.

Although no chapter may grant permanent member status unless the chapter is in good standing, when a chapter not in good standing achieves good standing again, any chapter members who were denied permanent membership because of the lack of chapter good standing may reapply.

Again, the member must apply for permanent membership.

Alumnus/Alumna Membership. Permanent members are considered alumnus members.

Recruitment of members

To find new members, the chapter must get the word out that AGS is active and available to those who are eligible. Preparing to mail letters to invite eligible students to AGS information meetings requires many hours of screening transcripts and preparation of letters, but those letters are treasured by students even when they don't join AGS. Today, costs for mailings may be prohibitive. Some colleges may include information about AGS with Dean's Lists or other lists of academic achievers. Some instructors and

counselors are glad to recommend AGS to students or students to AGS. Getting information to staff helps. Posters, brochures, college web sites, college club days early in a semester—any way to let students know what AGS does and means may work. Advisors may let their own students know about AGS. Finally, of course, each student may choose to join or not.

Applications for membership should be as clear and attractive as possible and available in the library, the counseling center, computer labs, the student activities office, at the switchboard, wherever they may be seen. Applications should make clear to whom and where the completed form will be submitted and, if possible, should let the applicant know when and where the initial meetings will take place. As soon as applications are received and the advisors have screened them for eligibility, someone from AGS should get in touch with each applicant. Probably advisors should talk with or write to those who aren't yet eligible, but continuing members could be enlisted to get in touch with those who are eligible.

Most advisors (or the chapter officers) begin a membership list at once, including addresses, phone numbers, and e-mail addresses so that all members and advisors can keep in touch and informed. As more students discover AGS, join, and participate, the list grows.

THE STATE ORGANIZATION

The State Advisory Board is composed of the advisors of all chapters in good standing and any retired former advisors who accept the Board's invitation to continue serving. The State Advisory Board has all of the state level powers of governance for AGS that are not specifically given to the Board of Trustees. The State Advisory Board meets twice a year, in early October and at the State Convention in the spring. The meetings alternate between the south and the north. Each participating chapter has one vote during the Advisory Board meeting. The Executive Board consists of the officers of the State Advisory Board and meets at the call of the President when the need arises. Any major decisions made by the Executive Board should be ratified by the State Advisory Board at the next meeting (or through e-mail or teleconferencing if the need is urgent). A quorum at the Advisory Board meeting consists of one quarter of the chapters in good standing. No proxy votes are permitted.

The officers of the State Advisory Board are the following:

- (1) **The President** presides over meetings, appoints committees and committee chairs, prepares and distributes the agenda for each Advisory Board meeting, calls special meetings, and may serve as ex officio member of all committees except the nominating committee.
- (2) **The Vice-President** assumes the duties of the President in his or her absence and prepares to assume the office of President in the following year. The Vice-President may serve as a regional chair at a Regional Conference (north or south), reporting to the Secretary of Extension and Eligibility the names of chapters which sent delegates and advisors to the conference as well as any corrections to the State Advisory Board Directory. This officer also reports the names, college names, home addresses, and Social Security numbers of the student trustee and alternate elected at the Regional Conference.

- (3) **The Vice-President-Elect** prepares to become the Vice-President in the following year and also may serve as a regional chair at a Regional Conference where the Vice-President does not serve, reporting as necessary to the Secretary of Extension and Eligibility the names of chapters which sent delegates and advisors to the conference as well as any corrections to the State Advisory Board Directory. This officer may also report the names, college names, home addresses, and Social Security numbers of the student trustee and alternate elected at the Conference.
- (4) **The Secretary** records and publishes the minutes of State Advisory Board Meetings; may maintain correspondence for the State Board; oversees bylaws revisions by sending ratification ballots to chapters in good standing, receiving and tallying the ballots, and reporting the results at the Advisory Board meeting; updates and distributes copies of the bylaws, rules of order, and standing rules when changes occur; and performs other duties as needed.
- (5) **The Treasurer** maintains the financial records of the society; collects dues and other assessments from the chapters; reminds chapters of their obligations to submit Permanent Member and Honor Roll reports on time; reports chapters delinquent in payments and, with the Secretary of Eligibility and Extension, determines which chapters are in good standing; maintains supplies of official jewelry, gold seals, certificates, and such and sells them to chapters in good standing; makes authorized expenditures; makes expenditures necessary to the general operation of the organization (as long as they don't exceed the amount set by the Advisory Board in a standing rule); prepares an annual financial report for distribution at the spring meeting; keeps the Vice-Treasurer informed; and performs other appropriate duties.
- (6) **The Vice-Treasurer** is prepared to take over all duties of the Treasurer if the Treasurer becomes unable to serve, performs duties of the Treasurer as the Treasurer requests, and is authorized to write checks on the Advisory Board's account but only in emergencies which require that a check be written when the Treasurer is absent or otherwise unable to write it;
- (7) **The Chair of Scholarships and Awards** prepares and distributes all necessary information about awards and award applications to all active chapters so that chapters in good standing may apply for AGS scholarships and awards; arranges for readers of applications to whom all applications for academic or service awards are sent along with ranking sheets; collects and ranks all scores (without names or college names) so that the Scholarship Committee may determine the winners at the State Convention, reports the names of all recipients (and social security numbers) to the Treasurers of the Board of Trustees and the State Advisory Board , and evaluates the process.
- (8) **The Vice-Chair of Scholarships and Awards** helps the Chair and assists in evaluation of the process. (This office is not always filled.)
- (9) **The Secretary of Extension and Eligibility** maintains a file of the current bylaws of all chapters, active and inactive, and advises chapters when their bylaws are not in accordance with those of the state organization; with the Treasurer determines whether chapters are in good standing and makes a list of chapters in good standing available to the Chairs of Scholarships and Awards and available to all chapters on the AGS web page; provides new and reactivating chapters with all necessary information, forms, and instructions for chartering or reactivating AGS chapters; reports new and reactivating

chapters to the State Advisory Board; and presents charters to new and reactivated chapters at the State Convention

(10) **The Collector of Permanent Records** acts as custodian of the archives of Alpha Gamma Sigma, reports to the Advisory Board about their status and location, collects permanent membership and honor roll lists, and the lists of names of recipients of Alpha Gamma Sigma scholarships and awards. (The Bylaws list other collections for which the Collector of Permanent Records is responsible, but this is probably not the way things work in 2005.)

(11) **The Secretary of Intercollegiate Relations** works with four-year institutions to solicit scholarships for Alpha Gamma Sigma transfer students and makes those lists available to chapters.

(12) **The Parliamentarian** answers questions about parliamentary procedure and points out errors in procedure and how to correct them if they occur.

(13) **The Historian** writes a narrative report of Alpha Gamma Sigma activities and preserves those items (like the old handbook) of historical significance, making the history available to the membership.

(14) **The Handbook Editor** reviews the Advisors' Handbook each year, updating and correcting it in line with any revisions to the Bylaws or Standing Rules or pertinent motions passed in Advisors' Meetings. The Handbook Editor keeps the handbook accurate and available on the AGS web page and makes copies available to advisors.

Appointive or volunteer positions such as the **Web Master** or the **List Serve Manager** are developed as needed and filled with advisors with the needed expertise.

The Board of Trustees of Alpha Gamma Sigma, Incorporated

Members of the Board of Trustees with the exception of the two student trustees, one from the north and one from the south, are elected by the State Advisory Board. Two student trustees and two alternates are elected at the Regional Conferences in the fall. (More information about student trustees is found in the section about Regional Conferences.) The Board of Trustees administers the scholarship funds of AGS and represents the society in all matters related to these funds. The student trustees serve one year terms; the advisor trustees' terms are four years. The duty of the Board of Trustees is to invest the principal of the AGS Scholarship Fund in such a way that the earnings will provide the funds for half the academic and service awards given to students at the Spring Convention. The other half of the funds comes from student dues deposited in the AGS treasury.

The Board of Trustees operates under its own Bylaws. Officers include President, Secretary, and Treasurer. The Board of Trustees meets twice a year—at the time of the Fall Advisors' meeting and during the Spring Convention.

Alpha Gamma Sigma pays for the student trustee's travel and lunch for the fall meeting; the student is responsible for his or her attendance at the Spring Convention (when the student may travel with his or her chapter).

Thanks to those advisors who responded with criticism of the first draft. This work has been dedicated to two advisors very important to me in Alpha Gamma Sigma—Charles Bell and Sharon Sunico.

Betty Higdon October 2005