

BYLAWS OF ALPHA GAMMA SIGMA, INCORPORATED

(Revised, 1984. Amended, 4/2002; 4/2006; 4/2009; 8/2011)

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**Please Note:** As of October 2006, all versions of the Bylaws of Alpha Gamma Sigma, Incorporated whose last date of amendment is earlier than 2006 are no longer in effect and all copies of them should be either destroyed, recycled, or, if kept for historical purposes, be clearly marked OBSOLETE. If you still own a copy of the 1996 Edition of the Alpha Gamma Sigma Handbook, remove and destroy the obsolete Bylaws you may find in Appendix B and insert this new version.

In removing the old pages of Appendix B from your handbook, take care not to remove any pages of Appendix C (Bylaws of the board of trustees of Alpha Gamma Sigma, Incorporated); this mistake is easily made.

**SPECIAL NOTE TO ADVISORS:** (1) At your earliest convenience, READ these bylaws from the beginning to end (it takes about 30 minutes) and advise your chapter officers to do the same. (2) If you do not have an AGS handbook into which to insert them, keep these Bylaws somewhere else where you can readily find them. (3) BRING THE BYLAWS WITH YOU TO EVERY ADVISORY BOARD MEETING YOU ATTEND! (4) At Advisory Board meetings, raise a point of order if you know the bylaws are being violated.

**SPECIAL NOTE TO STATE ADVISORY BOARD OF OFFICERS:** Some Advisory Board Officers are still surprised when bylaws provisions adopted as long ago as 1997 are pointed out to them. If you have not already done so, read the paragraph in Article VI, Section 2 which describes the duties of your particular office.

**FINAL NOTE:** Seven years ago, the Bylaws of Alpha Gamma Sigma, Incorporated had been allowed to become so obsolete that it was pointless to ask new advisors to read them and embarrassing if one of them were to ask for a copy. After eight rounds of bylaw amendments in seven years, we now have an excellent and workable set of bylaws of which we can be proud. This does not mean they are perfect, of course, but radical changes in them are no longer necessary.

ARTICLE I  
NAME AND PURPOSE

Section 1.     Name. This organization shall be known as Alpha Gamma Sigma, Incorporated, (AGS, Inc.) the California Community College Honor Scholarship Society, formerly known as the California Junior College Honor Scholarship Society.

Section 2.     Purpose. The purpose of the organization shall be to foster, promote, maintain and recognize scholarship. The function of the state organization shall be to encourage local chapters to develop, in themselves, or in cooperation with other chapters, programs offering cultural, social or enrichment experiences as a part of the total experience of community college students. The state organization shall also encourage chapters to provide opportunities for participation in service activities by their members.

ARTICLE II  
MEMBERSHIP

Section 1.     To be a member of an AGS chapter, a student must be enrolled in classes at the chapter's community college district.

Section 2.     Initial Membership

- a. A community college student is eligible for initial membership by completing 12 semester or 18 quarter units in a maximum of 3 semesters or 5 quarters at any institution of higher education and having a cumulative grade point average (G.P.A.) of at least 3.00. No units acquired more than two years prior to application for initial membership shall be used prohibitively.
- b. All life members of the California Scholarship Federation and those who graduated with a minimum G.P.A. of 3.50 at the high school level shall be invited to become temporary members during their first semester in a community college and shall have, upon payment of dues, all the privileges of membership except that of holding elective office.

Section 3.     Continuing Membership.

- a. An initial member may obtain continuing membership by:
  - 1. Achieving for the previous semester or quarter not less than a 3.00 G.P.A. in courses at the current community college district, AND
  - 2. Maintaining a cumulative G.P.A. of 3.00 or better.
- b. Continuing members will receive one semester (quarter) grace if the member's semester/quarter G.P.A. falls below 3.00, but their cumulative G.P.A. is 3.00 or above. There shall be no two consecutive grace periods. In the event that a student takes all classes credit/no credit, then that semester will count as the grace period if they are a continuing member.

Section 4.     Membership requirements for scholarship

- a. Members who are currently in a grace period may not apply for a scholarship.

- b. Applicants must have a cumulative GPA 3.00 or higher.
- c. No members of a chapter may apply for scholarships unless that chapter meets the criteria of a chapter in good standing (see Article III, Section 8).

**Section 5.** 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 81 quarter degree appropriate units may be eligible for permanent membership provided they have enough units graded CR to make up the required total. Applicants must also meet the requirements of Paragraphs “a” or “b” below:

- a. The member has maintained a cumulative GPA of 3.50 or better in all recognized college work and has been a member of AGS, Inc., for at least one term OR
- b. The member has maintained a cumulative GPA of 3.25 or better in all recognized college work and has been a member of AGS, Inc., for at least two terms.
- c. In determining eligibility, units must be counted beginning with those most recently completed and going back chronologically until the number of units is reached. If any units from a semester (or quarter) are used to establish eligibility, all units in graded courses on that and all intervening transcripts must enter into the calculation of the G.P.A.
- d. Any course completed two years or more prior to application for permanent membership, whether at a community college or other institution, shall not be used to prohibit any person from becoming a permanent member, provided these units are not used to meet the minimum number of required units.
- e. Permanent membership is not granted automatically. Student members must apply for this status through their chapter’s advisor(s), who determine(s) the eligibility of applicants.
- f. No chapter may grant permanent membership status unless it meets the criteria of a chapter in good standing. After reinstatement of a chapter’s good standing status, any of its members who had been denied permanent membership because of the lack of good standing may reapply.

**Section 5.** Alumnus Member. Any permanent member shall be considered an alumnus member.

**Section 6.** The Permanent Membership Certificate. Only persons who qualify for permanent membership shall be entitled to receive the Alpha Gamma Sigma Permanent Membership Certificate.

**Section 7.** The Official Pin. A continuing member shall be entitled to wear the officially adopted silver pin of the organization. A permanent member shall be entitled to wear the officially adopted gold pin of the organization.

**Section 8.** Control of membership at the local level. Each local chapter must establish procedures for applying for active membership in accordance with its own local constitution/ bylaws. The local bylaws may specify initial, continuing, and temporary membership

requirements stricter than those of the state constitution. In addition to the requirements above, chapters may include a service requirement.

### ARTICLE III CHAPTERS

Section 1. Any accredited California community/junior colleges that grant an Associate Degree may apply for charters for campus chapters of this society.

Section 2. Application for a chapter shall include:

- a. A statement that a provisional chapter has been formed by students who meet the membership requirements as set forth in Article II, Section 1;
- b. A statement that the state AGS, Inc. Bylaws have been accepted by the provisional chapter;
- c. A copy of the chapter constitution/ bylaws providing for the organization of the chapter, the holding of local meetings, and for any suitable activity, provided that all such provisions be compatible with the state Bylaws of AGS, Inc.

This application shall be signed by (a) the chief administrative officer of the college; (b) the faculty advisor of the provisional chapter; and (c) the president of the provisional chapter.

Section 3. Application for an alumni chapter for alumni members shall include the same provisions as for campus chapters. This application shall be signed by a chapter advisor in any nearby college and the president of the provisional alumni chapter.

Section 4. A chapter may relinquish its charter at any time.

Section 5. An initiation fee, as determined by the Advisory Board, shall be paid to the treasurer of the State Advisory Board before a charter is granted.

Section 6. A reactivation fee, as determined by the Advisory Board, shall be paid to the Treasurer of the State Advisory Board by any chapter reactivating after having been inactive for more than one year.

Section 7. Annual Dues consisting of two amounts, one a fixed sum per chapter, regardless of membership count, and the other an amount per chapter member, both to be determined by the State Advisory Board, shall be paid to the Treasurer of the State Advisory Board by each chapter by June 30<sup>th</sup> 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 shall be a grace period of four months during which chapters may pay their dues and still meet the criterion for good-standing status, but the fixed sum per chapter shall be increased by 20 percent. Advisors and student members of chapters paying dues after October 31<sup>st</sup> may debate at Advisory Board meetings or General Assemblies of Delegates, and their delegations may vote; but such chapters shall not be eligible to submit candidates for Alpha Gamma Sigma scholarships and awards at the immediately following spring State Convention. Amendments to this section shall be initiated only by members of the State Advisory Board.

Section 8.      Chapters in Good Standing in the spring of a given year are those that have been certified by the Treasurer of the State Advisory Board and Secretary of Extension and Eligibility as having met all the following criteria in the immediately previous calendar year:

- a. The chapter had a charter and its bylaws on file with the Secretary of Extension and Eligibility.
- b. If newly reactivated, the chapter paid its reactivation fee.
- c. The chapter paid all bills owed to Alpha Gamma Sigma, Inc.
- d. The chapter satisfied its minimum calendar year requirements in one of the following two ways:
  1. The chapter was represented at the spring State Convention AND submitted its annual dues form, dues payment, and Permanent Member Report by June 30th (or by October 31st with a late fee). A Permanent Member Report must be filed even if no permanent memberships are awarded.

OR

2. The chapter (a) was represented at a Regional Conference, AND (b) was represented by an advisor or proxy at the Fall Advisors' Meeting, AND (c) submitted its annual dues form, dues payment, and Permanent Member Report by June 30th (or by October 31st with a late fee). A Permanent Member Report must be filed even if no permanent memberships are awarded.

If, during the academic year, a chapter has been newly chartered or newly reactivated or if all its advisors have newly assumed this responsibility, such chapter shall be given a one-year grace period before being required to fulfill the criteria for good standing stated in Paragraphs "d.(1)" and "d.(2)" above. The State Advisory Board may, by majority vote, suspend the provisions of Paragraphs "d.(1)" and "d.(2)" of this Section in cases where a chapter advisor presents to the Advisory Board good reason why it would be temporarily impossible for the chapter to comply with these provisions. These provisions shall not be suspended for the same chapter two years in a row.

Section 9.      The term "active chapter" as used in these bylaws shall be defined as any chapter that (1) fulfills the criteria stated in Section 8, Paragraph "a" above and (2) has fulfilled, during the previous two years, at least three of the last six criteria for good standing listed in that section.

#### ARTICLE IV STATE ORGANIZATION

Section 1.      The State Advisory Board.

- a. The State Advisory Board shall be composed of the advisors of all chapters in good standing as well as any retired former advisors who accept the Board's invitation to continue serving.

- b. The State Advisory Board shall have all the powers of governance of this society at the state level not specifically reserved to the Board of Trustees of Alpha Gamma Sigma, Incorporated, by provisions in the bylaws of that board (q.v.).

Section 2.        The Board of Trustees of Alpha Gamma Sigma, Incorporated shall consist of current or former members of the State Advisory Board elected by that body, and two student members, one from each region, elected by the General Assemblies of Delegates at the fall Regional Conferences. The legal powers of Alpha Gamma Sigma, Inc., as a non-profit corporation of the State of California, shall be vested in the Board of Trustees, who shall function under a separate set of bylaws (q.v.)

Section 3.        The title of Advisor Emeritus may be granted to any advisor who has served on the State Advisory Board for a minimum of 10 years. Nominations for this honor may be submitted to the Executive Board for their recommendation and presentation to the State Advisory Board for approval. A two-thirds vote shall be required for approval. Upon election, Advisors Emeriti shall be kept in the Alpha Gamma Sigma Advisory Board as long as their addresses are kept current.

Section 4.        The Executive Board shall be composed of the President, Vice President, Secretary, Treasurer, and Vice-Treasurer of the State Advisory Board and the President, or designee, of the Board of Trustees of Alpha Gamma Sigma, Incorporated. The Executive Board shall transact Advisory Board business of an emergency nature between regular meetings of the Advisory Board. The Advisory Board member(s) mainly concerned with a particular emergency situation shall be invited to take part in the Executive Board's deliberation of the matter.

Section 5.        The General Assemblies of Delegates of the Northern and Southern Regions shall be composed of all duly registered chapters attending the two Regional Conferences.

Section 6.        The General Assemblies of Delegates of the State Convention shall be composed of all duly registered chapters attending the state convention.

## ARTICLE V MEETINGS

Section 1.        The State Advisory Board.

- a. The State Advisory Board shall meet twice a year. The spring meeting shall be at the site of the State Convention. Whenever possible, the date and location of the fall meeting shall be determined by the State Advisory Board at or prior to the preceding State Convention. The spring and fall meetings shall not both be held in the same region in any one academic year.
- b. Advisors meeting at the fall Regional Conferences may (1) discuss topics of mutual interest, (2) suggest items for the agenda for the next spring meeting, (3) initiate amendments to these bylaws, or (4) pass motions and resolutions binding only to their own region and not in conflict with these bylaws or decisions of the State Advisory Board.
- c. Each chapter shall have one vote at meetings of the State Advisory Board and at meetings of advisors at the fall Regional Conferences.

Section 2.     The Board of Trustees of Alpha Gamma Sigma, Incorporated shall meet twice annually in conjunction with meetings of the State Advisory Board, and at such other times as deemed necessary by the President of the Board of Trustees.

Section 3.     The Executive Board shall meet at the call of the President of the Advisory Board when the need arises. All such meetings shall be special meetings and action taken shall be subject to ratification by the State Advisory Board at its next regularly scheduled meeting. In cases where it is impractical for the Executive Board to meet together in one place deliberation may be conducted by telecommunication.

Section 4.     Regional Conferences

- a. The chapters of Alpha Gamma Sigma, Incorporated, shall be divided into two Regions. Chapters of the Northern Region shall be those whose colleges are located north of the northern boundaries of San Luis Obispo, Kern and San Bernardino Counties. Chapters whose colleges are located south of that line shall belong to the Southern Region.
- b. Each Region shall hold an annual Regional Conference in the fall, its date and place to be determined either by the State Advisory Board or by the advisors meeting at their previous Regional Conference.
- c. The chapter president of one of the colleges hosting a Regional Conference shall preside over meetings of the General Assembly of Delegates at that conference.
- d. The delegation of each chapter in good standing shall have one vote.
- e. The General Assembly of Delegates at a Regional Conference shall elect the student representative and alternate from its region to serve on the Board of Trustees of Alpha Gamma Sigma, Incorporated, for the next calendar year.
- f. The General Assembly of Delegates at a Regional Conference may be called to order to (1) discuss matters of common concern to all chapters, (2) pass motions or resolutions of a non-political nature binding only to their own region and not in conflict with these Bylaws or the General Assembly of Delegates at the State Convention, or (3) initiate amendments to these Bylaws according to procedures prescribed in Article IX.

Section 5.     State Convention

- a. A State Convention shall be held each year in the spring, its date and location to be determined by the State Advisory Board at least one year prior to the event.
- b. A chapter president of one of the host chapters shall preside at each gathering of the General Assembly of Delegates at the State Convention.
- c. The General Assembly of Delegates at the State Convention may be called to order to (1) discuss matters of common concern to all chapters, (2) pass motions and resolutions of a non-political nature binding only to the student organization of the chapters and not conflict with these bylaws, or (3) initiate amendments to these bylaws according to the procedures prescribed in Article IX.
- d. In all voting, the delegation of each chapter in good standing shall have one vote.

Section 6.      Quorum: One quarter of the chapters in good standing shall constitute a quorum.

Section 7.      Proxy Voting shall not be permitted.

ARTICLE VI  
OFFICERS, DUTIES AND ELECTIONS

Section 1.      The State Advisory Board Officers

- a. The elected officers shall be:
  - 1. The President
  - 2. The Vice-President (who shall also be President-Elect and Regional Chair of the Vice-President's own region)
  - 3. The Vice-President Elect (who shall be Regional Chair of the other region)
  - 4. The Secretary
  - 5. The Treasurer
  - 6. The Vice-Treasurer
  - 7. The Chair of Scholarships and Awards
  - 8. The Vice Chair of Scholarships and Awards
  - 9. The Secretary of Extension and Eligibility
  - 10. The Collector of Permanent Records and
  - 11. The Secretary of Intercollegiate Relations
  
- b. The appointed officers shall be:
  - 1. The Parliamentarian
  - 2. The Handbook Editor
  - 3. The Editor of the State Advisory Board Directory (short title: Directory Editor)
  - 4. The Historian and
  - 5. Other officers as designated by the President with the consent of the Advisory Board

Section 2.      Duties of State Advisory Board Officers

- a. The President shall:
  - 1. Preside over meetings of the State Advisory Board
  - 2. Appoint committees and committee chairs as necessary, including a Nominating Committee.
  - 3. Prepare and distribute the agenda for each meeting of the State Advisory Board.
  - 4. Have the right, but not duty to serve as ex officio member of all committees except the Nominating Committee.
  - 5. Call special meetings of the Executive Board when necessary.
  - 6. Perform other duties applicable to the office of President.
  
- b. The Vice-President shall:

1. Assume the duties of President in the absence of the latter, and prepare to assume the office of President the following year.
  2. Perform the duties of Regional Chair for one of the Regions as outlined in Paragraph “g” below.
- c. The Vice-President Elect shall:
1. Prepare to assume the office of Vice-President the following year.
  2. Perform the duties of Regional Chair for one of the Regions as outlined in Paragraph “g” below.
- d. The Secretary shall:
1. Record and publish minutes of State Advisory Board Meetings.
  2. Maintain correspondence for the State Advisory Board
  3. Mail bylaws ratification ballots to chapters in good standing within one month of Advisory Board approval of a proposed amendment, announce the postmark deadline for returning the ballots as one week before the next Advisory Board Meeting, receive and tally ballots, and report the results of the election at that meeting.
  4. Update and distribute copies of the Bylaws at the next Advisory Board meeting after any amendment to them has been ratified.
  5. Update the Rules of Order and the Standing Rules each time the State Advisory Board effects a change in them.
  6. Perform other duties appropriate to the office of Secretary as designated by the President.
- e. The Treasurer shall:
1. Maintain the financial records of the society.
  2. Collect dues, scholarship contributions and other assessments from the chapters.
  3. Include with the requests for the above payments as a reminder to submit Permanent Membership and State Honor Roll reports for the previous academic year to the Secretary of Extension and Eligibility.
  4. Report chapters delinquent in the above payments to the Secretary of Extension and Eligibility within one month after the final deadline for payment has passed.
  5. Maintain supplies of official jewelry items, gold seals, and Permanent Membership certificates and conduct their sale to chapters in good standing.
  6. Maintain supplies of State Honor Roll Certificates and distribute them to chapters in good standing.
  7. Make authorized expenditures.

8. Make expenditures for the general operation of the organization, without prior authorization by the Advisory Board, provided each such expenditure does not exceed the amount to be set by the Advisory Board in a Standing Rule.
  9. Prepare an annual financial report for distribution at the spring meeting.
  10. Keep the Vice-Treasurer informed of procedures relating to the Treasurer's office.
  11. Assign duties to the Vice-Treasurer as needed and appropriate.
  12. Perform other duties appropriate to the office of Treasurer.
- f. The Vice-Treasurer shall:
1. Be prepared to take over all duties of the treasurer in case the Treasurer becomes unable to serve.
  2. Perform duties of the Treasurer as the Treasurer may request.
  3. Be authorized to write checks on the Advisory Board's account, but only in cases where emergency requires that checks be written at a time when the Treasurer is either absent or otherwise unable to write them.
- g. As Northern and Southern Regional Chairs, the Vice-President and the Vice-President Elect shall:
1. Preside at the Advisors' meetings at the Regional Conferences.
  2. Make certain that the chapters assigned to host the Regional Conferences have begun preparations for them at least six weeks before their scheduled dates.
  3. At the Regional Conferences, receive corrections to the State Advisory Board Directory from advisors present.
  4. Immediately after the Regional Conferences:
    - a) Provide the Secretary of Extension and Eligibility with a list of chapters that sent delegates and advisors to their Regional Conferences.
    - b) Report to the President of the Board of Trustees the names, college names, home addresses and Social Security numbers of the newly elected student members of that Board and their alternates.
    - c) Transmit corrections to the State Advisory Board Directory to the Directory Editor.
- h. The Chair of Scholarships and Awards shall:
1. At least three months prior to the State Convention each year, prepare and distribute to all active chapters the information necessary to make application for the Alpha Gamma Sigma scholarships and awards available that year.

2. With the assistance of the Vice-Chair of Scholarships and Awards, appoint an equal number of advisors from each region to read and evaluate the applications.
  3. With the advice and consent of the Advisory Board, prepare a set of Standing Rules for the following:
    - a) A list of documents that need to accompany the applications for the various AGS scholarships or awards;
    - b) Directions to applicants and their advisors for preparing and mailing to the Chair of Scholarships and Awards the documents necessary for application;
    - c) Criteria to be used by the readers in judging scholarship and award applications;
    - d) A committee consisting of the Chair and Vice-Chair of Scholarships and Awards and an equal number of advisors from each region who will numerically combine the rankings of all the readers and, from this consolidated list, will designate the winners of the various scholarships and awards;
    - e) A plan for one or two suitable ceremonies at the State Convention for recognizing all applicants and for distributing the monetary awards to the winners.
  4. Receive applications for scholarships and service awards from chapters in good standing, screen them for eligibility, and mail copies of them, together with proper instructions, to the readers.
  5. Notify chapters whose good standing is in question.
  6. After each State Convention, provide a list of the names of that year's recipients of scholarships and awards to the Secretary to be permanently filed with the minutes.
  7. Immediately after the State Convention, send a report to the Treasurer of the Board of Trustees and the Treasurer of the State Advisory Board that includes the names and Social Security numbers of the recipients of all scholarships and awards.
  8. Evaluate the process and recommend needed changes to the Advisory Board.
- i. The Vice-Chair of Scholarships and Awards shall:
1. At the direction of the Chair of Scholarships and Awards, help that officer in carrying out the duties listed in Paragraph "h" above.
  2. Be prepared to perform the duties of the Chair of Scholarships and Awards in case that officer is no longer able to serve.
  3. Assist in evaluating the process.
- j. The Secretary of Extension and Eligibility shall:
1. Maintain a file of active and inactive chapters including college name, chapter name, date of charter, and in case of active chapters, the name(s) of the current advisor(s).

2. Maintain a file of the current bylaws of all chapters, active and inactive, and advise chapters when their bylaws are not in accordance with those of the State organization.
  3. Receive Permanent Membership and State Honor Roll Reports from the chapters.
  4. Receive from the Treasurer and the two Regional Chairs the reports necessary for determining the good-standing status of the chapters; and, using the criteria listed in Article III, Section 6, compile a list of chapters in good standing and mail copies to the Chair and Vice-Chair of Scholarships and Awards as well as to all active chapters at least three weeks before the chair of the committee is to mail out the yearly announcement.
  5. Receive requests and correspond with California Community Colleges regarding the establishment or reactivation of chapters of Alpha Gamma Sigma.
  6. In accordance with Article III, Sections 1 through 6 of these bylaws, provide new and reactivating chapters with all the necessary information, forms and instructions.
  7. Report new and reactivating chapters to the State Advisory Board.
  8. Present charters to new and newly reactivated chapters at the Scholarship and Awards Ceremony at the State Convention.
- k. The Collector of Permanent Records shall:
1. Act as custodian of the archives of Alpha Gamma Sigma, Incorporated, insure that they are kept in a safe place, and, at each spring meeting of the State Advisory Board, present a report, either orally or in writing, concerning their content, status and location.
  2. Request the following and file for reference:
    - a) Permanent Membership and State Honor Roll reports from the Secretary of Extension and Eligibility;
    - b) Copies of the approved minutes of the State Advisory Board meetings from the Secretary;
    - c) The list of names of recipients of Alpha Gamma Sigma scholarships and Awards for each year from the Chair of Scholarships and Awards.
    - d) Copies of obsolete Advisory Board Directories from the Directory Editor;
    - e) A list of the names of the officers and other members of the Board of Trustees for each year, including the years of the term of office of each, from the President of the Board of Trustees;
    - f) Copies of the approved minutes of the Board of Trustees from the Secretary of that Board; and
    - g) Copies of all tax returns from the Treasurer.

3. Keep on file any other information, documents, or photos that might be of use in the compilation of a "History of Alpha Gamma Sigma."
1. The Secretary of Intercollegiate Relations shall conduct correspondence with four-year institutions to solicit scholarships for Alpha Gamma Sigma transfer students and shall publish an updated list of such scholarships annually and distribute copies to the chapters.
  - m. The Parliamentarian shall:
    1. Answer questions concerning parliamentary procedures.
    2. Point out serious breaches of parliamentary procedure if and when they occur.
  - n. The Handbook Editor shall:
    1. Review the handbook each year and update if necessary, incorporating useful suggestions and information submitted by members of the State Advisory Board.
    2. Maintain a supply of copies of the handbook sufficient to meet demand, and conduct sales of such copies to the chapters.
  - o. The editor of the State Advisory Board Directory (short title: Directory Editor) shall:
    1. Update the State Advisory Board Directory annually and distribute copies at Advisory Board meetings.
    2. Using data from the Directory, provide mailing labels for Advisory Board members to use in mailings authorized by the Advisory Board including announcements of State Convention, Fall Advisors Meetings, Regional Conferences and available scholarships and awards.
  - p. The Historian shall:
    1. Write a narrative report of the activities of Alpha Gamma Sigma during his or term of office.
    2. With the aid of the Collector of Permanent Records, make certain that interesting facts concerning the history of Alpha Gamma Sigma are periodically presented to the membership.

Section 3. Elections

- a. The State Advisory Board
  1. The annual election of the State Advisory Board Officers listed in Section 1, Paragraph "a" of this Article shall take place at the spring Advisory Board meeting.
  2. The Nominating Committee shall consist of four Advisory Board members, two from each region, appointed by the President.
  3. Terms of office shall be for one year beginning July 1.

4. The officers in each of the following pairs shall not be from the same region:
  - a) The Vice-President and the Vice-President Elect, and
  - b) The Chair and the Vice-Chair of Scholarships and Awards
5. Except for the cases of the Vice-President and the Vice-President-Elect, to whom these Bylaws assign the duties of Regional Chair of their respective Regions, one person may fill no more than one Advisory Board office simultaneously. This rule may be suspended by a two-thirds vote of the Advisory Board for any one academic year in cases where, after genuine search, it has been proved to be impossible to find enough willing and qualified candidates to comply with it.
6. A vacancy in an Advisory Board Office, other than that of President or Vice-President, occurring between elections shall be filled by an officer pro tem appointed by the President until a special election can be held.

b. The State Advisory Board of Trustees

Nominations to fill vacant positions on the State Board of Trustees shall be made by that board and shall be presented to the State Advisory Board for election.

Section 4. Board of Trustees of Alpha Gamma Sigma, Incorporated

- a. The Bylaws of the Board of Trustees of Alpha Gamma Sigma, Incorporated, contain all the pertinent information concerning the officers of that board and their duties. It also specifies that all its members with the exception of the two student members are elected to membership by the State Advisory Board. The two student members, one from each Region, are elected by the General Assemble of Delegates at the two Regional Conferences. Each of these bodies shall, at the same time, elect an alternative to service if their first choice becomes unable to do so.
- b. The Board of Trustees administers the scholarship funds of Alpha Gamma Sigma, Inc, and represents AGS, Inc. in all matters having to do with these funds.

Section 5. Principal Office of the Corporation

The principal Office of the Corporation shall be in the County of Orange, State of California, as provided in the Articles of Incorporation.

Section 6. The General Assemblies of Delegates

- a. The officers of the General Assemblies of Delegates at the Northern and Southern Regional Conferences shall be the President and the Recording Secretary (or the representative) of the chapters hosting the conferences.
- b. The officers of the General Assembly of Delegates at the State Convention shall be the President and the Recording Secretary (or their representatives) of the chapters hosting the convention. If general agreement cannot be reached concerning which chapter's officers are to serve, drawing from a pack of cards shall decide.

ARTICLE VII  
APPORTIONMENT OF FUNDS

- Section 1. All funds of this society not specifically under management of the Board of Trustees of Alpha Gamma Sigma, Incorporated, according to Article VII of the Bylaws of that Board (q.v.), shall be placed in the custody of the Treasurer of the State Advisory Board.
- Section 2. All moneys accruing to the Alpha Gamma Sigma Advisory Board shall be placed in the General Fund of that Board's treasury. An exception shall be in the case where an advisor of a chapter in charge of registration at a State Convention opens a special temporary Alpha Gamma Sigma Convention account with a local bank. In such a case, when such an amount is closed after the convention, any assets remaining shall be transferred to the Advisory Board's General Fund.
- Section 3. Expenditures from the General Fund, except those listed under duties of the Treasurer, shall be made upon authorization of the State Advisory Board.
- Section 4. It shall not be the obligation of the AGS state organization to finance the expenses of students or advisors when attending meetings of the organization. All such expenses shall be borne by the individuals or their chapters with this one exception: The State Advisory Board shall pay the costs of the Fall Advisors' meeting, for food, travel and lodging for both student members of the Board of Trustees.
- Section 5. The host college shall set the registration fee per delegate to cover the expenses necessary for the presentation of conferences.

ARTICLE VIII  
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this society in all instances in which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE IX  
AMENDMENT TO THE BYLAWS

- Section 1. This revision supersedes all previously adopted Bylaws of Alpha Gamma Sigma, Inc. All chapters' bylaws must be in agreement.
- Section 2. Amendments to these bylaws may be initiated by a majority vote of any one of the following bodies: (1) the membership of any chapter in good standing, (2) the General Assembly of Delegates present at a Regional Conference, (3) the General Assembly of Delegates present at a State Convention, (4) the advisors present at a Regional Conference, or (5) the State Advisory Board at any regularly scheduled meeting.
- Section 3. The initiation of a proposed amendment by the State Advisory Board at a regularly scheduled meeting shall, itself, be initiated by an advisor of a chapter in good standing who shall first compose both the text of the amendment and a statement of rationale for its adoption, and then arrange for its emailing to the advisors of all active chapters at least three weeks before the date of the next State Advisory Board meeting. Advisors may request a mailed ballot.

Section 4. A proposed amendment not initiated by the State Advisory Board must first be approved by a majority vote of that body at one of its regularly scheduled meetings. Proposed amendments to be presented to the Advisory Board for approval must be mailed to all chapters in good standing at least three weeks before the meeting at which approval is sought.

Section 5. Final ratification of a proposed amendment shall be accomplished by a two-thirds affirmative vote of chapters in good standing. Each chapter in good standing shall have one vote. The vote must be signed by a chapter advisor and returned by US mail, email, or in person by the start of the next state advisory board meeting.

Section 6. The Advisory Board Secretary shall mail, receive and process bylaws ratification ballots in accordance with the provisions of Article VI, Section 2, Paragraph “d”, and Item 3.

Section 7. These bylaws shall be reviewed by a committee appointed by the President no later than three years after the date of the last amendment or the last review, whichever occurred later. The committee shall determine if amendments need to be made and shall make recommendations to the Advisory Board.