

ALPHA GAMMA SIGMA, INCORPORATED  
STANDING RULES, ESTABLISHED PROCEDURES, AND SPECIAL RULES OF ORDER  
(last updated October 2014—all other versions are obsolete)

## I. BRIEF HISTORY OF THE AGS STANDING RULES

The first person to search through past minutes of the State Advisory Board (SAB) and compile into one document all motions adopted as standing rules was SAB Secretary Mildred Wellborn of Pasadena City College who called her document *Interpretations of the Constitution*. It contained motions regarding policy and administrative procedures adopted between 1928 and 1948. Her successor, Gladys Benerd of Stockton College (now San Joaquin Delta College) dutifully updated it in 1953. After that, it became neglected and gradually fell into oblivion.

Twenty-five years later, in 1978, SAB Secretary Denise Morgan of Citrus College compiled and distributed a list of SAB “policies” gleaned from the minutes of the previous six Board meetings (March 1975 through September 1978). It, too, was soon forgotten; and the Advisory Board went back to reinventing wheels.

The first edition of the present document, a committee effort, was distributed at the 1997 Fall Advisors’ meeting and has been updated a number of times since. Although the AGS State Bylaws assign the duty of updating this document to the SAB Secretary, that assignment is overridden by a Standing Rule of October 2014 whereby the SAB (a) created an appointed SAB position called Secretary of Standing Rules, and (b) assigned the duty of updating this document to that officer. (See Duties of Officers of the AGS State Advisory Board, below.)

To help readers find items more quickly, this document now contains a list of topics at the end.

## II. DEFINITIONS:

- (1) **Standing Rules** are motions concerning administrative procedures which are adopted by a majority vote of the chapters represented at any regularly scheduled meeting of the AGS State Advisory Board. The provisions of a Standing Rule are intended to be applicable until a majority of the Advisory Board votes to amend or rescind them; but it **can** be temporarily suspended by a majority vote, thereby allowing passage of some urgent motion that the rule would otherwise prohibit. **Standing Rules** are not concerned with parliamentary procedures, (See **Special Rules of Order** below.)
- (2) **Established Procedures** are also concerned with administrative proceedings, but an **Established Procedures** can come into being without being moved, seconded and voted upon – **as long as no one member present at an Advisory Board meeting objects**. Such customary procedures are frequently originated when some Advisory Board officer thinks of a more practical way to accomplish a certain task and simply proceeds to act accordingly. Many of the procedures for handling AGS Scholarship and Award applications, for example, have become **Established Procedures** in this way. Any advisor present at a regularly scheduled meeting of the Advisory Board may move to make an established procedure a standing rule; but this is not necessary, for Established Procedures have the same authority as Standing Rules.
- (3) **Special Rules of Order** are rules of parliamentary procedure which either supplement or supersede rules of order contained in our parliamentary authority, *Robert’s Rules of Order Newly Revised*. Adoption or amendment of a Special Rule of Order requires notice and a two-thirds vote of the chapters represented at a regularly scheduled meeting of the AGS Advisory Board. A **Special Rule of Order** like a **Standing Rule**, can also be temporarily suspended – but it takes a two-thirds vote to do so.

### III.ABBREVIATIONS:

The following abbreviations are used in this document.

<b>Byls</b>	= <i>Bylaws of Alpha Gamma Sigma</i> , Incorporated, current Edition
<b>EstP</b>	= Established Procedures
<b>FYI</b>	= For Your Information (not binding)
<b>HB96</b>	= <i>AGS Handbook</i> , 1996 Edition
<b>MSC</b>	= Moved, Seconded and Carried
<b>RONR</b>	= <i>Robert's Rules of Order Newly Revised</i>
<b>S&amp;ARpt</b>	= Scholarships and Awards Report
<b>SAB</b>	= State Advisory Board
<b>ScApPkt</b>	= Scholarship Application Packet
<b>SpRO</b>	= Special Rule of Order
<b>StdR</b>	= Standing Rule

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### TOPICS ARE LISTED ALPHABETICALLY

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#### ACTIVE CHAPTER DEFINED

1. **Byls:** See Article III, Sec 9 of the current AGS State Bylaws.

#### ADVISOR AWARDS

1. **StdR:** The annual **AGS Outstanding Advisor Award** will begin at the 2005 Spring Convention and will be run by the Vice-Chair of Scholarships and Awards. (MSC, Oct. 2, 2004, Motion #3)  
Implementation plan: Conclude the Saturday night awards ceremony by announcing up to 5 winners (less if not enough nominees). Eligibility is open to active advisors only (not retired or emeritus advisors). An advisor would have to have served 4 complete years of service as an advisor to become eligible in their 5<sup>th</sup> year as an advisor for the award. Only one nominee per chapter per year allowed. Nominees who are selected for the award are ineligible for the next four years of service as an advisor and then become eligible in the 5<sup>th</sup> year of service from when they were selected. The selection committee consists of the previous year's winners and the 2 student trustees. Committee members do not rank someone from their own college. Nomination will consist of a 1-2 page letter from the chapter signed by the chapter president and vice-president.
2. **StdR:** The annual **Distinguished Service Award** is to be established. This award is intended to honor retirees who have made significant contributions to the State Advisory Board and the Board of Trustees. (MSC, Oct. 4, 2003, Motion # 7)
3. **StdR:** **The Distinguished Service Award** will begin in Spring 2005 and Ed Keith and Marilyn Kaecke will be the first recipients. (MSC, April 9, 2005, Motion # 1)
4. **StdR:** The distinguished service award winner will be provided a complimentary room and banquet ticket, as needed. (MSC October 1, 2011, Item X.D., Motion #4)

#### ADVISOR MEETINGS

1. **SpRO:** All motions at State Advisory Board meetings will be in writing on an official "motion form" from this point and continuing in order to avoid confusion and to aid the secretary ... [in writing the minutes]. (MSC, April 5, 1986, Item 12, 1)
2. **StdR:** The State Advisory Board shall pay the costs of the Fall Advisory Board meeting for food, travel and lodging for both student trustees, effective as of the Fall 1991 Advisors' meeting. (MSC, October 5, 1991, Page 7)

- 3. SpRO:** There shall be a 10 minute limit to debate on agenda items, with a two-thirds vote required to extend debate for an additional 10 minutes. (MSC, April 22, 1995, Motion #6)
- 4. StdR:** The Fall Advisors' Meeting and the programs of the Regional Conferences, including morning refreshments, shall not begin before 9:00 a.m. (MSC, October 5, 1996)
- 5. EstP:** The suggestions for the format of an agenda presented in our parliamentary authority (see the Index of **RONR** under "**Order of Business**, usual, or standard") shall be augmented as follows.
1. Call to Order and President's opening remarks
  2. Secretary's explanation of the sign-in process
  3. Corrections to the State Advisory Board Directory
  4. Introductions
  5. Parliamentarian's explanation of special rules of debate
  6. Approval of the agenda with identification of action items
  7. Correction and approval of the minutes of the last meeting
  8. (in the SPRING) Scholarship Chair's Report
  8. (in the FALL), 9. (in the SPRING) Board of Trustees Report
  9. (in the FALL), 10. (in the SPRING) Advisory Board Officers' Reports (listed in the same order as in the Bylaws, Article VI, Section 1)
  10. (in the FALL), 11. (in the SPRING) Other Reports
  11. (in the FALL), 12. (in the SPRING) Unfinished Business
  12. (in the FALL), 13. (in the SPRING) New Business
  13. (in the FALL), 14. (in the SPRING) Announcements
  14. (in the FALL), 15. (in the SPRING) Adjournment
- 6. StdR:** At each advisory board meeting, in the fall and in the spring, there shall be an Advisor's Workshop as part of the meeting agenda. (MSC, March 24, 2001, Motion # 19)
- 7. Byls:** (See Bylaws, Article VI: Section 2, Paragraph a-(3) and Paragraph d-(6).)
- 8. EstP:** The Secretary will aid the President in formulating an agenda for each Advisory Board meeting using the latest minutes as a guide and mailing copies to all known advisors of all active chapters at least ten days before the date of the meeting. (NOTE: This early notice is required by the Brown Act.)
- 9. EstP:** The Secretary will bring enough copies of the Agenda to each meeting to distribute to new advisors who did not receive a copy in the mail.
- 10. StdR:** Fall Advisor Meetings will be held on college campuses. (MSC, April 17, 2010, Item X.C.2.A., Motion #12)
- 11. StdR:** The State Advisory Board of Alpha Gamma Sigma may make reimbursements, when local chapters or college funds are unavailable, up to \$200 for travel expenses or registration costs for the FAM and the Spring Convention for the State Advisory Board treasurer, secretary, scholarship chair and president. (MSC, October 6, 2012, Item X.D., Motion #7)
- 12. StdR:** The State Advisory Board of Alpha Gamma Sigma will pay the actual costs of the SAB treasurer's expenses and registration costs for the FAM and the Spring Convention when local chapter and college funds are not available. (MSC, October 6, 2012, Item X.D., Motion #8)

### **ADVISOR QUALIFICATIONS**

- 1. StdR:** Each chapter must have at least one advisor who is certificated. (MSC, September 22, 1884, Item 6)
- 2. EstP:** A classified employee can be an AGS advisor; the Education Code does not preclude that fact as long as there is at least one certificated faculty advisor. (From discussion, April 19-20, 1991, minutes, page 5)
- 3. StdR:** Each chapter must have at least one full-time faculty member or administrator as an advisor. (MSC, October 3, 2009, Item X.C., Motion #7)

## **ADVISOR RESPONSIBILITIES**

- 1. Byls:** (See Article III, Sections 7 and 8 of the current *AGS State Bylaws*.)
- 2. FYI:** *[NOTE: At the State Advisory Board meeting of April 22, 1995, Vice-Treasurer Ed Keith presented a list of 12 responsibilities of chapter advisors for Board Approval. All 12 were printed in the 1997 edition of the document you are now reading. Since then, the AGS State Bylaws have been revised and several items on Ed's list are now part of the Bylaws. The first five items of Ed's list have, therefore, been deleted and have been replaced by three new items authored by the Secretary. The amended list is below.]*
- 3. EstP:** The responsibilities of advisors with regard to the State Organization of Alpha Gamma Sigma are as follows:
  - 1) Chapter advisors must become acquainted with the provisions of the *AGS State Bylaws* as well as of the bylaws of their own chapters. It is especially important to become familiar with the provisions of Article III, Section 7 and 8, of the *AGS State Bylaws* in order to keep one's local chapter in good standing
  - 2) Advisors must periodically check their chapter's supply of official silver and gold pins, Permanent Membership Certificates and State Honor Roll Certificates and reorder from the Advisory Board Treasurer in time for use when needed.
  - 3) In the process of filling out the Permanent Membership Report form at the end of the academic year in preparation for sending it to Secretary of Extension and Eligibility, mark *clearly* those on the list who qualify for inclusion on the State Honor Roll.
  - 4) Notification of changes of advisor status, including school address, phone number and e-mail address changes, must be reported to a State Advisory Board officer. Any outgoing advisors must inform their replacements of these responsibilities.
  - 5) Chapters with multiple advisors should designate one as chief advisor to have the ultimate responsibility for the chapter.
  - 6) Some of these duties and responsibilities may be assumed by or delegated to AGS student members, but the primary and ultimate responsibility for assuring that the chapter remains in good standing rests with the advisor.
  - 7) Except in special cases, chapter officers are to be discouraged from writing letters or making phone calls to State Advisors Board officers.
  - 8) Advisors attending regularly scheduled Advisors' meetings must be sure to sign the roll sheet before leaving the meeting.
  - 9) It is the responsibility of the applicant(s) and the chapter advisor(s) to ensure that all copies of the required [Scholarship and Award Application] documents are complete and are mailed by the deadline.

## **ALCOHOL CONSUMPTION AT ALPHA GAMMA SIGMA CONVENTIONS**

- 1. EstP:** The California Penal Code prohibits alcohol consumption during student organization meetings. The following is a quote from the Minutes of April 20, 1991, Page 9: "Some advisors thought that it was OK for alcohol to be consumed when sessions were adjourned; others were confused as to the definition of when a convention is in session. Advisors are responsible for students through individual campus rules and regulations." (...and, of course, the California Penal Code.)

## **ALPHA GAMMA SIGMA WEBSITE**

- 1. EstP:** A website for Alpha Gamma Sigma, Inc. shall be established and maintained.
- 2. StdR** The position of "Web Master" shall be established as an office of the Advisory Board. (MSC, March 24, 2001, Motion # 18)

## **ANNUAL BUDGET**

- 1. FYI:** [Unlike most societies that receive and disburse funds, AGS seems never to have required an “annual budget” planned by a “budget committee” and approved by the voting members (i.e., the State Advisory Board). Any AGS Advisor who feels we should have a provision for an annual budget in our bylaws should draw up an amendment to that effect and present it to the Advisory Board for approval. If ratified, such a new section would be inserted into Article VII (Apportionment of Funds) of the Bylaws (q.v.).]

## **APPORTIONMENT OF FUNDS**

- 1. Byls** See **first** Article VII (Apportionment of Funds) in the current Bylaws.
- 2. StdR:** The treasurer is authorized to pay required bills of Alpha Gamma Sigma up to an amount not exceeding the annual dues money collected for this purpose. (MSC, April 13, 2013, Item X.D. Motion #9)

## **ATTENDANCE AT CONFERENCES AND CONVENTIONS (See also SCHOLARSHIPS AND AWARDS section D, EVALUATION)**

- 1. StdR** Recipients of Loly [and Service] Awards are required to be present at the awards ceremony, except in extenuating circumstances presented to the Advisory Board Meeting at the State Convention by the advisor or designated representative. (MSC, Dec. 10, 1977, Item 2)
- 2. EstP:** No student delegates will be allowed to register at any regional conference or State Convention without the presence of the advisor or designated certified substitute from the chapter’s college. (From discussion, October 6, 1979, Item 13 of the minutes.)
- 3. EstP:** “A special form will be enclosed with the applications for scholarships and awards stating specifically that both the applicant and the advisor understand the necessity of their attendance at the convention. Several drafts of possible forms have since been submitted.” (From discussion, March 21, 1981, Item 3 of the minutes.)
- 4. StdR:** “Drafts of several possible Advisor/Student Agreements on conference attendance were included with the minutes of the previous meeting, and there was some discussion as to which of these to adopt. It was MSC to accept the forms that had been listed as attachments #5 and #6, with certain corrections and additions agreed upon by the advisors...; it was also MSC to use these forms for the Nov. 7 regional conferences.” (Minutes of October 3, 1981, Paragraph 12, lines 10-15)
- 5. HB96:** (See a copy of the form referred to in Item 4 above on Page 7-8 of the **AGS Handbook**, 1996 Edition.)
- 6. StdR:** Attendance of the candidate’s advisor or the advisor’s proxy is sufficient to satisfy the requirement for “being in attendance” at the convention [.] (MSC, October 7, 2000, Motion #14) *[NOTE: The remainder of this motion has been superseded by the following item.]*
- 7. StdR:** In order for a student to be considered for an award, the student must be present all day Saturday beginning the first roll call. (by correction of the minutes of March 24, 2001, MSC on that date)
- 8. StdR:** Once every three years, a chapter may use a [non-voting] proxy advisor from another chapter for students in attendance at a regional conference or at a state convention, but not both. (MSC, April 5, 2014, Item IX.C, Motion #1)
- 9. StdR:** Once every five years, any chapter may ask for an advisor from another chapter to serve as a [non-voting] proxy for attendance at one and only one fall advisory meeting, regional conference or spring convention when no students are in attendance. (MSC, April 5, 2014, Item IX.C, Motion #2)

## **BUDGET (See ANNUAL BUDGET)**

## CALENDAR OF YEARLY EVENTS (See DUE DATES FOR CHAPTER ADVISORS)

### CHAPTER DUES

1. **Byls** See Article III, Section 7 of the current **AGS State Bylaws**.

### CHAPTER INITIATION AND REACTIVATION

1. **Byls** See current **AGS State Bylaws**, Article III, Sections 2 and 5.
2. **StdR:** A letter will be sent by the Secretary of Extension and Eligibility to each inactive chapter once a year to see if that college is interested in reactivating [it]. (MSC, October 1, 1994, Motion #4)
3. **StdR:** Both the initiation and reactivation fees shall be set at \$70. (MSC, October 7, 2000, Motion # 18)

### CHAPTER NAMES

1. **HB96:** The Greek letter names of all chartered AGS chapters of Alpha Gamma Sigma and the system for choosing them are listed and described on pages 5-11 through 5-17 of the **AGS Handbook, 1996 Edition**.
2. **StdR:** When two chapters with the same Greek [letter] name exist, the one with the longest active chapter standing will be designated by their chartered Greek insignia. The other chapter will effect a name change. If one of these chapters has been inactive for more than two years, that chapter must effect the new name change; active chapters take priority. (MSC, April 5, 1986, Item 17.0)

### CHAPTER OFFICER QUALIFICATIONS

1. **StdR:** In the absence of qualified members for elective office, temporary members may hold such office. (MSC, October 6, 2012, Item X.F., Motion #9)

### CLASSIFIED EMPLOYEES AS AGS ADVISORS (See ADVISOR QUALIFICATIONS)

### COLORS OF ALPHA GAMMA SIGMA

1. **StdR:** The official colors of Alpha Gamma Sigma shall be gold and black. (MSC, May 7, 1955)

### COMMITTEES

1. **Byls:** (For **appointment of special committees**, see Article VI, Section 2, Paragraph “a”, Item 2) of the current AGS State Bylaws.)
2. **Byls:** The President shall have the right but not the duty to serve as ex officio member of all committees except the Nominating Committee. (Article VI, Section 2, Paragraph “a”, Item 4))
3. **Byls:** (For membership of the **Nominating Committee**, see Article VI, Section 3, Paragraph “a”, Item 2 of the current **AGS State Bylaws**.)
4. **StdR** A committee newly appointed at an Advisory Board meeting shall meet briefly immediately after that meeting to organize and make plans for carrying out its deliberations. (MSC, October 7, 2000. Motion # 20)

(See also **FINANCIAL REVIEW COMMITTEE; SCHOLARSHIP AND AWARDS, PART D, ITEM 7**; and **STATE CONVENTION PLANNING COMMITTEES**.)

### CONTESTS

1. **HB96:** (See Page 7-20 in the **AGS Handbook, 1996 Edition**.)
2. **StdR:** The following are the rules for the Name Tag Contest to be held at each State Convention:
  - 1) Each delegate and advisor of a participating chapter wears the name tag which has been designed by a chapter member.

- 2) Every name tag submitted for judging must have the college name, the chapter name and a student's name (or 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 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 rep 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 (MSC, October 1, 1994, Motion #9)
- 7) 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.
- 8) Any tag shall need at least two votes to stay in the running in any particular category (MSC, October 1, 1994, Motion #9)

**3. StdR:** The AGS State Convention contests will be expanded to include a T-Shirt Design Contest with categories similar to the Name Tag Contest. (MSC, April 13, 2013, Item X.H., Motion #11)

### **DONATIONS TO ALPHA GAMMA SIGMA, INCORPORATED**

**1. FYI:** Past editions of this document cited an IRS Employer Identification Number (a.k.a. "Tax Identification Number") which should be used **only** by the Treasurers of the State Advisory Board and the Board of Trustees. Persons or corporations wishing to make tax-deductible donations to Alpha Gamma Sigma, Incorporated can get this number by asking either of the Treasurers. It is not for use by advisors and members of AGS unless they are making donations directly to the state organization. For donations to individual chapters, the IRS Tax ID Number of each chapter's college should be used instead.

### **DUE DATES FOR CHAPTER ADVISORS**

**1. EstP:** For each academic year, the Secretary of the Advisory Board shall compile a list of dates of AGS activities at the regional and state levels together with deadline dates for chapter advisors to comply with requests from Advisory Board officers, and shall prepare copies for distribution at the Fall Advisors' meeting and at the advisors' meetings at the Regional Conferences. Copies shall also be mailed with the minutes of the Fall Advisors' meeting to all known advisors of active chapters. (Statement prepared by the Secretary of the AGS Advisory Board (March 20, 2001) [*NOTE: It is not known when the custom began to distribute the yearly document now called "DUE DATES FOR CHAPTER ADVISORS" but it was already an established custom in 1997. It was originally entitled "Calendars of Yearly Events."*])

### **DUTIES OF OFFICERS OF THE AGS STATE ADVISORY BOARD**

**1. Byls:** (See Article VI, Section 2 of the current *AGS State Bylaws*.)

**2. StdR:** The SAB shall include an appointed position called Secretary of Standing Rules, whose duty is to update the AGS Standing Rules after each SAB meeting, incorporating any new standing rules, established procedures, or special rules of order that appear in the minutes of that meeting. This standing rule will override the AGS State Bylaws stipulation that updating of the Standing Rules is the responsibility of the Advisor Board Secretary. (MSC, October 2, 1014, Item X.D, Motion #2)

## ELECTIONS

1. **Byls:** (See Article VI, Section 3 of the current *AGS State Bylaws*.)

## EMERITI MEMBERS OF THE STATE ADVISORY BOARD

1. **Byls:** (See Article IV, Section 3 of the current *AGS State Bylaws*.)

## FALL ADVISOR MEETING (see ADVISOR MEETINGS)

## FINANCIAL REVIEW COMMITTEE

1. **StdR:** An internal Financial Review Committee shall be appointed every third year at the spring Advisory Board meeting to review the Treasurer's records and report their findings at the following spring meeting. This committee shall be made up of two Advisory Board members other than Advisory Board officers. The first such committee shall be appointed at the 2001 State Convention to report the following year. (MSC, October 7, 2000, Motion #21)

## GOOD STANDING STATUS OF CHAPTERS

1. **Byls:** (See Article III, Section 8 of the current *AGS State Bylaws*.)

2. **StdR** Any club purporting to be an AGS affiliate without paying dues and being an active member as prescribed in our rules and requirements [a.k.a. our Bylaws] and, after due notice of their delinquency, are negligent in becoming active members, should receive notice of disaffiliation and a copy be sent to the President and Student Services Administrator of the college. (MSC, April 5, 1986, Item 13.4)

3. **StdR** It shall be determined twice each year which chapters are in good standing and which are active but **not** in good standing: (1) immediately after October 31 or after the last of the Regional Conferences has met, whichever is the latest, and after attendance at each conference has been reported to the Secretary of Extension and Eligibility; and (2) immediately after the State Convention. (MSC, October 7, 2000. Motion # 17)

## GREEK LETTER CHAPTER NAMES (See CHAPTER NAMES.)

## HISTORIAN

1. **Byls:** (See Article VI, Section 2, Paragraph "p".)

2. **RONR:** This historian "prepares a narrative account of the society's activities during his or her term of office, which, when approved by the assembly, will become a part of the society's official history." (**Robert's Rules of Order Newly Revised, 1990 Edition**, pages 452-453)

## HONOR ROLL (See STATE HONOR ROLL.)

## JEWELRY, STOLES AND CERTIFICATES

1. **Byls:** **Purchase** (See Article VI, Section 2, Paragraph "e", Item 5) in the current *AGS State Bylaws*.)

2. **EstP:** All ordering of jewelry and certificate items must be done by an advisor, and payment must be by school check or money order. No private party checks will be accepted. (From a list of 12 responsibilities of chapter advisors prepared by Vice-Treasurer Ed Keith and presented to the Advisory Board for approval April 22, 1995)

3. **Byls:** **Wearing AGS jewelry** See Article II, Section 7, of the current *AGS State Bylaws*.

4. **StdR:** Wearing of the Society's [official] pins by advisors ... would be advisable only if the advisor had rightfully earned the pin in his Junior College career. (MSC, March 26, 1960), Page 2)

- 5. StdR:** The purchase of the AGS gold stole and/or cords will be done by an AGS chapter advisor. Sales to individual students are prohibited (except for local chapter sales to qualified members of that chapter) (MSC, April 9, 2005, Motion # 4)

#### MAILINGS

- 1. StdR** Routine mailings shall be sent only to chapters that have been in good standing within the last 3 years. (MSC, October 1, 1994, Motion # 5)
- 2. EstP:** Statewide mailings not specifically intended only for chapters in good standing are sent to all **known** advisors of all active chapters. [NOTE: "Active Chapter" is defined in our Bylaws, Article III, Section 9.]

#### MEANING OF THE LETTERS "ALPHA GAMMA SIGMA"

- 1. HB96:** **ALPHA** stands for "arête," meaning "good character" or "virtue."  
**GAMMA** stands for "gnosis," meaning "knowledge."  
**SIGMA** stands for "sophrosyne," meaning "good judgment."  
(1996 Handbook, Page 1-1)
- 2. StdR** The meanings assigned to "Arete, Gnosis and Sophrosyne" by the 1932 committee ("Good character, Knowledge and Good Judgement") shall be considered acceptable, but the English equivalents suggested by Steve Wallech ("Excellence, Knowledge and Wisdom") shall be considered the preferred interpretations. (MSC, MOTION #6, October 6, 2001)

#### MINUTES, FORMAT AND CONTENT OF

- 1. EstP:** Just below the heading of the Minutes of a State Advisory Board meeting the Secretary shall list alphabetically by college name all chapters represented at that meeting along with their names of advisors **present**.
- 2. EstP:** The content of the minutes shall be basically as specified in the Index of our Parliamentary Authority, the latest edition of *Robert's Rules of Order Newly Revised*. (See "Minutes, content of" in the Index of *RONR*.) In addition, however, it has been the practice for the AGS Advisory Board Secretary to include also the "gist" of pertinent discussions even though they did not result in a vote.
- 3. EstP:** Each Advisory Board Secretary is free to choose any of a number of possible ways of highlighting each of the topics in the minutes.

#### NAME TAG CONTEST (See CONTESTS)

#### NEW ADVISORS ORIENTATION (See ADVISOR MEETINGS)

#### NEWSLETTER OF ALPHA GAMMA SIGMA

- StdR:** AGS shall provide funding for a statewide newsletter to be published three times a year to cover cost of printing, mailing and paper not to exceed \$1,000 per year. (MSC, October 7, 1995, Motion # 8)

#### PERMANENT MEMBERSHIP

- 1. Byls:** See Article II, Section 4 of the current *AGS State Bylaws*.
- 2. HB96:** [NOTE: The information on Permanent Membership in the 1996 Edition of the *AGS Handbook* is now obsolete.]

## PRIVACY DISCLAIMER

1. **StdR:** The State Advisory Board suggests [but does not strictly require] that individual chapter application forms contain a release statement whereby students give permission for their likeness to be used on AGS [chapter or SAB] websites. (MSC, October 6, 2012, Item X.C., Motion #6)

## REIMBURSEMENT FOR ADVISORY BOARD EXPENSES

1. **StdR:** Advisors who incur State Advisory Board expenses may request reimbursement. (MSC April 5, 2008 Motion #5)
2. **StdR:** Requests for reimbursement must be submitted to the treasurer within one year from the time of expense. (MSC, October 7, 2006 Motion #3)
3. **StdR:** Expenses for printing, postage, and office supplies will be reimbursed. An itemized list of expenses with receipts should be submitted to the treasurer. (MSC, October 7, 2006, Motion #4)
4. **StdR:** The president, secretary, and treasurer may submit requests for partial reimbursement of travel expenses for the Fall State Advisory Board Meeting. A maximum of \$100 may be reimbursed. (MSC, October 7, 2006, Motion #5)
5. **StdR:** Reimbursements for other State Advisory Board expenses (equipment, software, etc.) must be approved by the State Advisory Board prior to reimbursement. (MSC, October 7, 2006, Motion #6)
6. **StdR:** Any equipment, software, etc. purchased with AGS funds becomes the property of Alpha Gamma Sigma, Inc. and thus not the property of the advisor who made the purchase. (Comment, October 7, 2006)
7. **StdR:** Neither the Treasurer nor the Vice-Treasurer shall write a reimbursement check to themselves. (MSC, October 7, 2006, Motion #8)
8. **StdR:** Nothing in this language shall prohibit advisors or officers of Alpha Gamma Sigma from paying their own expenses generated in pursuing their duties for Alpha Gamma Sigma.

## SCHOLARSHIPS AND AWARDS

1. **StdR:** The rules and procedures for scholarships and awards that have evolved over the past ten years and are outlined in the current (2000-01) scholarship packet shall be adopted as Standing Rules. (MSC, October 7, 2000, Motion # 12) *[NOTE: The rules and procedures mentioned in this Standing Rule are listed below in Parts A through D under this title.]*

### *Special Abbreviations used in Parts A through D below:*

<i>S&amp;ARpt</i>	= <i>Scholarship and Awards Report</i>
<i>ScApPkt</i>	= <i>Scholarship and Application Packet</i>

## A. SCHOLARSHIPS AND AWARDS, GENERAL DESCRIPTION

1. **EstP** There are **two main** categories of awards: **service** awards (which do not depend upon the student's GPA) and **academic** awards. (1997 **ScApPkt** included in **S&ARpt**, Oct. 5, 1996, page # 3)
2. **StdR:** There are two **service** awards, the **Ed Walsh Outstanding Service Award** and the **Charles Bell Service Award**, given to students who have given outstanding service to their chapters, campuses, and communities. (MSC, April 23, 1983, Item 14 and MSC, April 17-18, 1998, Motion # 5)
3. **StdR:** The two Walsh applicants who receive the highest ratings are designated the **Charles Bell Service Award** winners. (MSC, April 17-18, 1998, Motion # 5)
4. **EstP:** There are three academic awards, the **Kathleen D. Loly Scholarship Award**, the **Virginia Coffey Award**, and the **Robert Mantovani Award**. (1997 **ScApPkt** included in **S&ARpt**, Oct. 5, 1996, page # 3)

5. **StdR:** The top two Loly applicants who receive the highest ratings are designated the **Virginia Coffey Award** winners. (MSC, Oct. 2, 1993, Page 2)
6. **StdR:** The **Robert Mantovani Award** recognizes those outstanding students who qualify for the Loly Award and have also provided outstanding service and leadership to their chapters, campuses and communities. (MSC, Oct. 6, 1990, Page 5)
7. **EstP:** Financial need is NOT a criterion for either award category. (Based upon old **StdR** MSC, March 23, 1968, Item 6b: “The motion passed to allow application for Loly Awards without financial need.”)

## **B. SCHOLARSHIPS AND AWARDS, NOMINATIONS AND ELIGIBILITY**

1. **EstP** Individual chapters decide how to choose the chapter’s award nominees. While specific selection procedures vary, the nominees must have the support of both the chapter advisor(s) and the officers, and the applicants should be active members of the local chapter. (1997 **ScApPkt** included in **S&ARpt**, Oct. 5, 1996, Page #3)
2. **Byls:** In order to submit candidates for AGS scholarships, the chapter must be in good standing. The reference for this provision is in the Bylaws, Article III, Section 7. For the criteria for good standing status of a chapter, see the Bylaws, Article III, Section 8.
3. **StdR:** A student may apply for both service and academic award categories in the same year, but may only receive one in any given year. (MSC, April 15, 1975, Page 5)
4. **EstP:** A student who has won an award in one category is not eligible to apply for another in the same category. (From discussion, April 24, 1993.) [*NOTE: A motion to allow a Loly winner to apply for a Mantovani in a following year failed, Oct. 7, 1995, Motion #7.*]
5. **EstP:** A student who has won an award in one category may apply for an award in the other category in a subsequent year. (From discussion, April 24, 1993)
6. **EstP:** Each chapter in good standing may nominate **one** member for the **Ed Walsh Outstanding Service Award**, (1997 **ScApPkt** included in **S&ARpt**, Oct. 5, 1996, page #3)
7. **StdR:** The college that hosts the State Convention will get an additional **Ed Walsh** nominee and the college who does the registration will get an additional **Ed Walsh** nominee. When the same college does both jobs, then that college gets two additional **Ed Walsh** nominees. (MSC, Oct. 2, 2004, Motion #1) When two colleges co-host a Regional conference, they each will receive an additional **Ed Walsh** nominee. However, when one college hosts a regional it will still receive only one additional **Ed Walsh** nominee. (MSC, Oct. 2, 2004, Motion #3)
8. **StdR:** An applicant for the **Walsh Award** must have both been a member of AGS and been enrolled in classes at the community college for an entire academic year. (MSC, April 11, 1997, Motion #6)
9. **EstP:** An applicant for a **Walsh Award** must have completed a minimum of 30 semester (or 45 quarter) units by the end of the spring term of the year nominated. (1997 **ScApPkt** included in **S&ARpt**, Oct 5, 1996, page # 3)
10. **StdR:** Each chapter in good standing may nominate two candidates for the **Loly Award**. (MSC, March 23, 1974, Item 7, reaffirmed MSC, April 18, 1998, Motion #14)
11. **StdR:** Each chapter in good standing may designate one of the **Loly** applicants for the **Mantovani Award**. No additional application is required. (MSC, October 5, 1996, Motion #6)
12. **StdR:** An applicant for the **Loly Award** must have both been a member of AGS and been enrolled in classes at the community college for the entire academic year. (MSC, April 11, 1997, Motion #6)
13. **StdR:** An applicant for the Loly Award must have completed a minimum of 60 semester (or 90 quarter) units by the end of the spring term with a minimum **GPA of 3.75**. This 60 semester (or 90 quarter) unit requirement includes any courses offered for credit at the community college as well as credits awarded for AP (Advanced Placement). (MSC, October 5, 1996, Motion #4 addresses AP units.)

- 14. EstP:** i. At least 30 semester (or 45 quarter) units must have been earned at a community college in graded courses.
- ii. If it will benefit the student, only the last 60 semester (or 90 quarter) units will be used to calculate the GPA. If any units from a particular semester are used, all units from that semester must be included in calculating the GPA. (1997 **ScApPkt** included in **S&ARpt**, Oct. 5, 1996, page #3)

### **C. SCHOLARSHIPS AND AWARDS, APPLICATION RULES AND REQUIREMENTS**

- 1. StdR:** The AGS scholarship applications will be posted to the AGS website after the fall advisor meeting where the deadlines for submission are determined. A letter (no more than a single page) would be mailed to advisors by the scholarship chair letting them know where they can get the application online. (MSC, April 24, 2004, Motion # 4)
- 2. StdR:** Only transcripts which meet the following conditions be accepted in scholarship applications:
1. College must be clearly stated
  2. Semester and year must be clearly stated.
  3. Grades for each class, the GPA for each semester, and overall cumulative GPA for the college must be clearly shown. If the information is not clearly shown, then the NOMINATING ADVISOR must add the information manually and initial each addition.
  4. IF transfer units are involved, then there must be a transcript which incorporates the transfer with the local community college course work. If not then the NOMINATING ADVISOR must do this manually and provide a clear and easy to understand document which incorporates all the information from all the different institutions. Of course, the individual transcripts would be required to verify advisor's work.  
(MSC, April 24, 2004, Motion # 5)
- 3. EstP:** A total of **SEVEN legible** copies of each application packet, **collated** and **stapled**, must be mailed to the address designated in the application packet by the deadline given. (The required number of copies was increased to seven in the **S&ARpt** of Oct. 3, 1998, Item 16a.)
- 4. StdR:** When fewer than seven copies of an application packet arrive, they will not be forwarded to the readers. (MSC, Oct. 5, 1996 and **amended** Oct. 3, 1998)
- 5. EstP:** It is the responsibility of the applicant(s) and the chapter advisor(s) to ensure that all copies of the required documents are complete and are mailed by the deadline. (From a list of advisors' responsibilities prepared by Ed Keith and presented to the Advisory Board April 22, 1995)
- 6. EstP:** No Service or Loly applications will be accepted if postmarked after [the deadline] date, or if hand carried to the convention. (Announcement by Scholarships and Awards Chair, Advisory Board meeting of Oct. 4, 1980)
- 7. EstP:** If an application is disqualified, it will not be returned. (Announced by Scholarships and Awards Chair, April 5, 1996, Item 10)
- 8. EstP:** For best results, all chapter applications should be mailed together, in one envelope, by first class mail. (Announced by Scholarships and Awards Chair, April 5, 1986, Item 10)
- 9. EstP:** Each copy of the application for the **Ed Walsh Outstanding Service Award** must contain the following items, in clear and legible copy, collated and stapled in the order listed: (1997 **ScApPkt** included in **S&ARpt**, Oct. 5, 1996, page # 3)
- a. The **AGS Award Application Cover Sheet**, signed by both the applicant and the AGS advisor; (**S&ARpt**, Oct 7, 1995, page 5)
  - b. The **advisor's letter** of recommendation, not more than two pages in length. The letter must include verification of the eligibility of the applicant and must be signed by at least two of the chapter's officers (other than the applicant).

- c. A **list** of the applicant’s service to AGS, the campus, and the community. This list must **summarize** the major accomplishments semester by semester, and give an overall impression of what that applicant has contributed to AGS, as well as to the campus and community (from discussion, October 5, 1996, page # 4); and
- d. A one to two page **statement by the applicant**; typed in typeface not smaller than 12 point or 10cpi, double spaced, and with one inch margins. This statement must include not only what the applicant has contributed to AGS, the campus and the community, but also how involvement with AGS has affected the applicant. (Suggested by the Chair of Scholarship and Awards, Oct. 1, 1983. Item 10 of the minutes)

**10. EstP:** Each copy of the application for the **Loly Award** must contain all the following items, in clear and legible copy, collated and stapled in the order listed: (1997 **ScApPkt** included in **S&ARpt**, Oct. 5, 1996, page # 3)

- a. The **AGS Award Application Cover Sheet**, signed by both the applicant and the AGS advisor; (**S&ARpt**, Oct 7, 1995, page 5)
- b. A one to two page **autobiographical** essay by the applicant that includes information about who the applicant is and hopes to accomplish, typed in typeface not smaller than 12 point or 10 cpi, double spaced, with one inch margins, and two pages maximum in length; (Suggested by the Chair of Scholarships and Awards, Oct. 1, 1983, Item 10 of the minutes)
- c. Transcripts of completed courses (not necessarily official, but meet the requirements of 2 above.)
- d. A printout of courses in progress.
- e. The **advisor’s** letter of recommendation, not more than two pages in length. The letter will include verification of the eligibility of the applicant; and
- f. Two letters of **reference**: (MSC , April 22, 1995, Motion # 5)
  - i. One non-academic letter. Non-academic means a “letter written for the applicant by a person who discusses the student’s achievements that are other than academic.” (Oct. 2, 1993, page 6)
  - ii. One academic letter that discusses the student’s academic achievements. (MSC, April 22, 1995, Motion # 5)

**11. StdR:** Each chapter in good standing may designate one of the Loly applicants for the **Robert Mantovani Award**. There is **no** separate application form for this award. Both the AGS Award Application Cover Sheet and the AGS advisor’s letter of recommendation must include the student’s nomination for the Mantovani Award. The advisor’s letter must also include evidence of the student’s leadership abilities and service to AGS; the non-academic letter of reference must also reflect the applicant’s achievements in the areas of leadership and a service to AGS, the school and the community. (MSC, October 5, 1996, Motion #6)

**12. EstP:** Materials other than those required for application should not be sent with the application, (From discussion, October 5, 1985, Item 3.3.4.2)

#### **D. SCHOLARSHIPS AND AWARDS, EVALUATION**

**1. EstP:** Two teams of 6 chapter advisors, each including three advisors from the North and three from the South, read and evaluate the applications. One team evaluates the applications for service awards and the other evaluates the applications for academic awards. (Report of the Chair of Scholarships and Awards.)

**2. EstP:** Readers use the following point system to evaluate the applications:

**Ed Walsh Outstanding Service Award**

Advisor’s letter of recommendation	3 points
Applicant’s service	2 points

Applicant's statement	3 points
Reader's recommendation	1 point

**Kathleen Loly Award**

GPA (breadth, level of difficulty, consistency)	4 points
Student Essay	3 points
Letters of recommendation	2 points
Reader's recommendation	1 point

**Mantovani Award**

In addition to the points given under the Loly Award, the applications designated as Mantovani nominees will be judged on the following additional criteria:

Service	2 points
Leadership	2 points
Reader's recommendation	1 point

(1998 *ScApPkt* included in *S&ARpt*, Oct. 4, 1997, Item 6H)

3. **EstP:** POINT DEDUCTIONS are made for application materials that do not comply with the given directions. (1999 *ScApPkt* included in *S&ARpt*, Oct. 3, 1998)
4. **EstP:** Readers do not evaluate the applications from their own chapters. (*S&ARpt*, Oct. 3, 1998)
5. **EstP:** The Scholarships and Awards Chair and/or Vice-Chair collect(s) and average(s) the scores from the readers and prepare(s) a list of the ordered scores.
6. **EstP:** The State Advisory Board determines the amount of funds available each year for awards, based on recommendations from the Board of Trustees and the Treasurer of the Advisory Board.
7. **EstP:** The Scholarships and Awards Committee, consisting of the Chair and Vice-Chair, plus the readers, reviews the numerical scores without any other identifying information (i.e., applicant and chapter names are not included) and recommends to the State Advisory Board the number and monetary amounts for the awards.
8. **EstP:** All scholarship and service award applicants will be recognized at a reception hosted by the Board of Trustees. Certificates will be presented to applicants at that time. (From discussion, April 19 1985, Item 7)
9. **EstP:** Only cash award winners will be recognized at the Awards Ceremony (From discussion, April 19, 1985)
10. **StdR:** Scholarships and Awards are to be paid at the annual Awards Ceremony at the State Convention. (MSC, February 21, 1976, Motion # 1 and MSC, December 10, 1977, Item 2)
11. **StdR:** The amount of the **Walsh Awards** shall be a minimum of \$250. (MSC, April 17-18, 1998, Motion # 3)
12. **StdR:** The **Bell Awards** (the top two Walsh Awards) shall be at least \$300 each. (MSC, April 17-18, 1998, Motion # 5)
13. **StdR:** The **Coffey Awards** (the top two Loly Awards) shall be at least \$100 more than the Loly Awards. (MSC, Oct. 2, 1993, Page 2)
14. **StdR:** Both advisor (or proxy) and applicant must be present at the State Convention for the applicant to receive an award. (MSC, April 18, 1998, #28)
15. **StdR:** In order for a student to be considered for an award, the student must be present all day Saturday beginning at first roll call. A candidate may be exempted from attending all day Saturday by a two-thirds vote of the Advisory Board. (MSC, March 24, 2001, Motion # 6)
16. **StdR:** In order for candidates to be eligible to receive a scholarship, the Chair of Scholarships and Awards must receive verification that they were present at the convention Saturday morning, that they were present at the ceremony where the certificates were presented and that they are present at the evening ceremony to receive their award. (MSC, April 20, 2002, Motion # 3)

- 17. EstP:** Students sign in before roll call Saturday morning on a sheet provide by the Scholarship Chair. Afternoon attendance is verified by the student picking up a certificate at lunch.
- 18. StdR:** Medical excuses for the absence of scholarship and awards nominees must be approved by the Advisory Board. (MSC, April 8, 1989, page 9, under #9)
- 19. StdR:** All exceptions to award requirements must be approved by the Advisory Board prior to the Awards Ceremony, (MSC, Oct. 7, 2000, Motion # 15)

**SPRING ADVISOR MEETING (See ADVISOR MEETINGS)**

**STARTING A NEW CHAPTER OF AGS (See CHAPTER INITIATION AND REACTIVATION.)**

**STATE CONVENTION**

- 1. Byls:** (See Article V, Section 5 of the Current **AGS State Bylaws.**)
- 2. HB96:** (See pages 7-11 through 7-23 of the **AGS Handbook, 1996 Edition**)
- 3. EstP:** In the case of no-shows at the State Convention, the host chapter makes the decision concerning refunds, realizing the “no refund” policies must be communicated in advance and must be adhered to. (From discussion, April 5, 1986, Item 7.1)
- 4. StdR:** Registration for convention housing is to be accepted by the registrar as presented by the individual colleges [i.e., chapters]. (MSC, April 15-16, 1994, Motion # 10, Page 4)
- 5. StdR:** Students may not register at a State Convention prior to their advisor being present unless an advisor from another chapter has been preselected to serve as temporary proxy for those students and the registration chair notified. (MSC, October 4, 2014, Item X.F, Motion #5)
- 6. StdR:** An opening ceremony including both students and advisors will be planned for Friday evening of the State Convention. (MSC, October 7, 2000, Motion # 2)
- 7. StdR:** The host chapter of a spring convention shall receive one 2 person/2 bed room arrangement with all the convention costs included. The host chapter will decide how to use the 2 person room; it may be used for advisors or for students. (MSC, April 2, 2011, Item X.E., Motion #10)
- 8. StdR:** A \$100 late fee will be assessed to chapters who do not pay convention fees postmarked two weeks prior to the convention. Due dates for all fees are required to be paid as mandated in the bylaws. (MSC, October 6, 2012, Motion #4)
- 9. StdR:** Registration materials for the State Convention will include emergency contact information for all registrants, both students and advisors. (MSC, October 4, 2014, Item X.F., Motion #6)

**STATE CONVENTION PLANNING COMMITTEES**

- StdR:** A Convention Planning Committee shall be appointed at each State Convention consisting of the current Vice-President-Elect, either the Treasurer or the Vice-Treasurer of the Advisory Board and at least one advisor from each of the two regions who shall be charged with planning for a convention site for the convention two years in advance and do other convention planning. The Vice-President-Elect at the time of this committee’s appointment shall be the Committee Chair and shall remain Chair until his committee’s charge has been carried out two years later. (MSC, October 7, 2000, Motion # 16)

**STATE CONVENTION REPORT**

- 1. StdR:** The advisor of the chapter hosting the State Convention shall submit a report no later than three weeks after the convention. The report shall include the following:
  - 1) A financial report including sources of income and categories of expenditures to include sleeping room rates, function room rental, entertainment, speaker costs, postage, etc.
  - 2) Total number of attendees, number of student delegates and number of advisors.
  - 3) Number of attendees by region and by college and chapter names.

- 4) Number of sleeping rooms reserved and the number utilized.
  - 5) Number of function rooms utilized.
  - 6) Workshop attendance (if available)
  - 7) Copies of contracts with the site and agreement letters with the keynote speaker.
  - 8) Other information that the Advisory Board may request.
- (MSC, October 5, 1996, Motion #13)

### **STATE HONOR ROLL**

1. **FYI:** *[NOTE: the State Honor Roll, first instituted in 1948, has never been provided for in the AGS State Bylaws. It is mentioned in our current Bylaws in Article VI, Section 2, Paragraph “j”, Item 3), but it is not defined there.]*
2. **HB96:** *[NOTE: The reference to the State Honor Roll in the 1996 Edition of the AGS Handbook is incorrect and misleading. Graduation has **never** been a requirement for inclusion on the State Honor Roll.]*
3. **StdR:** The State Honor Roll of Alpha Gamma Sigma will consist of all permanent members with a cumulative grade point average of 3.95 or higher (as defined in Bylaws Article II, Section 5). (MSC, October 5, 2013, Item X.B., Motion #3)
4. **StdR:** No person shall be named to the State Honor Roll more than once. (MSC, April 17-18, 1998, Motion #2)

### **STUDENT/ADVISOR AGREEMENT (See ATTENDANCE AT CONFERENCES AND CONVENTIONS, Items 4 and 5.)**

### **STUDENT INVOLVEMENT IN ADVISORY BOARD MATTERS**

1. **StdR:** All official matters of the State Advisory Board shall be handled through chapter advisors and not through student members. (MSC, October 4, 1980, Item 4)
2. **EstP:** Jewelry orders are to be sent to advisors and not to student. (April 12, 1997, Page 8, Treasurer’s Report)

### **STUDENT MEMBERS ON THE BOARD OF TRUSTEES**

1. **Byls:** See the following in the current *AGS State Bylaws*:  
Article IV, Section 2;  
Article V, Section 4, Paragraph “e”; and  
Article VI, Section 2, Paragraph “g”, Item 4), b).
2. **StdR:** The State Advisory Board shall pay the costs of the Fall Advisory Board meeting for food, travel and lodging for both student trustees, effective of the Fall 1991 Advisors’ meeting. (MSC, October 5, 1991, Page 7)
3. **StdR:** The Student Trustees are the eyes, ears, and voice for all student members and represent their interests at the State AGS Advisory Board and Board of Trustees meetings. Student Trustees cast advisory votes on both Boards and are invited to bring student concerns from their regions.

A candidate for Student Trustee must have the intention of

- 1) attending a California community college, and
- 2) participating actively in AGS for the year of his/her term of office; the calendar year following election.

A prospective candidate’s primary qualifications are

- 1) an interest in the workings of the Boards, and
- 2) a willingness to serve.

Knowledge of parliamentary procedure or of investment strategies is not necessary. Student Trustees are elected each fall at the regional conferences in the north and in the south. The chapters hosting the regional conferences shall submit the name and address of that Trustee, along with those of two alternates, to the presidents of the State Advisory Board and the Board of Trustees. It shall be the board presidents' responsibility to 1) inform each Trustee or alternate of the meeting times, dates, and places, and 2) furnish the Trustee or alternate with current By Laws, a meeting Agenda, Minutes, and financial reports.

Student Trustees are expected to attend

- 1) the advisors' meeting and Board of Trustees meeting at the next spring conference in March or April, and
- 2) the next fall advisors' meeting held on the first Saturday in October, and
- 3) the next fall regional conference in October or November.

The State Advisory Board shall reimburse the Student Trustees or alternates for their travel and registration expenses for the fall advisors' meeting. The travel and registration expenses for the student conferences are the responsibility of the Trustee or the Trustee's chapter, whatever is mutually agreed upon.

At the end of their terms, Student Trustees are expected to prepare student reports for their regions to be presented either orally or in writing at their region's fall conference. It shall be the responsibility of their chapter advisors to publish those reports. This information should be disseminated before the election for a new Student Trustee is held.  
(MSC, October 5, 2002, Motion # 8)

**SURPLUS FUNDS**

- 1. StdR:** The Treasurer may, at his or her discretion, deposit surplus funds up to \$2,000 in a savings account not to be encumbered for more than one year. (MSC, April 22, 1972, Item 3)
- 2. StdR:** Excesses in the general fund will remain in the general fund to cover operating expenses and to supplement scholarship appropriations. When excesses are transferred from the general fund to the Loly Scholarship Fund, only interest and no principal from that account may be given out in scholarship awards. (MSC, October 5, 1996, Motion #9)

**TAX RETURNS OF AGS, INC.**

- 1. StdR:** \$500 per year will be allocated for a tax preparer to do our annual tax returns, (MSC, October 5, 1996, Motion # 16)

**TIME SCHEDULES FOR MEETINGS AND CONFERENCES (See ADVISOR MEETINGS)**

**WEB MASTER (See ALPHA GAMMA SIGMA WEB SITE.)**

**WEB SITE (See ALPHA GAMMA SIGMA WEB SITE.)**

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