

**COASTLINE COMMUNITY COLLEGE  
BUSINESS HONOR SOCIETY ALPHA BETA GAMMA (ABGCCC)  
BYLAWS**

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We, the student members of Coastline Community College, hereby establish these Bylaws for the Business Honor Society Alpha Beta Gamma (ABG) of Coastline Community College (CCC). The Business Honor Society is recognized as a society for students who are interested in business, management, and economics. Furthermore, the society intends to help students develop their business and leadership skills while at Coastline Community College.

**Chapter I: Name**

**Section 1:**

The name of the organization is the *Business Honor Society Alpha Beta Gamma of Coastline Community College*, also known as ABG and ABGCCC.

**Section 2:**

The Organization at Coastline is a collegiate chapter of the National Business Honor Society.

**Chapter II: Purpose**

The purposes of this business honor society shall:

- A. Establish an effective network of active students who are interested in fields of business and management, leadership, and skill development.
- B. Create environment for students to improve their practical skills, which help members efficiently satisfy working requirements.
- C. Provide students higher opportunities with scholarships and internships.

**Chapter III: Membership**

**Section 1: Membership**

Types of membership in this Chapter shall consist of permanent member and provisional member.

*A. Permanent Member.*

- In addition to meeting membership eligibility requirements as stated in the Requirements for ABGCCC, each candidate for permanent membership must have completed 15 credit hours with at least 12 hours of course work taken leading to an Associate degree recognized by Coastline Community College, with a Grade Point Average of 3.0 on a scale of 4.0, and adhere to the school conduct code and possess recognized qualities of citizenship.
- Grades for courses completed at other institutions will be considered when determining membership eligibility.
- A cumulative Grade Point Average of 3.0 must be maintained to remain in good standing. Failure to meet good standing requirements as stated in the ABGCCC until the day of graduation will cause membership and all membership privileges to be revoked.

*B. Provisional Member.*

- In addition to meeting eligibility requirements as stated in Requirements for Membership in the ABGCCC, a student must be currently enrolled in associate degree course work at a two year college, adhere to school conduct code, and possess recognized qualities of citizenship.

## **Section 2: Membership Status**

The ABGCC Board, at its discretion, may grant the following membership to Coastline students:

- A. *Active Member.* An individual must meet eligibility requirements as stated in Section 1 A and/or B, are currently enrolled in Coastline Community College and commit to a minimum of 10 hours per year for the business of society.
- B. *Honorary Member.* An Active Member who has distinguished contribution for the society will be recognized by the Board.
- C. *Alumni Member.* An individual must meet eligibility requirements as stated in Chapter III, Section 1 A and B, approved to be permanent but does not continue to enroll in Coastline Community College due to graduation.

## **Section 3: National Honor Certificate**

A National Honor Certificate will only be awarded to a permanent member who remains active in the year of graduation.

## **Section 4: Discriminatory Policy**

No student shall be barred nor be discriminated from the participation in the Business Honor Society on the basis of any of the following:

- Race;
- Color;
- Sex
- Gender identity ;
- Gender expression;
- Religion;
- Age;
- National origin;
- Ancestry;
- Sexual orientation;
- Marital status;
- Medical condition;
- Physical or mental disability,
- Military or veteran status or;
- Genetic information.

## **Chapter IV: Chapter Advisor**

### **Section 1:**

In addition to carrying out the duties as stated in the Alpha Beta Gamma general information, the chapter advisor shall be responsible for overseeing the eligibility, completion, and submission of member names and fees as well as the Chapter Annual Report to Headquarters. The advisor shall be officially appointed by the College administration and shall be a non-voting member of the chapter.

### **Section 2:**

This chapter may have up to two advisors per academic year. If the College administration appoints two advisors, the advisors will be co-advisors.

## Chapter V: Officers

### **Section 1:**

All officers must be Active Members of ABGCCC, and in good standing.

### **Section 2:**

The Business Honor Society Chapter of Alpha Beta Gamma-Coastline Community College shall have the following officers: President, Treasurer, Recorder, Vice President of Human Resources Management, Vice President of Student Opportunities, and Vice President of Social Activities. Each Vice President will lead a team within the scope of each Vice President's responsibilities. The officers of the ABGCCC shall be the Executive Board.

### **Section 3: The duties of the President** shall be as follows:

- A. Preside over all business meetings.
- B. Appoint and establish any necessary committees.
- C. Present business to the organization by setting the agenda.
- D. Represent the organization at all times.
- E. Appoint a committee to review and/or revise the chapter bylaws annually.
- F. Initiate short and long term goals with the members within the expectations of the organization and solicit members' recommendations.
- G. President shall act as a non-voting member, unless to break a tie.
- H. In any case the President is unable to Chair meeting(s), the Vice-President of Social Activities will Chair the meeting. If the Vice-President of Social Activities is unable to Chair the meeting, then the Vice-President of Student Opportunities will Chair the meeting. All Interim Chair will act as a non-voting member, unless to break a tie.

### **Section 4: The duties of the Treasurer** shall be as follows:

- A. Manage financial documents of the organization including, but not limited to the Balance Sheet and Income Statements that shall be audited by the Advisor (Co-Advisors) and notarized before the office is relinquished.
- B. Receive all money and route deposits to the Associate Student Government account.
- C. Make a report of finances at each business meeting.
- D. Prepare review at the beginning of each Fall and Spring Semester.
- E. Prepare an Annual Report to be sent to the National Office at the end of the academic year each spring.

### **Section 5: The duties of the Recorder** shall be as follows:

- A. Prepare the agenda for every meeting
- B. Prepare meeting's draft minutes within 72 hours after the meetings
- C. Maintain all records of agendas and minutes in the society. Keep a full record of chapter materials, including the Bylaws and related documents

### **Section 6: The duties of the Vice President of Membership Management** shall be as follows:

- A. Assign tasks for team members based on their abilities and voluntary consent
- B. Follow up with team timeline, goals, and commitments and report them to the President and Chapter
- C. Motivate members to generate ideas
- D. Be Chair of the Human Resource Management Team
- E. Acts as the liaison between the Membership Management Team and the Executive Board

**Section 7: The duties of the Vice-President of Student Opportunities** shall be as follows:

- A. Assigns tasks for team members based on their abilities and voluntary consent.
- B. Follow up with team timelines, goals, and commitments, and report them to the President and the Chapter
- C. Motivate members to generate ideas
- D. Be Chair of the Student Opportunity Team
- E. Act as the liaison for the Student Opportunity Team

**Section 8: The duties of the Vice-President of Social Activities** shall be as follows:

- A. Assign tasks for team members based on their abilities and voluntary consent
- B. Follow up team timelines, goals, and commitments, and report them to the President and Chapter
- C. Motivate members to generate ideas
- D. Be Chair of the Social Activities Team
- E. Act as the liaison for the Social Activities Team

**Section 9:**

Any ABGCCC permanent or provisional member may join a team that is of interest. The duties of each team shall be as follows:

**A. The Membership Management Team** shall:

- Promote recruitment.
- Connect members through social activities.
- Evaluate members' contribution.
- Prepare recognition for members, especially at graduation.
- The Vice-President of Membership Management shall provide guidance to direction the Membership Management Team

**B. The Student Opportunities Team** shall:

- Establish relationships with sponsors and local businesses.
- Seek scholarships and internship opportunities.
- The Vice-President of Student Opportunities shall provide guidance to direct the Student Opportunity Team.

**C. The Social Activities Team** shall:

- Plan and operate social events, which demonstrate positive social responsibilities of a business.
- Fundraise for events.
- The Vice-President of Social Activities shall provide guidance to direct the Social Activities Team.

Each Vice President shall oversee a team comprised of ABGCCC members.

## **Chapter VI: Election of Officers**

**Section 1:**

In addition to meeting requirements stated in Chapter V, Section 1 of the Bylaws, all candidates for officers must be Active Members of Alpha Beta Gamma-Coastline Community College and be in good standing.

**Section 2:**

Elections must be held at the meeting preceding the last meeting in the spring semester of each year.

**Section 3:**

Officers shall hold office from the time of their inauguration, which shall be at the first meeting following the election, until the time of the next inauguration.

**Section 4:**

Nominations from the floor can be made at the same meeting as the election.

**Section 5:**

A simple majority of eligible votes shall elect officers.

**Section 6:**

- A. In any case when an officer must resign his/her office, an election shall be held to elect a new officer. Nominations shall be made from the floor and will be made at the first meeting following the resignation of the officer. The election will be held at the first meeting following nominations. The candidate who receives the majority of the votes cast shall become the new officer.
- B. The President shall have the power to make a temporary appointment at his/her discretion until an election can be held.

**Chapter VII: Meetings**

**Section 1: Meeting's practices**

- A. All business meetings will follow the general agenda:

Order of Business

- I. Call to order
- II. Roll call
- III. Approval of previous minutes
- IV. Treasurer's report
- V. Committee reports
- VI. Old business
- VII. New business
- VIII. Announcements
- IX. Adjournment

- B. All business meetings will practice of Parliamentary Motions Guide.

**Section 2: Special Meeting**

Special committee meetings shall be called by the President or majority of the Executive Board. Procedures at such meetings are left to the discretion of the President. Minutes of each Special Meeting shall be given to the members at the following chapter meeting.

**Section 3: Determination of Time and Day**

- A. The day and time of the ABG meetings shall be scheduled by the ABG President after consulting with ABG members and the ABG Advisor or co-Advisors prior to the start of the fall and spring semesters.
- B. The ABG President may change the meeting time as deemed appropriate after consulting with the Advisor (co-Advisors) and ABG members.
- C. Special Meetings may be scheduled during the fall and spring semesters, during school breaks, and/or intersession, in accordance with College policy and State law. The ABG President or any Executive Board Member can call a special meeting, with a concurrence of the majority of the ABG membership, in accordance with College policy and State law.

#### **Section 4: Meeting methods**

Meetings may be held on-site at any one of the College's site, through teleconferencing, and webinars. ABG may explore additional avenues as technology and equipment become available to afford enrolled Coastline students who qualify as members to ABG but are unable to attend in-person meetings and participate in ABG activities due to distance (e.g., military, distance education, global education students who are International Students, etc.).

#### **Section 5: Meeting Minutes**

The meeting minutes will be the responsibility of the Recorder. The draft minutes will be completed within 72 business hours after adjournment of the meeting. A draft copy of the minutes will be sent to the executive board members for editing. The final draft of the minutes will be emailed to the Advisor/co-Advisors (s) and all members prior to the next scheduled meeting for approval. All records of the minutes shall be maintained by the Recorder.

#### **Section 6: Voting**

- A. Although there is no requirement for a minimum number of members attending the meeting, there must be a quorum of Officers for voting to make decisions at the meeting. A quorum of Officers is majority plus one of current Executive Board members present, including those who attending electronically.
- B. The number of votes will be counted based on number of all attendants at the meeting, including those who attending electronically.
- C. The decisions made by voting will followed the Parliamentary Guide.

### **Chapter VIII: Activities**

#### **Section 1:**

The Business Honor Society will operate activities based on expectations of majority members, consultations of the Advisor(s), and legal eligibility.

#### **Section 2:**

The type of activities could include, but are not limited to:

- A. Conducting workshops
- B. Hosting events
- C. Fundraising
- D. Cooperating with businesses
- E. Online projects
- F. Other legal activities

### **Chapter IX: Finances**

#### **Section 1:**

Finances for ABG will be raised by fundraising projects voted on by a majority vote of the members. Fundraising projects within the College and outside the College will be in accordance with Coast Community College District and College policies. The ABG executive board and members will consult with the advisor or co-advisors. Funds for ABG can be raised from ASG sponsorship.

#### **Section 2:**

Payment of the Membership fee for Permanent or Provisional membership must be received by the chapter treasurer before members can be inducted.

#### **Section 3:**

The Permanent Membership fee is \$75 and the Provisional Membership fee is \$39. These

fees are subject to change.

**Section 4:**

Students can apply for \$15 discount when registering or when upgrading to permanent membership. Applicants who want to apply for the waiver are required to write a short essay (150 – 300 words) about their academic and career goals, and turn it in with their applications. The discount is subject to change.

**Section 5:**

Disbursement vouchers must be submitted with original invoices and documents attached to the original invoice.

**Section 6:**

An annual review of the chapter's financial records shall be composed by the Treasurer, and submitted to the Executive Board and membership for their review and approval. The annual review is considered approved when majority of executive board and majority members present at meeting approve. If the annual review is opposed by the majority, it shall be modified in order to meet the society's expectations, and resubmitted for approval. The Advisor or Co-Advisors shall give recommendations for finances.

**Chapter X: Disciplinary Action**

**Section 1:**

Any officer(s) from the Executive Board, who fails to fulfill his/her role as outlined in Chapter V: Officers, may be removed by ABG Executive Board.

**Section 2:**

Any ABG member who fails to maintain good standing within the Society as outlined in Chapter III: Membership, may be removed by ABG Executive Board.

**Chapter XI: Amendments**

**Section 1:**

The organization bylaws may be amended by a simple majority vote, provided that the proposed amendment was presented at a previous meeting.

**Section 2:**

Proposed amendments to the bylaws will be available in print and electronic form for discussion.

**Section 3:**

All proposed amendments shall go through at least two (2) readings. The first reading shall present the proposed amendment to the members, officers, and advisors. All members, officers, or advisor/co-advisors may make edits to a proposed amendment.

**Section 4:**

Voting will be conducted electronically and ratified by a majority of eligible votes collected. The result of whether adopting proposed amendment will be informed according to the scheduled meeting.

**Section 5:**

The ratified bylaws shall be placed in both the files of the Society and in the Coastline Associated Student Government Office. An electronic copy of the ratified bylaws shall be sent to the Advisor(s), be available in print and on the web.