



THE CONSTITUTION
OF
THE GLENDALE COMMUNITY COLLEGE
SCHOLARS PROGRAM

LAST REVISED JANUARY 11, 2022

ARTICLE I. NAME.

The name of the organization shall be The Glendale Community College Scholars Program.

ARTICLE II. STATEMENT OF PURPOSE.

Since 1986, the Scholars Program of Glendale Community College (referred to as “The Program” or “Scholars”) seeks to provide an optimal college experience among its students, which it carries out through three main elements: academics, service, and collegiality. First, the Program offers an enhanced, enriched lower-division and general-education curriculum of Honors courses. Second, the Program aspires to strengthen the character of each student through community service and various efforts to help others. Third, the Program fosters social support, cooperation, collaboration, bonding, and friendship. As such, the Program strives to guide and prepare students for transfer to a college or university and to help them achieve success in their future careers. Scholars students pursue these goals with an understanding that being a valuable part of an organization entails the ability to be resourceful, plan systematically, proceed vigorously, follow-through carefully, focus on the greater good, and communicate consistently and precisely. Through these three elements, Scholars thus intends to foster qualities of well-rounded individuals and citizens as they rise toward their true potential.

Scholars is a unit of the Academic Affairs Committee and is an Academic Program under the supervision of the Vice President and Dean of Instructional Services.

ARTICLE III. MEMBERSHIP AND RESPONSIBILITIES.

Section 1. ADMISSIONS. There are three main admission criteria:

1. Academics.
 - a. High-school applicants must have earned a 3.25 unweighted GPA for admission to the program; applicants currently at GCC or with college credits elsewhere must have earned at least a 3.0 GPA in their college courses.
 - b. Applicants should also show signs of willingness to take on challenging courses and be dedicated to a major.
2. As expressed in the application essay,
 - a. reasons for applying to Scholars that indicate an understanding of the Program's purpose, values, operation, and expectations, as shown in the Scholars Constitution and the Program Contract, and
 - b. Indications of readiness and willingness to be a highly involved, dedicated member of the program, going beyond minimum requirements and cooperating, collaborating, and communicating with fellow members and the Program Director.
3. As indicated in the Entrance Interview, which is arranged for each applicant.

Admission to the program is evaluated by the Program Director, and may take one of 4 forms:

- Accept, which places the new Scholar in the program with all rights, privileges, and responsibilities.
- Conditional Accept, in which the new Scholar is fully accepted in the Program, but by which is bound to be in Good standing for participation by the mid-semester evaluation in order to continue in the program. Failure to do so will result in dismissal from the program.
- Hold, in which the application decision is suspended until the application is complete.
- Reject, in which the applicant is denied admission due to insufficiency in one or more of the criteria for membership in the program.

The process of becoming a Scholar proceeds through several milestones prior to the first semester in the program. Each new Scholar is evaluated for participation in these milestones as indications of the needed commitment and dedication that are ahead:

- the Application, including the Entrance Interview
- the Program Contract to read, sign, and submit
- the Scholars Orientation

For Good Academic Standing, Scholars must maintain a minimum 3.0 GPA overall and/or each semester as applicable. Each Scholar must take a minimum of 15 units of Honors (or designated Scholars) courses, in accordance with criteria for membership in the UCLA Transfer Alliance Program (TAP), and for Certification of Scholars Program Completion. Scholars typically take 1 Honors (or Scholars) course each semester for at least 2 semesters in which they are in Good Standing in the program unless otherwise authorized by the Program Director. All Honors, or Honors-equivalent (“blanket” classes for Scholars credit but without the “H” designation), must be taken at GCC. To ensure that Honors classes are taken in a timely manner, the Student Education Plan should be updated at least each semester in consultation with a Scholars Counselor, and Scholars should also meet regularly with the Program Director.

Honors courses may be taken on a Pass/No Pass basis, with the possible exception of major-preparation courses, and others that transfer institutions or academic departments may not accept without a letter grade. Students are strongly advised to meet with a counselor before making any academic planning decisions.

All course units completed as part of a Glendale Community College sponsored study abroad program are eligible to be applied toward the 15 units of Honors courses required for Program Completion. This includes the Baja Program and the Study Abroad Program. However, prior approval of the relevant program’s administrators and the Scholars Program Director is required. Approvals for Baja Program work and Study Abroad work are not automatic.

Section 2. PARTICIPATION. All Scholars are required to complete 9 or more Scholars events per semester, as follows:

- Minimum of 3 community service events with an accompanying approved verification, including photos of the Scholar doing the activity and a form or email from a supervisor, subject to approval by cabinet and program director
 - 2 or more Scholars community service events
 - 1 may be outside of Scholars if there is an absolute necessity
- Minimum of 3 Scholars fundraising events

o Scholars will receive ½ credit for an approved* financial contribution and ½ credit for the social aspect of fundraising events

*Approved financial contribution means an amount that is substantial as opposed to a bare minimum, as evaluated by Cabinet and the Program Director, and noting the option to participate in the Fundraising Social Aspect instead of making a contribution.

- Minimum of 2 Scholars social events
- Minimum of 1 Arts and Culture event

Participation in more than the minimum shows expected involvement and dedication.

Scholars must attend and participate fully in events for their duration, or as stipulated, in order to earn credit for them; the normative time is 2 hours, which may vary by event. Committee directors, Cabinet members, and the Program Director may have discretion to determine event credit. For example, for Zoom or other online events and meetings, video must be on; if there are issues preventing that, the Scholar must notify the relevant committee director well in advance or risk not receiving credit for the event or meeting. Also, the Scholar must be fully present and not driving a car, distracted by others in the room, or otherwise not appearing to be attentive. Leaving early, disrupting the activity, or inappropriate behavior may be cause not to award credit. On the other hand, the spirit of our activities is to enjoy our time, encourage active engagement, and work together. Proper documentation and proof of event or activity participation must be presented to the Vice President for record-keeping; on Canvas, Submission Forms will be available. Approval by the Director of the program is required in order for hours earned outside of the program, and for any issues affecting participation, to be considered and for credit to be given.

Scholars are expected to be mindful when signing up for events. If a Scholar signs up for a Scholars Program event or activity and neither attends nor contacts a Cabinet member or the Program Director 24 hours prior to the meeting, an Absence is recorded for that event or activity. Changes in signups must be requested and are subject to approval by Cabinet and the Program Director.

In addition, Scholars must participate actively on a Scholars Committee for Scholars Participation Good Standing, as specified in Article V, Section 3 below. Scholars also must participate actively in a Subcommittee. Further, Scholars must attend and participate in all General Assembly meetings throughout the year, as specified in Article V, Section 2 below. This Participation Standing is evaluated by the Program Director at midsemester and at the end of each semester, in consultation with the relevant Committee Directors and Executive Cabinet.

In the case that a Scholar completes at least 15 units of Honors courses before his or her final semester at the college, he or she must continue to fulfill the required Participation credits until transfer.

Section 3. SCHOLARS PROGRAM COMPLETION. If a Scholar completes 15 units of Honors/Scholars courses in Good Standing, and also maintains Participation Good Standing while in Scholars, then that Scholar is awarded Certification of Program Completion, as a testament of outstanding readiness for transfer.

If a Scholar's final semester at the college ends in Probation, his or her Program Completion certification is not awarded, subject to review by the Program Director. Also, the Scholar must be on good standing for academics and participation by the end of the Fall semester, and continuing on Good Standing through the Spring semester as well, prior to transfer, to be eligible for TAP (Transfer Alliance Program) certification. If a transferring Scholar is not in Good Standing in the transfer year, the transfer institution may be contacted and the application may be reevaluated.

Scholars will adhere to the existing requirements that state that a Scholar must maintain a 3.0 cumulative GPA or higher to be eligible for Program Completion and a 3.2 cumulative GPA or higher to qualify for UCLA TAP Certification.

Section 4. PROBATION (ACADEMIC). In the event that a Scholar does not maintain a 3.0 cumulative GPA or higher, the Scholar will be placed on probation during the subsequent semester (Fall/Spring). While on probation, the active Scholars student will be given the opportunity to return to good standing, and he or she is allowed to continue in the program, enroll for classes with priority registration, and function as a fully active Scholar. However, inactive students (i.e., those not enrolled in classes) are removed from priority registration. To return to good standing, the student must raise his/her cumulative GPA to at least the minimum requirement. The semester GPA will also be considered in borderline cases. The probation policy requires the student to see the Program Director. Scholars are also advised to visit a Scholars Counselor at least once a semester to ensure that the Student Education Plan is updated as the Scholar on Academic Probation strives to return to good standing.

Section 5. PROBATION (PARTICIPATION). Scholars Participation is evaluated at least twice each semester: at midsemester and at the completion of the semester. Each Committee Director contacts and meets with committee members whose attendance and participation have not been sufficient, in the judgment of the Committee Director. If a Scholar has participated in 5 or more events by midsemester, then that Scholar is in Good Participation Standing. If the Scholar attends and

participates in fewer than **5 events by midsemester**, the Scholar is placed on Probation. Satisfactorily completing **a minimum of 9 events by the end of the semester** returns the Scholar to Good Standing. If the Scholar completes fewer than 9 events by the end of the semester, and is on probation at midsemester, then the Scholar is placed on Dismissal (see Sec. 6 below). When placed on Probation, the Scholar must see the Program Director.

Section 6. DISMISSAL. If a student is unable to return to good standing in the evaluation period following probation:

- one-half semester for participation
- one full semester for academics, as defined above

the student is dismissed from the Program, and all privileges attached to the Scholars Program are revoked for that student.

- In the event that a Scholar does not complete 9 or more events of Scholars Participation, plus attending and participating in General Assembly and Committee meetings each semester, having been on Probation after the previous half-semester, the Scholar will be placed on Dismissal during the subsequent half-semester (Fall/Spring). After meeting with the Program Director, a student on Dismissal may return to good standing by participating in Scholars activities and meetings, along with fulfilling the requirements for good academic standing.

That return to good standing takes 2 consecutive evaluation periods after being placed on Dismissal--

- 2 half-semesters for participation, first to Probation, allowing active functioning in the program, then to Good Standing if requirements are met,
- 2 full semesters of a GPA of 3.0 or higher, each semester and/or overall.

Section 7. CONDUCT. All Scholars, as GCC students and as representatives of the program's ideals of academic excellence, service to others, and collegial support, are expected to conduct themselves respectfully, generously, and honorably. Such exemplary conduct is a condition of Good Standing for participation. Violations of conduct may result in probation or dismissal. A meeting will be held with the Program Director and the co-directors of the committee involved to resolve the violation. Continual failure to comply with standards of attitude, conduct, and behavior, as evaluated by the Program Director in conjunction with the Scholars Executive Cabinet, in consultation with Cabinet members, is cause for dismissal from the Program. The GCC Code of Conduct applies at all times.

ARTICLE IV. THE CABINET: POSITIONS AND RESPONSIBILITIES.

All Cabinet members are expected:

- To uphold the standards and policies of the Scholars Program as leaders and role models by setting a conducive tone, promoting a good attitude, and encouraging Scholars in all of their endeavors.
- To carry out the responsibilities of their positions actively for the entire academic year, plus the summer meetings, tasks, and activities such as Retreat.
- To attend all planned Scholars events on campus and in the community with at least half of Cabinet participating.
- To help promote the Scholars Program at all times as representatives of the Scholars standards of academic excellence, service, integrity, respect, mutual support, cooperation, and compassion. All Cabinet members are to be respectful of their fellow Cabinet members at all times, including but not limited to during Cabinet, Committee, and General Assembly meetings and at events.
- To make their GCC student email address, telephone number, or both, available to all Scholars; to be accessible and available for information and mentoring as Scholars leaders.
- To dedicate their efforts and participate in all aspects of the program in the interest of its unity and well-being. The Executive Cabinet and Program Director evaluate Cabinet members for their academic standing, service, and participation during the Summer probationary period, at midsemester, and at the end of each semester. Cabinet members likewise conduct probationary summer, midsemester, and end-of-semester evaluations of the Executive Cabinet and the Program Director.

Section 1. SCHOLARS PROGRAM DIRECTOR. The Director bears the final responsibility for the efficient operation of all aspects of The Scholars Program. He or she makes final decisions on admissions, the selection of Cabinet members, Scholars standing, approvals for events, supervision of Scholars functions on campus, enforcements of policies, expenditures, issues, disputes, and special cases, along with any other decision, supervision, or task involving the program. In particular, he or she performs the following responsibilities, and others as specified on the official GCC job description of the Scholars Director:

- Select new Scholars from the pool of applicants.
- Meet weekly with Executive Cabinet and Cabinet.
- Confer with campus divisions and arrange Honors and designated Scholars courses to be taught each semester, including Scholars By Contract classes.
- Ensure that all Scholars remain in good standing in the program by monitoring and evaluating the standing of all Scholars and notifying them following each semester. Maintaining lists of active Scholars, activating them for priority registration, and certifying them for Program Completion.

- Counsel students on probationary and dismissal standing and mediate conflicts.
- Participate in General Assembly and other Scholars meetings.
- Review minutes from all weekly committee meetings as well as Executive Cabinet, Cabinet meetings, and General Assemblies.
- Approve Scholars events and activities and ensure that they are run properly according to GCC policies.
- Participate in and oversee committee meetings and functions.
- Participate in the TAP (Transfer Alliance Program at UCLA) and the Honors Transfer Council of California, and work with other Honors Program directors in the Western Region.
- Chair the Scholars Advisory Committee, which is a subcommittee of the Academic Affairs Committee that reports to the Vice President of Instruction.
- Meet weekly with the Dean of Instructional Services to discuss matters related to the Program.
- Administer funds allocated to Scholars and raised during the year.
- Recruit new Scholars through high-school visits, club rush, college fairs, and other projects and events.
- Help coordinate and participate in Scholars events and those in affiliation with other groups at GCC and in the community.
- Set up and maintain the Scholars website and supervise any other Scholars social media.
- Be available to answer questions, listen to concerns, discuss options, and otherwise be of help in office hours.
- Help students prepare for transfer, including writing letters of recommendation, assisting students with application essays, discussing options, having transferred Scholars return and advise current Scholars, and provide other assistance.
- Mentor students for honors research conferences, including helping them with applications.
- Participate in the scholarship selection process and make final decisions and approvals.
- Work with the Executive Cabinet to select Cabinet executive officers and committee directors for the following year; guide and instruct Cabinet members in leadership.
- In general, take final responsibility for all Scholars matters.

Section 2. PRESIDENT and IOC REPRESENTATIVE . The responsibilities of the President shall include, but are not limited to, the following:

- a. Being actively involved in the program in all aspects: planning, coordination, and consultation.
 1. Attend all committee meetings.

2. Plan the General Assemblies.
 3. Attend all social events and fundraisers.
 4. Address fellow Scholars' questions and concerns.
 5. Have weekly meetings with Executive Cabinet.
 6. Coordinate weekly meetings, frequent consultations, and ongoing updates with the Program Director.
 7. Be in continuous contact with Cabinet and update them with ongoing announcements.
 8. Address issues and problems as they arise, in conjunction with Executive Cabinet and the Program Director.
 9. Attend all Scholars Advisory Committee meetings as Scholars Representative (resource).
 10. Utilizing the Remind messaging app to text reminders of important deadlines and events, along with accepting incoming Remind messages as a means to communicate with individual Scholars. Questions will be answered to the best of the President's ability, or redirected to the necessary Cabinet members. Comments and concerns will be addressed to the remainder of the Cabinet.
 11. Oversee and approve all items posted on social media by Outreach.
- b. Overseeing all Cabinet meetings.
 - c. Initiating and facilitating the preparation of an agenda for every Cabinet Meeting.
 - d. Maintaining and exercising the ability to veto any measure; however, with a $\frac{2}{3}$ majority, the Cabinet can override the veto.
 - e. Making all necessary recommendations for appointment of vacant offices, in consultation with the Director and the Vice President.
 - f. Voting only in case of a tie.
 - g. Serving as Scholars representative (resource, non-voting) on the Scholars Advisory Committee.
 - g. Representing the Scholars Program at all IOC Meetings.
 - h. Maintaining a close relationship with ASGCC and all other clubs on campus.
 - i. Re-registering the Scholars Program with IOC each semester and submitting a revised Scholars Constitution.
 - j. Attending IOC meetings and appealing to the IOC for grants and additional funding for the Scholars Program.

Section 3. VICE PRESIDENT. The responsibilities of the Vice President shall include, but are not limited to, the following:

- a. Assisting and extending the roles of the President.

- b. Assisting all other Cabinet members in case of an absence.
- c. Working closely with Cabinet members to devise new ideas, plan and run Scholars meetings and events, and aid with communication and coordination among Cabinet groups and individual members.
- d. Keeping track of the members' Scholars participation, measured by the number of events in which a Scholar participates, as evaluated and reported by each committee Director for the entire school year and submitting them to the Director of the program prior to the last day of each semester (Fall/Spring).
- e. Maintaining and updating the Scholars Program Website.
- f. Helping to ensure that program policies are upheld.
- g. Working with the Executive Cabinet and Director to plan meetings, including Cabinet meetings and General Assemblies, consult and confer on policy enforcement, select new Cabinet positions, and other necessary actions that arise.
- h. Meeting regularly with Program Director, Treasurer, and Committee Directors to discuss the financial needs of the program.
- i. Assuming the President's responsibilities with the assistance of the Executive Cabinet in the event that the President is absent, resigns, or is removed from office.

Section 4. SECRETARY. The responsibilities of the Secretary shall include, but are not limited to, the following:

- a. Compiling and distributing the minutes of each committee meeting to all Scholars, and the minutes of each General Assembly to all Scholars.
- b. Recording the agenda and minutes of each Scholars Advisory Committee meeting to the office of the Vice-President of Instruction for approval by the Academic Affairs Committee.
- c. Sending announcements, along with the Scholars Administrative Assistant, forwarding emails pertaining to transfer, College functions, job, internship, and service opportunities, and otherwise communicating important information to all Scholars, from the Director or Cabinet members as well as approved sources, acting as the central source of such communication.
- d. Working closely with the Treasurer to help with spreading information related to the scholarship and internship subcommittee.
- e. Maintaining and updating the Scholars Calendar of events and activities.
- f. Serving as a liaison among the various Scholars Cabinet committees to promote the unity of the Scholars Program.
- g. In general, working with Scholars to provide information and to help them

function optimally in the Scholars Program, as well as in the college and in preparation for transfer and careers.

- h. Assuming the President's responsibilities in the event that both the President and the Vice President are absent, resign, or are removed from office.

Section 5. TREASURER. The responsibilities of the Treasurer shall include, but are not limited to, the following:

- a. Working in conjunction with the President, Vice President, and Director, as well as the Cabinet committee directors, and the GCC Business Office to oversee the management of Scholars funds.
- b. Setting and monitoring financial goals for the program each semester. Keeping records of profits and expenses, updating Cabinet regularly on Scholars financial status in relation to the budget goals, reporting account balances, and analyzing the factors that affect the priorities and financial needs of the program.
- c. Working alongside Committee Directors to maintain good communication, manage funds efficiently, and accommodate committees' needs for funds for each event.
- d. Initiating and overseeing the applications and selections of scholarships for Scholars for both the Fall and Spring semesters.
- e. Taking responsibility for planning Cabinet Retreats.
- f. Assuming the President's responsibilities in the event that the President, Vice President, and Secretary are absent, resign, or are removed from office.
- g. Oversee and direct subcommittee about possible scholarships and internship opportunities pertaining to Scholars.

Section 6. EXECUTIVE CABINET. The President, Vice President, Secretary, and Treasurer constitute the Scholars Executive Cabinet, in consultation with the Program Director. As such, they help plan Cabinet meetings, discuss meetings, ideas, events, and issues that arise, and make decisions about program policies and procedures, as well as any cases involving Scholars student conduct or other issues as needed. The Executive Cabinet considers the direction of the Scholars Program and continually seeks to maintain its principles as well as make improvements when necessary for the good of all involved. Executive Cabinet decisions are made in conjunction with the Scholars Program Director, who remains responsible for all aspects of the program and makes all final decisions. Any actions or changes that affect the Scholars Constitution are approved by a two-thirds vote of the full Cabinet, and then brought to the Scholars Advisory Committee for its approval.

Section 7. FUNDRAISING COMMITTEE. Chaired by the Director of Fundraising, the primary purposes of this body shall be:

- a. To plan meeting agendas and release them in advance, emphasizing participation by all committee members; to consistently organize social fundraisers throughout the school year, and by doing so, to raise a determined amount as a goal each semester, to be used as proposed by the committee director and approved by the Cabinet and/or Program Director.
- b. To work closely with the Treasurer to plan and coordinate fundraisers.
- c. To record attendance and participation of all committee members; record minutes of meetings and report them to the Secretary; record and report service for students who have earned them through their committee; to report news and announcements at each General Assembly meeting, and to submit a final list of participation to the Vice President at midsemester and at the designated time at the end of each semester.
- d. To make sure the time and location of fundraisers are convenient to all Scholars.
- e. To collaborate within the Program and with other on-campus organizations to promote unity.

Section 8. ARTS AND CULTURE COMMITTEE. Chaired by the Arts and Culture Director, the primary purposes of this body shall be:

- a. To advertise and host a variety of Arts and Culture events to demonstrate the artistic capabilities and visions of fellow students.
- b. To create, run a journal-submission process, publish, and distribute the program's arts and literary publication, *The Scholars Journal*. Submissions for consideration for this publication will be open to all GCC students.
- c. To create, promote, host, and manage the Scholars Talent Show, in which all Scholars are invited to participate in order to put forth their talents and capabilities. To manage the submission process of the four checkpoints at the start of every month.
- d. Award scholarships to top contributors, if approved by the Treasurer and Director.
- e. To work closely with the Treasurer to plan and coordinate fundraising events.
- f. To plan meeting agendas and release them in advance, emphasizing participation by all committee members; record attendance and participation of all committee members; record minutes of meetings and report them to the Secretary; record and report participation for students who have earned them through their committee; to report news and announcements at each General Assembly meeting, and to submit a final list of participation to the Vice President at midsemester and at the designated time at the end of each semester.

- g. To collaborate within the Program and with other on-campus organizations to promote unity.

Section 9. OUTREACH COMMITTEE. Chaired by the Outreach Director, the primary purposes of this body shall be:

- a. To organize recruiting events at local high schools, on campus, and in the general community, through consultation with the Director of the Scholars Program and working closely with the GCC Student Outreach Services office.
- b. To design and distribute Scholars apparel and merchandise for members and Cabinet.
- c. To work closely with the Treasurer in the planning and coordination of purchases.
- d. To promote the Scholars Program through various forms of advertising and marketing; flyers, A-frames, and on-campus TV screens.
- e. To plan meeting agendas and activities, emphasizing participation by all committee members; to record attendance and participation of all committee members; record minutes of meetings and report them to the Secretary; record and report participation for students who have earned them through their committee; to report news and announcements at each General Assembly meeting, and to submit a final list of participation to the Vice President at midsemester and at the designated time at the end of each semester.
- f. To collaborate within the Program and with other on-campus organizations to promote unity.
- g. To manage the Program's social media pages and accounts as a means of communication with the members as well as program-marketing. More specifically, Outreach is responsible for documenting and promoting the purpose of the Program through pictures, videos, and other promotions on various social media platforms.

Section 10. COMMUNITY SERVICE COMMITTEE. Chaired by the Director of Community Service, the primary purposes of this body shall be:

- a. To run service-oriented programs that benefit the campus and community.
- b. To coordinate volunteer efforts with nonprofit and charitable organizations on campus and in the community, raise awareness of various causes, and promote self-enrichment.
- c. To work closely as needed with the Treasurer for any funding needed.
- d. To plan meeting agendas, emphasizing participation by all committee members; to record attendance and participation of all committee members; record minutes of meetings and report them to the Secretary; record and report participation of students for activities both planned by the committee and the one allowed

outside activity; to report news and announcements at each General Assembly meeting, and to submit a list of event participation to the Vice President at midsemester and at the designated time at the end of each semester.

- e. To be involved in efforts that aim to maintain the well-being of the environment.
- f. To seek opportunities to be involved in civic organizations.
- g. To collaborate within the Program and with other on-campus organizations to promote unity.

Section 11. SOCIAL EVENTS COMMITTEE. Chaired by the Director of Events, the primary purposes of this body shall be:

- a. To organize, promote, and run social events for all Scholars throughout the year.
- b. To promote friendship, pride in the program, and benefits of team-building.
- c. To facilitate interactions and involvement among all Scholars.
- d. To work closely with the Treasurer for any needed funding.
- e. To record attendance and participation of all committee members; record minutes of meetings and report them to the Secretary; record and report service for students who have earned them through their committee; to report news and announcements at each General Assembly meeting, and to submit a final list of event participation to the Vice President at midsemester and at the designated time at the end of each semester.
- f. To collaborate within the Program and with other on-campus organizations to promote unity.
- g. To plan and coordinate the annual Scholars Celebration, taking place at the end of the Spring semester. The Celebration is planned in consultation with the Program Director and Cabinet. The responsibilities of the Event Directors for the Celebration shall be:
 - 1. To work with the Executive Cabinet, Fundraising Committee Directors, and Program Director to establish an efficient and acceptable budget for the Celebration.
 - 2. To meet weekly, and more as needed, with the Events Committee to plan the Celebration thoroughly and effectively, including an agenda, guests, invitations, venue, food, awards, decorations, announcements of transfer institutions for applicable Scholars, working in conjunction with the Scholars Counselors, the Program Director, other relevant administrators, faculty, and staff.
 - 3. To work with the Program to plan and organize events and the Celebration simultaneously during the Spring semester.

Section 12. REPRESENTATIVE TO SCHOLARS ADVISORY COMMITTEE. As provided by GCC Governance and Scholars Advisory Committee policy, the Cabinet will select one Representative from the Scholars Program for the year. The expected person to take this role is the Scholars President. This position has been designated as Resource (non-voting). The responsibilities of the Scholars Program on the Scholars Advisory Committee include:

- a. Attending all Scholars Advisory Committee Meetings.
- b. Presenting issues and concerns affecting the Scholars Program at the Committee meetings.
- c. Acting as a liaison between the Scholars Program and the Scholars Advisory Committee.
- d. Note: Other Cabinet members are encouraged to attend Scholars Advisory Committee meetings, starting with one to serve as the Recording Secretary.

Section 13. EVALUATION OF CABINET. Standards of effective Cabinet functioning feature effort and communication, and Key Tenets as Evaluation Criteria are followed:

Summary of Key Tenets as Evaluation Criteria.

- Dedication to the program.
- Shared governance.
- Communication.
- Mental flexibility.
- Rationality over emotion.
- Proactivity over reactivity.
- Mutual trust and confidence among fellow Cabinet members and Scholars.

In general, Cabinet members (Committee Directors and also Executive Cabinet members) are expected to attend all General Assemblies and committee meetings. Also, a minimum of half of the current Cabinet must be represented at Scholars events. Evaluations of Cabinet and Executive members occur in the initial probationary period in the summer or when the Cabinet member begins in his or her position; at midsemester; at the end of each semester; and/or as needed. If a Cabinet member is selected at another time, that member is subject to a probationary period upon taking the position. A Cabinet member may be removed in that probationary period if he or she fails to attend meetings, activities, and events consistently, and/or if he or she fails to perform the responsibilities of the Cabinet position satisfactorily, including upholding the GCC Policy on Student Conduct, in the consensus judgment of the Executive Cabinet and Program Director, in consultation with other Cabinet members as needed.

Cabinet members on Academic Probation may continue to serve, but if they go on Academic Dismissal, they are no longer eligible for Cabinet. If a Cabinet member is not performing the responsibilities of the position satisfactorily, he or she meets with the Executive Cabinet and the Program Director, and terms for improvement, which may include an official warning and/or contract to fulfill within a specified period, are established to the agreement of all involved. A private meeting with the Program Director may be arranged as needed in cases of conflict of interest or other factors. If a Cabinet member fails to respond to these terms by an established deadline, then the Cabinet member is removed from that position, and the Executive Cabinet and Program Director select a replacement, in consultation with Cabinet members as needed. Cabinet members may bring up issues to evaluate a Cabinet member with the Executive Cabinet, with oversight by the Program Director in all cases.

Section 14. RESIGNATION AND REMOVAL FROM OFFICE. A Cabinet member reserves the right and bears the responsibility to resign for personal or other reasons if the position cannot be held with the Cabinet member's full energies and attention. A Cabinet member accused of improper conduct or neglect of responsibility may be removed by a decision of the Program Director, in consultation with the Cabinet. Academic dismissal also applies. An officer forced to resign from the Cabinet will never be able to be appointed or elected into the Scholars Cabinet again. If any Cabinet position becomes vacant during the academic year, the Program Director, in consultation with the Cabinet, has the responsibility to decide whether to appoint a new member to fill that position. A Cabinet member who has been removed from office may continue in the Scholars Program, as long as he or she fulfills the academic and participation requirements for Good Standing.

ARTICLE V. ATTENDANCE AND PARTICIPATION.

Section 1. ATTENDANCE POLICY. All Scholars, including Cabinet members, are expected to participate fully in Scholars meetings, events, and activities. Because of the Program's emphasis on dedication and involvement, the following policy applies: If a member cannot attend a function to which he or she is committed (i.e., events that he or she signed up for) or obligated (i.e., General Assembly, committee meetings, and subcommittee meetings), he or she is required to inform the relevant committee directors of the absence and the reason for it. Legitimate verification of the class, work obligation, or other reason is required. Failure to comply with this policy twice results in Probation, and thrice results in Dismissal.

As indicated in the Program Contract, all Scholars are expected to have the College Hour (12:30-1:30 PM Monday through Thursday) clear to allow attendance

and participation in Scholars meetings. Thus, classes, work, and other commitments should not be made during that time.

In the event of **campus closure and remote instruction**, all Scholars are expected to attend social, fundraising, community service events, and committee meetings in a virtual environment with cameras on, being fully attentive and present, to ensure participation and receive credit.

Scholars must prepare reflections and responses to the meeting and general assembly minutes if they could not attend. These reflections are the absent Scholar's best effort to simulate actually being at the meeting and thus make up for it as much as possible: reading the minutes, offering in-depth responses and explanations to items brought up, asking questions, and providing thoughts or ideas raised by the minutes. The Reflections are subject to approval by committee directors, and by the Program Director as needed; superficial Reflections are not acceptable. Reflections are due at 11:59 PM on the Sunday following the missed meeting or event. Failure to attend meetings and provide acceptable Reflections brings the following consequences:

- If the Scholar misses 2 meetings in one semester with no reflections, then the Scholar is placed on Participation Probation.
- If the Scholar misses 3 meetings with no reflections, then the Scholar is dismissed from the program.
- A maximum of 4 absences in one semester with reflections is allowed.
- 5 absences of any kind and in any combination results in dismissal. Any problems or issues with attendance should be referred to the Program Director.

Section 2. CABINET MEETINGS. The President must coordinate an appropriate date and time for Cabinet and Executive Cabinet meetings to make it possible for the director of each committee as well as other Cabinet members to attend. All Cabinet members must attend all Cabinet meetings, and in the instance that they are unable, they must notify the Program Director as well as the rest of Cabinet no later than two days before the meeting. If a Cabinet member is absent, then he or she may experience consequences, including a warning, a contract, or other action as needed, at the discretion of the Executive Cabinet and the Program Director. Additionally, absent Cabinet members are responsible for relaying information to the meeting and being aware of what was covered during the meeting. Cabinet members should consult and participate in discussions and evaluations of Cabinet and Scholars participation. Punctuality and active, non-disruptive engagement are expected for Cabinet meetings.

Section 3. GENERAL ASSEMBLY. All Scholars are required to attend the General Assembly meetings, which will be held once a month, in accordance with the Attendance Policy above. A grace period of ten minutes after the beginning of the

meeting will be allowed for the General Assemblies. If the General Assembly meetings conflict with classes or a verifiable commitment, the Scholar must contact the Vice President, a cabinet member, and/or Program Director for briefing and instructions on submitting reflections.

Section 4. COMMITTEE MEETINGS. Each Committee Director is required to plan and facilitate committee meetings at the designated times. He or she must prepare a full agenda and involve his or her committee members in discussions, planning, tasks, and activities to carry out the committee's mission. Each Committee Director is responsible for preparing and reporting minutes of his or her committee meeting to the Secretary, plus making announcements of upcoming events or projects at Cabinet meetings. In addition, each Committee Director is called upon to make presentations, with appropriate handouts and/or visual elements as needed, at General Assembly meetings as well as the Scholars Orientation near the start of each semester. Committee members must attend all meetings, be on time, and participate fully, in accordance with the Attendance Policy (see Section 1 above). A grace period of five minutes after the beginning of the meeting will be allowed for the Committee Meetings. If a Scholar misses a committee meeting or is five or more minutes late, he or she is responsible to contact their committee director and submit a reflection form, which then will need to get approved by the committee director. If a Scholar misses a subcommittee meeting, he or she is responsible to inform the leader of the subcommittee and the director of the committee.

ARTICLE VI. CABINET SELECTION PROCEDURES.

Section 1. SCREENING. Candidates will submit their intentions to run for three positions they applied for to the Cabinet and Program Director, who will decide which candidates will be interviewed and decide which candidates will best fulfill the responsibilities of the positions they applied for in the Scholars Program. If a Cabinet Member continues at GCC, he or she may reapply to continue in that position, with the knowledge that the position is open to all candidates, and that no candidate actively pursuing a position may participate in selections and interviews.

Section 2. APPLICATION PROCESS. The application process may vary from year to year but will consist of interviews conducted by Members of the Cabinet and the Program Director. Applicants may receive an offer for a position other than the ones they applied for at the discretion of the current Cabinet. The program director assumes the responsibility to make all final decisions.

ARTICLE VII. THE GARRET.

The Garret is a special room designated specifically for Scholars as a place for meeting and studying. The GCC Code of Conduct shall be applied to the Garret, and all Scholars must behave in accordance with it in order to maintain privileges to use it.

ARTICLE VIII. AMENDING THE CONSTITUTION.

Section 1. All changes made during Constitutional amendment meetings must be approved by a $\frac{2}{3}$ vote of Cabinet, subject to approval by the Scholars Advisory Committee.

Section 2. The Director of the Scholars Program has the authority and responsibility to approve or veto decisions on policies or procedures, and to make any needed changes, revisions, or additions to the Constitution. Scholars are responsible to abide by the policies on the latest revision of the Constitution. The Director bears final responsibility for all Scholars matters.