

THE CONSTITUTION
OF
THE GLENDALE COMMUNITY COLLEGE
SCHOLARS PROGRAM
(LAST REVISED AUGUST 9, 2017)

ARTICLE I. NAME

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

ARTICLE II. STATEMENT OF PURPOSE

We, the Scholars Program of Glendale Community College, in order to encourage academically gifted students, have established this program, beginning in 1986, to provide an enhanced, more challenging curriculum. The Program aspires to strengthen the character of each student by encouraging high standards of scholarship and citizenship. The Program strives to guide and optimally prepare students for transfer to a university and to help students achieve success in their future goals. We like to think of our experience with Scholars not as a stepping-stone to bigger and better things, but as an indispensable academic and community-service experience that will enrich our present and help us build our future.

ARTICLE III. MEMBERSHIP AND RESPONSIBILITIES

Section 1. **ACADEMICS.** 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. Members must maintain a minimum 3.0 GPA. In addition to taking a minimum of 12 units per semester, each Scholar must take the required Honors (or designated Scholars) courses in accordance with their Student Education Plans (SEP) set by the Scholars counselor. Scholars must maintain a current SEP.

Section 2. **SERVICE.** Members are required to complete a total of 10 Scholars service events per semester, as follows:

- 4 community service events
 - 3 on campus
 - 1 may be outside of campus
- 3 fundraising events

- 3 social events

Scholars must attend and participate in events for their duration or as stipulated. Proper documentation and proof must be presented to the Scholars Webmaster for record-keeping. Prior approval by the Director of the program is required in order for hours earned outside of the program to be accepted. Third-year Scholars must attend at least 2 Community Service, 1 Fundraising, and 1 Social event.

- Section 3. **PROBATION (ACADEMIC).** In the event that a Scholar does not maintain a 3.0 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 taking Scholars classes or not maintaining a 3.0 GPA) are removed from priority registration. To return to good standing, the student must raise his/her GPA to at least the minimum requirement. The probation policy requires the student to see the Director and Scholars Counselor. Scholars must visit a Scholars Counselor at least once a semester.
- Section 4. **PROBATION (SERVICE).** Third-year Scholars who do not complete at least the 4 stipulated events (2 Community Service, 1 Fundraising, 1 Social) will be placed on Service Probation.
- Section 5. **DISMISSAL.** If a student is unable to return to good standing in the semester following probation, then the student may be dismissed from the program, and all privileges attached to the Scholars Program may be revoked for that student. In the event that a Scholar does not complete 10 events of Scholars Service per semester, the Scholar will be placed on Dismissal during the subsequent semester (fall/spring). After meeting with the Program Director, a student on Dismissal may petition to return to good standing by participating in Scholars activities and meetings, along with fulfilling the requirements for good academic standing.
- Section 6. **CONDUCT.** All Scholars, 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 service and participation. Continual failure to comply with standards of conduct and behavior, as evaluated by the Program Director in conjunction with the Scholars Executive Cabinet, is cause for dismissal from the program.

ARTICLE IV. THE CABINET: POSITIONS AND POWERS

All Cabinet members are expected:

- To uphold the laws of the Scholars Program.
- To carry out the responsibilities of their positions actively for the entire school year. All Cabinet members are to be respectful to their fellow Cabinet members during Cabinet, Committee, and General Assembly meetings.
- To have an email address, telephone number, or both, available for Scholars.

The Executive Cabinet and Program Director evaluate Cabinet members for their service and participation during the Summer probationary period, at midsemester, and at the end of each semester.

Section 1.

SCHOLARS PROGRAM DIRECTOR. The Director bears the responsibility for the efficient operation of the Scholars Program. He or she makes final decisions on admissions, standing, approvals for events, enforcements of policies, expenditures, issues, disputes, and special cases. He or she performs the following duties, and others as specified on the official GCC job description of the Scholars Director:

- Meet weekly with Cabinet.
- Work with the Scholars Counselor to select new Scholars from the pool of applicants.
- Confer with campus divisions and arranges Honors and designated Scholars courses to be taught each semester;
- Ensure that all Scholars remain in good standing in the program by monitoring the standing of all Scholars and notifying them following each semester.
- Work with the Cabinet President to select Cabinet executive officers and committee directors; guide and instruct Cabinet members in leadership.
- Participate in General Assembly, Cabinet, and other Scholars meetings.
- 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 Academic Affairs Committee that reports to the Vice President of Instruction.
- 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.
- Counsel students on probationary status and mediate conflicts.
- 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, assist students with application essays, discuss options, and provide other assistance.
- Mentor students for honors research conferences, including helping them with applications.
- Participate in the scholarship selection process.

Section 2. PRESIDENT. The highest student executive official of the program is the president. The powers and duties of the president shall include, but are not limited to, the following:

- a. Presiding over all Cabinet meetings.
- b. Presenting an agenda to every Cabinet meeting.
- c. Maintaining and exercising the ability to veto any measure; however, with a 2/3 majority, the Cabinet can override the veto.
- d. Making all necessary recommendations for appointment of vacant offices, in consultation with the Director.
- e. Voting only in case of a tie.

Section 3. VICE PRESIDENT. The second-highest student executive official on the Cabinet is the Vice President. The powers and duties of the Vice President shall include, but are not limited to, the following:

- a. Assisting and extending the roles of the President.
- b. Assuming the president's powers and duties in the event that the president is absent or resigns.
- c. Calling for and receiving up-to-date monthly log hours and meeting summaries from each committee by each General Assembly meeting.
and

Section 4. SECRETARY. The third-highest student executive official on the is the Secretary. The powers and duties of the Secretary shall include, but are not limited to, the following:

- a. Correctly preparing, maintaining, and distributing the minutes of each Cabinet meeting to all ; the minutes for a Cabinet meeting must be distributed before the date of the next Cabinet meeting.
- b. Assuming the President's powers and duties in the event that both the President and the Vice President are absent or resign.

Section 5. TREASURER. The powers and duties of the treasurer shall include, but are not limited to, the following:

- a. To work in conjunction with the President and Director, as well as the Cabinet committee directors, to oversee the management of Scholars

funds.

- b. To keep records of results from fundraisers, profits and expenses in the budget, and to set financial goals for the program each semester

Section 6. EXECUTIVE CABINET. The President, Vice President, Secretary, and Treasurer constitute the Scholars Executive Cabinet, the leaders of the Cabinet, working 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. 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. Any actions or changes that affect the Scholars Constitution are approved by a two-thirds vote of Cabinet, and then brought to the Scholars Advisory Committee for its approval.

Section 7. WEBMASTER. The Webmaster manages all aspects of the Scholars Website. The Webmaster's duties include:

- a. Keeping track of the members' service as 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).
- b. Maintaining and updating the Scholars Program Website.
- c. Maintaining and updating the Scholars Calendar of events and activities.

Section 8. FUNDRAISING COMMITTEE. Chaired by the Director(s) of Fundraising, the primary purposes of this body shall be:

- a. To manage Scholars Program finances.
- b. To develop and organize regular 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 and approved by the Cabinet and/or Program Director.
- c. To record attendance and participation of all committee members; record minutes of meetings and report them to the Webmaster; 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 Webmaster by the beginning of the final examinations week of each semester.

Section 9. JOURNAL COMMITTEE. Chaired by the Journal Director(s), the

primary purposes of this body shall be:

- a. To create, run a journal-submission contest, 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. Award scholarships for top submissions, if approved by Cabinet.
- b. To record attendance and participation of all committee members; record minutes of meetings and report them to the Webmaster; 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 Webmaster by the beginning of the final examinations week of each semester.

Section 10.

OUTREACH COMMITTEE. Chaired by the Outreach Directors, 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 promote the Scholars Program on and off campus through flyers, photos, website postings, social media, videos, and participation in Club Rush and other events.
- c. To record attendance and participation of all committee members; record minutes of meetings and report them to the Webmaster; 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 Webmaster by the beginning of the final examinations week of each semester.

Section 11.

COMMUNITY SERVICE COMMITTEE. Chaired by the Director(s) of Community Service, the primary purposes of this body shall be:

- a. To run service-oriented programs such as tutoring on campus, in conjunction with entities such as the GCC Learning Center and various academic divisions.
- b. To volunteer with non-profit and charitable organizations in the community.
- c. To participate in and/or conduct fundraisers for charities.
- d. To record attendance and participation of all committee members; record minutes of meetings and report them to the Webmaster; 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 Webmaster by the beginning of the final examinations week of

each semester.

- Section 12. EVENTS COMMITTEE. Chaired by the Director(s) of Events, the primary purposes of this body shall be:
- a. To organize, promote, and run social events for all Scholars throughout the year, to promote friendship, pride in the program, and benefits of team-building.
 - b. To record attendance and participation of all committee members; record minutes of meetings and report them to the Webmaster; 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 Webmaster by the beginning of the final examinations week of each semester.

- Section 13. IOC REPRESENTATIVE(S). Chaired by the Inter-Organizational Council Representative(s), the primary purposes of this shall be:
- a. To represent the Scholars Program at all IOC meetings.
 - b. To expand and maintain the Scholars Program's established and strong connection between the Associated Students (ASGCC) and the other clubs on campus.
 - c. To re-register the Scholars Program with IOC at the beginning of each semester, including updating and submitting the revised Scholars Constitution.

To appeal to IOC for grants for Scholars, submit the applications by the due dates, and secure additional funds for Scholars.

Section 14. AMBASSADOR. The duties of the Ambassador include:

- a. Serving as a liaison among the various Scholars Cabinet committees to promote the unity of the Scholars Program.
- b. Communicating and promoting the Scholars program to various organizations on campus.
- c. Attending campus meetings and activities.

Working with Scholars to provide information and to help them in the Scholars Program.

MEDIA COORDINATOR Media Coordinator Media Coordinator The expected person to take this role is the Scholars President.

- Section 18. BANQUET COMMITTEE DIRECTOR. In the Spring semester, the Banquet Committee Director is responsible, with the assistance of the Banquet Committee, for planning and coordinating the annual Scholars Banquet, taking place at the end of the Spring semester. The Banquet is planned in consultation with the Vice President and Program Director. The duties of the Banquet Director include:
- a. Planning the concept and program of the Scholars Banquet, subject to approval by the Cabinet and Program Director, in the Spring semester.

- b. Working with the Treasurer, Vice President, Fundraising Committee Directors, and Program Director to establish an efficient budget for the Banquet.
- c. Meeting weekly, and more as needed, with the Banquet Committee to plan the Banquet 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, and the Program Director, and other relevant administrators, faculty, and staff.

Section 20.

. An officer accused of improper conduct or neglect of duty may be impeached by a 2/3 vote of the Cabinet. 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 school year, the Cabinet, in consultation with the Director of the program has the right to appoint a new member to fill that position. A 2/3 vote must result for the acceptance of a new member. No student may hold more than one office at any one time, with the exception of the Banquet Committee Directors.

ARTICLE V.

ATTENDANCE POLICY. All Scholars, including Cabinet members, are expected to participate fully in meetings, events, and activities. A “3-Strikes” rule applies: If a member cannot attend a function or meeting, he or she is expected to inform the Scholars Secretary of the absence and the reason for it (documentation may be required), and prepare reflections and responses to the meeting minutes. Upon the third unexcused, undocumented absence from a meeting or event, the member is put on Service Probation at the midsemester evaluation, and may be put on Dismissal if the attendance is not satisfactory by the end of the semester.

Section 1.

CABINET MEETINGS. The President must coordinate an appropriate date and time for Cabinet and Executive Cabinet meetings to make it possible for the directors from each committee as well as other Cabinet members to attend. The President must always attend all Cabinet meetings, and in the instance that he/she is unable, must notify the Vice President no later than two days before the meeting. At least one appointed representative of each committee shall attend, and be on time, for all regular and special meetings. If a committee is absent once, then that committee will receive a warning. If a committee is absent twice, then that committee may experience consequences at the discretion of the President, remaining Cabinet members, and the Program Director. Any proposal determining the fate of a truant Cabinet member must result in a 2/3 vote by all voting Cabinet members.

- Section 2. GENERAL ASSEMBLY. All Scholars are required to attend the General Assembly meetings, which will be held once a month. If the General Assembly meetings conflict with classes or a verifiable commitment, the Scholar must contact the President and Program Director for briefing and instructions.
- Section 3. COMMITTEE MEETINGS. The Directors are required to preside over their committee meetings at the designated times each week. They must prepare a full agenda and involve their committee members in discussions, planning, tasks, and activities to carry out the committee's mission. Committee Directors must report summaries of their committee's activities, plus make announcements of upcoming events or projects at Cabinet meetings. In addition, committee Directors are 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. If a committee member misses a meeting, he or she must contact his or her committee director immediately for instructions and information. If a committee member misses more than 3 committee meetings without notice or does not actively participate (or an amount determined by the committee director), that committee member is subject to warnings, subsequent Service Probation, and possible removal from Cabinet.

ARTICLE VI. CABINET SELECTION PROCEDURES

- Section 1. PRESIDENT AND VICE PRESIDENT. Candidates will submit their intentions to run for President and Vice President to the present President, Vice President, and Program Director, who will decide which candidates will be interviewed, conduct interviews, and decide which candidates will best fulfill the duties of President and Vice President of the Scholars Program. If a President or Vice President continues at GCC, he or she may reapply to continue in that position.
- Section 2. SECRETARY, TREASURER, IOC REPRESENTATIVE(s), AND DIRECTORS OF EACH COMMITTEE, SCHOLARS AMBASSADOR, WEBMASTER, BANQUET COMMITTEE DIRECTOR, MEDIA COORDINATOR, ATHLETICS COORDINATOR. Returning Executive Cabinet members, committee Directors, and other Cabinet position-holders who have maintained good standing may reapply to continue in their positions. Any open positions are filled by means of interviews conducted by the President, Vice President, and Program Director. The candidates make their intentions to run for the open office known to the current President, Vice President, and Program Director, who will decide which candidates will be interviewed, and then conduct

interviews. They will select the new Cabinet members on that basis.

ARTICLE VII. THE GARRET.

The Garret is a special room designated for Scholars in good standing only. The GCC Code of Conduct shall be applied to the Garret.

ARTICLE VIII. AMENDING THE CONSTITUTION

Section 1. Any proposed amendments to the Constitution must be approved by a 2/3 vote of all voting Cabinet members.

Section 2. The Director of the Scholars Program has the power to veto decisions on policies or procedures, and to make any needed changes, revisions, or additions to the Constitution. The Director bears final responsibility for all Scholars matters.

